

Formal language

<https://www.londonschool.com/blog/10-differences-between-formal-and-informal-language/>

Practice email

Write an inquiry about some products/services you are interested in. Word count 180-220 words.

An email to a supplier of office equipment (perhaps a new, high-volume photocopier), or computer equipment (perhaps new monitors for your computers). Ideas: ask for a brochure and price list; ask for a visit from a sales representative.