

FROM CASUAL TO ALL BUSINESS

Name: _____



Change the following from informal English into formal English

INFORMAL	FORMAL
Can you send me the minutes from yesterday's meeting?	I was wondering if you could please provide me with the minutes from yesterday's meeting? or Could you please provide me with the minutes from yesterday's meeting when you get a chance?
Sorry, I can't make it tomorrow.	
See you next week.	
Don't forget to make sure all the participants sign in at the door.	
I'm sorry to tell you that our facilities are not available next week.	
About the information you wanted, unfortunately we cannot provide it to you.	