

# How to talk/write with finesse in a big company?

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When you're working in a corporate organization, it is important for you to communicate [informal English](#). The reason behind why English plays a vital role in your professional life is that it is recognized and accepted as the international language for business all over the world. Gaining a great understanding of the English language is as important as knowing what to do and how to best perform your job.



Written communication skills are as important as verbal communication skills. Hence, communication is often considered the key to a person's success both personally and professionally.



Let's take a look at a few situations along with perfect examples of how you should make use of English as an asset in your professional life:

## Situation #1- Salutation

1. Dear Mr. D'souza
2. Respected Mrs. White
3. Dear Sir / Madam

## Situation #2- Starting

1. We are writing
  - To inform you...
  - To confirm our...
  - To request for...
  - To inquire about...
2. This mail is regarding...
3. We would like to know if...
4. Could you please confirm your...

5. This mail is in reply to your request...

### **Situation #3- Giving reference to previous contact**

1. Thank you for contacting us last Monday...
2. With reference to our last meet...
3. It was a pleasure meeting you last month...
4. I would like to confirm some things from our yesterday's meet...
5. In reply to your request on 15 December...

### **Situation #4- Making a request**

1. We would appreciate it if...
2. Our company would be grateful if...
3. Could you kindly send in the...
4. It would be helpful if you could...
5. Please let us know what could be...

### **Situation #5- Offering help**

1. Would you like us to...
2. We could help in the...
3. We are willing to assist...
4. Our company would be pleased to join...
5. We would be more than happy to...

### **Situation #6- Giving good news**

1. We are glad to announce that...
2. Our team is delighted to inform you...
3. Our company is be pleased to learn...

### **Situation #7- Giving bad news**

1. We regret to inform you about...
2. I'm afraid it's too late now...
3. Unfortunately, we are unable to...

### **Situation #8- Stating complaints**

1. I am writing this to express my discontent with your...
2. Bringing to your notice that...
3. I am writing to complain about...

The English language has gained immense importance globally and has become the major language in almost all fields such as business, science, technology, commerce as well as in the travel industry.

Therefore, when it comes to career success, it is very vital for you to focus on [polished and finesse oriented English](#). It is a prevalent language and acts as an asset in any professional environment today!



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**- By Monika Agarwal**

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