

LINKING WORDS AND PHRASES – formal writing

In the following sentences the linking words and phrases are missing. Decide which of the words would be possible. **Note that in some cases more than one of the words given may be possible.**

1. We are writing to you **in order to/so as to** clarify certain confused points.
2. Our reply has been delayed **because of/owing to** the recent computer virus.
3. These matters are difficult to deal with in writing.
Consequently,/This is why/For this reason, we feel that it would be better to have a meeting.
4. I am sending you my CV, as well as other information, **so that** you will have a chance to study it before our interview.
5. Unfortunately, your mail arrived after the final date for applications. **As a result,/Consequently,** we cannot consider you for this post.
6. **Since/As** you are an import-export company, you will no doubt be pleased to know that I speak several foreign languages.
7. I have had no regular work during the past year **due to/owing to** a persistent illness.
8. You suggest a visit in the first week of June. **Since/As/Because** June 2nd is a public holiday in our country, we would like to suggest the second week instead.
9. Most companies take their holidays in August. **For this reason,/Consequently,** there is little chance of much work being completed before then.
10. I am attaching a copy of the letter since, **so that** you can judge its tone for yourself.