

2 Missing words and abbreviations

A Read the information below. Then match the sentences (a–l) to their descriptions.

Missing out words is common in emails and informal speech. It happens where the people know each other very well and the situation is relaxed and friendly. The meaning is clear from the context so the full grammatical form is not necessary.

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| a) (That's a) good idea! | g) Just read (the) email about relocation. |
| b) (Did you) get my last email? | h) Your suggestion (is) good, but needs clarification. |
| c) (I) think your idea is great. | i) (Are you) coming with us on Friday? |
| d) (It) sounds like fun! | j) (I) hope you're well. |
| e) (I am) looking forward to seeing you. | k) (It's a) pity we missed you yesterday. |
| f) (I'll) speak to you later. | l) Next week (would be) better than this week. |

- 1 The subject 'I' can be left out, especially with mental verbs like *hope*, *think* etc. /
- 2 In a question, the subject 'you' and the auxiliary can be left out. /
- 3 The subject 'I' and the auxiliary (*be*, *have*, *will*) can be left out. /
- 4 The words 'That' or 'It' can be left out, often with a form of 'be' as well. / /
- 5 A form of 'be' can be left out on its own. /
- 6 The word 'the' can occasionally be left out.

B Put the missing words back into the email below.

It was a

Great evening, wasn't it! Really enjoyed the meal, and nice to see Mary and Roger again. Had a chance to speak to Lucy yet? Don't worry if you haven't, will be seeing her tomorrow.

About next week – film you suggested sounds great. Been talking to some colleagues at work about it. Not sure about the day, though. Tuesday might be difficult. Perhaps Wednesday better? Let me know.

Going to my parents at weekend – looking forward to it. They live in Chichester. Ever been there?

Sometime soon we need to talk about holiday plans for next summer. Things still a bit uncertain at work.

Might be possible to take two weeks off in July, but can't be sure. Three weeks impossible. A pity.

Anyway, got to go now. Hope you're well. See you next week.

C Match the abbreviations (1–4) with the meanings (a–d).

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| 1 i.e. (<i>id est</i>) | a) I am going to give an example. |
| 2 e.g. (<i>exempli gratia</i>) | b) I am going to explain what I mean using different words. |
| 3 NB (<i>nota bene</i>) | c) I am adding some information at the end that I forgot. |
| 4 PS (<i>postscript</i>) | d) I want you to give special attention to this next point. |