

## Spelling list: formal email 11

words related to formal emails or letters

compensation

request            I hope you won't refuse my **request** .

disappointed      I am so **disappointed** we lost our hockey match.

particularly       Chivalry is polite and courteous behaviour, **particularly** towards women.

distress            The ship sent out a **distress** signal.

circumstances     They worked hard in difficult **circumstances** .

appropriate        Your behaviour hasn't been **appropriate** today.

satisfactorily      The job was completed **satisfactorily** and the workers were paid.

resolved            The point in a play, novel, short-story or narrative poem at which the conflict reaches its greatest intensity and then is **resolved** .

inconvenient       It was **inconvenient** to have to use the bus instead of the car.

unacceptable       Misbehaving in class is **unacceptable** .

disrespectful       Children should not be **disrespectful** to their parents.

unprofessional

unreliable

untrustworthy

annoyed            I was really **annoyed** when I dropped my phone.

dissatisfied        The football fans were **dissatisfied** with the referee's decision.

furious              He was **furious** when he found out the truth.

consequences      The **consequences** of your behaviour are severe.

extremely

This cloth is **extremely** absorbent.