

Welcome to the tolingo business English guide.

On the following pages we offer a range of material that is designed to help you to write letters and emails, hold telephone conversations and give presentations in English.

We hope that you find this guide helpful!

English letters and emails

Here you will find useful phrases that will help you to formulate letters and emails for various functions.

- [How to formulate letters and emails in English](#)

Telephoning

We have put together an overview of phrases that will help you to hold telephone conversations in English.

- [Telephoning in English](#)

Giving presentations in English

Giving a presentation in a foreign language is a challenging task. Here you will find presentation tips as well as selection of phrases that you can use when giving a presentation in English.

- [Presentation tips](#)
- [Presentation phrases](#)

Sample letters

Here are some free sample layouts for business letters in both British and American styles. The basic layout is fairly similar but you will notice that there are a few differences in punctuation and spelling e.g. organisation_{BE} and organization_{AE}.

- [Sample Letter UK](#)

- Sample Letter US