

- Read the E-mail again then complete the table below.

|                 | E-mail writer's activities |
|-----------------|----------------------------|
| Morning         |                            |
| Afternoon       |                            |
| Evening         |                            |
| Sat/Fri evening |                            |

## Getting to know you

1. How many E-mails do you send and receive each day?
2. Who do you write E-mail to?

To... katy.alvarez@cmail.com

Cc...

 Send

Subject: New job!

Hi Katy!

How's it going? Thanks for the lovely birthday card you sent – it made me smile! My sister remembered to send one this year, but it was 2 weeks late – so typical! ;)

I hope you're doing fine and that you're settling in okay to your new apartment. How does it feel to be a homeowner? Tell me all about it.

You won't believe this but I've got a new job! I'm working in a bar right in the city centre. So far, they seem like good people to work for, because the pay's great and they're giving me proper training. With bar experience I'll be able to find work wherever I go. I'm so relieved to have some extra cash.

I'll wait to see how we get on together, but I think I might eventually look for a flat with a couple of new friends from work. It'd be good to have somewhere to call home. What do you think?

Anyway, I start work in an hour so I should go and get ready. Write soon!

Miss you,  
Nicole

What two things does Nicole ask Katy to do?

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