

**A Complete the sentences.**

1. Apologising: I'm \_\_\_\_\_ sorry.
2. Expressing enthusiasm: Congratulations! What \_\_\_\_\_ news!
3. Giving information: \_\_\_\_\_ be at the station at two o'clock.
4. Accepting an invitation: \_\_\_\_\_ I'll be there!
5. Rejecting an invitation: Unfortunately, I \_\_\_\_\_ make it ...

**B Read the writing task below and then choose the correct words in the sentences.**

You have received a letter from your cousin, Cathy, who is moving to another city to start university.  
Write a letter in reply to Cathy.

Hi Julie,

How are you? You'll never guess where I am! I'm in Edinburgh, Scotland. I got a place at the university here and I'm really excited!

My course starts in three weeks and I'm here looking for a flat to rent. Everything is pretty expensive, but I think I'll be OK if I can get some cheap furniture. Can you help me? Is there anything you don't need at your house?

When the flat is ready, I'd like you to come and stay for a weekend. I'd love to see you, and we'll have a great time in Edinburgh. It's very pretty and the people are lovely.

Let me know when you can come. You can take the train from Manchester and I'll pick you up at the station in my car.

Bye for now,

Cathy

1. Cathy is in Edinburgh now to find a place to stay / start her university course.
2. Cathy wants Julie to give her some money for a deposit / any old furniture she doesn't need.
3. Cathy has invited Julie to a party / to spend a few days with her.
4. Julie can travel to Edinburgh by train / car.

**C Read the example letter and answer the questions.**

Hi Cathy,

Congratulations! What fantastic news! I've heard that Scotland is amazing and everyone says that Edinburgh is beautiful. You're so lucky!

I hope you find a place soon and yes, I can help you. I've got a desk and a chair you can have. They're old, but in good condition. I've also got a nice big red leather sofa, if you want it, too.

Of course I'll visit you! I'd love to see your new place and spend some time in Edinburgh. I'm really looking forward to it!

The best time for me to come is the end of October as I've got some free time then. In fact, I can come on Friday 28th and leave on Monday morning. Is that OK?

See you soon,

Julie

1. Has Julie responded to all Cathy's letter?  
**Yes / No**
2. Has Julie replied to Cathy's questions in the same order as Cathy asked them?  
**Yes / No**
3. Has Julie written in a formal or an informal style?  
**Yes / No**