

Your friend is not happy with her proficiency in English. She asks for your advice. Write an email to your friend, giving suggestions how to improve his English.

Improve listening skills • listen to radios • listen to TV • listen to talks, speeches, etc.	Practice in speaking • speak English at home, school and in public • take part in debates and elocution contest	Reading • read avidly • read books, newspapers, periodicals	Writing • write often • write diary, report, essay
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In your email, you should:

- use all the notes given
- add any relevant information
- use the present or future tense
- Your email should be **more than 250 words**.

Introduction	Commend your friend for wanting to improve her English and give suggestions.	
Content Point	Elaboration what/when/where/how/why	Example/Effect
1. Improve listening skill		
2. Improve reading skill		
3. Improve speaking skill		
4. Improve writing skill		
Conclusion	Be consistent and diligent.	
Hope/Idiom/Simile/Proverb		

Essay

From : _____

To : _____

Subject : _____

_____.

It is good to know that you want to improve your English. _____

The first step is to sharpen your listening skill. _____

Another input is reading. _____

Now is your output. _____

Another output, I would say the most important, is writing. _____

Be consistent in executing the strategy suggested. _____
