

Writing skills practice: A letter

Preparation task

Write the phrases in the correct group.

How's everything going?

Hope to hear from you soon.

Take care.

Thanks for your letter and telling me all your news.

Say hello to your family and friends.

Sorry I haven't written sooner. I've been away on holiday.

Please write back soon.

It was great to hear from you the other day.

to begin a letter	to end a letter