

*Write an informal letter to a friend
who has written to you to tell you that
they passed all of their exams and
that they are really happy about it.*

*They asked if you have done your
exams yet. They also asked if you
would like to meet for lunch soon.*

Your address

Friends name

*Opening
paragraph*

*Responding to news or
making comments*

Purpose for writing

*Changing the subject
or asking questions*

Closing comments

Your Name