

## 3 Reading and Writing **A**

### READING

- 1 Read Sue's email to her new friend and tick (✓) A, B, or C.

Hi Carmen

I'm Sue Manners, I'm twenty-six years old, and I'm from Wales. I live in a small house in Cardiff with my best friend, Ann, and I'm a receptionist. I work in a big hotel in the centre of Cardiff and I wear a blue and white uniform. I have a car and I drive to the hotel every morning. I drink a lot of coffee because I work long hours, but I like my job because I meet people from different parts of the world.

What else do you want to know about me? Well, my parents have a house in Bangor, on the north coast of Wales. I have two sisters – their names are Jane and Wendy. Jane is a student in London and Wendy is a chef in an Italian restaurant in Bangor. My parents are retired now.

What do I do in my free time? Well, I don't do a lot of sport, but I sometimes play tennis with Ann. I love music – my favourite kind of music is Italian opera and I listen to it in my car and on my iPod. I also play the guitar and the piano. On Thursdays I study Spanish at a language school because I want to work in Spain. At the weekend, I visit my family or I stay in Cardiff and go to the cinema with my friends.

Write and tell me about yourself.

Sue

Example: Sue lives with her family.

A True  B False  C Doesn't say

- Ann is a hotel receptionist.  
A True  B False  C Doesn't say
- Sue walks to work.  
A True  B False  C Doesn't say
- Jane and Wendy are Sue's friends.  
A True  B False  C Doesn't say
- Sue's parents live in Bangor.  
A True  B False  C Doesn't say
- Jane works in London.  
A True  B False  C Doesn't say
- Sue is a good tennis player.  
A True  B False  C Doesn't say
- Sue studies Spanish.  
A True  B False  C Doesn't say
- Sue goes to Bangor every weekend.  
A True  B False  C Doesn't say

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- 2 Read the email again and complete the form.

Name	Sue Manners
Age	1 _____
Job	2 _____
Town	3 _____
Place of work	4 _____
Drives	5 YES <input type="checkbox"/> NO <input type="checkbox"/>
Languages	English, Welsh, 6 _____
Favourite music	7 _____

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Reading total  15

### WRITING

Write an email to a new friend. Answer these questions. (75–100 words)

- What's your name?
- Where do you live?
- What do you do?
- Where do you work?
- How many people are there in your family? Who are they?
- What do the people in your family do?
- What do you do in your free time?

Dear \_\_\_\_\_

My name's .... I'm from ....

Writing total  10

Reading and Writing total  25