

You are going to **WRITE AN EMAIL** to a friend in New York who you haven't written to for a long time. Do not forget to respect the format of an email. Also, remember to open and close your email in a friendly way.

- ♣ Start with an expression like ***How are you?*** and mention your last contact.
- ♣ Continue with expressions like ***I'm writing to*** , ***Apart from that...*** , ***One other / last thing ...*** .
- ♣ Use ***by the way*** to introduce new information.
- ♣ Use expressions like ***Do you remember ...?*** to refer back to something.
- ♣ Use ***Anyway, ... or Well, ...*** to start saying goodbye.
- ♣ End with ***Best Wishes, All the best,*** etc. Use ***Love*** with family and close friends.

[illegible]