

**1. Match each part of the email with its description**

Hi James,

Thanks for your email. It's great to hear from you after so long. I hope you're still enjoying your job!

So, you're learning French? I'm so impressed! If I were you, I would try and find a French to practise speaking with? If you find someone who's learning English, you could do a language exchange. It's the best way to learn. You should try to read some books and listen to French songs as well.

Well, that's all for now. I'm looking forward to seeing you!

Best wishes!

Fred

Main body paragraph

Opening paragraph

Closing paragraph/  
statement

Signature

Greeting/salutation

Signing off/saying  
goodbye