

**Put the correct expressions under the correct heading.**

|   |  |
|---|--|
| A. How's it going? Many thanks for your last letter. It was really great. |  |
| B. It has been such a long time since we wrote to each other.             |  |
| C. By the way, you will never believe.....                                |  |
| D. I have been really busy preparing for my exams.                        |  |
| E. I'd better go now and get on with my studying.                         |  |
| F. It's really good news that.....  | G. Best wishes,                                    |
| H. Sorry to hear about.....   | I. Once again, thanks very much for all your help. |
| J. One last thing, .....  | K. I'm really looking forward to seeing you soon.  |
| L. Why don't you.....?  | M. Give my love to your family.                    |
| N. Miss you,  | O. Maybe we could.....                             |

## **Introduction**

- *Asking about them, thanking for the email*
- *Apologizing for not writing sooner and saying why there was not possible*
- *Referring to their news*

## **Body**

- *Giving news and introducing new points*
- *Making suggestions*

## **Closing expressions**

- *Give a reason for ending your letter*

## **Closing expressions**

- *Mention the next time you will see the person you are writing to*