

Put the correct expressions under the correct heading.

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| 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*