

Writing skills practice: A letter

Preparation task

Write the phrases in the correct group.

How's everything going?

Say hello to your family and friends.

Hope to hear from you soon.

Sorry I haven't written sooner. I've been away on holiday.

Take care.

Please write back soon.

Thanks for your letter and telling me all your news.

It was great to hear from you the other day.

to begin a letter	to end a letter