a opening remarks & presenting the reasons for writing	1 0
ENDING writer's (full) name	2 🗌
GREETING	3 🗌
CONCLUDING PARAGRAPH summarising the topic & closing remarks	4 🗌
BODY PARAGRAPH Paragraphs 2, 3, etc. Topic development	5 🗌

b) Refer the headings to the appropriate parts of the letter.

· the places she has visited

· addresses she is writing to

• her knowledge of languages

· the things she is good at

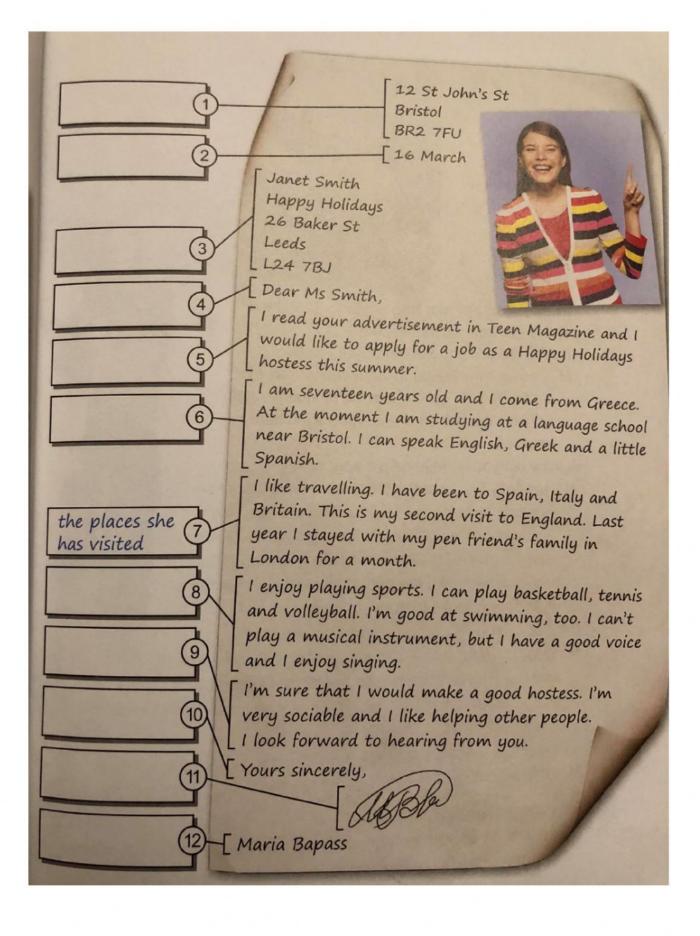
her personal qualities

· sender's address

- •reason for writing
- sender's signature
- signing off

· sender's name

- greeting
- date



Interviewer: So, how long (live) here? you Mary: For about 6 months now. I: Why did you choose Beirut? M: Because my husband John and I always (love) Arab culture and the language. John's an English teacher and he (get) a job here in a language school. I: Why did you want to take a year off? M: Basically I (want) a break from teaching. I love teaching children but I (need) a change. Also I (draw (have) and paint) since I was little but I never really the chance to study drawing. So this (seem) like the perfect opportunity to have a change and learn to draw properly. I: What (do) here since you arrived? you M: Well, (find) a fantastic art teacher, called Fatima, and I (have) classes with her since October. She's great and she (speak) English, which is lucky because I don't know much Arabic yet. But I (learn). I: Is Arabic a difficult language to learn?

M: Very difficult! Especially the pronunciation.

1 Complete the interview by changing the forms of the verbs in brackets.