

● **READ AND COMPLETE THE GAPS WITH THE RIGHT WORD**

1. You send this on a computer. You can send it to a lot of people _____
2. This is a small book with information about a company or a place for holidays

3. This tries to make you want to buy something _____
4. This has got a picture on one side. You normally send it when you are on holiday.

5. You can use this to see people in another place when you talk to them.

6. You write this in paper, and put it in an envelope to send it. _____
7. This can be a very short letter. You can also write it to help you remember something.
_____ -
8. You can use this to write a secret message to your friend. _____