

*Write an informal letter to a friend
who has written to you to tell you that
they passed all of their exams and
that they are really happy about it.
They asked if you have done your
exams yet. They also asked if you
would like to meet for lunch soon.*

Your address

Friends name

Opening

paragraph

Responding to news or

making comments

Purpose for writing

Changing the subject

or asking questions

Closing comments

Your Name