

**Explanation**

It's important to **start** a letter with a greeting, and to **end** a letter with a closing.

- 1 Look at the letter to Dr Orlov on page 63.  
Answer the questions.

- 1 How does the letter start? \_\_\_\_\_
- 2 How does the letter end? \_\_\_\_\_

- 2 Read and complete the letter.

\_\_\_\_\_

*My name is Nadia. Next month, I've got a swimming competition.  
I want to be very fit. What should I do? Thank you for your help.*

\_\_\_\_\_

\_\_\_\_\_

3

Write Dr Orlov's letter to Nadia.

Use the plan to help you. **Be a star!** ★

Paragraph 1	Say Thank you
Paragraph 2	Be active
Paragraph 3	Get enough sleep
Paragraph 4	Eat well



\_\_\_\_\_.

\_\_\_\_\_ for your letter.

First, it's important to \_\_\_\_\_. You need to

\_\_\_\_\_. You can \_\_\_\_\_.

You also need to \_\_\_\_\_. You should

\_\_\_\_\_.

Finally, it's important to \_\_\_\_\_ because

\_\_\_\_\_. You must \_\_\_\_\_.

\_\_\_\_\_.

Dr Orlov