WRITING TASK 1 – PRACTICE 2

Exercise 1

Xác định những câu tương ứng với từng câu cho sẵn dùng trong thư/ email thân mật (informal) và nửa trang trọng (semi-formal).

a. See you at the party!

b. Thanks for your help.

c. Sorry! I can't come to the party.

d. It was very kind of you to help me.

e. Please accept my apology.

f. I hope you find this information useful.

g. Please forgive me.

h. Could you please tell me when I can start my work?

i. I am looking forward to seeing you at the party.

j. Do you know when I can start my work?

k. Hope that the information can help you.

l. I am sorry that I will be unable to come to the party.

	Informal	**Semi-formal**
1. Thanking		
2. Asking for information		
3. Giving information		
4. Accepting an invitation		
5. Refusing an invitation		
6. Apologizing		

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Exercise 2:

Hoàn thành bức thư sau với các từ/ cụm từ cho sẵn.

You should	Finally
you will	As I know
I am so excited to hear	Let me know
I am willing	don't forget
Another thing to be aware of	I hope

Hi Nam,

(1) ..... that you are planning to visit Hanoi this summer! You are going to love this beautiful city full of rich culture, delicious food, and fantastic people. (2) ....., you have never visited Southeast Asia before, so I thought I'd share some information on Hanoi to make your trip more enjoyable.

First, the weather in Hanoi during the summer is very hot and humid, with temperatures ranging over 28°C. (3) ..... bring light and breathable clothing, a hat, and sunscreen. Also, it often rains in the afternoons, so (4) ..... your umbrella.

(5) ..... is the traffic in Hanoi. It can be very chaotic and overwhelming, especially for first-timers. However, with a little practice, you can quickly get the hang of it. The best way to travel in Hanoi is with a motorbike taxi. They can quickly take you to the places you want to go to.

(6) ..... , the food in Hanoi is outstanding. From the famous traditional Pho soup to the egg coffee, (7) ..... find many dishes to suit your taste. You should try Bun Cha, a traditional Vietnamese dish consisting of grilled pork, noodles, and herbs. It is one of Hanoi's most popular street foods.

(8) ..... this information helps you prepare for your visit and enjoy your time in Hanoi to the fullest. (9) ..... if you have any questions, and (10) ..... to help you!

Best regards,

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