

Dear Dominic,

I was thinking of you the other day, and decided to drop you a line to say hello and keep in touch.

We're currently getting ready to travel to France. When I say 'we', this year it's just me and Mike. Felix has been too cool to take a vacation with us for several years, and is now preparing to go to university in Montreal – he is looking forward to moving back to a big city after eight years of living in Ottawa.

There isn't much other family news to report. Catie (now 17) has been working as a camp counsellor all this summer, and has been gone since late June. She's working at the camp that she attended in previous years as a camper herself, and loves it. We saw her last weekend and noted that she had just had her nose pierced ...

So, the kids are growing up and moving on, and we will have to start thinking about how we spend the next phase of our lives, once they are no longer living at home. I'm still working with the federal government and Mike's business is doing well.

On another note, I have met someone here in Ottawa who is interested in finding work as a photographer in Europe. I've seen some of her work and it's excellent. Do you have any connections?

Anyway, we're keeping busy, staying well and looking forward to ageing gracefully (I turned 50 this year, but am in total denial)! Hope you are too.

Best,

Miranda

**3** In which paragraphs does Miranda mention the following topics?

- a News about the children
- b Her future
- c Immediate plans
- d Her reasons for writing

**4** How would you summarise her letter in one sentence?

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### Writing skills: changing topics

**5** Find the words and expressions that Miranda uses for these things.

- 1 to start the letter
- 2 to summarise what she's just been saying
- 3 to change the subject
- 4 to conclude the letter

**6** What do all the words and expressions in exercise 5 have in common?

## Preparing to write

7 Read the Writing task below. Think about the information you'd like to include and the best order in which to present it. Include some informal words and phrases.

## Writing

Write to an old friend, relative or colleague who you haven't seen for a long time. Let them know what you're doing now and what has happened in your life since you were last in touch.

### Useful language

- It's been a long time since we were in touch ...
- I hope you're well.
- As you might have heard ...
- By the way ...
- You must write and tell me your news.
- We must try to keep in touch.