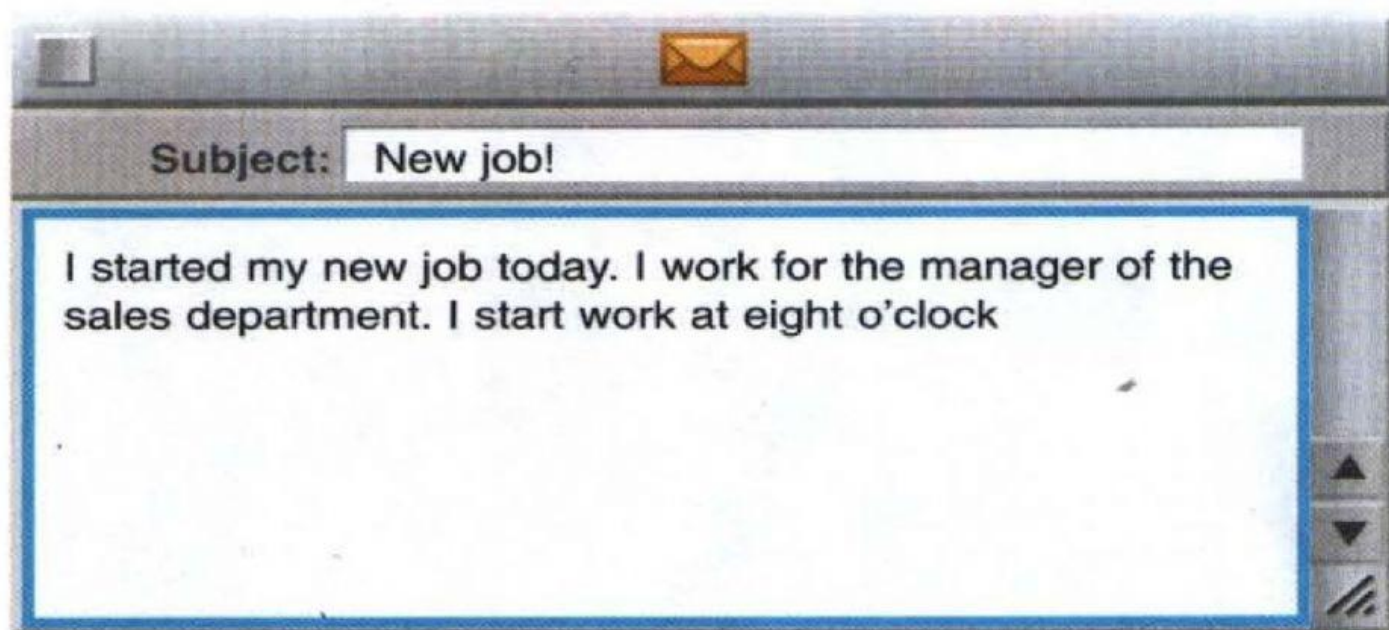


- 1 You are Susan. Write a short email to a friend describing your new manager and the new job. Begin your email like this.



The image shows a screenshot of an email composition window. At the top, there is a grey header bar with a small square icon on the left and an orange envelope icon on the right. Below the header, there is a white box for the subject line, which contains the text "Subject: New job!". The main body of the email is a large white area with a blue border. It contains the text: "I started my new job today. I work for the manager of the sales department. I start work at eight o'clock". On the right side of the body, there are three small icons: an upward-pointing triangle, a downward-pointing triangle, and a diagonal line.