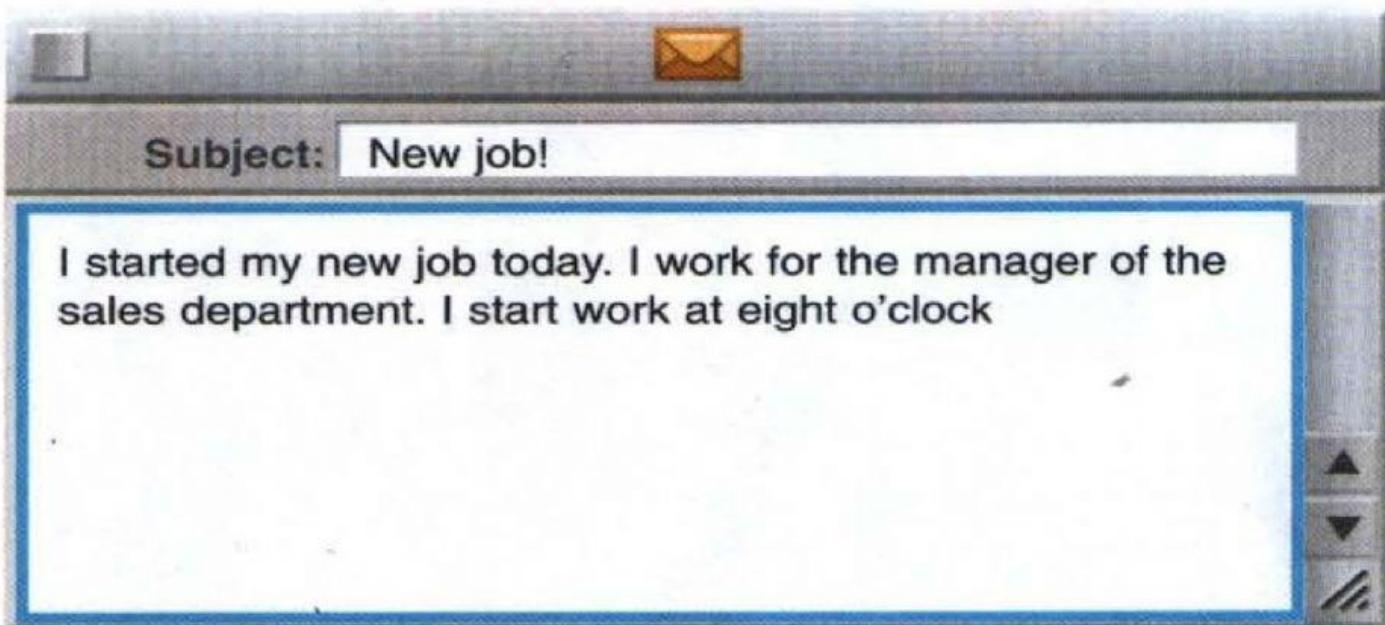


1 You are Susan. Write a short email to a friend describing your new manager and the new job. Begin your email like this.



The image shows a computer screen with an email application window. The window has a dark grey header bar with a small icon in the top-left corner and a yellow envelope icon in the top-right corner. The main area of the window is white and contains the following text:

Subject: New job!

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 window, there is a vertical toolbar with three icons: a double arrow pointing up, a double arrow pointing down, and a horizontal double arrow.