

Read the email and complete the spaces with one of the following informal phrases.

Best wishes PS Hi  
Looking forward to hearing from you  
Thanks for your email

**From:** Sally Barnes [barnes@hotmail.com]  
**To:** Goran [gorangrec@yahoo.com]  
**Subject:** Your trip

1 \_\_\_\_\_ Goran

2 \_\_\_\_\_. We're very happy  
that you're coming to stay with us again. We really enjoyed having you with us last August –  
it's going to be great to see you!

What time are you arriving at Stansted airport? If you send us your flight number and arrival  
time, we can all meet you in Arrivals. Can you send us your mobile number, too? For some  
reason it isn't in my phone.

A few more questions! Another student is going to be with us when you're here. You can  
both share a big bedroom, or you can have a small one just for you. Which do you prefer?  
What day are you going back to Croatia? And is there anything you'd like to do in the UK  
this time?

3 \_\_\_\_\_

4 \_\_\_\_\_

Sally

5 \_\_\_\_\_ I'm attaching a photo of the family – Luke's much taller than last  
year!

Now read and answer my email in informal. What am I requesting?

Illustration for the new project

— x

xavier cuenca

Illustration for the new project

Hi, Cuquill

I hope you're doing fine. Thanks for your last email about your progress in the art. I was  
wondering if you can help me with the illustration of the new project for tomorrow. The thing  
is that we need the boss' approval on Wednesday. Let me know if you can send it tomorrow  
and what time it will be ready.

Please, don't forget that the illustration about the alien is due on Monday at 11:30. What  
technique are you using on it? Tell me so I can contact John and tell him to use the same  
one. Also, what colors are you using? If you have any questions about the brightness of the  
colors do not hesitate to contact me.

Please write back soon,

Belen

Font: Sans Serif | Size: 14pt | Bold | Italic | Underline | Align: Left | Center | Right | Justify |