Informal email

A. Celia Walker has just moved to a new flat. She is writing to her brother, Andy, to bring him up to date with all her news. Put the email in the right order. The beginning and end have been done for you.

Hi Andy, Thanks a lot for the lovely email. It was great news about your promotion. Well done!	
1.	Do let me know as I'll have to get tickets.
2.	Would you like to come to? You can stay at my place.
3.	What's more, I have just started a new job.
4.	I've been taken on as a shop assistant in a bookshop.
5.	You'll be sad to hear that Mr. Green, our old teacher, passed away last month.
6.	I am really sorry for not having written earlier, but life has been busy since moving here.
7.	The other staff are nice and friendly, and it's quite well paid.
8.	Guess what! She has just moved here, too.
9.	Poor Mr. Green. Still, life goes on.
10.	Incidentally, I've arranged to go to the cinema to see "Top Gun 2" with Anna in a couple of weeks' time.
11.	She told me some awful news, though.
12.	By the way, the other day I bumped into Anna Granger in the bookshop.
Anyway, I must sign off now, as I need to catch up on a great deal of homework. Hope to see you soon. Lots of love, Celia	

B. Which words or phrases are used to:

1. Introduce bad news: _____

2. Move to another subject: a. _____ b._____ c._____

3. Apologise: _____

4. Say "and": _____

5. Introduce a surprise: _____