



### PREPARE FOR TASK

- 2 Read the e-mail again. Match paragraphs 1–4 to topics a–d.

- a how the person has changed
- b the purpose of the e-mail
- c asking for news
- d describing people in the past

- 3 a Underline all the words and phrases in the e-mail that describe someone. Which describe a) hair? b) face? c) height/size? d) personality?

a. hair?

b. face?

c. height/size?

d. personality?

- b Find a phrase in the e-mail that...

- 1 says you've wanted to write to someone for a while.
- 2 asks the reader to predict information.
- 3 expresses surprise about something.
- 4 tells the reader to look at something.
- 5 asks the reader to agree with a statement.
- 6 says that another file is included with the e-mail.
- 7 asks the reader to send his/her news.
- 8 ends the e-mail.