

Explanation

It's important to **start** a letter with a greeting, and to **end** a letter with a closing.

- 1 Look at the letter to Dr Orlov on page 63.
Answer the questions.

- 1 How does the letter start? _____
- 2 How does the letter end? _____

- 2 Read and complete the letter.

*My name is Nadia. Next month, I've got a swimming competition.
I want to be very fit. What should I do? Thank you for your help.*

3

Write Dr Orlov's letter to Nadia.

Use the plan to help you. **Be a star!** ★

Paragraph 1	Say Thank you
Paragraph 2	Be active
Paragraph 3	Get enough sleep
Paragraph 4	Eat well



_____.

_____ for your letter.

First, it's important to _____. You need to

_____. You can _____.

You also need to _____. You should

_____.

Finally, it's important to _____ because

_____. You must _____.

_____.

Dr Orlov