

Task 1: Fill in the gaps (A–F) to complete the explanation of this informal email layout.

Task 2: Correct the underlined mistakes (1–15) in the email below.

Informal email layout	
Subject line A _____	Subject: My brother and I
Salutation	Dear <u>Alex</u> ¹ _____
Opening paragraph B _____	I hope you're doing <u>good</u> ² _____! I'm writing these lines to tell you how my brother, Ahmed, and I <u>am</u> ³ _____ quite a mix of <u>similaritys</u> ⁴ _____ and differences.
Body 1 C _____	On the one hand, we're similar in many ways. For example, we're <u>both</u> kind, generous, and <u>helpfull</u> ⁵ _____ and that's why we have a lot of <u>frends</u> ⁶ _____. Like me, he's <u>also</u> crazy about football, and we train at <u>same</u> ⁷ _____ academy five days a week. In addition, he spends <u>many</u> ⁸ _____ of his free time playing video games <u>and so do I</u> .
Body 2 D _____	On the other hand, we're different in some <u>others</u> ⁹ _____ ways. First, <u>While</u> I enjoy eating <u>in</u> ¹⁰ _____ home, he prefers fast food. Second, I'm good at Science and Maths at <u>skool</u> ¹¹ _____, whereas his passion is for languages <u>also</u> ¹² _____ History. Last but not least, <u>unlike me</u> , he's very organised and never misses <u>a</u> ¹³ _____ appointment!
Closing paragraph E _____	<u>despite</u> ¹⁴ _____ our small differences, we get along very well. Write back <u>son</u> ¹⁵ _____ and tell me about you and your brother.
Sign off	Best wishes,
Signature F _____	Ali