

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 _____	<u>On the one hand</u> , we're similar in many ways. <u>For example</u> , 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 _____. <u>Like</u> me, he's <u>also</u> crazy about football, and we train at <u>same</u> ⁷ _____ academy five days a week. <u>In addition</u> , he spends <u>many</u> ⁸ _____ of his free time playing video games <u>and so do I</u> .
Body 2 D _____	<u>On the other hand</u> , we're different in some <u>others</u> ⁹ _____ ways. <u>First</u> , <u>While</u> I enjoy eating <u>in</u> ¹⁰ _____ home, he prefers fast food. <u>Second</u> , I'm good at Science and Maths at <u>skool</u> ¹¹ _____, <u>whereas</u> his passion is for languages <u>also</u> ¹² _____ History. <u>Last but not least</u> , <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