WRITING TASK 1 – PRACTICE 1

You should spend about **20 minutes** on this task.

You had arranged to meet a friend next week, but you have realized that you will not be able to go.
Write a letter to your friend. In your letter:

- Cancel the meeting with your friend and apologize
- Explain why you cannot be able to meet your friend
- Suggest where and when you could see each other instead

You should write **at least 120 words**. Your response will be evaluated in terms of **Task fulfilment, Organization, Vocabulary and Grammar**.

Complete the following email by using the given words

reason	sorry	result	However	possible
accept	Although	which	hope	example

Dear Minh,

I _____ you are doing well. I am writing to inform you that, unfortunately, I will not be able to meet you next week as we had arranged. First of all, please _____ my sincere apologies for any inconvenience this may cause.

The main _____ is that my manager has just informed me that I must attend an urgent training course at work. As a _____, I will be tied up for several days, _____ means the schedule overlaps exactly with the time we planned to meet. _____I did try to rearrange my commitments, it was simply not _____ on this occasion.

_____, I hope we can meet at another time instead. If it suits you, we could catch up the following weekend. For _____, we might go for coffee near the old town or have lunch together on Sunday afternoon. Please let me know which option works best for you.

Once again, I am really _____ about the sudden change, and I hope to see you very soon.

Best wishes,
An

LIVEWORKSHEETS