

**INFORMAL**

**You have received this email from your friend Mike**

**From:** Mike

**Subject:** School Party

It seems that most of our classmates are planning to come to the end of the year party we are organising. Isn't that great? There are a few things I would like to ask your opinion about. Should we order food from a local restaurant or do you think it would be a good idea to ask our mothers to cook something for the party? What about the music? Should we hire a band or a DJ? What about making it a karaoke party?

See you soon,

Best Wishes,  
Mike

**You have received this email from your friend Alex**

**From:** Alex

**Subject:** your visit

I'm really pleased to hear you are coming to spend a week with me and my family.

What places would you like to visit while you are here? What would you like to do? We could go to a rock concert. Or we could go and see a dance performance. Which one do you prefer?

It's a bit early in the season, but we could also go to the beach if you don't mind the water being a bit cold.

Write and tell me,

Love,  
Alex

**You have received this email from your friend Julia**

**From:** Julia

**Subject:** your new school

The last time we met you had told me that you were planning to change schools. How do you like your new school? Have you made new friends? Is it better than your previous school?

Write and tell me,

Love,  
Julia

**You have received this email from your friend Ellie**

**From:** Ellie

**Subject:** project on your country

I'm writing a Geography project on your country and I wonder if you could help me a bit.

I need some information on what kind of music is popular in your country. Also, I would like to know one or two dishes which most people enjoy. And finally, what are some of the most popular pastimes for young people?

I hope you can help me.

Love,

Ellie

**You have received this email from your friend Alexia**

**From:** Alexia

**Subject:** I need your advice

I'm the singer of a rock band with three other friends. We usually play in our basement after school, but now my friends want to perform in the summer festival of our town. I don't think I want to take part, but I'm afraid my friends will be upset if I refuse to participate. What should I do?

Please help me,

Love,  
Alexia

**You have received this email from your friend Steve**

**From:** Steve

**Subject:** I need help with class project

Can you help me with a class project? We have to write about places which are special to people. Can you tell me about a place that is special to you? It doesn't have to be a famous place. Just explain why it is important to you

Write soon,

Love,  
Steve

### Beach Side Cafe

We are looking for young boys and girls, age 15-19, to work as waiters and waitresses at our Beach Side Cafe.

Are you:

- responsible
- good with people
- ready to learn new things

We may have a job for you.

Apply to the manager, Mrs. Holmes, saying why you think you are suitable for the job.

### Do You Dream of Becoming an Actor or Actress?

We are offering four free places at our Drama School on our summer courses. Write to James White, the director, explaining:

- why you want to attend the course
- what acting experience (if any) you have had
- how many days a week you would be available

### Volunteers Wanted

We are an environmental group and we are looking for volunteers to help in our summer activities. The actions we're planning to take this year are:

- clean the beach
- plant trees
- prepare information leaflets on recycling

You should be:

- enthusiastic about the environment.
- be able to work with other people
- previous experience with such actions would be useful

Write to Mrs.Harrison, Group Organizer, explaining why you would like to volunteer and how you think you can be useful to the group.

**Camp Leaders Required**

We are looking for young boys and girls, age 15-19, to work as camp leaders for children from various countries. You need to

- have experience organizing activities for children 6 - 12
- be able to communicate in English and one other foreign language.
- be good at sports

Apply to the manager, Mrs.Lynn, saying why you think you are suitable for the job.