

UNIT 5

- 1**
- | | |
|----------------|----------------|
| 1. flawlessly | 5. Naturally |
| 2. incredibly | 6. horrifying |
| 3. hardly ever | 7. Sadly |
| 4. slightly | 8. exceptional |

- 2**
- | | |
|---------------|---------------|
| 1. hopefully | 4. honestly |
| 2. Absolutely | 5. obviously |
| 3. completely | 6. Especially |

- 3** **Opening:** Get the readers' attention by addressing them directly, Introduce the topic

Body: Present more information about the history and development of your topic, Include examples

Closing: Summarise the main point

- 4** 1. B 2. O 3. B 4. C 5. O 6. O

UNIT 6

- 1**
- | | |
|-------------|-------------|
| 1. informal | 5. informal |
| 2. formal | 6. informal |
| 3. formal | 7. formal |
| 4. informal | |

- 2**
- | | |
|----------------------------|----------|
| 1. concern | 4. Madam |
| 2. consider ... favourably | 5. apply |
| 3. Yours | |

- 3** **Before opening:** Greeting

Opening: Tell the purpose of your e-mail

Body: Explain why you are suitable for the job, Write relevant experience and personal qualities

Closing: Request a response, Tel: 5552687

After closing: Signing off

- 4** 1. O 2. B 3. BO 4. B 5. C 6. C 7. AC 8. B