

1- Your friend is not studying for the exam.

➤ You should study for the exam.

➤ If I were you, I'd study.....

2- You are in your brother's car. He is driving very fast.

➤ Drive slower / slowly , please.

3- You apologise for losing the cassette that you borrowed from your sister.

➤ I'm sorry, I lost your cassette./ I'm so sorry.

4- You meet an old friend you haven't seen for a long time. ➤ I miss you so much!

➤ How good to see you! How are you?

5- You ask your older brother to help you carry your bag as it's too heavy. ➤ Can you help me ?

➤ Would you mind helping me carry my bag?

6- You visit your friend Kamal, who is ill in hospital.

➤ I hope you get well soon.

7- You accept your friend's invitation for dinner.

➤ Thanks, I'd love to. / I accept.

8- Your friend tells you he is sorry because he broke your camera. Don't worry / It's OK.

➤ Never mind.

9- You've spilled juice on your friends' bag.

➤ Oh, I'm so sorry.

10- Your friend thinks that English is difficult but you disagree. I disagree /

➤ I disagree with you. I don't think it is difficult.

11- You advise your younger brother not to watch too much TV.

➤ Don't/You shouldn't watch too much TV.

12- You want your cousin to lend you some money. Lend me some money, please. /

➤ Could you lend me some money, please?

الشكل العام للخطاب

- الرقم + اسم الشارع - اسم المدينة و البلد - إذا كان الخطاب للخارج - اليوم و تاريخ ارسال الخطاب	20 Reda St., Ismailia, Egypt. 22 May 2011
Dear + اسم المرسل إليه	
I'm very happy to write to you this letter. How are you ? I hope you are fine.	
* التحية (هي جملة افتتاحية) * الغرض * الختام	
التوقيع اسم المرسل	

Write an e-mail to your pen friend Allan, who lives in England inviting him to visit Egypt for a week.

➤ Tell him about yourself and your family.

➤ Invite him to come to visit Egypt during the summer holidays.

➤ Tell him about the places he'll visit.

➤ Finish the e-mail.

➤ Allan's e-mail address is : allan@eng.com.

➤ Your name is Mustafa and your e-mail address is: mustafa@finalexams.com

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To : allan@eng.com.

From : mustafa@finalexams.com.

About : Invitation.

Dear Allan

Greetings from Egypt. I'm writing to you to tell you about myself and my family. I have just finished my exams and I'm waiting for the results. I have had the summer holiday. Would you like to come to Egypt during the summer holiday? You will enjoy our beaches and monuments. Tell if you would come. Best wishes.

Yours

Mustafa

