A2-task 2

Topic 1: You want to borrow a book from your friend. Write a note to tell her about that

(35 words)

Topic 2: Hi Manh, I want to meet you to ask about our department’s new project. Please tell me what it will be about, what our main duty is and when we will have to complete it.

Topic 3: You are going to get home late today. You write a note to your mother to tell her about that.

Topic 4: You are a Human Resource employer. Write a memo to all staff to remind them to wear the winter uniform as winter is coming, tell them what things are included and when they have to wear it.

Topic 5: Your colleague, Alan, is having a meeting in the company’s head office in Paris. Write a note to ask her to take some photos of the office and staff there and buy you some presents.

October, 2020

Topic 1: Your school is going to organize a school trip. Your friend is absent from school so he does not know about the trip. Write a note to tell him about the time, preparation and plan. (at least 35 words)

Topic 2: You need your brother to take you to the airport early tomorrow. Write him a note about that.

Topic 3: You friend invited you to her birthday party. Write a note to tell your sister that you’ll get home late.

Topic 4: You are going to attend an important interview. Write a note to ………… and ask him / her for advice on what to wear.

