**Task 1**

Dear Alice,

The university I am attending is green. In order to improve the environment better, the school and I have actively campaigned to plant trees to regulate the air to bring back the living environment and apply the 3R (reduce) principle. , reuse, and recycle), we also apply to reduce the use of plastic bags, because each plastic bag takes hundreds of years to be destroyed, it is very important to reduce the use of plastic bags necessary and important. Equally important is to raise the awareness of each person more, each person with a little sense will make the environment greener, cleaner and more beautiful. That's what the school and we are doing to help the environment improve day by day.

I looking forward to hearing from you.

Yours sincerely.

EVALUATE

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| Task achievement | Cohesion & Coherence | Grammar | Vocabulary |
| Complete standard of a letter | Still using simple words but still good connection | Any grammar mistakes: No  Any spelling mistakes: No | Phrase impression: Reduce the use of plastic bags |

**Task 2**

For each of us, the occurrence of conflict is inevitable in life. Instead of arguing, let's find the source of the conflict. To find the right dispute resolution solution, the first thing you need to do is identify the cause. Listen to all stakeholders to fully understand the story, give everyone a chance to speak, and then make multiple choices. It is important that things do not go too far, let's put our personal egos aside and encourage and unite the team together. Remind your employees that: “Successful projects always require the spirit of solidarity and the efforts of all members”. As a manager, you need to engage your employees. Help them understand the importance of teamwork, teamwork, cooperation and development. This is an extremely effective conflict resolution skill that few people think about. The effect will be multiplied if there are praise, encouragement, encouragement. You should know that compromise, forgiveness, empathy, common ground, and active listening will always assist you in resolving conflict. Turn challenges from conflicts into opportunities for you to develop your leadership.

EVALUATE

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| Task achievement | Cohesion & Coherence | Grammar | Vocabulary |
| Complete standard of a letter  has a beginning and an end | Use a lot of linking words (and) | Any grammar mistakes: No  Any spelling mistakes: No | good article ideas |

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