2)

1. database

2. clients

3. tables

4. calculations

5. profits

3)

1. D

2. B

3. A

4. E

5. C

4)

1. B

2. A

3. B

4. C

5. A

6. C

Letter to Edward

1. If I were you.
2. You wouldn’t feel so stressed.
3. She would listen to you.
4. If you were stricter.
5. If you took up a hobby.

Letter to Laura

Dear Ms Smithers,

Thank you for your letter asking for my advice.

To begin with, if I were you, I would try to find ways to change my life. First of all, I would look at my life and ask myself – “am I really lonely? “. Sometimes people just force themselves into thinking that they are, though they have family and friends that they can talk with. If you want to have more socialization, I would recommend to look at your work-life balance and time management. After seeing how much time you just waste, I recommend filling this time with all sorts of hobbies that might suit you. After you try different hobbies, you will stick with few that you would like.

I hope my advice will help.

Best wishes, Dorothy