Ex:write an email of 100-120 words to instruct your friend to transfer photographs from a digital camera to a computer.

Dear D

It should be quite to transfer photographs from a digital camera to a computer.First,turn on your computer and your digital camera.next, plug the camera into the computer.After that,plug USB cable into digital camera and plug other end into computer(should use the cable that comes with the camera when you purchase it,read the user manual if you're not sure how to plug the cable, many cameras sometimes come with proprietary plugs from their own manufacturers).Next step,Test connection success or not,if successfull then go to “My Computer” and click on the icon camera on the screen computer.After that click on the folder DCIM to open file,in side the file will contain images.Finally,copy images and paste it in any folder on your computer.

I hope you can do it easy.

If you have any trouble,write for me soon.

Best wishes.

Khanh