***Task 1:***

Letter 1:

You receive an agreement to join your company annual meeting from a branch manager in the US.

Write a letter to him/her, and in this letter, you should say:

* Express your appreciation
* Suggest what you can help in terms of airpor pick up, accommodation, and means of transportation
* Suggest other ways of entertainment

Write at least 150 words,

Start your letter with Dear Sir/Madam

Letter 2:

You were recently dissatisfied with with of the employees at your local supermarket.

Write a letter to the manager of the supermarket, and in this letter, you should say:

* Tell him/her why you were talking to that staff
* Describe his/her rude behavior
* Tell the manager to find out the solution

Write at least 150 words,

Start your letter with Dear Sir/Madam

***Task 2:***

In many countries, the amount of household waste like food packaging is increasing. What are the causes of this problem? What measures could be taken to reduce it?