***Task 1:***

Letter 1:

One of your friends invited you to have dinner at a restaurant which you have tried before. However, you do not suggest that restaurant.

Write a letter to your friend. In your letter:

* Tell him/her you do not want to come that restaurant again
* Clearly state the problems
* Suggest another restaurant to go

Start your letter with Dear + Name

Letter 2:

Your company introduced a new uniform that you mostly enjoyed it with except for one thing.

Write a letter to your HR department. In this letter:

* What do you like about that uniform
* What do you dislike about that uniform
* Give some suggestions to improve it

Start your letter with Dear + Name

Note: write at least 150 words

***Task 2:***

All university students should participate in voluntary activities to support their local communities. To what extent do you agree or disagree?