

Task 1: Dear Tuan, Do you know what happened with me? Last week, I saw Son Tung M-TP when I were to my capital city. I saw he at outside the shopping center on last Monday .Wow, he was very handsome. Son Tung had a slim body with blue hair. He was wearing white suit and black shoes. I felt happy to express nothing and I wanted to write to tell you. Call me when you received my letter. Loves, Thuong.

Task 2: My opinion is making phone calls is not the best way of communicating. First, you can't go back and review phone calls later. Email, on the other hand, has the distinct advantage of being permanent, archivable and searchable, and allows prior conversations to be referenced and reviewed for accuracy or to refresh your memory. If you read an email last week and can't remember the content of the email, you pull it up and re-read it but phones calls is never. Seconds, It's far more difficult to batch phone calls. You can set aside chunks of time where you return phone calls. But generally speaking, it's far more difficult to batch phone calls than it is with emails. Setting time-based goals for your phone calls, particularly for incoming calls? Not so easy. Setting time-based goals for your emails? Much easier. Set aside a certain amount of time to answer emails, and then take care of them when it's convenient. End, they're an awkward dance of silence and interruptions. Visual cues can help you predict changes in conversation and gauge the interest level of the person you're talking to.