

Task 1: To: Thu Thao Nguyen From: Nga Pham Subject: Party invitation Dear Thao, Please join us for a night of dinner to celebrate my graduation party. Here is information about the party: When: Sunday, June 26, 2016 Time: 7:00 P.M Location: Sheraton Hotel K5 Nghi Tam, Road, 11 Xuan Dieu, Quang An, Tay Ho, Ha Noi. By the way, I am having problem finding a suitable party planner, would you be able to help me with this? I look forward to your reply and meeting you soon. Best regards, Nga Pham.

Task 2: Many people said that: "People working in offices shouldn't wear jeans and T-shirts." I totally agree with this idea for the following reasons: The first, I think people should wear uniform when they come to offices because if everyone else wears pastels and you dress in black everyday, you will stand out and usually not in a good way. Dressing to fit in with the company culture shows that you are a team player and are concerned about the kind of image you and your company present to clients. The second, wearing jeans and a T-shirt makes you do not professional, cause your customer to the lack of trust for your company. Unless you work in fashion, wearing the latest trends to work is a no-no, as wearing overly trendy clothing can overshadow your work accomplishments. And finally, T-shirts and jeans sometimes makes you look too comfortable and it does not suit the job you are doing seriously. In addition, wearing the company's uniform shows that you and colleagues alike, irrespective of caste and wages. To sum up, when you go to the workplace, you should wear polite clothing. I think, wearing T-shirts and jeans fit better to go out with friends.