task 1 : from : nguyenthidung@gmail.com To : danghongngoc@gmail.com Hi Dung ! Tuesday 13th November 2016 my father will arrive to Ha Noi to visit me but in that time , i will be being in the meeting so i can not be at the railway station to pick him up. Now i am really worry about that . My father does not know way in Ha Noi therefore i need your help. My father has black almond-shaped eyes , a small nose and medium height . he has a blad headed and beard. He will wear black hat and green $T\mbox{-shirt}$.It is all that can help you know who he is . I hope you help me . Please contact me as soon as possible . I am looking forward to hearing from you. Best wishes Dung Task 2: Nowada, casual and formal fashion style are more and more popular and many people chose them to become their style . For me, I prefer casualwear. I prefer casual fashion style because i don not have much time to think about what i should wear everyday but casual fashion requires less time to put on and has better mobility than formal wear so i think it is siutable for me . Morever, Casualwear can simply be washed and dried. Also it takes longer to put on formal wear. Formal wear also needs to be tight and restricts more mobility and flexibility than casual wear. Now i am a student , i usually go out with my friend and i need comfortable clothes. But in the future i will choose formal fashion style . when i graduate , i have to go to work , in that environment , formal - wear is suitable because it is very polite and makes a strong impression on interviewer. I like casual fashion style and i think formal fashion style is not also bad.