

task1: Dear Mark Next week I will party was held have a birthday 20 th at ocean restaurant. The party will be held at 20 pm with family and my friends. Really glad you came with me gatecrash the party. i will wait for you at the gate. Can you help me choose the flowers and cake so beautiful. I hope you will come and join the fun. love... Task2: people working in offices shouldn't wear jeans and T- shirts because it is very impolite. Elegantly dressed will help you feel more confident at work. Customers feel satisfied because his partner was the nine-digit. if you wear such a revealing offensive. People working in offices will feel uncomfortable. also if you spruce your peers will respect you.