

Task 1: Dear Tom, I'm so sorry but I can't go swimming tomorrow evening. Tomorrow is mom's birthday. So I have a party with family. Let's go to the cinema next Sunday if you are free, ok? Love, Dung.

Task 2: Friends are important in our life. I agree. Your friends are the ones with whom you can share anything about your life; may it be your personal problems, family problems, relationship problems or any other thing that you want to share with somebody. You never need to think twice before saying anything to your friend. They are always loyal to you and listen to all what you have to say; even if it makes no sense sometimes. They calm you down and relax you in every situation. For any kind of help one needs, one can always approach a friend. They support you unconditionally and are the pillars of strength. Friends unconditionally love you and care for you. Their love for you is always the same and never divides in between you and somebody else, irrespective of their or your status and number of friends. Your friends help you grow as a person. You enjoy with them and spending time with friends is fun always. In conclusion, friends are important in our life.