FURTHER PRACTICE:

**Write a short message with NO MORE THAN 15 WORDS for each of the given situations**

1.You have to visit your grandma in the hospital, so you can’t come to your best friend’s party. Write a message to her to let her know, apologize and explain the reason.

2. You have missed the bus to the office. Write a message to your colleague to tell him that you will be late for the meeting and explain the reason.

3. You are going to the cinema with your cousin tonight. Write a message to her to tell her that you bought the tickets and you will wait for her outside the cinema at 6 p.m.

4. Your friend sent you a birthday present. Write a message to her to thank her and tell her that you like it so much.

5. You can’t buy food for your brother because you are getting stuck in a traffic jam. Write a message to him to say sorry and explain the reason.

6. You are sick, so you can’t go to school tomorrow. Write a message to one of your classmates to tell her about that and ask her to lend you her notes.

7. You are in a taxi now. Write a message to your friend and tell her that you will see her outside the airport in 20 minutes.

8. Write a message to your roommate to tell him that Susan called him and asked him to call her back at 0770657655 before noon.

9. Write a message to your mother to tell her that you will leave school early today and help her pick your little brother Tommy up from the nursery.

10. You fell and broke your leg. Write a message to your friend to tell him that you can’t take part in the football match this weekend and apologize him.

SUGGESTED ANSWERS:

1. Sorry. Have to visit grandma in hospital. Can’t come to party.

2. Missed bus to office.Will be late for meeting.

3. Bought the tickets. Wait for you outside cinema at 6.

4. Thanks for birthday present. Like it so much.

5. Stuck in traffic. Can’t buy food. Sorry.

6. Sick. Can’t go to school tomorrow. Lend me your notes.

7. Am in taxi now. See you outside airport in 20 mins.

8. Susan called. Call her back before noon. 0770657655.

9. Will leave school early today. Pick Tommy from nursery for you.

10.Fell and broke leg. Can’t take part in football match this weekend. Sorry.