

Solutions

Each answer shows the steps, then the **result**.

2.1

(a)

- any natural congratulation, e.g. **“Congratulations — I knew you would do it!”**

(b)

- any natural apology, e.g. **“Sorry it has taken me so long to write back; things have been busy here.”**

2.2

(a)

- **“Good news — I’m coming to visit in July!”**

(b)

- **“Let me know as soon as you can.”**

2.3

- **greeting, opening line, content paragraphs, closing move, sign-off**

3.1

- **content (4)**: the three points covered and developed
- **language (4)**: consistently informal, varied and accurate, clear paragraphs, appropriate greeting and sign-off

3.2

- **“Yours faithfully”** is for a letter to someone whose **name you do not know**
- suitable alternatives: **“Love”, “Best wishes”, “See you soon”, “Take care”** — any two