

1. Read the email and match a - d to 1 - 4 to make sentences.

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|--|---|
| a) The first paragraph explains the writer's .....     | 1) why it is important to read          |
| b) In the second paragraph, the writer describes ..... | 2) reasons for writing                  |
| c) In the third paragraph, the writer emphasizes ..... | 3) suggestion and comes to a conclusion |
| d) In the final paragraph, the writer makes a .....    | 4) the variety of the points of view    |

2. Read the email again and answer the questions.

Which underlined expression

- |   |       |
|---|-------|
| a) politely introduces a personal opinion?                      | ..... |
| b) states the reason for writing?                               | ..... |
| c) introduces a logical result?                                 | ..... |
| d) introduces something different from another thing?           | ..... |
| e) introduces information that you expect people to agree with? | ..... |