



# Email/Letter

- A2 Key
- B1 Preliminary
- B2 First
- C1 Advanced

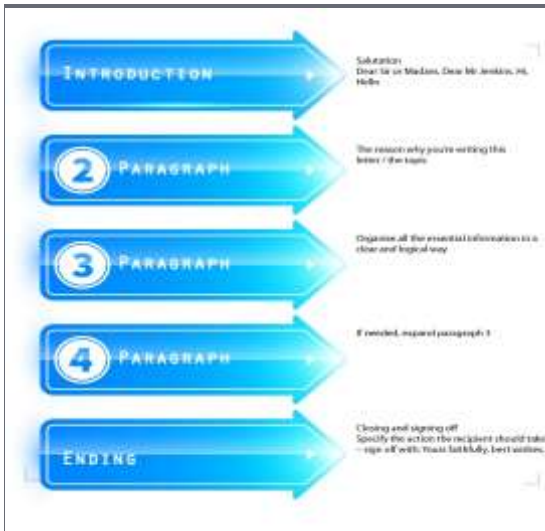


**Tone:** Friendly and conversational.

**Style:** Personal and casual; use of contractions and everyday vocabulary.

**Coherence:** Flows naturally, often following a question-response format.

**Accuracy:** Grammar mistakes acceptable IF THEY DON'T HINDER communication.



- "How have you been?"
- "I just wanted to drop you a quick note..."
- "Looking forward to hearing from you soon!"

Catch up, let me know, take care, awesome, thrilled.

- "Hit me up" (contact me).
- "Drop a line" (send a message).

