1. An American colleague is coming to take over your responsibilities. Write a message to remind him/her what your main responsibility is, where he can find your monthly plans and who to ask for help in case of troubles.

70 words

1. One of your school-mates couldn´t take part in the reunion which has recently been held. Write a letter to him/her to explain what the reunion was like. Tell him 2 pieces of news and offer him/her to give him/her more detail about your mates. Let him/her choose from 2 dates when you can meet him/her.

150 words