

Task 4

You and a friend have been invited to a concert in another town in the UK, but your friend is not sure whether to go. Write an email to your friend persuading him/her to go with you.

Write about 100 words.



An email composition window with a menu bar (File, Edit, View, Insert, Format, Tools, Message, Help) and a toolbar (Send, Cut, Copy, Paste, Undo, Check Spelling, Attach, Priority, Sign, Encrypt, Outline). The header fields are: To: a.person@email.com, Cc: (empty), and Subject: Concert. The main body of the email is a large area with horizontal dotted lines for writing.