

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.

The image shows a simulated email composition window. At the top, there is a menu bar with the following items: File, Edit, View, Insert, Format, Tools, Message, and Help. Below the menu bar is a toolbar containing icons for Send, Cut, Copy, Paste, Undo, Check Spelling, Attach, Priority, Sign, Encrypt, and Offline. The main area of the window is divided into three sections: 'To:' with the text 'a.person@email.com', 'Cc:' which is empty, and 'Subject:' with the text 'Concert'. Below these fields is a large text area with horizontal dotted lines for writing the email body.