

# Brainstorm using these cues:

-**social**: What are some social cues on the topic?

-**economic**: What are some money-related/job-related cues on the topic?

-**political**: What are some political cues on the topic?

-**environmental**: What are some environmental/climate cues on the topic?

-**educational**: What are some education cues on the topic?

-**ethical**: What are some ethical/legal/moral cues on the topic?

-**cultural**: What are some cultural/traditional cues on the topic?

-**medical**: What are some medical cues on the topic?

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# Task 1:

Informal:

**Dear [Friend's Name],**

**Hopefully, you and your family have been keeping well. It feels incredibly long since we last spoke!**

**Understandably**, planning a two-week holiday can feel overwhelming, especially when you want everything to go smoothly, so I'd be more than happy to help you find the perfect place to stay! There are lovely guesthouses nearby that offer a cozy local atmosphere, as well as more luxurious hotels; I can show you some of them.

**Given that** you enjoy exploring new places, from scenic hiking trails and lively local markets to historic landmarks, there is much to do! Also, you absolutely must try the street food, as it captures the real flavor of the region.

**When it comes to** packing, I'd suggest bringing light clothing for the daytime since it's usually warm, but do pack a jacket because evenings can be chilly, which is why comfortable walking shoes are essential if you plan to explore properly!

**Let's keep this conversation going; I'm easy to contact. Sending lots of love to you and your family!**

Best Regards,

[Your First Name ONLY!]

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Formal:

**Dear Mr. Pearson,**

**The intention of my email today is to bring up** an inquiry regarding the tennis course advertised in England.

**Addressing my current circumstances, I am** unfortunately unable to remain for the entire duration of the course due to prior commitments scheduled during the final week. As a result, attending all sessions will not be possible; however, I am still keen to participate.

**Considering this limitation,** I would like to better understand your policy on refunds or credits. **In particular,** I am interested in knowing whether a partial refund may be available for the days I cannot attend, or if the missed sessions could potentially be transferred to a future course.

**Certainly,** the course appears to offer a high quality learning experience, and I remain fully committed to making the most of this opportunity. **To add to this,** any guidance you can provide on accommodating such situations would greatly assist me in planning my participation more effectively.

**I sincerely value your support in this matter. Additionally, keeping open and consistent communication with each other would be highly beneficial.**

Sincerely,  
[Your Full Name]

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## Task 2:

**The idea of** utilizing extra office space **has been talked about at length by the staff. I firmly believe that a fitness area represents a more appropriate alternative** than the swimming pool.

**This is evident when considering** the versatility and accessibility of a fitness area. A gym that operates around the clock allows employees to exercise at times that suit their individual schedules. **Accordingly,** this flexibility **will culminate in** higher productivity in the workplace when stress levels are down and health levels peak, both mentally and physically.

**Although** a swimming pool offers relaxation benefits, its maintenance costs itself would take up a huge budget of the company overheads; and we are in no position to add more burden in this area. **By the same token,** the swimming pool will be shut down in the winter months, compared to the gym which will be open year round. This makes the choice even more obvious.

**Based on the reasons outlined above, I maintain that** a fitness area provides a far more practical and beneficial use of extra office space, as it promotes well-being, flexibility, and long term health benefits for all employees.

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