

Mary and Tom are very polite students. They can write perfect e-mails to their teachers and friendly letters to friends abroad.



<p><b>Dear Mrs. Miller,</b> I have done most of the work in module 6. <b>I would like to</b> do tea and talk and the book chat. <b>Could you please tell me,</b> when I can do these things? <b>Thanks a lot,</b> Mary</p>	<p><b>Dear Mr. Summer,</b> <b>I am sorry, but</b> I did not get your last mail about our Zoom meeting. <b>Could you please tell me when</b> we will meet? <b>Could you also send</b> the link to the meeting, <b>please?</b> <b>Best regards,</b> Tom</p>	<p><b>Dear Ms. Bell,</b> I have finished module 6. <b>Could you please enroll me in module 7?</b> <b>Could you please tell me where I can find</b> the handout and the vocabulary cards? <b>Thanks a lot,</b> Mary</p>
<p>Dear Mrs. Baker, <b>I am sending you</b> my story in the attachment. <b>Could you please correct it for me?</b> <b>All the best,</b> Tom</p>	<p>Dear Mr. Griffel, I am working on the exercises in Modul 5, but <b>unfortunately, I cannot find the solutions</b> on Moodle. <b>Could you please upload them for us?</b> <b>Thanks a lot,</b> Mary</p>	<p>Dear Ms. Thomson, <b>I am sorry, but I have lost</b> my textbook. <b>Could you please scan</b> pages 24 and 25 for me? <b>Thanks a lot,</b> Tom</p>
<p>Dear Mrs Nile, I don't understand how exercise 17 in Module 5 works and <b>what I am supposed to do.</b> Could you <b>explain it to me,</b> please? <b>Is it possible to have a short Zoom meeting with you?</b> <b>Kind regards,</b> Mary</p>	<p>Dear Max, Thanks for your long letter and your update about all the new rules in your country. Life in Austria has also changed a lot. .... ... <b>Please write back soon,</b> <b>All the best,</b> Tom</p>	<p>Dear Sandra, <b>I have just received</b> your nice letter. It is really interesting to read about all the new things in your country. <b>Let me tell you how we are coping with the situation.</b> ... I hope things will get better soon. <b>Love,</b> Mary</p>