

**Answers to An informal email or letter – exercises****Preparation**

- |      |       |
|------|-------|
| 1. d | 6. h  |
| 2. c | 7. i  |
| 3. f | 8. b  |
| 4. e | 9. j  |
| 5. a | 10. g |

**1. Check your understanding: true, false or not given**

- |              |              |
|--------------|--------------|
| 1. False     | 5. False     |
| 2. Not given | 6. Not given |
| 3. True      | 7. Not given |
| 4. False     | 8. True      |

**2. Check your understanding: matching**

- |      |      |
|------|------|
| 1. h | 5. g |
| 2. c | 6. a |
| 3. b | 7. d |
| 4. e | 8. f |

**3. Check your writing: gap fill**

- |                      |                                 |
|----------------------|---------------------------------|
| 1. was in full swing | 5. strong point                 |
| 2. by and large      | 6. bombarded her with questions |
| 3. out of the blue   | 7. pass with flying colours     |
| 4. pick your brains  | 8. down-to-earth                |