

THEME 10 MANNERS WRITING SKILL (NOTIFIER)

A. Write notes for the following situations. Express your apologies, regrets, and wishes to the people mentioned.

1. Due to an unstable connection, you missed an online meeting. Write about it to your teacher.
2. Because of missing the bus, you couldn't make it to your friend's birthday. Write about it to your friend.

2. Write a wish for yourself.

3. Write something that you regret doing.

4. Imagine that you borrowed your friend's notes to revise for an exam. Unfortunately, your little brother spilled tea on it, so some pages became useless. Write an apology note to your friend and state reasons.

5. The course hours have changed, and the teacher has asked you to inform your friends. However, you were very busy and forgot to do it. Make a sincere apology for your mistake.

6. Because of the traffic congestion, you are late for school. You have an exam that day, and it has already started. In a text message to your teacher, make an apology and state your reason.

7. You borrowed some books from the library. As you still needed the books and failed to meet the deadline for returning them, call the library, make an apology and give reasons in a polite manner. Express your regrets as well.