Match the halves — Group A and Group B

Group A takes the first table, Group B the second one — print one sheet per pair, or cut the page in two. The beginnings are numbered 1–10; the endings are mixed up (a–j). Students draw a line or write the letter next to each number, then read the full sentences aloud and give the Uzbek meaning of the key word. Groups swap tables for a second round.

Group A

#	Beginning		Ending
1	Don’t put an exclamation …	a)	… the family news when she phones.
2	Don’t put your address at …	b)	… the top of an email.
3	The letter to the hotel …	c)	… exams — how’s your new flat?
4	Anyway, that’s enough about my …	d)	… her cousin with ’All my love’.
5	Grandma always wants to hear …	e)	… that we’re moving to Samarkand!
6	Martina ended her letter to …	f)	… with just her first name.
7	The big news is …	g)	… Friday, but actually it’s on Saturday.
8	I thought the party was on …	h)	… time at my cousin’s wedding.
9	Martina signed her letter …	i)	… mark after every sentence!
10	We had a wonderful …	j)	… began with Dear Sir or Madam.

Group B

#	Beginning		Ending
1	"Good luck!" is an incomplete sentence, but …	a)	… the bank with Yours faithfully.
2	Formal language sounds strange in …	b)	… sounds friendlier than "receive".
3	To my old teacher …	c)	… informal letter full of family news.
4	The whole family came to …	d)	… it’s fine in a letter to a friend.
5	He finished his letter to …	e)	… pen-friend in Canada for two months.
6	I haven’t heard from my …	f)	… a letter to your brother.
7	Choose everyday vocabulary: "get" …	g)	… your letter earlier — I was ill.
8	My cousin wrote me a long …	h)	… my sister’s wedding in Namangan.
9	I’m sorry I didn’t reply to …	i)	… have one main piece of news.
10	Each paragraph of your letter should …	j)	… I wrote ’Best wishes, Aziz’.

Answer key (teacher's copy)

Do not hand this page to the students.

Group A

1. Don’t put an exclamation mark after every sentence!
2. Don’t put your address at the top of an email.
3. The letter to the hotel began with Dear Sir or Madam.
4. Anyway, that’s enough about my exams — how’s your new flat?
5. Grandma always wants to hear the family news when she phones.
6. Martina ended her letter to her cousin with ’All my love’.
7. The big news is that we’re moving to Samarkand!
8. I thought the party was on Friday, but actually it’s on Saturday.
9. Martina signed her letter with just her first name.
10. We had a wonderful time at my cousin’s wedding.

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

Group B

1. "Good luck!" is an incomplete sentence, but it’s fine in a letter to a friend.
2. Formal language sounds strange in a letter to your brother.
3. To my old teacher I wrote ’Best wishes, Aziz’.
4. The whole family came to my sister’s wedding in Namangan.
5. He finished his letter to the bank with Yours faithfully.
6. I haven’t heard from my pen-friend in Canada for two months.
7. Choose everyday vocabulary: "get" sounds friendlier than "receive".
8. My cousin wrote me a long informal letter full of family news.
9. I’m sorry I didn’t reply to your letter earlier — I was ill.
10. Each paragraph of your letter should have one main piece of news.

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