

**Letters and emails are both ways of making and keeping contact with other people. Compare letters and emails and say which form of communication you prefer and why.**

**Write 200-220 words**

When people need to make written contact with others, there are various ways of doing so. Probably the two best known are letters and emails.

Letters and emails are similar in that you can use them to communicate with people you have close relationships with, such as friends or family members, as well as with those you do not know well. In other words, letters and emails both offer the possibility of formal or informal communication.

There are, however, several important differences between letters and emails. The first is that letters have been around for several centuries. Email is a much more recent development ; the first emails are believed to have been sent in the 1960s. Because of this, a fixed etiquette surrounds letters. For example, certain beginnings and endings should be used when writing a formal letter whereas the rules governing formal emails are rather looser. Another, more obvious, difference is that emails are faster and more efficient. If you send a letter by post, even within a country, you do not expect it to be delivered until the following day at the earliest. In contrast, an email can be received almost as soon as it is sent.

At heart, I am a traditionalist. Where personal contact is concerned, I value letters much more than emails. However, the modern world requires the availability of instant communication. This would be impossible without email.

234 words

**Newspapers and the internet are both ways of receiving news. Compare newspapers and the internet and say which of these methods of receiving news you prefer and why.**

**Write 200-220 words**

**Compare travelling by train and travelling by car. Say which of these methods of travelling you prefer and why. Write 200-220 words**

**Compare shopping for clothes and luxury goods in large shopping-centres (such as Max or Mirage) with shopping in small specialist shops. Say where you prefer to go shopping and why. Write 200-220 words.**

**Compare the experience of reading a book with the experience of seeing a film. Say which of these experiences you prefer and why. Write 200-220 words.**