



10:49

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To: jimmy52@me-mail-uk.com

Cc:

Subject: This weekend

Hi Jim

① We're meeting at Fistral Beach to go surfing on ② Saturday  
③ morning. Dani and Ru are coming. Do you want to come with  
④ us? It's going to be sunny and hot : )

Speak soon

Jen

## Top Tips for writing

1. Start a sentence with a capital letter.
2. Use capital letters for days of the week.
3. Finish a sentence with a full stop.
4. Finish a question with a question mark.