

### Information/ Informal

**You are writing your first letter to a pen pal. Describe your previous studies and work experience, your current activities, hobbies and interests.**

**Tell your pen pal that you will be visiting him/her.**

- **You should write at least 150 words.**
- **You should spend about 20 minutes on this task.**

Dear Roma,

Hi! Hope this letter will not trouble you and finds you in the pink of your health. My name is Harjeet, and I obtained your name and address from Pen Pals International. I am very glad to have this chance to write to you and become pen pals.

Let me first introduce myself. I'm currently working as a computer programmer in a large multi-national company. I graduated from Patiala Punjabi University with a Bachelor's degree in computer science in July 2013. While I enjoy my current job, I'm interested in pursuing a Master's degree. Let me tell you that my hobbies include listening to music especially rock and roll, playing the piano as well as playing tennis. I am also kin interested in travelling, and have visited every historical place in Punjab at least once.

The purpose to share all this with you is that this summer, I will be travelling with my mother to Chandigarh. She will be attending a history conference at the University of Chandigarh International. Therefore, we will stay there for a total of 2 weeks – from January 2nd to 16th, 2017. Don't mind, If you are free, I would be very happy to meet you in person. Perhaps we could spend a day or two together.

Well, let me finish here. I am eagerly awaiting your reply to this first letter. Please tell me all about yourself and your interests. I hope that we can become good friends. Finally, I pen down with expectation to listen from you at earliest and before we leave for Chandigarh.

Yours truly,  
Harjeet