**HA Paragraph 1: Informal Message to a Friend**

Write a personal and informal paragraph to your friend on a topic of your choice. Express your thoughts, feelings, and any updates you'd like to share. Be creative, and let your personality shine through. Use an informal tone as if you were talking to your friend in person.

**Paragraph 2: Formal Request to the Librarian**

Write a formal paragraph addressed to the librarian. Request additional books for the library, focusing on your favourite novels. Clearly articulate why you believe these additions would enhance the reading options for the students. Maintain a respectful and professional tone throughout the paragraph.

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