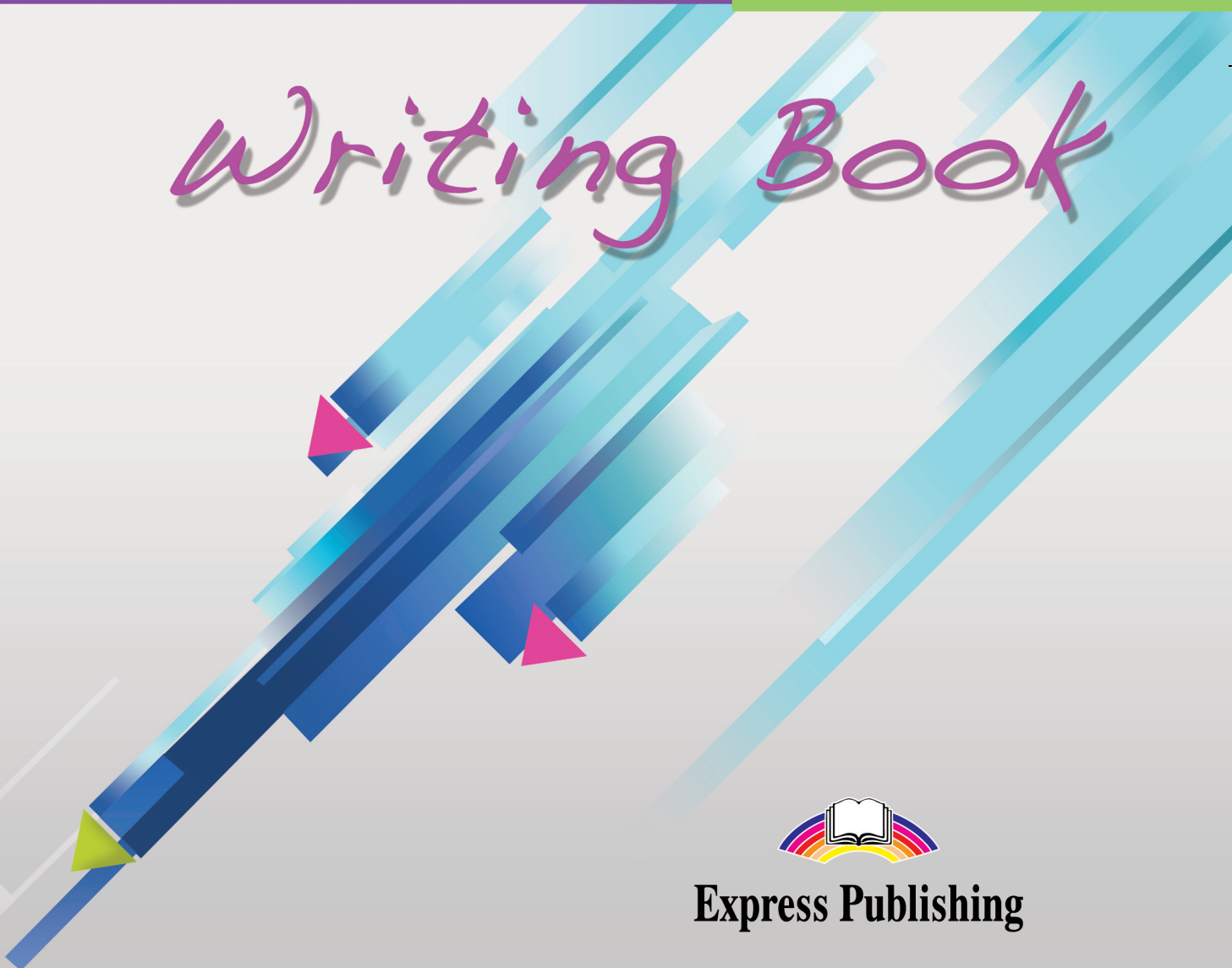


On Screen

Intermediate | B1+/B2

Virginia Evans - Jenny Dooley

Writing Book



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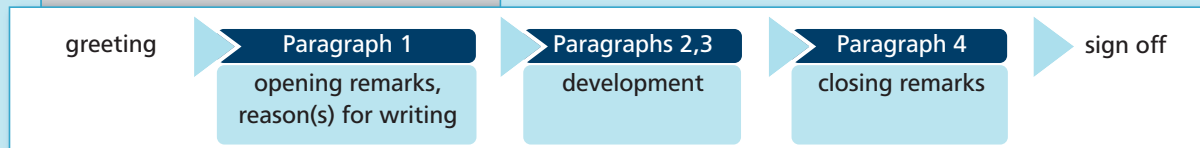
Writing

Letters/Emails

General Introduction

Letters/Emails can be formal, semi-formal or informal depending on who we are writing to. Reasons for writing them include: **giving news, giving invitations, accepting or refusing invitations, complaining, asking for or giving information, applying for a post/course, expressing apology, asking for/giving advice, explaining, thanking, giving news, suggesting, expressing preference** etc.

General outline for letters/emails



Informal Style

Greeting: Dear John/Uncle Jim/Mum, etc

- friendly, relaxed, personal style (e.g. *Thanks so much for your last letter.*)
- frequent use of colloquial expressions, idioms, phrasal verbs, short verb forms (e.g. *It's been ages since we last saw each other.*)
- pronouns are often omitted (e.g. *Thought I'd drop you a line.*)
- chatty language (e.g. *I hope you're doing well.*)
- simple linking words (e.g. *and, but, so*)

Sign off: Best wishes,/Yours,/Regards, (our first name)

Semi-Formal Style

Greeting: Dear Mr Harris,

- polite respectful tone (e.g. *I would like to thank you for your help.*)
- use of less colloquial language (e.g. *Thank you so much for your letter* instead of *Thanks a million for your letter*)
- less frequent use of short verb forms, linking words, phrasal verbs (e.g. *Also, I was wondering if you had a computer I could use while I am staying with you.*)

Sign off: Regards/Kind regards, (our full name)

Formal Style

Greeting: Dear Sir/Madam, – Dear Mr Smith,

- serious, impersonal style (e.g. *I was pleased to hear that you are in good health.*)
- complex sentence structure – frequent use of passive voice – formal linking words – no colloquial English – advanced vocabulary – no short verb forms (e.g. *The item in question, which I received last week, was damaged in transit. I would be grateful if a replacement could be dispatched as soon as possible.*)

Sign off: Yours faithfully,/ Yours sincerely, (our full name)

1 a) Match the beginnings to the endings. Which are: formal? informal? Give reasons.

Beginnings

- I am writing with regards to last Friday's meeting. I would like to apologise for not being able to attend.
- Hi there! Just a quick line to let you know how I've been getting on.
- I have just read your advertisement in the *Hatton Daily News* and am writing to request further information.
- I am writing to apply for the IT position as advertised on your website. As a computing graduate with five years' experience as a technician, I believe I am the ideal candidate for this job.
- I've just received your letter and am sorry to hear that you're having problems.
- I'm having a dinner on Saturday 14th May. It would be great if you could make it.
- I am most grateful for the invitation to your wedding. Unfortunately, I will be unable to attend due to prior commitments.

Endings

- Write back soon and fill me in on what you've been up to!
- I hope to see you soon. Please call and let me know if you will be joining us.
- Please find attached my curriculum vitae. If you have any questions regarding my application, please do not hesitate to contact me.
- I hope my advice has been useful to you. Let me know how everything goes.
- I look forward to your reply. Thank you in advance.
- Please accept my sincere apologies for any inconvenience caused.
- I am truly sorry to miss such a special occasion. I hope you both have a memorable day and wish you the best of luck in the future.

b) What type of letter is each?

Informal Letters/Emails

Writing

Giving news

- 2** a) Read the rubric, then read the model and choose the correct tenses.

You are on holiday. Write a letter to your English pen-friend Sally giving your news. (120-180 words)

Dear Sally,

1 ☐ How's it going? Sorry it's taken so long to reply, but **1) I'm being/I've been** really busy at work recently. Anyway, now that I'm on holiday I thought **2) I've dropped/I'd drop** you a line to let you know how I'm getting on.

2 ☐ I'm spending two weeks in Rome, Italy. I arrived two days ago, and **3) am having/had** a really great time! So far, I **4) am seeing/have seen** the Colosseum, the Trevi Fountain and the Pantheon. They are all really spectacular sights.

3 ☐ Tomorrow, I have quite a busy day planned! I **5) haven't been/didn't go** to Vatican City yet, so I'm going to spend a whole day there. Afterwards, **6) I'd meet/I'm meeting** a friend for dinner before heading to the Roman Opera House. The performance **7) is starting/starts** at 7 pm. I can't wait!

4 ☐ Well, I'd better get going. Write back soon and let me know what **8) you've been/you were** up to since the last time I heard from you.

Yours,

Emma

- b) Match the paragraphs (1-4) to the headings (A-D).**

- A** closing remarks
B what the writer has been doing
C opening remarks/reason for writing
D writer's plans

Opening/Closing Remarks

- **Opening remarks** in informal letters/emails may include:
 - a) questions/wishes about recent events, the person's health, etc
 - b) a thank you to the person for their last letter, comments about their news
 - c) an apology for a delay in writing/replying
 - d) the reason why you are writing
- **Closing remarks** in informal letters/emails may include:
 - e) the reason why you must end the letter
 - f) greetings to the person's family/friends
 - g) wishes, a promise (e.g. *to write again soon, an invitation, etc*)
 - h) a request to the person to reply soon

- 3** a) Mark the sentences (1-14) as **O** (opening remarks) or **C** (closing remarks).

- ☐ Hi, how's everything? Hope you are well.
- ☐ I'm happy that you passed your exams.
- ☐ Thanks for your last email.
- ☐ Looking forward to hearing your news.
- ☐ Got to go now or I'll be late.
- ☐ I wanted to drop you a line to tell you my news.
- ☐ Give my regards to your parents.
- ☐ Sorry for not writing sooner, but I was busy.
- ☐ Just a quick email to tell you what I've been up to.
- ☐ It was good to hear from you.
- ☐ I'm sorry to hear you're having problems at work.
- ☐ I'm sorry for not getting back to you earlier.
- ☐ Hope you can make it to the party.
- ☐ I hope to hear from you soon.

- b) What does each remark include? (e.g. 1: question about recent events; person's health)**

- 4** Find and replace the opening/closing remarks in Emma's letter in Ex. 2a with other sentences from Ex. 3a.

- 5** Read the rubric, then make notes under the headings:
Place – length of stay – course description – feelings/impressions

You are attending an English course in New York. Write an email to your English pen-friend Mark. In your email tell him where you are, how long you will be staying, what the course is like and how you like it. (120-180 words)

Use your notes to write your email.

Writing

Informal Letters/Emails

Giving advice

- 6** Read the rubric, then the email. Match the paragraphs (1-5) to the headings (A-E).

You have received an email from your English pen friend Walter. He wants to earn some extra money in his free time but he doesn't know what to do. Write an email giving him advice on what he can do to earn extra money. (120-180 words)

Dear Walter,

1 I just got your letter and think I can help you. Here are some ideas you could try to earn some extra money.

2 **The best thing would be to** find a Saturday job. This would mean a stable income for you every week. If I were you, I'd check with the local shops and businesses for job openings. That way you won't waste time travelling to and from work.

3 **Another good idea is to** try babysitting, gardening or dog walking in your neighbourhood. This will allow you to earn some pocket money.

4 **Have you thought about** selling some unwanted items online or participating in a car boot sale? If you do this, you will get rid of your unwanted things and earn money as well.

5 **I hope my advice helps.** It won't be easy to find a job immediately but don't give up. Let me know what happens.

Regards,
Jess

- A** first suggestion & expected result
- B** expressing understanding of the problem
- C** closing remarks
- D** third suggestion & expected result
- E** second suggestion & expected result

Useful Language

Opening remarks

- Thank you for your letter, and of course I'd be happy to help.
- I'm sorry to hear about ... but I think I can help you.

Giving advice

- If I were you/In your position, I'd/I would(n't) ...
- You should/shouldn't ...
- It would(n't)/might be a good idea (for you) to ...
- (I think) the best thing would be (for you) to ...
- Why don't you ...? • Have you thought of/about ... (+ing)?
- Another good idea is to ...

Expected result

- This will/would mean that ... • This/That way...
- If you do this, you will ... so that you can/will ...

Closing remarks

- I hope that this/my advice helps.
- I/Let's hope that things get better/that everything turns out all right. • Let me know what happens.

- 7** Use phrases from the Useful Language box to replace the phrases in bold in the email in Ex. 6.

- 8** Use phrases from the Useful Language box to expand the notes into full sentences.

- 1 join a club/meet new people
- 2 get a part-time job/earn some money
- 3 do a computer course/learn useful new skills
- 4 take up a new sport/get fit and have fun
- 5 save a little money every week/go on a summer holiday

- 9** Read the rubric and match the advice (1-5) to the results (a-e). Use phrases from the Useful Language box to make sentences as in the example.

Your English pen friend Sally has written a letter asking for advice on how to get into shape. Write an email offering advice. (120-180 words)

A

- 1 join a gym
- 2 avoid eating sweets
- 3 eat small meals
- 4 find a fitness partner
- 5 walk as much as possible

B

- a prevents hunger build up
- b get in shape – tone muscles
- c will motivate you to stay in shape
- d get easy daily exercise – save money on transport
- e won't gain weight

If I were you, I would join a gym. This will help you to get in shape and tone your muscles.

- 10** Use ideas from Ex. 9 to write your email to Sally.

Informal Letters/Emails

Writing

Making – Accepting/Refusing invitations

- 11** Read the rubric, then the model. Match the paragraphs (1-4) to the headings (A-D).

You live in England. Your family is planning to go on a camping trip this summer. Write an email to your English friend Emily telling her all about your trip and inviting her to come with you. (120-180 words)

Hi Emily,

1 How are you? Hope everything's OK. The last week of August, I'm going camping with my family. I'd love you to come with us. Are you free then?

2 We are going to camp in the mountains this year at a new campsite at a place called Pine Mountain. I've heard that it's very good and it isn't too far away so it won't take long to get there.

3 I really hope you can come. I'm sure we'd have a lot of fun there together. We could go hiking and exploring in the forest and there's a lake next to the campsite that we can swim in. There's also a river nearby where we could go rafting. In the evenings, we can make a camp fire, and sit around it telling stories.

4 Write back soon and let me know if you can come. It seems ages since we've seen each other!

Best wishes,
Judy

- A** description of destination
B closing remarks
C opening remarks & reason for writing
D possible activities

- 12** Read the answer to Judy's email. Replace the underlined phrases with phrases from the Useful Language box.

Hi Judy,

1 Great to hear from you! **1** Thanks so much for the invitation to go camping with you and your family. Pine Mountain **2** sounds amazing!

2 I was wondering what to do in August, so **3** I'd really love to come with you. I usually go camping at the seaside so it will make a nice change to go to the mountains. Shall I bring a sleeping bag or do you have a spare one? Also, what do you think the weather will be like there in August? Will we need warm clothes for the evenings?

3 I'm sure we're going to have a really great time there. I've always loved being out in nature and I've never been rafting either so let's definitely try that! Have you ever roasted marshmallows on a camp fire? They are delicious. I can bring some if you like. Shall I bring my guitar, too?

4 Well, I'd better go now. **4** Thanks once again for inviting me.
5 I can't wait!

See you soon,
Emily

Useful Language

Making invitations

Opening remarks

- I'm writing to invite you to ...
- I'd love it if you could come.
- It would be great if you could come with me/us etc. • We're having a ... and would love it if you would come. • Why don't you join us ...

Closing remarks

- I hope you'll be able to make it.
- I hope you can come. • Can't wait to see you. • Please let me know as soon as possible ...

Accepting invitations

Opening remarks/Accepting

- Thanks (so much) for the invitation (to ...). • Thank you for inviting me (to ...). • ... sounds lovely/amazing/ ... seems like an incredible place.
- I'd love to come. • It would be (really) great to come with you.
- It's (really/so) kind of you to invite me.

Closing remarks

- See you then.
- I can't wait to see you.
- I'm (really) looking forward to it.
- Thanks again for inviting me.
- Thank you once again for the invitation.

Refusing invitations

Opening remarks/Refusing

- Thanks (so much) for the invitation but ... • Thanks for inviting me to ... but I'm afraid I can't come.
- I'm sorry but I won't be able to make it. • Unfortunately, it won't be possible for me to come.

Closing remarks

- I hope we can get together soon.
- Again, I'm really sorry I can't make it. • I'm sorry I'll have to miss this.

- 13** Now write an email to Judy refusing the invitation giving reasons (120-180 words). Use phrases from the Useful Language box.

Writing

Informal Letters/Emails

Asking for/Giving information

- 14** Read the rubric, then the model email.
Match the paragraphs (1-5) to the headings (A-E).

Your family is planning a summer holiday in Brighton on the south coast of England this summer. Your English pen friend, Julian, lives near there and you want to ask him for some information about your upcoming trip. Write an email to Julian asking him about *where to stay*, *what tourists can do there* and *how to get there from the airport*. (120-180 words)

Hi Julian,

1 How are you? My family is planning a holiday to Brighton in July and **1** I want to find out a few details before we get there. **2** I thought you'd be the best person to ask as I know you live quite close.

2 First of all, **3** do you know a reasonably priced hotel or bed and breakfast to stay in? We'd really like to be near the town centre but also not too far from the beach.

3 Also, **4** could you tell me what there is to do for tourists? I read on the Internet that the Brighton Music Festival takes place there the week we are coming, too. I'd love to go! I don't think my parents would be interested in going, so would you like to come with me?

4 Finally, **5** I need to know what the best way to get from Gatwick airport to Brighton using public transport is. How long does the journey take?

5 I really hope you can help. I'm looking forward to the trip! Hope to hear from you soon.

Best wishes,

Marco

- A closing remarks
- B asking about where to stay
- C asking about transport
- D opening remarks & reason for writing
- E asking about activities

- 15** Replace the underlined phrases in the letter with other appropriate ones from the Useful Language box.

Useful Language

Asking for information

- I want to find out ... • Do you know ...?/Is/Are there ...? • I also need to know ...
- I imagine you'll be able to tell me ...
- I was wondering if you would know ...
- I heard that ... Is this true/correct?
- Could you tell me ...? • Can you let me know ...?
- I would like you to tell me/give me some information about ...
- What's/Where's etc. the best (place to stay/way to travel etc)?
- I was wondering (what/where ...). Do you know if ...?

Giving Information

- I'm sending you ... which will help you ...
- To answer your question about ...
- You asked about/So you want to know about ... Well, ...
- This is what I found out (about ...)
- Here are a few tips for ...
- As far as ... is concerned, ...
- As for ..., the best thing to do is .../you should ...
- If I were you, I'd ...
- You could (book tickets online).

- 16** Read the rubric, then write an email giving information. Follow the plan. Use phrases from the Useful Language box.

Your English pen friend Steve is coming to stay with you and your family soon and has written you an email to ask you for some information. He would like to know *what activities you will be doing during his stay*, *how much spending money he should bring* and *what kind of gift he could bring for your parents*. Write a reply to his email answering his questions. (120-180 words)

Plan

Hi Steve,

(Para 1) opening remarks, reason for writing
(It was nice to hear from you .../I'm going to try to answer all your questions!)

(Paras 2, 3) give information, answering each question in a new paragraph
(You asked about .../As for ...)

(Para 4) closing remarks
(I hope I've helped! Let me know if you would like to know anything else ...)

Best wishes,
(your first name)

Semi-formal Letters/Emails

Writing

Thanking

- 17** Match the sentences. Which is: *accepting an invitation?* *refusing an invitation?* *thanking?* *apologising?* *asking for information?* *giving advice?* *asking for information?*

Informal

- 1 ☐ See you soon.
 2 ☐ It's a shame that I can't come.
 3 ☐ Thanks a lot for everything.
 4 ☐ I'm really sorry.
 5 ☐ Do you know ...?
 6 ☐ How about ...?
 7 ☐ I thought I'd drop you a line to ask you about ...

Semi-formal

- A I really appreciate everything you have done.
 B Please accept my apology.
 C I look forward to seeing you.
 D I was wondering if you knew ...
 E Have you considered ...?
 F Unfortunately, I will be unable to attend.
 G I am writing to request information about ...

- 18** a) Read the rubric, then the email. Choose the phrases which are more polite and respectful.

You attended a course in the USA and you want to thank your host family, Mr and Mrs Peterson. Write an email thanking them for letting you stay with them and explaining how much you enjoyed your stay. (120-180 words)

Dear Mr and Mrs Peterson,

1 ☐ 1) I thought I'd drop you a line/I am writing to let you know that I have arrived home safely and 2) to thank you very much/to say thanks a lot for your hospitality during my stay with you.

2 ☐ It was 3) very kind/really great of you to let me stay in your home. I really appreciate 4) all your efforts/all the stuff you did that made my stay in your home a happy one. 5) You made me feel/I really felt like part of your family. My room was very comfortable and every meal was delicious.

3 ☐ 6) As far as my English is concerned/Now about my English, I think it improved considerably during my stay with you. 7) What helped me most/The best thing was the opportunity to practise English with you every day. I 8) shall always remember/won't forget our great conversations after dinner.

4 ☐ 9) Thank you once again/Again thanks a million for all your kindness. I hope we will keep in touch and 10) perhaps you could/why don't you come and visit me one day.

11) Best regards,/Lots of love,

Carla

- b) Match the paragraphs (1-4) to the headings (A-D).

- A opening remarks & reason for writing
 B explain how stay was of benefit
 C restate thanks & closing remarks
 D thank for hospitality

- 19** Replace the informal phrases with phrases from the list.

- A ☐ • reply • Thank you
 • I apologise for
 • I am looking forward to seeing
 • It will be an honour to attend

Dear Mr Harris,

1) Thanks a million for your letter.
 2) I'm really sorry about taking so long to 3) write back. 4) I'd love to come to your dinner party. 5) I can't wait to see you.

- B ☐ • I appreciate
 • I'm very grateful
 • making me feel at home

Dear Mr and Mrs Smith,

I'd like to thank you once again for 1) your hospitality during my stay. 2) I can't get over your kindness and everything you did for me. 3) I owe you a lot for all your help.

- 20** Read the rubric, then write your email. Use language from the Useful Language box.

You have just completed an English language course. Write an email to your English teacher, Mr Higgins, thanking him for all his help and explain how the course has helped you. (120-180 words)

Useful Language

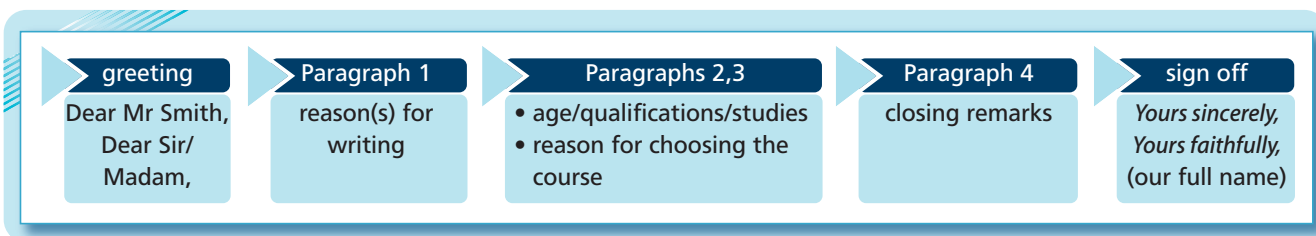
Thanking

- Thank you so/very much for ...
- I just wanted to tell you how much I enjoyed/appreciated etc ...
- I can't tell you how much I appreciate ...
- Thank you once again (for) ...
- It was very kind of you to ...
- I shall always remember ...
- You (really) made me feel ...

Writing

Formal Letters/Emails

Applying for a course



- 21** a) Read the rubric, then the letter. Replace the informal language in bold with the phrases in the list.

You would like to attend a three-week intensive music course for music students in Jamieson's School of Music in England. The course is free, and many young musicians want to attend. Write a letter applying for a place on the course. (120-180 words)

- I look forward to your response.
- Yours faithfully,
- studying for
- consider my application
- a wonderful opportunity
- I am writing to apply for a place on
- Please find enclosed
- commences
- It would be extremely rewarding
- Additionally, I participate
- go on to apply for
- further improve my music skills
- I am fully aware of the fact that only a few places are available

Dear Sir/Madam,

1 I want to go to the intensive music course which **2** starts in July at Jamieson's School of Music.

2 I am sixteen years old and I'm **3** doing my G.C.S.Es at secondary school. I've been playing the violin since I was nine and practise for two or three hours every day. Last year, I passed the Royal Schools of Music exams for set pieces and scales at level five with a distinction. **4** I also play in the school orchestra.

3 This music course would be **5** a great chance for me to **6** get even better at music. I hope to pass exam level six in the future and to **7** then get a place at university to study music. **8** I think it would be great to become a professional violinist one day and play in a string quartet.

4 I know that you only have a few places on the course, but I hope that you will **10** think of me. **11** You will see with this letter my CV and contact details as well as a reference from my violin teacher. **12** I can't wait to hear from you.

13 Thanks!

Michael Jones

- b) Match the paragraphs (1-4) to the headings (A-D).

- A qualifications
- B closing remarks
- C reason for writing
- D reasons for wanting to attend the course

- 22** a) Read the rubric. Which of the following would you use to start/end your email?

You have seen an advert for a three-week English course at Manchester University. Write a letter of application to Mrs Harris the University Secretary. In your email state your qualifications and reason you are interested in the course. (120-180 words)

- A Dear Secretary Mrs Harris,
Yours truly,
Angela Smith
- B Dear Mrs Harris,
Yours sincerely,
Angela Smith
- C Dear Madam,
Yours faithfully,
Angela Smith

- b) Write your email. Use sentences from the Useful Language box.

Useful Language

Opening remarks

- I am writing to apply for a place on ...
- I am interested in the course ...

Qualifications

- I have completed my (third year of secondary school, language exams, first aid training, etc)
- My qualifications include ...
- I have experience (of) ...

Reasons

- ... would be a wonderful opportunity for me.
- I would benefit greatly from ...

Closing remarks

- I would be grateful if you would consider my application.
- Find enclosed my CV and contact details/a letter of reference from (my teacher)
- I look forward to hearing from you.
- Do not hesitate to contact me if you require further information.

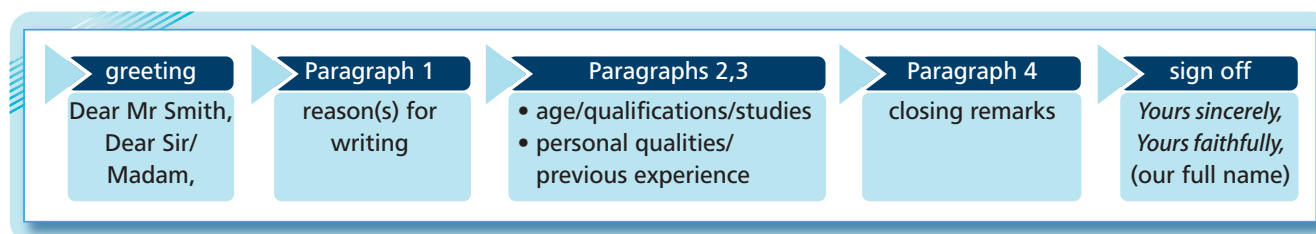
Seeking more information

- Please send me a prospectus giving the course details.
- Is it possible to enrol online?

Formal Letters/Emails

Writing

Applying for a post



23 Read the rubric and complete the letter. Use the phrases below.

You have seen a job advertisement for a camp leader at Sunnysdale in the *Hackney Gazette*. Write a letter to Mr Douglas Wright applying for the post. (120-180 words)

- please do not hesitate
- I am writing to apply for
- progress to
- as advertised
- I have had no formal work experience
- currently studying
- I am a highly reliable worker
- I look forward to
- if you would consider my application

24 Read the rubric and the advert. Write a letter applying for the post, using language from the Useful Language box.

You have seen this advert for part-time animal care workers in the *Weekly Gazette* and you are interested in applying for the post. Write your letter of application. (120-180 words)

WANTED – Animal Care Workers

Furry Friends is an organisation for stray cats and dogs. We are seeking energetic and dedicated people to work with our animals. Responsibilities include feeding, bathing and generally taking care of animals as well as dealing with the public. Apply to Mr Evans by email to FurryFriends@msn.co.uk explaining why you would be suitable for the job.

Dear Mr Wright,

1 1)
the position of camp leader **2**)
..... in the *Hackney Gazette*. I am
very interested in this job.

2 I am an 18-year-old student **3**)
..... for my A levels at school. I hope to pass
my exams this term with high grades and **4**)
..... university in order to study
primary teaching. Therefore, employment in a
children's summer camp particularly appeals to me.

3 Although **5**)
I believe I am an ideal candidate for this position. I have
been a volunteer at Queen Elizabeth Children's Hospital
for 8 months where I assist in hospital playrooms and
read books to the children. **6**)
..... who has an excellent relationship
with the children as well as members of staff.

4 I would be most grateful **7**)
..... I have enclosed a reference from
my hospital supervisor. Should you require any further
information regarding my application, **8**)
..... to contact me on 22233343
during morning hours. **9**)
..... hearing from you.

Yours sincerely,
Rachel Henry

Useful Language

Opening remarks

- I am writing to apply/I am interested in applying for the position of ... advertised in (yesterday's) ...
- I am writing with regards to your advertisement which I read in ...
- With reference to your advertisement in ...

Work experience

- I have ... years' experience of working (as) ...
- I have been working as a ... for the last ... years.
- ... years ago I worked (as)/I was employed (as) ...

Personal qualities

- Despite my lack of ... experience, I feel that I would be an ideal candidate ...
- I am considered to be a (hardworking and ...) person who is also (reliable, ...).
- I consider myself to be (punctual, ...).

Closing remarks

- I enclose my CV and a reference from my previous employer.
- I would be grateful if you would consider my application.
- I will be available for interview ...
- Please contact me on ... regarding any queries you may have.
- I am available for an interview any weekday morning.
- I would be glad to attend an interview at any time.
- I would appreciate a reply at your earliest convenience
- I look forward to hearing from you.

Writing

Formal Letters/Emails

Asking for/Giving information

- 25** a) Read the rubric, then the model. Underline the phrases that match the correct style.

You have seen an advert for a sports centre and are thinking about joining it to participate in their exercise classes and use it to train with your local hockey team. Write an email to the manager of the sports centre asking for information on: *the times of the group classes, if it's possible to hire the sports hall and if so how much it would cost, any discounts available for students.* (120-180 words)

Dear Sir/Madam,

1 ☐ **1) I am writing with regards to/I wanted to get in touch about** the advertisement I saw last week for your sports centre. I am very interested in joining but **2) it'd be great if you can answer some of my questions/I would be grateful if you could provide me with some further details.**

2 ☐ Firstly, I would like to take part in some exercise classes. **3) Can you send me/Could you please provide me with** a timetable with details of the classes that you run?

3 ☐ Also, **4) I would like to enquire about the possibility of hiring/I want to know if I can hire** the team sports hall. I currently play for a local hockey team and we are looking for a new location to train in. If this is possible, **5) could you let me know/will you tell me** how much **6) it would cost/I will pay** per hour?

4 ☐ Finally, **7) do you give/I was wondering whether the sports centre offers** any discounts for students?

5 ☐ **8) I look forward to hearing from you/Can't wait to hear from you.** **9) Thanks a lot for your help./Thank you in advance for your assistance.**

Yours faithfully,
Carl Worthing

- b) Match the headings (A-E) to the paragraphs (1-5).

- A first question with supporting details
- B opening remarks & reason for writing
- C third question with supporting details
- D closing remarks
- E second question with supporting details

- 26** Use phrases from the Useful Language box to replace the opening and closing remarks in the email.

- 27** Read the rubric. Write an email giving information using the notes below. Use phrases from the Useful Language box.

You are volunteering at an animal shelter during the school holidays. You have been asked to reply to an email from Mr Harris who is interested in volunteering. He would like some information about: *what different activities volunteers can get involved in, if any previous experience is required, number of hours volunteers should be available for.* Use the notes you have made to reply to Mr Harris' email. (120-180)

To tell Mr Harris ...

- Street collections, helping to organise fundraising events, volunteering in the charity shop.
- No experience required. Training will be given.
- at least a day a week preferable, but any time appreciated

Useful Language

Asking for information

Opening remarks

- I am writing to enquire about/in connection with/with regards to ...
- I would greatly appreciate it if you could provide me with some information/further details on ...
- It would be useful to have information concerning ...
- Would it be possible to let me know ...?
- I'm really interested in finding out ...
- I was wondering if/whether ...

Closing remarks

- I look forward to hearing from you/receiving ...
- I would appreciate a response at your earliest convenience.
- I would be grateful if you could reply as soon as possible (regarding) ...
- Thank you in advance (for your cooperation/assistance/help).
- Thank you for your attention regarding this matter.

Giving information

Opening remarks

- I am writing in response to your email requesting information on ...
- I am writing to inform you ...
- Regarding your request for ...
- The following information may prove useful.
- Please find enclosed ...
- Following your recent letter ...

Closing remarks

- I hope I have been of assistance.
- Please do not hesitate to contact me/us if you have any further questions.
- Please inform me/us if I/we can be of any further assistance.

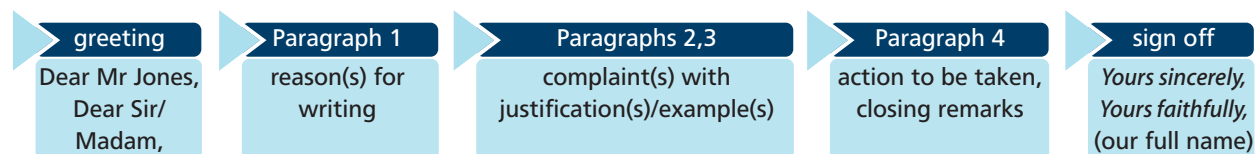
Formal Letters/Emails

Writing

Making a complaint

Letters/Emails of complaint are written when we want to express our dissatisfaction regarding a specific service or product. They are normally written in formal language with an impersonal tone. However, we should never be rude or insulting. The language used depends on whether we want to complain in a mild or strong way.

Outline for letters/emails of complaint



28 Read the rubric and the email and fill in the missing words/phrases with ones from the list. What is each paragraph about?

You recently had a problem with your travel agency booking. You contacted the travel agency to clear up the problem and you were promised that someone would contact you. You are still waiting for a reply. Send an email to the travel agency explaining the reasons for your dissatisfaction and saying what action you expect them to take. (120-180 words)

- take further action • make matters worse
- express my extreme dissatisfaction
- incredibly unhelpful • extremely annoyed
- to my frustration • an error had been made
- refused to amend my flights

Dear Sir/Madam,

1 I wish to **1)** with the appalling inefficiency of the staff at your travel agency.

2 On 21st May, I booked a holiday to Tenerife departing on 5th June. Checking my ticket, I realised that **2)**; my outbound flight had been booked for 5th July.

3 When I returned to amend the details of my trip, I was told, **3)**, that the dates could not be changed without charging an extra fee.

4 To **4)**, when I asked to speak to the manager, he was **5)** He insisted that I had made an error when booking and **6)** until he had investigated the matter. However, I have heard nothing for two days.

5 As you can imagine, I am **7)** with the service I have received at your agency. I demand my flights be changed within the next 24 hours or I shall be forced to **8)**

Yours faithfully,
Jonathan Young

29 a) Read the Useful Language box. What tone is the letter in Ex. 28 written in: *strong?* or *mild?*

b) Rewrite the letter in a mild tone with using appropriate phrases from the Useful Language box.

Useful Language

Opening remarks

Mild

- I am writing in connection with/on the subject of ...
- I wish to draw/bring to your attention to a problem which arose due to ...

Strong

- I am writing to express my strong dissatisfaction with the disgraceful treatment I received/the attitude of your staff.
- I am writing to complain about the appalling behaviour of .../the shocking quality of ...

Closing remarks

Mild

- I feel that I am entitled to a refund/replacement/compensation in the form of (vouchers).
- I hope/I would appreciate it if this matter could be dealt with promptly.

Strong

- I insist on/I demand a full refund/an immediate replacement.
- If the matter is not dealt with promptly, I shall be forced to take legal action/take the matter further.



Formal Letters/Emails

30 a) Rewrite the sentences using a strong/mild tone.

- 1 I would like to express my strong dissatisfaction with the shocking quality of your rooms.
.....
.....
- 2 I was completely appalled by the rudeness of the assistants in your store.
.....
.....
- 3 I must insist on an immediate refund for the goods I ordered from your site.
.....
.....
- 4 I am writing to complain about the items I ordered which arrived in an appalling condition.
.....
.....
- 5 I feel I am entitled to an apology and free meal at your restaurant
.....
.....
- 6 I hope you will replace the camera at once.
.....
.....

b) What is each complaint about?

31 a) Read the email of complaint and underline the correct phrases. What is Ms Smith complaining about?

Dear Sir/Madam,

1 ☐ 1) I am writing/I thought I'd drop you a line to **2** ☐ 2) express my dissatisfaction with/tell you all about a T-shirt that I recently ordered from your website.

2 ☐ 3) Now/To begin with, the T-shirt that **4** ☐ 4) I got/was delivered to me was nothing like the T-shirt I thought I had ordered. The picture on your website was bright blue, but **5** ☐ 5) the shirt I got/the garment I received was a very light blue.

3 ☐ 6) Another thing,/In addition, the quality of the T-shirt is appalling. The fabric is extremely thin and has lots of threads hanging off it.

4 ☐ 7) To make matters worse,/The worst thing of all is that the lettering on the front of the T-shirt is already coming off. It will therefore be impossible for me to wear the T-shirt.

5 ☐ 8) As you can imagine,/You can probably guess that I am **9** ☐ 9) not happy/extremely disappointed with my order. I am sending the T-shirt back and **10** ☐ 10) I think I should get/I feel that I am entitled to a full refund. I also **11** ☐ 11) hope that steps will be taken to ensure/think you should check that your website **12** ☐ 12) more accurately reflects/really shows the product you are selling. **13** ☐ 13) It would be great if you could write back soon/I would appreciate it if this matter could be dealt with promptly.

Yours faithfully,
Alison Smith

b) Match the paragraphs (1-5) to the headings (A-E).

- | | |
|---|--------------------|
| A | action expected |
| B | main complaint |
| C | 2nd complaint |
| D | 3rd complaint |
| E | reason for writing |

32 Read the rubric. Write your email of complaint. Use phrases from the Useful Language box.

You recently bought a book online but you received the wrong book by mistake. You asked for a replacement and there has been a delay on delivery. Send an email to the online bookshop explaining the reasons for your dissatisfaction and saying what action you expect the bookshop to take. (120-180 words)

Formal Letters/Emails

Writing

Letters/Emails of apology

- 33** a) Read the rubric, then read the letter.
Underline the correct phrases (1-9).

You recently did some voluntary work with a local environmental group to help clean up your local parks. The mayor of your town, Mr Williams, decided to present the group with an award for this, and invited you to an awards ceremony and dinner. You couldn't go, but you forgot to decline the invitation. Write a letter of apology. (120-180 words)

Dear Mr Mayor,

1 I'm writing to **1) say sorry/offer my sincerest apologies** for not attending the awards ceremony that you recently invited the members of my environmental group to and for not **2) letting you know in advance/telling you before**. I would have **3) liked very much to attend/really enjoyed going**.

2 Unfortunately, **4) I couldn't come/it was impossible for me to attend**. I am currently in year 11 at school and was sitting my G.C.S.E exams during the week of the ceremony. I **5) had every intention of writing to you/meant to drop you a line** to decline the invitation a few weeks before. I was **6) under a great deal of pressure/really stressed out** during that period, however, and **7) I totally forgot/it just slipped my mind**.

3 **8) I was extremely honoured/I felt good** that you presented our group with this award. Once again, **9) I am extremely sorry for missing the ceremony/sorry that I missed the ceremony**.

Yours sincerely,

Alicia Brown

- b) Match the paragraphs (1-3) to the headings (A-C).

- A** further details/explanation for the apology
B repetition of apology & closing remarks
C opening remarks & reason for writing

- 34** Read the following letter of apology.
Rewrite it in formal style. Use phrases from the Useful Language box.

Dear Mrs Hughes,

I wanted to drop you a line to say that I'm sorry for breaking your window. I am so sorry for the damage I caused.

Let me explain what happened. I threw a rock to try to get a basketball down from the tree beside your house but it hit the window. I really didn't mean to do it. I owe you an apology for not owning up immediately, too. I was afraid that you would get angry. I feel terrible!

To make up for it, why don't you let me help you out with some chores? I could mow your lawn or help you with some gardening. Let me know what you think. Also, my parents say that they will pay for your new window. Again, I really am very sorry and I hope that you can forgive me.

Yours,

Tom Granger

Useful Language

Opening remarks

- I'm writing to offer my sincerest apologies for ...
- Please accept my deepest apologies (for ...).
- I'm writing to say how (very) sorry I am for ...
- I would like to express my deep regret for ...
- I sincerely regret (+ing form) ...

Explaining

- I would like to offer you an explanation.
- It was not my intention (to/for that to happen) ...
- I believe the situation resulted from ...

Apologising

- I'm (extremely) ashamed of my behaviour/(truly) sorry for not ...
- I understand how inconvenient/annoying it/this must be/have been for you.

Closing remarks

- Once again, accept my sincerest apologies.
- I am really sorry for the inconvenience caused.

- 35** Read the rubric, then write your letter of apology.

You borrowed a book from the local library to read while you were on holiday and you forgot to bring it back home with you. Write a letter to the library to apologise for losing the book and to offer to pay for it (120-180 words).

Writing

Letters/Emails based on visual prompts/notes

In some letter/email writing tasks, the rubric may take the form of a letter or email from someone asking for information or advice, or it may take the form of a note, an advert, a schedule, a timetable etc. Notes can be attached to the text to indicate what information we should include in our letter/email. When dealing with such tasks, we need to decide on the appropriate style and include all the information required, using our own words.

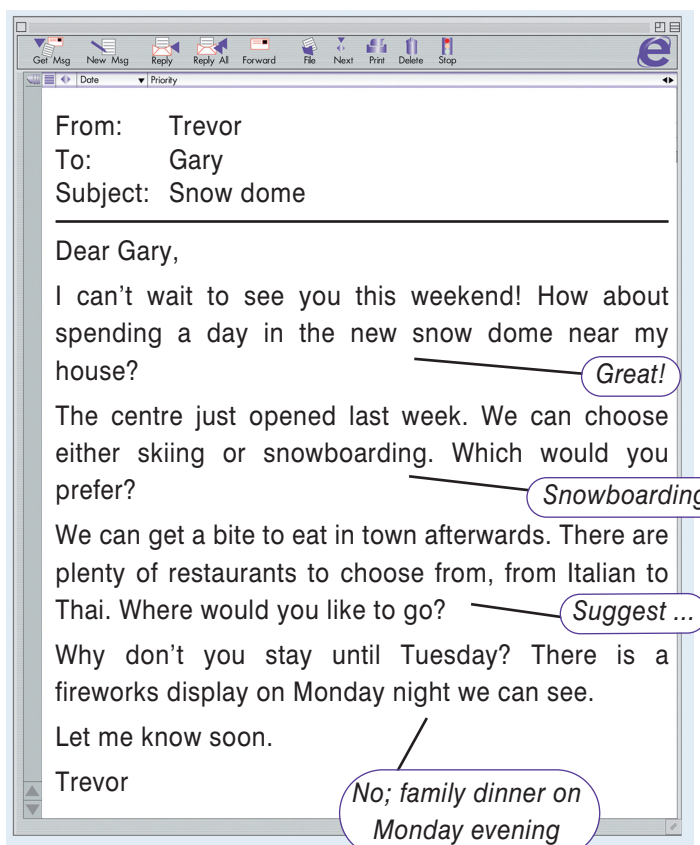
Direct/Indirect questions

Direct questions can be used in informal letters/emails and they can start with a wh-question word (when, why, etc.) e.g. *What time will you arrive in London?*

Indirect questions can be used mostly in semi-formal or formal letters/emails. They are introduced with: *I would be grateful if you could ..., I would like to know whether/if ..., I would appreciate it if ..., Can/Could you tell me ...? Could you suggest ...? Do you think you ...?, Have you got any idea ...* (e.g. *Have you got any idea when you will arrive in London?*)

36 a) Read the rubric and the email.

You have received an email from your English friend Trevor. He is planning weekend activities. Read the email and notes you have made. Write an email to Trevor using all your notes. (120-150 words)



b) Now read the model. What style is it written in?



c) Has Gary included all the information required? How has he reworded it? Rewrite these sentences using your own words.

Letters/Emails based on visual prompts/notes

Writing

- 37** a) Read the advert, the notes and the letter. Underline the phrases the writer uses to request information. Has the writer covered all the points? What style has she used? Give examples.

Holiday in Sunny Mexico at the

LOS PALMAS RESORT!

Guests Enjoy:

Spacious rooms with ocean views.

- Pool & water park
- Top international cuisines at our three restaurants.
- Kids Club

Contact:
LPRESORT@tms.com

Holiday packages from £700 a week in the month of August!

How many people?

Food included in price?

activities for children?

dates available in August?

Notes:

- family of 4 (2 children ages 8 and 12)
- August 10-20
- Water sports for children

Dear Sir/Madam,

I am writing to inquire about your advert in *The Traveller Magazine*. My family and I are interested in the resort. I would appreciate it if you could clarify a few questions we have.

We are a family of four with two children. Could you tell me how many people the rooms accommodate? I would also like to enquire about the food costs at the resort. Could you please let me know if food costs are included in the holiday package?

Another matter I need information on is the Kids' Club. Would it be possible to let me know what activities are offered for children aged 8 and 12? Are any water sports offered for children?

Finally, I would like to know what dates are available in August. We are planning our holiday from 10th to 20th August. Do you think there will be accommodation available for these dates?

Thank you for your attention regarding this matter. I am looking forward to your reply so that we can finalise our holiday plans.

Yours faithfully,
Rose Clarkson

- b) Rewrite the phrases the writer uses to request information using phrases from the table on p. 16.**

- c) Rewrite the opening/closing remarks.**

- 38** Rewrite the sentences using phrases from the table on p. 16.

- 1 How many tickets are available?
I would like to know how many tickets are available.
- 2 When exactly does the tour start?
- 3 Do you cater for vegetarians?
- 4 Is there a gym?
- 5 Are pets allowed?

- 39** a) Read the rubric, and the advert with the notes.

You have seen this advert. Write an email asking for more information. (120-150 words)



Dunolly Summer Camp

An exciting getaway bursting with fun activities! Dunolly House offers spacious accommodation for you and your friends, all set in the scenic Scottish countryside.

Contact:
DunollySummerCamp@dunolly.com

Notes

- how many people in a dormitory?
- how much does it cost?
- vegetarian dishes?
- water sports?
- activities/cost extra?
- last two weeks in August
- adventure activities?

- b) The email below is written in the wrong style. Rewrite it in formal style.**

Hi!

I'm dropping you a line to find out some information about Dunolly Summer Camp. My friends and I want to book a holiday there, but we have some questions.

First of all, we are a group of six people. We want to stay together. How many people can stay in a dormitory? How much does it cost to stay for two weeks?

Also, a few of us are vegetarians so we need to know if there are any vegetarian dishes. What sort of water sports and adventure activities can we try, too? Do these cost extra, or are they included?

Finally, we want to come in the last two weeks of August. Is that possible?

Thanks for your help and write back soon.


Anna Davis

Writing

Letters/Emails based on visual prompts/notes

40 a) Read the following rubrics (A, B, C). What type of writing does each ask for? What style should each be?

A You have seen this advertisement for surfing lessons and you are interested in taking the lessons advertised. Read the advertisement and the notes you have made, then write a letter to the surfing school, asking for further information. (120-150 words)



Learn to Surf Like a Pro

- fully – qualified coaches
- two to four week courses
- coaching for adults and children

Price includes:

- daily lessons — *how many hours?*
- equipment (surfboard and wetsuit) — *beginners?*

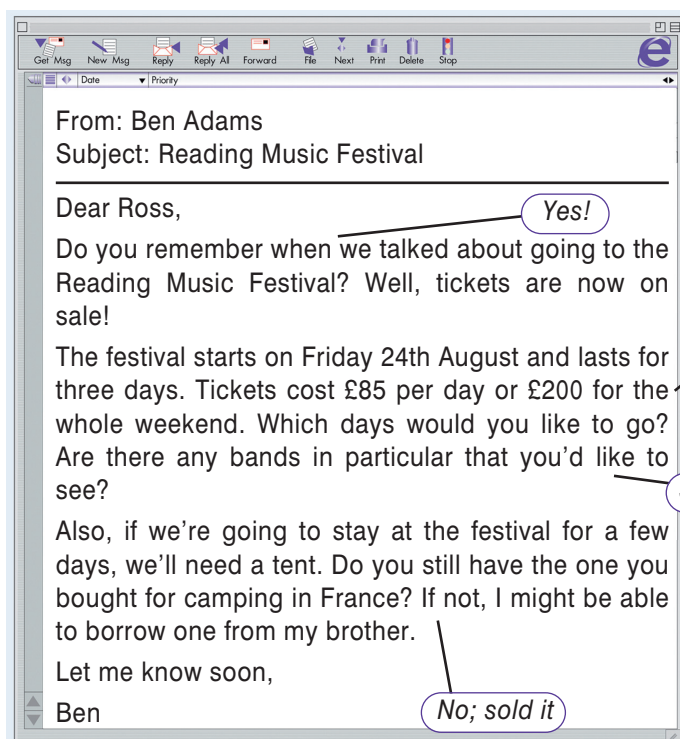
Special activity:

Weekend surf course package (surf, accommodation & food) — *can I bring my own surfboard?*

Contact:

info@lanhornsurfschool.com — *how much per person?*

B You have received this email from your friend, Ben. He is planning to go to a music festival. Read his email and the notes you have made. Then write an email to Ben using all your notes. (120-150 words)



From: Ben Adams
Subject: Reading Music Festival

Dear Ross,

Do you remember when we talked about going to the Reading Music Festival? Well, tickets are now on sale! — *Yes!*

The festival starts on Friday 24th August and lasts for three days. Tickets cost £85 per day or £200 for the whole weekend. Which days would you like to go? — *The full weekend (if I have enough money)*

Are there any bands in particular that you'd like to see? — *Suggest ...*

Also, if we're going to stay at the festival for a few days, we'll need a tent. Do you still have the one you bought for camping in France? If not, I might be able to borrow one from my brother. — *No; sold it*

Let me know soon,

Ben

C You are studying in England. You are organising an end-of-year party at college and have already made some arrangements. Read the notes you have made for a letter to the college secretary, Mrs Williams. Write your letter using the information given (120-150 words).

Notes:

End-of-year party – college hall, Sat, 15th June, 8:30 pm.

tell her about:

- decorations (balloons, streamers, spot lighting)
- music (DJ, Paul Roberts – fellow student)
- food & drinks (sandwiches, snack food, juice & fizzy drinks)

ask about:

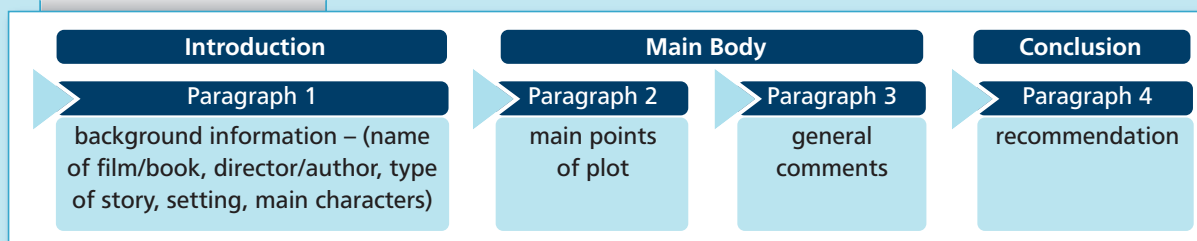
- cost of entrance
- raffle tickets & prizes
- finishing time

b) Write an answer to each of the writing tasks in Ex. 40. Write your answers in an appropriate style. Make sure you include all points in the rubrics using your own words.

A **review** is a brief description of a book, film, play, etc. A review gives the main points of the plot including the writer's comments/recommendation.

When writing a review, consider the tenses you should use for each paragraph. When describing the plot, the present tense should be used. Paragraphs should include more than one sentence. When a new topic is introduced, begin a new paragraph. Your recommendation should be included in the conclusion. Always give good reasons to support your comments/opinions.

Outline for reviews



Useful Language

Background

- It is a spy/adventure/fantasy/sci-fi etc story.
- The film/book tells the story of ...
- The film/story is set in ...
- The film is based on ... by ...
- The film was directed by ...

General comments

Positive

- The cast is excellent./The film has a quality cast.
- The script is exciting/fast moving/clever.
- The plot is thrilling/gripping/interesting/has an unexpected twist
- The special effects are (absolutely) stunning/sensational/ amazing.
- It is beautifully written.
- The costumes are magnificent.
- The characters are very convincing/ very well developed.
- It has a(n) unexpected/ shocking/ predictable ending.

Negative

- The cast is awful/unconvincing.
- The script is dull/boring.
- The plot is boring/predictable/unimaginative.
- The special effects are unimaginative.
- It is badly written.
- The costumes are plain.
- The characters are poorly developed/weak.
- The ending is disappointing.

Recommendation

- It's well worth seeing.
- It's bound to be a box-office hit.
- It's a highly entertaining read.
- It's a must-see.
- I wouldn't have missed it for the world.
- I wouldn't recommend it because ...
- It is a dreadfully boring/brilliant/exciting read.

1 a) Read the rubric and underline the key words.

Your school magazine has asked students to submit reviews of a film/book they have seen/read recently. Write your review giving a brief summary of the plot and your recommendations. (120-180 words)

b) Read the film review. What is each paragraph about?

1 *Hugo* is a drama adventure film based on the best-selling novel *The Invention of Hugo Cabert*. It is set in a Parisian railway station in the 1930s and stars Asa Butterfield, Ben Kingsley and Chloe Moretz. The film is directed by the famous director Martin Scorsese.



2 Hugo (Asa Butterfield) secretly lives and maintains the clocks in a Parisian train station. The only thing Hugo has from his dead father is a robot that they were both trying to repair before his father's death. Hugo continues the repairs on the robot and at the same time searches for a key that will enable the robot to work. But little does he know that the key will uncover an even greater mystery.

3 *Hugo* is a tale full of imagination and adventure. The plot has unexpected twists with both touching and funny moments. The cast is excellent and the directing is superb.

4 This film is well worth seeing. The story is clever and will keep you entertained right to the end. It's a must-see!

c) Which adjectives does the writer use to describe: the plot? the cast? the directing?

d) How does the writer recommend the film? Replace the recommendation with another appropriate one from the Useful Language box.

e) Rewrite the film review from a negative point of view.

Writing

Reviews

2 Choose the correct words/phrases.

- Christian Bale **tells the story/plays the part** of Batman in *The Dark Knight Rises*.
- The Hobbit* is a spectacular film; it's bound to be a **hit/flop**.
- Many celebrities walked down the red carpet at the **finale/premiere** of the film.
- The novel had a **dull/tragic** ending that brought tears to my eyes.
- The main **character/actor** in the film is played by Kristen Stewart.
- The film has an all-star **script/cast**.
- The King's Speech* is a touching film **based on/set in** the life of King George VI.
- Although I found the novel quite **dull/thick**, it ended with a surprising **twist/script**.
- I was completely absorbed in this book and couldn't **put it down/throw it away**.

3 Match the adjectives to the nouns in the list.

- film • novel • plot • album • success
- game • character

- slow-paced/gripping/shocking
- blockbuster/award-winning/animated
- best-selling/paperback/hardback
- admirable/heroic/believable/strong
- varied/latest/fabulous/solo
- international/box office/record-breaking
- virtual reality/interactive/single-player

4 Fill in: *spectacular, definitely, repetitive, soulful, edge, addition, challenging, suspense*.

A The film is filled with **1)** as the crew race against time to land on Earth. The special effects are **2)** and bound to amaze the audience. If you like excitement, the film will keep you on the **3)** of your seat.

B If you are a fan of jazz, this album is **4)** for you. It's both smooth and **5)** – a perfect **6)** to anybody's collection.

C Despite its excellent graphics, it lacked creativity. Each level felt **7)** What's more, it wasn't **8)** enough for the players and could be completed too easily.

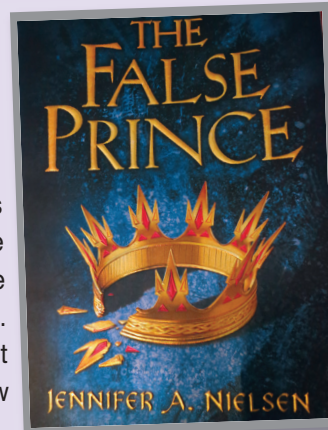
5 Read the book review and number the paragraphs in the correct order. Then replace the recommendation with another appropriate one.

A The story is set in the kingdom of Carthya, which has recently lost its Royal Family. Together with three other orphans, Sage is forced to compete for the throne. However, only the winner's life will be spared. Will Sage rise above the rest and be crowned the new King of Carthya?

B This is one of the most exciting novels I have ever read. If you only read one book this summer, make sure it's this one. I guarantee you won't regret it!

C *The False Prince*, by Jennifer A Nielsen, is the first book in the new Ascendance series. It is an action-fantasy novel which follows the adventures of a young man called Sage, an orphan who finds himself fighting for his life.

D Overall, it is a very memorable book, with a thrilling plot laced with unexpected twists and turns. The characters are extremely well-developed, especially Sage. He is sly and rebellious but also witty and charming.



6 Look at the rubrics, answer the questions, then write your reviews.

A A magazine has asked its readers to send in reviews of their favourite film. Write your review giving brief details about the plot. Then give your recommendation. (120-180 words)

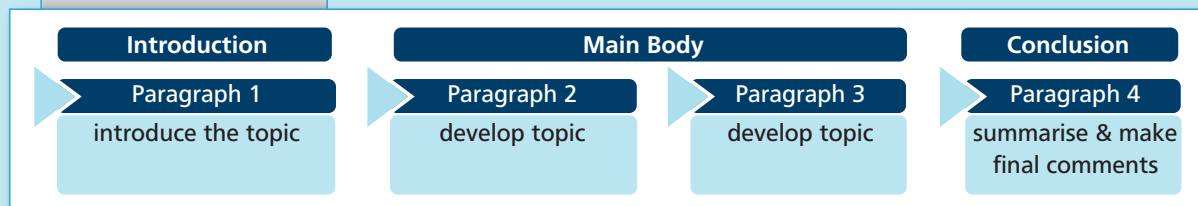
B A website is asking for book reviews. Write a review of a favourite book of yours including details about the plot & your recommendation. (120-180 words)

- What type of review do you have to write?
- What do you need to include?
- What language would you use to recommend the film/the book?

Articles are pieces of writing usually published in a newspaper, magazine, leaflet or on the Internet. The register depends on the intended reader but articles often have a **semi-formal style** and a **friendly or neutral tone**. The **main purpose** of an article is usually to **express an opinion** or to **describe a person/place/event or experience**. However, it may also have an **added purpose** such as to **provide information, make a suggestion, give advice or recommend something**.

Therefore, articles require the use of **some narrative, descriptive and argumentative techniques**, depending on the purpose.

Outline for articles



Introductions & Conclusions

Opening and closing paragraphs should make the reader want to read more of your article (introduction) or leave the reader with something to think about (conclusion). These techniques include:

- **offering a general thought or objective statement** e.g. *The real problem these days is not diet but lack of exercise.*
- **addressing the reader directly** e.g. *Can you imagine ...? Would you ever ...?*
- **using a quotation** e.g. *As John F. Kennedy said "Ask not what your country can do for you, ask what you can do for your country".*
- **asking a rhetorical question** e.g. *What defence do animals have if we don't protect them?*

- 1** a) Read the paragraphs below. Which are introductions and which are conclusions? Which techniques has the writer used in each paragraph?

Can you imagine Vikings carrying torches all around you? No, it's not a scene from a film or a book. It's what you would encounter at the Up Helly Aa festival in Scotland's Shetland Islands.



A

All in all, I respect and admire Angelina Jolie not only for her successful acting career and family but for her hard work for a variety of charities and causes. If only all celebrities would do the same.



C

At the end of the day, what really counts is the quality of learning. On-line and interactive multi-media learning tools allow students to learn at their own pace. Now, isn't that the goal of every educational programme?



B

The words of the great writer Samuel Johnson described it best when he said "When a man is tired of London, he is tired of life; for there is in London all that life can afford." So what makes San Francisco so special?



D

- b) Rewrite the paragraphs using another technique.

Writing Articles

Model analysis

- 2** a) Read the rubrics. Which rubric asks you to: *describe and explain? explain and suggest?*

A

SPORTS!

- Why do you enjoy your favourite sport?
- What advice would you give to someone starting it?

The best article will be published in next month's magazine and the winner will receive £150. Write your article. (120-180 words)

B

- Where in the world do you think would be the perfect place to live?
- What amenities does this place have to offer?

Write an article and describe the place and say why you would like to live there. (120-180 words)

- b) Read the models and match them to the rubrics. What plan does each model follow?

- c) Which techniques have been used in the opening and closing paragraphs in the models? Write opening/closing paragraphs using a different technique.

Model 1

Of all the places in the world, I would most like to live in Hawaii. Mark Twain described it as "the loveliest fleet of islands that lies anchored in any ocean". Located in the eastern Pacific Ocean it is one of the most popular tourist destinations in the world.

The tropical climate of Hawaii is one of the most attractive features of living there. It is warm, with temperatures ranging between 20°C and 30°C all year round. This sunny weather is the main reason it attracts so many visitors each year.

Hawaii is a beautiful place with many things to see and do. It has miles of spotless white sand beaches which are perfect for sunbathing and warm waters that draw surfers from all over the world. In addition, it is an ideal place for watching wildlife and exploring a variety of natural wonders.

All in all, I believe that Hawaii would be the perfect place for me to live. With its natural beauty and amenities, who wouldn't want to settle down there?



Model 2



Have you ever thought about taking up snowboarding? More than any other sport, I enjoy snowboarding the most. Despite the fact that equipment can be expensive, the thrill of the sport makes it well worth the money.

There are a number of things I enjoy about going snowboarding. Firstly, it is an exhilarating experience. Nothing beats the feeling of gliding down a slope while breathing in the fresh mountain air. Moreover, it is a great form of exercise that builds leg muscles and improves balance.

If you are thinking about going snowboarding, be sure to invest in warm, waterproof clothing to protect you from the cold. I would also recommend you enrol in indoor lessons before taking to the slopes. As well as being cheaper, the conditions in a snow dome are regulated, making it a much safer environment to learn the sport.

To sum up, snowboarding is an excellent way to stay fit and healthy. It is the most exciting sport I have ever participated in and I would highly recommend you try it for yourself.

Titles

An article should have a title which summarises the main topic in an interesting way. The title should be eye-catching because its purpose is to attract the reader's attention. Titles should be short and contain key words.

- 3** a) Read the following titles and choose the ones which best match the articles below.

- A MY PERFECT HOLIDAY
- B POPULAR SPORTS AND IMPROVEMENTS TO THE GYM
- C PAPER CRAFTS
- D COMMUNITY SPIRIT
- E MY IDOL
- F A POPULAR PLACE FOR VISITORS
- G MY COUSIN ALICE

1 ☐ *Hobby and Recreation* magazine has asked its readers for articles about their favourite hobby and why they enjoy doing it. They want to know what advice you could give someone taking up the hobby.

2 ☐ Your school magazine has asked for articles from students about a famous tourist attraction in their town. Describe it and say why you think it is special.

3 ☐ The local council has asked its residents for articles about sports they enjoy. They want to know what the most popular sports are and what changes you would suggest for the local gym.

4 ☐ Your local newspaper is running a writing competition and has asked its readers to write an article about a celebrity they admire. You should describe the person and say why you admire him/her.

b) Now think of suitable titles for the articles in Ex. 2.

- 4** a) Read the rubrics (A-C). What type of article is each asking for?

- A** You have seen the following announcement in an entertainment magazine.



FILMS WE LOVE

Tell us what you think!
What types of films do you like and why?

THE BEST ARTICLE WILL BE PUBLISHED IN OUR NEXT ISSUE!

Write your article. (120-180 words)

- B** You have seen the following announcement in a teen magazine.



What is your favourite school subject?

Tell us about your favourite school subject and why you like it.
Do you enjoy school?
Why/why not?

The top three articles will be published next month.

Write your article. (120-180 words)

- C** You have seen this announcement in an international travel magazine.

The Perfect Holiday!

- What kind of holiday do you think would be perfect?
- Where would it be and what activities would you be able to do there?
- Write an article describing the holiday and say why you think it would be perfect.

THE BEST ARTICLE WILL WIN £100!

Write your article. (120-180 words)

b) Write your answer to the rubrics (A-C). Remember to give each article a suitable title. Use any of the techniques mentioned on p. 21 to start/end your articles.



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