

WRITING REFERENCE Unit 1

An informal email

WRITING an informal email

1

- 1 Hi Mike, (I) 6 Dear Sir, (F)
 3 All the best, (I) 5 Yours sincerely, (F)
 4 Be in touch soon. (I) 2 I look forward to hearing from you again. (F)

2

- 1 She is in London because she's studying English.
 2 Her teacher
 3 She's going to go to the British Museum with Valeria.

3

- 1 Five of: a) I've been really busy! b) the language school I'm going to is great!
 c) so it takes ages to get there in the morning!
 d) she's been showing me the sights - she's been to London before...
 e) He's a really good laugh! He's
 f) Well, I have to go now as I'm meeting Valeria - we're going to the British Museum.
 2 Two of: a) Hi Louis, b) How are you? c) it takes ages
 d) He's a really good laugh! e) Hope to hear from you soon, Louis. f) All the best,
 3 Four of: a) it's taken... b) I've been in London
 c) The language school I'm going to d) I'm making... e) it's easy... f) it's quite far
 g) I'm getting on... h) she's been showing... i) she's been to London...
 j) He's a really good laugh! k) He's originally... l) he's been living...
 4 a) Sorry it's taken so long b) Hope to hear from you soon, Louis

LEARN TO check for accuracy

4

- 1 I'm happy to hear you like your classes.
 2 I have also been very busy.
 3 I like her. We get on well with each other.
 4 If you go shopping again let me know.
 5 It's the best news I've heard all week!
 6 I look forward to hearing from you.
 7 I went to see John last week.

EXTENSION

5

- 1 Thanks for your email. 2 Hope to hear from you soon. 3 How are you?
 4 All the best, 5 Sorry it's taken so long for me to reply.

PRACTICE

6

Students' own composition

WRITING REFERENCE Unit 2

A letter of complaint

WRITING a letter of complaint

1

Students' own answers

2 Possible answers:

- 1 The neighbour's dog is coming into the garden through a hole in the fence and making a mess.
- 2 Nothing.
- 3 He has contacted his lawyer.
- 4 That the neighbour gets the fence repaired in two weeks.

3 Possible answer:

Yes, it is a good letter of complaint. It is clear and concise; the writer suggests action that needs to be taken (repair the fence); the language is formal (*Dear Mr Broadbent, I am writing with respect to....* etc.); and the writer is never rude.

LEARN TO use formal written language

4

- 1 I am writing with respect to...
- 2 I have contacted...
- 3 ... resolve the matter amicably...
- 4 If you should wish to discuss the matter further...
- 5 Thank you for your prompt attention.
- 6 Yours sincerely,

EXTENSION

5

- 1 conversation
- 2 entering
- 3 properties
- 4 repaired
- 5 issue
- 6 available

PRACTICE

6

Students' own composition

WRITING REFERENCE Unit 3**An opinion essay****WRITING** an opinion essay**1**

Students' own answers

2A

Yes

2B

The most popular free-time activities involve computers.

These activities are occupying more and more of our lives.

It is now possible to play video games anywhere as a result of games that can be played on mobile phones and tablets.

2C

There are still some people who jog or go to the gym.

Football continues to be a popular pastime.

3

it seems to me...

I think that...

LEARN TO use linkers**4**

begin an argument: firstly; to start with; in the first place

introduce additional points: furthermore; moreover; in addition to this

introduce a conclusion: to conclude; to sum up; in conclusion

introduce a contrasting idea: in contrast; at the same time; as opposed to this

introduce examples: for example; for instance; as an example

EXTENSION**5**

1 In contrast, At the same time, As opposed to this,

2 Furthermore, Moreover, In addition to this

3 for example, for instance

4 Firstly, To start with, In the first place; For example, For instance

5 To conclude, To sum up, In conclusion

6 Furthermore, Moreover, In addition to this

PRACTICE**6**

Students' own composition

WRITING REFERENCE Unit 4

A story

WRITING a story

1

Students' own answers

2

Students' own answers

3

The correct order is:

c), e), b), a), f), d)

4

The past simple is used most of the time to describe because the writer is describing a series of events in the past.

LEARN TO use adverbs

5

adverbs of manner: lazily, slowly, quickly, noisily

adverbs to express one's opinion: necessarily, naturally, obviously

adverbs of time / frequency: occasionally, suddenly

EXTENSION

6

1 immediately

2 Naturally

3 calmly

4 carefully

5 Occasionally

6 Suddenly

7 Luckily

PRACTICE

7

Students' own composition

WRITING REFERENCE Unit 5

A report

WRITING a report

1

Students' own answers

2

1 tablet computers

2 mobile phones

3 mobile phones

LEARN TO make written comparisons

3

small differences	big differences	linking phrases
almost no difference only a slight variation	significant differences an interesting contrast	First of all However On the other hand Nevertheless To begin with

EXTENSION

4

1 even though

2 However

3 Despite

4 whereas

PRACTICE

5

Students' own composition

WRITING REFERENCE Unit 6**A letter on particular topic****WRITING** a letter on particular topic**1**

Students' own answers

2

Students' own answers

3

1 It's not clear.

2 Not to work too hard; have some time for yourself; your family; friends; laughing.

LEARN TO use linkers of purpose**4**

to (see)

for (a game of football)

(more) to (help)

in order to (have some time)

so that (you always have someone)

so as to (stay)

5

1 Make sure you take time off in order to relax.

2 Don't forget to work hard at school so as to (be able to) get a good job.

3 I wish you could write back so that I would know how you are doing.

4 I hope you went to university to study chemistry.

5 Make sure you meet your friends for a coffee.

EXTENSION**6**

1 Make sure you take time off in order not to relax.

2 Don't forget to work hard at school so as not to (be able to) get a good job.

3 I wish you could write back so that I wouldn't know how you are doing.

4 I hope you went to university not to study chemistry.

5 -

PRACTICE**7**

Students' own composition

WRITING REFERENCE Unit 7

A discursive essay

WRITING a discursive essay

1

Students' own answers

2

Students' own answers

3 Possible answer

Yes, because it gives arguments both for and against the proposition. In addition, the author does not express his / her opinion until the end.

4

The author does not think that journalists should have complete freedom in what they investigate. He / She expresses his / her opinion at the end of the essay.

LEARN TO use linkers of contrast

5

However, Despite, although, while

EXTENSION

6

1 while /although

2 despite

3 However

4 Although

PRACTICE

7

Students' own composition

WRITING REFERENCE Unit 8

An informal article

WRITING an informal article

1A Possible answer

Advice for preparing for an exam

1B

Students' own answers

1C

Students' own answers

2 Possible answer

Yes, because each paragraph follows on smoothly from the one before.

LEARN TO use an informal style in articles

3

personal examples	talk directly to the other person	contracted forms	conversational language	linkers
<ul style="list-style-type: none"> - Here are some ideas that have worked for me when I've done exams. - Here's what I do. - Personally, I find it much easier to... - I try to revise... 	<ul style="list-style-type: none"> - Do you panic when exam time comes around? - Have you got what it takes? 	<ul style="list-style-type: none"> - you're - you'll 	<ul style="list-style-type: none"> - for what it's worth - like crazy - way round - in your sleep - stuff 	<ul style="list-style-type: none"> - first of all - second - finally

EXTENSION

4

- 1 cram
- 2 a bit of
- 3 stick to
- 4 stuff

PRACTICE

5

Students' own composition

WRITING REFERENCE Unit 9**A 'how to' leaflet****WRITING** a 'how to' leaflet**1**

Students' own answers

2

Students' own answers

3A

Yes

3B

Three of:

a title

underline / highlight important words

contractions

imperatives

LEARN TO avoid repetition**4**

- Things that you should / must do: Take time to... / Always... /

Be particularly careful to... / Be sure to... / Make sure you...

- Things that you shouldn't / mustn't do: Never... / Try not to...

EXTENSION**5 Possible answers**

1 Make sure to take time to find out if you need any vaccinations before you go.

2 Always refuse medicine offered to you by other people.

3 Never go out without sun block or a suitable suntan lotion.

4 Never drink water from the tap.

5 Have your drinks without ice.

6 Avoid getting water in your mouth when you take a shower.

PRACTICE**6**

Students' own composition

WRITING REFERENCE Unit 10

A review

WRITING a review**1**

Students' own answers

2

1 True 2 True 3 False 4 False 5 False

LEARN TO write descriptively**3**

skilfully handled

well constructed

4

1 widely

2 skilfully / convincingly

3 emotionally

4 alternately

5 skilfully

EXTENSION**5**

1 b

2 d

3 a

4 c

PRACTICE**6**

Students' own composition