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ПОСОБИЕ ПО РАЗВИТИЮ НАВЫКОВ
ПИСЬМЕННОЙ КОММУНИКАЦИИ
НА АНГЛИЙСКОМ ЯЗЫКЕ

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Пособие по развитию навыков письменной коммуникации на английском языке / И. Д. Мамаев, Д. С. Орлова, Л. Д. Ребикова. – Санкт-Петербург: Изд-во БГТУ «ВОЕНМЕХ» им. Д. Ф. Устинова, 2024. – 108с.

Пособие охватывает разнообразные формы письменных работ, которые предлагаются на международных экзаменах. Представлены критические рецензии по каждому типу письменной работы, отчеты и эссе, а также практические упражнения, нацеленные на улучшение навыков аргументации и логической организации текстов. Особое внимание уделяется отработке лексико-грамматических структур.

Предназначено для студентов, обучающихся по направлениям подготовки «Теоретическая и прикладная лингвистика», «Перевод и переводоведение», «Интеллектуальные системы в гуманитарной среде».

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INTRODUCTION

Writing skills and ability to communicate effectively at B2 level are tested by Cambridge First Certificate in English (FCE) in section “Writing”.

The **Cambridge First Certificate in English** is made up of **four papers**, each testing a different area of ability in English. The Reading and Use of English paper carries 40% of the marks, while Writing, Listening, and Speaking each carry 20% of the marks. There are five grades. A, B and C are pass grades; D and E are fail grades.

Reading and Use of English	1 hour 15 minutes
Writing	1 hour 20 minutes
Listening	40 minutes (approximately)
Speaking	14 minutes (for each pair of students)

The **Writing** paper lasts for 1 hour and 20 minutes. There are two parts to the paper and in each part you have to complete one task.

Part 1

Part 1 is **compulsory**. You have to write **an essay** in a formal style, giving your opinion on the essay title, using the ideas given and providing an idea of your own. You should write between 140 and 190 words.

Task focus: writing for an English teacher in a formal style.

Part 2

In Part 2, **you must choose** one question from a choice of three. Tasks may include some of the following: an article, an email, a letter, a report or a review. You should write between 140 and 190 words.

Task types in Part 2:

- letter or email;
- article;
- report;
- review.

Task focus: writing for a specific target reader, using appropriate layout and register.

General strategy to do the paper

Part 1

- Don't be in a hurry to start writing. It pays to spend a few minutes planning! Read the instructions carefully to understand:
 - ✓ the topic you had discussed in class and the title of the essay you have to write;
 - ✓ what information you have to include in your answer: this will ensure that you include the two notes provided.
- Think of a third point of your own, something which is not mentioned in the first two points given.
 - Look again at the three written notes and expand them by noting down a couple of ideas for each.
 - Decide how many paragraphs you will need and which ideas you want to group together in each paragraph.
 - When you finish, do a final check. Is the style formal? Have you included all the notes? Are there any basic mistakes that you can correct?

Part 2

- Remember that whereas in Part 1 you always have to write an essay in a formal style, in Part 2 you need to choose from task types that may require a semi-formal or informal style, and a variety of formats.
 - Don't be in a hurry to start writing. Look carefully at each task (e.g. the report) and topic (e.g. the environment) and:
 - ✓ Think of report writing. Are you confident you know how to write the task type?
 - ✓ Think of the topic. Do you have some interesting language you can use?
 - Choose a topic where your answers to both of the questions is “yes”.
 - Read the task you have chosen and be sure you understand the following:
 - ✓ What is the *situation*?
 - ✓ *Who* will read your piece of writing?
 - ✓ What is your *purpose* in writing this piece?
 - Write down all the ideas that come into your head in any order (brainstorming). Then choose your best ideas and decide how you will organize them into paragraphs.
 - When you finish, revise your writing. Have you used varied language? Are all points clearly expressed?

ASSESSMENT OF WRITING

Examiners and marking. Writing Examiners (WEs) undergo a rigorous process of training and certification before they are invited to mark. Once accepted, they are supervised by Team Leaders (TLs) who are in turn led by a Principal Examiner (PE), who guides and monitors the marking process. WEs mark candidate responses in a secure online marking environment. The software randomly allocates candidate responses to ensure that individual examiners do not receive a concentration of good or weak responses, or of any one language group. The software also allows for examiners' marking to be monitored for quality and consistency. During the marking period, the PE and TLs are able to view their team's progress and to offer support and advice, as required.

Assessment scales. Examiners mark tasks using assessment scales that were developed with explicit reference to the Common European Framework of Reference for Languages (CEFR). The scales, which are used across the spectrum of the Cambridge English General and Business English Writing tests, consist of four subscales: Content, Communicative Achievement, Organisation, and Language.

- **Content** focuses on how well the candidate has fulfilled the task, in other words if they have done what they were asked to do.
- **Communicative Achievement** focuses on how appropriate the writing is for the task and whether the candidate has used the appropriate register.
- **Organisation** focuses on the way the candidate puts together the piece of writing, in other words if it is logical and ordered.
- **Language** focuses on vocabulary and grammar. This includes the range of language as well as how accurate it is.

Responses are marked on each subscale from 0 to 5. When marking the tasks, examiners take into account length of responses and varieties of English.

- Guidelines on length are provided for each task; responses which are too short may not have an adequate range of language and may not provide all the information that is required, while responses which are too long may contain irrelevant content and have a negative effect on the reader. These may affect candidates' marks on the relevant subscales.
- Candidates are expected to use a particular variety of English with some degree of consistency in areas such as spelling, and not, for example, switch from using a British spelling of a word to an American spelling of the same word.

The subscale Content is common to all levels.

Point	Content
5	All content is relevant to the task. Target reader is fully informed.
3	Minor irrelevances and/or omissions may be present. Target reader is on the whole informed.
1	Irrelevances and misinterpretation of the task may be present. Target reader is minimally informed.
0	Content is totally irrelevant. Target reader is not informed.

The remaining three subscales (Communicative Achievement, Organisation, and Language) have descriptors specific to each CEFR level.

CEFR level	Communicative Achievement	Organisation	Language
C2	Uses the conventions of the communicative task with sufficient flexibility to communicate complex ideas in an effective way, holding the target reader's attention with ease, fulfilling all communicative purposes.	Text is a well-organised, coherent whole, using a variety of cohesive devices and organisational patterns with flexibility.	Uses a range of vocabulary, including less common lexis, effectively and precisely. Uses a wide range of simple and complex grammatical forms with full control, flexibility and sophistication. Errors, if present, are related to less common words and structures, or occur as slip.

CEFR level	Communicative Achievement	Organisation	Language
C1	Uses the conventions of the communicative task effectively to hold the target reader's attention and communicate straightforward and complex ideas, as appropriate.	Text is well-organised and coherent, using a variety of cohesive devices and organisational patterns to generally good effect.	Uses a range of vocabulary, including less common lexis, appropriately. Uses a range of simple and complex grammatical forms with control and flexibility. Occasional errors may be present but do not impede communication.
B2	Uses the conventions of the communicative task to hold the target reader's attention and communicate straightforward ideas.	Text is generally well-organised and coherent, using a variety of linking words and cohesive devices.	Uses a range of everyday vocabulary appropriately, with occasional inappropriate use of less common lexis. Uses a range of simple and some complex grammatical forms with a good degree of control. Errors do not impede communication.

CEFR level	Communicative Achievement	Organisation	Language
B1	Uses the conventions of the communicative task in generally appropriate ways to communicate straightforward ideas.	Text is connected and coherent, using basic linking words and a limited number of cohesive devices	Uses everyday vocabulary generally appropriately, while occasionally overusing certain lexis. Uses simple grammatical forms with a good degree of control. While errors are noticeable, meaning can still be determined.
A2	Produces text that communicates simple ideas in simple ways.	Text is connected using basic, high-frequency linking words.	Uses basic vocabulary reasonably appropriately. Uses simple grammatical forms with some degree of control. Errors may impede meaning at times.

FCE Writing Examiners use the following assessment scale, extracted from the previous table.

B	Content	Communicative Achievement	Organisation	Language
5	<p>All content is relevant to the task.</p> <p>Target reader is fully informed.</p>	<p>Uses the conventions of the communicative task effectively to hold the target reader's attention and communicate straightforward and complex ideas, as appropriate.</p>	<p>Text is well-organised and coherent, using a variety of cohesive devices and organisational patterns to generally good effect.</p>	<p>Uses a range of vocabulary, including less common lexis, appropriately</p> <p>Uses a range of simple and complex grammatical forms with control and flexibility.</p> <p>Occasional errors may be present but do not impede communication</p>
4	Performance shares features of Bands 3 and 5.			
3	<p>Minor irrelevances and/or omissions may be present.</p> <p>Target reader is on the whole informed.</p>	<p>Uses the conventions of the communicative task to hold the target reader's attention and communicate straightforward ideas</p>	<p>Text is generally well organised and coherent using a variety of linking words and cohesive devices.</p>	<p>Uses a range of everyday vocabulary appropriately, with occasional inappropriate use of less common lexis.</p> <p>Uses a range of simple and some complex grammatical forms with a good degree of control.</p> <p>Errors do not impede communication.</p>

B	Content	Communicative Achievement	Organisation	Language
2	Performance shares features of Bands 1 and 3.			
1	Irrelevances and misinterpretation of task may be present. Target reader is minimally informed.	Uses the conventions of the communicative task in generally appropriate ways to communicate straightforward ideas.	Text is connected and coherent, using basic linking words and a limited number of cohesive devices.	Uses everyday vocabulary generally appropriately, while occasionally overusing certain lexis. Uses simple grammatical forms with a good degree of control. While errors are noticeable, meaning can still be determined
0	Content is totally irrelevant. Target reader is not informed.	Performance below Band 1.		

Have a look at review sample answers with some comments on them.

Review 1. Good Answer

The series 'Sandy Bay' is about the life of eight friends, four boys and four girls, who are neighbors and spend a lot of time together.

The characters are all very different; for example, Sam is outgoing and full of enthusiasm while Ralph is very shy. Though they are just ordinary people, they often do crazy, unpredictable things that we would not do in real life and this is what makes the series so enjoyable. For example, you can never guess who they will fall in love with!

I love this series because it is full of humor and drama you get to laugh and also to cry. I enjoy following the changes in the characters' relationships and I can almost believe they are my own friends.

I'd recommend it to people up to the age of 40 because they'll definitely share the experiences of the main characters. Once they have watched it a few times, I am sure they'll find it very hard to miss an episode! However, as the humor is targeted at the younger generation, older people might not find it so appealing.

Examiner comments

This is a very good answer which deals with all the **content** required. It **communicates** all the information effectively, giving clear information about the series without going into too much detail. It deals with all the requirements of the task, giving reasons why the plot and characters are interesting and also stating very clearly which age groups it is recommended for and why. There is a good range of **language**, both structures and vocabulary, and it is **well-organised** into paragraphs.

Review 2. Unsatisfactory Answer

I really enjoy when I see the Italian TV series about the Italian football and the transfers of a lot of players. I love football since I was five. In fact, when I was five my father brought me to the stadium to see my first match of football, which was Milan versus Arsenal. At that moment I began to love the teams and football in general.

I never miss any part of the series. For me it is more important than watching any other programmes because it is fun and exciting.

For these reasons I like this TV series very much and I want to recommend it because you can get a lot of information about the transfers and also discover young players who come to Italy.

Examiner comments

This is a few words under the minimum required length and the **content** is incomplete. The review does not include information about whether it could be recommended for viewers of all ages. There is too much irrelevant information about the writer and not enough about the series that is being reviewed. It therefore fails to achieve the desired **communicative** effect. This is an example of somebody who probably did not read the question carefully, so there is a general lack of **organisation**. There are a number of **language** inaccuracies, but the meaning is generally clear.

By analyzing typical answers and the assessment scale, one can list mistakes that test-takers may make. These mistakes can vary depending on the individual, but here are some typical ones to be aware of.

1. **Spelling and Grammar Errors.** FCE assesses your ability to use correct grammar and spelling. Common mistakes include subject-verb agreement errors, incorrect verb tenses, and misspelled words. Reviewing grammar rules and practicing spelling can help you avoid these errors.

2. **Vocabulary Errors.** Using the wrong word or not knowing the meaning of a word is a common mistake. Expanding your vocabulary and using words in context can help you avoid this.

3. **Lack of Variety in Sentence Structure.** Using the same sentence structure repeatedly can lead to lower scores. Vary your sentence structure by using complex sentences, different tenses, and different types of clauses.

4. **Misunderstanding the Question.** Be sure to read the questions and instructions carefully. Some test-takers may misinterpret what is being asked, leading to incorrect responses.

5. **Not Providing Enough Detail.** In writing tasks, it's important to provide sufficient detail and support for your ideas. Merely stating an opinion without backing it up can result in a lower score.

6. **Not Managing Time Well.** FCE is a timed exam, so time management is crucial. Some test-takers may spend too much time on one section, leaving insufficient time for others. Practice under timed conditions to improve your time management skills.

7. **Ignoring Word Limits.** For writing tasks, there are often word limits. Failing to follow these limits can lead to a lower score, so it is important to stay within them.

8. **Mispronunciation and Miscommunication.** In the speaking section, pronunciation and communication skills are evaluated. Mispronouncing words or struggling to convey your ideas clearly can impact your score.

9. **Not Following Instructions.** Whether it's in a listening exercise or a written task, failing to follow the instructions provided can result in lost marks.

10. **Overuse of Simple Language.** While simple language is important for clarity, overusing basic vocabulary and sentence structures can make your writing or speaking seem repetitive and less sophisticated.

To avoid these common mistakes, it is essential to practise regularly and seek feedback from teachers or tutors. Additionally, becoming familiar with the FCE format and taking practice tests can help you get a better sense of what to expect and where you might need improvement.

FORMAL AND INFORMAL LETTERS

Transactional Letters

- Transactional letters are letters which respond to writing input (advertisements, other letters, notes, invitations, etc.) and/or visual prompts (maps, drawings, etc.).
- Transactional letters can be of any type (complaint, application, invitation, asking for/giving information, etc.).
- When you write a transactional letter, you should include *all* the relevant factual information given in the rubric, using your *own* words.
- It is important to use a *style* that is *appropriate* to the target reader.

Style in Formal Letters

The main difference between formal and informal letters is the language that you use. The characteristics of *formal style* in letters are:

- formal language (complex sentences, non-colloquial English);
- formal linking devices;
- more frequent use of the passive voice;
- no abbreviated forms;
- use of indirect questions;
- advanced vocabulary.

Letters of Application

1. Salutation

Dear Sir or Madam

If you *do not know the name* of the person you are writing to, use this. The following is a list of letter salutation examples that are appropriate for letters of application.

- *Dear Hiring Manager*
- *Dear Search Committee*
- *To whom it may concern*
- *Dear Human Resources Manager*
- *Dear Sir or Madam*

2. The Introductory Paragraph

Begin by stating the job for which you are applying. Briefly mention how your skills and experience match the company and/or position; this will give the employer a preview of the rest of your letter.

I am writing to apply for the post of Fashion Shop Manager advertised in the "News Shopper" of 14 February 2024.

3. The next paragraphs (the body)

In the following paragraphs, explain why you are interested in the job and why you make an excellent candidate for the position. Mention specific qualifications listed in the job posting and explain how you meet those qualifications.

Please see the example structure below:

(2nd paragraph) You might go and list your **experience and relevant qualifications** but first briefly **introduce yourself**:

I am an ambitious and creative 25-year-old who have worked in the retail industry for a total of ten years, first as a sales assistant in a department store and for the last three years as a Section Head and Deputy Manager of H&M.

(3rd paragraph) You might then go on to mention the particular **abilities and skills that you have**:

I believe I have all the skills, knowledge and expertise that you are looking for. I have lots of retail initiative, can schedule and prioritise tasks and can work to strict deadlines. I also work particularly well with people and would enjoy leading the team and working with clients and customers.

(4th paragraph) Say **why** you are particularly **interested in this job**:

I am applying for this position as I am looking to progress from junior to senior management. I have always been interested in the latest fashion trends and developments and I believe your organization is a well-run quality fashion business. I would very much like to work for your company.

4. Closing paragraph

Conclude your letter of application by thanking the employer for considering you for the position and stating that you would like to be invited to the interview. You might close the letter with the following formula.

I look forward to hearing from you and hope that you will be able to invite me for an interview.

Yours faithfully,

ABC

“Yours sincerely” or “Yours faithfully”?

“Yours sincerely” is typically employed in English when the recipient is addressed by name (e.g. “Dear John”) and is known to the sender to some degree, whereas **“Yours faithfully”** is used when the recipient is not addressed by name (i.e., the recipient is addressed by a phrase such as “Dear Sir/Madam”)

Useful phrases

Reasons

I'm writing to apply for the post/position of... as advertised in...

I'm writing with reference...

I'm writing in response to your advertisement which I saw...

I'm writing in connection with your advertisement.

Qualifications/Experience

I gained some experience while ...

I am currently working as ...

I have been working for ... for the last four years.

I worked part-time for three years as ...

At the moment I am employed by ...

My qualifications include ...

I have a diploma in ...

I graduated from Barcelona University last year with a degree in ...

Please find attached my CV

As you can see from the attached CV ...

Personal Qualities

I see myself systematic, meticulous in my approach to work...

I have a clear insight of.....

I value time and not squander.....

I tackle a problem...

Closing remarks

I would appreciate a reply at your earliest convenience

Please contact me with any queries you may have

I would be glad to attend an interview at any time convenient

I look forward to hearing from you in due course...

Practice

Task 1. You have read the following information from a British university, and have decided to apply for a course:

The university welcomes applications to all its courses from overseas students. Please write to the Admissions Officer giving details of the course you wish to apply for and why. Your letter should include an outline of your qualifications and any other relevant information.

Write your letter of **application** to the Admissions Officer.

Task 2. A restaurant in your region is to open shortly and the owner has placed the following advertisement in your local newspaper:

RESTAURANT STAFF NEEDED...

...For a busy restaurant located in the main tourist area of this region. We have a number of vacancies available, including:

Junior Chef

Waiter/Waitress

Restaurant Manager

Hours of work: 6 – 12pm, Mondays to Saturdays.

Please send us a **letter** explaining which post you are interested in and why we should consider you for the job. Interviews will be held a week after the closing date.

Task 3. A tourist company which organises coach tours of your home town has placed the following advertisement in your local newspaper:

TOUR GUIDES REQUIRED

Are you an outgoing and sociable person, who has a good command of English and some knowledge of local history? Take-a-Tour is setting up a branch in your area and we are looking for tour guides to accompany up to fifty passengers a time on our coach tours. Your duties will include welcoming passengers aboard the coach, giving a commentary about the local sights, and taking small groups around the town on foot.

Write the **letter of application**.

Letters of Complaint

Tips

- Focus on the most important facts. Don't give unnecessary background information.
- Make sure you include:
 - ✓ the reason for writing (e.g. *I am writing to...*);
 - ✓ what went wrong;
 - ✓ what you would like to happen now.
- Complaint letters are usually written in a formal style.
- Use passives to be less direct and more formal, e.g. *I was served quickly*.
- Use *Yours faithfully* to sign off if you don't know the name of the person you're writing to.

Sample

Dear Sir/Madam,

I am writing to express my dismay at the service at your Eden Hill branch on Saturday 14 January.

I often collect prescriptions from the pharmacy on behalf of my grandmother, Mrs Elaine Bingham. On this occasion there were two prescriptions: one for 10 x 50 mg Kendomol and one for 50 x 100 mg Leoprone. I was served quickly even though there appeared to be only one pharmacist on duty. However, as I was leaving, I saw that I had been given 500 mg tablets of Kendomol. This is ten times stronger than the prescription called for.

If I had not noticed the difference between the prescription and the actual tablets, my grandmother could have taken a dangerous overdose of Kendomol. I would be worried about getting any future prescriptions at Eden Hill.

The pharmacist apologised and corrected the mistake but I wanted to bring it to your attention. I think it happened because there were not enough staff on duty. I understand that mistakes happen but there needs to be a minimum of two pharmacists at all times so all prescriptions can be checked.

I hope you can take steps to make sure this mistake does not happen again.

Yours faithfully,
Roger Bingham

Practice

Task 1. Restaurant Complaint Letter.

You recently had a disappointing experience at a local restaurant. Write a letter of complaint to the restaurant manager. In your letter, describe the issues you encountered, such as food quality, service, or cleanliness, and suggest improvements.

Task 2. Product Defect Complaint Letter.

You purchased a product online, and when it arrived, you discovered defects or damage. Write a letter of complaint to the customer service department of the online store. Explain the issues with the product and request a refund or replacement.

Task 3. Hotel Stay Complaint Letter.

During your recent stay at a hotel, you encountered problems with your accommodation. Write a letter of complaint to the hotel manager. Detail the issues, such as room cleanliness, noise disturbances, or service quality, and suggest measures for improvement.

Letters Asking for Information

Warm-Up Task 1. Read the advertisement and the two letters, then decide which model is good and which is bad, giving reasons for your answer.

Dog Obedience Classes

Train your **dog** in our special **classes**.

Register now for the autumn course.

For more information write to:

Smart Dogs

3, Longhill Green

Wolfhill

Notes:

- breed/age of dog;
- specific aspects it needs training in;
- cost of the course;
- exact time of the classes.

Model A

Dear Sir/Madam,

I am writing to inquire about the advertisement in the September issue of *Favourite Pets* magazine. I am interested in dog obedience classes but I would be grateful if you could send me further details.

Firstly, I would like to know what breeds of dogs are accepted for the classes and whether the dog must be a certain age in order to take part. I have a six-month-old male cocker spaniel which I am anxious to train. He is very excitable and especially needs to learn how to walk without pulling on his lead.

I also require information on the cost of the course, when it will commence and how long it is likely to last.

I look forward to receiving details about the dog obedience classes. Thank you in advance for your help.

Yours faithfully,
Kristen Miller

Model B

Dear Sir/Madam,

I was reading the September issue of *Favorite Pets* magazine when I saw an ad for your dog-training school, so I decide to drop you a line. I need some information, you see.

My puppy is only six months old. Will you accept him at this age, or is he too young? He is really sweet. It would be great if you could let me know about this.

I am sure that after taking your course my dog will be much easier to control, so I can't wait for it to start. When exactly do classes begin and end?

I am looking forward to your reply. Thanks a lot.

Best wishes,

John Riley

Layout

Opening remarks:

- *I am writing with reference to the advertisement for dog obedience courses, which I saw in the Favourite Pets magazine. Could you, please, provide me with more detailed information about them?*
- *I am writing to inquire about the advertisement in the September issue of Favourite Pets magazine. I am interested in dog obedience classes and I would be grateful if you could send me further details.*
- *I am writing in connection with the advertisement for which appeared in I would like to have further information about ...*
- *I am writing in response to the advertisement for ...*

Closing remarks:

- *I look forward to hearing from you.*
- *I look forward to receiving your reply/response.*
- *Thank you in advance for your help in this matter. I look forward to hearing from you.*

Ending a letter:

1) **Yours faithfully,**

If you **do not know the name of the person**, conclude with *Yours faithfully*,

2) **Yours sincerely,**

If you know the name of the person, conclude with *Yours sincerely*,

Your signature

Sign your name, then print it underneath the signature. Write your first name in full and then your surname.

Warm-Up Task 2. Here are two students' answers to the question given below. Read them quickly and decide which is better.

You have **30 minutes** to do the task.

You are interested in visiting the USA and you have seen this advertisement in a magazine. Write a letter to Oceanview Adventures asking for more information.

Read the advertisement below and the notes you have made.
Then write a **letter** covering **all the points in your notes**.

Remember to:

- write your letter in **more than 150** words **in an appropriate style**;
- try to **avoid** simply **copying** expressions from the advertisement.

<p style="text-align: center;">STUDENTS! VISIT FLORIDA! Spend 6 days of fun in Orlando this summer with other student 12-18 years old from around the world. Tour Disney world, Kennedy Space Centre, Movie Studios, and much more! Write for free details of this holiday adventure Oceanview Adventures, PO Box 108, Clarksville, TN 37041, USA</p>	<p style="text-align: center;">Your notes:</p> <p>Where this exactly? What kind of place? Which countries do students come from? Do they speak English? Excursions: Do they cost extra? How much? What are the days?</p>
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Student A

Dear Sir or Madam,

I am writing in response to the advertizment about student holidays in Florida who I saw in yesterday's International Herald News. Although I am interested to the holiday, I would like and more informations.

I am 15 years old and my English are very good but I would like to improve it.

First, could you tell me where the other children will be coming from? Will they be able to speak English? What kind of acomodation will there be. I would and like to know if I must to shair a room with others students.

Could you also tell me more about how the six days will be organized? Are the trips you are referred to included in the fee or do we must pay extra?

I look forward to hearing from you,

Yours faithfully,

Maria

Student B

Dear Mister (or Madam),

I am writing because of your notice about holidays in Florida this summer for the young guys (and girls). You said it is a ‘holiday adventure’ which sounds too interesting but I want more details, as quickly as it is possible. The first thing I must ask is what exactly Orlando is? Is it far from Florida? Is it nearby Hollywood? You talk for students from abroad – how many other students will it be and which countries they come from? Of course I have to know the bill for all this – how much! I must have these informations? Yes and how will I pay all this? I got lots of songs in English and I really go for everything American so that’s why I love to come to America. It will be my first time.

And please: a bit more informations – cos I need to know more.

That’s all for now,

Write soon

Best wishes,

Marcus

Warm-Up Task 3. Read the task and answer the questions on the right. You have *30 minutes* to do the task.

You have seen an advertisement for a holiday villa.

Read the advertisement below and the notes you have made.

Then write a *letter* to the company covering *all the points in your notes*.

Remember to:

- write your letter in *more than 150* words *in an appropriate style*;
- try to *avoid* simply *copying* expressions from the advertisement.

<p style="text-align: center;">Countryside Paradise</p> <p style="text-align: center;">Available to rent <u>weekly</u></p> <p style="text-align: center;">Beautiful, cosy cottage set in the heart of the Pyrenees mountains. This <u>isolated</u> haven offers a real escape from the hustle and bustle of city life.</p> <ul style="list-style-type: none"> • Two bedrooms • <u>Basic facilities</u> • Surrounded by beautiful forest <p>For more information contact: James Ellis 2, Brandford Street Plymouth</p>	<p style="text-align: center;">Your notes:</p> <p>Discount for monthly rent? How far from nearest town? What if something goes wrong? Facilities – how basic? Running water? Heating?</p>
--	---

1. What kind of letter is this?
2. Which paragraph plan should you follow?
3. What should you be careful to include when writing this type of letter?
4. Which opening and closing remarks would you use?

Indirect Questions

Indirect questions *do not have the same word order as direct* questions — they are not phrased as questions; they are phrased as statements. In indirect questions we use a statement word order where the subject always precedes the verb or verb phrase. An indirect question can be formed with these patterns:

- **question word + subject + verb:**
 - √ *Could you tell me **when he left**?*
 - × *Could you tell me **when did he leave**?*
- **if/whether + subject + verb:**
 - √ *I would like to know **if the gym is open** on Sunday.*
 - × *I would like to know **is the gym open** on Sunday.*

In indirect questions we can use *whether* instead of *if*. If we use *or not* to imply a choice, we can put it at the end of the clause containing the question, or after *whether* (but not after *if*):

Do you know whether the date has been confirmed or not?

I wonder whether or not Mum and Dad have got back from the Bahamas yet.

× ~~*Could you let me know if or not the gym is open on Sunday?*~~

√ *Could you let me know if the gym is open on Sunday or not?*

Question marks

- When the introductory phrase has question word order, use a question mark:

Could you tell me how this computer works?

- If the starting phrase has statement word order, do not use a question mark:

I wonder if you could tell me how this computer works.

Warm-Up Task 4. Read the task and the list of questions (1-8) which might be included in the letter. Which two would not be included due to irrelevant topic?

1. ***Could you please let me know*** exactly which dates I would be expected to work?
2. ***What I would like to know is*** who will pay the travelling expenses to get to Spain.
3. ***I would appreciate it if*** you could let me know if I need to speak Spanish as well as *English*.
4. ***Could you also tell me*** how many hours I will have to work each day?
5. ***Further information that I need to know is,*** whether meals are included in the free accommodation package.
6. ***I would appreciate it if you could answer one or two queries concerning*** the festival.
7. ***I would be grateful if you could tell me whether*** I need any special skills in order to do the job.
8. ***I would also like to know if*** children are allowed in the camp.

You have decided to work during your summer holidays this year. You have seen an advertisement in your college magazine for part-time helpers

at an English-speaking holiday camp in northern Spain. You decide to write to the organiser of the camp to find out more information about the job.

<p>Do you want to spend your summer in sunny Spain this year?</p> <p>Our English-speaking summer camp is looking for part-time staff who are capable of organizing group activities and enjoy working with children.</p> <p>Successful candidates will be provided with free accommodation on the site.</p> <p>Take this opportunity to travel, have fun and make some money, too.</p> <p>Please write to: Mr Jose Santas Calle Fanderas 26, Bilbao, Spain</p>	<p>Your notes:</p> <p>When exactly? Need to speak Spanish? How many hours per day? Kids – how old? Any special skills required? Who pays travel expenses to/from camp? Meals included?</p>
---	--

Warm-Up Task 5. Rewrite these direct questions as indirect questions using the introductory phrases from the exercise above:

1. When will the order arrive?
2. How long is the meeting going to last?
3. When does the special offer end?
4. What qualifications do I need?
5. How big is the meeting room?
6. When should I pay the deposit?
7. When was the company founded?
8. Who is in charge of the department?
9. Who will meet me at the airport?
10. How many people will attend the conference?
11. How far in advance should I book a room?
12. Are any language skills required to do this job?
13. Is there high-speed Internet access to guests in the hotel rooms?
14. Do you have any previous experience as a construction worker?
15. Do you need volunteers to help clean up after the party?

Warm-Up Task 6. Read the following notes and write appropriate questions, as in the example. Use the language presented in the bold parts of the sentences in the exercise above.

<p>A. COMPTON SUMMER FAIR A great day out for all the family!</p> <ul style="list-style-type: none"> • Saturday 16th • tickets on sale at Compton post office • profits to go to charity 	<p>Where? How much? Which charity?</p>
<p>B. LONGLAKE HOLIDAY CAMP</p> <ul style="list-style-type: none"> • Are you young and energetic? • Interested in a variety of water sports? • Looking for something to do during the summer? 	<p>What age? What types of water sport? For how long?</p>
<p>C. ACTIVITY BREAKS IN WALES</p> <ul style="list-style-type: none"> • Lots of exciting outdoor activities to choose from • Individuals and groups catered for • 3-star accommodation in holiday chalets 	<p>Any pony tracking? Self-catering facies? Accept families with young children?</p>

Example: *Could you please let me know exactly where the Compton Summer Fair will be held this year?*

Warm-Up Task 7. Read the following part of a letter and improve its style by using indirect questions.

I saw your advertisement in our local paper for temporary summer staff to work in your supermarket. Tell me more about it. To start with, how many weeks do you want me for? Do I need to speak a foreign language? Furthermore, do I need to have any particular skills or not? In addition to this, how old are the people I will be working with?

Warm-Up Task 8. Read the job advertisement below and the notes. Then, look at the list of questions that could be included in a transactional letter asking for information, and correct the style.

<p>WANTED</p> <p>Young people to work on the Greek islands during the summer. Good pay and conditions.</p> <p>For more information contact Peter Jenings Pjenings@gmail.com</p>	<ol style="list-style-type: none"> 1. Can you send me some details about the job? 2. How old do I have to be? 3. What kind of job is it? 4. Which island will I be working on? 5. Which months will I have to work? 6. How many hours will I have to work? 7. How much does the job pay?
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Warm-Up Task 9. Read the two letters which have been written after these people read the advertisement below and decide which is good and which is bad. Justify your answer.

<p>FEEL LIKE KEEPING FIT? OUR DANCE-AEROBICS CLASSES WILL MEET YOUR NEEDS!</p> <ul style="list-style-type: none"> • classes <u>every day</u> • number in classes kept to <u>minimum</u> • no expensive <u>equipment</u> needed • friendly <u>prices</u> for those who attend regularly <p>Join us now – you won't be sorry! Lobant's Dance-Aerobics, New Street</p>	<p>Times?</p> <p>How many exactly?</p> <p>What exactly?</p> <p>How much exactly?</p>
---	--

Model A

Dear Sir/Madam,

I am writing in response to your advertisement in the The Bingley Times on March 2nd. I am very interested in joining your Dance-Aerobics classes and would be grateful if you could answer a few questions I have.

Your advertisement states that the number in the classes is kept to a minimum. How many people are there in each class? As I work every day until 5 o'clock, I would also like to know the times of the classes.

In addition, I would like to know if I need any special shoes or clothes

for the classes, and I would greatly appreciate it if you could give me details of where to purchase any necessary equipment.

Finally, as it is my intention to attend these classes regularly, could you also send me details of prices and membership fees?

Thank you for your kind attention. Please reply at your earliest convenience.

Yours faithfully,
Elaine Richards

Model B

Dear Sir/Madam,

There are a few things I need to know about your Dance-Aerobics classes.

Firstly, what time are the classes held each day? I'd like to take evening classes, if possible. I also think it's a good idea to keep classes small. I prefer classes with fewer than fifteen people. I was in a really big aerobics class once, and it was too crowded. Don't you just hate that?

I think aerobics classes are great fun. I like sweating and jumping around as the heavy beat of the music pounds in my body. It's the greatest, don't you think?

I'm looking forward to your reply. Please send it soon as I'm eager to begin the classes.

Thanks.
Yours,
Rita Simmons

Practice

Task 1. You have *30 minutes* to do the task.

You have seen this advertisement for a holiday job in an English-language newspaper and you want to find out more.

Read the advertisement below and the notes you have made. Then write a *letter* covering *all the points in your notes*.

Remember to:

- write your letter in *more than 150* words *in an appropriate style*;
- try to *avoid* simply *copying* expressions from the advertisement.

<p>Friendly, non-smoker needed to share a 3-week summer holiday with two English-speaking children.</p> <p>If you are between 13 and 16 years old and like the seaside, perhaps you would like to stay with us near the beach this summer?</p> <p>Our young children are learning English and need to practise. All you need to do is to join us for a holiday, help out with the kids and agree to speak English for three weeks!</p> <p>If you are free at that time, keen on water sports and speak reasonably good English, write for more information to: Mrs Emily Torteili ETortelly@gmail.com</p>	<p>Where exactly is it?</p> <p>Dates?</p> <p>How old are they?</p> <p>Accommodation?</p> <p>Pocket money/pay?</p> <p>Other duties?</p>
--	--

Task 2. You have **30 minutes** to do the task.

You would like to attend an international summer camp in Greece but only have the advertisement below and so need more information. You **must add ONE relevant question** of your own.

Read the advertisement below and the notes you have made.
Then write a **letter** covering **all the points in your notes**.

Remember to:

- write your letter in **more than 150 words in an appropriate style**;
- try to **avoid** simply **copying** expressions from the advertisement.

<p>Skouras Summer Camp Chalkidiki Greece</p>	
<p>A truly international camp by the sea for children of all ages Sport and entertainment in beautiful surroundings Water sports, basketball, tennis, computers and much, much more!!! Camps from 20th June – 30th August</p>	
<p>Write to: Skouras Camp Nea Fokea 63077 Chalkidiki Greece</p>	<ul style="list-style-type: none"> • Price? • Type of accommodation? • Age and nationality of the students? • English lessons?

Task 3. You have *30 minutes* to do the task.

You are trying to find accommodation for yourself in London while studying at a college there. You have seen the advertisement by Mr Sabir Siddique in a local newspaper.

Read the advertisement below and the notes you have made. Then write a *letter* to the flat owner covering *all the points in your notes*.

Remember to:

- write your letter in more than *150* words *in an appropriate style*;
- try to *avoid* simply *copying* expressions from the advertisement.
- write the *addresses*.

<p style="text-align: center;">Flat to let <i>Finsbury Park</i> 10 minutes from Manor House tube Self-contained ground floor flat Bedroom, living room, study room Fully furnished 90 pounds per week Ideal for student For details call 254 348 69</p>	<p>How far from city center? Big enough for two? What furniture? Any extras to pay, like electricity? Does it have the Internet? Available how soon?</p>
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Task 4. You have *30 minutes* to do the task.

You are interested in a course at The English Center. You only have the information in the advertisement below and so you need more details.

Read the advertisement below and the notes you have made. Then write a *letter* to the flat owner covering *all the points in your notes*.

Remember to:

- write your letter in more than 150 words *in an appropriate style*;
- try to *avoid* simply *copying* expressions from the advertisement.

<p><i>The English Centre</i></p> <p>Learn English the Natural way</p> <p>Small groups of <u>international students</u> Experience family life in Britain in a beautiful country setting <u>Speak English</u> all the time Explore the Scottish countryside Short and full-length courses available Contact: Mary Gibbons The English Centre Becher's Way Stirling Scotland</p>	<p>Where from? How old? Scottish accent or English? Need a course in late July for two weeks – possible? Price? Accommodation? What kind of lessons?</p>
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Task 5. You have *30 minutes* to do the task.

You are planning a camping holiday with a friend and you saw a Camping Site advertisement.

Read the advertisement below and the notes you have made.

Then write a *letter* to Meadows Camping Site covering *all the points in your notes*.

You *must add ONE relevant question* of your own.

Remember to:

- write your letter in more than *150* words *in an appropriate style*;
- try to *avoid* simply *copying* expressions from the advertisement.

<p>MEADOWS CAMPING SITE</p> <p><u>3 km north of Dover Bridge</u>, close to Dodley village. <u>Bus transport</u> from and to train station. All <u>facilities</u> available. Tents and caravans <u>for hire</u>. Organised activities: fishing, walking, etc. or tell us what you want to do!</p>	<p>Send directions walking? Frequency? Wi-fi? How much?</p>
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Task 6. You have *30 minutes* to do the task.

You read this advertisement in this week's *Daily Issues* but you need more information.

Read the advertisement below and the notes you have made. Then write a *letter* to the Childhelp Centre covering *all the points in your notes*.

You *must add ONE relevant question* of your own.

Remember to:

- write your letter in *more than 150* words *in an appropriate style*;
- try to *avoid* simply *copying* expressions from the advertisement

The diagram shows a central advertisement for Childhelp. The advertisement text is: **CHILDHELP**
We are looking for young volunteers to organaize and supervise activites for for children with physical disabilities. If you are sportsminded, artistic or have any special skills which you would like to share with children who have mobility problems, we are looking for you. Flexible hourd.
Write to: Marie Starkey, Childhelp Centre, Margery Street, London WC1X 0JL

Arrows point from the following notes to specific parts of the advertisement:

- Box: "Wood working? Gardening?" points to "special skills".
- Box: "Age?" points to "young".
- Box: "OK" points to "Flexible hourd."
- Box: "Near the town centre?" points to "Margery Street".

Task 7. You have *30 minutes* to do the task.

You have received this letter after entering a competition in a national newspaper and have written some notes on it.

Read the letter below and the notes you have made. Then write a *letter* to the competition organiser covering *all the points in your notes*.

Remember to:

- write your letter in *more than 150* words *in an appropriate style*;
- try to *avoid* simply *copying* expressions from the advertisement.

<p>The Daily Sentinel is delighted to announce that you are the winner in our Free Weekend in London competition.</p> <p>You prize consists of:</p> <ul style="list-style-type: none"> • Free flights to and from London for two people • Free accommodation at the Grand Hotel • Tickets to a play at the Garrick Theatre • Evening meal at the Ritz • Discount vouchers for several major London stores 	<p>Exact date and time? Location? What play? Which day – Saturday/Sunday? What kind of shops?</p>
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Informal Letters and E-mails

Writing informal letters and emails involves writing letters or emails to *friends or relatives*. When writing an informal letter or email our language is more relaxed and we are able to use abbreviations which is rare in other forms of English writing.

Useful vocabulary

Greetings

- *Dear Jim*
- *Hello, Jim*
- *Hi, Jim*

Introductory paragraph

- *Sorry I haven't written for ages*
- *Sorry it's taken me so long to write*
- *How's it going?*
- *How are you?*
- *How are things with you?*
- *How are things?*

An informal letter referring to good news

- *Glad to hear about ...*
- *I'm really glad to hear about*
- *I'm very happy to hear about*
- *I was very happy to read about...*
- *Great news about your ...*

An informal letter referring to bad news

- *I'm extremely sorry to hear about ...*
- *I'm very sorry to hear about ...*
- *Sorry to read about ...*
- *It is very sad to hear about your ...*
- *I can't tell you how sad I am that....*

Introducing points

- *By the way ...*
- *Did you hear about....*
- *Did you see...*
- *Have you seen...?*
- *Tell me about ...*
- *Oh, another thing ...*

Ending an informal letter or email

- *Well, time to go*
- *Well, it's time to go*
- *Well, got to go*
- *Well, time to close*
- *I've got to leave off now*
- *Write soon*
- *Make sure you write soon*
- *Love*
- *Lots of love*
- *All my love*
- *Will write again soon*
- *Look after yourself*
- *Take care of yourself*
- *All the best*

Practice

Task 1. Write more than 150 words in an appropriate style. Your Scottish friend, Maggie, has sent you an email asking you to help her organise a special surprise birthday party for her brother Rupert. Read Maggie's email and the notes you have made. Then write an email to Maggie using all your notes.

We must make sure that Rupert doesn't know we are planning this surprise. I'm not sure how many people to invite but our house is definitely too small. Do you think we should book the Royal hotel for the evening and have the party there? You know that Rupert is very keen on music so we could hire a live band.

I've also been wondering what we could all buy as a present. What do you think?

Could you come the day before the party to help with preparations? There's a lot to plan so I'd really like your help. Can you suggest something else that will really make the party special?

All for now, best wishes,

Anne

Your notes:

- Paragraph 1 — Royal Hotel sounds OK but very expensive
- Paragraph 2 — Rupert really enjoys fishing
- Paragraph 3 — Sorry, busy that day.
- Paragraph 3 — Something else – Yes, how about

Write your email. You must use grammatically correct sentences with accurate spelling and punctuation in a style appropriate for the situation.

Task 2. Write more than 150 words in an appropriate style. You are studying in Britain and you've recently received a letter from a friend, Susan, who is interested in arranging a day trip for a group of students. Read Susan's letter, the advertisement and the notes you have made. Then write a letter to Susan, using all your notes.

... and the students in my class are really interested in going on a day trip. I know you went on a boat trip with your class recently. Could you tell me what it was like and whether you'd recommend it?

Susan

Castle and Lake Boat Trips

- Departures 9 a.m. or 11 a.m. daily
- Lunch at restaurant
- Afternoon at lake with choice of water sports
- Reasonable prices with reductions for groups

Your notes:

- Earlier boat less crowded
- Take a packed lunch because ...
- You must try ... (watersport)
- Group minimum is 15

Write your letter. You must use grammatically correct sentences with accurate spelling and punctuation in a style appropriate for the situation.

Task 3. Your friend, Jim, has written you an email, part of which says:

My parents have given me some money for passing my exams. I don't know whether to spend it on going to watch United in Madrid, or whether I should save up a bit more and buy some clothes. What do you think?

Write an email in reply in more than 150 words.

REPORTS

What is a report?

A report is a formal piece of writing *similar in tone* to an *essay*. You always write reports *in B2 First (FCE)* to a superior, this could be a teacher, a director or anyone who you should be respectful.

:

- *analyses* the *present* situation and often has recommendations;
- is *divided into sections* and contains *factual information*;
- is written in a *formal style*;
- uses *headings* for each section.

Report structure

Introduction

The purpose of this report is to....

Subheading

.....

Subheading

.....

Conclusion

You make recommendations

Example of the task

Last year a new sport and leisure centre opened in your home town. You have recently received the following letter from the manager of the centre:

I am writing to all members of the Active Leisure Club to thank you for your custom over the last year. We want to make the facilities even better this year! Please send a short report to us, telling us what you think are the best and worst aspects of the club. We also want to hear your suggestions for new facilities...

Write your *report* to the *manager* of the club (between *140-190 words*).

Step 1: Find – key points, topic and target reader.

Key points:	<ul style="list-style-type: none">• describe the best aspects of the club;• describe the worst aspects of the club;• suggest new facilities.
Topic:	Active Leisure Club wants to improve their facilities
Target reader:	manager of the centre

As soon as we've analyzed the task and extracted all the information that we need we can start writing it.

Step 2: Title.

Although the title is *not obligatory*, it is certainly an attractive addition and could be something like:

Report on Active Leisure Club Facilities

Step 3: Introduction.

A good and equivalent introduction should contain **two things**:

Firstly, you have to state the **purpose of the report as clearly as possible** – this gives the reader a clear idea of what to expect and sets the tone for the rest of the report.

The purpose of our report is three points we found in step 1.

You *also can* mention **how you collected the data** for your report – it can help your report stand out a little bit.

Report on Active Leisure Club Facilities

The purpose of this report is to outline the best and worst parts of our club, as well as to recommend improvements to the facilities. The data for the report was collected based on the opinions of club members.

Step 4: The body paragraphs (main content).

When we have a ready title and introduction to our report, we can move on to writing the proper content.

In the main content, you should **answer** the **main key points** that you discovered in the task (*see step 1*) under suitable **subheadings**, and each is placed in a **separate paragraph**.

Look at the example main content below, with additional annotations you may find useful:

The best aspects of the club

Most members seem to enjoy the swimming pool with its daily water exercises classes **and** the opportunity to swim in 50-metre lanes. *It also appears that offering a child care programme is appreciated by the majority of our members since* many of them have families, **but still** would like to use the facilities of the club.

The worst aspects of the club

According to most of the members I have spoken to, the café does not meet their expectations with below rage food and slow service.

Another problem is the state of gymnasium which, *in general, is avoided by many because of* broken equipment **and** a lack of staff during peak times.

Step 5: Conclusion.

After writing the entire content, we only have a summary where we can also include our **suggestions** or **recommendations** – to do this we can use some specific language that is there to **persuade the manager of the centre** to take up our idea and implement it.

Suggestions and conclusions

In the final analysis, *the best solutions seem to be* to improve the quality of the menu and the service at the café as well as the maintenance schedule and number of staff at the gymnasium. If these recommendations were implemented, the experience of members would improve.

Remember:

- A report is a formal paper, it has to be concise and well organized.
- Bullet points and headings help the reader to quickly find the information they are looking for in your report.
- As the language of the report is formal and objective, you should avoid including yourself or your personal views in most of the sentences.

Tips for report writing

- Begin by stating the **purpose** of your report.
- You may use **invented statistics** to provide a succinct summary of your results.

- Use **headings**. They will make it clear that your report is not an essay or review.
- Use **lists of numbered** points or **bullets** where appropriate.
- Divide your report into **sections** according to the input.
- **Develop the ideas** in the task input.
- Include a sentence summarising your opinion at the beginning of the final section of your report.
- Use an **impersonal, formal** style.

Grading

Language

It might seem that it's difficult to use advanced language in a Report. After all, the topics are usually so dry – what can you write to show your creativity?

This is why being specific so important. The more specific your ideas, the more specific the language you have to use, and therefore the more advanced your language will seem. Don't stop with 'computer' – think of 'interactive whiteboard', 'webcam' and so on.

Organization

It's not always easy to show links between paragraphs in a Report – especially since each paragraph addresses a single point.

However, you can make sure to link your ideas in each paragraph, so that the sentences build up to a complete, fully-formed idea.

Try to use different sentence patterns. For example, use an adverbial clause at the start of the sentence to introduce your idea – "It's highly likely that..." for example.

Communication

Reports should be written in formal register.

It's a good idea to use the **passive voice** (e.g. "This report has been written") but not in every sentence – you will send the Target Reader to sleep if you rely on it too much.

Introduce complex ideas as well as simple ones. Saying that *there is a computer in every classroom* is a simple one – but saying that *the webcam can be used to communicate with people online* is an example of a more complex idea.

Content

It's important that you consider all of the content points.

Everything you write must be relevant to the task. Don't get distracted by something you think is more interesting.

Add as much specific details as you can — this will make the Target Reader feel fully informed.

Useful vocabulary

We will finish it with some useful vocabulary mostly used to organize information. Although it is ***taking a shortcut***, if you learn several expressions for each paragraph in each type of text that could be on your exam, you will certainly be able to create a very consistent and well-organized text.

Introduction (the goal of the report)

- *The aim of this report is to...*
- *As requested, I am writing this report to...*
- *This report aims to outline/assess...*
- *The purpose behind this report is to...*

Development

- *The first observation to make concerns...*
- *It has to be stressed that...*
- *According to (the majority of respondents) ...*
- *In spite of (the fact that) ...*
- *Despite (the fact that) ...*
- *The outlook for is (far from being) bright/optimistic/depressing/daunting*
- *The future looks bleak/remains uncertain/is promising*
- *This seems unlikely in the near/foreseeable future*

Recommendations

- *I suggest/recommend...*
- *I would like to suggest/recommend...*
- *I therefore suggest...*
- *I advise you (not) to...*
- *I believe it would be beneficial...*
- *It would be advisable to...*
- *You may wish/want to consider...*
- *If you wish to..., you should...*
- *If we wish to..., we ought to...*

Conclusion

- *Provided that these recommendations are taken into consideration...*

- *In conclusion, ...*
- *From the research one can conclude that...*

Sample 1. Your college has just published the first issue of the new college magazine. The organisers are interested in knowing what students thought about it, so they have asked you to write a report. In your report, you should talk about what the students liked and disliked about the articles, the sports section and the news section. Then, you should make suggestions on how to improve the magazine. Write a *report*.

Sample 1: Student's FCE Report Answer

The New College Magazine

Introduction

The purpose of this report is to outline students' opinions about the new college magazine, and to make recommendations based on their views.

The articles

Most students thought the articles were interesting and well written. However, they did not talk about modern topics, so some students found this part of the magazine a little boring.

The sports section

It is thought that the sports section is good, but most articles were about football or basketball. This is not a good thing because most of our sporty students play rugby, not football or basketball.

The news section

Many students complained about the news section, because it only focused on news about the college. These students were expecting to read some news about the city, too.

Recommendations

In order to solve the problems above, I recommend taking some measures. Firstly, article writers should focus more on technology and other modern issues. Secondly, we should consider writing more about rugby and less about other sports. Finally, we should include some news about our city. If we do these things, the magazine will be more interesting to our students.

Sample 2. The gym you work for has been losing members recently and would like to know why they are leaving. The gym manager has asked

you to write a report about why these customers are leaving. In your report you should specify what the problems are and should give recommendations for improvement.

Sample 2: Student's FCE Report Answer

Improving Our Gym

Introduction

The aim of this report is to explain the main reasons why members are leaving the gym. After interviewing some clients, we have identified some serious problems.

Limited opening hours

Some members have complained that the gym opens a little late for them. For this reason, workers cannot exercise before going to work. If the gym opened at 7 a.m., clients could exercise easily before going to work.

The changing rooms

Many of the lockers are broken so customers cannot leave their belongings in a safe place. Also, some of the showers are not working properly so members have to queue before having a shower. In order to solve this, I suggest replacing all lockers and showers immediately.

Lack of parking spaces

Some previous members have joined gyms which have a parking lot. Although we cannot build a parking lot, we can offer a parking area for bicycles. As a result, this might encourage members to use their bikes to come to the gym.

Conclusion

To sum up, I believe that if we take care of these problems, members will be happier and will decide to stay with us.

Preparatory tasks 1

You have just come back from a visit to a local museum organised by your school. The Principal has asked you to write a report about the museum and what you saw there, saying whether it is of interest for all age groups in the school.

Task 1. Match words and definitions.

Words	Definitions
1. Scientific	A. be composed or made up of
2. Impressive	B. famous or important in history
3. consist of	C. had a lasting impact or influence on
4. historic	D. be present at (an event, meeting, or function)
5. left a deep imprint on	E. the way in which a person lives their life
6. intense	F. evoking admiration through size, quality, or skill
7. lifestyle	G. a charge for admission to a place
8. entrance fee	H. relating to or based on the principles of science
9. attend	I. having or showing strong feelings or opinions; extremely severe or serious

Task 2. Fill in the gaps. Use the words given below.

scientific (2), beforehand, evolution, attend (3), knowledge, history, historic, collection, impressive (2), intense, science, discover, left a deep imprint on, consist of, glimpse, lifestyle

Museums are a great way to learn about history and ____ (1). A museum visit can be an ____ (2) experience as you get to see and learn about things that you might not have seen or known before. Most museums ____ (3) different sections, each showcasing a different aspect of ____ (4) or science.

However, some museums charge an entrance fee, so it's important to check ____ (5) if there is any cost involved. Once inside, you can explore the exhibits at your own pace. If you're interested in ____ (6) artifacts, then you might want to ____ (7) a museum that focuses on the ____ (8) of people from different eras.

One such museum is the Smithsonian National Museum of American History in Washington

D.C. This museum has an ____ (9) collection of objects that ____ (10) American history. From the original Star-Spangled Banner to the First

Ladies' Inaugural Gowns, the museum offers a ____ (11) into the lives of Americans throughout the years.

If you're more interested in ____ (12) discoveries, then you might want to ____ (13) a museum that showcases ____ (14) achievements. One such museum is the American Museum of Natural History in New York City. The museum has an ____ (15) ____ (16) of fossils, minerals, and animals from all over the world. You can learn about the ____ (17) of different species and even ____ (18) a planetarium show.

Overall, visiting a museum is a great way to learn new things and expand your ____ (19). Whether you're interested in history or science, there's always something for everyone to ____ (20).

Task 3. Write your *report*.

Preparatory tasks 2

You have just come back from a two-day study trip to a historic town. Your teacher has asked you to write a report about your visit, saying what you saw during the two days and whether you would recommend a similar visit for other students.

Task 1. Match words and definitions.

Words	Definitions
1.environmental impact	A. problems or concerns related to preserving cultural traditions, historical sites, or other aspects of a community's heritage
2.located	B. happening at the same time as something else
3.heritage-related issues	C. situated in a particular place or position
4.maintenance	D. the act of protecting something from damage or decay, often with the goal of keeping it in its original state
5.a vital part of	E. the process of keeping something in good condition by checking and repairing it regularly
6.preservation	F.an essential component or aspect of something
7.coinciding with	G. the effect that human activities have on the natural world, including air, water, and land

Task 2. Fill in the gaps. Use the words given below.

preservation (4), disrepair, ensure, heritage-related issues, preserving, maintenance (3), modernization, historic, effort, environmental impact, located, enjoy, regulations, coinciding with, evolved, a vital part of, unforgettable

Visiting a _____ (1) town can be an _____ (2) experience. These towns are often _____ (3) in picturesque areas, and they offer a glimpse into the past. However, maintaining and _____ (4) these towns is not an easy task. It requires constant _____ (5) and attention to detail.

The _____ (6) of a historic town is _____ (7) keeping its heritage alive. Without proper _____ (8), these towns could fall into _____ (9) and lose their charm. _____ (10) such as urbanization and _____ (11) can also pose a threat to these towns. To combat this, many towns have implemented _____ (12) measures to _____ (13) that their historic buildings and landmarks remain intact.

_____ (14) is also crucial for the upkeep of a historic town. This includes regular cleaning and repairs to buildings and infrastructure. It's important to keep in mind the _____ (15) of any _____ (16) or _____ (17) work done in these towns. Many towns have strict _____ (18) in place to ensure that any work done is environmentally friendly.

When visiting a historic town, it's important to respect the town's history and culture. Take the time to learn about the town's past and how it has _____ (19) over time. _____ (20) this, it's important to be mindful of your actions and how they may impact the town's heritage.

In conclusion, visiting a historic town can be a wonderful experience. However, it's important to remember the _____ (21) that goes into preserving and maintaining these towns. By doing so, we can ensure that future generations will be able to _____ (22) them just as much as we do today.

Task 3. Write your *report*.

Practice

Task 1. A group of students from Britain would like to visit your home town as part of an exchange programme. Their leader has asked you to write a report describing what there is to see and do in the town, and to describe some of the other services and facilities that would be available to them.

Write your *report*.

Task 2. Your college has been asked to accept a group of 50 students from another country for two weeks. You have been asked by your Principal to find out what the advantages and disadvantages would be of accepting this group. Is it a good idea?

Write your **report** to the Principal in 140- 190 words in an appropriate style on the separate answer sheet.

Task 3. Your English teacher has asked you to write a report on where people can eat out in your area. You should include the views of visitors and local people, comment on any recent trends and dissatisfaction and make a recommendation.

Write your **report** in 140-190 words in an appropriate style.

REVIEWS

B2 First (FCE) exam reviews are written for websites, magazines and newspapers. It can be about anything the task requires, for example a movie, a book, a restaurant or an experience. They should also include a recommendation at the end of the text. Unlike essays, reviews should be written in informal or neutral language: phrasal verbs, contractions and idioms can be used. Be creative!

Writing guide

Your task is: You see this announcement in your college English-language magazine.

Book reviews wanted: Have you read a book in which the main character behaved in a surprising way?

Write us a review of the book, explaining what the main character did and why it was surprising. Tell us whether or not you would recommend this book to other people.

The best reviews will be published in the magazine.

Write your **review** (140-190 words).

Step 1: Briefly analyse the given topic.

The first thing you need to do is to underline a description part – in other words, just find what needs to be described.

Secondly, find a discussion part – in other words, try to find the **specific points** you need to **comment** on in your text.

Finally, find the target reader so you know exactly who you are writing for and who is going to read your review.

You see this announcement in your college English - language magazine. (*our readers*)

Book reviews wanted: Have you read a book in which the main character behaved in surprising way? (*to describe*)

Write us a review of the book, explaining what the main character did and why it was surprising (*to comment*)

The best reviews will be published in the magazine.

Now we have all **three elements** we need to write a great review:

You need to describe a book in which the main character behaved in a surprising way.

You need to answer/discuss:

1. What did the main character do?
2. Why it was surprising?

Who is the target reader: *college English-language magazine.*

The target audience has been identified as students, teachers and possibly parents, so the writing style should be neutral or informal. As some of the readers are students, there is no need to be too formal, but as some readers are teachers and parents, it is not advisable to be too informal.

Now we can start building our structure and writing a review.

Step 2: Title

The review should start with the title, and there are few simple ways to write it:

- imagine you're reviewing a **book** you can write: **[Title] by [Author];**
- if you were reviewing a **restaurant** you could write: **[name of the restaurant] – a review.**

Step 3: Introduction

Use the introduction to **identify the thing** you are going to be reviewing and provide details like the genre (i.e. a science fiction novel, a horror movie) or location (if it's a restaurant).

The **other function** of your introduction is to engage the reader. You can do it by asking a question.

Make your introduction at least **2 sentences** long.

Step 4: The body paragraphs (main content)

The body paragraphs are the main parts of your review so they should be the **longest** and carry **most of the information**. Also, here you **describe the points** you've found in (*Step 1*).

You need to answer/discuss:

1. What did the main character do?
2. Why it was surprising?

You can use **idioms**, and **phrasal verbs** – neutral/informal language is appropriate for your target reader – students and teachers.

Step 5: Conclusion / Recommendations

Finally, we need to make a **recommendation** because after all, that's the **only reason** why anyone would read a review they want to know what the reviewer thinks about the **book, film or restaurant**.

A good final paragraph of a review does exactly **two things**:

- includes a recommendation;
- and a final sentence to round off the review.

Review: Structure

Title: Use the name of the <i>film, book or restaurant</i> .
Introduction: Identify what you are reviewing (<i>actors, director etc.</i>). Try to catch the reader's attention (ask a <i>narrative</i> question).
1st body paragraph: Describe the book, film, restaurant.
2nd body paragraph: Comment on the questions you have been asked.
Conclusion: Summarize your review with a recommendation.

Preparatory tasks 1

You have seen this notice in your school library:

Reviews needed

We want to buy some new books for the library. Have you read a good book in English recently?

Write us a review of a book you enjoyed, explaining why you liked it and why you think it would be a good choice for the school library.

We will use your reviews to help us decide which books to buy.

Task 1. Match words and definitions.

Words	Definitions
1.fascinating	A. something that is absolutely necessary
2.attempts to discover	B. having the right to do or have something
3.entitled	C. a feeling of great enthusiasm and eagerness
4.being a huge fan	D. extremely interesting or captivating
5.borrow	E. take and use something belonging to someone else with the intention of returning it
6.magnificent	
7.elaborate	

Words	Definitions
8. encourage 9. excitement 10. won't regret 11. set in 12. absolute must	F. involving many carefully arranged parts or details; detailed and complicated in design and planning G. give support, confidence, or hope to someone H. impressively beautiful, elaborate, or extravagant I. become established or fixed J. trying to find out information about something K. will not feel sorry for doing something L. being very enthusiastic about someone or something

Task 2. Fill in the gaps. Use the words given below.

introduces, immersing, absolute, elaborate, excitement, magnificent, set in, fascinating, encourage, discovers, attempts to discover, being a huge fan, transported, wanting, entitled, navigate, borrow

____ (1) of the Harry Potter series, I can confidently say that it is an ____ (2) must-read for anyone who enjoys fiction. The first book, ____ (3) "Harry Potter and the Philosopher's Stone," sets the scene for the rest of the series and ____ (4) us to the magical world of Hogwarts School of Witchcraft and Wizardry. The story is ____ (5) a fictional world that ____ (6) the existence of witches and wizards. It is ____ (7) to read about the ____ (8) spells and magical creatures that exist in this world.

The plot follows the life of Harry Potter, a young wizard who ____ (9) his true identity and learns to ____ (10) the wizarding world while also facing dangerous challenges. The books are full of ____ (11) and keep you on the edge of your seat until the very end. J.K. Rowling's writing style is ____ (12), and she creates a vivid picture of the wizarding world that you won't regret ____ (13) yourself in.

If you haven't read the Harry Potter series yet, I highly ____ (14) you to ____ (15) a copy and start reading. You'll be ____ (16) to a world of magic and adventure that will leave you ____ (17) more.

Task 3. Answer the questions:

1. What is the Harry Potter series about?
2. What is the title of the first book in the series, and what does it introduce readers to?

3. Where is the story set, and what makes this world fascinating to read about?
4. Who is the main character in the series, and what challenges does he face?
5. What is J.K. Rowling's writing style like, and how does she create a vivid picture of the wizarding world?
6. Why does the author recommend reading the Harry Potter series?
7. What impact has the Harry Potter series had on popular culture?

Task 4. Write your review.

Preparatory tasks 2

Reviews Needed

Your teacher has asked you to write a review for a film you have seen recently on DVD or at the cinema. The best reviews will go in the school magazine. Review the book giving your opinion and saying whether or not you would recommend it.

Task 1. Match words and definitions.

Words	Definitions
1.the story unfolds in	A. someone who is new to a particular field or activity, often lacking experience but bringing fresh perspectives
2.expertly directed	B. to build up to the most intense or exciting point in a story or event
3.convincing	C. the plot develops and progresses within a particular setting or context
4.reach a climax	D. to pique one's interest or make them curious about something
5.action film	E. skillfully guided by the director to create a cohesive and engaging final product
6.from a screenplay by	F. a movie genre that typically involves fast-paced physical stunts, fights, and chases
7.fervently performed	G. indicating the writer(s) of the script for a movie or TV show
8.newcomer	H. believable and persuasive, making it easy to accept as true or real
9.arouse curiosity	I. passionately acted out with strong emotions and conviction

Task 2. Fill in the gaps. Use the words given below.

the story unfolds in, curiosity, convincing, satisfied, just, entertaining, expertly, newcomer, scenes, crossing, choreographed, fervently performed, action film

If you're looking for an exciting ____ (1), then "The Last Stand" might be ____ (2) what you need. Directed ____ (3) by Kim Jee-woon, this movie follows the story of a small town sheriff who has to stop a dangerous drug lord from ____ (4) the border into Mexico. The screenplay is written by Andrew Knauer and Jeffrey Nachmanoff, and it's ____ (5) enough to make you believe in the plot. ____ (6) a way that will keep you on the edge of your seat, with plenty of twists and turns to arouse your ____ (7). Arnold Schwarzenegger is the star of the film, but there are also some ____ (8) scenes by ____ (9) Jaimie Alexander. The action ____ (10) are well ____ (11), and the film reaches a climax that will leave you ____ (12). Overall, "The Last Stand" is an ____ (13) movie that any fan of action films should check out.

Task 3. Write your **review**.

Preparatory tasks 3

Reviews Needed

At school, you are building a tourist website in English. Your teacher has asked you to write a review of a restaurant you have eaten at in your town. Review the restaurant giving your opinion and saying whether or not you would recommend it.

Task 1. Match words and definitions.

Words	Definitions
1. annoyed	A. being neither very good nor very bad; typical or ordinary
2. lots of flavor	B. feeling slightly angry or irritated due to someone's actions or behavior
3. disappointing	C. not meeting one's expectations or hopes; causing dissatisfaction or sadness
4. average	D. having an extremely pleasant taste and flavor that is highly enjoyable to eat
5. service	
6. delicious	
7. overcooked	

Words	Definitions
	E. the act of helping or assisting customers in a restaurant, store, or other business establishment F. cooked for too long, resulting in a dry and unappetizing texture G. having a strong and distinct taste that is enjoyable to the senses

Task 2. Fill in the gaps. Use the words given below.

recommended, suggest, service, disappointing, annoyed, overcooked, equally, despite, average, creating, delicious, several, lots of flavour, side, execution, appreciate

I recently visited a local restaurant that had been ____ (1) to me by ____ (2) friends. Unfortunately, my experience was ____ (3). While the menu offered a variety of dishes, the food itself was ____ (4) at best. My steak was ____ (5) and lacked the ____ (6) that I had hoped for. The ____ (7) dishes were ____ (8) unimpressive. To make matters worse, the ____ (9) was slow and inattentive. I found myself ____ (10) by the lack of attention from the waitstaff. ____ (11) these shortcomings, there were some bright spots. The dessert was ____ (12) and provided a nice end to the meal. However, overall, I left feeling disappointed. While I ____ (13) the effort that went into ____ (14) the menu, the ____ (15) fell short. If you're looking for a great dining experience, I would ____ (16) looking elsewhere.

Task 3. Write your **review**.

Practice

Task 1. Your local film club has asked its members to write movie reviews to be published on its website. Write a review about a movie you have recently seen, stating whether you liked the movie and whether you would recommend it to other members of your club. Write a review.

Task 2. You are creating a tourism website in English at school. Your teacher has asked you to write a review about a restaurant you have eaten at in your city. Write a review about the restaurant, give your opinion and indicate whether you would recommend the restaurant. Write a review.

Task 3. Tell us about your best or worst hotel experience. Write about your favorite hotel. Tell us about the hotel and your personal experience of

staying there. Tell us what was good and bad about that hotel. We will publish the best review. Write a review.

ARTICLES

In the B2 First Writing Paper you may be asked to write essays on a variety of topics. However, this is usually something you have recently learned about or are familiar with. For example, you might be asked about a concert you recently went to, a favorite hobby or where you are from.

Structure

Title

Think of an interesting title which will make people want to read your article.

Introduction

Start your article in an interesting way. You could ask the reader a question or make a strong statement.

1st body paragraph

The first paragraph should involve the reader in some way.

2nd body paragraph

Build on the interest you have raised in the first paragraph by telling the next part of the story

Conclusion

Finish the article in an interesting way. This could be humorous or thought-provoking

Writing guide

1. **Give** your article a **title**. (Keep it **short** (2-5 words) and **clear**. **No need** for a complete sentence)
2. Try and **engage the reader**' attention and interest. **Ask questions** at the beginning (General statement about the topic. Start with a **question, problem or quotation**).
3. There should be a **link** between the **opening sentence and the title** (Describe issues in detail and use **one paragraph per issue**. Use **linkers**, sequencing and sophisticated vocabulary).
4. Personalise the article using **true stories** or **anecdotes**.
5. If you decide to take a light-hearted approach or a more serious one, **maintain the same style** throughout the article.
6. **Check** your work for **accuracy, punctuation and spelling**.

Preparatory tasks

Task 1. Match words and definitions.

Words	Definitions
1. junk mail	A. without payment or cost
2. cyber space	B. the ability or right to enter, use, or obtain something
3. free of charge	C. a means of solving a problem or dealing with a difficult situation
4. learn online	D. different kinds or types
5. subscribe	E. expression of opinions or reactions to something, often written in response to an article or blog post
6. various	F. suggest that someone should do something
7. comments	G. a structured set of data held in a computer, especially one that is accessible in various ways
8. solution	H. writing and publishing articles on a website or social media platform
9. access	I. unsolicited advertising material sent via email or post
10. database	J. search for information about someone or something
11. register	K. arrange to receive something regularly, typically a publication, by paying in advance
12. blogging	L. acquire knowledge or skills through the internet
13. recommend	M. sign up or enroll for a service or activity
14. look up	N. the virtual world of computers and the Internet

Task 2. Fill in the gaps. Use the words given below.

access (2), drawbacks, annoying, free of charge, valuable, database, offer, subscribe, look up, comments, register, learn online, various (2), spam, excellent, junk mail, inventions, share, trustworthy, solutions, cyber space, determine, responsibly, blogging (2), products

The Internet: A Great Invention

The Internet has been one of the greatest ____ (1) of modern times. With just a few clicks, we can ____ (2) information on ____ (3) topics and ____ (4) ____ (5). The Internet is like a vast ____ (6) that we can use to ____ (7) solutions to our problems or to find recommendations for ____ (8) and services. In ____ (9), we can also connect with people from different parts of the world and share ____ (10) and opinions on ____ (11) issues.

One of the most popular activities on the Internet is ____ (12). ____ (13) allows people to express themselves and share their thoughts and ideas with others. It is an ____ (14) way to communicate with people who ____ (15) similar interests and passions. Many bloggers have built large followings and are considered experts in their fields. They often ____ (16) advice and tips to their readers and help them solve problems.

However, there are also downsides to the Internet. One of these is the problem of ____ (17). When we ____ (18) for websites or ____ (19) to newsletters, we often receive unwanted emails or ____ (20) messages. These can be ____ (21) and time-consuming to delete. Another issue is the reliability of the information available on the Internet. Not all sources are ____ (22), and it can be challenging to ____ (23) which ones are reliable.

Despite these ____ (24), the Internet remains a ____ (25) tool for learning and communication. It provides us with ____ (26) to a wealth of information and allows us to connect with people from all over the world.

We can use it to improve our skills and knowledge, find ____ (27) to problems, and share our ideas with others. Therefore, we should continue to use the Internet ____ (28) and take advantage of the many benefits it offers.

Task 3. Answer the questions

1. What is the internet and how do you access it?
2. Can you recommend any websites for learning online?
3. Have you ever registered for a website or service on the Internet?
4. Is everything on the internet free of charge?
5. How can you look up information on the internet?
6. How can you look up information on the internet?
7. What are some various ways people use the Internet?
8. Do you receive a lot of junk mail in your email inbox?
9. Have you ever subscribed to an online newsletter or magazine?
10. What is cyber space and how does it relate to the Internet?
11. Have you ever written comments on a blog or social media platform?

Task 4. Write your *article*.

Practice

Task 1. You see this announcement in the Popular magazine. Could you live without the Internet for a month? Write in and tell us how it would make a difference in your life. Excellent articles will be published.

Task 2. You see this announcement in a newspaper. Call for papers on 'Cities of the future'. How will cities change in the future? In which ways will they stay the same? Prizes will be awarded for the best papers.

Task 3. You have seen this notice in a teen magazine. Inventions affect all our lives! Write an article about an invention, explaining why you think it is important and how it affects your own life. The best articles will be published in the magazine.

ESSAYS

Discursive Essays

A discursive essay is a piece of formal writing which discusses a particular issue, situation or problem.

There are three main types of discursive essays.

1. **For and against essays** present both sides of an issue, discussing points in favour of a particular topic as well as those against, or the advantages and disadvantages of a particular question. Each point should be supported by justifications, examples and/or reasons. The writer's own opinion should be presented only in the final paragraph.

2. **Opinion essays** present the writer's opinion concerning the topic, clearly stated and supported by reasons and/or examples. The opposing viewpoint and reason should be included in a separate paragraph before the closing one, together with an argument that shows it is an unconvincing viewpoint. The writer's opinion should be included in the introduction, and summarised/restated in the conclusion.

3. **Essays suggesting solutions to problems** in which the problem(s) associated with a particular issue or situation are analysed and possible solutions are put forward, together with any expected results/consequences. The writer's opinion may be mentioned, directly or indirectly, in the introduction and/or conclusion.

A good discursive essay should consist of:

- a. ***an introductory paragraph*** in which you clearly state the topic to be discussed;
- b. ***a main body***, in which points are clearly stated in separate paragraphs and exemplified or justified: and

- c. **a closing paragraph** summarising the main points of the essay, in which you state /restate your opinion, and/or give a balanced consideration of the topic.

Points to consider

- Present each point in a separate paragraph. A well-developed paragraph contains a **clear topic sentence**, which summarises the contents of the paragraph, as well as a clear justification, explanation or example in support of the point presented.
- Well-known quotations, rhetorical questions or thought-provoking statements are useful devices to make your composition more interesting.
- **Before** you begin writing, you should always make a list of the points you will present.
- Do not use informal style (e.g. contracted forms, colloquial language, etc.) or very strong language (e.g. **I know, I am sure**).
- Use appropriate linking words/phrases to show the links between paragraphs, as well as to link sentences within paragraphs.

Task 1. Look at the essay plans below for the three types of discursive essays, then say what features the plans have in common and how each plan differs from the others

FOR AND AGAINST	OPINION	SOLUTIONS TO PROBLEMS
Introduction Paragraph 1 State topic without stating your opinion	Introduction Paragraph 1 State the topic and your opinion	Introduction Paragraph 1 State the problem and its causes/effects
Main Body Paragraphs 2/3 Arguments for and justifications, examples or reasons Paragraphs 4/5 Arguments against and justifications, examples or reasons	Main Body Paragraphs 2/4 Viewpoints & reasons/examples Paragraph 5 Opposing viewpoint and reason/examples	Main Body Paragraphs 2/3 Suggestions and results
Conclusion Final paragraph Balanced consideration or opinion	Conclusion Final paragraph Summarise/restate your opinion	Conclusion Final paragraph Summarise your opinion

Task 2. Look at the essay topics below, and say whether each topic asks for a “for and against” essay, an opinion essay or an essay suggesting solutions to problems. Then, choose two of the topics and make a list of the points you would include in an essay on each topic.

1. “Animals should be treated with the same respect as humans.” Do you agree with this view?
2. “The generation gap is one which cannot be bridged.” Discuss.
3. Do you believe that equality for women means that women should also do such things as military service?
4. “One language spoken worldwide would lead to better international relations.” Discuss.
5. Genetic engineering poses a number of worrying problems, both moral and practical. Discuss some of these problems and suggest what could be done to overcome them.
6. “Celebrities should be allowed to keep their private lives private, without the invasion of the media.” Discuss.
7. Fear and ignorance are the root causes of racial hatred.” Discuss this statement and offer some possible solutions to the problem of racial prejudice.
8. “The motion picture industry is threatening to destroy culture and tradition.” Do you agree?
9. “Too much money is spent on sport when it could be used to help the poor.” What are your views on this issue?
10. What are the advantages and disadvantages of our ever-increasing use of computer technology?

For and Against Essay

A “*for and against*” essay is a formal piece of writing in which a topic is considered from opposing points of view. You should present both sides in a fair way by discussing them objectively and in equal detail.

A good essay of this type should consist of:

- an **introductory paragraph** in which you clearly state the topic to be discussed, without giving your opinion;
- a **main body** in which the points for and against along with your justifications, examples or reasons are presented in separate paragraphs;
- a **closing paragraph** in which you state your opinion or give a balanced consideration of the topic.

NB! Opinion words (*I think, I believe, In my opinion,* etc.) can only be used in the closing paragraph where you give your opinion on the topic.

Its structure is as follows:

Introduction	Paragraph 1	state topic (summary of the topic without giving your opinion)
Main Body	Paragraph 2 & 3	arguments for & justifications, examples, and/or reasons
	Paragraph 4 & 5	arguments against & justification, examples, and/or reasons
Conclusion	Final Paragraph	balanced consideration/ your opinion directly or indirectly

Here are some points to consider.

- Before you start writing your essay you should make a list of the points for and against.
- Each paragraph should start with a topic sentence which summarises the topic of the paragraph.
e.g. In addition, many people feel reading is a relaxing and worthwhile activity.
- Do not use informal style (*e.g. short forms, colloquial language, etc.*) or strong language to express your opinion (*e.g. I know..., etc.*). Express your opinion in a non-emotional way (*e.g. It seems that, I therefore feel, ..., etc.*).
- Well-known quotations relevant to the topic you are writing about will make your composition more interesting. For example, if you are writing an essay on education, a quotation you may include is: ***“Education is a progressive discovery of our own ignorance.” (Will Durant)***

NB! Although these are “balanced” arguments, if you feel that either the for or against side is stronger and should be supported, this side should be presented in paragraphs 4 & 5, thus leading the reader to your conclusion.

Warming-Up Task

Read the model below and write down the topic of each paragraph. Underline the linking words.

"Censorship is necessary in modern society." Discuss.

Censorship is an issue which frequently generates a great deal of heated debate, with supporters maintaining that it is vital in order to protect society,

whilst opponents claim that it is an unjustifiable restriction of public access to information.

Firstly, all countries have secrets which must be safeguarded for reasons of national security. For instance, if an enemy country were to acquire such highly sensitive information, the effects could be catastrophic. Consequently, governments have to have the power to restrict access to information concerning areas such as the armed forces or particular aspects of foreign policy.

Secondly, it is often argued that censorship is necessary to prevent the broadcast and publication of obscene material which is considered offensive or harmful to public morals. Many people feel that, without censorship the public would be constantly subjected to material that the majority would find offensive. For this reason, the government has a duty to impose certain restrictions on the mass media by censoring films and texts which contain explicit scenes of sex, violence or foul language.

In contrast, opponents of censorship point out that when it is abused by governments, censorship becomes an instrument used to misinform society and maintain power. In order to control the flow of information which reaches the public, repressive regimes try to put constraints on the media, thus denying citizens the right to information owing to the fact that governments believe it may lead them to seek greater freedom.

Furthermore, it is generally felt that mature adults are able to make informed choices about what they watch, read and listen to and should, therefore, be permitted to make their own decisions. For example, some comedians make use of offensive language and taboo subjects in their performances. Critics of censorship argue that the only people who will watch or listen to such material are adults who have made a conscious decision to do so. Thus, it is claimed, it is unjust to censor material like this since it is not forced upon people who may subsequently be offended by it.

All things considered, it can be concluded that a certain degree of censorship is always necessary. The best course of action would be to attempt to achieve a balance between the requirements of the country and the public on the one hand, and individuals' rights on the other.

Task 1. Complete the following sentences without changing the meaning of the sentence before.

1. It is widely maintained that recycling some products reduces the amount of damage we do to the environment.

Most people advocate _____

2. Some people still oppose the view that mothers can be career women too.

Some people feel _____

3. One argument against nuclear testing is that it has long-lasting effects on surrounding areas.

Sceptics point out that _____

4. It is generally held that harsher punishments for criminals would result in a decrease in the crime rate.

Many people support _____

5. Critics often argue that the use of computers is reducing levels of literacy.

A further common _____

Task 2. Fill in the gaps using words the table.

major, believed, point, view, claim, advantage
--

1. Some people support the _____ that the wealthiest countries of the world should support poor countries.
2. One major _____ of public transport is that it can get crowded during busy periods.
3. Environmentalists _____ that the use of cars in the city affects human health.
4. Another negative _____ of keeping pets is that veterinary bills are extremely expensive.
5. It is widely _____ that nuclear weapons should be banned to eliminate the threat of the nuclear war.
6. A _____ advantage of using mobile phones is that one can connect others from almost anywhere.

Task 3. Join the sentences using the words/phrases given in brackets.

1. Pets can prove to be good companions. They teach children a sense of responsibility. (not only).
2. Many people nowadays decide to open their own business. A slump in the economy has resulted in the closure of many small business. (even though).
3. Computers are time-saving devices. They can do things which people could hardly do before. (apart from).
4. Living in the countryside can be beneficial for your health. Some essentials are not so easily available in the country as in the city. (despite).

5. Voting gives you a voice in the decisions of the government. It gives you a feeling of belonging to a larger community. (not to mention that).

Task 4. Fill in the gaps using words/phrases from the list. Some words/phrases can be used more than once.

up to a point, especially, indeed, this means, needless to say, in general, in fact, the fact that, obviously, example

1. _____, people have mixed feelings about the effects tourism has on a country.
2. Most people believe that computers always make life easier, but _____, the opposite is sometimes true since they often cause problems when they break down.
3. _____ testing products on animals is cruel, but it is difficult to find a suitable alternative.
4. A typical _____ of the benefits of country life is the fact that there is very little pollution from traffic.
5. _____ more and more zoos are closing down shows that fewer people agree with keeping animals in captivity and, therefore, do not want to visit them any longer.
6. Using public transport can be a nuisance, _____ when buses and trains are late during rush hour periods.
7. Advances in medical science mean that cures have been found for many diseases _____ people live longer nowadays.
8. _____ most people agree that more effort should be made where the recycling of materials is concerned.
9. More and more women are going back to work after the birth of their children and _____ they have to find someone to look after the children during the day.

Task 5. Read the four topic sentences below and match each with the corresponding paragraph. Does each topic sentence adequately summarise the argument it presents? What would a suitable introduction and conclusion be for this essay?

“Living in a foreign country cannot be better than living in your own.”

Discuss.

- a. Furthermore, people who move to a foreign country may be regarded with suspicion and treated unfairly.
- b. On the other hand, living abroad can be a way to escape a variety of problems presented in one's country of birth.
- c. One argument in favour of staying in one's native country is that problems of adapting to a new way of life cannot always be overcome.
- d. Finally, it may be said that by living in a foreign country, people are able to establish a greater understanding between nations.

Topic Sentence ____	The fact of the matter is that, even in cases where the language is the same, there are other changes, such as cultural differences, which an outsider might find difficult to adjust to. Even the weather can force some people to return to their country of origin. For example, take an Inuit and an Amazonian Indian. They would almost certainly find it impossible to adapt to the extreme climates of each other's native homes.
Topic Sentence ____	In countries with a large number of immigrants there are often social problems, and immigrants stand out as being "different" and even inferior. As a consequence, the host country may react in a variety of ways, from open hostility and racism to depriving the immigrants of the right to equal pay.
Topic Sentence ____	For example, war, political or religious intolerance, and natural catastrophes are among the reasons for people seeking a new home in a foreign land. In such cases, people are often able to start a new life abroad with greater freedom and a higher standard of living.
Topic Sentence ____	That is to say, by working and living among foreigners, some of the barriers between countries can be broken down, helping to create a more peaceful world. Needless to say, better diplomatic relations would be of benefit to all.

Task 6. Which of the following are arguments in favour and which are arguments against the topic:

“School plays a more important role than the family in shaping one's personality.” Discuss. Suggest examples/justification for each argument. Finally, write the composition in about 350 words.

1. Moreover, so much of the school day is devoted to competition and preparation for examinations that there is little time left for personality development.
2. On the other hand, most children have a closer relationship with their parents than with their teachers.
3. An additional argument in support of school is that young people are exposed to a wide variety of subjects.
4. One point in favour of the role of schools is that it is at school where children first learn to socialise.
5. Furthermore, children usually spend five years of their lives at home before they even go to school.
6. What is more, the average child spends as many as eight hours a day in school.

Task 7. Read the following composition topic and answer the questions below. Using the information from your answers to the above questions, write the essay in about 350 words

“Should countries encourage tourism?” Discuss.

1. What are the two sides of the question?
2. Which of the following arguments are for and which against?
 - The desire to attract tourists to a certain area often encourages governments to improve local facilities.
 - Over-development leads to ugly, crowded tourist spots and environmental damage.
 - The impact of tourism may destroy the local way of life.
 - Many people claim that tourism is an important source of income.
 - A country's economy may become so dependent on tourism that it is weakened.
 - Tourism allows people to experience other cultures.
3. What aspects of the discussion clock do these arguments deal with?
4. Can you think of any additional arguments?
5. Which paragraph plan would you follow to write this essay?
6. Which arguments would you include and in what order?
7. Which techniques would you use to begin and end your essay?
8. Which useful phrases and linking words could you use?

Opinion Essay

POINTS TO REMEMBER

An **opinion essay** is a formal piece of writing. It requires ***your opinion*** on a topic, which must be stated clearly, ***giving*** various ***viewpoints*** on the topic supported by ***reasons*** and/or ***examples***. You should also include the ***opposing viewpoint*** in another paragraph.

A successful opinion essay should have:

- a) **an introductory paragraph** in which you state the ***topic*** and ***your opinion***;
- b) **a main body** which consists of ***several paragraphs***, each presenting a separate ***viewpoint*** supported by reasons. You also include a paragraph presenting the ***opposing viewpoint*** and ***reason*** why you think it is an ***unconvincing viewpoint***; and
- c) **a conclusion** in which you ***restate your opinion*** using different words.

POINTS TO CONSIDER

- Decide whether you agree or disagree with the subject of the topic, then make a list of your viewpoints and reasons.
- Write well-developed paragraphs, joining the sentences with appropriate linking words and phrases. Do not forget to start each paragraph with a topic

ESSAY STRUCTURE

Introduction

Paragraph 1

state the topic and your opinion clearly

Main Body

Paragraph 2

viewpoint 1 & reason, example

Paragraph 3

viewpoint 2 & reason, example

Paragraph 4

opposing viewpoint & reason, example*

Conclusion

Final Paragraph

summarise/restate opinion

* *The number of points and paragraphs depends on your choice.*

sentence which summarises what the paragraph is about.

- Linking words and phrases should also be used to join one paragraph with the other.

Task 1. What are your views on the question,

“Should people convicted of minor crimes do community service rather than go to prison?”

Task 2. Match the viewpoints and reasons in the table below. Give a one-minute talk on the subject, using words from the following list:

I firmly believe

For example/instance

Finally

The reason for this

Furthermore

In addition

because

VIEWPOINTS

REASONS

- | | |
|---|---|
| 1. Community service saves taxpayers' money. | a. Punishment includes providing care for the aged, maintaining parks, etc. |
| 2. Benefits other members of the community directly. | b. They keep their jobs, live at home with their families, etc. |
| 3. Prison turns minor offenders into hardened criminals. | c. Prisons are expensive to run, while community service costs little. |
| 4. Minor offenders doing community service remain part of normal society. | d. To survive prison life, they must become like other prisoners. |

Task 3. Read the model essay and complete the paragraph plan, identifying the topic of each paragraph. Has the opposing viewpoint been included, and if so, in which paragraph? Then, replace the linking words or phrases in bold type with synonymous ones.

“Although the position of women in society today has improved, there is still a great deal of sexual discrimination.” Do you share this point of view?

Throughout this century, the role of women within society has changed and the majority of people feel that this change is for the better. More women work than ever before, and it is accepted in Western culture that many women now have careers. Nonetheless, *in my opinion* there is still a great deal of sexual discrimination against women within society, and the belief that sexual equality has been achieved is not altogether correct.

To begin with, many women find it very difficult to return to work after having children. The main reason for this is that there are rarely any provisions made for childcare in the workplace and, in these cases, women are forced to find someone to look after the children while they are at work. Obviously, this can prove to be a time-consuming and expensive process, yet it must be done if mothers are to be able to resume their careers.

Secondly, the traditional views of the position of women within society are so deeply ingrained that they have not really changed. *For instance*, not only is the view that women should stay at home and look after their family still widely held, but it is reinforced through images seen on television programmes and advertisements. *An example of this* is that few men are ever seen doing housework on television, since this is traditionally thought of as “a woman’s job”.

Thirdly, since families often need two incomes to enjoy a good standard of living, a woman finds herself doing two jobs: one at home and one at the office. So, it could be said that a woman’s position has, in fact, deteriorated rather than improved, with the result that women carry the burdens of equality but get none of the benefits.

In contrast, there are some people who claim that the problem of sexual discrimination no longer exists. They point out that women do, after all, have legal rights intended to protect them from discrimination. *In addition*, a few women are now beginning to reach top positions as judges, business leaders and politicians, while a number of other previously all-male professions are opening their ranks to women. *Nonetheless*, these examples are not the norm and discrimination is still very much with us.

Taking these points into consideration, I would say that the position of women has improved only slightly. *While* rules and laws have changed, it is the deep-rooted opinions of people within society which are taking a longer time to evolve. *Needless to say*, until these attitudes have changed, sexual discrimination will remain a problem which we all need to face and fight against.

Paragraph plan

Introduction –

Main Body –

- ✓
- ✓
- ✓
- ✓

Conclusion –

Useful Expressions for Giving Opinions

- *To my way of thinking ,...*
- *It is my (firm) belief/opinion/view/conviction (that)...*
- *In my opinion/view ...*
- *My opinion is that...*
- *I (definitely) feel/think that...*
- *I (firmly) believe ...*
- *I am (not) convinced that ...*
- *I am inclined to believe that...*
- *I (do not) agree that/with ...*
- *It seems/appears to me...*
- *It strikes me that ...*
- *As far as I am concerned, ...*

Task 4. Look at the following skeleton sentences and decide whether you agree or disagree with each statement. Then, give your opinion on each, using expressions from the above table and expanding the sentences.

1. television / have / negative effect / society
2. carry out experiments / animals / be / morally wrong
3. wildlife parks / if / be / managed properly / can help / protection / certain endangered species
4. real problem / be / lack / public awareness / and / not / lack / recycling facilities
5. more responsibility / one / have / less freedom one / enjoy
6. only alternative / some poor people / be / steal

Task 5. There is a statement, “**It is important to follow fashion.**” **Do you share this point of view?**

Identify whether the arguments listed below are in favour of (F) or against (A) the statement in the essay title above. Then put a tick (✓) against

each argument which you feel is convincing, and suggest a suitable justification or example. Finally, add any further arguments of your own.

F/A	√/-

1. expensive to keep up with changing fashions
2. not accepted by friends/peers unless fashionable
3. certain fashions don't suit certain people
4. fashion helps people decide how to dress
5. fashionable clothes/etc. often impractical
6. dressing fashionably increases self-confidence
7. unfair to people who can't afford latest fashion
8. everyone looks the same, like flock of sheep
9. creates image that doesn't show one's character

Task 6. Look at the following beginnings and endings for the essay, and say which have been taken from an Opinion essay and which from a For and Against essay. In what ways do they differ?

“Traditional values are irrelevant to modern society.” Do you share this point of view?

BEGINNINGS...

1. Has modern society changed so much that the values of the past no longer have any place? In my view, society will always need values, and the society we live in today would function better if traditional values were retained.

...ENDINGS

- a) To conclude, traditional values are clearly necessary for the proper functioning of society. However, it cannot be denied that society is evolving and values should also change with the times. If this were to happen, perhaps people would no longer look back nostalgically to the past and talk about the “Good old days”.

2. Imagine you were given the chance to step back in time. You would probably be struck by the difference in values between then and now. On the one hand it could be said that those values belong to a bygone age. There are those, however, who feel that society today would benefit from the application of some of those values.
- b) To sum up, I strongly believe that, whatever changes may occur in society, we must fight to maintain our traditional sense of right and wrong. As Pope Paul VI said: “We must see to it that enthusiasm for the future does not give rise to contempt for the past.”

Task 7. Read the main body of the essay below on the topic: “**State benefits should be available to all.**” **Do you share this point of view?** Then, read the possible beginnings and endings and say which of the techniques has been used in each one. Next, list the viewpoints presented in the main body and the justifications or examples given for each. Finally, replace the bold type words or phrases with other synonymous ones.

BEGINNINGS:

1. A man wakes up and sees well-shod feet rushing by within inches of his face. His filthy sleeping bag is damp, and the sodden cardboard box which shelters him is about to collapse. Yet, he cannot afford a real home and state benefits are not available to him. This situation is not uncommon although, in my opinion, such unfortunate people should all be eligible for financial aid.

2. Have you ever wondered what it must be like to wake up on a cold pavement, knowing that you will have to spend the day wandering from place to place, penniless, and hungry? For thousands of people in the modern world this is an everyday experience – although in my opinion, it does not have to be that way if the state administers benefits properly and fairly.

3. George Bernard Shaw once wrote, “The greatest of evils and the worst of crimes is poverty.” The question is why the homeless, the disabled and the elderly should be treated like criminals by the state rather than be given the help and services they rightfully deserve. I believe that all people in need should be given help and support by the state.

MAIN BODY:

In the first place, I think it is wrong to deny state benefits to any person in need. *It seems to me* totally unfair that a homeless person should be denied state benefits simply because he or she has no fixed address. *In effect*, the homeless person is being punished for being homeless, *whereas* state benefits would allow that person to find and maintain a home.

In addition, it is not only the homeless who suffer from lack of state aid but the handicapped are also neglected. *Although* all disabled people are entitled to state benefits, many are unaware of the range and variety of benefits they could be receiving in order to improve the quality of their lives. *This is a result of* the complexity of the state system and the lack of clear information about benefits. *It appears that* these people are suffering for the simple reason that the state does not care enough to make information freely available to those who are *clearly* in need of financial help.

Furthermore, the elderly are another sector of society who suffer both from lack of information and lack of concern. It is often the case that medical benefits are denied simply because a person is not visibly or dramatically ill, *whereas* in fact this person is in need of additional benefits *in order to* maintain a reasonable level of health. Such people obviously deserve to receive all the benefits they are entitled to.

There are those who argue, on the other hand, that many people receive state aid although they do not deserve it. *It is true that there* is such a problem. Certain people take advantage of the system by registering for benefits in more than one country, or claim to have dependents who do not even exist. *It is my belief that* it is the responsibility of the state to impose tighter controls so that only those who are truly in need of benefits receive them.

ENDINGS:

1. While it cannot be denied that state benefits are sometimes wasted on those who do not deserve them, it is my firm belief that, with proper controls, all those who are truly in need should receive financial help from the state. I believe that the homeless, the disabled and the elderly should all be given the chance to lead productive and healthy lives.

2. All in all, I believe that all deserving people should receive state benefits so that they have the chance to lead productive and healthy lives. If you suddenly found yourself out of work and homeless, wouldn't you expect the state to help you get back on your feet again?

3. To sum up, it would seem that benefits should be available to all who deserve them, and that clear information should be made available to

all who may be in need of help. It is the responsibility of the state to give all its citizens the chance to lead productive and healthy lives.

Task 8. Read the following extracts (A and B) and the table of “Do’s” and “Don’ts”. Find and underline an example of each point in the extracts.

DO’S	DON’TS
1. formal style	1. informal style
	a. colloquial expression
	b. short forms
2. introduction states topic clearly	2. introduction fails to state topic clearly
3. clear topic sentences	3. unclear/irrelevant topic sentences
4. well-developed paragraphs	4. motive vocabulary
5. linking words & phrases	5. over-generalisation
6. generalisation	6. blind use of statistics
7. quotation	7. personal examples
8. examples	8. use of clichéd expressions

“The mass media have an adverse effect on moral standards.” Do you share this point of view?

Extract A

Newspapers, in one form or another, have been in existence for centuries, their purpose being to spread news. Public radio and television services, on the other hand, have only been available in the UK since 1922 and 1932 respectively, and were introduced with the intention of informing, educating and entertaining. While radio seems to have largely maintained its standards, newspapers and TV have, in my opinion, totally abused their position of power, resulting in a serious decline in moral standards. As Richard Hoggart said, “They are full of a corrupt brightness, of improper appeals and moral evasions”.

Perhaps the most serious offender is television, as today’s broadcasters seem to have completely abandoned the issue of ethics. This is more than apparent in the films and programmes which are intended to entertain, as

they bombard the viewer with explicit language, sex and violence. Similarly, the news “informs” us using devastating images of grief, desperation and death. It is often felt that by exposing the public to such graphic depictions, television producers have contributed to our becoming immune to shocking behaviour and events which, in the past, we would have been upset or offended by.

Furthermore, newspapers, especially the tabloids, have come to depend on overly-explicit articles and pictures in order to guarantee sales. It is commonplace nowadays to see, for instance, photographs of celebrities’ most private moments or horrific scenes of death occupying the front pages of daily publications. The fact that these images are intended – and generally manage – to sell newspapers displays the craving for sensationalism which exists within society today.

In contrast, it must be admitted that the mass media have a lot to offer in the way of information and entertainment. The news and documentaries can be very informative and educational as long as the material is handled in a responsible manner. The problem is that, because people are willing victims of the media’s irresponsibility, the media continue to produce material which is unacceptable by all moral standards.

To conclude, it is clear that the public have a right to know and that producers should be allowed a certain degree of artistic license, but should we not draw the line somewhere before we lose sight of our principles altogether?

Extract B

I definitely agree with this statement, and there are many reasons why. The media include newspapers, magazines, radio and television. All of these play an important role in society because they give us information and entertainment, and of course everybody is interested in them, so that makes them popular.

Every single day on the news, however, you can see horrible, bloody scenes with people screaming and crying. Perhaps there’s been a bomb or other disaster. We can see the injured people, and blood and of course it’s all real. I find this extremely appalling and disgusting. Of course, TV is interesting sometimes, especially documentaries and other real-life programmes. I also like comedies and cartoons but nobody likes being shocked or horrified.

In my opinion, there are numerous examples. My little brother was watching a horror film one evening, and when he went to bed, he had terrible nightmares. And there have been cases of children trying to do things their superheroes do, such as jumping off buildings. According to statistics, at least half of the young children have had such problems, which is pretty shocking.

A lot of stars have problems too. Reporters and photographers hound them everywhere and they never have a moments' peace. But then everything in life has its price. This of course is bad for moral standards because we shouldn't know about these people's private lives. I think this should be kept under control.

But the worst thing is when they show a private tragedy on TV for everyone to watch. I think this is terrible, and should be stopped.

Task 9. Give your opinion with reasons. **“Cars enslave us rather than liberate us.” Do you share this point of view?** Then read what some people believe and match the viewpoints they express with their reasons.

- | | |
|--|---|
| 1. In the first place, you must work much harder in order to afford a car. | a. For example, there are traffic jams all the time which cause a lot of inconvenience, and the pollution gets worse every day, so the city is becoming a worse place to live. |
| 2. Also, people who own cars are always worried about their cars being stolen or damaged. | b. To be exact, you can take off for the coast, or any other place, at a moment's notice and if there is no public transport to a place it doesn't matter. |
| 3. I'm also of the opinion that the quality of life in our cities is made worse because of cars. | c. That is to say cars are not only expensive to buy but cost a lot to run, too. So, you have to work more hours if you want to have a car and still be able to live a decent life. |

4. Cars enable you to go to places and do things that you couldn't otherwise.
- d. In order to cope with this worry they have to install expensive alarm systems and, to make matters worse, car-owners have to avoid areas of the city where cars get broken into or stolen.

Discuss with your partners:

- Can you think of any additional arguments for/against the topic?
- Which arguments would you include and in what order?
- What techniques could you use to begin and end essay?
- Suggest a suitable introduction and conclusion.
- Is the style in which the arguments are expressed appropriately formal?
- What useful expressions could you use?

Practice

Now, using the notes and answers above, write an essay on the topic “**Cars enslave us rather than liberate us**” in about 350 words, using appropriate formal style, useful expressions and linking words or phrases.

Problem Solution Essays

A problem solution (problem-solving) essay examines a problem in a given situation and proposes a solution to that problem. It has four components:

- situation;
- problem;
- solution;
- evaluation.

There are two main ways to create a problem-solving essay. These are similar to the way cause-and-effect essays are structured and use the block or chain structure. In the block structure, all problems are listed first and all solutions are listed afterwards. In the chain structure, each problem is immediately followed by the solution to that problem. Both structures have advantages. The first is often clearer, especially when it comes to short articles, and the second ensures that all the solutions you offer are directly related to the problem you are presenting. The two types of structure – block and chain – are shown in the table below. This applies to a short article with a 'Situation' in the introduction and an 'Evaluation' in the conclusion. In a

longer article, for example, an article of around 1,000 words including citations, these two sections would probably be separate paragraphs in the body of the text.

Block	Chain
Introduction (including 'situation')	Introduction (including 'situation')
Problem 1	Problem 1
Problem 2	&
...	Solution to Problem 1
Transition sentence/paragraph	Problem 2
Solution 1	&
Solution 2	Solution to Problem 2
	...
	Conclusion (including 'evaluation')

Sample Essay with a Block Structure

The consumption of processed and convenience foods and dependence on cars has led to increased obesity and reduced fitness in the adult population. In some countries, especially in developed countries, the number of obese people can reach one third of the population. The issue is important because obesity and reduced physical fitness lead to shorter life expectancy and it is important that individuals and governments work together to tackle this problem and improve the nutrition and physical fitness of the population.

Obesity and reduced physical fitness lead to shorter life expectancy. People who are overweight are more prone to serious diseases such as diabetes and heart disease, which can lead to premature death. It is well known that regular exercise reduces the risk of heart disease and stroke.

Changes in diet and physical activity can increase life expectancy. Today we rely on processed foods that are high in fat and sugar. Preparing your own food and eating more fruit and vegetables can lead to a healthier and balanced diet, which in turn can lead to lower obesity levels. To improve their fitness levels, they can choose to walk or cycle to work or shopping instead of driving. They can also choose to take the stairs instead of the elevator. These simple changes can lead to a significant increase in fitness levels.

Governments can also take initiatives to improve people's eating and exercise habits. This can be done through education, for example by

including lessons on healthy eating habits and lifestyles in the curriculum. They could also increase the number of cycle paths or raise car taxes to encourage people to walk or cycle instead of driving. While some argue that raising taxes is a passive way of solving the problem, this is no different from imposing higher taxes on cigarettes to reduce tobacco consumption.

In short, obesity and reduced physical fitness are serious problems in modern life, leading to a decline in life expectancy. Individuals and governments can improve nutrition and fitness by working together to tackle this problem. Among the proposed solutions, solutions by individuals on their own are likely to have the greatest impact, but it is also clear that collaboration with governments is essential for success. As obesity levels continue to rise in developed and industrialized countries, it is imperative that action is taken now to address this problem.

Preparatory tasks 1

Task 1. Match words and definitions.

Words	Definitions
1.deficient	A. unnecessary or avoidable; without any good reason or purpose
2.valuable	B. having great worth or importance; highly useful or beneficial
3.needless	C. overstated or overemphasized beyond what is reasonable or true
4.underdeveloped	D. the conditions or factors that affect a situation or event
5.humankind	E. lacking in some essential quality or element; inadequate or insufficient
6.sophisticated	F. detailed and carefully planned out; involving many parts or aspects
7.elaborate	G. the collective group of human beings, considered as a whole and their characteristics and achievements
8.exaggerated	
9.circumstances	

Task 2. Fill in the gaps. Use the words given below.

richest, humankind, professionals (2), particularly, developed, underdeveloped (2), needless, valuable, conditions, educated, sophisticated, negative, skilled, significant, inadequate, associated, deficiencies, measures

_____ (1) has always had a tendency to migrate in search of better living _____ (2). However, as the global economy develops, this natural movement is causing severe problems for _____ (3) countries, _____ (4) those with high levels of poverty and illiteracy. The increasing numbers of doctors, teachers and other _____ (5) who are choosing to work in developed countries means that their home nations are losing some of their most _____ (6) human resources. This essay will discuss the main issues _____ (7) with this trend and suggest some possible solutions.

The first problem is that the departure of large numbers of _____ (8) people from poor countries can cause serious _____ (9) in their healthcare systems and education sectors. For example, in many African countries, the loss of qualified medical staff has resulted in _____ (10) provision of even the most basic healthcare services, leading to increased mortality rates. Similarly, the emigration of _____ (11) teachers has left many schools without enough staff to provide an effective education for the next generation.

Another issue is that the departure of professionals often has a _____ (12) effect on the economies of their home countries. In many cases, these nations have invested _____ (13) amounts of money in training doctors and other experts, only to see them leave and contribute their skills to the economies of more _____ (14) nations. This can result in a situation where the poorest countries become even poorer, while the _____ (15) continue to benefit from the expertise of the world's best minds.

There are several _____ (16) that could be taken to address these problems. One possible solution would be for _____ (17) countries to provide funding to help train more professionals in _____ (18) nations. Another option would be to establish international agreements that limit the number of _____ (19) that each country can recruit from abroad. It is important that all parties work together to find a solution to this _____ (20) drain of human resources.

Task 3. Answer the questions.

1. What are the main issues associated with the migration of professionals from underdeveloped countries to developed countries?
2. How does the departure of educated people from poor countries affect their healthcare systems and education sectors?
3. Why is the emigration of skilled professionals detrimental to the economies of their home countries?

4. What has been the impact of the loss of qualified medical staff in many African countries?
5. How can developed countries contribute to addressing the problem of brain drain in underdeveloped nations?
6. What measures could be taken to limit the number of professionals that each country can recruit from abroad?
7. Why is it important for all parties to work together to find a solution to the issue of brain drain?

Task 4. Write your *essay*. Use the following structure.

Increasingly, doctors, teachers and other professionals are leaving their poor countries to work in developed countries. What problems does this create? What can be done to solve this situation?

The first paragraph	Paraphrase the Task + Add general words: <i>there are numerous problems and there are certain measures to be taken to resolve them.</i> 2 SENTENCES.
The second paragraph	<i>One of the biggest problems is ...</i> + Explain it + Give an example. <i>To solve this problem, the government could ..., which would ...</i> (Do what? Add a result!)
The third paragraph	<i>Another issue is ...</i> + Explain it + Give an example OR result. <i>This problem could be addressed by V_{ing} ... which would ...</i> + result.
The fourth paragraph	<i>Finally, another problem is the ... That is to say, ...</i> (Explain the problem). <i>The way forward should be to ...</i>
The fifth paragraph	Sum up the problems and solutions you wrote above. 2 SENTENCES

Preparatory tasks 2

Task 1. Match words and definitions.

Words	Definitions
1. expand 2. sanitation 3. foundation 4. low-pollution 5. contaminated 6. pollutants 7. eco-friendly 8. reverence 9. enlightenment 10. infrastructure 11. diminished 12. porous 13. attained	A. achieved or reached a goal, often through hard work or effort B. the basis or starting point for something such as an idea or organization C. designed to have little or no negative impact on the natural environment D. made impure by adding harmful substances or elements E. harmful substances that contaminate the environment, such as chemicals or waste products F. to make something larger or more extensive G. the basic physical and organizational structures needed for the operation of a society or enterprise H. product only a small amount of harmful substances that can damage the environment or human health I. the process of keeping things clean and free from germs, especially in order to prevent disease J. deep respect and admiration for someone or something K. the state of having knowledge or understanding about a particular subject or situation L. having small holes that allow air or liquid to pass through M. reduced in size, amount, or importance

Task 2. Fill in the gaps. Use the words given below.

essential, determined, continually, enlightenment, pollutants, reverence, contaminated, trapping, irrigation (2), destinies, successful, bronchitis, modern-day, additional, chopping, unconnected, infrastructure (2), stormwater, elaborate, porous, constantly, mudslides, agriculture, diminished, heatwaves, uncovering

This is the tale of two ancient cities and the trees that _____(1) their _____(2). In 3000 BC, Uruk was more densely populated than modern-day New York City. This crowded capital had to _____(3) expand their _____(4) system to feed its growing population. 2,500 years later in Sri Lanka, the city of Anuradhapura had a similar problem. They were also growing _____(5). And like Uruk, their city relied heavily on an _____(6) irrigation system. As Uruk grew, its farmers began _____(7) down trees to make space for more crops. In Anuradhapura, however, trees were sacred. Their city housed an offshoot of the Bodhi tree, under which Buddha himself was said to have attained _____(8). Religious _____(9) slowed farmers' axes and even led the city to plant _____(10) trees in urban parks. Initially, Uruk's expansion worked well. But without trees to filter their water supply, Uruk's irrigation system became _____(11). Evaporating water left mineral deposits, which rendered the soil too salty for _____(12). Conversely, Anuradhapura's _____(13) system was designed to work in concert with the surrounding forest. Their city eventually grew to more than twice Uruk's population, and today, Anuradhapura still cares for a tree planted over 2,000 years ago. We may think of nature as being _____(14) to our urban spaces, but trees have always been an _____(15) part of _____(16) cities. Trees act like a natural sponge, absorbing _____(17) runoff before releasing it back into the atmosphere. The webs of their roots protect against _____(18), while allowing soil to retain water and filter out toxins. Roots help prevent floods, while reducing the need for storm drains and water treatment plants. Their _____(19) leaves purify the air by _____(20) carbon and other _____(21), making them essential in the fight against climate change. Humanity has been _____(22) these arboreal benefits for centuries. But trees aren't just crucial to the health of a city's _____(23). They play a vital role in the health of its citizens as well. In the 1870s, Manhattan had few trees outside the island's parks. Without trees to provide shade, buildings absorbed up to nine times more solar radiation during deadly summer _____(24). Combined with the period's poor sanitation standards, the oppressive heat made the city

a breeding ground for bacteria like cholera. In _____(25) Hong Kong, tall skyscrapers and underground _____(26) make it difficult for trees to grow. This contributes to the city's dangerously poor air quality, which can cause _____(27) and _____(28) lung function. Trees affect our mental health as well. Research indicates that the presence of green foliage increases attention spans and decreases stress levels. It's even been shown that hospital patients with views of brick walls recover more slowly than those with views of trees. Fortunately, many cities are full of views like this, and that's no accident. As early as the 18th century, city planners began to embrace the importance of urban trees. In 1733, Colonel James Oglethorpe planned the city of Savannah, Georgia, to ensure that no neighborhood was more than a two-minute walk from a park. After World War II, Copenhagen directed all new development along five arteries, each sandwiched between a park. This layout increased the city's resilience to pollution and natural disasters. And urban trees don't just benefit people. Portland's Forest Park preserves the region's natural biodiversity, making the city home to various local plants, 112 bird species, and 62 species of mammals. No city is more committed to trees than Singapore. Since 1967, Singapore's government has planted over 1.2 million trees, including those within 50-meter-tall vertical gardens called supertrees. These structures sustain themselves and nearby conservatories with solar energy and collected rainwater. Trees and vegetation currently cover over 50% of Singapore's landmass, reducing the need for air conditioning and encouraging low-pollution transportation. By 2050, it's estimated that over 65% of the world will be living in cities. City planners can lay an eco-friendly foundation, but it's up to the people who live in these urban forests to make them homes.

Task 3. Answer the questions.

1. Do you live in a city with a lot of trees? How does it make you feel?
2. Have you ever noticed the impact of trees on the air quality in your city?
3. What are some benefits of having trees in urban areas?
4. How can cities encourage the growth of trees and vegetation?
5. Do you think it's important for cities to prioritize the preservation of natural biodiversity? Why or why not?

Task 4. Define the following collocations.

- to continually expand;
- to attain enlightenment;
- religious reverence;
- contaminated irrigation system;

- porous leaves;
- city's infrastructure;
- poor sanitation standards;
- diminished lung function;
- low-pollution transportation;
- to lay an eco-friendly foundation.

Task 5. Write your *essay*.

A new city park that highlights its eco-friendly features.

PAST PAPERS

How to do the writing paper

Part 1

- Don't be in a hurry to start writing. It pays to spend a few minutes planning! Read the instructions carefully to understand:
 - ✓ the topic you had discussed in class and the title of the essay you have to write;
 - ✓ what information you have to include in your answer: this will ensure that you include the two notes provided.
- Think of a third point of your own, something which is not mentioned in the first two points given.
- Look again at the three written notes and expand them by noting down a couple of ideas for each.
- Decide how many paragraphs you will need and which ideas you want to group together in each paragraph.
- When you finish, do a final check:
 - ✓ Is the style formal?
 - ✓ Have you included all the notes?
 - ✓ Are there any basic mistakes that you can correct?

Part 2

- Remember that whereas in Part 1 you always have to write an essay in a formal style, in Part 2 you need to choose from task types that may require a semi-formal or informal style, and a variety of formats.
- Don't be in a hurry to start writing. Look carefully at each task (e.g. the report) and topic (e.g. the environment) and:
 - ✓ Think of report writing. Are you confident you know how to write the task type?
 - ✓ Think of the topic. Do you have some interesting language you can use?

- Choose a topic where your answers to both of the questions above is 'yes'. For example, choose the report only if you know how to present and organise the information, and you also like the topic and have some interesting language you can use.
- Read the task you have chosen and be sure you understand the following:
 - ✓ What is the situation?
 - ✓ *Who* will read your piece of writing?
 - ✓ What is your *purpose* in writing this piece?
- Jot down the ideas that come into your head, in any order. Then choose your best ideas and decide how you will organise them into paragraphs.
- When you finish, revise your writing:
 - ✓ Have you used varied language?
 - ✓ Are your points clearly expressed?

Paper 1

Writing Part 1

You must answer this question. Write your answer in 140-190 words in an appropriate style.

1. In your English class, you have been talking about old people in society. Now your English teacher has asked you to write **an essay**.

Around the world, people are living and staying healthy for longer and longer. What changes does this bring to today's society? Are these changes good or bad?

Notes

Write about:

1. *Caring for the elderly;*
2. *Jobs;*
3. _____ (*your own idea*).

Writing part 2

Write an answer to one of the questions 2-5 in this part. Write your answer in 140-190 words in an appropriate style on the opposite page. Put the question number in the box at the top of the page.

2. You see this announcement in a Film and TV Magazine.

Film / TV show reviews wanted

Next month is National Science month. In next month's issue, we want to celebrate films and TV shows that promote science.

Do you know any shows or film which promote science? Write us a review, explaining what it is about, why you enjoy it and why it encouraged you to learn about science.

The best reviews will be published in our next issue.

Write your review.

3. You have just returned from a four-week trip organised by a company called Explorer. You have lots of complaints about the holiday.

The staff at the hotel told you there was nothing they could do and that you would have to write to the head office. You have decided to write a letter of complaint. Read the advertisement for the holiday with your comments added.

A holiday of a lifetime

Exploration in small groups to experience local history and culture.
Fully equipped coaches, comfort guaranteed.

Evening lecture programme by experts.

Five star luxury hotel with air-conditioned rooms, en-suite facilities, phone and TV.
Dining excellence to make evenings an unforgettable experience.

Swimming pools and sports facilities equal to none.

All inclusive – no extras

Old uncomfortable coaches. Ours broke down!

Not in my room!

Pool had no water!

The groups were huge.

Service awful – not enough waiters

Write your letter of complaint.

4. You had a class discussion about opportunities for practising English and your teacher has now asked you to write a report for students of English giving them advice. **Write your report.**

5. Answer one of the following two questions based on your reading of one of the set books. Write the letter (a) or (b) as well as the number 5 in the question box on the opposite page.

- (a) **Write a letter** to a friend about the book explaining what you thought of the book and why your friend might enjoy it or not.
- (b) **Write an essay** comparing the book with another book. How are the books different and in what ways are they similar? Is one of the books better than the other?

Paper 2

Writing Part 1

You must answer this question. Write your answer in 140-190 words in an appropriate style.

1. You have watched a documentary about young children in poor areas who leave school to work. Your English teacher has asked you to write an essay. Write **an essay** using all the notes and give reasons for your point of view.

Teenagers are dropping out of school to find a job. How can we help them to continue their education?

Notes

Write about:

1. *Family problems;*
2. *Financial difficulties;*
3. _____ *(your own idea).*

Writing Part 2

Write an answer to one of the questions 2-5 in this part. Write your answer in 140-190 words in an appropriate style on the opposite page. Put the question number in the box at the top of the page.

2. You have seen this announcement in an international student magazine.

My favourite city

We're looking for contributors to tell us about their favourite city and tell us about why they like it. We will publish the best articles in our next issue.

Write your article

3. You recently saw this announcement in an English language entertainment magazine.

We are looking for critics to help judge this year's National Drama Award. To enter the competition, you should submit a 250-word review of a recent film or play that you have seen. The winning entrants will attend the Monaco Arts Festival at our expense and join a team of professional judges in assessing the Festival productions on stage and screen. Their reviews will also be published in the next issue of Hot Entertainment Magazine.

Write your review.

4. Your teacher has asked you to write a story for the school magazine. The story must begin with the following words: When Jackie eventually looked up, she couldn't believe who she saw standing in front of her. **Write your story.**

5. Answer one of the following two questions based on your reading of one of the set books. Write the letter (a) or (b) as well as the number 5 in the question box.

- (a) **Write an essay** describing one of the most important parts in the book and describe why it is important.
- (b) **Write a brief description** of the book to be published on the back cover. Give a short description of the story and explain why readers will enjoy it.

Paper 3

Writing part 1

You must answer this question. Write your answer in 140-190 words in an appropriate style.

1. In your social studies course, you have watched a documentary on the potential effects of too much pollution on the air quality of city centres. Your professor has assigned you an essay to write. Write **an essay** using all the notes and give reasons for your point of view.

Keeping the air quality in city centres at healthy levels for their residents is a concern for many places. How can we solve the problem of pollution in city centres?

Notes

Write about:

1. *Automobiles;*
2. *Factories;*
3. _____ *(your own idea).*

Writing Part 2

Write an answer to one of the questions 2-5 in this part. Write your answer in 140-190 words in an appropriate style on the opposite page. Put the question number in the box at the top of the page.

2. Your teacher has asked you to write a story for an international magazine. The story must begin with the following words: *As soon as I closed the door behind me, all the lights came on.* **Write your story.**

3. You have seen this announcement on an international student website:

My favourite freetime activity

What do you like to do when you're not studying? What is your favourite hobby, why do you enjoy it so much and what does it involve? How did you begin and how much time do you spend doing it? We'll publish the best articles on the website next month.

Write your article.

4. An international film magazine you read is looking for reviews with the following title: *'The last film I watched'*. You have decided to write a review for the magazine. Describe the film and say what you think about it. Would you recommend it to other people? **Write your review.**

5. Answer one of the following two questions based on your reading of one of the set books. Write the letter (a) or (b) as well as the number 5 in the question box on the opposite page.

- a. Read this part of a letter from an English-speaking friend, Paul.

*...Some of the characters in the book I really disliked. Did you?
Write to me and tell me what you think.
Paul*

Write your letter.

- b. You see this advertisement in a magazine. Articles Wanted! What makes a good ending to a book? What kind of endings do you prefer: a happy ending or something more genuine? Tell us what you think. **Write your article** about the end of one of the books and say how you feel about it.

SUPPLEMENTARY TASKS

Letters of Application

Task 1. You are interested in applying for the position of Software Project Manager in a software development company. Write a letter of application to the hiring manager. In your letter, explain your experience in software project management, your leadership and organizational skills, and how you would contribute to the successful completion of software development projects.

Task 2. Apply for an internship in a company of your choice. Write a letter outlining your desire for the internship, relevant skills, and what you hope to gain from the experience.

Task 3. Apply for a summer job at a local business. Write a letter describing your availability, skills, and interest in the position.

Task 4. Apply for a part-time job as a student. Write a letter highlighting your availability and how the job can fit into your schedule.

Task 5. Apply for a position in the field of Information Technology. Write a letter detailing your IT skills, relevant certifications, and experience.

Task 6. Apply for a position in a non-profit organization. Write a letter explaining your commitment to the organization's mission, your skills, and your desire to make a difference.

Task 7. Apply for an engineering position in a company. Write a letter highlighting your engineering skills, technical expertise, and your ability to design and create solutions.

Task 8. Apply for a fitness trainer position in a gym or fitness center. Write a letter detailing your fitness qualifications, training methods, and your dedication to helping clients achieve their fitness goals.

Task 9. Apply for a travel agent role in a travel agency or tour company. Write a letter outlining your knowledge of travel destinations, customer service skills, and your ability to plan memorable trips.

Task 10. Apply for a cybersecurity specialist position in a cybersecurity firm or technology company. Write a letter explaining your cybersecurity expertise, threat analysis skills, and your strategy for protecting digital assets.

Task 11. Apply for a data analyst role in a data analysis firm or technology company. Write a letter showcasing your data analysis skills, statistical knowledge, and your ability to provide data-driven insights.

Task 12. Apply for a biotechnology researcher role in a biotechnology research institution or company. Write a letter explaining your biotechnology research experience, laboratory skills, and your contribution to biotechnological advancements.

Complaint Letters

Task 1. You regularly use public transportation, but you have been facing persistent issues with delays and inconveniences. Write a letter of complaint to the public transportation authority. Describe the problems and suggest changes to enhance the service.

Task 2. You have been experiencing frequent disruptions and slow internet speeds with your current internet service provider. Write a letter of complaint to the customer service department of the Internet Service Provider. Explain the ongoing issues and request improved service or compensation for the inconvenience.

Task 3. You purchased an electronic device (e.g., a smartphone, laptop, or television) that has been malfunctioning since you bought it. Write a letter of complaint to the manufacturer or the store where you made the purchase. Detail the issues and request a repair, replacement, or refund.

Task 4. You are a regular visitor to your local library, but you have been experiencing issues such as overdue book fines, a lack of new books, or

noisy patrons. Write a letter of complaint to the library management. Describe the problems and suggest improvements to enhance the library's services.

Task 5. You received subpar service at a healthcare facility, such as a hospital, clinic, or dentist's office. Write a letter of complaint to the healthcare provider or facility management. Describe the issues and suggest steps to improve patient care and service quality.

Task 6. You ordered a product online, but it arrived much later than the promised delivery date, causing you significant inconvenience. Write a letter of complaint to the online retailer or delivery service. Detail the issues you faced and request compensation or improved delivery services.

Task 7. The local public transportation authority has recently increased fares, which has negatively affected commuters. Write a letter of complaint to the transportation authority. Explain the concerns of the public and suggest alternative solutions or improvements to the fare structure.

Task 8. You are living in an area where noise pollution from construction sites, factories, or other sources is causing disturbances and affecting your quality of life. Write a letter of complaint to the local authorities. Describe the issues and request action to address the noise pollution problems.

Task 9. You recently traveled by plane, and your luggage was lost during the flight. Write a letter of complaint to the airline's customer service department, explaining the situation and requesting compensation for the lost items.

Task 10. You booked a vacation package that did not meet your expectations in terms of accommodations, activities, or services. Write a letter of complaint to the travel agency or tour operator, describing the issues and requesting a refund or compensation.

Letters of Requests

Task 1. Write a letter to the principal of your school, requesting permission to organize a charity event on the school premises.

Task 2. You are planning a class reunion and need contact information for former classmates. Write a letter to the alumni association requesting this information.

Task 3. Write a letter to the local council requesting additional street lighting in your neighborhood due to safety concerns.

Task 4. You are interested in taking part in a community service project. Write a letter to a local charity organization requesting information on volunteer opportunities.

Task 5. You recently visited a company's website and found some broken links and errors. Write a letter to the company's webmaster requesting them to address and fix these issues.

Task 6. You have heard about a scholarship for students pursuing environmental studies. Write a letter to the scholarship committee requesting application details and eligibility criteria.

Task 7. Write a letter to a local bookstore requesting them to host a book signing event for your favorite author who is visiting your town.

Task 8. You are planning to host a charity run for a cause you're passionate about. Write a letter to local businesses requesting sponsorship for the event.

Task 9. You have encountered problems with the public transportation system in your city. Write a letter to the transportation authority requesting improvements and addressing the issues you've faced.

Task 10. You are organizing a school trip and need permission from parents or guardians. Write a letter to the parents explaining the trip details and requesting their consent.

Task 11. Write a letter to your landlord requesting repairs to a leaky roof or any other maintenance issue in your rented apartment.

Task 12. You are interested in an internship at a prestigious company. Write a letter to the company's HR department requesting information about available internships and the application process.

Task 13. You have ordered a product online, and it arrived damaged. Write a letter to the online retailer requesting a refund or a replacement.

Task 14. Write a letter to the local library requesting them to extend their opening hours to accommodate students' study needs during exams.

Task 15. You want to organize a neighborhood clean-up event. Write a letter to your neighbors explaining the initiative and requesting their participation and support.

Informal Letters

Task 1. Write a letter to your friend Alice describing your recent vacation. Include details about where you went, what you did, and your overall experience.

Task 2. You borrowed a book from your friend Tim and lost it. Write a letter to apologize and explain what happened. Offer to replace the book.

Task 3. Your cousin John is coming to visit your town, and you want to give him suggestions on places to visit and things to do. Write a letter with recommendations and why he should visit those places.

Task 4. Write a letter to your friend Jane to congratulate her on the recent achievement, such as graduating from college. Ask her several questions on her job plans.

Task 5. Your friend Sarah is having a birthday party and has invited you. Write a letter to her and explain whether you can attend or not. Provide a reason for your decision.

Task 6. Write a letter to a pen pal Michael from another country. Describe your town, your daily life, and ask them about their life and interests.

Task 7. You recently read a book that you think your friend Tom would enjoy. Write a letter to recommend the book and explain why you think it's a good read.

Task 8. Your friend Alex is planning a trip and has asked for your advice on what to pack. Write a letter with packing tips and suggestions.

Task 9. Write a letter to your friend John thanking him for their help when you were away on vacation. Mention any specific assistance they provided.

Task 10. You had a wonderful experience at a recent music festival. Write a letter to your friend Tim describing the event, the music, and the atmosphere.

Task 11. Your friend Sarah has been feeling stressed and overwhelmed with schoolwork. Write a letter to offer support, share your own experiences, and provide advice on managing stress.

Task 12. Write a letter to your grandparents, Jane and Tim, updating them on your life, your studies, and any recent accomplishments.

Task 13. Your friend Simon is planning to start a new hobby, like painting or playing a musical instrument. Write a letter to offer encouragement and suggestions on how to get started.

Task 14. Write a letter to your friend Helen who is going through a difficult time, offering words of comfort, empathy, and support.

Task 15. You've recently started a part-time job. Write a letter to your best friend Tom describing your job, the people you work with, and your experiences so far.

Reports

Task 1. Imagine you are an environmental consultant. Write a report assessing the environmental impact of a proposed construction project in your area. Address potential effects on local ecosystems, water resources, and air quality. Provide recommendations for mitigating environmental damage.

Task 2. Conduct market research on a specific product or service. Write a report presenting your findings, including market demand, consumer preferences, and competition analysis. Provide recommendations for a marketing strategy based on your research.

Task 3. Conduct a survey on the health and wellness habits of people in your community. Write a report summarizing the survey results, identifying trends, and proposing initiatives to improve community health.

Task 4. As an education consultant, evaluate the performance of a local school or educational program. Write a report analyzing student

achievement, teacher effectiveness, and educational resources. Offer recommendations for improvement.

Task 5. Investigate the level of workplace diversity in a company of your choice. Write a report detailing the diversity of the workforce, inclusion policies, and their impact on employee satisfaction and productivity. Propose strategies for enhancing diversity and inclusion.

Task 6. Assume the role of a food safety inspector. Write a report on the results of a food safety inspection at a local restaurant. Highlight any violations, potential health risks, and suggested corrective actions.

Task 7. As a project manager, create a report on the progress of an ongoing literature project. Provide updates on key milestones, and potential challenges. Suggest strategies to keep the project on track.

Task 8. Analyze the social media presence and engagement of a well-known brand. Write a report summarizing your findings, including audience demographics, content performance, and suggestions for enhancing the brand's social media strategy.

Task 9. Assume the role of a crime analyst for a local police department. Write a report analyzing crime trends in a specific area over the past year. Include information on types of crimes, geographic patterns, and potential factors influencing crime rates. Provide recommendations for crime prevention strategies.

Task 10. As a product safety expert, evaluate the safety compliance of a consumer product (e.g., toys, electronics). Write a report on the product's safety features, potential hazards, and adherence to safety standards. Recommend improvements or corrective actions to ensure consumer safety.

Reviews

Task 1. Write a review of a recently published novel you have read, highlighting the plot, characters, and your overall impression.

Task 2. Share your thoughts on a film you've watched recently. Write a review that includes a summary of the plot, your opinion on the performances, and any significant themes.

Task 3. Review a restaurant you recently dined at, discussing the quality of the food, service, ambiance, and whether you would recommend it to others.

Task 4. Write a review of a music concert or live performance you attended. Describe the atmosphere, the artists' performances, and your overall experience.

Task 5. Review a smartphone or electronic gadget you own, discussing its features, usability, and whether it meets your expectations.

Task 6. Share your impressions of a new app or software you've recently used. Write a review that covers its functionality, user-friendliness, and any advantages or drawbacks.

Task 7. Review a popular tourist attraction or historical site you visited on your last vacation, highlighting its significance and your personal experiences.

Task 8. Write a review of a self-help or motivational book you've read, discussing its effectiveness in delivering its message and providing real-world applications.

Task 9. Share your thoughts on a recent art exhibition you visited. Write a review that discusses the artwork, the artist's style, and the impact of the exhibit.

Task 10. Review a new cafe or coffee shop in your area, evaluating the quality of their beverages, pastries, and the overall atmosphere.

Task 11. Write a review of a new gym or fitness center you've recently joined, discussing the equipment, trainers, and the overall experience.

Task 12. Share your opinion on a recent TED Talk or public lecture you attended or watched online. Write a review of the content and the speaker's presentation style.

Task 13. Review a recent documentary you've watched, summarizing the main points and discussing the documentary's impact and effectiveness in conveying its message.

Task 14. Write a review of a local theater production or play you attended, evaluating the performances, set design, and the overall production quality.

Task 15. Share your thoughts on a recent product you purchased online. Write a review that discusses its quality, functionality, and whether it met your expectations.

Articles

Task 1. Write an article for your school magazine about the benefits of extracurricular activities, such as sports, clubs, or volunteering, in students' lives.

Task 2. Create a magazine article discussing the impact of social media on teenagers. Address both the positive and negative aspects and provide tips for responsible usage.

Task 3. Write an article for a travel blog about an exciting destination you've recently visited. Describe the attractions, local culture, and your personal experiences.

Task 4. Discuss the importance of environmental conservation in a magazine article. Explain the reasons for preserving the environment and suggest practical ways individuals can contribute.

Task 5. Write an article for a health and fitness website about the benefits of regular exercise. Include tips on creating an effective workout routine.

Task 6. Create an article for a local newspaper describing the challenges and rewards of volunteering in your community. Highlight specific volunteer opportunities.

Task 7. Write an article for a technology magazine about the impact of artificial intelligence on various industries. Discuss its potential benefits and drawbacks.

Task 8. Discuss the influence of celebrities on young people in a magazine article. Analyze how celebrities can be both role models and sources of negative influence.

Task 9. Write an article for a food and cooking website about the importance of healthy eating. Provide tips on creating balanced and nutritious meals.

Task 10. Create a magazine article on the topic of the future of transportation. Discuss innovations like electric cars, autonomous vehicles, and their potential impact.

Task 11. Write an article for a cultural magazine about the significance of preserving traditional customs and practices in a globalized world. Use specific cultural examples.

Task 12. Discuss the challenges and benefits of online education in a magazine article. Consider the rise of e-learning platforms and their impact on students.

Task 13. Create an article for a fashion and style blog about the influence of fashion trends on individual identity and self-expression.

Task 14. Write an article for a business magazine about the advantages and disadvantages of remote work. Include insights into its impact on employees and employers.

Task 15. Discuss the importance of mental health awareness and support in a magazine article. Share personal stories and resources for those in need of assistance.

For and Against Essays

Task 1. Some people believe that modern technology is making people less sociable. Discuss the advantages and disadvantages and give your opinion.

Task 2. Discuss the advantages and disadvantages of using social media for communication and relationships.

Task 3. In many countries, the consumption of fast food is increasing. Discuss the pros and cons of this trend.

Task 4. Some argue that the Internet has made it easier for people to access information, while others claim it has led to a decline in critical thinking. Discuss both views and give your opinion.

Task 5. Should governments invest more in space exploration and research? Discuss the benefits and drawbacks of allocating funds to space programs.

Task 6. Discuss the advantages and disadvantages of online learning compared to traditional classroom education.

Task 7. Some people believe that violent video games can lead to aggressive behavior in children. At the same time, others do not agree with this statement. Discuss both views and give your opinion.

Task 8. Discuss the advantages and disadvantages of a vegetarian diet compared to a diet that includes meat.

Task 9. Some argue that the fashion industry promotes unrealistic body images, leading to body dissatisfaction and mental health issues. Discuss both views and give your opinion.

Task 10. Some argue that mandatory military service benefits a nation's defense and social cohesion, while others see it as a restriction of personal freedom. Discuss the pros and cons of compulsory military service.

Opinion Essays

Task 1. Some people believe that the government should provide free healthcare for all citizens. To what extent do you agree or disagree with this statement?

Task 2. Discuss the impact of advertising on people's buying decisions. Do you think advertising is manipulative or informative?

Task 3. Should governments invest more in renewable energy sources to combat climate change? Provide your opinion and support it with relevant arguments.

Task 4. Discuss the role of parents in a child's education. To what extent should parents be involved in their children's schooling?

Task 5. Some people argue that the use of animals in scientific research is necessary for medical advancements, while others believe it is unethical. Share your opinion on this matter.

Task 6. Do you think that the Internet has more positive or negative effects on society and individuals? Explain your viewpoint.

Task 7. Discuss the importance of preserving endangered species. Should humans prioritize conservation efforts even if it involves significant resources?

Task 8. Some argue that art and music programs in schools should receive more funding, while others think the emphasis should be on core subjects like math and science. Share your perspective.

Task 9. Is it better to live in a city or a rural area? Express your opinion regarding the advantages and disadvantages of each.

Task 10. Discuss the impact of social media on interpersonal relationships. Do you believe it strengthens or weakens connections between people?

Task 11. Should universities be free for all students, or should there be tuition fees? Offer your viewpoint on the accessibility of higher education.

Task 12. Some people think that the use of mobile phones in public places is disruptive, while others consider it a matter of personal freedom. Share your opinion on this issue.

Task 13. Do you agree or disagree with the statement that the government should regulate the content available on the Internet to protect users from harmful material?

Task 14. Discuss the role of technology in today's society. Is it making our lives better or more complicated?

Task 15. Some people argue that volunteering and community service should be mandatory for all citizens. To what extent do you agree or disagree with this perspective?

Problem Solution Essays

Task 1. Problem Solution Essay on Sedentary Lifestyle as a Problem and Ways to Solve It.

Task 2. Social Media and Its Impact on Adolescents: Problem Solution Essay.

Task 3. Eating Disorders in College Students: Problem-Solution Essay.

Task 4. Student Loan Debt Problem: Solution Essay

Task 5. Unemployment as a Social Problem: Essay.

Task 6. Problem of Food Waste and Its Solutions.

LINKING WORDS

Types	Examples
Personal opinion	<p style="text-align: center;"><i>In my opinion/view, To my mind, To my way of thinking, I am convinced that, It strikes me that, It is my firm belief that, I am inclined to believe that, It seems to me that, As far as I am concerned, I think that</i> the conflict between the parties was inevitable.</p>
To list advantages and disadvantages	<p style="text-align: center;"><i>One advantage of, Another advantage of, One other advantage of, A further advantage of, The main advantage of, The greatest advantage of, The first advantage of</i> using the Internet is the ease with which we can access information.</p> <p style="text-align: center;"><i>One disadvantage of, Another disadvantage of, One other disadvantage of, A further disadvantage of, The main disadvantage of, The greatest disadvantage of, The first disadvantage of</i> using the Internet is the amount of extraneous information which slows down any search</p>
To list points	<p style="text-align: center;"><i>Firstly, First of all, In the first place, Secondly, Thirdly, Finally, To start/begin with,</i> we have to address the underlying causes of poverty before we develop an appropriate policy.</p>
To list points in a specific sequence	<p style="text-align: center;">BEGINNING – <i>First, To start/begin with, First of all,</i> the manuscript was submitted to the examination board.</p> <p style="text-align: center;">CONTINUING – <i>Secondly, After this/that, Afterwards, Then, Next,</i> the first and second examiners assessed the manuscript.</p> <p style="text-align: center;">CONCLUDING – <i>Finally, Lastly, Last but not least,</i> the final grade was decided.</p>

Types	Examples
To add more points to the same topic	<p><i>What is more, Furthermore, Apart from this/that, In addition (to this), Moreover, Besides (this), ... not to mention the fact that</i> technological change has made a major impact on communication, which will greatly influence the way we interact with each other.</p> <p><i>Not only</i> has technological change made a major impact on communication, <i>but</i> it will <i>also</i> greatly influence the way we interact with each other.</p> <p>Technological change is <i>both</i> having a major impact on communication <i>and</i> is something that will influence the way we interact with each other.</p>
To refer to other sources	<p><i>With reference to, According to</i> recent data, the effects of global warming will be evident within the next ten years.</p>
To express cause	<p>The man was convicted yesterday <i>because, owing to the fact that, due to the fact that, on the grounds that, since, as</i> there was a substantial body of evidence linking him to the crime.</p> <p><i>In view of, Because of, Owing to</i> a substantial body of evidence linking him to the crime, the man was convicted yesterday.</p> <p>There was a substantial body of evidence linking him to the crime; <i>for this reason</i>, the man was convicted yesterday.</p> <p><i>Seeing that</i> there was a substantial body of evidence linking him to the crime, the man was convicted yesterday.</p> <p>The judge will reconsider <i>now that</i> a new witness has come forward.</p>
To express effect	<p>Sales were terrible and our debt was growing; <i>thus, therefore, so, consequently, as a result, as a consequence</i>, we closed down the business.</p>

Types	Examples
To express purpose	<p>Due to the economic downturn, the company decided to close one of the factories, <i>so that</i> profits would be maintained.</p> <p>Due to the economic downturn, the company decided to close one of the factories, <i>so as to/in order to</i> maintain profits.</p> <p>Due to the economic downturn, the company decided to close one of its factories, <i>in case</i> profits could not be maintained.</p> <p>They purchased the land <i>with the purpose/intention of</i> developing a wildlife reserve.</p>
To emphasise a point	<p><i>Indeed, Naturally, Clearly, Obviously Of course, Needless to say</i>, the prestige of the backers meant that the scheme was assured of success.</p>
To express reality	<p><i>It is a fact that, In effect, In fact, As a matter of fact, The fact of the matter is (that), Actually, In practice, Indeed</i>, failing to adequately maintain your motor vehicle will seriously increase the risk of accident.</p>
To express the difference between appearance and reality	<p><i>Initially, At first</i>, the candidate enjoyed strong support, but this would prove to be short-lived.</p>
To give examples	<p>For <i>instance, For example</i>, by providing taxation benefits, the government can encourage companies to move out of the city centre.</p> <p>By providing incentives <i>such as, like</i> taxation benefits, the government can encourage companies to move out of the city centre.</p> <p>If companies are to move out of the city centre, then the provision of incentives, <i>particularly in particular, especially</i> taxation benefits, is essential.</p>

Types	Examples
To make general statements	<p><i>As a (general) rule, By and large, Generally, In general, On the whole</i>, the warmer the environment, the wider the variety of plant and animal species it will support.</p>
To make partially true statements	<p><i>Up to a point, To a certain extent/degree, To some extent/degree, In a sense, In a way, To a limited extent</i>, this is true but students will always need the stimulation of a classroom environment.</p>
To express limited knowledge	<p><i>To the best of my knowledge, As far as I know</i>, Margaret Thatcher is Britain's longest-serving Prime Minister to date.</p>
To state other people's opinions	<p><i>It is popularly believed that, People often claim that, It is often alleged that, Some people argue that, Many argue that, Most people feel that, Some people point out that</i> moderate exercise actually decreases one's appetite. <i>Contrary to popular belief</i>, moderate exercise does not increase one's appetite.</p>
To make contrasting points	<p>It is a well-known fact that smoking is harmful to one's health; <i>yet, however, nevertheless, but, even so, still, nonetheless</i>, large numbers of young people take up smoking every year.</p> <p><i>Although, Even though, Regardless of the fact that, In spite of the fact that, Despite the fact that, While</i> smoking is known to be harmful to one's health, large numbers of young people take up smoking every year.</p>

Types	Examples
To express balance (the other side of the argument)	<p>Opponents of the use of nuclear energy argue, claim, believe that alternative fuels offer all of the benefits without the risks.</p> <p>While it is true to say that genetically modified food may hold the key to solving the world's food shortage problem, in fact it should be viewed with caution.</p> <p>The fact that there have been considerable cutbacks in funding for schools contradicts the belief/idea that the government is committed to better educational standards.</p>
Negative addition	<p>Neither the Minister nor the Secretary were re-elected.</p> <p>The Minister was not re-elected; nor, neither was the Secretary. The Minister wasn't re-elected, and the Secretary wasn't either.</p>
To express exception	<p>He has attended every tutorial apart from, but, except (for) one.</p>
To clarify/rephrase	<p>In other words, That is to say, To put it another way, if you wear a helmet you are less likely to be seriously injured.</p>
To express similarity	<p>Eating a balanced diet is essential to good health; similarly, likewise, in the same way, moderate exercise also promotes well-being.</p>
To give an alternative	<p>We could use (either) a whisk or an electric mixer.</p> <p>We could use a whisk. On the other hand, Alternatively, we could use an electric mixer.</p>
To express condition	<p>He made a statement to the press on condition that, provided (that), providing (that), as long as he was not identified by name.</p> <p>He would make a statement to the press only if he was not identified by name.</p> <p>In the event of fire, In the event that, If a fire should break out, make for the nearest fire exit as quickly as possible.</p> <p>Take a compass in case you lose your way.</p>

Types	Examples
	<p>Do you happen to know <i>whether</i> Mr. James is available this afternoon or not? You should book early <i>otherwise, or (else)</i> you will be disappointed.</p>
<p>To express the consequence of a condition</p>	<p>The price of petrol is due to increase again; <i>consequently, so, in which case</i>, I will start using public transport. I'm hoping to get my bonus today; <i>if so</i>, I'll pay for the tickets in cash, <i>if not, otherwise</i>, I'll use my credit card.</p>
<p>To express comparison</p>	<p>My sister is <i>as</i> honest <i>as, more</i> honest <i>than</i>, <i>twice as</i> honest <i>as, less</i> honest <i>than me</i>.</p>
<p>To conclude</p>	<p><i>Finally, Lastly, All in all, Taking everything into account/consideration, On the whole, All things considered, In conclusion, On balance, For the above mentioned reasons, To sum up</i>, it is unlikely that an agreement will be reached in the foreseeable future.</p>
<p>Time</p>	<p>Open the door <i>when, whenever, before, after</i> the buzzer sounds. <i>Wait until, till</i> the buzzer sounds before opening the door. There has been no snow in this area <i>since</i> 1927. She saw him <i>as</i> she was walking down the street. She saw him <i>while</i> she was waiting in the queue. I never see her <i>now that</i> she works on the fifth floor.</p>
<p>Relatives</p>	<p>It was that man over there <i>who/that</i> witnessed the accident. That's the footballer <i>whose</i> goal won the match. That's the barrister <i>who/that</i> will represent you in court. That's the restaurant <i>where</i> I met my wife. That's the woman <i>who/that</i> I think was responsible. That's the woman <i>to whom</i> I spoke.</p>

Types	Examples
Reference	<p>I am writing to request more information regarding, concerning the impact of the proposed airport on local wildlife habitats.</p> <p>I am writing with respect/regard/reference to, in regard/reference to the vacant accountant's post in your company.</p>
Summarising	<p>In short, Briefly, To put it briefly, it was the performance of a lifetime!</p>

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