



AN INFORMAL EMAIL

From: Anna
 To: johnston586@gmail.com
 Subject: News!

Hi Sue,

Sorry that I **haven't** been in touch for a while, but I've been ill. I got flu last week and I had a **temperature** of 39°C, so I've been in bed **since** four days. I'm feeling a bit better today, so I've been catching up on my emails. **Luckily** my classes at university don't start till next week.

How are you? What have you been doing? **Anything exciting**. Here everyone **are** fine (apart from me and my flu!). My brother Ian has just started his new job with a **software-company** – I think I told you about it when I last wrote – anyway, he's really enjoying it. How are your family? I hope **their** well.

I have some good news – I'm going to a conference in your town in **may**, from 16th to 20th. Could you **recomend** a hotel where I could stay in the centre of town? It needs to be somewhere not too expensive because the university is paying. I'll have a free half-day for **siteseeing**. Do you think **you'll be able show** me around? That would be great.

Well, that's all for now. Please give my regards to your family.

Hope to hear from you soon.

Take care,

Anna

Beginning an informal email

When you are writing an informal email, it is more usual to start with *Hi* than with *Dear*.

- a Read the email from Anna. It has 12 **highlighted** mistakes, four grammar or vocabulary, four punctuation, and four spelling. With a partner, decide what kind of mistake each one is and correct it.
- b Read Anna's email again and find sentences that mean...
 I haven't written or phoned.
 I've been reading and replying to my emails.
 Have you been doing anything exciting?
- c You're going to answer Anna's email. Look at the **Useful language** expressions and try to complete them.

Useful language: an informal email

Opening expressions

Thanks ¹_____ your email / letter.
 It was great ²_____ hear from you.
 Sorry for ³_____ writing earlier / sorry that I haven't been in touch for a while.
 I ⁴_____ you and your family are well.

Responding to news

Sorry ⁵_____ hear about your exam results.
 Glad to ⁶_____ that you're all well.
 Good ⁷_____ with the new job.
 Hope you ⁸_____ better soon.

Closing expressions

Anyway, / Well, that's all ⁹_____ now.
 Hope to hear from you soon. / Looking ¹⁰_____ to hearing from you soon.
¹¹_____ my regards (love) to...
 Take ¹²_____ / ¹³_____ wishes / Regards / (Lots of) love from...
¹⁴_____ (= something you forgot and want to add) Please send me the photos you promised.

- d **Plan** the content of your email.
 - 1 **Underline** the questions in the email that Chris wants you to answer.
 - 2 **Underline** other places in the email where you think you need to respond, e.g. *I've been ill*.
 - 3 Think about how to respond to each of the things you've underlined.
- e **Write** 120–180 words, in two or three paragraphs. Use informal language (contractions, etc.), and expressions from **Useful language**.
- f **Check** your email for mistakes (grammar, punctuation, and spelling).

◀ p.15



A SHORT STORY

a Read the story. What was the 'small mistake'? What happened in the end?



It was only a small mistake, but it changed my life for ever. I had been working at JB Simpson's for ten years. It was a small ¹*family-run* company which exported garden furniture. I was ²_____ happy with my job. I got on ³_____ with the owner, Arthur Simpson, but not with his wife, Linda. She was a loud, ⁴_____ woman, who ⁵_____ used to turn up at the office and start criticizing us for no reason. Everyone disliked her.

One afternoon Mrs Simpson came in while I was finishing writing a report. She looked at me and said, 'If I were you, I wouldn't wear that colour. It doesn't suit you at all.' I was wearing a ⁶_____ pink shirt that I was very ⁷_____ of, and her comment really annoyed me. I typed a ⁸_____ email to Alan Simmonds in Sales. 'Watch out! The old witch is here!' and pressed 'send'. A couple of minutes later I was surprised to receive an email from Mr Simpson asking me to come to his office ⁹_____. When I opened the door I saw his wife glaring at the computer screen. I realized, to my horror, what I had done. I had clicked on Simpson instead of Simmonds. ¹⁰_____ I was packing my things. I had been sacked!

b Using adverbs and adjectives helps to make a story come alive and makes it more enjoyable to read. Complete the story with an adjective or adverb from the list.

- aggressive an hour later quite family-run fond
 frequently immediately new quick well

c You may want to write some dialogue as part of your story. Re-write the following with the correct punctuation. Use the dialogue in the story to help you.

i want to talk to you about an email you sent
 Mr Simpson said coldly

d Look at the **highlighted** time expressions in **Useful language** and complete them.

Useful language: time expressions

_____ **that moment** the door opened.
As soon _____ I saw him, I knew something was wrong.
Ten minutes _____, I went back to sleep.
 _____ **morning in September** I got to work early.
 We got to the station **just** _____ **time** to catch the train.

e You are going to write a story beginning with one of the sentences below. With a partner, choose which story to write and discuss what the plot could be.

- It was eleven o'clock at night when the phone rang.**
- Alex had been working hard all day, and was looking forward to going home.**
- We had been driving for four hours when we saw the sign for a small hotel and decided to stop.**

f **Plan** the content.

- Write what happened simply, in about 50 words.
- Think about how you could improve your story by adding more details, e.g. with adjectives and adverbs.
- Think about what tenses you need for each part of the story, e.g. how to set the scene, what significant events happened before the story starts.

g **Write** 120–180 words, organized in two or three paragraphs. Use a variety of narrative tenses and adverbs and adjectives to make your story more vivid. Use time expressions to make the sequence of events clear.

h **Check** your short story for mistakes (grammar, punctuation, and spelling).

◀ p.29



FOR AND AGAINST

- a Read a post about adventure sports on a blog site called *For and Against*? Do you think there are more advantages or more disadvantages?
- b Read the blog post again and complete it with the linking expressions from the list (two of them are interchangeable).

although another advantage because of
 for example (x2) furthermore in addition
 on the other hand the main advantage
 to sum up

- c Put the linking expressions from **b** in the **Useful language** chart below.

Useful language: linking expressions

To list advantages / disadvantages
the main advantage

To add more points to the same topic

To introduce an example
For instance,...

To make contrasting points
However,...
In spite of (the fact that)...

To give a reason
Because (+ clause)...
 _____ (+ noun)...

To introduce the conclusion
In conclusion,...

- d You are going to write a post for the site. Choose one of the titles below.


Going to work abroad: an exciting opportunity or a scary one?

Being a celebrity: a dream or a nightmare?

Home | About | [Blog](#) | [Subscribe](#)

Everything has two sides to it, a positive one and a negative one. Post your opinions on our blog...

Adventure sports – fun or too risky?



Every year, more and more people are tempted by the idea of going on an adventure sports holiday, especially during the summer months.

Spending your holiday being active and enjoying the outdoors has a lot of advantages. ¹*The main advantage* is that adventure sports, like many other physical activities, offer health benefits. ²_____, when you practise extreme sports your brain releases endorphins because of the adrenalin rush and that makes you feel happy. ³_____ is the self-confidence that you gain from doing these activities. ⁴_____, the lessons learnt from facing the difficulties and the risks of these extreme sports may be very valuable in everyday life.

⁵_____, there are also some important disadvantages. ⁶_____ they make you feel good, risky sports can be extremely dangerous. The possibility of getting seriously injured while performing these activities is quite high, and some adventure sports, ⁷_____ skydiving or cliff jumping can even have fatal consequences. ⁸_____ these risks, you need to be extremely fit to practise these sports during a holiday, which means that they are not for everyone. ⁹_____, they are likely to be expensive because they require a lot of equipment, safety measures, and well-trained and qualified instructors.

¹⁰_____, adventure sports holidays have both advantages and disadvantages. Whether they suit you or not depends on your level of fitness, your personality, and how much you can afford.

[Like](#) | [Share](#) | [Comment](#)

- e **Plan** the content.

- 1 Decide what you could say either about how many young people today choose or are forced to go and work abroad, or about how people today are interested in famous people or want to be famous themselves. This will give you material for the introduction.
- 2 List two or three advantages and disadvantages, and number them in order of importance.
- 3 Decide if you think there are more advantages than disadvantages.

- f **Write** 120–180 words, organized in four paragraphs: introduction, advantages, disadvantages (or disadvantages then advantages), and conclusion. Use a formal style (no contractions or colloquial expressions). Use the linking expressions in **Useful language**.

- g **Check** for mistakes (grammar, punctuation, and spelling).



AN ARTICLE

- a Look at the three pictures. What do you think the parents should and shouldn't have done? Read the article and check.

Make your home a safer place for children!

You probably think that your home is a very safe place. But this may not be true if you have children coming to stay. Here are some tips to prevent accidents. / First look at the bedroom, where the children are going to sleep. Make sure the beds are not under a window, in case a child tries to climb out. If a very small child is going to sleep in the bed, you could put some pillows on the floor next to the bed, in case the child falls out. The next place to check is the bathroom. Many people keep medicines in a drawer or on a shelf above the washbasin. But this can be dangerous, as children may find them and think they are sweets. You should leave them in a locked cupboard. Finally, have a look



at the kitchen, which is the most dangerous room in the house for children. Knives should be kept in drawers which children can't reach, and make sure that all cleaning liquids are in high cupboards. If you follow this simple advice, children who come to stay will never be at risk in your home.



- b This article was originally written in five short paragraphs. Mark / where each new paragraph should begin.
- c You are going to write an article for a school magazine. With a partner, choose one of the titles below.
- How to keep safe if you go walking in the mountains.**
How to keep safe on a day at the beach.
How to keep safe online.
- d **Plan** the content.
- 1 Think of at least three useful tips.
 - 2 Think of a good introductory sentence (or sentences).

- e **Write** 120–180 words. Use expressions from **Useful language** below, and write in a neutral or informal style.

Useful language: giving advice
 Don't forget to... / Remember to...
 Make sure you...
 You should...
 Never...

Reasons
 ...in case
 ...so (that)
 ...because it might...

- f **Check** your article for mistakes (grammar, punctuation, and spelling).

DESCRIBING A PHOTO

- a Look at the photo and read the description. Do you agree with what the writer says about the people?



I think this is a family photo, although none of the family members is actually looking at the camera. ¹*In the foreground* we see the inside of a room with a glass door leading into a garden. ²_____ of the photo there is a girl sitting at the table, resting her head on one hand, with an open book ³_____ her. There are two other empty chairs around the table. The girl is smiling; she looks as if she's daydreaming, maybe about something she's read in the book. ⁴_____, there is another woman, who looks older than the girl, perhaps her mother. She's standing with her arms folded, looking out of the glass doors into the garden. She seems to be watching what's happening ⁵_____, and she looks a bit worried.

⁶_____, we can see a terrace, and ⁷_____ that a beautiful garden. Outside the glass doors on the right you can see a boy and a man who may be father and son. The boy is standing looking at the man, who is crouching ⁸_____ him. It looks as though they're having a serious conversation. Maybe the boy has been naughty, because it seems as if he's looking at the ground. This photo reminds me of a David Hockney or Edward Hopper painting, and it immediately makes you speculate about who the people are and what they are thinking.

- b Complete the description with a word or phrase from the list.

behind in front of in the background in the centre
in the foreground to her right opposite outside

Useful language: describing a photo or picture

In the foreground / background / centre of the photo...

The (man) looks as if / looks as though...

It looks as if / as though...

The (woman) may / might be... / Perhaps the woman is...

The photo reminds me of...

- c You are going to write a description of the photo below. **Plan** the content. With a partner, look at the photo carefully and decide what you think the people are thinking or feeling. Decide how to organize what you want to say into two paragraphs.



- d **Write** 120–180 words. Use the phrases in **Useful language** to help you.
- e **Check** your description for mistakes (grammar, punctuation, and spelling).

◀ p.71



EXPRESSING YOUR OPINION

a Read the title of the magazine article. Do you agree or disagree? Then quickly read the article and see if the writer's opinion is the same as yours.

b Complete the article with a word or phrase from the list below.

finally firstly for instance in addition in conclusion
in most cases nowadays secondly so whereas

c You are going to write an article for a magazine. With a partner, choose one of the titles below.

Downloading music or films without paying is as much of a crime as stealing from a shop.

Squatters who live in an unoccupied property should not be forced to leave it.

d **Plan** the content. The article should have four or five paragraphs.

1 **The introduction:** Think about what the current situation is and what your opinion is.

2 **The main paragraphs:** Try to think of at least two or three clear reasons to support your opinion. You could also include examples to back up your reasons.

3 **The conclusion:** Think of how to express your conclusion (a summary of your opinion).

e **Write** 120–180 words, organized in four or five paragraphs (introduction, reasons, and conclusion). Use a formal style (no contractions or colloquial expressions). Use the phrases in **b** and in **Useful language**.

Useful language: ways of giving your opinion

(Personally) I think... / I believe...

In my opinion...

In addition / Also

In conclusion / To sum up

Ways of giving examples

There are several things we can do, for example / for instance / such as...

Another thing we can do is...

We can also...

f **Check** your article for mistakes (grammar, punctuation, and spelling).

Community service is the best punishment for young people who commit a minor offence.

¹ *Nowadays* in the UK when a young person commits a minor offence, he or she is normally sentenced to prison, given a fine, or community service. ² _____ I believe that community service is the best option.

³ _____, community service often persuades a young person not to re-offend. ⁴ _____

working with sick children or old people makes young offenders realize that there are people who have more difficult lives than they do. So community service can be an educational experience, ⁵ _____ going to prison or paying a fine is not.

⁶ _____, spending time in prison results in young people meeting other criminals and learning more about the criminal world, which may tempt them into committing more crimes. ⁷ _____, in prisons many of the inmates take drugs and this is a terrible example for young offenders.

⁸ _____, I do not think that a fine is a suitable punishment for young people. They do not usually have much money themselves, ⁹ _____ it is often their parents who pay the fine for them.

¹⁰ _____, I believe that community service has important advantages both for minor offenders and for the community.



A REPORT

a Read the report on restaurants. With a partner, and think of suitable headings for paragraphs 1, 3, and 4.

b You have been asked to write a report on either **good places for eating out** or **entertainment in your town** for an English language magazine. With a partner, **plan** the content.

- 1 Decide which report you are going to write.
- 2 Decide what headings you can use to divide up your report.
- 3 Decide what information to include under each heading.

c **Write** 120–180 words, organized in three or four paragraphs with a heading. Use a neutral / formal style, and use expressions from **Useful language** for generalizing.

Useful language: talking in general
*Most / The majority of (cinemas in my town...)
(Cinemas) are usually / tend to be (quite cheap)
In general... / Generally speaking...
almost always... / nearly always...*

d **Check** your report for mistakes (grammar, punctuation, and spelling).

◀ p.91

Eating out in London

This report describes various options for students who want to eat out while staying in London.

1 _____

Fast food – The majority of fast-food restaurants are cheap and clean and the service is fast, but they are often noisy and crowded, and of course the food is the same all over the world.

World food – London has restaurants offering food from many parts of the world, for example India, and China. These are often relatively inexpensive and have good-quality food and a nice atmosphere.

2 **Value for money**

Gastropubs – These are pubs which serve high-quality food but tend to be slightly cheaper than the majority of mid-range restaurants. Generally speaking, the food is well-cooked and some have very imaginative menus.

Italian restaurants – You can normally get a good pasta dish and a salad in most Italian restaurants without spending too much, but be careful, some restaurants have very expensive wine lists.

3 _____

There are many options if you want to try somewhere special, but be aware that this nearly always means spending a lot of money. French restaurants, for example, are often expensive, and also restaurants run by celebrity chefs.

4 _____

- Don't make your meal cost more by ordering expensive drinks.
- If you have a special restaurant in mind, don't forget to book in advance because the best restaurants are usually full, especially at weekends.
- Even if you have a limited budget, take advantage of the different restaurants that London has to offer.

