

Introduction

In Paper 2 you have to complete two different writing tasks in 2 hours, the compulsory Part 1 task and another from a choice of four in Part 2. In each part of the paper you are expected to write approximately 250 words.

Task types include:

- formal letters
- informal letters
- reports
- articles
- competition entries
- proposals
- leaflets and information sheets
- reviews
- contributions to brochures and guidebooks
- character references
- notes and notices

Part 1 will include one or more of the above task types. You will have to read about 400 words of input material, such as letters, memos, newspaper articles, advertisements and diagrams. Read this material carefully, as you are required to use the information contained in it to complete the task.

In Part 2 you should select a task type whose features and subject matter you are familiar with. It is not advisable to attempt the work-related task, question 5, unless you have relevant business or work experience.

Marking

The categories in the box are those used by examiners when marking Paper 2 answers. Match each category to the general advice in **a-i** below. The first one has been done for you.

| Content Range | Target reader Organization and cohesion | Accuracy |
|-----------------------------|--|----------|
|-----------------------------|--|----------|

| | |
|----------------|--|
| 1 <u>Range</u> | <p>a Use a variety of language appropriate to this level.</p> <p>b Avoid repetition of vocabulary wherever possible.</p> |
| 2 _____ | <p>c Ensure that your answer addresses all the points in the task.</p> <p>d In Part 1 you do not always need to use all the information you are given.</p> |
| 3 _____ | <p>e Write in clear paragraphs of a suitable length.</p> <p>f Points need to be appropriately ordered and connected.</p> |
| 4 _____ | <p>g Write your answer in a register which is appropriate to the task and the intended audience.</p> <p>h Adopt a suitable tone for your piece of writing to produce the desired effect.</p> |
| 5 _____ | <p>i Avoid making too many mistakes, particularly basic ones or ones which prevent understanding.</p> |

Planning and checking

The sentences below show the stages to follow when planning and checking your written work. Match each stage 1–9 to the piece of general advice in a–i above to which it corresponds.

Example: 1 c

- 1 Read the task at least twice, underlining key information and requirements.
- 2 Select appropriately from the information in the input material.
- 3 Decide whether you should use more formal or informal English.
- 4 Check whether the task requires you to achieve a specific aim such as persuading, reassuring, apologizing or justifying.
- 5 Make a list of ideas for your answer, then select the best ones and arrange them into logical groupings.
- 6 Note down words and expressions which might be suitable for linking your ideas.
- 7 Write down relevant words, collocations and structures which you might be able to include in your answer.
- 8 Think of synonyms for key words which are likely to occur more than once in your answer.
- 9 When you have written your answer, check spelling, punctuation and grammar.

Register

- 1 Below are two versions of the same letter, each one written in a different register. Use the information in the informal letter to complete the numbered gaps in the formal version. The words you need do not occur in the informal letter. Write **one word** in each gap. The exercise begins with an example (0).

INFORMAL LETTER

Dear Jilly

Thanks a lot for your letter - and congratulations on passing your exams! You did really well to get such a high grade.

You said you'd be interested in trying to get a job here with us in the family business. Believe me, we'd love to take you on. But because of the way the economy's been recently, I'm sorry to say we just can't offer you any work at the moment.

We'll certainly keep you in mind for when things get better - we'll be in touch as soon as they do. Until then, good luck with the job search!

All the best
Bob

FORMAL LETTER

Dear Ms Holden

I am writing with (0) reference to your letter of April 18th. I would like to congratulate you on your recent (1) _____ in your examinations, and particularly on (2) _____ such a high grade.

In your letter you (3) _____ an interest in applying for a (4) _____ here at Graves, Snipe and Wesley. I assure you we would be delighted to offer you (5) _____. However, (6) _____ to the current economic climate, we are unfortunately (7) _____ to make any new appointments at the present time.

We shall of course keep your letter on our files in anticipation of an (8) _____ in the situation. When this occurs, we shall (9) _____ you immediately.

In the (10) _____, I would like to wish you luck in your attempts to find work.

Yours sincerely

Robert Snipe

- 2 Use the two letters to identify some of the differences between formal and informal language.

Example: The informal letter contains contractions such as 'you'd', 'I'm' and 'we'll' whereas the formal version does not.

Models and tasks

On the following pages you will find a model for each of the main task types, together with an additional task. You should answer the Part 1 task on page 196, and at least one of the Part 2 tasks. Read the relevant model, then follow stages 1–9 in the Planning and checking section on page 193. In order to help you demonstrate a good range of vocabulary you should select appropriately from the Useful Language section.

Part 1: Formal letter and notice

You are the social secretary at Lambert College in Britain, where you are studying. The local newspaper has recently printed an article commenting negatively on relations between students and local people. As a result your Director has asked you to write a letter to be published in the newspaper, responding to the comments in the article and publicizing the college's Open Day.

Read the article below on which your Director has made some notes, together with the Director's memo. Then, using all the information appropriately, write:

- a a **letter** to the editor of the newspaper (approximately 200 words)
- b a **notice** for the staffroom noticeboard (approximately 50 words)

as requested by the Director. You should use your own words as far as possible.

Host families in the dark

With summer here, the sight of foreign language students in and around Easton is a very familiar one. We asked host families to tell us how they enjoyed the experience of having language students to stay with them. It seems that relations are not as warm as they could be. Mrs Gwyneth Jones' comment was fairly typical: 'We hardly ever see our student. He's out all day and only comes back late in the evening. I don't know what he does – the school doesn't organize anything.'

It would also appear that nothing is done to encourage contact between students and the residents of Easton, and this adds to the feelings of mistrust towards our visitors. Mr Brian Davies, who lives next to a language school, remarked: 'I have no idea what they get up to in there – probably not very much. They just seem to stand around and talk all day.'

not our case

tell about social programme

advertise Open Day

always doing things

Memo

To: Social Secretary
 From: The Director
 Re: Recent Easton Gazette Article (see attached)

The article in the Easton Gazette has shown language schools in a very bad light. It could be damaging for our own reputation and may even put people off becoming host families. Could you write to them and give our version of the facts? It would be a great opportunity to publicize the school – you could mention our social programme and tell them about our annual Open Day. Give readers a brief idea of what we'll be doing on August 25th and invite them to come along (starts around 12 am). I haven't made a final decision on the programme yet, but here are a few things we'll probably include:

- Photo display of social and cultural activities
- International buffet (like last year's)
- Sports events – students vs residents
- Tour of school
- Attendance at English class
- General knowledge quiz – in teams

When you've written the letter, please put a copy up in the staffroom together with the article and a notice telling teachers what you've done and why. Thank you.

Model answer

formal register

Dear Sir/Madam

I am writing with regard to your article 'Host Families in the Dark', which appeared in last Saturday's edition of your newspaper. I should like to make it clear to readers that the comments made do not apply to all language schools in Easton.

reason for writing

appropriate use of linking devices

Firstly, the impression given of poor relations between students and host families is certainly not true of Lambert College, where I am ~~social secretary~~. Moreover, the reason why our students are rarely at home is that they are kept extremely busy during the day. In addition to the normal timetable of classes, the college offers students a full programme of social and cultural events throughout their stay.

rephrasing of language from input material

I must also disagree with the suggestion that schools do nothing to promote understanding between students and the community. Indeed, I would like to take this opportunity to invite all Eastoners to attend Lambert College's annual Open Day on Saturday August 25th from midday onwards. This event includes the chance to observe an English class in progress, an international buffet with dishes prepared by students and a number of sporting competitions and team activities.

not necessary to include all points

desired outcome

I very much hope you will print this letter in your newspaper and we look forward to seeing a high turnout at the Open Day.

Yours faithfully
Przemysław Sokółowski

relevant heading

ARTICLE IN EASTON GAZETTE

addressing teachers directly

As you all know, the Gazette's article created a very misleading impression of students' relations with the local population. Here's the reply I have sent for publication in the newspaper to try and set the record straight. It'll also give us some free publicity for our Open Day in August!

less formal register appropriate to target readers

Przemysław Sokółowski
Social Secretary

name and job of writer

Useful language for Part 1 formal letters

Reason for writing

I am writing with regard/reference to...
 I am writing to express (my concern about/disappointment with/disapproval of/apologies for)...
 I would like to draw your attention to/point out (certain inaccuracies)...

(I feel) I must also (dis)agree with...
 I should also like to point out that...
 According to your (article)/Your (article) states that... However, ...

Request for action

I would appreciate it/be grateful if you would...
 It seems only fair that you should...
 I look forward to receiving/seeing...
 I trust/very much hope you will...

Introducing points

Firstly/To begin with/Moreover/
 Furthermore/In addition/Finally

Task

You are the Events Organizer at Blatchington College in Britain, where you are working for the summer. You recently accompanied a group of teenage students from the college on a short trip, during which you stayed at a hostel. The hostel manager has written to your Principal complaining about the behaviour of the students in your charge.

Read the letter of complaint on which you have made some notes, together with the Principal's memo. Then, using the information carefully, write:

- a** a **letter** to Peter Knight as requested by the Principal (approximately 200 words)
- b** a **note** to the Principal to accompany the copy of the letter you send him (approximately 50 words)

You should use your own words as far as possible.

apologize

only one

not all ours

Dear Sir/Madam
 I am writing to complain about the behaviour of a party of students from Blatchington College during their recent stay at our hostel. Apart from being extremely noisy on the first of the three nights they were here, they caused a considerable amount of physical damage to the facilities.
A number of chairs were broken, and several walls on the premises were covered in graffiti. It would seem that the group leaders stood by and did nothing while their students carried out these acts of vandalism. Furthermore, the kitchen area was left in a very poor condition: the oven was extremely dirty and many of the cooking utensils had not been washed up.
 I am now seriously considering whether or not to continue allowing groups of students from your college to use our facilities. I hope to receive a written apology, together with compensation to cover the damage to the furniture.
 Yours faithfully
 Peter Knight
 Hostel Manager

not true!

cleaner than when we got there

MEMO

TO: Events Organizer **FROM:** The Principal
RE: Complaint from Hostel Manager

Could you write back to Peter Knight, apologizing for all the trouble? I know you weren't too happy about the condition of the hostel when you arrived there, and I accept that our students probably didn't behave as badly as his letter would suggest. However, we do want to use the hostel for future trips and we need to protect the good name of the school. For that reason, I'll write out a cheque to pay for three chairs, even though our students didn't break them all.

Do explain to him your version of events, but let me see your letter before you send it off – it's a delicate matter and we want to make sure we adopt the right tone.

Part 2: Article

You see this announcement in an English language magazine.

Technological Revolution

We are planning to publish a series of articles on the effects of new technology on our lives today. We would like you, the readers, to write us an article, addressing the following questions:

- How important is technology in your own life?
- Have recent technological changes been for the better or for the worse?

Write your **article**.

Model answer

interesting title to attract reader's attention and engage his or her interest

Technology - a curse in disguise

The technological revolution is full of paradox: it has enabled us to communicate more easily, yet it is killing the art of conversation; it has supposedly freed up more time for leisure, yet it has caused us to become slaves to our work.

strong opening paragraph to encourage reader to go on reading

appropriately neutral register for this task, neither very formal nor very informal

If I did not have a mobile phone, I would not be able to respond to the demands of my job. My clients would abandon me and my boss would sack me. So regrettably, and much to the annoyance of my family, it is switched on 24 hours a day. I can spend whole weekends without saying a word to my husband or children, either because I am on the phone, or because they are too angry to want to speak to me.

opinion expressed in each paragraph

linking of points within the paragraph. Linkers more informal.

My attitude to the computer is equally ambivalent. Thanks to my laptop I can reply to clients' e-mails from the comfort of my hotel room almost as soon as I have received them. But the faster I work, the greater my clients' expectations become of me, and consequently the more pressures I create for myself.

linking between paragraphs

each paragraph devoted to different area of technology

Even in the home environment the computer seems to create more problems than it resolves. My husband and I have now got into the dubious habit of doing our supermarket shopping on the Internet. This means we have more time to watch a DVD or one of the 200 or so digital TV channels we have access to, but it also helps to cut us off from human contact and turn us into anti-social, overweight couch potatoes.

All of this leads me to the firm conclusion that mobile phones and computers should all carry a government health warning: technology can seriously damage your health and your personality.

leaving the reader something to think about

Task

You see this announcement in an English language magazine.

Sporting Life

We are planning to publish a series of articles on the importance of sport in people's lives. We would like you, the readers, to write us an article, addressing the following questions:

- How important is sport in your own life?
- Is too much emphasis placed on sport nowadays?

Write your **article** in approximately 250 words.

Leaflet

You are a member of the English language film club at your college. You have agreed to produce a leaflet in English aimed at publicizing the club and attracting new members. Your leaflet should:

- inform students of the activities organized by the club
- point out the benefits of being a member
- encourage students to join

Write the **text for the leaflet**.

Model answer

relevant title → 'Undubbed' – the exclusively English film club

brief introduction → { Some students are still in the dark about 'Undubbed', the school's English film club. If you're one of them, here are the answers to all your questions.

paragraph headings in form of questions → When and where do you meet?
 Every Friday evening at 7.30 the canteen undergoes a complete transformation, as tables are moved aside in preparation for the showing of a recent blockbuster or timeless classic on the school's wide screen TV. Films are all in English, of course, but always with English subtitles for those especially strong accents or fast-moving scenes.

Do you only watch films?
 Not at all. After the viewing and a break for refreshments, there's an informal discussion in English, either on the film itself or the issues raised in it. Members are also actively encouraged to contribute to the club's monthly magazine, which contains articles on a wide range of film-related topics, as well as reviews of the latest releases and competitions with tempting prizes.

What do I gain from being a member?
 'Undubbed' provides you, the student, with the perfect opportunity to improve your receptive and productive English skills in a friendly, relaxed atmosphere. What's more, it gives you the chance to meet other students outside the classroom setting, and see some of the best offerings from the English-speaking film world.

How much is it to join?
 Surprisingly little, considering the benefits. For just 10 Euros a term, you will be entitled to:

- free entry to ten Friday evening club sessions
- three editions of the club magazine
- membership of the school's English video library

Why not come along and give it a try? Bring this leaflet with you and attend your first session entirely free of charge. We're sure it won't be your last. } **friendly ending encouraging students to join**

range of vocabulary items to avoid repetition of 'film'

addressing the reader directly

appropriate use of bullet points

Task

You are a member of EDS, the English Drama Society, at your college. You have agreed to produce a leaflet in English aimed at attracting new members. Your leaflet should:

- inform students of the society's aims and activities
- point out the benefits of being a member
- encourage students to join

Write the **text for the leaflet** in approximately 250 words.

Useful language for leaflets

Pointing out the benefits

...provides you with the perfect opportunity to...
 ...will give you the chance to...

There's no better way to...
 You will be able to enjoy/be entitled to (a wide range of benefits).

Encouraging people to take part

Why not come along and (give it a try)?

This could be the chance you've been waiting for.
 We hope to see/look forward to seeing you (there).

Advising

We would recommend/advise you (not) to + infinitive
 It is (well) worthwhile + gerund or infinitive
 Be sure to...

Contributions to brochures and guidebooks

An international guidebook is being produced for students wishing to study a foreign language in the country or countries where it is spoken. You have been asked to write the entry on your first language, giving advice to students on choosing a school in your country. You should include information on the types of schools where the language can be studied, and a general idea of prices and types of course.

Write your **entry** for the guidebook.

Model answer

Language schools in my country

Students who come to my country to learn the language are spoilt for choice when deciding where to study. Each major town boasts hundreds of language schools, of which there are essentially two main types.

Private language academies

These come in all shapes and sizes, ranging from small, converted flats with two or three classrooms, to large franchises occupying whole buildings. Of course, size is no guarantee of quality, and it is always wise to check that a school belongs to ABIC, the regulatory authority for language academies.

However, larger schools do usually offer a greater variety of course types and timetables, a point worth bearing in mind if you think your circumstances might change during the period of study. Be warned, though: a one-month semi-intensive course with forty hours of tuition can cost as much as 350 Euros, so if price is a major factor when choosing your school, you might want to consider a government financed institution or 'figo', as they are affectionately known.

Government financed institutions

In a 'figo', an extensive course with one hour of class each day works out at little more than 150 Euros for the whole year. Admittedly, classes can become rather crowded, with up to thirty five students in each, but the quality of teaching compares very favourably with that in the private language sector and schools tend to have excellent resources.

All courses are eight-month extensives, but if you intend to stay in the country for some length of time, the 'figo' is certainly an option worth looking into. You also receive an official certificate at the end of the course, which might well be useful for your curriculum vitae.

Annotations:

- brief introduction:** Points to the first paragraph.
- linking between paragraphs and sections:** Points to the section headers and the transition between paragraphs.
- linking of ideas within a paragraph:** Points to the use of 'and', 'however', and 'so' within the paragraphs.
- title would normally give name of country:** Points to the underlined title.
- advice on choosing a school:** Points to the sentence 'it is always wise to check that a school belongs to ABIC...'
- general idea of prices and course types:** Points to the sentence 'a one-month semi-intensive course with forty hours of tuition can cost as much as 350 Euros...'

Task

A guidebook aimed at readers aged between 18 and 25 is being produced for your town. You have been asked to write an entry on **one of the following categories**:

- museums
- restaurants
- parks

Your entry should include specific information on at least two examples of museums, restaurants or parks, giving advice to visitors on what to see, eat or do in each.

Write your **entry** for the guidebook in approximately 250 words.

Useful language for brochures and guidebooks

Commenting on positive aspects

(The school/hotel/sports centre) boasts (a large indoor swimming pool/a wide range of facilities/five tennis courts).

No trip to (Paris) would be complete without (a visit to the Louvre).

(The restaurant) is noted for (its excellent cuisine).

Commenting on negative aspects

Admittedly, (this is a rather

expensive option), but... (The quality of service) leaves a great deal to be desired. Be warned, though: (delays are not uncommon).

Giving advice

It is always wise to check... This is a point worth bearing in mind if...

If price/location/class size is a major factor when choosing (your school), you might want to consider...

...is certainly an option worth looking into.

Proposal

Your town has been short-listed to host a major international festival of folk music and dance next year. You have been asked to write a proposal for the festival organizers, stating why your town should be chosen from the list. You should include relevant information about accommodation, transport, concert venues and other leisure and entertainment possibilities.

Write your **proposal**.

Model answer

relevant title → Proposal for the International Festival of Folk Music and Dance: Sidbury

brief paragraph headings → Introduction
As a popular seaside resort, Sidbury is extremely well equipped to deal with the large influx of people which a music festival of this type would attract.

appropriately formal register → Accommodation
Within the town itself there is a wide selection of hotels, and no shortage of guesthouses offering bed and breakfast accommodation and a warm, friendly welcome. In addition, the campsite has space for 600 people and is conveniently located on the edge of Sidbury with easy access to the town centre and main concert venues.

Transport
In terms of transport, the town is ideally situated for overseas visitors arriving by sea or air. The ferry port of Oldhaven is just a short bus ride away and the town is well connected to the capital's main airport with regular train and coach services. There is also an extensive local bus network and it would be no problem to provide extra services for the duration of the festival.

Concert venues
Major festival events could be held in the newly-built Arena Hall, which has a seating capacity of 5,000, but there are a number of other smaller venues with a more intimate atmosphere. Additionally, the main square and seafront area are perfectly suited for outdoor dancing events, especially those which involve audience participation.

Further leisure and entertainment possibilities
Sidbury can offer the visitor all the activities and facilities one would expect from a bustling holiday resort. It also boasts a fine municipal health spa with saunas and steam baths, ideal for dancers with aching legs and sore feet.

positive concluding remark → Sidbury has a long-established reputation for making its guests feel at home, and we feel sure that if the festival were hosted here, it would be a resounding success.

general comment regarding the town's suitability → } (referring to Introduction and Accommodation)

showing the town in a positive light → } (referring to Accommodation and Transport)

relating the answer to the planned event → } (referring to Concert venues and Further leisure and entertainment possibilities)

Task

Your town has been short-listed to host a two-day regional conference for students preparing for the CAE examination. You have been asked to write a proposal for the conference organizers, stating why your school should be chosen from the list. Your proposal should include relevant information about the facilities within your school, accommodation, transport and other leisure and entertainment possibilities

Write your **proposal** in approximately 250 words.

Useful language for proposals

Suitability

The (town/centre/stadium) is well equipped to deal with/perfectly suited for (such events).

It is conveniently located/ideally situated/well connected to (the capital). There is little doubt that it would be a resounding success/of great benefit to the (town/company).

Amenities

There is no shortage/a wide selection of (hotels/cinemas) to choose from.

The (town/conference centre/school) boasts an impressive range of (amenities/facilities). Few (cities/schools) can offer such a large choice of...

Travel and transport

It is within easy reach/walking distance/driving distance of the (centre/hotel). It is just a short walk/drive/bus ride/train ride from the (coast/station). The (town) has easy access to (the motorway network).

Report

An international research group is carrying out an investigation into the housing situation for young people around the world. You have been asked by the group to write a report about your country, including the following points:

- the different housing options available in your country for young people in their early twenties
- the problems faced by young people with each option
- possible future changes in the housing situation for young people in your country

Write your **report**.

Model answer

relevant title and paragraph headings

opening paragraph outlining the purpose of the report

appropriately formal register

linking between paragraphs

The housing situation for young people in my country

Introduction

The aim of this report is to examine the various housing options open to people in their early twenties in my country and the difficulties encountered with each one. It will also consider likely future developments in the housing situation for young people here.

Buying a property

Property speculation and soaring inflation have put house prices well beyond the reach of the vast majority of first-time buyers. The few who do manage to raise the money for the deposit on a small one-bedroomed flat, are then likely to experience problems obtaining a mortgage. Banks are unwilling to lend money to anyone without a permanent contract, something which most young workers can only dream of.

Renting

An obvious alternative is to rent a property. However, just as house prices have risen dramatically, so too have rents, leaving low-earners with little choice but to share. For many twenty-somethings this can prove an enjoyable experience, but some discover only too quickly that they are not suited to living together with others. Local authorities provide some low-cost rented accommodation specifically for young single people, but this tends to be in very short supply.

Living with parents

It is hardly surprising, then, that a significant proportion of school and college leavers opt to continue living in the parental home until they have saved enough money to buy a place of their own. This may take some time, however, and friction between parents and children can result if departure is delayed too long.

Future developments

As long as house prices continue to increase, the outlook for young people here will remain bleak. Only a substantial fall in property values will improve the situation and this does not seem likely in the near future.

rewording of language used in the task instructions

range of vocabulary items to avoid repetition of 'young people'

conclusion addressing the final point of the task

Task

An international research group is carrying out an investigation into employment prospects for young people around the world. You have been asked by the group to write a report about your local area, including the following points:

- the types of employment available for young people in your area
- the difficulties faced by young people searching for work
- possible future developments in the employment situation for young people in your area

Write your **report** in approximately 250 words.

Useful language for reports

Introducing the report

The aim/purpose of this report is to examine/evaluate/describe/outline...

It will also include/consider/suggest/recommend...

The report is based on a survey conducted among (college students).

Predicting the future

The outlook for young people/jobs/the country is (far from) bright/optimistic/depressing.

The future looks bleak/remains uncertain/is promising.

This seems unlikely in the near/foreseeable future. (See also vocabulary of *possibility* on page 210 of the Wordlist.)

Making recommendations

I would (strongly) recommend that (the school/company) should ...

In the light of the results of the survey, I would (strongly) advise against...

I feel it would be to our advantage if...

Informal letter

You recently took part in an activity which you enjoyed very much. A friend of yours has written to you expressing an interest in the activity and asking how it went. Write a **letter** telling your friend about the positive and negative aspects of your experience, encouraging him/her to take part in a similar event.

Model answer

reference to a previous letter

relevant opening paragraph, providing lead-in to rest of letter

use of phrasal verbs

encouraging friend to take part throughout the letter

negative aspects offset by positive aspects

appropriate ending

Dear Gerard

Thanks for the letter. What a coincidence that we've both taken up bird-watching! It was fascinating to read about how you got into it.

After my five days in Spain watching migrating birds I've become completely hooked – so much so, in fact, that I've already signed up for next year's trip. It'd be great if you came along too, as I know you'd get just as much out of it as I did.

Apart from one or two leaders who were a bit unhelpful, everyone there was so friendly, and really keen to share their knowledge. There must have been about fifteen different nationalities in our campsite, with everyone giving out open invitations to go birdwatching with them in their own countries. And of course, English was the main language of communication, so if you did decide to go next year, it'd be a wonderful opportunity for you to practise the language.

You'd also be able to show off your cooking skills, and pick up a few tips from others. I've never eaten such a huge variety of international dishes in such a short space of time! The food more than made up for the rotten weather we had on three of the days. As of course did the number of new birds I saw – far too many for me to mention here. The thing is, there would have been even more if I'd had a more powerful pair of binoculars.

Still, I know for next year now. And so do you! I've enclosed an application form and as you can see, it's in Turkey, which I know you've been dying to visit....

Write back soon and let me know what you decide!

All the best

Alex

Task

Either: **a** write your own answer to the task above;

or **b** answer the following question.

You recently went on holiday to a place which you enjoyed very much. A friend of yours has written to you expressing an interest in the place and asking what it was like there. Write a **letter** in approximately 250 words, telling your friend about the positive and negative aspects of the place, encouraging him/her to go there next year.

Useful language for informal letters

Beginning the letter

Great/Lovely to hear from you (after so long).

Thanks (a lot) for the letter.

Sorry to hear about your...

Sorry I haven't written/been in touch for so long.

Persuading

You'd get so much out of it. It'd be a wonderful/marvellous opportunity for you to...

Just think of (all the people you'd meet).

Just imagine how it would (improve your cv), not to mention (the money you could earn).

Advising

Whatever you do, make sure you...

It's (not) worth/There's no/little point + gerund
I'd/I wouldn't... if I were you.

You'd be much better off + gerund

Ending the letter

Write back soon and let me know how it goes.

Looking forward to hearing from you.

Can't wait to see you again. (Give my) love/regards to...

Signing off

Friends: All the best/Best wishes/Bye for now

Close friends or relatives: Lots of Love/All my love/Love

Review

The magazine published by your school's English club is asking students to exchange information about non-fiction books they have enjoyed reading in English. Write a review of a non-fiction book you have read, saying what you learnt from it and encouraging others to read it.

Write your **review**.

Model answer

questions to engage the reader's interest

'Lost Cowboys' by Hank Wangford

Did you realize that there were no horses or cows in the Americas until Columbus introduced them on his return visit in 1494? Or that the first cowboys were not those of North America, as Hollywood might lead us to believe, but the 'gauchos', 'huasos', 'llaneros' and 'vaqueros' of Argentina, Chile, Venezuela and Mexico? I certainly didn't, until I read Hank Wangford's revealing study of cowboy culture from Patagonia in South America to the Alamo in Texas.

brief summary of the book's content

what the reader learnt from the book

The book is full of interesting facts and stories about cowboy heroes who were previously unknown to me. One such man was Martín Miguel de Guemes, who in 1806 rode with thirty other gauchos into the waters of the River Plate and captured a British ship which had run aground there. The event is narrated with Wangford's characteristic sense of humour, which will have you laughing out loud from the very beginning of the book.

encouraging others to read the book

final recommendation

And if you're not a great cowboy fan, don't be put off by the title. 'Lost Cowboys' does more than simply trace the history of cattlemen on horseback: it provides a fascinating insight into the customs, food, music, geography and wildlife of a whole continent. There's something for everyone in the book, from enthusiastic and vivid descriptions of the scenery, to information on dances and singing traditions, such as the gaucho 'payadas' — I had no idea you could have a duel with the voice as your only weapon!

'Lost Cowboys' is an excellent read. It is both entertaining and educational and I would highly recommend it to anyone who is interested in travel books.

Task

Either: **a** write your own answer to the task above;

or **b** answer the following question.

The magazine published by your school's English club is asking students to give opinions on the coursebooks they have been using. Write a review of Ready for CAE, giving your views on the following points:

- its content
- its design
- how well it prepares students for the exam
- how much it has helped you improve your English

Write your **review** in approximately 250 words.

Useful language for reviews

Commenting critically

...provides a fascinating/valuable/revealing insight into...

I found the plot rather predictable/disappointing.

The acting is very impressive/convincing.

She gives a compelling/memorable performance as...

One particular strength/weakness of the film/book/CD is...

The design/characterization/production is second to none/is not its best feature.

Encouraging others (not) to read/watch/listen

Don't be put off by the title/critics/cover.

It will have you roaring with laughter/rushing out to buy the sequel.

It is a definite must-see.

I would definitely give it a miss.

I would highly recommend it to anyone interested in...

I would strongly advise you (not) to go out and buy/see it.

(For the language of Comparisons and a list of adjectives used in reviews, see page 212.)

Character reference

An English-speaking friend of yours has applied for a job as a guide in a history museum and you have been asked to provide a character reference for him/her.

The reference should indicate how long you have known the person. It must also include a description of the person's character and the reasons why he or she would be suitable for the job.

Write the **reference**.

Model answer

Character Reference: Andrew McNeish

I first met Andrew in 2001 whilst he was studying history at my university as part of the Erasmus programme. Since then we have remained firm friends and regularly visit each other in our respective countries.

Having heard him speaking on several occasions about his subject, both informally and in public, I am in no doubt that Andrew has the makings of an excellent museum guide. Not only is he extremely knowledgeable, but he also has a talent for bringing history alive, with an enthusiastic combination of entertaining stories, interesting facts and clear explanations.

In addition to his obvious passion for the past, Andrew has a very warm, friendly manner and always shows great patience and sensitivity towards others. These qualities enable him to communicate easily and effectively with people of all ages, and he would be just as at home talking to a party of young schoolchildren as he would be to a group of history students.

He is also an excellent listener and voracious reader, capable of assimilating large amounts of new information with great ease. This would undoubtedly help him to acquire the relevant background knowledge about each exhibit in the museum in a very short space of time.

For these reasons I am more than confident that Andrew has the necessary qualities for this job and he would be a great asset to your museum. He has always been a faithful and trustworthy friend to me, and I am sure he would make an equally loyal and reliable employee.

writer's relationship with applicant

applicant's suitability for the job

relevant qualities and aspects of personality

writer's recommendation

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avoiding repetition

Task

A friend of yours has applied to work on an international summer camp for children aged 6 to 16, and you have been asked to provide a character reference for him/her. The job involves planning and running a variety of activities, including games, sports and other outdoor pursuits.

The reference should indicate how long you have known the person. It must also include a description of the person's character and the reasons why he or she would be suitable for the job.

Write the **reference** in approximately 250 words.

Useful language for character references

Relationship

...and since then we have remained firm friends.
 During the (five) years he has worked for me, (Peter)...
 As a former colleague of (Susan's), I...

Overall suitability

She has the makings of an excellent (teacher).
 He would be a great asset to your company.
 She would make a valuable contribution to your school.

Abilities

Not only is she a highly talented (actress) but she is also an exceptionally gifted (musician).

He is a skilled craftsman/a proficient typist/an expert cook/a promising athlete/an accomplished singer.
 He has a talent for bringing history alive/a flair for languages/a gift for music.

Qualities

(Paul) has a warm friendly manner/a determined nature/all the necessary personal qualities.
 (Celia) shows great patience/sensitivity towards others/enthusiasm/potential. These qualities enable (her) to...

(See also pages 56 and 57 in Unit 4.)

You have seen this advertisement in an international magazine.

WRITERS REQUIRED

We are looking for people to write for this magazine about environmental issues in their local area that would be of interest to readers in other countries. We would like to hear from anyone who has:

- an interest in environmental concerns
- an awareness of environmental issues affecting their local area
- some experience of writing.

Send us a letter of application, explaining why you think you are suitable and describing two or three environmental issues currently affecting your local area.

Write your **letter of application**.

Model answer

Dear Sir/Madam

I am writing in response to your request for writers, which appears in this month's edition of 'Global Concerns'.

I am an active member of the Green Society at the university in the north-west of my country, where I am currently studying marine biology. The aim of the society is to raise awareness of environmental concerns amongst students and within the local community. As well as organizing debates on matters of local and global importance, we also publish a monthly journal which is devoted exclusively to green issues and to which I regularly contribute.

The economy of my region is largely based on forestry, farming and fishing and since it is likely that many of your readers live in areas with similar characteristics, I am sure they would be interested to read about the problems facing us. Last summer, for example, the petrol tanker 'Intrigue' sank off our coast, spilling large quantities of oil into the sea with devastating effects for marine wildlife and the fishing industry. I would greatly welcome the chance to write about the disaster, in particular the politicians' incompetent handling of the affair.

In addition, the forestry industry here has recently come under heavy criticism from environmental groups. The fast-growing, and therefore very profitable, eucalyptus is planted in favour of trees which are native to the region. Unfortunately, however, the eucalyptus allows nothing else to grow below it, preventing other plants and animals from surviving on the forest floor. Readers who are unaware of this situation might learn a great deal from an article on it.

I am convinced that issues like these would be of interest to people in other countries and I would very much like to have the opportunity to write about them for your magazine.

I look forward to hearing from you.

Yours faithfully
Lisa Blanco

reason for writing

relevant experience

separate paragraphs for each issue

expressing suitability and desire for the job

appropriately formal register

reasons why the issues would be of interest to readers

Task

Either: **a** write your own answer to the task above;
or **b** answer the following question.

WRITERS REQUIRED

We are looking for people to write for this magazine about people in their local area whose work, achievements or lifestyle would be of interest to an international readership.

Send us a letter of application, explaining why you think you are suitable and giving examples of two or three local people, living or dead, that you would write about.

Write your **letter of application** in approximately 250 words.

(For useful language, see page 49 in Unit 4.)