

An informal email



Hi Tamsin!

How are things with you? Thanks for your last email. Sorry for not writing sooner, I've been very busy recently.

I've got some interesting news for you, I've made a new friend online and she lives in Bristol! How weird is that? I started chatting to her a few weeks ago and we immediately clicked. Now we've become great friends. Her name's Rebecca and she's very friendly and easygoing – I really like her. In fact, you both live in the same street! Her family lives at number 34 and their name's Brown. Do you know her? I haven't met her in person yet but we're planning to meet up in the school holidays. Maybe you could come too?

Anyway, that's all for now. Write soon and tell me your news.

Lots of love,

Claudia

1 Read the email. Choose the main reason Claudia is writing to Tamsin.

- 1 She wants to meet up with Tamsin.
- 2 She feels bad because she hasn't written to her for a long time.
- 3 She wants to tell her about her new online friend.

2 Answer these questions.

- 1 How did Claudia meet Rebecca?
- 2 How long have they been friends?
- 3 What is Rebecca like?
- 4 Where does she live?
- 5 What's her surname?
- 6 What is Claudia planning to do in the holidays?

3 Find phrases in Claudia's email to match to the sections of an informal email.

- 1 a greeting
- 2 a question asking how the person is
- 3 opening comments
- 4 closing comments
- 5 a suggestion for future contact
- 6 a phrase to say goodbye

4 Adjectives and adverbs make sentences more interesting. Add adverbs or adjectives below to the sentences. Use each word once.

really ■ quickly ■ adorable ■ surprisingly ■
disappointing ■ fascinating ■ finally

- 1 My parents gave me an tiny kitten for my birthday.
- 2 I'm happy. My brother is getting married!

- 3 After three days of calling him, I've managed to talk to Graham.
- 4 Rob and I met in an online game and became friends.
- 5 I've just read a story about friendship.
- 6 I've just had some news. I'm feeling a bit down.
- 7 I'm a terrible driver but I took my driving test yesterday and I passed it!

5 TASK Write an informal email to a friend (about 150 words). Choose one of the following topics.

- Give advice on how to be a good friend to someone who is feeling sad (look back at the text on page 16 to get some ideas).
- Tell your friend about a new person you've met recently and why you like / don't like him / her.
- Reply to a friend's email with suggestions about how and where to make new friends.

Steps to writing

- 1 Choose your reason for writing.
- 2 Follow the sections in exercise 3 to organise your writing (make sure you include clear paragraphs: introduction, middle and end).
- 3 Include appropriate phrases in each section.
- 4 Use colloquial language and contractions.
- 5 Add adjectives and adverbs to make your writing interesting.

A description of a place

A place I love

My grandmother lives in Derbyshire in a lovely old house above the town of Matlock. My family have been going there every summer since I was three years old. My first happy memories of playing outside, surrounded by nature, are of that place near Matlock.



When we were children, my sister

and I always stayed with my grandmother for a month in the summer holidays. We loved going there because we were usually outside from morning till night, playing on the open **moor** in the sunshine, or in the **shady** woods near my grandmother's house. We played hide-and-seek for hours and I remember the sweet smell of summer flowers as I lay in the long grass, waiting for my sister to find me. The ground was soft under me and the sun was warm on my face. Bees **buzzed** lazily in the still air. Sometimes my sister and I found **blackberries** on the moor and ate them. They were juicy and sweet and the juice painted our fingers purple. There was a small stream nearby where we washed our hands and drank the cold, clear water, or **paddled our** white **feet** in it.

In my memory it seems the weather was always sunny on those long summer days – it never rained, it was never cold and we were free and innocent, like birds. When I feel sad or worried now I think of that place I love, and it always makes me feel calm and happy.

1 Read the description of a place.
Why does the writer love it?

2 Answer the questions with adjectives from the text.

- 1 What type of house does the writer's grandmother live in?
- 2 What sort of memories does the writer have about it?
- 3 What places did he and his sister play in?
- 4 Where did the writer hide from his sister?
- 5 How were the blackberries they sometimes found and ate?
- 6 What was the water in the stream like?
- 7 How is the weather in his memories of the place?

3 Find parts of the text to match the sections of a descriptive essay.

- 1 A good opening sentence stating why you've chosen that place.
- 2 Details of the location, special features, atmosphere, etc.
- 3 Your thoughts / feelings about it.
- 4 A memorable concluding sentence that summarises your reasons for choosing it.

4 Feelings related to the senses add a lot of interest to a descriptive essay. Complete the sentences with the words below. Then say which sense each word refers to.

loud ■ wet ■ bitter ■ shady ■ soft ■ sweet

Senses: sight, sound, smell, taste, touch

- 1 My feet were cold and from the snow by the time I arrived home.
- 2 The garden was full of the perfume of roses.
- 3 The rock music was so that we couldn't talk at all.
- 4 It was green and under the trees in the vast forest.
- 5 The sand under my feet was warm and
- 6 The coffee he brought us was black, and hot.

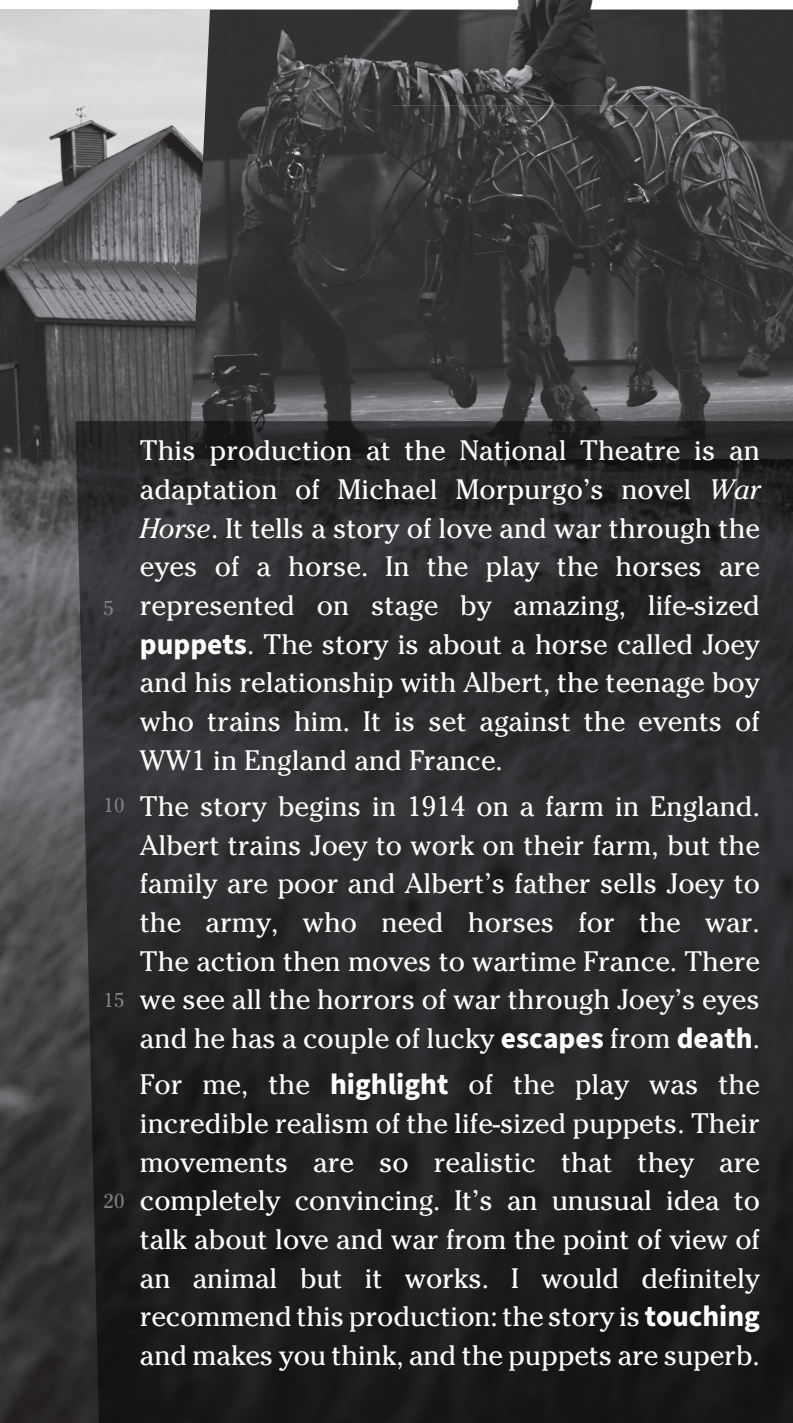
5 TASK Write a descriptive essay (about 150 words). Choose one of the following topics.

- a place I loved when I was a child
- a place I visited that moved me
- a place I visited that scared me

Steps to writing

- 1 Choose your topic.
- 2 Brainstorm adjectives to describe the place and your feelings about it.
- 3 In paragraph 1 introduce the place, say where it was and why you chose it.
- 4 In paragraph 2 provide a detailed description with plenty of adjectives.
- 5 Finish your essay with a memorable concluding sentence.

A review



This production at the National Theatre is an adaptation of Michael Morpurgo's novel *War Horse*. It tells a story of love and war through the eyes of a horse. In the play the horses are represented on stage by amazing, life-sized **puppets**. The story is about a horse called Joey and his relationship with Albert, the teenage boy who trains him. It is set against the events of WW1 in England and France.

The story begins in 1914 on a farm in England. Albert trains Joey to work on their farm, but the family are poor and Albert's father sells Joey to the army, who need horses for the war. The action then moves to wartime France. There we see all the horrors of war through Joey's eyes and he has a couple of lucky **escapes** from **death**. For me, the **highlight** of the play was the incredible realism of the life-sized puppets. Their movements are so realistic that they are completely convincing. It's an unusual idea to talk about love and war from the point of view of an animal but it works. I would definitely recommend this production: the story is **touching** and makes you think, and the puppets are superb.

1 Look at the photo and answer the questions.

- 1 What do you notice about the horse?
 - 2 What type of entertainment do you think the review is going to be about?
- A a film C a cartoon
B a play D a book

2 Now read the review and answer the questions.

- 1 Where did the performance take place?
- 2 Where does the original story of the play come from?
- 3 What's the main theme?
- 4 Who is the main character?
- 5 What happens to the main character?
- 6 How does the writer feel about the production? Why?

3 Underline the phrases / sentences in the review about these things.

- setting
- characters
- plot / main events
- special effects / characteristics
- personal recommendation

4 Look at these phrases for describing a story. Find them in the text and complete the sentences with the missing information.

- 1 It tells a story of ...
- 2 The story is about ...
- 3 It is set ...
- 4 The story begins in ...
- 5 The action then moves to ...

5 Think about a play, film or book you've seen or read. Use the prompts below to make notes about it.

- setting and characters ■ good / bad points
- plot and events ■ personal opinion

6 TASK Write a review (about 150 words) about the work you chose. Use the Steps to writing box, your notes from exercise 5 and the phrases from exercise 4 to help you.

Steps to writing

- 1 Choose a film / play / book, etc. you know well.
- 2 Make notes about setting, characters, plot and reasons why you liked it.
- 3 In paragraph 1 give the title and background, describe the setting and characters.
- 4 In paragraph 2 use appropriate phrases to summarise the main events.
- 5 In paragraph 3 explain why you liked it and give a personal recommendation.
- 6 Check your spelling and grammar.

A 'for and against' essay

Must we ban contact sports for children?

We all want children to enjoy physical activities. Playing team sports is an important part of learning to work together, and it's a great way to stay fit and healthy. However, many parents are worried about the dangers of contact sports like rugby and football, specifically the risk of serious **head injuries**. But how real are the risks from contact sports?

If we're going to ban risky activities for children, we need to look at the wider picture. Although we've all heard about the possible risks from contact sports, research shows that the greatest risks of serious head injuries are actually from skiing, snowboarding and horse riding. Do we need to ban all sports to eliminate risk from our children's lives?

In fact, is eliminating risk from children's lives the best solution? In team sports, children learn to **assess** risk and how to deal with it, an important ability in their later professional lives. Are we creating a generation of adults who are afraid of taking risks – no more astronauts, artists or entrepreneurs?

Although there are lots of alarmist stories about head injuries from contact sports, serious injuries are very rare. There is simply not enough **evidence** to support the argument that the dangers of contact sports **outweigh** the benefits.

1 Read the essay. Does the writer agree or disagree with the argument in the title?

2 Answer these questions.

- 1 Why are parents worried about contact sports in schools?
- 2 Which other sports have a high risk of head injuries?
- 3 What do some people think is the solution to avoid this risk?
- 4 What is a possible negative consequence of eliminating risk from children's lives?
- 5 How does the writer describe the stories about head injuries from contact sports?

3 Underline the phrases / sentences in the paragraphs which tell us these things.

Para 1: the two sides of the argument

Para 2: reasons for the argument

Para 3: reasons against the argument

Para 4: the writer's opinion about the argument



4 TASK Write a 'for and against' essay (about 150 words) on one of these topics. Use linkers to contrast points for and against the argument.

- team sports help to develop the team spirit in life too
- schools must include e-sports on their PE curriculum
- some sports are only for boys and some are only for girls

Steps to writing

- 1 Choose your topic.
- 2 Brainstorm ideas for and against the argument.
- 3 In paragraph 1 introduce the topic and both sides of the argument.
- 4 In paragraphs 2 and 3 provide reasons and examples for both sides.
- 5 In the last paragraph write a conclusion and state your opinion.
- 6 Remember to use linkers to contrast your ideas.
- 7 Use formal language and avoid direct speech.
- 8 Remember to check your spelling and grammar.



WRITING STRATEGY

Linkers for contrast

Look at these sentences:

- *Playing team sports is a great way to stay fit and healthy. **However**, many parents are worried about the dangers of contact sports like rugby and football, ...*
- ***Although** we've all heard about the possible risks from contact sports, research shows that the greatest risks of head injuries are actually from skiing ...*

A police report

Willow Bank Police Station, Middleton

Date: Wednesday January 16th
Time: h 14:15
Witness: Miss Julie Fellows
Address: 27 Forest Road, Middleton

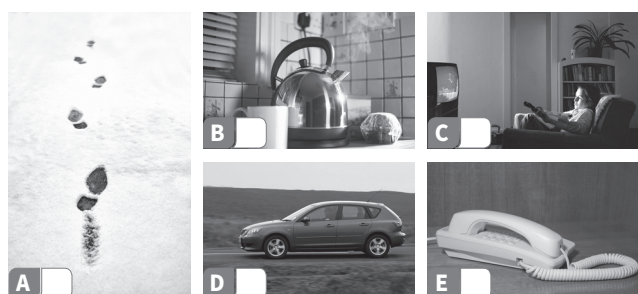
It was January the 15th. I was watching TV at home. At 9:30 pm I went into the kitchen to make a cup of tea. I know it was 9:30 pm because the news had just finished on TV. I opened the back door to call my cat. While I was waiting, I noticed something unusual. There was snow on the ground and someone had made **footprints** in my garden. The footprints went towards my neighbour's garden. It was dark, so I couldn't see anyone at first. Then I saw a man. He came out of the trees and went towards my neighbour's garage.

15 He was quite short and he was wearing a dark **hoodie**. I don't know how old he was because his face was hidden. He tried to open the garage door but it was **locked**. Then he went around the back of the garage and I couldn't see him.
 20 I went into the living room to phone my neighbour. While I was looking for her number, I heard a car **engine**. Then I saw my neighbour's blue car go past my house.
 25 The car was going very fast and I noticed that the side window on the right was broken. After that I phoned the police and told them what I had seen.

CLASSIFIED

1 Look at the pictures and answer the questions.

- What type of crime do you think the report is about?
- What time of year did it happen?



2 Read the report and put the pictures in exercise 1 in the correct order.

3 Complete column 1 of the table with information from the text. Is Julie a good witness?

	1 Julie's report	2 My report
Date of crime		
Time		
Place		
Name of witness		
Relationship to victim		
Description of crime		

4 Choose one of the situations below. Imagine you were a witness to this crime. Complete column 2 of the table in exercise 3 with your ideas.

- You were in the shopping mall. You saw a woman. She was stealing a dog from outside a shop.
- You were on a train. You saw a gang of teenagers. They were painting graffiti on the wall of a church.
- You were in the bank. You saw two men in masks come in. You heard them tell the bank clerk to give them all the money.

5 TASK Write a report (about 150 words) about the crime you chose in exercise 4. Use the Steps to writing box and the information from the table to help you.

Steps to writing

- Makes notes about when and where the crime happened.
- Say what time it happened and why you remember.
- Describe the events using appropriate past tenses.
- Describe the suspect.
- Use short sentences and factual language.
- Leave out unnecessary adjectives and adverbs.
- Use indefinite pronouns (*someone, something, etc.*).
- Check your spelling and grammar.

A summary



WRITING TIP

A **topic sentence** is the key sentence in a paragraph of text. It tells us the main message of the paragraph and contains important keywords. In summarising a passage it's useful to identify the topic sentence first.

- 1 Read three possible topic sentences for paragraph 1. Which is correct?**

- 1** Leopards are solitary animals and rarely come into contact with humans.
- 2** However, reports from Mumbai in India show that the leopard's behaviour may be changing.
- 3** The film shows that in fact these leopards are looking for a different dinner.



- 2 PAIRWORK** Discuss with a partner. Why are the other two sentences not good topic sentences?
- 3** Now underline the topic sentences in paragraphs 2 and 3.
- 4** Which of these are keywords and expressions in paragraph 1 of the text? Tick (✓) the keywords and cross out the rest.

- 1 leopards
- 2 solitary
- 3 cities
- 4 rarely
- 5 felines
- 6 India
- 7 hunting
- 8 Mumbai
- 9 attack
- 10 pigs
- 11 constant
- 12 noise

- 5** Now circle the keywords in paragraphs 2 and 3.
- 6** Read a summary in 58 words of the introduction and paragraph 1 of the text. Tick (✓) the types of information that it doesn't contain.

- | | |
|----------|----------------|
| 1 names | 4 impressions |
| 2 facts | 5 times |
| 3 places | 6 descriptions |

Cities are growing and are destroying the habitats of many wild animals. Because of this, some animals are moving into cities and are adapting to life there. In India a film crew filmed leopards hunting in the city at night. The film shows leopards going into the city to attack pigs, which the inhabitants keep in their gardens.



- 7 TASK** Now use the topic sentences from exercise 3 and the keywords from exercise 5 to produce a summary of the other two paragraphs in the text. Use the Writing tip and the Steps to writing boxes to help you. Write about 100 words.

Steps to writing

- 1 Identify the topic sentence(s) in the text.
- 2 Underline the key information and make a list of bullet points.
- 3 Circle the keywords.
- 4 Rewrite the bullet points in short, clear sentences.
- 5 Use your own words.
- 6 Don't include additional details, descriptions or impressions.
- 7 Avoid repetition.

A proposal

How to make us healthier – a proposal

A Introduction

The aim of this proposal is to present a plan to make our community healthier. **Furthermore**, our objective is to encourage young people in particular to become more physically active and socialise more often.

B Background

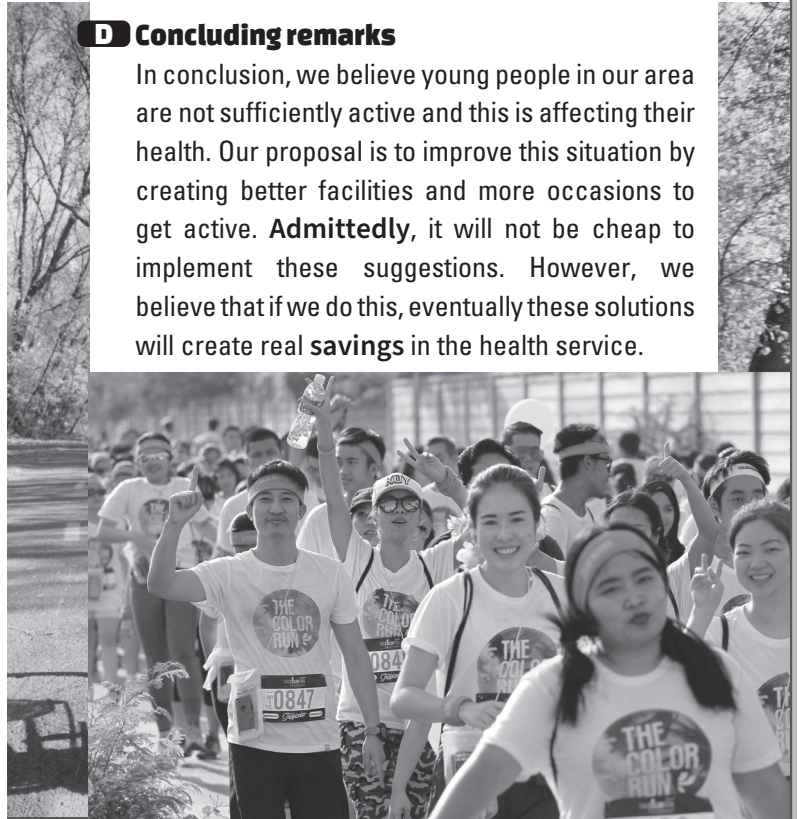
We believe that the general population is not active enough and this is causing health problems, even in teenagers. Treating these problems puts huge pressure on local health services. If people did more exercise, the number of people with these problems would decrease and the health service could treat more serious **illnesses**.

C The proposal

We suggest that schools should get together with the council to coordinate regular sporting events. These could include fun runs and cycle races, perhaps once a month. In addition, improved sports facilities could include cycle paths, running tracks and exercise machines in parks, and free fun exercise classes in schools.

D Concluding remarks

In conclusion, we believe young people in our area are not sufficiently active and this is affecting their health. Our proposal is to improve this situation by creating better facilities and more occasions to get active. **Admittedly**, it will not be cheap to implement these suggestions. However, we believe that if we do this, eventually these solutions will create real **savings** in the health service.



- 1 Read the proposal. Which of the suggestions from the Writing strategy on page 73 does it mention?
- 2 Read the proposal again and decide if the sentences are true (T) or false (F). Correct the false ones.
 - 1 The writers believe lack of exercise causes major health problems for a lot of teenagers. ☐ T ☐ F
 - 2 Their suggestions include indoor and outdoor facilities. ☐ T ☐ F
 - 3 They think these suggestions won't cost a lot of money. ☐ T ☐ F
- 3 Match the phrases from the proposal to their functions.
 - 1 ☐ In conclusion
 - 2 ☐ We suggest that ...
 - 3 ☐ In addition
 - 4 ☐ We believe that ...
 - 5 ☐ The aim of this proposal is ...
 - a introducing the reason for the proposal
 - b explaining the background to the problem
 - c presenting the solution
 - d giving additional details
 - e summarising the proposal and its benefits

- 4 **TASK** Read the situation and write a proposal with your suggestions (about 150 words). Use the Steps to writing box and the phrases from exercise 3 to help you.

Your town has won a large amount of lottery money to make it a healthier place to live. The local council is holding a competition to decide the best way to use the money.

Steps to writing

- 1 Introduce the topic and state the reason for the proposal.
- 2 Use appropriate phrases to add background information.
- 3 Present the solution and add details about it.
- 4 Summarise the proposal and mention some of its benefits.
- 5 Use formal, factual language.
- 6 Use appropriate language to make recommendations.
- 7 Check the sentences are logically connected.
- 8 Check your spelling and grammar.

A biography

- 1 Read the biography. Where did Nelson Mandela spend most of his life?

NELSON MANDELA: FATHER OF A NATION

Nelson Mandela was called the 'Father of a Nation' because, after many years campaigning for racial equality in South Africa, he eventually became the first black president. By the time he became president in 1994, he had convinced the government to end the racist system called *apartheid*, which discriminated against black people. But Mandela wasn't only the father of a nation. He was also the father of six children of his own and had 18 grandchildren!

Nelson had four children with his first wife, Evelyn, before they divorced in 1958. He then had two children with his second wife, Winnie, before they divorced in 1996, six years after his release from prison. He didn't have any children with his third wife. He dedicated his life to politics and spent 27 years in prison



- 2 Write the dates for these events in Nelson Mandela's life and put them in chronological order.

- a ☐ He became the first black president.
- b ☐ He died.
- c ☐ He went to prison.
- d ☐ He divorced Evelyn.
- e ☐ He divorced Winnie.
- f ☐ He left prison.

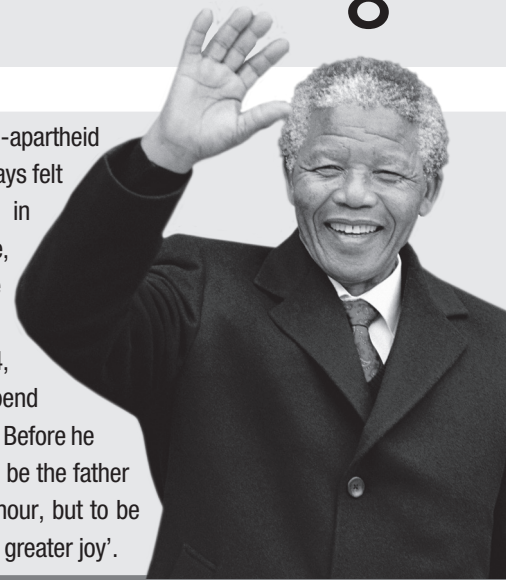
- 3 Biographies often focus on particular areas of the person's life. Which two aspects of Mandela's life does the text focus on?

- 1 childhood
- 2 family
- 3 career and achievements
- 4 travels

- 4 Only one of these sentences about Mandela is true. Decide which one then correct the others.

- 1 He changed the system of government in South Africa after he became president. ☐ T ☐ F
- 2 He married three times. ☐ T ☐ F
- 3 He had four children. ☐ T ☐ F
- 4 He always spent a lot of time with his family. ☐ T ☐ F
- 5 He felt his political success was more satisfying than being a father. ☐ T ☐ F

- because of his anti-apartheid beliefs. However, he always felt that if he hadn't been in prison for most of his life, he would have been able to enjoy his family more.
- 20 When he retired in 2004, he was finally able to spend more time being a father. Before he died in 2013 he said, 'To be the father of a nation is a great honour, but to be the father of a family is a greater joy'.



- 5 Choose the best time markers below to complete these sentences.

after ■ before ■ by the time ■ then ■
eventually ■ later ■ when

- 1 Ed and Sue got married. They had been together for 2 years.
When / By the time / Before Ed and Sue got married, they had been together for 2 years.
- 2 Jake had been married to Lily. He divorced her and married Ronnie.
- 3 Harry joined Greenpeace. He had been interested in green politics for years.
- 4 Jo campaigned for a long time. She became an MP.
- 5 Callum and Olivia adopted Greg. He was a baby.
- 6 First the family lived in Vienna. They moved to Prague.

- 6 TASK Write a biography (about 150 words) of a person you like. Use the Steps to writing box and exercise 5 to help you. Focus on some of these areas.

■ childhood ■ career ■ travels
■ family life ■ achievements

Steps to writing

- 1 Choose a person you are interested in.
- 2 Find out the basic facts of the person's life.
- 3 Think about what else you'd like to know about the person and research these aspects.
- 4 Decide how to present the events, chronologically or by theme.
- 5 Choose one area of their life or one theme and focus on that.
- 6 Use time markers to present the events clearly and in an interesting order.
- 7 Check your grammar and spelling.

A formal letter or email

Dear Mrs Morley,

I am writing to the British Design Association to present my design for the Young Inventor of the Year competition in the 14–16 years category.

- 5 My project is a smartphone app for young people which has been designed to help **maximise** the use of the available sports facilities in their areas. The aim of the app is to increase the use of communal sports facilities by young people.
- 10 It does this by creating groups **at short notice** who can use the spaces together, as they become available, to do sports and socialise.

I would be **grateful** if you could read the attached description of the project and give me

- 15 your **feedback** on the following points.

Firstly, whether it meets all of the criteria for entry into the 'Community Impact' category of the competition. Secondly, whether the application forms have been completed

20 correctly. (Section 7 in particular.) In addition, I'd be very interested to hear any suggestions you might have about how to improve the presentation of my design.

- 25 Please do not hesitate to contact me if you require any further information.

I look forward to hearing from you soon.

Yours sincerely,

Michael Appleton



- 1 Read the letter. What is the writer's reason for writing it?

- 2 Read and decide if the sentences are true (T) or false (F). Correct the false ones.

- | | | |
|--|----------------------------|----------------------------|
| 1 Michael is between 14 and 16 years old. | ☐ T | ☐ F |
| 2 His project is an app for sport centres. | ☐ T | ☐ F |
| 3 The aim of the app is to make teenagers do exercise. | ☐ T | ☐ F |
| 4 Michael would like to hear Mrs Morley's opinions on the app. | ☐ T | ☐ F |
| 5 He had some difficulty completing the application forms. | ☐ T | ☐ F |
| 6 He hopes she'll reply soon. | ☐ T | ☐ F |

- 3 Find the phrases in Michael's letter which correspond to the features of a formal letter / email listed below.

- | | |
|--------------------------|---------------------|
| 1 greeting | 4 encourage someone |
| 2 the reason for writing | to reply |
| 3 a request | 5 end the email |

- 4 Find formal expressions in Michael's letter which correspond to these informal expressions.

- 1 Hi!
- 2 Call me if you want to
- 3 Love,
- 4 Can you ...?
- 5 My project's for ...
- 6 Write back soon!

- 5 TASK Read the situation and do the task.

Situation: Your region has organised a songwriting competition for high-school students. The songs have to be about the town where you live. A famous popstar is going to perform the winning song on national television. You've written a song that you think has a good chance of winning.

Task: Write a formal letter asking to submit your song in the competition. Explain what it's about and ask for feedback from the organisers (about 150 words). Use the Steps to writing box and expressions you found in exercise 4.

Steps to writing

- 1 Include a formal greeting with the person's title (*Mr, Mrs, Dr, etc.*).
- 2 Give your reason for writing.
- 3 Make a request.
- 4 Encourage the reader to reply quickly.
- 5 Include a formal ending (*Yours sincerely, Kind regards*).
- 6 Use formal language and full verb forms.
- 7 Check your spelling and grammar.

A magazine report

BEAUTY, and the BEST!

The Emma Watson interview

Emma Watson is the kind of girl you'd want as your best friend – intelligent, attractive, talented and an all-round really **nice gal**! In celebration of her new movie *Beauty and the Beast*, we sat down with Disney's newest star to

5 talk films and feminism.

Firstly, I asked Emma whether she had kept anything from the film set as a souvenir. She told me that the costume designer had designed a ring for Belle which Emma thought was really beautiful. She asked if she could keep

10 it after the film and now she wears it all the time.

The film has a **happy-ever-after** ending, when Belle and the Beast get married. I asked Emma what she imagined happened to her character after that. She said she thought Belle opened a school and a public library in the

15 castle, which she ran for the local people!

When she's not acting, Emma campaigns for women's rights, so I asked what she thought was the biggest problem for young women today. She pointed out that although girls are told they don't need feminism **anymore**,

20 they're still treated differently to men in the workplace so there's still a lot to do to achieve 100% equality.



5 TASK Read the situation and do the task.

Situation: You've been asked to write an imaginary report of an interview with a famous celebrity for your school blog. Think of someone you would like to interview from the world of entertainment, film or sport. Research some information about them online. What do you think people would like to know about them?

Task: Write the report of your interview (about 150 words). Think of three or four key questions you want to ask the celebrity and how to report them. Then write their 'answers' to your questions, based on your research. Use the Steps to writing box to help you with the interview and the Writing strategy on page 99 to invent a good headline.

1 Read the interview. Why has Emma Watson been interviewed?

2 Answer the questions.

- 1 Which film company made Emma's latest film?
- 2 What did Emma keep as a souvenir of the film?
- 3 What did Emma imagine happens to her character after the film ends?
- 4 What work is Emma involved in apart from acting?
- 5 Does she think that feminism is still relevant in today's society? Why / Why not?

3 The interviewer asks Emma three questions. Underline the reported questions in the text. Rewrite them in direct speech.

4 Underline two facts about Emma in the text (blue) and an opinion (red).

Steps to writing

- 1 Invent an eye-catching headline.
- 2 Include some background information about the celebrity (career successes, family, etc.).
- 3 Express your opinion about them.
- 4 Give a reason for interviewing them.
- 5 Report the questions you asked them using reported speech.
- 6 Give their answers using reported speech.
- 7 Use informal language.
- 8 Check your spelling and grammar.

A travel blog

Question

Travel blogs wanted

We are looking for travel blogs for our new online English-language magazine for teenagers.

Your blog must begin with this sentence: *We got here this morning. What an amazing place!*

Your blog must include: • The sea • Food

Write your blog.

Answer

Barcelona: dream city

We got here this morning. What an amazing place! Luckily, I'd managed to get a window seat on the plane, so I was watching as we landed. I could see the beaches clearly (it felt like we were heading straight for them!). There were rows of colourful umbrellas and the sea was sparkling blue (not like the sea back home in Britain!). Maybe because Barcelona is quite a big city, I hadn't imagined anything so beautiful.

1 Read the question and the answer.

Underline the two pieces of information the writer needed to include.

2 Now read the blog again and answer these questions.

- 1 Where was the writer while writing the blog?
- 2 How did they travel?
- 3 Why was the writer surprised?
- 4 What were their first impressions of the hotel?
- 5 What kind of food did the writer *not* eat?
- 6 What does 'we hit the tourist trail' mean?

3 PAIRWORK What does the blog tell you about the writer? Answer these questions.

- 1 Has the writer ever been to Barcelona before?
- 2 Where does the writer come from?
- 3 Roughly how old is she / he?
- 4 Which of these words best describe her / him?

Why do you think so?

- | | |
|---------------------------------------|--|
| ☐ fearless | ☐ adventurous |
| ☐ excited | ☐ lazy |
| ☐ enthusiastic | ☐ unimaginative |
| ☐ nervous | ☐ inquisitive |

It took ages to collect our bags and get out of the airport, but the metro was easy to work out. I practised my GCSE Spanish (grade A last year!) and managed to get directions to the hotel. It's quite small and friendly, very modern with bright colours everywhere, and a wonderful smell of coffee! The first thing we did was eat. There was a tapas bar next to the hotel. There was lots of weird-looking sea food, which I avoided (I will try it before we leave, honestly!) so I stuck with things that looked familiar – it was delicious. Then we hit the tourist trail!



4 TASK Think of a holiday you've been on and write a short blog (about 150 words) to recount events. Include information about your travel, the food you ate and any interesting people you met.

Steps to writing

- 1 Read the question and note down what you need to include.
- 2 Think of a catchy title which describes the events.
- 3 Ensure your writing style is informal. Include abbreviations, slang expressions and contractions.
- 4 Do a rough draft. Check spelling, punctuation and grammar.
- 5 Write a final draft.

A formal email

Question

You recently ordered a book online. It was a birthday present for a friend. The order arrived but there were certain problems with it. Write an email to the Customer Services department complaining about the service you have received. Inform them of the problem with your item. Make sure you ask the company to respond to your complaint and provide some compensation (like refund you the money or send an alternative book).

- order number: ADX 00325738
- *Green Living*, by David and Sarah Masters (paperback)
- £8.50
- next day delivery

Answer



To:	Customer Services
Object:	Order number ADX 00325738

Dear Sir or Madam,

I am writing to complain about a book which I recently bought from your website. The title of the book is *Green Living*, by David and Sarah Masters.

The main issues I have are these. Although you told me that it would arrive the next day, it actually took a week. Moreover, when it finally arrived the package was wet and torn open and the book was damaged. The book was supposed to be a present, but it was so badly damaged, I had to buy something else.

I would therefore like a refund. Could you also let me know how to return the damaged book free of charge? I look forward to hearing from you as soon as possible.

Yours faithfully,
Joe Simpson

1 Read the question. Underline all the information the writer needs to include.

2 Now read the email. Then answer these questions.

- 1 Does the writer know who he is writing to?
How do you know?
- 2 The writer makes two complaints. What are they?
Which word links them?
- 3 What does the writer want the company to do?
- 4 How does the writer ask for his money back?
- 5 How does the writer ask for more information?
- 6 How does the writer show that he would like a quick reply?

3 TASK Write an email to the Customer Services department complaining about something you have just bought online. Think about these questions and include this information in your email.

- What is the item?
- Why are you disappointed? (e.g., Did they send the wrong thing? Is it broken? Was it described badly?)
- What do you want – your money back (a refund), or a replacement?

Steps to writing

- 1 Read the question and note down what you need to include.
- 2 Make sure you start with a formal greeting.
- 3 Remember to state the problem at the start of your email.
- 4 Remember the rules for formal language (avoid contractions and informal expressions).
- 5 Make sure you end with a formal salutation and request that the company provides some resolution to your problem (you should indicate what you want them to do).
- 6 Write in full sentences and make sure you check your spelling and grammar.
- 7 Write your first draft. Write about 150 words.
- 8 Check your work again and then write a final draft.

An opinion essay

QUESTION

In your English class you have been talking about food waste. Now, your English teacher has asked you to write an essay. Write an essay answering the question below, using all the notes and any extra ideas you can think of. Give reasons for your point of view.

Every year the UK throws away 15 million tonnes of good food, but thousands of people are hungry. What do you think is the solution to this problem?

NOTES – Write about:

- 1 sharing food
- 2 restaurants that recycle food
- 3 (your own ideas) governments – control waste, help the poor

ANSWER

It is shocking that British people throw away 15 million tonnes of good food every year. Meanwhile, thousands of people do not have enough to eat. What can we do about this?

- 5 There are several local answers. First, communities could share food by having a community fridge and donating leftover food and taking what they need. This is a great idea, although it depends on people's generosity. In addition, some people could take food when they do not really
- 10 need it. Secondly, restaurants could recycle food that shops and other restaurants don't need. There are already some cafés like this and they are popular. On the other hand, they also depend on people's good will to survive. A third idea is that the government should act to control food waste and help the poor. For example,
- 15 they could fine people who throw away good food. They could also give more financial help to the poor, so that nobody is hungry.
- In my opinion, although local projects help with food waste and hunger, they are not enough by themselves. I believe that government action is the only way to solve the problem properly.



1 Read the question. What is the essay about?

2 PAIRWORK Read the answer and discuss these questions.

- 1 How does the writer show that he / she has read the question carefully?
- 2 What is the purpose of each paragraph?
- 3 What phrases does the writer use to link ideas?
- 4 How do we know when the writer is stating his / her own opinion?

3 Use some of the linkers below to complete these sentences.

(On the one hand ...) on the other hand ■ However, ... ■
 ... although ... ■ so (that) ■ because (of that) ■ therefore ■
 for this reason ■ Firstly / First of all, ... ■ Secondly, ... ■
 Finally, ... ■ In addition, ... ■ Moreover, ... ■
 Not only that, ... ■ For example, ...

There are several possible solutions to food waste. ¹....., we could buy less food. ²....., we could store it better. ³....., we could share it with other people. We live in a rich country. ⁴....., a lot of people go hungry every day. ⁵..... many people don't even have anywhere to live. There are poor people in our town. ⁶....., a man sometimes sleeps in the street outside the supermarket. ⁷..... we are raising money to help the homeless.

4 TASK Write an opinion essay to answer this question. Use the notes and your own ideas. Write about 150 words.

What is the best way to help poor people in developing countries?

Write about:

- 1 raising money for charity
- 2 philanthropy
- 3 (your own ideas)

Steps to writing

- 1 Read the question carefully.
- 2 Brainstorm ideas and add to the notes.
- 3 Plan your paragraphs, making sure each one has a clear purpose.
- 4 Make sure you state the question in the introduction in your own words, and summarise your points in the conclusion.

An informal letter

1 Read the question. Where is Sara from?

Question

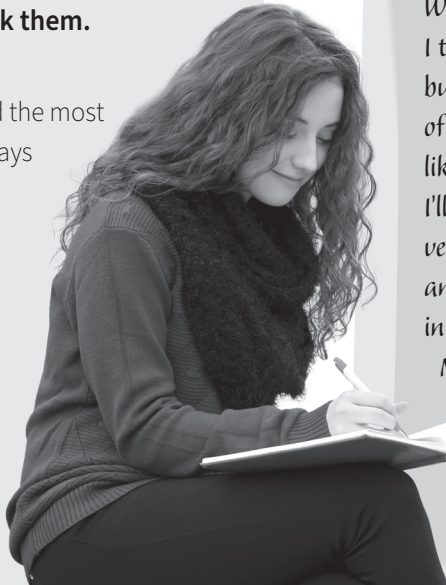
You've just returned from a week in London with a host family. Write a letter to thank them.

In your letter:

- say what you enjoyed the most
- say what you will always remember – and why
- send them greetings from your family and invite them to visit you

Write at least 150 words.

You do *not* need to write any addresses.



Answer

Dear Mr and Mrs Jackson,

I'm writing to say a big thank you for giving me such a great time in London. You were very kind to me and I really enjoyed it.

I think my favourite day was when we went on the Millennium Wheel and saw that fantastic view of London.

I thought I was going to feel sick because it went up so high, but it wasn't scary at all! It was fun walking along the side of the river and I liked the art gallery, too. I'd never seen art like that before!

I'll always remember your English breakfasts! They seemed very strange at first but I liked them very much. Oh, and I'm sorry I laughed when you drank cappuccino in the afternoon.

My parents send their best wishes. They would like to welcome you here one day.

I'd better go now. My mum's calling me.

Thank you again,
With love, Sara

2 PAIRWORK Read the answer and reply to these questions.

- 1 What phrase does Sara use instead of 'thank you very much'?
- 2 What form of the verb comes after 'thank you for ...'?
- 3 What did they do on her favourite day?
- 4 What does she apologise for? Do you think it was a very serious matter?

3 PAIRWORK Read the letter again and discuss these questions.

- 1 Does the writer answer the question properly (think of the points she had to insert)?
- 2 What is the purpose of each paragraph?
- 3 What phrases does the writer use to start and end the letter?

4 TASK Your British exchange partner is coming to stay with you for a week. You have already been to stay with her / him, so you know each other. You have decided to write to her / him in preparation for the visit.

In your letter:

- 1 ask how she / he is and give some news about yourself
- 2 explain some plans for the week
- 3 ask what she / he would like to do
- 4 send greetings to her / his family

Write at least 150 words. You do *not* need to write any addresses.

Steps to writing

- 1 Read the question carefully, especially the points the writer needs to include.
- 2 Brainstorm ideas and make notes.
- 3 Plan your paragraphs, making sure each one has a clear purpose (introduction, middle, end).
- 4 Make sure you begin and end your letter appropriately.
- 5 Check your spelling, punctuation and grammar (think of the main tense you will use).
- 6 Write your first draft.
Write about 150 words.
- 7 Check your work again and then write a final draft.

A news report

1 Rearrange the paragraphs to make a news report. Write 1, 2, 3 and 4.

☐ Witnesses described him as about 16 years old, white, and skinny. He was wearing a blue hoodie which hid his hair and face. He ran off in the direction of the bus station before anyone could stop him.

☐ Police spokesman **PC Burns** praised Mr Turner for his quick thinking and public-spirited attitude. He appealed to anyone who could help identify the culprit to contact the police on 07834893.

Police Constable



☐ Mr Turner, who was inside the shop at the time, noticed a youth behaving suspiciously. When the youth put his hand into 18-year-old Elisabeth Jones's bag, Mr Turner shouted 'Stop!'. This frightened the thief, who dropped the purse and ran out of the shop.

☐ On Monday 17 January at 10:15 am there was an attempted robbery in the Quickstop Shop on Lansdowne Road. The attempt failed thanks to 79-year-old Jack Turner.

2 Answer these questions.

- 1 Where did the incident happen?
- 2 What did Mr Turner see?
- 3 What happened next?
- 4 Who was nearly the victim of the crime?
- 5 What have the police requested?

3 **TASK** You are a journalist for a local newspaper. Read the situation and the notes, then write a report. Write between 140 and 190 words. Follow the order given in the notes.

Closed Circuit TV



A group of school children have been shoplifting sweets from several shops near where you live. Police have CCTV images of them, but their faces are not visible because of their hoodies.

- 8 incidents 8th-15th May: 4 in Mega Supermarket (London Road), 2 in Lindy's Sweets (also London Road) and 2 in Mazda's Newsagent's (Cliff Street)
- 2 boys, 2 girls, approx. 12/13 yrs old, wearing hoodies
- spokesman from Mega Supermarket said extra store detectives on duty
- Lindy Pearce from Lindy's Sweets: blamed parents ('They should control their kids - it's a disgrace')
- police: asked public to report suspicious behaviour: telephone number 0304388

Steps to writing

- 1 Read the task carefully, and make sure you cover all the points.
- 2 Plan your paragraphs.
- 3 Use formal language (except in direct quotations).
- 4 Write your first draft. Write about 150 words.
- 5 Check your work again and then write a final draft.

A summary

- Indiana Jones – hero of series of films
- Created by George Lucas (also created *Star Wars*)
- Director: Steven Spielberg
- Star: Harrison Ford
- Archaeologist and explorer – exciting and romantic adventures
- First film 1981, *Raiders of the Lost Ark*
- series popular ever since then



1 Indiana Jones, who is one of my favourite film characters, is the hero of a series of amazing films created by the famous filmmaker George Lucas. He also created *Star Wars*, another top film series. Steven Spielberg directed the Indiana Jones films, so that's why they're so great. Harrison Ford is the star, and he's brilliant. He plays an archaeologist who has exciting and romantic adventures. The first film in the series is called *Raiders of the Lost Ark* and it was released way back in 1981. They've been incredibly popular ever since.

1 PAIRWORK Look at the notes of an article on Indiana Jones and then read the two summaries. Which one is better? Why?

2 Now look at the notes on Petra. Fill in the gaps to form a summary.



- in Jordan – ancient city – carved out of rock
- called the Rose City – pink rock
- dates back to approx. 312 BC – named as a wonder of the world 2007
- still being excavated – 2016 important new discoveries

• site very popular with tourists – too much tourism a threat – damage to environment

2 Indiana Jones is the hero of a series of films created by George Lucas, who also created *Star Wars*, and directed by Steven Spielberg. The film series stars Harrison Ford in the role of an archaeologist, who has exciting and romantic adventures. It has been popular ever since 1981, when the first film, *Raiders of the Lost Ark*, was released.

3 TASK Look again at the text on page 63. Then look at the notes and headings from exercises 11 and 12 on page 62. Write a summary of the text. Use about 80 words.

Steps to writing

- 1 Read the text carefully and check your notes cover all the points.
- 2 Use the headings to help you.
- 3 Make sure you don't include unnecessary information or direct speech.
- 4 Use linkers and relative clauses to link points.
- 5 Remember that style and accuracy are as important as content.
- 6 Write your first draft. Write about 100 words.
- 7 Check your work again and then write a final draft.

Petra, ¹..... is in Jordan, is ²..... ancient city carved out of rock. It is often called *the Rose City* ³..... of the rock's pink colour. The city, ⁴..... dates back to ⁵..... 312 BC, was named as a wonder of the world ⁶..... 2007. Petra is still being excavated, ⁷..... in 2016 ⁸..... important new discoveries were made. The site is ⁹..... popular with tourists, although too much tourism is creating a threat ¹⁰..... it causes damage to ¹¹..... environment.

An online review

Question

YOU SEE THIS ANNOUNCEMENT ON A WEBSITE



Have you eaten out recently? What was it like? We'd love to hear from you! Write a review and post it here. Tell us about the food, the atmosphere, the service, the prices – in fact share the whole experience!

Write your answer in 140–190 words in an appropriate style.

Answer

The Fig Tree, Birmingham

A group of us went there last Saturday to celebrate my friend's 18th birthday. It was my first time there but I liked it straight away. The staff were really friendly and they'd even decorated our table with balloons. Most of us ordered pizzas and they tasted great – they obviously use fresh ingredients – although they weren't very big, and if you wanted salad, you had to order it separately. My friend's lasagne wasn't very impressive – it'd been reheated in a microwave, and she said it was a bit dry and tasteless. Most people had ice cream for dessert and said it was excellent.

I had tiramisù and it was to die for! The service was fast – maybe even a bit too fast! The final bill was a bit pricey, but we all enjoyed the evening and would go again.

So, I'd definitely recommend it, but I'd go for a pizza if I were you, and keep away from the lasagne!

Stella, Birmingham ●●●●●

1 Read the question and the answer. Would you like to eat at The Fig Tree? Why / Why not?

2 PAIRWORK Now read the answer and discuss the questions.

- 1 Does the writer cover all the points in the question?
- 2 What was Stella's first impression of the restaurant? Underline the parts of the text that tell you.
- 3 What was good about the food, and what was not so good?
- 4 What do we learn about the waiters and waitresses?
- 5 Did Stella like her tiramisù? Which phrase tells us?
- 6 Did she think the restaurant was good value? How do you know?
- 7 What advice does she give to potential customers?

3 PAIRWORK Which sentence (A or B) is more appropriate for an online review? Why?

- 1 **A** I am writing this review in order to recommend it – we thoroughly enjoyed our evening there.
B I'm happy to recommend this place – we had a great evening.
- 2 **A** The service was a bit slow but apart from that it was all good.
B Unfortunately the slow service spoiled what was otherwise a pleasant experience.
- 3 **A** The fish was pretty good, but the chips were rather disappointing.

B The French fries were sub-standard, although the fish was satisfactory.

- 4 **A** The ambience and decor were not to my taste.
B I wasn't too keen on the style, personally.

4 TASK You are going to write your own answer to the question in exercise 1.

Choose a café or restaurant you have been to recently. Make sure that you include the sections mentioned in the question. Consider these things too:

- Would you recommend it?
Why / Why not?
- Do you have any tips
or advice for potential customers?

Steps to writing

- 1 Read the question carefully.
- 2 Make sure you include the areas the question talks about (there are usually three or four).
- 3 Brainstorm ideas under these headings and make notes.
- 4 Use an informal style, but check your spelling, punctuation and grammar.
- 5 Write your first draft. Write about 150 words.
- 6 Check your work again and then write a final draft.

A story

Question

You have seen this announcement on your school notice board.

English Story Competition

The winning story will appear in the school magazine. This is your last chance to enter! Your story must begin with this sentence: I thought I was dreaming ...

Write your story. Use between 140 and 190 words.

- 1 PAIRWORK** Read the question, and look at the incomplete answer. Suggest words to complete the gaps. There are lots of possible answers. Think about these things:

- What kind of word is it (adjective or adverb)?
- Which words would fit the context and *feel* of the story?

- 2 PAIRWORK** Now answer the questions.

- 1 What time of day was it?
- 2 At the beginning of the story, what was the narrator looking at? How do you know?
- 3 What happened then?
- 4 What was *the news* the following morning?
- 5 How did he know he hadn't been dreaming?
- 6 Is the phone message explained? What do you think happened?

- 3 PAIRWORK** Answer the questions.

- 1 Which tenses are used
 - to set the scene?
 - to show sequence of events?
- 2 Look at the direct speech in paragraph 2. Do you think it would be better as reported speech? Why / Why not?
- 3 What do you think of the ending? How would you have ended it?

- 4 TASK** Write a story (140–190 words) that begins with these words:
Nobody ever believed me.

Answer

I thought I was dreaming. I was walking home, late at night, through the dark and ⁰ **quiet, silent, empty, lonely** street, when ¹..... there was a / an ²..... flash of light in the sky. I looked up from my phone. For a few seconds, I saw something that looked like a / an ³..... plane, but it wasn't moving.

Then the sky was ⁴..... again. It happened so ⁵..... that I thought perhaps I had imagined it.

By next morning I had ⁶..... forgotten all about it – but not for long.

'Have you heard the news?' my sister asked at breakfast time. 'People are saying they saw a UFO last night.

How stupid! They watch too many sci-fi films.' I didn't say anything. Is that what I'd seen? I tried to remember exactly what had happened. My sister was staring at me. 'What's the matter?' she asked, 'You look ⁷..... . You don't believe in that rubbish, do you?'

I felt too ⁸..... to reply. I was saved by a message on my phone. I picked it up ⁹..... . There was the proof that I hadn't been dreaming. I held up the phone to show my sister – a / an ¹⁰..... thing in the shape of a plane, but with no wings, right above our house.

Steps to writing

- 1 Read the question carefully. Remember to include the sentence you are given. Do you have to put it at the beginning or at the end?
- 2 Make sure your story fits well with the sentence.
- 3 Brainstorm your story:
 - what kind of story is it? Scary, sci-fi, funny, ...?
 - who are the main characters?
What are their names?
 - is your story in the first person (*I*) or in the third person (*he / she*)?
 - what is the sequence of events?
 - how can you make it interesting?
- 4 Plan three or four paragraphs. Think about which tenses to use. Consider using direct speech.
- 5 Remember to use adjectives and adverbs to add colour – but not too many.
- 6 Refer back to the Writing strategy box on page 81.
- 7 Use an informal style, but check your spelling, punctuation and grammar.
- 8 Write your first draft. Write about 150 words.
- 9 Check your work again and then write a final draft.

An article

QUESTION ARTICLES WANTED FOR OUR STUDENTS' MAGAZINE

Have you already experienced the world of work? What did you do? What was it like? What did it teach you? Has it helped you decide what career you'd like?

ANSWER



OPEN WIDE! MY WEEK AT THE DENTIST'S

- 1** It wasn't even 9:00, and already I was staring into a stranger's mouth, wondering if I really wanted to be a dentist. It was the first day of my work experience and I wasn't sure I'd survive the morning, never mind a whole week.
- 2** I'd had no idea that dentists started work so early – until I was told to turn up at 7:45 sharp. My job was mostly to go into the waiting room and call the next patient. Then I had to stand back and observe. It doesn't sound difficult, and I suppose it wasn't, but I learnt so much!
- 3** I hadn't realised how kind and sensitive a dentist has to be. Some of the patients were clearly terrified, but she always managed to calm them down with a friendly word and maybe a joke. I could see them relaxing. One woman was so scared she asked me to hold her hand. She thanked me afterwards and said it had helped. I felt really proud.
- 4** Although I'd wondered how I'd get through the week, I was sad when Friday came. Do I still want to be a dentist? Definitely!

1 PAIRWORK Read the question, and look at the answer. Discuss the questions.

2 Now answer these questions.

- 1 What did the writer have to do?
- 2 What surprised the writer?
- 3 Why did the writer feel proud?
- 4 What are the key facts in the first paragraph, that set the scene?
- 5 The third paragraph has six adjectives in it. What are they?
- 6 How does the last paragraph link to the first paragraph?
- 7 Have all the parts of the question been answered properly?

3 TASK Choose one option. You can either answer the question in exercise 1 or answer this question. Write between 140 and 190 words.

QUESTION ARTICLES WANTED FOR OUR STUDENTS' MAGAZINE

Tell us about something new that you recently experienced. For example, it could be a new sport or hobby, a new place you visited or a new TV show you'd never seen before.

Explain: Why did you do it? How did you feel at the beginning? What was it like? How did you feel at the end?

Steps to writing

- 1 Read the question carefully. Make sure you answer all the parts.
- 2 Brainstorm what to include in your article – try to include some interesting details as well as more general information.
- 3 Think of an eye-catching title and opening sentence.
- 4 Plan three or four paragraphs. Try to link the conclusion with the opening.
- 5 Use linking words and phrases, and a variety of tenses, to show the sequence of events; include some interesting details and use adjectives and adverbs (but not too many) to give colour.
- 6 Refer back to the Writing strategy box on page 91.
- 7 Use an informal style, but check your spelling, punctuation and grammar.
- 8 Write your first draft. Write about 150 words.
- 9 Check your work again and then write a final draft.

Online comments

- 1 PAIRWORK** Read the conclusion to an article, and two comments. Then answer the questions.

In conclusion, although it is not politically correct to say that little boys are more aggressive than little girls, in my opinion it is true. Of course girls can also be aggressive, but generally speaking, boys are more likely to get into fights than girls. They might not be born like it, but for whatever reason, that's the way they are.

JD

Sorry, but I completely disagree. Aggression doesn't just mean physical fighting. Little girls can be really nasty, and so can little boys. It's nothing to do with their gender.

NJW

Here here! It depends on how they are brought up. You can't generalise.

- 1 What do you think the article is about?
- 2 What is the writer's opinion?
- 3 Which part of the conclusion does JD disagree with?
- 4 Who does NJW agree with?
- 5 Who do you agree with?

- 2** Place the comments into the correct category below.

- 1 (Sorry, but) I completely disagree.
- 2 Absolutely!
- 3 Here, here!
- 4 I completely agree.
- 5 I don't agree at all.
- 6 I don't think you're right.
- 7 I partly agree.
- 8 I quite agree!
- 9 I see what you mean, but ...
- 10 I think some of that is true, but ...
- 11 That's true, but on the other hand ...
- 12 Well said!

Agree: *Absolutely!*

Disagree:

Arguments on both sides:

- 3** Read the conclusion to another article. What was the article discussing?

To sum up, in my opinion war is never justified. It simply makes things worse, and kills more people. I strongly agree with the proverb 'Two wrongs do not make a right'. Instead of fighting, we should talk more and try to understand each other better.

- 4 TASK** Write your own comment. Write three or four sentences.

- 5 PAIRWORK** Read your partner's comment and respond to it with another comment.

Steps to writing

- 1 Read the conclusion carefully.
- 2 Consider your own opinion – do you agree or disagree – or do you think there are two sides to the argument?
- 3 Think about ways to express your response clearly — see exercise 2.
- 4 Use an informal style, but check your spelling, punctuation and grammar.