

Part 1 A letter or email

You saw this job advertisement in a magazine called *Jobs Abroad*. Read the advertisement and the notes you have made. Then write an email application for the job, using all your notes. Write 120–150 words.

CAMP UK

We are looking for Sports and Activities Organisers to work on our summer camp for teenagers in Scotland.

Email us and tell us why you want the job and what you could bring to it.

It doesn't matter where you come from as long as you have a good command of English.

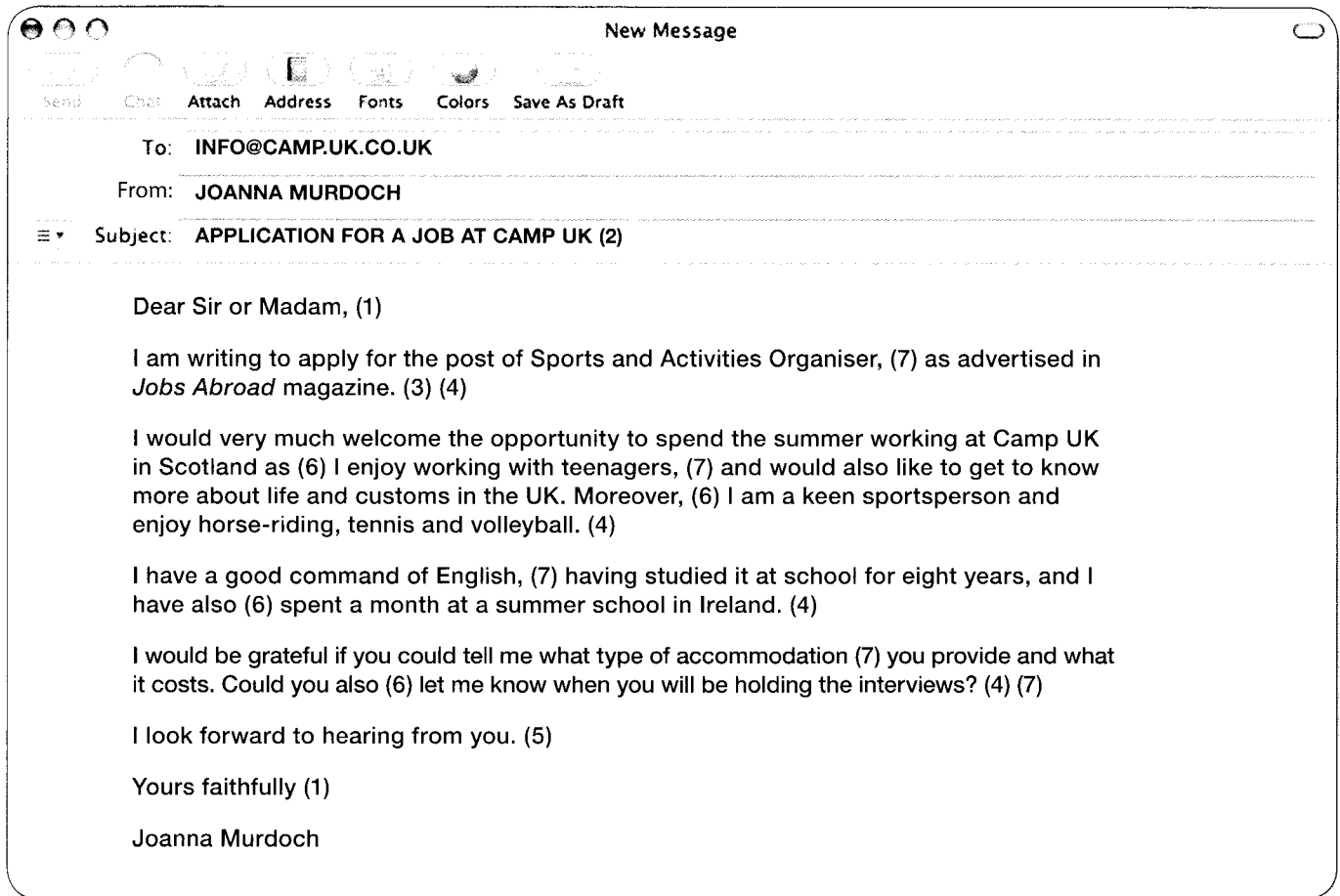
Accommodation will be provided.

We will be interviewing short-listed applicants in London.

tell them

give details.

*ask for details.
is it free?*



If you begin the letter or email with *Dear Sir or Madam*, finish with *Yours faithfully*.
If you begin with *Dear (Mr Smith)*, finish with *Yours sincerely*.

If you are asked to write an email, you will be given a printed email heading so you do not need to make one up.

Start by saying why you are writing.

Divide the letter into three or four short paragraphs, each with its own topic.

If you expect a reply to your letter write 'I look forward to hearing from you.' after the final paragraph.

Use linking words to join ideas and sentences.

Refer to the input information but do not copy out large parts of it.

Use a style appropriate to the situation, and maintain the same style throughout the letter or email.

Giving a reason for writing

I am writing to apply for ...

I am writing to enquire about ...

I am writing to complain about ...

I am writing in response to ...

Applying for a job

I have considerable experience of ...

I consider myself to be ...

I would welcome the opportunity to ...

Requesting information

I'd be grateful if you could tell me ...

Could you please let me know ... ?

Complaining

I wish to complain in the strongest possible terms about ...

I am not satisfied with ...

Part 2 A letter

You have received a letter from a friend in an English-speaking country, telling you what they did in the summer holidays. Write a letter back telling them what you did in the holidays. Write 120–180 words.

Invent a name for the person you are writing to.

Mention the correspondence that you have received. Thank the person for it or react to it in some way.

Use informal language, contractions, some short sentences, phrasal verbs and (one or two) exclamation marks.

Divide the letter into three or four short paragraphs, each with its own topic.

Finish the letter with an informal phrase such as *Love*, *Lots of love*, *Take care* or *All the best*.

Dear Sally (1)

Thanks for your letter. (2) It sounds like you had a great summer. I really enjoyed the holidays too, but they weren't long enough! (3) (4)

As soon as school broke up I went off to Spain with my parents. We stayed in a lovely little village on the north coast and spent loads of time on the beach or walking in the mountains. (4)

When I came back (3) I spent three weeks working in a café. At first I was in the kitchen, washing up – I hated that. But after a while the boss let me take orders and serve customers. That was much more fun, and I got some good tips too. In the final week of the holiday I went and stayed with my cousins. We just lazed around and spent most of the time watching DVDs. Then it was back to school. (4)

Anyway I'd (3) better stop here as I've got quite a lot of homework to get through before tomorrow. (4)

How's school going? Write again soon with more news.

Love (5)

Laura

Starting the letter

Thanks very much for your letter. It was good to hear from you.

How have you been?

How are things with you and your family?

I'm sorry I haven't written for ages. I've been ...

Finishing the letter

Anyway, that's all for now.

I'd better stop here. I've got to ...

Give my love/regards to ...

Write again soon.

I look forward to seeing you again soon.

Part 2 A review

You recently saw this notice in a magazine.

BOOK REVIEWS

Have you read any books recently? If so, please write and tell us about one of them. Say what you liked or didn't like about the story and the characters.

Write a review of 120–180 words.

recently read *The Phantom of the Opera*, a novel written in 1910 by Gaston Leroux. It has been adapted a number of times for the cinema and also made into an immensely successful musical. (1) (4)

It's set in Paris and is the story of Erik (the 'phantom'), a menacing figure who lives hidden away in the basement of the opera house. He is in love with Christine, an opera singer, but she in turn loves a young aristocrat called Raoul. (3) The plot is very intricate with lots of twists and turns, which keep the reader turning the pages. (2) (4)

My main criticism of the book is the characterisation. (2) The characters are unmemorable and rather shallow. It is often difficult to understand why they do certain things, for example, (6) when Christine chooses to have a conversation with Raoul on the roof of the opera house. (4)

To sum up, I enjoyed this 'gothic' horror story despite the weaknesses in the characterisation. However, I'd only recommend it to people who really enjoy horror or ghost stories. (4) (5)

In the first paragraph say what you are reviewing and give relevant key information (such as the author of a book or the director of a film).

You can give both positive and negative opinions.

Say briefly what happens in the book, play, film, etc.

Put each topic in a separate paragraph.

Summarise your opinion in the final paragraph and give a recommendation (either positive or negative)

If you can, give examples from the story to support your opinions, but make sure you keep within the word limit.

Giving background information

I recently read/saw ...

One of my favourite films/books is ...

Describing a story

It's set in ...

It tells the story of ...

There's a twist at the end.

The main character is ...

Giving a recommendation

I can thoroughly recommend this book/film.

Go and see this film/read this book. You won't be disappointed.

I certainly wouldn't recommend this film/play.

Don't bother reading .../going to see ... It isn't worth it.

Part 2 An article

You have seen this announcement in a magazine.

We are offering a prize for the best article with the title:

A town that I really like.

Write an article of 120–180 words.

A town that I really like

Have you ever visited the south west of England?

(1) I was brought up there, in a town called Kingsbury, and in my opinion you couldn't choose a better place to live or just to visit. (3)

Kingsbury is only a couple miles from the coast, where you can find lots of fantastic beaches. The surrounding countryside is very beautiful and there are some wild, woodland areas nearby, ideal for walking and other outdoor activities. (3)

The town itself is very pretty, with narrow winding streets and lots of interesting old buildings. There are quite a few good cafés and restaurants and the shops are excellent. Every weekend there's a farmers' market when you can fresh local meat and vegetables. (3)

Finally, the pace of life is slower than in the city. People are friendly and aren't always in a hurry. They have more time to stop and chat with you. (3)

So, whatever you're looking for in a small town – attractive buildings, great shops, nice places to eat and drink, good leisure facilities – Kingsbury has them all. (3) (4)

Involve the reader. You can address them directly, especially with questions.

Use an informal, lively style. Avoid using a lot of formal language.

Divide the information into clearly organised paragraphs.

Finish by summarising what you have said, and giving your opinion, if appropriate.

Involving the reader

Have you ever ... ?

What would you do/think if ... ?

Can you imagine ... ?

You might think that ... , but ...

Giving opinions

In my opinion/view, ...

I think/believe that ...

As far as I'm concerned, ...

To my mind, ...

Personally, I find/think ...

Part 2 A report

The college where you study wants to raise some money to buy new books and DVDs for the library. The principal has asked you to write report recommending the best way to raise the money.

Write a report of 120–180 words.

The purpose of this report is to consider different ways of raising money to pay for new books and DVDs for the school library, and to recommend the best course of action. (1)

Prize draw (2)

One idea is (5) to sell numbered tickets and offer prizes. Students and teachers could be asked (5) to bring in unwanted items that would be suitable as prizes, and the school could also approach (5) local shops and restaurants who might be willing to contribute prizes.

Sponsored run (2)

Another possibility would be (5) to organise a sponsored run around the local park. Students could ask their friends and family to give a certain amount for every mile they complete.

My recommendation (2)

I recommend that we organise a sponsored run. Although the advantage of offering prizes is that it would be easier to organise, the plan might come to nothing (5) if we are unable to find enough suitable prizes or sell enough tickets. A sponsored run, on the other hand, is likely to raise more money and would have the added benefit of involving more of the students and staff. (6)

Start with an introduction setting out the aim of the report.

Organise the information into sections. Use headings if appropriate.

You can use numbered or bullet points.

Use fairly formal language.

Express opinions impersonally.

Finish with a conclusion giving your recommendation.

Expressing your opinions

The aim/purpose of this report is to ...

Discussing pros and cons

One advantage/disadvantage of ... is ...

There are strong arguments in favour of/against ...

Making additional points

I recommend that ...

It would be advisable to ...

It would be a good idea to/if ...

Part 2 An essay

Your teacher has asked you to write an essay on the following statement: 'Children spend too much time watching television.'

Write an essay of 120–180 words.

Nowadays many homes have more than one television, and some children even have a TV in their bedrooms. It is not surprising, then, that statistics show that watching television is the most popular leisure activity for the majority of children. (1)

There is no doubt that children need time to relax after school, and most children's programmes are certainly very entertaining. Furthermore, (2) some television programmes, especially documentaries and news programmes, are educational and informative, and can contribute to a child's education. (3) (4)

Having said that, (2) many children's programmes are of poor quality, and children learn nothing from them. What is more, (2) watching television is a very passive activity requiring no physical effort. In my view, it would be better if children spent more time on more creative and imaginative activities, and on sport. (3) (4)

To sum up, (2) I believe that parents should limit the amount of time that children spend in front of the television to one or two hours a day. Otherwise, we run the risk of creating generations of unhealthy and ill-educated young adults. (5)

Refer to the question in the first paragraph. Make a general statement about the question or briefly introduce arguments for and against.

Use linking words to connect ideas and sentences.

Present both sides of the argument, where appropriate giving examples that support the different points of view.

Put the two sides of the argument in separate paragraphs.

Express your own opinion in the final paragraph.

Expressing your opinions

In my view/opinion, ...

I firmly believe that ...

It seems to me that ...

Expressing other people's views

Some people think/claim/believe that ...

It is sometimes said that ...

It could be argued that ...

Making additional points

Furthermore, ...

In addition, ...

What is more, ...

Expressing a contrast

While that may be true, ...

On the other hand, ...

However, ...

Having said that, ...

Summing up

To sum up, ...

In conclusion, ...

On balance, I feel that ...

Part 2 A story

Write a story beginning with these words:

Simon woke up suddenly. What was that noise he had just heard?

Write 120–180 words.

Simon woke up (5) suddenly. What was that noise he had just heard (5)? He listened carefully (3). After a while, (2) he heard the noise again. It sounded like there was someone downstairs in the kitchen! (1) (6)

He wasn't sure what to do, so first, (2) he looked around for some sort of weapon, and found his tennis racket. Then (2) he went quietly (3) out onto the landing and looked down the stairs. He couldn't see anything, so he crept slowly (3) down the stairs, stopping (5) every so often to listen again. Suddenly, there was a crashing (3) sound. 'What on earth was that?' (4) he thought worriedly. (1) (6)

He started to run down the stairs. Meanwhile, (2) the crashing started again. He threw open the kitchen door and shouted, 'Stop!'. (4) Nobody was there. But there was that terrible (3) noise again! (6) Eventually, (2) he opened a cupboard and out jumped the cat! It had got shut inside, and had been knocking over (5) packets and tins of food trying to get out. 'Silly cat!' (4) said Simon, feeling very relieved. (1)

Give your story a clear beginning, middle and end.

Use sequencing words to order the events.

Use adjectives and adverbs to make your writing more lively and interesting.

Try to use some direct and/or indirect speech.

Use a variety of narrative tenses.

Creating atmosphere and suspense will make your story more enjoyable.

Ordering events

As soon as ...

While ...

By the time ...

First, ...

Next, ...

Then, ...

After a while, ...

Meanwhile, ...

Suddenly, ...

Eventually ...

