Writing

COMPLETING A FORM

Capital letters

In English, these words start with a CAPITAL letter.

- names and last names Melissa Rogers
- · continents, countries, nationalities, and languages Asia, China, Chinese
- towns and cities New York
- days of the week *Monday*
- the first word in a sentence Her father is from Vancouver.
- the pronoun I She's Russian and I'm Mexican.
- Read the information box.
- Complete the online form with your information.

Visa applicati	VISIT AND SHORT STAY on form for a visitor or student
About you	
First name L	ast name (Family name)
	Date of birth
Gender male female Marital status married single divorce	
Nationality Place of birth: country	own / city
Contact information Home addre	ess and zip code
Email address Phone number: home (landline)	cell
Passport / Identity card number	

Write this paragraph again with CAPITAL letters where necessary.

my name's omar. i'm from lima in peru, and i speak spanish, french, and a little english. my teacher is american. her name's kate. my english classes are on tuesdays and thursdays.

Write a similar paragraph about you. Check that the capital letters are correct.

G p.11

A PERSONAL PROFILE

Read Jill's profile. Do you have similar interests?

netlinks

Jill Mauer



MY PROFILE

Hometown

I'm from Chicago, but I live in Los Angeles.

Occupation

I'm a web designer. I work for an international company.

Languages

I speak English and a little Spanish.

INTERESTS

Music I like pop and rap music. I don't like opera or jazz.

Movies I like action movies. I love the old James Bond movies, e.g., From Russia with Love.

I don't watch a lot of TV.

TV but I like comedy shows.

Sport I don't watch basketball or other sports. I go to the gym after work.

and, but, or

I speak English and a little Spanish. I like pop and rap music.

I'm from Chicago, but I live in Los Angeles. but I don't watch TV very much, but I like comedy shows.

I don't like opera **or** jazz. or I don't watch basketball **or** other sports.

e.g. = for example. We often use it when e.g. we write informally. I like pop music, e.g., Ariana Grande.

- **b** Read the information box. Then write a profile of yourself. Use the same headings (Hometown, Music, etc.). Attach a photo if you can. Use and, but, and or to join your ideas together.
- Check your profile. Make sure you use and, but, and or correctly.



113

3 AN ARTICLE

- a Read Cristina's article. Find her answers to questions 1–4.
 - 1 What's your favorite day of the week? Why?
 - 2 What do you usually do in the morning?
 - 3 Where do you have lunch? Who with? What do you usually do after lunch?
 - 4 What do you usually do in the evening?

after and then

Use after + another word, e.g., after lunch, after work, after that, etc.

Use then to say what happens next, e.g., I get up and then I have breakfast.

b Look at the highlighted words to check that you understand them, and read the information box. Then use them to complete the sentences below.

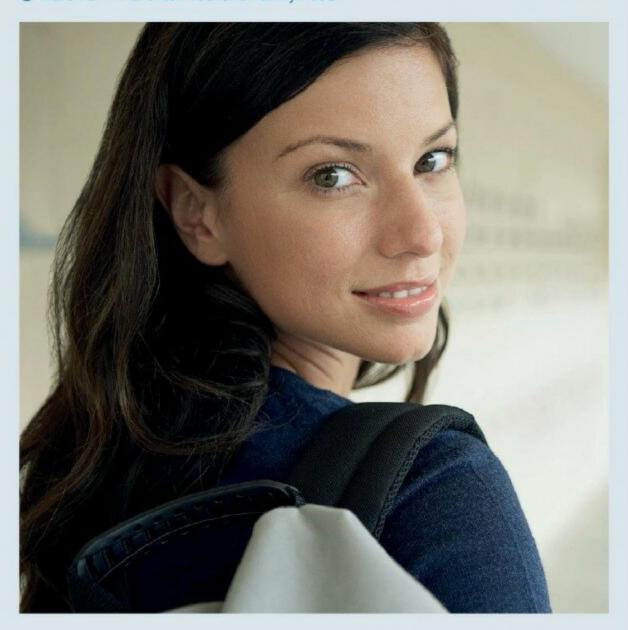
1	Jack usually gets up at 7:30 a shower.	he takes
2	lunch, I often sleep	for half an hour.
3	She always takes a bath	she goes to bed.
4	the week, I work 5:00.	9:00
5	I get home at about 7:30, take the dog for a walk, an after, I have dinner.	
6	We usually watch TV	it's time to go to bed

- c Plan an article called My favorite day. Plan four paragraphs. Make notes to answer questions 1–4 in a. What other information could you include to make the article interesting?
- d Now write your article. Choose the ideas you want to use. Don't forget to use some of the highlighted words to link together your ideas.
- Check your article. Make sure you use the highlighted words correctly.
- f Show your article to another student. Can you find one thing in your partner's article that is the same for you?



My favorite day

March 24 #favorite#weekend#family#food



My favorite day of the week is Saturday because it's the first day of the weekend!

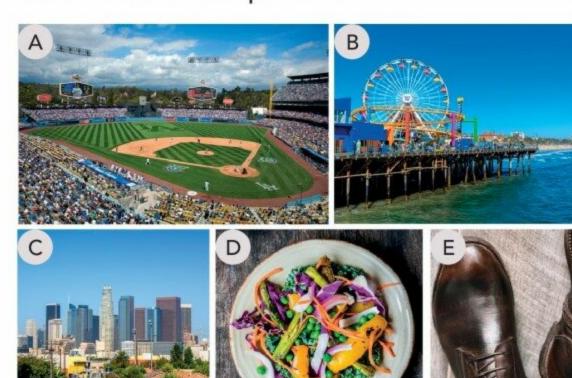
I get up very early during the week, so on Saturday it's nice to get up late, and I always stay in bed until about 10:30. Then I usually go shopping with a friend. In Mexico, stores are sometimes closed on Sundays, so Saturday is the only day for shopping. We don't always buy something, but we have fun just looking.

I often have lunch with my mother and my brother. It's great because my mom is a really good cook — she always makes things we like, and my brother and I have time to talk about our week. After lunch, I sometimes study from about 4:00 to 6:00, especially if I have exams.

In the evening, I usually go out with my friends. We often go to the movies, and after that, we have a pizza or tacos. I never go to bed before 1:00, or sometimes later.

POSTING ON SOCIAL MEDIA

Nick is on vacation in Los Angeles. He posts news and photos from his vacation. Read his posts and match them to the photos.



Thur June 8

Do you like my new boots? They're from The Grove, and I'm wearing them for the first time. I love the fashion in California! 11:10 am

2 Thur June 8

I'm sitting at a café in Venice Beach and watching the amazing street artists. It's cold for June, but it's sunny! Venice Beach is full of tourists (like me!). 2:15 pm

Fri June 9

Beautiful weather today - the sun's shining! I'm on a bus tour of the Hollywood Hills - great views of downtown LA. 10:30 am

Fri June 9

I'm having a typical Californian lunch at an outdoor café - a salad and a smoothie. It's OK, but I prefer a hamburger and French fries! 1:20 pm

Fri June 9

I'm at Dodger Stadium with tickets for the Dodgers -Giants game! I usually root for the Cubs, but I'm rooting for the Dodgers today! 7:15 pm

Imagine you are on vacation in your country or abroad. Plan four posts or messages of about 30 words. Think about the following:

Where are you? What are you doing? Who are you with? What's the weather like?

- Write your posts. Make sure they are about 30 words.
- Check your posts. Make sure you use the simple present and present continuous correctly.

AN INFORMAL EMAIL

Read the email. Who do you think Stefan is?

Carmen <carmensanchez@hotmail.com> From: To: Stefan <stefan7541200@moebius.ch>

Hi from Buenos Aires

Hi Stefan,

Subject:

My name's Carmen. I'm 19, and I'm from Mendoza, in Argentina. I'm a receptionist at a hotel. I'm studing English becuse I need it for my job.

I live with my parents and my brother and sister. My father is an arkitect and my mother works in a clothing store. My brother and sister are at school.

I don't have very much free time because I work six days a week. I usualy go shoping on my day off. In the evening, I like seeing freinds or listening to music. I really like hip hop. What kind of music do you like?

Please write soon.

Best wishes, Carmen

- Cover the email. What personal information can you remember about Carmen? What does she say about her family and her free time? Look at the email again and check.
- Look at the six underlined spelling mistakes. Can you spell the words correctly?
- Plan a similar email. Make notes about the following information.

Paragraph 1: Your name, age, and where you are from. Say what you do, and why you are studying English.

Paragraph 2: Who you live with. Say something about them.

Paragraph 3: What you like doing in your free time.

Informal emails

Beginning: Hi + name

Middle: Use contractions, e.g., I'm from Mendoza.

End: Best wishes or Love (for a good friend)

- Write your email. Use your notes and the language in the information box.
- Check your email for spelling mistakes.
 - To practice your English, you can write to a friend in another country. You can find "pen pal" websites on the internet.





6 DESCRIBING YOUR HOME

- a Read the website and the description of an apartment for rent. Imagine you want to go on vacation to Hermosa Beach, California for a week. Would you like to stay there?
- b Number the information in the order it comes in the description.
 - Details about some of the rooms
 - How far it is from downtown Los Angeles
 - What floor the apartment is on
 - What rooms there are
 - What places or services there are nearby
 - What you can see from the apartment
 - Where it is
- c What adjectives does the writer use to describe...?
 - 1 the street 2 the kitchen 3 the view
 - 4 the community swimming pool



There's a sofa bed in the study, **so** you can use it as an extra bedroom.

We can use so to express a result or consequence, e.g.,

I was very tired, **so** I went to bed early. My office is near my house, **so** I walk to work.

- d Read the information box. Then plan a description of your house or apartment for the website. Make notes on the topics in b.
- e Write your description.
- f Check your description. Make sure you use there is / there are correctly. Show it to another student. Can you find one thing in your partner's description that is the same as yours?









Summary

My apartment is on a quiet street in Hermosa Beach, California. It's on the second floor. There are two bedrooms, two bathrooms, a living room, a study, and a light, pretty kitchen. The kitchen is small, but it has a stove, a refrigerator, and a dishwasher. There's a sofa bed in the study, so you can use it as an extra bedroom. The bedrooms have a great view of the Pacific Ocean — you can see the sun set over the ocean in the evening. There isn't a yard, but the apartment building has a beautiful community swimming pool. The apartment is a five-minute walk from stores, restaurants, and a bus stop. It's also about a 30-minute car ride from downtown Los Angeles.

7 A FORMAL EMAIL

a Read the advertisement and Hannah's email, and complete it with the words in the list.

about are confirm Dear double from hope Sincerely would

b You booked a room last night at The Bay House. Plan a similar email. Think about these things.

Are you traveling with someone or alone?
What kind of room(s) did you book?
How many nights did you book for? Which dates?
How are you planning to get there?
When are you planning to arrive?
Do you want to have dinner there? When?

Formal emails (e.g., to a hotel, a language school, etc.)

Beginning:

Dear Mr. / Mrs. / Ms. ______ (+ last name),

Dear Sir or Madam (if you don't know the person's name),

Use a comma (,) not a colon (:), e.g.,

Dear Mr. Brown, NOT Dear Mr. Brown:

Middle:

Don't use contractions, e.g.,

I would like to make a reservation NOT I'd like to...

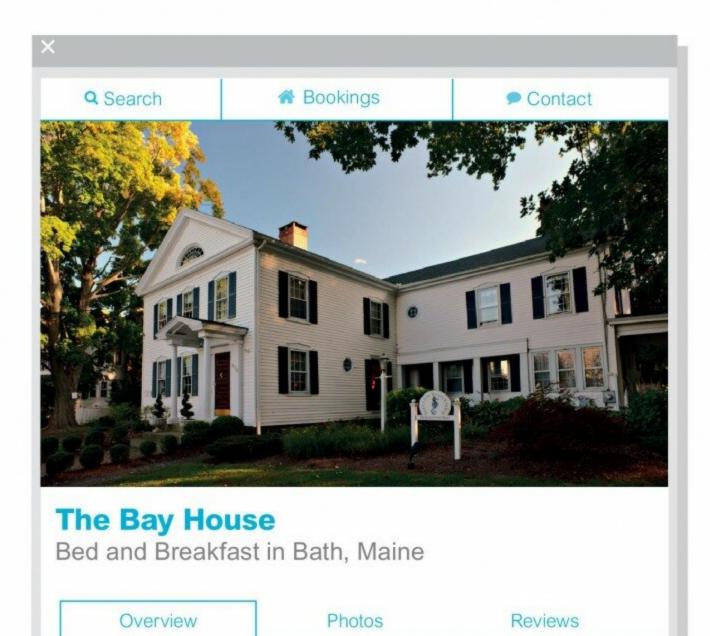
End:

Sincerely,

(your first name + last name)

c Read the information box. Then write your email. Check that there aren't any contractions.





Gary and Rebecca Brewster and their family welcome you to their 100-year-old home in a small town in Maine. Five double bedrooms, three singles, and a family suite. TV, wi-fi. Breakfast 7:30–9:30. Dinner optional. We can pick you up from the Portland airport.

Places to stay in Bath

1 Mr. and	d Mrs. Brewster,
	room and a single room on your ng for three nights, 3 June 24th
	anning to arrive by car at 5 on on the 24th. Is there a place where we house?
dinner at The Bay H	and our son ⁶ also like to have House on the evening of the 24th. My son that is not a problem. Could
	that this will be possible?