

1 AN INFORMAL EMAIL

From: Anna
To: johnstons586@gmail.com
Subject: News!

Hi Olivia,

Sorry that I **havent** been in touch for a while, but I've been sick. I got the flu last week and I had a **temprature** of 102°F, so I've been in bed **since** four days. I'm feeling a little better today, so I've been catching up on my emails. **Luckly** my college classes don't start until next week.

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

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

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

Hope to hear from you soon.

Take care,

Anna

PS Please reply to this email address. I've stopped using the old Yahoo one.



Beginning an informal email

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

- a Read the email from Anna. It has 12 **highlighted** mistakes – four grammar or vocabulary, four punctuation, and four spelling. With a partner, decide what kind of mistake each one is and correct it.

- b Read Anna's email again and find phrases that mean...
 emailed, messaged, or called
 reading and replying to
 Have you been doing anything fun?
 I don't have anymore news.
 send my best wishes to

- c You're going to answer Anna's email. Look at the **Useful language** expressions and try to complete them.



Useful language: an informal email

Opening expressions

Thanks ¹_____ your email / letter.

It was great ²_____ hear from you.

Sorry that I haven't been in touch for a while. / Sorry for ³_____ writing earlier.

I ⁴_____ you and your family are well.

Responding to news

Glad to ⁵_____ that you're all well.

Sorry ⁶_____ hear about your final grades.

Good ⁷_____ with the new job.

Hope you ⁸_____ better soon.

Closing expressions

Anyway, / Well, that's all ⁹_____ now.

¹⁰_____ my regards (love) to...

Hope to hear from you soon. / Looking ¹¹_____ to hearing from you soon.

Take ¹²_____ / (Lots of) love

¹³_____ wishes / Regards

Something you forgot and want to add

¹⁴_____ Don't forget to send me the photos you promised.

- d Plan the content of your email.

- 1 Underline the questions in the email that Anna wants you to answer.
- 2 Underline other places in the email where you think you need to respond, e.g., *I've been sick*.
- 3 Think about how to respond to each of the things you've underlined.

- e Write 140–190 words, in two or three paragraphs. Use informal language (contractions, etc.), and expressions from **Useful language**.

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



2 A SHORT STORY

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

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



- a Read the story. What was the "small mistake"? What happened in the end?
- b Using adverbs and adjectives helps to make a story come alive and makes it more enjoyable to read. Complete the story with an adjective or adverb from the box.

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

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

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

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

Useful language: time expressions

- 1 _____ **that moment**, the door opened.
- 2 **As soon** _____ I saw him, I knew something was wrong.
- 3 **Ten minutes** _____, I went back to sleep.
- 4 _____ **morning in September**, I got to work early.
- We got to the station ⁵ **just** _____ **time** to catch the train.

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

- 1 It was eleven o'clock at night when my phone rang.
- 2 As soon as I saw my mother's face, I knew something was wrong.
- 3 We had been driving for four hours when we saw the sign for a small hotel and decided to stop.

- f **Plan the content.**

- 1 Write a quick outline of what happens in the story (50–60 words).
- 2 Think about what tenses you need for each part of the story, e.g., how to set the scene, what significant events had happened before the story starts.
- 3 Think about how you could improve your story by adding extra details, and using more adjectives and adverbs. Think also about where you might want to include some dialogue.

- g **Write 140–190 words**, organized in two or three paragraphs. Set the scene and then tell the story. Use the time expressions in **Useful language** to make the sequence of events clear.

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

3 FOR AND AGAINST

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

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

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

Useful language: linking expressions

To list advantages / disadvantages
the main advantage

To add more points to the same topic

To introduce an example
For instance,...

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

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

To introduce the conclusion
In conclusion, ...

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

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

Being a celebrity: a dream or a nightmare?

Home

About

Blog

Subscribe

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

Adventure sports – fun or too risky?

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



Spending your vacation being active and enjoying the outdoors has a lot of advantages.

¹The main advantage is that adventure sports, like many other physical activities, offer health benefits and help keep your mood positive, ²_____, when you practice extreme sports your brain releases endorphins because of the adrenalin rush and that makes you feel happy. ³_____ is the self-confidence that you gain from doing these activities. ⁴_____, the lessons learned from facing the difficulties and the risks of these extreme sports may be very valuable in everyday life.

⁵_____, there are also some important disadvantages.

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

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

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- e **Plan the content.**

- 1 Decide what kinds of things you could say to start the post for the topic you chose, for example, why young people choose to go abroad or why people today are so interested in famous people. This will give you material for the introduction.
- 2 List two or three advantages and disadvantages, and number them in order of importance.
- 3 Decide if you think there are more advantages than disadvantages.

- f **Write** 140–190 words, organized in four paragraphs: introduction, advantages, disadvantages (or disadvantages then advantages), and conclusion. Use a formal style (no contractions or colloquial expressions). Use the linking expressions in **Useful language**.

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

How to keep children safe in your home



You probably think that your home is a very safe place. But this may not be true if you have children coming to visit. Here are some tips to prevent accidents. / First, look at the bedroom where the children are going to sleep. Make sure the beds are not under a window, in case a child tries to climb out. If a very small child is going to sleep in the bed, you could put some pillows on the floor next to the bed, in case the child falls out. The next place to check is the bathroom. Many people keep medicines in a drawer or on a shelf above the sink. But this can be dangerous, because children may find them and think they are candy. You should keep them in a locked cabinet. Finally, take a look at the kitchen, which is the most dangerous room in the house for children. Knives should be kept in drawers that children can't reach, and make sure that all cleaning liquids are in high or locked cabinets. If you follow this simple advice, children who come to stay will never be at risk in your home.

16:03 Thursday 2nd May

- a Look at the three pictures. What do you think should and shouldn't have been done? Read the advice from a health and safety blog and check.
- b This blog post was originally written in five short sections. Mark / where each new section should begin.
- c You are going to write a health and safety blog post. With a partner, choose one of the titles below.

How to keep safe if you go hiking in the mountains

How to keep safe on a day at the beach

How to keep safe on a long drive

- d **Plan** the content.

- 1 Think of at least three useful tips.
- 2 Think of a good introductory sentence (or sentences).

- e **Write** 140–190 words, organized in paragraphs. Use expressions from **Useful language** below, and write in a neutral or informal style.



Useful language: giving advice

Don't forget to... / Remember to...

Make sure you...

You should...

Never...

Reasons

...in case

...so (that)

...because it might...

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

← p.49

5 DESCRIBING A PHOTO

- a Look at photo 1 and read the description. Do you agree with what the writer says about the people?
- b Complete the description with a word or phrase from the box.

across from behind in front of
in the background in the center
in the foreground on the left
outside

- c You are going to write a description of photo 2. **Plan** the content. With a partner, look at the photo carefully and decide what you think the people are thinking or feeling. Decide how to organize what you want to say into paragraphs.
- d **Write** 140–190 words. Use the phrases in **Useful language** to help you.

Useful language: describing a photo or picture

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

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

It looks as if / as though...

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

The photo reminds me of...

- e **Check** your description for mistakes (grammar, punctuation, and spelling).

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I think this is a photo of a family in their house. However, they are not posing. None of the people are looking at the camera.

¹ *In the foreground*, we can see the inside of a room with glass doors leading to a yard. ² _____ of the photo, there is a girl sitting at the table, resting her head on one hand, with an open book ³ _____ her. There are two other empty chairs around the table. The girl is smiling; she looks as if she's daydreaming, maybe about something she's read in the book. ⁴ _____ of the photo, there is a woman, who looks older than the girl, maybe her mother. She's standing with her arms folded, looking out of the glass doors into the yard. She seems to be watching what's happening ⁵ _____, and she looks a little worried.

⁶ _____, we can see a patio, and ⁷ _____ that, a beautiful yard. Outside the glass doors on the right, we can see a boy and a man, who may be father and son. The boy is standing, facing the man, who is crouching down ⁸ _____ him. It looks as though they're having a serious conversation. Maybe the boy has been misbehaving, because it seems as if he's looking at the ground.

This photo reminds me of a David Hockney or Edward Hopper painting – it makes you speculate about who the people are and what they are thinking.



6 EXPRESSING YOUR OPINION

- a Read the title of the magazine article. Do you agree or disagree? Then quickly read the article and see if the writer's opinion is the same as yours.
- b Complete the article with a word or phrase from the box below.


finally first for instance in addition in conclusion
in most cases nowadays second so whereas

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

Downloading music or movies without paying is as much of a crime as stealing from a store.

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

- d **Plan** the content. The article should have four or five paragraphs.
- 1 **The introduction:** Think about what the current situation is and what your opinion is.
 - 2 **The main paragraphs:** Try to think of at least two or three clear reasons to support your opinion. You could also include examples to back up your reasons.
 - 3 **The conclusion:** Think of how to express your conclusion (a summary of your opinion).
- e **Write** 140–190 words, organized in four or five paragraphs (introduction, reasons, and conclusion). Use a formal style (no contractions or colloquial expressions). Use the phrases in **b** and in **Useful language**.

 **Useful language: ways of giving your opinion**
(Personally) I think... / I believe...

In my opinion,...

In addition,... / Also,...

In conclusion,... / To sum up,...

Ways of giving examples

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

Another thing we can do is...

We can also...

Sequencing words

Firstly, / Secondly, / Thirdly, / Finally,...

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

Community service is a bad punishment for sports stars who commit crimes

¹*Nowadays* in the US when a star athlete commits a crime, he or she is usually sentenced to community service instead of serving time in a jail or prison.

²_____, for these high-profile people, I believe that community service is a very bad option.

³_____, the community service that star athletes are asked to complete is often very different from the community service that non-celebrities must complete.

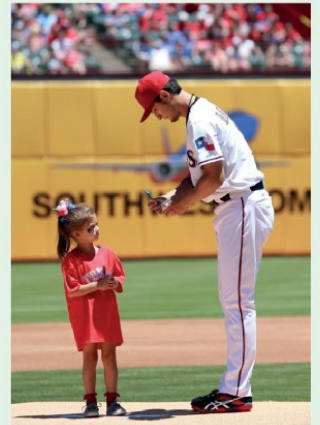
⁴_____, star athletes might fulfill their community service by coaching kids at sports camps ⁵_____ non-celebrities often perform court-ordered community service by picking up garbage on roadsides or digging ditches.

⁶_____, kids often view sports stars as role models. So when a sports star never goes on trial for committing a crime, kids assume that if you're famous you can get away with breaking the law.

⁷_____, in some cases, once celebrities complete their community service, the crime doesn't go on their records. This sends kids the wrong message: if you're famous the laws don't apply to you in the same way as they do for non-famous people.


⁸_____, I think that when sports stars are sentenced to community service for their crimes, they should also be fined. They usually have a lot of money ⁹_____ they can afford to pay larger fines than non-celebrity criminals.

¹⁰_____, I believe that star athletes who commit crimes should be sentenced to more than community service. They should also be fined or serve time in prison for more serious crimes.



7 A REPORT

- a Read the report on restaurants. With a partner, think of suitable headings for paragraphs 1, 3, and 4.
- b You have been asked to write a report on either **good places for eating out** or **entertainment in your town** for an English language magazine. With a partner, **plan** the content
- 1 Decide which report you are going to write.
 - 2 Decide what headings you can use to divide up your report.
 - 3 Decide what information to include under each heading.
- c **Write** 140–190 words, organized in three or four paragraphs with a heading. Use a neutral / formal style, and use expressions from **Useful language** for generalizing.

 **Useful language: talking in general**
Most / The majority of (movie theaters in my town...)
(Movie theaters) are usually / tend to be (pretty expensive)
In general... / Generally speaking...
almost always... / nearly always...

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

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Eating out in New York City

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

1

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

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

² Value for money

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

Diners – You can usually get a good sandwich, hamburger, or bowl of soup in a diner without spending too much. Some diners are open 24 hours, so if you're hungry late at night, a diner might be your best option.

3

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

4

- Don't make your meal cost more by ordering expensive drinks.
- If you have a special restaurant in mind, don't forget to book in advance because the best restaurants are usually full, especially on the weekend.
- All New York City restaurants get inspection grades based on cleanliness and food safety standards. The grades are displayed near the front door of restaurants. Check before you go inside.
- Even if you have a limited budget, take advantage of the different restaurants that New York City has to offer.

