

Unit 1 Part B Letter writing (pp. 16 - 19)

- 1** (Present the theory and explain the meaning of any unknown terminology. Explain/Elicit the meaning of any unknown vocabulary in the extracts. Ask individual Ss to read the extracts aloud and elicit which type of letter each is from. Allow Ss two or three mins. to complete the task. Check Ss' answers.)

1 E 2 C 3 A 4 D 5 F 6 B

(Suggested answers)

Key words:

- A come to my party
B what you think I should do; I really need your advice
C I'm having a fantastic time; I went sailing; I'm going to take part in
D if you could give me some more information
E if you could consider my application
F I am writing to complain about

- 2** (Read the paragraphs aloud and explain/elicite the meaning of any unknown words. Allow Ss about two mins. to complete the task, then check Ss' answers.)

A2 B3 C1, Letter refusing an invitation

- 3** (Present the theory and explain the meaning of any unknown terminology. Ask individual Ss to read the phrases aloud and elicit which phrase is formal and which is informal. Allow Ss two or three mins. to complete the task, then check Ss' answers.)

1 F 4 F 7 F 10 F 13 I
2 I 5 F 8 F 11 F 14 F
3 F 6 I 9 I 12 I 15 I

- 4** (Allow Ss about two mins. to read the situation and complete the task. Then ask individual Ss to report back to the class.)

- a) A informal
B semi-formal
C formal

- b) 1 C — a friend
2 A — your former teacher
3 B — a careers advisor

- 5** (Allow Ss about two mins to read the pairs of expressions. Ask individual Ss to identify which expressions are informal and which semi-formal. Allow Ss three or four mins. to complete the task. Then check Ss' answers.)

a) Letter A

- 1 Hi — just a quick note
- 2 say thanks a lot
- 3 all your help
- 4 getting ready
- 5 What you did
- 6 played a big part
- 7 making sure
- 8 whole thing
- 9 went so well
- 10 thank you enough for

Letter B

- 1 I am writing
- 2 thank you very much
- 3 your kind assistance
- 4 preparations
- 5 Your contribution
- 6 was very important
- 7 ensuring
- 8 occasion
- 9 was such a success
- 10 tell you how much I appreciate

b) Letter A is informal

Letter B is semi-formal

They are letters thanking someone.

- 6** (Read aloud the beginnings and endings and elicit any unknown words. Allow Ss two mins. to complete the task, then check Ss' answers.)

- 1 C letter giving news; informal style
- 2 E letter asking for information; formal style
- 3 D letter accepting an invitation; informal style
- 4 A letter apologising for sth; informal style
- 5 F letter of complaint; formal style
- 6 B letter of application; formal style

- 7** (Read the rubrics aloud and explain/elicite any unknown words. Allow Ss four to five mins. to complete the task. Ask individual Ss to report back to the class.)

- 1 A letter of application
B letter accepting an invitation
C letter giving news
D letter giving information
E letter of complaint
F letter congratulating someone
- 2 A the headmaster of the school
B my friend
C my friend
D the person interested in learning French
E the manager of the cereal company
F my cousin

- 3 A formal style
 B informal style
 C informal style
 D formal style
 E formal style
 F informal style

4 (Suggested answers)

- A Dear Sir, Yours faithfully + full name
 B Dear + my friend's first name;
 Love + my first name
 C Dear + my friend's first name;
 Take care + my first name
 D Dear Mr/Ms/Mrs + person's surname, Yours
 sincerely + your full name
 E Dear Sir/Madam, Yours faithfully + your full
 name
 F Dear + my cousin's first name
 Love + my first name

5 (Suggested answers)

- A Opening remarks: I am writing to apply for
 the position of teacher
 advertised in...
 Closing remarks: I would appreciate a
 reply at your earliest
 convenience.
 B Opening remarks: Thanks a lot for the
 invitation, I'd love to come.
 Closing remarks: See you then!
 C Opening remarks: You'll never guess where
 I've been.
 Closing remarks: Write back soon.
 D Opening remarks: I am writing to give you the
 information you requested.
 Closing remarks: Do not hesitate to contact
 me...
 E Opening remarks: I am writing to complain
 about...
 Closing remarks: I hope the matter will be
 resolved...
 F Opening remarks: I have just heard the great
 news and would like to
 congratulate you.
 Closing remarks: Well done!

Unit 2 - Informal Letters (pp. 20 - 25)

- 1 (Read the questions aloud and explain/licit the
 meaning of any unknown words, then Ss do the
 listening task and answer the questions. Check Ss'
 answers, then ask individual Ss to talk about the letter.)

- 1 B 2 A 3 A, B, E, F

- 2 (Read out the theory and the paragraph plan.
 Explain/Elicit the meaning of any unknown
 terminology. Then ask Ss comprehension questions
 to make sure they have understood the theory. Read
 the rubric and the questions aloud. Help Ss to
 identify the key words in the rubric, then Ss
 complete the task. Check Ss' answers.)

Key words: you recently moved to a big city –
 decided to write to a friend from your old
 neighbourhood – letter – describing life in your
 new city – feelings about the change

- 1 A friend of yours.
 2 In my old neighbourhood.
 3 In a big city.
 4 To tell my friend about the city.
 5 Topics: a) life in the big city
 b) feelings about the change
 6 Dear + my friend's first name
 Lots of love/Best wishes + my first name
 7 • constant noise from cars (negative)
 • ugly grey buildings (negative)
 • plenty of sports facilities (positive)
 • choice of things to do (positive)
 • huge crowds (negative)
 • good public transport system (positive)
 • large modern shops (positive)

8 (Suggested answers)

Unfortunately, there is heavy traffic.
 I can't get used to the ugly grey buildings.
 I like living here because there are plenty of
 sports facilities.
 What I like most is that there is a wide choice of
 things to do.
 I hate huge crowds.
 The best thing is that there is a good public
 transport system.
 I like living here because there are large modern
 shops.
 9 You can get around easily.
 You can make lots of new friends.
 You can do lots of different things.
 You can't walk home safely at night.

- 10 2 = c I feel pleased **as** there are always new
 things to do.
 3 = b I feel unsafe **because** there's more crime
 in the city.
 4 = e I feel disgusted **because** there's rubbish
 everywhere.
 5 = a I feel excited **because** the city never
 sleeps.

- 16** (Allow Ss two or three mins. to read the letter, and complete the task. Check Ss' answers.)

a) 2 E 3 C 4 F 5 B 6 D

- b) Pam advises her to get a Saturday job in a local shop or babysit for neighbours.

(Suggested answers)

Mary could also deliver morning newspapers.

Opening remarks:

I've just got your letter and I think I can offer some advice.

Closing remarks:

I hope that one of my suggestions brings results.

- 17** (Read the rubric aloud, then allow Ss three or four mins. to underline the key words and answer the questions. Check Ss' answers around the class.)

Key words: pen friend — asking for advice — improve his/her eating habits and get fit — write letter offering advice

- 1 To offer advice. A pen friend of yours.

- 2 Two: a) eating habits
b) how to get fit

- 3 **(Suggested answer)**

Opening remarks:

I'm glad to hear that you want to improve your eating habits and get fit. I'll try to advise you as best as I can.

Closing remarks:

Well, I hope you find my advice helpful.

Write back and let me know how you get on.

- 4 2 c You should try not to eat so much junk food and sweets. If you do this, your body won't store so much sugar and fat.

- 3 a I think the best thing would be to eat plenty of fish, fruit and vegetables. If you follow a balanced diet, you won't put on weight.

- 4 b You shouldn't go everywhere by car or by bus. That way, your body won't become lazy.

- 18** (Help Ss to complete the task orally. When satisfied that Ss can deal with the task successfully, assign it as written HW.)

(Suggested answer)

Dear Rachel,

I'm glad to hear that you want to improve your eating habits and get fit. I'll try to advise you as best as I can.

First of all, if I were you, I would eat plenty of fish, fruit and vegetables. If you follow a balanced diet, you won't put on weight. What is more, the best thing for you would be to try not to eat so much junk food, sweets and so on. If you do this, your body won't store so much sugar and fat.

Another good idea is to join a gym and exercise regularly. This will mean that you'll soon get in shape and feel fitter. Finally, you shouldn't go everywhere by car or by bus. That way, your body won't become lazy.

Well, I hope you find my advice helpful. Write back and let me know how you get on.

Love,
Lynn

Unit 3 - Formal Letters (pp. 26 - 33)

- 1 a)** (Read the first question aloud and ensure Ss understand the task. Then, Ss listen and tick the correct boxes. Check Ss' answers.)

1 A Letter 3 ✓ C Letter 2 ✓
B Letter 1 ✓

- b)** (Read questions 2-4 aloud, and explain/elicit the meaning of any unknown words. Ss listen again and complete the task. Check Ss' answers.)

2 B Letters 2 and 3 ✓

C Letter 1 ✓

3 A Letter 1 ✓

B Letter 3 ✓

C Letter 2 ✓

D Letter 3 ✓

E Letter 2 ✓

F Letter 1 ✓

4 A Letters 2 and 3 ✓

C Letter 1 ✓

(Go through the theory and the paragraph plan and explain the meaning of any unknown terminology. Ask comprehension questions to make sure Ss have understood the theory. Do the same to present the theory concerning letters of application.)

- 2** (Read the rubric and advertisement and help Ss underline the key words. Then, Ss answer the questions.)

Key words: advertisement — local newspaper — apply for the job — St George's Primary School — looking for young, energetic and experienced school teacher — must be good organiser — keen on sports — apply in writing — Mrs Hunter — giving details of qualifications, skills and previous experience — saying why — you are suitable for the job

- | | |
|-------------------------|-----------|
| 1 Mrs Hunter. | 6 B, C, E |
| 2 No, I don't. | 7 B, C, E |
| 3 Formal style. | 8 A |
| 4 To apply for the job. | 9 B, D |
| 5 C | |

- 3** (Allow Ss three mins. to do the task, then check Ss' answers.)

Para 1: opening remarks/reason(s) for writing
 Para 2: age/present job/qualifications
 Para 3: experience
 Para 4: personal qualities
 Para 5: closing remarks

- **Qualifications:** BSc degree, certificate in Education
- **Experience:** has been working for Margate Education Department since 1999 - has taught a variety of subjects (e.g. English, General Science, Games)
- **Personal Qualities:** punctual, hard-working, fair, good organisational skills
- (Ss' own answer)

- 4** (Allow Ss three mins. to find the corresponding expressions, then check Ss' answers.)

- I am interested in applying for ...
- I completed my certificate in Education ...
- I have been working for ...
- I consider myself to be punctual ...
- I enjoy working with children ...
- I enclose a reference from my present employer.
- I would be grateful if you would consider my application.
- I am available for interview ...
- I look forward to hearing from you.

- 5** 2 am attending 4 joined 6 awarded
 3 studied 5 am a member

- 6** (Present the theory concerning formal style and explain the meaning of any unknown terminology/ vocabulary, then ask Ss comprehension questions to make sure they have understood the theory.)

- a) (Allow Ss two or three mins. to skim the letters and label the paragraphs. Check Ss' answers.)

Para 2: age/qualifications
 Para 3: experience, personal qualities
 Para 4: other information
 Para 5: closing remarks

- b) (Allow Ss a further three or four mins. to read the letters again and underline the correct phrases. Check Ss' answers and elicit which style is more suitable. Explain/Elicit the meaning of any words which Ss do not understand. [Point out that Ss do not need to know every word and draw their attention to the most relevant vocabulary e.g. **position, edition, ambition, enthusiastic**, etc.] Finally, ask individual Ss to read aloud from the letters.)

- Letter A has an appropriate greeting and ending.
- **Phrases to be underlined:** I am writing to apply for the position of part-time shop assistant which was advertised - I passed the examination for the First Certificate in English with grade A - It is my ambition to become - Despite my lack of formal work experience, I feel that I would be well-suited for the position - I was described by the librarian as enthusiastic, dedicated and reliable - I will have no other commitments - I may be contacted - I look forward to receiving a reply in due course.
- The style used in Letter A. A letter of application is always written in a formal style, which means that the letter should contain complex sentences, advanced vocabulary, no short forms etc.

- c) Steffi Braun applied for job A.

- 7** (Ss, in pairs complete the task. Check Ss' answers around the class asking Ss to justify their answers by giving examples from the two letters.)

- | | | | | |
|-----|-----|-----|-----|------|
| 1 B | 3 B | 5 A | 7 A | 9 B |
| 2 A | 4 B | 6 B | 8 A | 10 A |

- 8** (Read the rubric and questions aloud. Explain/Elicit the meaning of any unknown words. Help Ss to identify the key words, then Ss answer the questions. Check Ss' answers.)

Key words: advertisement — local newspaper — apply for the job — young helpers (18-25) needed — summer camp for 10-14 year olds — must speak English or French — able to work any time — 5th — 25th July — apply to Ben Carroll.

- 1 A, C, E, F, H, I
- 2 Skills: B, F, G, H
Qualifications: I
Experience: C, D
Personal qualities: A
- 3 No, I don't.
- 4 To apply for the job.
- 5 Dear Mr Carroll,
Yours sincerely,
my full name

- 9 (Help individual Ss to complete the task orally using their answers from Ex. 8 and the model in Ex. 3. When satisfied that Ss can deal with the task successfully, assign it as written HW.)

(Suggested answer)

Dear Mr Carroll,

I am writing to apply for the position of (camp) helper which was advertised in yesterday's edition of *The Hatfield Gazette*.

I am an 18-year-old student. I have been awarded certificates in both English and French and I speak both fluently.

I worked in a summer camp last year and I am good at organising outdoor activities and sports events. Therefore, I feel that I would be well-suited for the position. Also, I regard myself as energetic and sociable, I am a good organiser and I like working with children.

As the month of July falls in the summer holidays, I will be available to work at any time for as many hours as needed, including evenings.

I can be contacted for interview by telephone on 7682301. I look forward to hearing from you.

Yours sincerely,
Marc Singer

- 10 (Ask Ss to think of various situations in which they would write a letter of complaint (e.g. to a fast food restaurant manager to complain about poor service.) Present the theory concerning letters of complaint and explain/ elicit the meaning of any unknown words. Point out the use of a mild or strong tone in such letters.)

(Read the rubric and the questions aloud. Explain/ Elicit the meaning of any unknown words, then Ss, in pairs, underline the key words and complete the task. Check Ss' answers.)

Key words: you bought a calculator — given wrong model by mistake — you complained — shop assistant rude — write letter — complaints department — explaining reasons for dissatisfaction — action you expect the company to take

- 1 A person at the company's complaints department.
- 2 No, I don't.
- 3 To make a complaint.
- 4 **(Suggested answer)**
I would use a strong tone because I am extremely upset about the matter.
- 5 **(Suggested answer)**

Opening remarks: I am writing to express my strong dissatisfaction at the disgraceful treatment I received from one of your shop assistants.

Closing remarks: I insist on a full refund or I shall be forced to take the matter further.

- 11 a) (Read the words/phrases aloud and check that Ss understand their meaning. Allow Ss four or five mins. to read the letter and complete the task.)

- | | |
|-------------------------|------------------|
| 1 Firstly | 5 not only |
| 2 However | 6 but also |
| 3 Furthermore | 7 in addition to |
| 4 To make matters worse | |

- b) Para 1: opening remarks/reason(s) for writing
Para 2: 1st complaint & examples/reasons
Para 3: 2nd complaint & examples/reasons
Para 4: 3rd complaint & examples/reasons
Para 5: closing remarks

- c) 1 Mrs Adams is complaining because of the disgraceful treatment she received when purchasing a calculator.
- 2
 - She was given the wrong model.
 - The calculator was cheaper and more basic.
 - She was deeply offended by the behaviour of the sales assistant when she went to complain.
 - 3 Yes, she does.
 - given the wrong model → agreed to buy model X-401 → but was given model X-201
 - calculator cheaper → had fewer features and was more basic

- offended by behaviour of sales assistant → was impolite and unhelpful and refused to contact the manager
- 4 • A full refund ✓
- An apology ✓
- 5 She will be forced to take further action.
- 6 She has used a strong tone.

(words/phrases to be underlined)

my strong dissatisfaction — disgraceful treatment — deeply offended — extremely upset — must insist — forced to take further action

- 12** 2 → E strong tone
3 → E mild tone
4 → B strong tone

- 13** 1 B → Letter III
C → Letter II

(Suggested answers)

- 1 Despite the fact that I have already paid, the equipment has still not been delivered and I urgently need it.
- 2 Contrary to what the advertisement stated, there was no swimming pool, the rooms were extremely small and there was no maid service.
- 3 The model I received was not the model advertised on television. It was a huge, ugly, old-fashioned model.

- 2 A 3 → Letter I
B 1 → Letter III
C 2 → Letter II

14 (Suggested answers)

- a) The Headmaster of the school.
- b) the noise made by the children's portable radios is unbearable — they are constantly littering my garden with rubbish
- c) **Opening remarks:**
I am writing to draw your attention to the problem caused by some students from your school.
Closing remarks:
I hope that this matter will be resolved promptly.

15 (Suggested answers)

- 2 **In spite of the fact** that I paid for a set of five compact discs, there were only three in the box.
- 3 The advertisement said the tent was waterproof, **but** rain continually dripped in.
- 4 **Although** the bicycle was brand new, the chain came off the first time I rode it.

- 5 The battery went flat after only two hours. **However**, the instructions said the battery lasted for sixteen hours.

16 (Read the rubric and the questions aloud and explain/ elicit the meaning of any unknown words. Then, Ss in pairs, underline the key words and complete the task. Check Ss' answers.)

Key words: went for a meal — Benny's fast food restaurant — service very slow — food badly cooked — complained — supervisor rude — insisted on your paying for meal — write letter of complaint — head office — explaining reasons — saying what you expect company to do

- 1 To complain about the service, the meal and the supervisor's rudeness.

2 No, I don't.

3 (Suggested answer)

I would use a strong tone because I am extremely upset about what happened.

4 Dear Sir/Madam,

Yours faithfully,
my full name

5 Three main body paragraphs

Para 2: service slow

Para 3: meal badly cooked

Para 4: supervisor very rude

6 (Check that Ss understand the vocabulary and the situation presented. Elicit suitable sentences around the class.)

(Suggested answer)

1 **Despite** the restaurant's claim of fast service, I had to wait fifteen minutes to give my order and a further twenty minutes for the food to be served.

2 The advertisement claims that Benny's serves delicious food. **However**, the chips were raw, the meat was frozen in the middle and the tomatoes were rotten.

3 The restaurant claims that their customers always come first. **Nevertheless**, when I complained, the supervisor insisted on my paying for the meal, and when I refused, he rudely told me to leave.

7 (Suggested answer)

To give me a full refund and improve their service. I would write my demands in the final paragraph of my letter.

- 17** (Explain/Elicit the meaning of any unknown words, then allow Ss three or four mins. to read the extracts and complete the task. Check Ss' answers, then ask Ss to read the corrected extracts aloud.)

- Paragraph A is a closing remark and paragraph B is an opening remark.

- A**
- 1 As you can imagine
 - 2 I am extremely upset
 - 3 I feel I am entitled to
 - 4 a full refund
 - 5 a written apology
 - 6 I look forward to receiving your prompt reply

- B**
- 1 I am writing to express
 - 2 my complete dissatisfaction
 - 3 I was served
 - 4 my anger
 - 5 the behaviour of the supervisor
 - 6 complained

- 18** (Help individual Ss to complete the letter orally using their answers to Exs. 16 and 17. When satisfied that Ss can deal with the task successfully, assign it as written HW.)

(Suggested answer)

Dear Sir/Madam,

I am writing to express my complete dissatisfaction with the meal I was served last night at the local branch of Benny's, and my anger at the behaviour of the supervisor when I complained.

Firstly, the service was extremely slow. Despite the restaurant's claim of fast service, I had to wait fifteen minutes to give my order, and a further twenty minutes for the food to be served.

Furthermore, the advertisement describes the food at Benny's as delicious. However, the chips were raw, the meat was still frozen in the middle and the tomatoes were rotten.

To make matters worse, even though the restaurant claims that their customers always come first, when I complained the supervisor insisted on my paying for the meal, and when I refused he rudely told me to leave.

As you can imagine, I am extremely upset. I feel I am entitled to a full refund, in addition to a written apology from the local manager. I look forward to receiving your prompt reply.

Yours faithfully,
Maria Sanchez

Unit 4 - Semi-formal Letters (pp. 34 - 37)

- 1** (Read the questions aloud and explain/elicite the meaning of any unknown words. Then, Ss do the listening task. Check Ss' answers.)

1 B 2 C 3 C, E

- 2** (Present the theory and the paragraph plan, then read the rubric, extracts and questions aloud. Explain/Elicit the meaning of any unknown vocabulary and help Ss to identify the key words in the rubric. Ss complete the task. Check Ss' answers.)

Key words: You are going — language school in Britain — stay with Mr and Mrs Jackson — Jacksons ask for information — write a letter — giving information asked for — including questions or requests of your own

- 1 Mr and Mrs Jackson
- 2 To give information, ask questions and make requests
- 3 Three main body paragraphs
- 4 a, b, d
- 5 **(Suggested answers)**

- a) As far as food is concerned, I have no special requests.
- b) The only thing I don't eat is chicken soup.
- c) My favourite food is spaghetti Bolognese.
- d) I am looking forward to trying shepherd's pie.

- 6 (Suggested answers)**

- a) I was wondering if it is necessary for me to bring a thick jumper.
- b) Perhaps you could tell me if it gets cold in the evenings.
- c) I would like to know if the town has a post office.
- d) What is the public transport like? Is it reliable/frequent?
- e) Do you think I need to bring a swimming costume?

- 7 (Suggested answers)**

Opening remarks:

I would like to thank you for your letter.

Closing remarks:

It was very kind of you to write. I'm looking forward to meeting you.

- 3** (Allow Ss three or four mins. to skim the letter and complete the task. Check Ss' answers.)

- 1 Thank you very much
- 2 I am writing
- 3 I need to
- 4 It is very kind
- 5 As far as food is concerned
- 6 Besides
- 7 I was wondering if you had
- 8 Best wishes

Para 1: opening remarks/reason(s) for writing

Para 2: travel plans

Para 3: food requirements

Para 4: further questions

Para 5: closing remarks

- 4** (Present the theory, paying special attention to the examples. Explain/Elicit the meaning of any unknown vocabulary. Allow Ss two or three mins. to read the extracts and complete the task. Check Ss' answers by asking individual Ss to read the corrected extracts aloud.)

- | | |
|--------------------------------|---------------------|
| 1 Mrs Ames | 7 don't hesitate |
| 2 Thank you for the invitation | 8 telephone me |
| 3 received | 9 any help |
| 4 I apologise for | 10 the preparations |
| 5 reply | 11 a great success |
| 6 I will be unable to visit | 12 Best wishes |

- 5** (Allow Ss two mins. to complete the task. Check Ss' answers.)

2 F 3 A 4 E 5 B 6 D

- 6 a)** (Ensure Ss understand the task, then elicit suitable answers from the class.)

1 formal 2 informal 3 semi-formal

- b)** (Allow Ss about two mins. to complete the task. Check Ss' answers, asking them to justify their answers.)

A 1 B 2 C 3

- 7 a)** (Read the rubric and the questions aloud. Then, allow Ss two or three mins. to underline the key words and answer the questions. Check Ss' answers.)

Key words: just returned from Britain — school had arranged for you to stay with a local couple you had not met before — write a letter — thanking them for their kindness.

- 1 The local couple whom I stayed with. Not very well.
- 2 Semi-formal style. I will use a polite tone. I won't use much colloquial language, idioms, phrasal verbs or short forms.
- 3 To thank them for their kindness to me during my stay.
- 4 C

- b)** (Allow Ss four mins. to complete the task. Check Ss' answers by asking individual Ss to read their sentences aloud and say which topic sentence each is related to.)

- A My room was very comfortable and every meal was delicious. (Para 2)
 B What helped me most was the chance to practise English with you every day. (Para 3)
 C You made me feel like I was part of the family. (Para 2)
 D I never thought (that) I would be able to speak English so well. (Para 3)

- c)** (Allow Ss two or three mins. to read the extract and the phrases and complete the task. Explain/Elicit the meaning of any unknown words. Check Ss' answers by asking individual Ss to read the completed extract aloud.)

2 B 3 B 4 A

- d)** (Read items A-H aloud, then elicit the correct answers from Ss.)

C ✓ F ✓ G ✓

- 8** (Help Ss to compose their letter orally, using their answers from Ex. 7. When satisfied that Ss can deal with the task successfully, assign it as written HW.)

(Suggested answer)

Dear Mr and Mrs Jackson,

I am writing to tell you that I have arrived home safely, and to thank you both very much for being so kind to me during my stay with you. It was a wonderful experience which I am sure I will always remember.

I really appreciate all your efforts that made my stay in your home a happy one. My room was very comfortable and every meal was delicious. You made me feel like I was part of the family.

My trip to Britain has certainly improved my English, too. What helped me most was the chance to practise English with you every day. I never thought (that) I would be able to speak English so well.

Thank you again for all your kindness. My parents send their regards and ask me to tell you that you will always be welcome guests if you would like to visit my country. I would love to hear from you whenever you have time to write.

Best wishes,
Julia Buitoni

Unit 5 - Transactional Letters (pp. 38 - 41)

- 1** (Read the advertisement and the notes aloud. Explain/Elicit the meaning of any unknown words, then Ss listen and complete the task. Check Ss' answers.)

- A ✓ advert in Wessex Times, April
- C ✓ bikes—hire, or bring my own?
- E ✓ hiking—where?—with a guide?
- F ✓ any other activities offered?
- G ✓ total cost—how much?
- H ✓ charge per day, or per activity?
- J ✓ necessary to book?
- K ✓ write, or phone me—0181-313-9480

- 2** (Present the theory and explain/elicite the meaning of any unknown vocabulary. Then read the rubric and the advertisement aloud. Help Ss to identify the key words in the rubric, pointing out that all the notes are essential. Then elicit answers to the questions.)

Key words: you and two friends decided to rent the cottage — read advertisement and notes — write letter to fourth friend — asking him/her to join you — giving him/her the information about cottage — what you can do there

- 1 A friend of mine
- 2 Yes, I am, because it's an informal letter to a friend.
- 3 To ask a friend to join me and two other friends on holiday.

- 4 B
- 5 ☒ A
- ☒ C
- ☒ E
- ☒ G
- ☒ H
- ☒ J

6 2 A 3 B 4 A

7 (Suggested answers)

Opening remarks

Hi! How are you? I'm writing to invite you to join us this August in Dorset.

Closing remarks

Well, I must go now. Please write back and let me know if you're interested in joining us.

- 3 a)** (Allow Ss four or five mins. to read the letter, complete the paragraph plan and underline the correct words/phrases. Explain/Elicit the meaning of any unknown words, then check Ss' answers.)

Para 2: information about the cottage

Para 3: what the area offers

Para 4: persuade friend to join you

Yes, all the points in the rubric, advertisement and notes have been covered in the letter.

words/phrases to be underlined: cottage in Dorset, 15th to 21st August, love it if you can join us, two bedrooms, big, two beds in each, large garden, £200 a week, £50 each, lots of things to do in area, horse riding, sports centre not far away, market, local museum, wildlife park, four bikes

b) (Suggested answers)

- The owner's description of the house sounds fantastic.
- You can't imagine what we can do there.
- We would be really happy if you choose to come with us.

- 4** (Present the theory, then allow Ss four or five mins. to complete the task. Check Ss' answers around the class.)

(Suggested answers)

- 3 I = How many tickets are available?
- 4 I = Are there any facilities for young children?
- 5 D = Could you perhaps inform me what time the play finishes?
- 6 D = I would like to know if/whether you cater for vegetarians.
- 7 I = Could you send me further information?
- 8 D = I would be grateful if you could tell me where exactly the restaurant is.
- 9 I = Where is the nearest train station?
- 10 D = I would like to know if/whether the cost of equipment is included in the price.

- 5 (Explain/Elicit the meaning of any unknown vocabulary, then allow Ss three or four mins. to complete the task. Check Ss' answers.)

| | | |
|-----|-----|------|
| b 4 | e 7 | h 10 |
| c 3 | f 5 | i 6 |
| d 2 | g 9 | j 8 |

- 6 a) (Read the advertisement aloud and explain/elicite the meaning of any unknown vocabulary. Allow Ss four or five mins. to complete the task. Check Ss' answers.)

(Suggested answers)

- 2 How old? 4 Private room?
3 Which evenings? 5 What exactly? A car?

b) (Suggested answers)

- 2 I would like to know how old candidates should be./Could you please tell me what age candidates should be?
3 I would like to know which evenings in particular are free./Could you please tell me which evenings are free?
4 I would like to know if you provide a private room./Could you please tell me whether you provide a private room?
5 I would like to know what exactly the benefits are and whether they include the use of a car./Could you please tell me what exactly the benefits are and whether they include the use of a car?

- 7 a) (Read the rubric and the notes aloud. Explain/Elicit the meaning of any unknown vocabulary, then Ss complete the task. Check Ss' answers.)

- 1 c
2 Mrs White
3 Not very well
4 Dear Mrs White, Yours sincerely, my full name

5 **(Suggested answer)**

Opening remarks

I'm writing with regard to the end-of-term party that I am organising.

Closing remarks

Thank you in advance. I look forward to hearing from you.

- b) (Allow Ss four or five mins. to read the notes again. Check Ss' answers by asking individual Ss to read the sentences aloud.)

(Suggested answers)

- **who's coming:** The 4th and 5th forms will be attending the party.
- **music:** The music will be provided by John Smith's Disco.
- **food and drink:** Mary and Eva will be responsible for supplying the food and drink for the party.
- **cost of tickets:** How much should we charge for a ticket?
- **posters:** Where exactly can we put up the posters?

- 8 (Help Ss to compose their letter orally using their answers from Ex. 7. When satisfied that Ss can deal with the task successfully, assign it as written HW.)

(Suggested answer)

Dear Mrs White,

I'm writing with regard to the end-of-term party that I am organising.

Firstly, the party will be held in the school hall on Saturday 1st July from 8 pm to 11 pm. The 4th and 5th forms will be attending. The music will be provided by John Smith's Disco and Mary and Eva will be responsible for supplying the food and drink for the party.

Finally, I was wondering if you could advise me on how much we should charge for a ticket. Also, could you let me know where exactly we can put up the posters?

Thank you in advance. I look forward to hearing from you.

Yours sincerely,
Ben Adams

Unit 6 - Describing People (pp. 42 - 47)

- 1 (Elicit from Ss words/phrases required to describe a person i.e. tall, short, thin, slim, blue eyes etc. Ask Ss to suggest as many words as they can. Explain that they are going to listen to someone describing his schoolfriends and that Ss should listen a) to identify the friends and b) for the words which describe their personalities. Then, Ss do the listening activity. Check Ss' answers. Finally, ask Ss to describe each boy.)

a) 1 Martin 2 Alex 3 Ravi

b) 1 A 3 A 5 M
2 M 4 R 6 R