

# Writing Guide

## WRITING SKILLS

### WORD ORDER

Word order is very important in English. The usual order is:  
**subject + verb + object + additions**

#### Note

- 1 If a sentence has both a direct and indirect object, there are often two possibilities:  
He showed **me his new car**. ✓  
He showed **his new car to me**. ✓
- 2 Many time expressions can come at the beginning or the end of the sentence:  
**Yesterday**, I found someone's wallet. ✓  
I found someone's wallet **yesterday**. ✓
- 3 Never separate the verb from its object(s). We cannot say:  
I **found yesterday someone's wallet**. ✗
- 4 Adverbs of manner can come in several positions, but **not** between the verb and object.  
**Slowly**, she began her speech. ✓  
She **slowly** began her speech. ✓  
She began her speech **slowly**. ✓  
She began **slowly** her speech. ✗
- 5 Some adverbs of frequency can come at the beginning or the end of the sentence, or before the main verb.  
**Sometimes** we celebrate Christmas together. ✓  
We celebrate Christmas together **sometimes**. ✓  
We **sometimes** celebrate Christmas together. ✓  
We celebrate **sometimes** Christmas together. ✗

#### Note

If the main verb is *to be*, the adverb of frequency follows it.

They **are often** in touch on Facebook. ✓

**Always** and **never** cannot begin or end a sentence. We cannot say:

**Always** we give each other presents. ✗

We forget to take a photo **never**. ✗

### SUBJECT-VERB AGREEMENT

The verb is singular or plural, depending on the subject.

**He lives** in London. (singular) / **They live** in London. (plural)

#### Note

- 1 Singular nouns that refer to groups can have either singular or plural verbs.  
The crew **was** / **were** glad to get home.
- 2 Amounts and measurements often have got singular verbs.  
One hundred dollars **is** the final price.  
Twenty kilometres **seems** like a long way to walk.
- 3 Words like *anyone*, *everybody* and *nobody* have got singular verbs.  
Does anyone **know** that man?  
I think everybody **agrees** with me.  
**Nobody likes** my cooking.
- 4 Uncountable nouns have got singular verbs, even if they end in *s*.  
**Physics is** considered a difficult subject.  
The news **sounds** good.
- 5 Some nouns are always plural.  
Brand-name **clothes** are expensive.  
These **binoculars** don't work very well.



## USE OF ADJECTIVES

- Adjectives come before nouns and after certain verbs (*to be* or stative verbs).  
a **large** house ✓    a house **large** ✗    They seem **lovely**. ✓
- The adjective form for singular and plural nouns is the same.  
a **magnificent** painting / **magnificent** paintings ✓    **magnificents** paintings ✗
- Adjectives follow a specific order: **opinion** + **size** or **age** + **shape** + **colour** + **origin** + material.  
an **uncomfortable, old, wooden** chair ✓    an **uncomfortable, wooden, old** chair ✗

## CONNECTORS

Connectors are linking words which join ideas and show how those ideas are related to one another.

I felt a bit shy **because** I didn't know anyone. (to give a reason)

She was wearing a coat **despite** the heat. (to express a contrast)

He was exhausted, **so** he went to bed early. (to describe a result)

They also help us to organise our writing and make it easy for the reader to follow.

**In contrast** to countries like Spain and France, in Britain the weather is often quite unpredictable, with sudden rain at any time of the year. **For this reason**, the weather is one of the most popular topics of conversation among Brits. If you're visiting Britain, you should always carry an umbrella **so as not to** get caught in an unexpected shower. **Even though** they often complain about the weather, most Brits realise that their country is lovely and green **because** of the frequent rain.

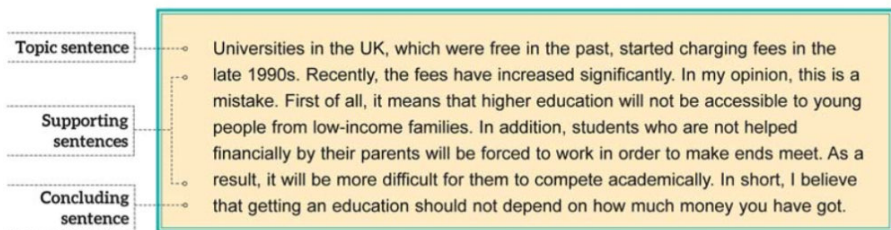
Study the chart of connectors and phrases below.

Use	Examples
to add points on the same topic	and / in addition / furthermore / moreover / what's more / besides / also / too / as well as
to express a contrast	but / however / nevertheless / yet / still / although / even if / even though / in spite of / despite / while
to describe a cause or reason	because (of) / since / due to / as / as a result of / one/another reason for ... is ...
to describe a result	so / therefore / consequently / thus / as a result / as a consequence / for this reason / that is why
to show purpose	in order (not) to / so as (not) to / so that / to
to describe similarity	similarly / likewise / in the same way
to express personal opinions	in my opinion / I (strongly) believe (that) / I think/feel (that) / in my view / it seems to me (that) / personally / as I see it
to introduce facts	in fact / as a matter of fact / actually / the truth is (that)
to make general statements	in general / generally / as a rule / on the whole
to list points	to begin/start with / in the first place / first of all / for one thing / firstly, secondly, thirdly / finally / lastly
to give examples	for example / for instance / such as / like / particularly / in particular / especially / (more) specifically
to introduce opposing points	on the one hand / on the other hand / in contrast / contrary to / it can also be argued that / but there are people who say/think (that)
to show sequence	first / at first / in the beginning / before / next / then / soon / meanwhile / later / after that / afterwards / at last / eventually / finally / in the end / during / when / after a while
to show time	when / while / before / after / until / as soon as / by the time
to conclude	in conclusion / to sum up / in short / all in all

## WRITING A PARAGRAPH

A paragraph consists of several sentences about a certain topic. It has the following parts:

- 1 a **topic sentence** which gives the main idea of the paragraph
- 2 **supporting sentences** which add reasons, details and examples
- 3 a **concluding sentence** which leads on to the next paragraph or summarises the main idea



The parts of a paragraph should flow logically. The paragraph must be easy to understand. You can accomplish this by:

- 1 using pronouns to refer back to the nouns in the text.
- 2 using connectors to show the connections between ideas (see the chart on page 145).

## WRITING AN ESSAY

An essay consists of several paragraphs about a topic. There are many different kinds of essays, but they all have the same basic plan:

### 1 THE OPENING

The opening is a general presentation of the topic. Try to start your essay with an opening that will catch your reader's interest. Here are some ideas:

- a Begin with a question.  
Remember how embarrassing it used to be to fall asleep in class? Well, at Kennedy School it's perfectly all right. This historic school has been converted into a hotel.
- b Begin with a short anecdote about real or imaginary events.  
Jill Massena walked into her old third-grade classroom, remembering her school days years ago. She drew a picture on the blackboard, took off her shoes and relaxed on the king-sized bed. This may sound strange, but the school where Jill studied is now a hotel.
- c Begin with a surprising fact.  
There's a hotel in Portland, Oregon that has blackboards in the guest rooms and a pub called Detention Bar.

If you can't think how to begin, don't worry. Go on to the body of the essay. You can always write the opening later. The important thing is to keep going.

### 2 THE BODY

The body has got one or more paragraphs which develop the topic. When you prepare to write, you brainstorm for ideas (see page 147). Then you choose ideas to use and put these ideas into groups in a logical order. Use these groups of ideas to write the body of the essay. Each group of ideas will become a separate paragraph.

### 3 THE CLOSING

The closing is a paragraph which summarises the main idea or presents a conclusion. It should not bring in new ideas. In some cases, the closing may be similar to the opening, but presented in different words. It should always leave the reader with a strong impression.

In short, the Kennedy School Hotel is a unique and enjoyable place to stay. I recommend giving it a try the next time you're in Portland.

## THE WRITING PROCESS

### STEP 1

#### BRAINSTORM FOR IDEAS

- Write down all the ideas you can think of.
- Don't worry about whether all the ideas are relevant.
- Don't worry about grammar or spelling.
- You can write in your own language.

### STEP 2

#### ORGANISE YOUR IDEAS

- Decide which ideas to keep and cross out the others.
- Group similar ideas together.
- Organise the groups according to a writing plan.

### STEP 3

#### WRITE A FIRST DRAFT

- Write your first draft on the computer or by hand. If you are writing by hand, use a pencil. Leave wide margins for notes.
- Leave space between lines for additions and corrections.
- Write quickly. Don't worry about neatness or accuracy.
- If you can't think of a word in English, write it in your own language. Look up the word in a dictionary later.
- If you can't spell a word, write it any way you can. Then check the word in a dictionary or use a spellcheck when you have finished.

TOPIC: Credit Cards – The Best Way to Shop?

~~(A) convenient – no need to worry about how much cash you've got~~

~~(A) safe – no danger of cash stolen~~

~~(B) sometimes a high fee is charged~~

~~(A) can be reported and cancelled if stolen~~

~~(A) reports help you keep track of spending~~

~~(A) can be used to buy online~~

~~(B) number can be stolen from a receipt, over the phone or from a website~~

~~(B) can encourage you to spend more than you have~~

~~(B) you can't see how much you've spent or how much you've got left~~

~~(A) you sometimes get special discounts~~

~~(B) can lead to uncontrolled spending~~

Group A – advantages

Group B – disadvantages



#### STEP 4

##### CHECK YOUR WORK

- Use the Writer's Checklist to improve your work.

#### WRITER'S CHECKLIST

##### Organisation

- ✓ I organised my work according to a plan.
- ✓ Each paragraph has one topic.
- ✓ My paragraphs are clearly indicated.
- ✓ My ideas are in a logical order.

##### Language

- ✓ My grammar is correct.
- ✓ My spelling is correct.
- ✓ My word order is correct.
- ✓ My punctuation is correct.
- ✓ I used capital letters correctly.
- ✓ I used adjectives correctly.

Today, credit cards are used by almost everyone.

Credit cards are very <sup>convenient</sup> convenient, because of you don't have to worry about how much cash you have got. If you notice that your card ~~have~~ **has** been stolen, you can ~~to~~ call and cancel it, so that no one can use it. This is impossible if someone **your cash** has stolen.

##### Content

- ✓ My work is interesting and original.
- ✓ I began with a suitable opening sentence.
- ✓ I presented my ideas clearly.
- ✓ I included only relevant ideas.
- ✓ I supported my ideas with details and examples (opinion, for and against essay).
- ✓ I ended with a suitable closing sentence.
- ✓ I used connectors to link my ideas.

#### STEP 5

##### WRITE A FINAL DRAFT

- If you are writing by hand, copy your corrected work neatly onto a clean sheet of paper.
- If you are using a computer, print out a copy of your essay. It's easier to find mistakes on a printed copy.
- Use a pen and leave a margin on the left-hand side.
- Make sure your paragraphs are clearly indicated.

##### Note

You can indicate the beginning of a paragraph by:

- 1 indenting (moving the first word of the paragraph to the right).
- 2 skipping a line before beginning a new paragraph. Each paragraph begins at the left-hand margin.

Both styles are correct, but be consistent in your writing.



## MODELS

## AN INFORMATIVE ESSAY

An informative essay contains factual and objective information about a topic, such as its history, how it developed and what makes it special. Look at the topic below. Then study the plan and read the model.

## Topic:

Write an informative essay about an invention.

## Plan:

## Opening

Introduce the topic and basic facts

## Body

Develop the topic with facts and details

## Closing

Summarise the main points

## MODEL

## Plastic – Friend and Enemy

It's hard to imagine modern life without plastic. We depend on this amazing material for almost everything we use, from toys to telephones, cars and computers. However, in recent decades people have become aware that plastic has a dark side as well.

Bakelite, the first completely synthetic plastic, was invented by Leo Baekeland in 1907. Durable, strong and light, this revolutionary product could be moulded into any shape. It was also very inexpensive, since it did not depend on limited supplies of natural resources.

Since then, plastic technology has enabled the invention of countless innovative products and made them affordable to the average consumer. Nevertheless, today we know that plastic is extremely destructive to the environment, piling up in landfills and in the oceans.

In conclusion, although plastic is critical to our way of life, it is also one of the biggest threats to life on our planet. Hopefully, in the near future, scientists will find environmentally friendly solutions that will enable us to continue enjoying plastic products without harming planet Earth.

For Practice, see Workbook Exam Preparation page 88

## USEFUL LANGUAGE

- This company / product / item is special / important / invaluable / unusual because ...
- ... was invented / founded / started by ...
- We depend on ...
- It all began when ...
- revolutionary product ...
- ... has enabled ...
- Hopefully, ...
- In the near future ...
- In conclusion, ...
- In short, ...
- To sum up, ...

## AN OPINION ESSAY

When writing an opinion essay, the writer states an opinion and tries to convince readers that this opinion is justified with reasons, facts and examples. Look at the topic below. Then study the plan and read the model.

### Topic:

Write an opinion essay about eating meat.

### Plan:

#### Opening

State the topic and the writer's opinion

#### Body

Support the writer's opinion with reasons, facts and examples; develop each idea in a new paragraph

#### Closing

Summarise and restate the writer's opinion

### MODEL

#### Should People Stop Eating Meat?

Today, many people are talking about the harm that eating meat can cause. As a result, more and more people are becoming vegetarians. However, I am a meat eater and see no reason to change my eating habits.

Firstly, there's no doubt that eating meat provides us with a simple source of some essential nutrients, such as protein and iron. To get these nutrients from other sources, you have to eat a carefully planned combination of different foods. Due to our modern lifestyle, most people don't have the time to prepare so many different types of food.

Furthermore, some people object to the fact that we kill animals to eat their meat. However, these same people wear leather shoes and clothing, which doesn't make sense if they're against killing animals.

Finally, vegetarians point out that the meat industry is harmful to the environment. While there is some truth to this, the problem should be solved by regulating the meat industry, not by preventing people from eating meat.

In short, while I understand some of the objections to eating meat, I do not believe we should all become vegetarians. As I see it, people should be free to make their own dietary choices – and I am on the side of the meat eaters.

For Practice, see Workbook Exam Preparation pages 103 - 105

### USEFUL LANGUAGE

- |  |                      |
|--|----------------------|
| ■ I (do not) think / believe that ...            | ■ For example, ...   |
| ■ In my opinion, ...                             | ■ Firstly, ...       |
| ■ I believe ...                                  | ■ Furthermore, ...   |
| ■ I hate / love / don't mind ...                 | ■ Finally, ...       |
| ■ As I see it, ...                               | ■ In conclusion, ... |
| ■ There's no doubt that ...                      | ■ In short, ...      |
| ■ It's clear that ...                            |                      |
| ■ As far as I'm concerned, ...                   |                      |
| ■ Personally, ...                                |                      |
| ■ While I understand ..., I (do not) believe ... |                      |

## A FOR AND AGAINST ESSAY

A for and against essay is usually about a topic which is quite controversial. This type of essay presents both sides of the issue and then states which side of the issue the writer agrees with (usually the second side presented). Look at the topic below. Then study the plan and read the model.

### Topic:

Write a for and against essay about having art and music lessons at school.

### MODEL

#### Plan:

**Opening**  
Introduce the issue

**Body**  
Present arguments for both sides of the issue, with supporting details and examples

**Closing**  
Summarise and state your opinion

#### Art and Music in Schools

In recent years, many schools have stopped providing students with art and music lessons. Some people agree with this as they believe that students benefit more from academic subjects such as computer science. In contrast, others believe that learning art or music is very important.

Obviously, students need to have good reading, maths and computer skills. Moreover, due to the increasing number of exams to test students' progress in academic subjects, it's true that more time needs to be devoted to teaching those subjects.

However, according to various studies, it is also a fact that children benefit from art and music classes. For example, children who study art or music often have better verbal and maths skills than children who don't. In addition, learning art and music has been shown to develop the ability to think creatively and work as part of a team. Finally, studying these subjects has been linked to increased self-confidence.

Personally, I think that schools should provide an all-round education. Despite the importance of academic subjects, schools need to help students develop general abilities and skills. That is why I believe that art and music should be returned to the classroom.

For Practice, see Workbook Exam Preparation pages 103 & 105

### USEFUL LANGUAGE

- |                           |   |
|---------------------------|---|
| ■ Personally, I think ... | ■ Moreover, ...                               |
| ■ It's a fact that ...    | ■ For example, ...                            |
| ■ It's true that ...      | ■ In my opinion, ...                          |
| ■ On the one hand, ...    | ■ In conclusion, ...                          |
| ■ On the other hand, ...  | ■ Firstly, ... / Secondly, ... / Finally, ... |
| ■ In contrast, ...        | ■ To sum up, ...                              |
| ■ In addition, ...        |   |

## A REVIEW

A review gives information and opinions about a book, film or show in order to help people decide whether to read / see it. Look at the topic below. Then study the plan and read the model.

### Topic:

Write a review of a book you have read recently.

### Plan:

#### Opening

Provide basic information - the title, the author, the main characters and the setting

#### Body

Give a description of the characters and the plot  
Include strong and / or weak points

#### Closing

Summarise the writer's opinion and recommendation

### MODEL

#### The Silent Girl

*The Silent Girl* is a mystery thriller written by well-known author Tess Gerritsen.

The story is set in Boston's Chinatown, where homicide detective Jane Rizzoli is called on to solve a bizarre murder.

Rizzoli connects the murder to another horrific incident 19 years earlier, when four people were murdered in a Chinatown restaurant. Clues lead her to Iris Fang, a mysterious and powerful martial arts master who is a possible suspect. Eventually, she discovers an ancient Chinese legend containing dark and threatening secrets.

*The Silent Girl* is one of Gerritsen's most thrilling novels so far. As various clues were introduced, I couldn't wait to find out what would happen next. I found the characters both interesting and likeable, and enjoyed the novel's fascinating view of Chinese culture, traditions and mythology.

I highly recommend this superbly written book. If you enjoy a novel that's so full of suspense that you can't put it down, you'll love *The Silent Girl*.

### USEFUL LANGUAGE

- The story is set in ...
- It tells the story of ...
- It is a thriller / romance / science-fiction novel / film ...
- It is one of the best / worst novels / films ...
- I found the characters ...
- I highly recommend this book / film
- If you enjoy novels / films that ..., you'll love ...

## A SUMMARY

A summary provides the reader with the main idea of an article in as few words as possible. It includes the important points, but not examples or details, and often contains language similar to, but not identical to, the article. Look at the topic below. Then read the original article and the model summary.

### Topic:

Write a summary of an article, using 60-80 words.

#### MODEL

#### Vinyl Records Make a Comeback

Today, young people listen to music on their mobile phones, music players and computers. However, if they asked their parents and grandparents how they listened to music when they were younger, the answer would be unanimous – they purchased vinyl records and played them on their record players. For the last 20 years, records have been available only in second-hand and speciality shops. However, these vinyl treasures are currently making a comeback.

Digital compact discs (CDs) were introduced into the market in 1982. By 1985, their success was so great that it led to a crisis in the vinyl record industry. With the rise of the CD, replacement parts for record players became unavailable as records gathered dust in people's basements. In fact, by the end of that decade, vinyl records were considered obsolete.

Contrary to expectations, some music lovers were dissatisfied with the new digital technology. Even today, Adam Johnson, a New York music dealer, says, "If I evaluate the sound quality of various formats, no digital format sounds as warm and alive as an old record does." Karen Scott, a music collector, adds, "Records are just like books in the sense that when you buy one, you own an original copy. Digital technology ruins that."

In recent years, more and more consumers appear to share Johnson's and Scott's views. Vinyl record sales have gone up for several years in a row, with a 30 to 40 per cent gain over the last few years. Not only are records being produced again in greater numbers, but record players are also being manufactured and sold by the leading electronics companies. Is this the end of CDs and music players? Probably not. Unlike digital formats, records can only be played at home. Yet one thing is for sure: Records are back in a big way.

### Model Summary

#### Plan:

One cohesive paragraph which includes only important information

#### Vinyl Records Make a Comeback

Vinyl records, which were the only type of music format available in previous generations, were made obsolete in the 1980s by the rise of CDs. However, they are now becoming popular again. Some music lovers claim that the sound of a vinyl record is superior to digital sound. Others add that only records can provide the satisfaction of owning an original copy. Consequently, in the past few years, the sales of both vinyl records and record players have increased dramatically.

#### USEFUL LANGUAGE

- |                           |                                   |                     |
|---------------------------|-----------------------------------|---------------------|
| ■ However, ...            | ■ ... has increased dramatically. | ■ Clearly, ...      |
| ■ Some ... claim that ... | ■ Moreover, ...                   | ■ Although ...      |
| ■ In the past few years,  | ■ Apparently, ...                 | ■ Consequently, ... |

## A CURRICULUM VITAE

When applying for a job, you will often have to supply the employer with your personal details, as well as your educational qualifications and work experience. There are a number of different ways to present a CV, but whichever format you use, make sure your information is presented clearly and accurately. Below is an example of a CV which can be used as a model for your own.

### MODEL

#### PERSONAL INFORMATION

Name	<i>Belén Rodríguez Martín</i>
Address	<i>C/ Ronda de Valencia, 224, Alicante</i>
Telephone no.	<i>607755848</i>
E-mail	<i>elenbe85@gmail.com</i>
Nationality	<i>Spanish</i>
Date of birth	<i>4th May, 2003</i>

#### WORK EXPERIENCE

Dates	<i>2019-2020</i>
Name of employer	<i>Biblioteca Miguel de Cervantes</i>
Occupation or position held	<i>Library worker (part-time)</i>
Main activities and responsibilities	<i>Help people find information, organise books and file documents</i>

#### EDUCATION AND TRAINING

Dates	<i>2018-2020</i>
Name of school	<i>IES Gran Capitán</i>
Principal subjects covered	<i>English language, history, literature</i>
Title of qualification awarded	<i>Secondary School Graduate – Bachillerato</i>

#### SKILLS AND PERSONAL ABILITIES

Languages	
Mother tongue	<i>Spanish</i>
Other languages	<i>English (good level written and spoken) French (fluent)</i>

#### COMPUTER SKILLS

General	<i>Microsoft Word, Excel, PowerPoint</i>
Graphics or multimedia	<i>Photoshop, InDesign</i>
Programming	<i>Visual Basic</i>

<b>OTHER SKILLS AND EXPERIENCE</b>	<i>2017-2018: photo editing</i>
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<b>DRIVING LICENCE</b>	<i>Licence for 125cc motorbike</i>
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## A COVER LETTER / E-MAIL FOR A JOB APPLICATION

When applying for a job, it is usual to write a cover letter that is sent with your CV, references or qualifications. It's important to use formal language in your application. Read the advert. Then study the plan and read the model.

### Topic:

#### LIFEGUARDS NEEDED NOW!

Summerfields Country Club is looking for full-time lifeguards.

To qualify you must be:

- At least 18 years old
- In possession of a nationally recognised lifeguard qualification
- Hardworking, dedicated and reliable

**APPLY TO: The Personnel Manager, Summerfields Country Club,  
Crest Lane, Norfolk PE38 9PP or [personnelsummerfields@bighat.com](mailto:personnelsummerfields@bighat.com)**



### Plan:

**Writer's address and date** (Not required when writing an e-mail.)

**Details**  
Person who will receive the application

**Greeting**

**Reason for writing**

**Body**  
Relevant personal details and qualifications

**Closing remarks**

**Signing off**

#### MODEL

24 Kenton Road  
Kings Lynn PE 31JK  
30th May, 2021

The Personnel Manager  
Summerfields Country Club  
Crest Lane  
Norfolk PE38 9PP

Dear Sir / Madam,

I am writing in response to your advert posted on the JobSeekers site on 28th May. I would like to apply for the position of full-time lifeguard.

I am 18 years old and have a National Pool Lifeguard Qualification (NPLQ), which I did in June last year. In addition, I recently completed a first-aid course with the St John Ambulance organisation. My work experience includes accompanying the Falmouth Scouts on their summer camp, where I was responsible for the pool safety of the 10-12 year olds, as well as working for two months at the Sandy Bay municipal pool. I have included copies of references from both these places of work.

In addition to the above, I am a hard-working, reliable person and I take my responsibilities very seriously.

I hope you will consider my application favourably. I would be happy to attend an interview at any time that is convenient.

I look forward to hearing from you.

Yours faithfully,

Karim Blakely

#### USEFUL LANGUAGE

- |   |   |
|---|---|
| ■ Dear Sir / Madam,                             | ■ My work experience includes ...                     |
| ■ Dear Mr / Mrs / Ms ... ,                      | ■ I hope you will consider my application favourably. |
| ■ I am writing in response to ...               | ■ I look forward to hearing from you.                 |
| ■ I would like to apply for the position of ... |   |

## A NARRATIVE

A narrative tells a story. It describes a series of events and the feelings of the people involved. Look at the topic below. Then study the plan and read the model.

### Topic:

Write a narrative about an adventure.

### MODEL

#### Plan:

##### Opening

Set the scene and introduce characters

##### Body

Tell events in the story and how the characters felt

##### Closing

Tell the ending of the story

#### Alone in the Mountains

It was a cloudy autumn day, and the tourist jeep had left us at the top of the mountain. Our plan was to hike all the way down. All around us there was thick forest, with no other people in sight.

After finding the path, we began to descend slowly, as it was far rockier and more slippery than we had imagined. Then suddenly, Keith slipped on a rock and fell. He tried to get up, but his leg hurt too much. With no phone reception, we had no idea how to get help.

Luckily, a few minutes later some other hikers came along. They promised to notify the rescue services as soon as they reached the village, and then they were gone. As the hours passed, we began to wonder if they had forgotten. We were all frightened and poor Keith was in pain, but at least the injury didn't seem serious.

Finally, a helicopter came to rescue us. After Keith had been checked at the clinic, we got back to our hotel exhausted. Once we were safe, it all began to feel like an exciting adventure! I wish I could find those hikers to thank them for keeping their promise.

For Practice, see Workbook Exam Preparation page 89

## USEFUL LANGUAGE

### Time Expressions and Connectors of Sequence

- |              |                       |
|--------------|-----------------------|
| ■ at first   | ■ now that            |
| ■ before     | ■ while               |
| ■ after      | ■ during              |
| ■ next       | ■ meanwhile           |
| ■ later      | ■ eventually          |
| ■ when       | ■ a few minutes later |
| ■ until      | ■ as the hours passed |
| ■ as soon as | ■ finally             |

### Useful Expressions

- I / We began to wonder if ...
- Suddenly, ...
- Luckily, / Fortunately, / Unfortunately, ...
- To my surprise, ...
- I felt ...
- It turned out to be ...

## AN INFORMAL LETTER OR E-MAIL

An informal letter or e-mail is usually sent between people who know each other. The language in an informal letter or e-mail is similar to the language used in conversations. Look at the topic below. Then study the plan and read the model.

### Topic:

Write an e-mail to a friend, asking them for advice and / or information.

### MODEL

### Plan:

#### Greeting

#### Opening remarks

#### Body Provide details, ask for advice and information

#### Closing remarks

#### Signing off

Send Options Help

To: leonwxy@speedmail.com

Subject: What's new?

Hi Leon!

How are you doing? Sorry I haven't written for so long, but I've been busy with exams for the last month or so. Are you still helping out at the surfing school? Beth told me she saw you at the beach a while ago and that the two of you had a long chat.

I'm nearly finished with school, and now the summer holidays are coming up. I don't really have plans to go anywhere, so I was thinking of volunteering at our local ambulance service. I'd like to study medicine one day, so maybe this will give me some experience that will help me get accepted!

I remember you telling me that you had volunteered at the ambulance service last year, and I was wondering exactly what you did there. Did you actually go with the paramedics when they drove to emergencies? What sort of training did they give you? And the main question - was it enjoyable and worthwhile?

Thanks so much. Waiting to hear from you!

Take care,  
Brandon

Internet

For Practice, see Workbook Exam Preparation page 89

## USEFUL LANGUAGE

### Greetings

- Dear ... ,
- Hi ... ,

### Opening Remarks

- How are you doing?
- Sorry I haven't written for so long.
- Thanks for your e-mail / letter.
- It was great to hear from you.
- Did you get my e-mail / letter?
- I haven't heard from you for ...
- I'm writing to tell / ask you ...
- What's new?

### Closing Remarks

- Thanks so much.
- Waiting to hear from you!
- Write back soon.
- That's all for now.
- Keep in touch.

### Signing Off

- Take care,
- Bye for now,
- Love,
- All the best,

## A REPORT

A report usually describes a place, facility, service or event. It contains factual information and lists advantages or disadvantages, as well as suggestions for improvement. Look at the topic below. Then study the plan and read the model.

### Topic:

A large new park has been built in your town. Students in your school have been asked to write a report on the park, saying how it benefits residents and suggesting improvements. The best reports will be put on the town website.

### Plan:

#### Opening

Introduce the topic and tell your purpose

#### Body

Provide factual information and suggestions for improvement

#### Closing

Summarise the report

### MODEL

#### Green Park

Green Park is a large recreation area that was opened in our town six months ago. I would like to report on the facilities there and make some suggestions for improvement.

Since its opening, the park has become a favourite place for people of all ages. Families enjoy the playground and picnic tables, while people doing sport make use of the walking paths, bicycle paths and fitness equipment. The lovely duck pond adds to the atmosphere of relaxation and the amphitheatre is an excellent venue for outdoor concerts.

There are, however, a few things that could be improved. First of all, adding a skate park would make Green Park more attractive to young people, especially since there are few skate parks in our town. In addition, the park is impossible to enjoy on hot summer days because there is very little shade. More shade trees should be planted and canvas shades should be erected in the picnic area.

To sum up, Green Park is an essential addition to our town and is very beneficial to residents. With a few changes, it could be made even better.

For Practice, see Workbook Exam Preparation page 87

### USEFUL LANGUAGE

- I would like to report on ...
- ... make use of ...
- I would like to suggest some improvements.
- There are, however, a few things that could be improved.
- First of all, ...
- In addition, ...
- ... would make it more attractive to ...
- To sum up, ...
- This is convenient / inconvenient / beneficial ...