

Informal emails

▶ page 23 (Unit 1)

Start: Hi

Style: Use contractions.

Useful expressions:

- To begin, ask questions like *How are you?* or *How are things?*

End: • *Write back soon, All the best.*

Content in emails giving basic personal information:

Paragraph 1: Give basic information about yourself and your family

- Paragraph 2: Give a physical description of yourself
- Paragraph 3: Write about you and your life at school
- Paragraph 4: Give information about your daily routine

An announcement

▶ page 35 (Unit 2)

Start: Begin with a short question to get people interested, e.g. *Do you like ...?*, *Are you mad about ...?*

Style: Use short, clear sentences. Make the announcement easy, fast and interesting to read. Use imperatives to tell people what to do or what not to do (e.g. *Come!*, *Don't sit there!*). Use exclamation marks.

End: Use *For more information, call/contact/visit our website ...*

Content: Say what the club or event is that you are announcing. Include all the practical information that a reader needs to know.

Descriptions of places

▶ page 49 (Unit 3)

Style: Adjectives are important to make our descriptions interesting.

Useful vocabulary:

To describe places: *ideal, enormous, spectacular, bright, special, old, beautiful, favourite, comfortable, cold.*

Useful grammar:

Adjectives usually come before the noun they describe (e.g. *It's a beautiful room*) or after the verb *to be*, e.g. *The room is beautiful.*

Content: Introduce the place you are going to describe. Say what it is and where it is. Describe what you can see and do there. Give your opinion of the place and explain your opinion.

Questionnaires

▶ page 61 (Unit 4)

Useful vocabulary:

Who, Which, When, Where, Why, How, How much, How many, How often ...

Useful grammar:

In questions, auxiliary verbs (*do, does, is, are, can ...*) come before the subject.

Content: Give your questionnaire a title. Make all your questions relevant to the questionnaire. If possible, put the questions in order. We usually start with general questions and then we ask more specific things. The last question can ask for a general conclusion.

Job application forms

▶ page 139 (Unit 10)

Style: Formal. Do not use contractions. Write clearly and carefully.

Useful vocabulary to understand job application forms:

surname, date of birth, gender, marital status, address, current employment, previous employment, skills, any special observations, signed.

Content: Answer all the questions. Answer with just one or two words or, when necessary, give more information by writing complete sentences. Include information to show that you are a good candidate for the job.

Informal invitation

▶ page 75 (Unit 5)

Start: *Dear* or *Hi* with the name (not surname) of the person you are inviting.

Style: Use contractions and exclamation marks.

Useful expressions:

Would you like to come?, Can you come?, Please come, Let me know if you can/can't make it, Hope you can come, Please bring (drinks/food), Can you bring (food/drink), It's starting at (one o'clock), Don't be late.

End: *See you there! Cheers.*

Content: Say what the event is and why you are celebrating it. Say where and when it takes place. Say if people need to bring something or to confirm if they are coming.

Postcards

▶ page 87 (Unit 6)

Start: Write the name and address of the person you are writing to on the right. On the left, write *Dear* or *Hi* and the name (not surname) of the person you are writing to. You can also write the date if you want.

Style: Informal. Use contractions and exclamation marks.

Useful expressions:

Begin *Here we are in ...*, *We're having a (great/good/terrible) time*. Use *By the way* or *Anyway* to change the subject.

Useful grammar:

Use the present continuous to say what you are doing. Use the past simple to talk about things you did before writing the postcard.

End: *See you soon*, *Wish you were here*, *Bye for now*.

Content: Say where you are. Say what you are doing and if you are having a good time. Write about things you did/saw/bought/ate since the start of the holiday.

Formal letters

▶ page 113 (Unit 8)

Start: When we do not know the name of the person we are writing to, we write *Dear Sir* or *Madam*.

Style: Do not use contractions.

Useful expressions in formal letters expressing opinions:

Begin: *I am writing about...*

Express your opinions with: *I agree*, *I disagree*, *I think*, *Personally*, *In my opinion*, *In my view*.

Finish with: *I feel very strongly about this question*.

Ask for other people's opinions with: *I am very interested in hearing other readers' opinions*.

End: When we don't know the name of the person we are writing to, use *Yours faithfully*.

Content in formal letters expressing opinions:

- Paragraph 1: Explanation of why you are writing, and quick statement of opinion
- Paragraph 2: First opinion and explanation
- Paragraph 3: Second opinion and explanation
- Paragraph 4: Ask for other people's opinions

Biographies, stories

▶ page 101 (Unit 7)

Useful expressions:

To explain the sequence of events, use *After that*, *Then*, *Next*. To say when things happened, use, for example: *When*, *In 1999*, *The following year*, *At the age of 16*, *Two years later*, *When he was 12*.

Useful grammar:

Use the past simple to talk about completed actions in the past.

Content of a biography:

- Paragraph 1: Where and when the person was born and their life as a child
- Paragraph 2: The start of their career
- Paragraph 3: The important part of their career
- Paragraph 4: Their death and why they are famous now

Phone messages

▶ page 127 (Unit 9)

Start: Just write the name of the person you are writing to.

Style: Use contractions. Use short, clear sentences. Make the note easy and fast to read.

Useful grammar:

We can sometimes leave out articles (*a*, *an*, *the*), subject pronouns (*I*, *he*), prepositions (*at*, *in*), auxiliary verbs (*am*, *is*, *does*, *will*). We cannot leave out nouns, main verbs, adjectives. If you are not sure that you can leave a word out, it is better to include it.

End: Write your name

Content: Include all the practical information necessary – who called, what they wanted, what the person needs to do.

Checking your writing

▶ All units

Check for mistakes with:

- punctuation
- capital letters
- word order
- spelling
- tenses
- agreement between the subject and verb (e.g. He works. NOT He work.)
- style
- content