

I Model answers, with hints and useful phrases

I.1 Essay (Part 1)

For work on essays, see pages 24, 44, 76, 96, and 148.

TASK

In your English class, you have been talking about technology. Now, your English teacher has asked you to write an essay.

Write an essay using **all** the notes and give reasons for your point of view.

Do people depend too much on technology nowadays?

Notes

Write about:

- 1 communication
- 2 education
- 3 _____ (your own idea)

Write your **essay**. (You should write **140–190** words.)

Model answer

DON'T start by saying *I agree with this* – your **essay** should present your own argument.

DO use rhetorical questions to engage the reader with the topic.

DO use linking expressions to introduce points in an **essay**.

DON'T forget to express your opinion in the conclusion.

Nowadays nearly every aspect of life is affected by technology. Computers are used for communication, education and entertainment; but do we depend on them too much?

Some people are afraid that if people spend all their time talking to others on their computers, they become unable to make real relationships. They live through computers or mobile phones, and feel uncomfortable if they are not online. Such people are clearly too dependent on technology, although easy communication has advantages in the business world.

Education has benefited from technology as students can find all the information they need in seconds without needing to spend time going through books.

However, if students lose the ability to think for themselves, this is not a good thing.

It is very easy to find entertainment through technology, and it is also used in film-making. We all expect to see special effects in films nowadays and these are produced by technology. BUT are these films really better than the films of the past?

In my opinion, we have to accept the role of technology nowadays, but we should be aware of the dangers of becoming too dependent on it.

DO state the topic in your first sentence, but use your own words.

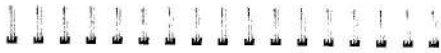
DO include supporting detail for the points in each paragraph.

DO include your own idea.

TASK

In your English class, you have been talking about the importance of advertising. Now, your English teacher has asked you to write an essay.

Write an essay using **all** the notes and give reasons for your point of view.



Nowadays there is a great deal of advertising everywhere. Do you think it should be restricted?

Notes

Write about:

- 1 health
- 2 information
- 3 _____ (your own idea)

Write your **essay**. (You should write **140–190** words.)

Useful language

- **Some people claim that** your teenage years are the best years of your life.
- **It is often said that** TV is a bad influence on young people.
- **However, in my view/opinion, ...**
- **However, on balance, ...**
- **Firstly, it is clear that** money cannot buy happiness.
- **There is a strong argument for ...**
- **While it is true/Although it may be said that** computer games are stimulating, they may not be good for you in the long run.
- **To clarify the point, there is more advertising on TV than ever before ...**
- **From my point of view/In my view, job satisfaction is more important than a large salary.**
- **It seems clear to me that ...**
- **Finally, it is important to remember/must be remembered that ...**
- **Lastly, I feel that ...**
- **To sum up/In conclusion, it seems to me that ...**

Model answer

DO state the topic in your first sentence in general terms in the introduction.

— We are surrounded by advertising. It is in shops, on posters, on television, in magazines, online — it is impossible to escape. Is it too much, and should it be restricted?

DO write in semi-formal style.

— There is a strong argument for restricting advertising for unhealthy things like sweets on television because these advertisements can influence the children who see them. The children want to try the products in the advertisements, and this can be bad for their health. Children can't tell the difference between an advertisement and a programme, and of course they have no choice about seeing the advertisement if they are watching the programme.

DO use linking expressions to introduce new points in a new paragraph.

— On the other hand, advertisements in magazines give people the chance to see what is available and decide whether to buy a particular product or not. Of course, there is also the point that too many advertisements encourage people to spend money they may not have, which is a bad thing, but people don't have to buy magazines.

DON'T forget that your conclusion should follow your argument clearly.

— Some people actually enjoy advertisements because they are often funny and can be entertaining. However, on balance I feel that although advertising has a place in our lives, it should be restricted on television.

DO use rhetorical questions to engage the reader with the topic.

DO show that you appreciate the other point of view, even if you don't agree with it.

1.2 Informal letter/ email (Part 2)

For work on informal letters and emails, see pages 14 and 138.

TASK

You have received this email from your English-speaking friend Carole.

When you visit me next month, what would you like to do? You said something about visiting historic places but I know you like sports as well. I've just passed my driving test, so we can get around easily. Have you got any questions for me about your visit?

Write your **email**. (You should write **140–190** words.)

Useful language

Beginning the letter or email

- **Many thanks for your letter/email** – *it was great to hear from you again.*
- **I thought I'd better write** and give you some more details about ...
- **It's been such a long time since we wrote to each other.**
- **How are things with you?**
- **How was your holiday?**

Introducing the topic

- **I know you're keen to hear about my holiday.**
- **You remember I told you in my last letter** that I was going to ...

Ending the letter or email

- **Give my love/regards to your family.**
- **Please write soon.**
- **I look forward to meeting up again soon.**

Model answer

DO use your friend's name. Don't write *Dear friend*.

Hi Carole,

DO mention a **letter or email** you have received from the person you are writing to, or refer to a shared experience.

Thanks for your email – it was great to hear from you. I'm sorry I haven't written for a while, but I've been really busy preparing for my exams. It's good news that you've passed your driving test. Congratulations!

DO use informal language.

I'm really looking forward to my visit - thank you again for inviting me. I know you have a wonderful beach near your house and I'd really enjoy spending some time there. I expect the weather will be hot, so I hope we can go swimming. As you know, I'm also interested in history, so it'd be great if you could drive to the castle in the next town – you told me about it before.

DO mention the next time that you will see the person you are writing to.

I have a couple of questions. What sort of clothes should I pack? Casual or formal? Would you like me to bring anything for you? I'd like to bring something special for you and your family from my country.

I'd better stop now and get on with my studying. I hope you're enjoying driving your car, and I can't wait to meet up very soon!

All the best,
Irene

DO say what you've been doing recently, and give some interesting details.

DO think of some specific details to include in each paragraph – this will make your **letter or email** more interesting.

DO think of some interesting questions to ask.

DO use an appropriate phrase to end your **letter or email**, e.g. *Love, All the best, Best wishes*. DON'T finish your **informal letter or email** with *Yours sincerely/faithfully*.

1.3 Semi-formal letter (Part 2)

For work on semi-formal letters, see page 86.

TASK

You see this advertisement in a local English language newspaper.

LOOKING FOR PART-TIME WORK?

We need students of English to spend two mornings a week helping in the local tourist office.

Good pay and conditions for the right applicants.

Write to us, giving information about your level of English and explaining why you would be suitable for the job.

Write your **letter**. Do not write any postal addresses. (You should write **140–190** words.)

Useful language

- *I have always been interested in using English in my work.*
- *One of the main reasons I am applying for this job is that I want to work in England.*
- *I have a lot of experience of dealing with the public.*
- *I am available to start work at any time/from the end of the month.*
- *Thank you for considering my application.*
- *I would be grateful if you would send me further details of the job.*
- *I can be contacted on 0849 58 48 43 at any time.*
- *I look forward to hearing from you soon.*

Model answer

Dear Sir/Madam,

I am writing to apply for one of the positions helping in the local tourist office which were advertised in 'Kent Weekly' on 23 August.

I am nineteen years old and come from Switzerland. German is my mother tongue and I have been learning English and French for five years at a comprehensive school. At the moment I'm a student at English International, studying for the Cambridge First Exam.

I have always been interested in working with people. As I have already spent three months in England, I know the local tourist attractions quite well. I would also say that I have a good knowledge of history and old places because I have read a lot about the subject recently. In the near future, I would like to continue studying English, and so the job in your tourist office would be a great opportunity for me to improve my speaking.

I am available for interview at any time. I can be contacted on 0795 51 32 41 after 6p.m. every evening.

Thank you for considering my application. I look forward to hearing from you.

Yours faithfully,

Gabriella Daniels

Gabriella Daniels

DO say which job you are applying for and where and when you saw it advertised. You can invent a newspaper and date.

DON'T make mistakes with time expressions and tenses.

DON'T forget to mention why you think you are suitable for the job.

DO organise your **letter** so that you mention each of the areas in the advertisement.

DO say when and how you can be contacted.

DO begin and end your letter as you would other formal letters.

1.4 Report (Part 2)

For work on reports, see pages 66 and 128.

TASK

The school where you study English has decided to spend some money on **either** buying more computers **or** improving the library. Write a report for the school director describing the benefits to the school of both these options, and recommending which one the school should spend money on.

Write your **report**. (You should write **140–190** words.)

Useful language

Introduction

- *The aim of this report is to ...*
- *This report is intended to ...*

Reporting results

- *Most people seem to feel that ...*
- *Several people said/told me/suggested/thought that ...*

Presenting a list

- *They gave/suggested the following reasons:*
- *They made the following points:*

1 ...

2 ...

Making recommendations

- *I would therefore recommend that we expand the library/ installing a new coffee machine.*
- *It would seem that banning mobile phones is the best idea.*

Model answer

Use of money for school improvements

DON'T begin and end your **report** with *Dear Sir/Madam*, like a letter.

DO use headings because this makes it easier for the reader to find the main information.

DO include two or three points under each heading. DO use numbering or bullet points to highlight main points.

DO use formal language in your **report**.

Introduction

The aim of this report is to compare the advantages of buying additional computers and of improving the library, and to suggest which would be best. I asked students for their views.

Buying more computers

Some students thought this was a good idea as computers were useful for:

- practising writing
- using the internet
- playing games.

Others said that they preferred to use their own computers at home.

Improving the library

The majority of students preferred this suggestion, for the following reasons:

- 1 Many do not have a quiet place to work at home. The library could be a good place for private study, but at present there are not enough tables and chairs for everyone.
- 2 More up-to-date reference books are needed, even though many students use electronic dictionaries.
- 3 They want to be able to read books written for young people, without having to buy them.

Recommendations

It was felt by most students that improving the library would be more useful and that adding to the workspace and buying reference books would benefit the majority of students. I would therefore recommend spending money in this way.

DO say how you collected the information.

DO use a range of specific vocabulary or set phrases e.g. *Some thought this was a good idea .../other students said they preferred ...*, but DON'T use lots of adjectives and dramatic language as you do in a story. A **report** gives factual information.

DON'T include irrelevant details or description.

DO express opinions impersonally. DON'T express recommendations or opinions until the conclusion.

1.5 Article (Part 2)

For work on articles, see pages 34 and 106.

TASK

You see this advertisement in an English language magazine.

ARTICLES WANTED!

What is the most important celebration in your country?
Why is it so important? What do people do?

Write us an article answering these questions.

The best articles will be published in the magazine.

Write your **article**. (You should write **140–190** words.)

Useful language

Involving the reader

- **Are you thinking of** getting married in the near future?
- **I'm sure you'll agree** it was a great idea.

Developing your points

- **Let's start with** why it is so important to take plenty of exercise.
- **Another advantage** of using a computer is that ...
- **On top of that**, ...

Giving your own opinion

- **I think that/In my opinion** traditional celebrations are very important.
- **It seems to me that** people are much more aware of the importance of a good diet nowadays.

Model answer

DO think of an interesting title. Use the title given in the task. If there isn't a title given, write one of your own.

Olinda's carnival - something for everyone

When most people think of Carnival, they think of Rio de Janeiro. But Rio isn't the only city in Brazil that knows how to have parties. I live in Olinda, a lovely city in the north-east of Brazil. What can we say about the carnival at Olinda? Just that it's the best in the world!

DO try to involve your reader directly, e.g. by using a question.

Carnival has its origins in ancient Egyptian and Roman festivals. It was introduced to Brazil by the Portuguese, and was influenced by African rhythms and Indian costumes. Now it's a big national celebration.

DO use informal language to involve the reader.

Once Carnival starts, the whole town goes crazy! Everyone's singing and dancing. Parades of people wearing costumes typical of our north-eastern folklore dance through the streets. I love the giant street dolls, both the traditional ones such as 'the man of midnight' and the new ones that appear each year.

DON'T forget to express your opinion.

The best thing about our carnival is that no one has to pay and there are no big stars. Everyone takes part, rich and poor, old and young, residents and tourists. If you come, I promise you'll never forget it!

DO finish your **article** by summarising your main point and giving your opinion or expressing your feelings.

1.6 Review (Part 2)

For work on reviews, see pages 54 and 118.

TASK

You see this announcement in an English language magazine.

Film reviews wanted

We want your views on films being made today! Write us a review of the last film you saw. Tell us about the story, characters and any special features of the film, and whether you would recommend the film to other people. The best review will be published in the magazine.

Write your **review**. (You should write **140–190** words.)

Useful language

Introduction

- *The film I would like to review is ...*
- *The last film I saw / book I read was ...*

Summarising the story

- *It's set in ...*
- *The story is based on a book ...*
- *It's about ...*
- *There are many memorable characters including ...*
- *The main theme of the film is ...*
- *What the film is saying is ...*

Recommending the film

- *I would recommend this film to anyone.*
- *Although I enjoyed it, I would not recommend it for ...*
- *It's one of the best shows I've ever seen.*
- *Although I am not normally keen on musicals, I'm glad that I decided to go.*
- *The film lifts you out of your everyday life.*

Model answer

The last film I saw was not new; in fact it was *The Lord of the Rings*.

DO say what the film is about, but not in too much detail.

It is based on the well-known book and tells the story of a creature called a hobbit who takes a dangerous magic ring back to the place where it was made in order to destroy it. There are many memorable characters apart from the hobbit and his friends, including a wizard called Gandalf and a suspicious creature called Gollum.

DO remember to mention important or memorable characters, but don't spend too much time describing them.

DO try to use a range of interesting vocabulary, to bring the film to life for the reader.

This is a film about friendship and loyalty. However, it is the special effects that make it truly magical. There are vivid battle scenes with fantastic animals and birds, and sets that are so imaginative that you want to believe they are real. But as well as this, the actual locations are beautiful too.

DO remember to explain your ideas clearly and to link paragraphs together.

I would recommend this film to anyone, even those who do not usually enjoy fantasy films. What I would say to them is - go and try it! Like me, you might find that the film lifts you out of your everyday life into a world you may not want to leave.

DO remember to give your opinion, as this is the purpose of a **review**, but not until the end.