

# Writing Help

## 1 A Personal Letter (1) (page 17)

### Layout

#### Greeting

Hi Tania!/Dear Tommy,

Your address  
The date

#### 1 Introductory questions

How are you? Have you decided where to go on holiday? Did your mum pass her driving test?

#### 2 Describe where you are (the place/the weather)

Anyway, we're camping in the Isle of Skye. It has rained every single day ...

#### 3 Say what you are doing

We're very busy. We go walking every day and ...

#### 4 Mention the people in the group

Our news: Predictably, ...

#### 5 Ending. Make up an excuse to stop writing.

Well, I must finish. It's my turn to cook tonight. Write back soon.

#### Say goodbye and sign your name.

All the best,/Lots of love,  
Janet.

### Useful Vocabulary

**Weather:** changeable, cloudy, cold, freezing, hot, rainy, sunny

**Accommodation:** cabin, campsite, farm, guest house, hotel, rented cottage, tent, youth hostel

**Locations:** in a forest, in the middle of nowhere, in the mountains, on the coast, near a river, near a town

**Activities:** canoeing, diving, horseriding, parachuting, rafting, sailing, skiing, snowboarding, trekking, windsurfing

### Informal style

Involve the reader with questions: How are you?/Can you believe it?/That skiing break sounds the best, doesn't it?

Refer to the reader: I hope the summer job is going well/Here's some news for you/So you can imagine what he's like/Tell me all your news!

### Linking

Begin sentences with informal linkers: Anyway, we're .../Luckily, we didn't .../Actually, there isn't .../Unbelievably, .../Predictably, .../But then we're .../And Tom has .../Well, I must finish ...

### Checking

**Style:** Have you used informal linkers, words and expressions?

**Grammar:** Check your letter for verb tenses.

## 2 An Adventure Story (page 29)

### Layout

#### 1 Set the scene

Write a few sentences to set the scene and introduce the characters.

*It was a beautiful day in spring and the sun was shining\*. The night before, my cousin Sam, my boyfriend, Tom, and I had decided\*\* to go canoeing down the river. We had arranged\*\* to meet up at eight o'clock. When I arrived, Sam was waiting\*.*

\* To set the scene or say what was happening at a particular time, use the Past Continuous.

\*\* To say what had happened before, use the Past Perfect.

#### 2 Say what happened to start with

Begin narrating the main action. Include some dialogue.

Use speech marks and reporting verbs (*say, shout, etc.*)  
*Suddenly, it started to rain heavily. Sam shouted, 'Look over there! It's Tom's helmet!'*

#### 3 Develop the story

Write what happened next.

*We got out of our canoes and walked back up the rapids looking for Tom ...*

#### 4 Write the ending

Write a suitable conclusion to your story.

*In the end, our parents came to collect us ... but we all felt very happy to be back home.*

### Useful Vocabulary

**Weather:** cloudy, foggy, freezing, rainy, sunny, wet, windy

**Places:** castle, forest, mountains, old house, park, river, valley, woods

**Verbs:** argue, crash, escape, fall, find, get back, get lost, hunt, hurt, meet, realise, recognise

**Adjectives:** afraid, amazing, awful, beautiful, exciting, frightening, strange, terrifying

### Linking

After I had arrived, we started to get ready.

By the time I got to the bus stop, the bus had gone.

Before leaving, I had breakfast.

When we saw him, we rang the emergency services.

While we were having lunch, it started to snow.

My sister had an accident in the kitchen. Immediately, I rang for an ambulance. (very quickly)

I was sleeping. Suddenly, I heard a scream. (a surprise)

I arrived at school late and was coming through the door. Just then, I bumped into the head teacher. (at that moment)

I waited for him for hours. At last he came. (after a long time)

He had a lot of problems getting his driving licence. In the end, he passed the test. (finally)

I missed the bus yesterday. Luckily, Pat gave me a lift. (fortunately)

I was really tired after the first few kilometres of the walk. Somehow, I managed to finish it. (with difficulty)

### Checking

**Grammar:** Have you included examples of all the past tenses?

**Linking:** Have you included a few linking words and expressions?

### 3 A Report (page 41)

#### Layout

|          |       |       |
|----------|-------|-------|
| Heading  |       |       |
| To:      | From: | Date: |
| Subject: |       |       |

#### 1 General Description

Introduce the report with your aim and a general description of the place.  
*Beverley is a small town in the east of England. The aim of this report is to ...*

#### 2 List of good points

Give a list of things that you think are good about the place.  
*There are several things tourists will find attractive ...*  
*a It has got ...*  
*b In addition, there is ...*

#### 3 List of bad points

Give a list of your criticisms of the place.  
*On the other hand, tourists might find some things disappointing.*  
*a There are not enough ...*  
*b Another thing is the ...*

#### 4 Conclusion

Finish the report with a brief summary of the main points and make suggestions.  
*To sum up, ...*  
*The council need to do something to ... They should ...*

#### Useful Vocabulary

**Positive adjectives:** cheap, clean, easy, excellent, free, frequent, punctual, safe  
**Negative adjectives:** damaged, dangerous, dirty, expensive, inefficient, polluted, unsafe  
**Nouns:** accident, museum, old buildings, pedestrians, pollution, public transport, shopping centre, traffic jam, train service

#### Linking

**To list ideas:**  
*The old buildings are dirty and damaged.*  
*The old buildings are dirty. Some of them are damaged, too.*  
*The old buildings are dirty. Some of them are also damaged.*  
*The old buildings are dirty. In addition, some of them are damaged.*  
*The old buildings suffer from dirt plus damage.*  
**To contrast ideas:**  
*The buses are cheap but not very frequent.*  
*Although the buses are cheap, they are not very frequent.*  
*The buses are cheap. However, they are not very frequent.*  
*On the one hand, the buses are cheap. On the other hand, they are not very frequent.*

#### Checking

**Layout:** Have you followed the layout above? Has your report got clear paragraphs?  
**Linking:** Have you used the linking words in the list above?  
**Spelling:** Use the Mini-dictionary to check spelling of words you are not sure about.

### 4 A Review of a film or TV drama (page 52)

#### Layout

#### 1 Introduction

Give basic information about the film or programme. Say where and when it is set and give some background.  
*This episode of the historical drama 'Clifton Heights' was on Friday night at 7 pm on Channel Four. It is set in Bristol in the 19th century and is about the people who live in a beautiful square.*

#### 2 The plot

Briefly mention some of the main events – don't go into details. Use present tenses.  
*In this episode, Polly's daughter Charlotte gets lost when they are out shopping in the town centre. Luckily, Sebastian is there to save the day and takes her back.*

#### 3 The actors, characters and dialogue

Evaluate the performance of the main characters. Comment on the script and dialogue if you wish.  
*Gemma Harvey (Polly) is convincing as the absent-minded housewife with a secret fantasy life as an actress. However, the performance of Robert Martin (Sebastian), the local police officer is not so good.*

#### 4 Location, scenes, costumes

Evaluate the filming, locations, costumes. Mention one specific scene if you wish.  
*The old locations are very realistic, and the costumes are excellent.*

#### 5 Conclusion

Finish with a brief comment and make a recommendation.  
*To sum up, this episode was another example of a historical drama with fantastic locations and costumes but a rather dull plot. I certainly would not recommend you to watch it.*

#### Useful Vocabulary

**plot:** locations exciting/gripping; predictable/boring; too much action/sex/violence; not enough dialogue/action  
**dialogues:** realistic/funny; unnatural/tedious/dull  
**acting:** a strong/outstanding/convincing performance  
*a weak/uninspired/unconvincing performance*  
**filming:** imaginative/unimaginative  
**costumes:** beautiful/realistic/unrealistic  
**locations:** spectacular/unspectacular/beautiful

#### Linking

**To contrast ideas:**  
*Although the acting was good, the filming was poor.*  
*The acting was good. However, the filming was poor.*  
*The acting was good. Nevertheless, the filming was poor.*  
*The film was good in spite of the poor filming.*  
*Despite the poor filming, the film was good*

#### Checking

**Layout:** Have you followed the layout above? Has your review got clear paragraphs?  
**Vocabulary:** Look at the adjectives you have used. Can you be more descriptive? Use the Useful Vocabulary and the Mini-dictionary to help you.  
**Mistakes:** Check through your review for mistakes of grammar and spelling.

## 5 A Written Enquiry (page 65)

### Layout

**To:** the name of the person or the company  
**From:** your name and email address  
**Subject:** specify the subject in one or two words

#### 1 Introduction

Give your reason for writing and say where you saw the advert.

*I am writing to ... which I recently saw ...*

#### 2 Initial questions

*First, it says that ... Does that mean ... ? The advert also ... What exactly does that mean?*

#### 3 More questions

*Another question I have is about ... I am also a bit worried about ...*

#### 4 Final questions

*Finally, I am not sure what you mean by ... Could you tell me how ... ?*

#### 5 Ending

*I look forward to hearing from you.  
Yours, (Your name)*

### Useful Vocabulary

size/length/height/weight/speed/power/clarity  
how big/long/high/heavy/fast/powerful/clear?  
easy to use/understand, difficult to carry/use  
fully guaranteed, the guarantee covers accidents/loss/theft

### Linking

#### To list ideas:

*First, it says ...; The advert also mentions ...; Another question is ...; I am a bit worried about ..., too; Finally, I am ...*

#### To express result:

*It's so heavy that you can't carry it. (so + adj + that + clause)*

*It's such a fast computer that you can use the Internet easily. (such a(n) + adj + noun + that + clause)*

*It is not big enough to type with. (not + adj + enough + infinitive)*

*It is too big to put in my school bag. (too + adj + infinitive)*

### Checking

**Style:** Have you used formal language? (e.g. no contractions, no informal expressions)

**Linking:** Have you included some of the linking words and expressions above?

## 6 Describing a Person (page 77)

### Layout

#### Paragraph 1

Introduce the person and give a bit of background, e.g. where he/she was born, where he/she lives now, his/her job, his/her dislikes.

*I'm going to write about my grandfather. He's called Dennis and he lives on his own in a little cottage in the country. He used to work as an engineer but now he is retired though he still does some consultancy work.*

#### Paragraph 2

Describe the person's physical appearance (but not too many details), personality and character.

*Dennis has not got very much hair and what he has is white. He's got a large nose and a very round red face. He's a rather eccentric man and likes being on his own. He can be irritable especially in the early morning but he is a very generous person.*

#### Paragraph 3

Give some examples of the person's behaviour or relationships with other people.

*He's very well-known in the village where he lives because he is often out walking his dog, an old labrador called Einstein. He gets on with most people but is very impatient with children, particularly when they come and knock on his door at Halloween.*

### Useful Vocabulary

**Hair:** long/short/shoulder-length, black/blond/brown/dark/fair/grey/red/white, curly/straight/wavy, pony tail, plaits

**Age:** in his/her (early/mid/late) teens, twenties, thirties, elderly, middle-aged, young

**Face:** beard, chin, eyebrows, freckles, lips, moustache, wrinkles  
shape: long/narrow/round/thin/wide

**General:** good-looking, overweight, short, slim, tall, well-built

**Personality:** bad-tempered, cheerful, creative, disorganised, dynamic, generous, hard-working, helpful, honest, insensitive, kind, lazy, materialistic, mean, moody, nervous, outgoing, relaxed, reliable, selfish, shy, sociable, strong, stubborn, sympathetic, tolerant, weak

**Likes/Dislikes:** animals, chess, collecting things, computers, playing/listening to music, playing/watching sport, reading, travelling, watching videos

### Linking

#### To give examples:

*She loves animals, especially dogs.*

*She hates junk food, such as hamburgers.*

*She is helpful. For example, she often baby-sits for people in her street.*

*They often argue, particularly about politics.*

### Checking

**Spelling:** Use the Mini-dictionary to check your spelling (especially adjectives).

**Style:** Check that the description is quite informal (e.g. with contractions) but make sure there are no very informal words or expressions.

## 7 A 'For and Against' Essay (page 89)

### Layout

#### Introduction

Introduce the essay. Begin with either some **personal information** or some general **social** or **historical background** related to the topic.

*Every year, thousands of students take important exams which can decide their future.*

#### Arguments 'for' the title

List one or two arguments that agree with the title and give examples if you can.

*On the one hand, exams seem fair. The questions are the same for all students. Also, ...*

#### Arguments 'against' the title

Now list arguments that disagree with the title and give examples if you can.

*On the other hand, there are some drawbacks with exams. Despite some students ...*

#### Your conclusion

Summarise the arguments very briefly and then give your personal opinion.

*To sum up, exams are not the ideal way of testing students ... In my opinion, the best system would be ...*

### Useful Vocabulary

**Subjects:** traditional subjects: foreign language, geography, history, information technology, literature, maths, science; alternative subjects: cooking, do-it-yourself, driving lessons, self-defence; after-school activities: chess club, choir, drama club, photography club

**School holidays:** free time, school trips, summer job, work experience

**Discipline:** code of conduct, monitors, punishments, rules, vandalism, warnings

### Linking

#### To list ideas (addition):

*Students also need more time to study.*

*Furthermore / In addition / Moreover, students need more time to study.*

*Students need more time to study, too.*

#### To contrast ideas:

*On the one hand, students are prepared for university. On the other hand, students are not prepared for work.*

*Students are prepared for university but they are not prepared for work.*

*Students are prepared for university. However, they are not prepared for work.*

#### To give examples:

*Exams are important – for example, university exams.*

*Exams, such as university exams, are important.*

#### Conclusion

*To sum up, exams are not the ideal way of testing.*

*In my opinion, a student's work during the term should count.*

### Checking

**Introduction:** Does this get the interest of the reader?

**Layout:** Have you organised paragraphs according to the plan?

**Linking:** Have you included linking words?

**Punctuation:** Check your writing for capital letters, commas and full stops.

## 8 A Letter of Application (page 100)

### Layout

Your address  
The date

Name and address of the company

#### Greeting

*Dear Mr/Mrs/Ms ...* (if you know their name)

*Dear Sir/Madam,* (if you don't know their name)

#### Paragraph 1

Simply state your reasons for writing.

*I am writing to you with reference to ...*

*I am interested in applying for the job/position of ...*

*I enclose a copy of my CV.*

#### Paragraph 2

Explain why you are interested in the job.

*I would like to work for you because I am very interested in ...*

*I would also like to learn about ...*

*I feel that ... is extremely important.*

#### Paragraph 3

Give examples to show your qualities.

*I think I am a ... person. For example, I have ...*

*I also feel that I can ..., Last year I ..., Finally, I am familiar with ...*

#### Paragraph 4

Write about your qualifications and practical skills.

*I think I would be a good ... due to my ...*

*I am fluent in spoken and written ...*

#### Formal ending

*I look forward to hearing from you soon.*

*Yours sincerely,* (when you know the person's name)

*Yours faithfully,* (when you don't)

*Signature (+ print your name clearly)*

### Useful Vocabulary

**Reasons:** get experience, learn about, find out about, interested in

**Personal qualities:** committed, hard-working, reliable, determined, enthusiastic, creative

**Experience:** voluntary work, holiday jobs, participation in activities

**Qualifications:** hold a certificate in ..., passed exams in ..., completed a course in ...

**Practical skills:** fluent in (language), driving licence, cooking, carpentry, first aid

### Linking

#### To give reasons:

*I would like to work for you mainly because I am very interested in environmental and development issues, but also due to my interest in the problems caused by flooding.*

*I am familiar with problems of flood control, since I have lived all my life in a farm on Holland below sea level! I have a clean driving licence. I am a capable mechanic, as I have completed a three-year course of evening classes.*

### Checking

**Style:** Make sure you use formal words or expressions. Don't use contractions.

**Grammar:** Check your letter for grammar mistakes.

## 9 A Personal Letter (2) (page 113)

### Layout

#### Greeting

Dear ...

#### Paragraph 1

Say hello, ask a few personal questions and/or make a few chatty comments.

*How are you? Did you pass the exam? I hope so. The weather here is really bad at the moment. Last week, I went to ...*

#### Paragraph 2

This is your main reason for writing. Answer questions your partner asked.

*Anyway, I'm writing to ...*

#### Paragraph 3

Talk about some of your plans for your exchange partner's visit to your country.

*We'll probably visit ...*

#### Paragraph 4

Finish the letter with an excuse to stop writing.

*Well, I have to go now because ...*

#### Say goodbye and write your name

*See you soon/Write back soon/Lots of love*

### Useful Vocabulary

**Presents:** book about Britain, box of chocolates, CD of traditional music, ornament, perfume

**Music:** classical, folk, heavy metal, jazz, rock, techno

**Clothes:** gloves, jeans, jumper, raincoat, shorts, suit, swimming costume, trainers

**Places to go:** art gallery, cinema, club, football match, gym, museum, park, party, restaurant

### Linking

To give more information:

*You can go wherever you like.*

*We can go and see whoever we want.*

*You can buy whatever you like.*

*You can make a cup of tea whenever you like.*

### Checking

**Layout:** Have you organised your letter correctly?

**Punctuation:** Check your letter for full stops, capital letters and apostrophes in contractions.

**Spelling:** Check your spelling – use your dictionary.

**Content:** Have you answered the questions?

## 10 A Description (page 125)

### Layout

#### Paragraph 1

Introduce the place and give a bit of background, e.g. what it is (e.g. castle/football stadium/a place of natural interest); where it is; when it was built (or set up); its size and what it looks like

*Niagara Falls is without doubt one of the most impressive places I have ever been to. It was developed as a tourist resort in ...*

#### Paragraph 2

Describe what there is to see and do in the place.

*There is plenty to do in Niagara on both the American and Canadian sides of the border. The views of the falls are absolutely fantastic and as well as that, ...*

#### Paragraph 3

Describe the surroundings and what to do there.

*Around the town there are lots of places to visit. There are several theme parks in the area plus museums which show ...*

#### Paragraph 4

Sum up why you like the place.

*I think Niagara impressed me so much because of the scale of the falls themselves and the number of activities round them.*

### Useful Vocabulary

**Opinion adjectives:** austere, beautiful, breathtaking,

charming, dramatic, grand, historic, impressive, magnificent, monumental, spectacular

**Descriptive adjectives:** bare, glass, granite, huge, stone, tiny, ornamental, wooded

**Buildings:** entrance, dome, facade (front), fountain, roof, ruins, stairway, tower

**Nature:** forest, glacier, hill, lake, pond, waterfall, wood

**Expressions:** Without doubt, it is the most important ...

*What strikes you (about it) is the ..., ... is well worth visiting, ... is surrounded by ..., ... impressed me so much because of ...*

### Linking

To list ideas:

*It is extremely large. In fact, it is the biggest church in Spain.*

To compare ideas:

*It is very crowded in August. In contrast, in February there is hardly anyone ...*

### Checking

**Style:** Have you followed the paragraph plans?

**Vocabulary:** How many opinion or descriptive adjectives have you used? Can you add more?

**Spelling:** Use the Mini-dictionary to check the spelling of the words you are not sure about.

# Writing Help

## 1 A Personal Letter (page 22)

### Layout

Dear ...

street number + name  
name of city + postcode  
date

#### 1 Introduction

Thank the other person for their letter/postcard.

Ask how he/she is, etc. Include some chat, e.g. about family or friends.

*Thanks for your letter. How are things? Have you repaired your motorbike? My dad still won't let me have one.*

#### 2 Main paragraph

Give your reason for writing. Give news about your life and interesting things you are doing in your free time.

*Anyway, I'm writing to tell you about what I'm doing at the moment. I'm in the school play – we're doing 'Hamlet'...*

#### 3 Reason to finish

Give a reason (or excuse!) to stop writing.

*Well, I must finish now because I've got a test tomorrow.*

#### Sign off

*All the best,  
Jack*

### Useful Vocabulary

*This is .../I think the last time we .../Do you remember ...?/Do you still ...?/At the moment I'm .../  
Write back soon/Tell me all your news*

### Linking: Informal Words and Expressions

*Send me a letter soon – right?/Anyway, how are you?  
My dad said it was great, so I am sure you had a great time./... and guess what – we're going out together!/  
Well, I must finish now because I have to take the dog out./By the way, Dad's getting better./You know, I think I'm in love .../She likes surfing, too./Another thing, I'm going out with ...*

### Style

Write personal letters in an informal style, e.g. use informal linkers, contractions, e.g. *I'm sorry*, exclamation marks to add emphasis: *I'm going out with this amazing guy!!*, dashes to explain: *I'm so busy – you know what it's like* and colloquial vocabulary: *my mates* (friends); *it's cool* (great)

### Checking

Have you followed the paragraph plans?

Have you included some informal linking words?

Have you used contractions?

## 2 A Story (page 39)

### Layout

#### Setting the Scene

Describe the time, place, weather. Say what the main character was doing.

*One Saturday afternoon, I was taking Patch, my dog, for a walk by the river. It was a beautiful, sunny day. Some people were fishing and others were sunbathing. I was watching some children playing on the bridge. Suddenly, a little boy fell in the river.*

#### Development of the Narrative

Describe the main action.

*I knew I had to do something. First, I gave my dog to a woman. Then, I jumped into the water and swam towards the boy. Meanwhile, somebody phoned for the emergency services. When I grabbed the boy, he pulled me down so I let go of him. As I was swimming to the side, I saw Patch jump into the water and pull the boy to safety!*

#### Conclusion

Describe the scene at the end and mention the main character's feelings.

*While they were taking the boy away in an ambulance, I could see people pointing at me. In the end, a police officer came up to me and thanked me. A few days later, I went to the police station and they gave me a certificate for bravery – and Patch got one, too!*

### Linking (Sequence)

*One Saturday afternoon I was .../Suddenly, a little boy fell in the river./First, I gave my dog to a woman .../Then, I took off my shoes .../Meanwhile, somebody phoned .../When I grabbed him, he pulled me .../While they were taking the boy away .../In the end, a police officer .../A few days later, I went ...*

### Useful Vocabulary

**People:** emergency services, fire fighter, lifeguard, nurse, police officer

**General:** ambulance, bravery, certificate, crash, fire, flames, rope, smoke

**Adjectives:** afraid, brave, desperate, frightened, injured, proud, trapped, unconscious

**Verbs:** burn, blow up, climb, crash, drag, drown, explode, hold your breath, jump, pull, push, reach, rescue, save, scream, shout, throw, tie

### Checking

**Paragraphs:** Has your story got clear paragraphs?

**Past tenses:** Have you used the Past Continuous (for longer, background activities) and the Past Simple (for past events that interrupt them)? Have you checked any irregular verbs? (in the Mini-dictionary)

**Linking words:** Have you used linking words? Can you add any more?

### 3 Informal Email Messages (page 54)

#### Layout

##### 1 Greeting

Hi, Kate, Hi, Hi there (informal)

##### 2 Short message

Email messages are usually short and informal. If your message is a reply, try to answer the questions in the email sent to you.

##### 3 Signing off

We hope to see you there. See you there. Rob  
Or just name or initial, e.g. K.

#### Linking

**Listing questions:** One thing – what should I bring to the party?/Another thing – how do you get to your house?/One more thing – can you tell Roxie and Carol about the party?/One last thing – can I bring a friend?  
**Saying something is OK:** Of course you can bring a friend.

**Mentioning something:** By the way – can Roxie and Carol come?

#### Punctuation

Dashes are common in informal writing, e.g. *I'd love to come – but a couple of questions. One more thing – can you tell Roxie and Carol about the party? Roxie can come but Carol can't – she has to go to a family dinner. By the way – is it a good idea to bring the sausages?*

#### Useful Vocabulary

**Directions:** Take the number 10 bus. Get off just after the school. Go along Bolton Avenue for about 100 metres. Turn right at the traffic lights and go past the cinema. Then take the second turning on the left. Go down this street, Morecambe Road, about 50 metres. Our house is number 99.

**Requests:** Can you tell Roxie and Carol about the party? Can I bring a friend?

**Questions:** What should I bring? How do you get to your house? Is it a good idea to bring the sausages?

#### Checking

**Content:** Have you answered all of the questions in the other person's email?

**Grammar:** Have you used modal verbs (*should/don't have to*)? Check that you have used them correctly.

**Style:** is your email informal (but polite)? Have you included some informal linking words?

### 4 An Advertisement for a Gadget (page 71)

#### Layout

##### Title

Think of a catchy title, e.g. 'Save Time and Energy'.

##### What problems does the gadget solve? What does it do?

**The problem:** Does it take you ages to get to school? Are you tired of carrying heavy bags back from the shops?

**The solution:** Here is the perfect solution for you: the Segway Human Transporter. The Segway will change your life and make your journey to work good fun, too.

##### What are the advantages of the gadget?

(design/materials/uses/convenience, etc.)

It has only got two wheels plus ... The Segway is easy to use and ... One user has said ... It is very convenient and practical ... It weighs only ... It is easy to carry ... Its maximum speed is ... Its electric battery also has a range of ... It's safe, too, and ... The Segway is very useful for journeys around your town ... it doesn't cause any pollution either!

##### How much is it? How can you get it?

The Segway is a bargain at only \$3,000. Contact ... for more information about ... !

#### Linking (Addition)

It is made of good quality plastic and has an attractive, modern design, too. It has a reliable electric motor plus a small computer. It also weighs only ten kilos. It isn't expensive, either.

#### Useful Vocabulary

**Expressions:** Here is the perfect solution to all your problems./You can use the ... to .../It is made of .../It is good quality .../It is a bargain at only .../It is excellent value at ...

**Adjectives:** amazing, attractive, automatic, brilliant, cheap, compact, convenient, durable, easy (to use, carry, etc.), exciting, fantastic, modern, perfect, pollution-free, relaxing, reliable, useful

**Materials:** glass, gold, metal, nylon, plastic, silver, wood

**Objects:** battery, bracelet, cables, camera, computer, earrings, electric motor, headphones, solar-powered battery, stereo system

#### Checking

**Content:** Is your advert convincing? Can you add any useful information about it? Can you add any adjectives to describe your gadget?

**Mistakes:** Check your letter for simple mistakes.

## 5 An Internet Page (page 86)

### Layout

#### 1 Introduction

Give information about location, character, population and history.

*Vancouver is an attractive city located on the Pacific Coast of Canada in the province of British Columbia. It is a multicultural city of over half a million. It was founded in 1862 and its original name was 'Gas Town'.*

#### 2 Sightseeing

Recommend places to visit and the local landscape.

*There are many places worth visiting like Stanley Park and the Vancouver Aquarium. An interesting place to visit is The Gallery of Tribal Art.*

#### 3 Leisure

Give information about sports, tourism and going out.

*There are many things to do in Vancouver and it is a great place for sailing. You can also watch some ice hockey, the city's main sport. As well as that, there are many places to visit outside the city like S. Vancouver Island and the Rocky Mountains.*

**Add three 'links' with extra information. Underline your 'links' or write them in a different colour.**

*S. Vancouver Island It is near the Pacific coast of Canada. It is a popular retirement area. Size: 32,137 sq km. British Columbia A province in western Canada. The economy is based on agriculture, mining, fishing and tourism.*

*Stanley Park 1,000 acres in central Vancouver with beautiful trees, gardens and also a zoo and an aquarium.*

### Linking (Addition)

**Linking two sentences:** *It is a very beautiful city. It is also multicultural and has ...*

**Linking information in one sentence:** *It is a very beautiful city as well as being multicultural and having .../The city is very beautiful and it is multicultural, too.*

### Useful Vocabulary

**Nouns:** business, capital (city), climate, industry, landscape, population, road and air links, suburbs

**Adjectives:** dynamic, historic, modern, multicultural, temperate, warm

**Recommendation:** *an interesting place to visit is .../it's worth visiting .../I'd recommend visiting ...*

### Checking

**Grammar mistakes:** Have you checked your description for grammatical mistakes?

**Spelling:** Use the Mini-dictionary and this Writing Help to check for spelling mistakes.

## 6 A Formal Letter (page 102)

### Layout

Address

18 Mill St,  
Ludlow, SH3 4RM  
6 February 2005

Date

**Salutation** *Dear Sir or Madam (Sir/Madam),*

#### 1 Introduction: reason for writing

*I am interested in coming to your resort in Barbados. However, I have a few questions ...*

#### 2 Questions: time of year/activities/weather

*First, when is the best time of year to come? I am thinking of coming in February. What is the weather like then? Secondly, do you have any facilities for windsurfing?*

#### 3 Questions: accommodation/restaurants, etc.

*Another question I have is about a place to stay. Could you recommend ...?*

#### 4 Questions: prices

*Other questions I have are about prices. How much would a five-day stay at the resort cost? Do you give any discounts for ...*

### Ending

*I look forward to hearing from you.*

*Yours faithfully,  
..... [Name]*

### Useful Vocabulary

**Questions:** *When is the best time to come? What is the weather like in June? What facilities are there for playing tennis, golf, etc.? What other activities are there? Could you recommend a good place to stay/to eat out at/to go out at night?*

*Are there any discounts for students? How much does it cost to go by bus to the hotel/to rent a motorbike/to have tennis lessons? How much is accommodation, food, etc.?*

### Linking

**Addition:** *First, when does the resort open for skiing? Secondly, do you have ...? Thirdly, what is the weather like ...? Another question I have is about ... Other questions I have are about ... Finally, how much ...?*

**Contrast:** *I am interested in coming in December but I would like to know more about the resort./I am interested in coming in December. However, I would like to know more about the resort.*

### Checking

Have you used formal language? (e.g. no contractions)

Have you included some of the linking words and expressions above?

Have you checked your work for spelling?



## 7 A Letter to a Magazine (page 118)

### Layout

**Salutation** *Dear Editor,*

**1 Introduction: subject of letter**  
*I am writing to you about ...*

**2 The performance**  
*The play was performed by a theatre group from London. There were only three actors and very little scenery. However, the play was excellent.*

**3 Audience reaction**  
*The play was quite funny and the audience laughed a lot. Although the ...*

**4 Problems**  
*It was very difficult to get tickets for the play because we have such a little theatre in this town. There was a long queue for tickets and a lot of people could not get in ...*

**5 Suggestions**  
*Why can't we have more performances like this? We could get theatre groups from other places to come.*

**Ending**  
*Yours faithfully,*  
..... name

### Useful Vocabulary

**event:** a concert/a play/a dance performance/a ballet  
**performers:** a rock/jazz/rap band/group/orchestra/theatre group/support band  
**performance:** brilliant/poor performance/music/singing/the solos/the encore  
**audience reaction:** a thousand fans/a great atmosphere/everyone had a great time/the crowd sang along/the audience went wild/the crowd erupted/the crowd screamed and cheered at the end  
**problems:** distorted sound/poor acoustics/small/cold/uncomfortable venue/queues for tickets/food/the toilets  
**suggestions:** a different venue/better heating/acoustics/facilities

### Linking (Contrast)

*Although she was a bit nervous at first, lead singer Anna Bayliss really got the audience going. At 11.00 p.m. everyone was having a great time. However, the band had to stop because the school caretaker had to go home.*

### Checking

Have you included clear paragraphs? Have you started and finished the letter in the right way?  
Have you included some of the linking words and expressions above?  
Have you checked your work for spelling?

## 8 A Description of a House (page 134)

### Layout

**1 Introduction**  
Describe the kind of house and its location.  
*My house is quite a large detached house situated in the middle of a forest and it has a large garden. The house is very modern and is specially designed to save energy and to be ecological.*

**2 Rooms**  
Describe what the rooms are like, where they are and what is in them (furniture, etc.).  
*On the ground floor there is a big hall in the middle of the house. Around the hall, there is the kitchen, the sitting room and the dining room. The most important room in the house is the sitting room where there are lots of bookshelves and some very large, comfortable sofas.*

**3 Special features**  
Describe any special features that your house has got.  
*On the roof there are solar panels which produce electricity. The house also has got insulation so that it is cool in the summer and warm in the winter. In the garden there is a pond so that local birds and animals will come near the house.*

**4 Conclusion**  
Say why you would like to live there.  
*I would like to live in my forest house because it would be very peaceful. I would live there with my family and have lots of space, so that my friends could come to stay with me. It would be a very natural house that would fit in with the local environment.*

### Linking (Reason)

*The house also has got insulation so that it is cool in the summer and warm in the winter.*

### Useful Vocabulary

**Kind of house:** cottage, detached house, flat, mansion, semi-detached house, wood cabin  
**Rooms:** attic, bathroom, cellar, dining room, games room, gymnasium, hall, kitchen, library, living room/sitting room, music room, sauna, study, toilet  
**Features:** air-conditioning, central heating, fireplace, French window  
**Furniture:** bed, bookshelves, chair, curtains, desk, lamp, plants, sofa, table, washbasin  
**Outside:** balcony, barbecue, lawn, swimming pool, terrace

### Checking

**Mistakes:** Have you checked your description for mistakes?  
**Punctuation:** Have you checked your punctuation? Check for these things: capital letters, full-stops, use of apostrophes, use of commas.