

Models and tasks

On the following pages you will find a model for each of the main task types, together with an additional task. You should answer the Part 1 task on page 195, and at least one of the Part 2 tasks. Read the relevant model, then follow stages **1–9** in the Planning and checking section on page 193. In order to help you demonstrate a good range of vocabulary you should select appropriately from the Useful Language section.

Part 1: Formal letter

You are the social secretary at Lambert College. The local newspaper has commented negatively on relations between students at the college and local people. Read the extract from the article and your notes, and write a letter to the newspaper responding to the article **and** asking them to publish the school's version of the facts.

Host families in the dark

With summer here, the sight of foreign language students in and around Easton is a very familiar one. It seems, however, that relations between host families and their guests are not as warm as they could be. Mrs Gwyneth Jones told us: 'We hardly ever see our student. I don't know what he gets up to during the day – probably not very much. They just seem to stand around and talk all day. The school doesn't organize anything.'

It would also appear that nothing is done to encourage contact between students and the residents of Easton.

tell about
social
programme

not our case

always doing
things

advertise
Open Day

Write your **letter** in **180–220** words. You do not need to include postal addresses.

Model answer

formal register

Dear Sir/Madam

I am writing with regard to your article 'Host Families in the Dark', which appeared in last Saturday's edition of your newspaper. I should like to make it clear to readers that the comments made do not apply to all language schools in Easton.

reason for
writing

appropriate
use of linking
devices

Firstly, the impression given of poor relations between students and host families is certainly not true of Lambert College, where I am social secretary. Moreover, the reason why our students are rarely at home is that they are kept extremely busy during the day. In addition to the normal timetable of classes, the college offers students a full programme of social and cultural events throughout their stay. Seldom does a day go by without a trip to a sporting event, a theatre or a place of historical interest.

rephrasing
of language
from input
material

expansion
of points
in input
material

I must also disagree with the suggestion that schools do nothing to promote understanding between students and the community. Indeed, I would like to take this opportunity to invite all Eastoners to attend Lambert College's annual Open Day on Saturday August 25th from midday onwards. This event includes the chance to observe an English class in progress, an international buffet with dishes prepared by students and a number of team competitions.

desired
outcome

I very much hope you will print this letter in your newspaper and we look forward to seeing a high turnout at the Open Day.

Yours faithfully
Przemysław Sokolowski

Part 2: Article

You see this announcement in an English language magazine.

Technological Revolution

We are planning to publish a series of articles on the effects of new technology on our lives today. We would like you, the readers, to write us an article, addressing the following questions:

- How important is technology in your own life?
- Have recent technological changes been for the better or for the worse?

Write your **article**.

Model answer

interesting title
to attract reader's
attention and
engage his or her
interest

Technology - a curse in disguise

The technological revolution is full of paradox: it has enabled us to communicate more easily, yet it is killing conversation; it has supposedly freed up more time for leisure, yet it has made us slaves to our work.

strong opening
paragraph to
encourage reader
to go on reading

appropriately
neutral register
for this task,
neither very
formal nor very
informal

Without a mobile phone, I would not be able to respond to the demands of my job. My clients would abandon me and my boss would sack me. So regrettably, and much to my family's annoyance, it is switched on 24 hours a day. I can spend whole weekends without saying a word to my husband or children, either because I am on the phone, or because they are too angry to want to speak to me.

opinion
expressed in each
paragraph

linking of
points within
the paragraph.
Linkers more
informal.

My attitude to the computer is equally ambivalent. Thanks to my laptop I can reply to emails from almost anywhere as soon as I receive them. But the faster I work, the greater my clients' expectations become of me, and consequently the more pressures I create for myself.

linking between
paragraphs

Even in the home the computer seems to create more problems than it resolves. My husband and I are now in the habit of doing our supermarket shopping on the Internet. This means we have more time to watch a DVD or one of the 200 or so digital TV channels we have access to, but it also helps to cut us off from human contact and turn us into anti-social, overweight couch potatoes.

each paragraph
devoted to
different area of
technology

All of this leads me to the conclusion that mobile phones and computers should carry a government health warning: technology can seriously damage your health and your personality.

leaving the
reader something
to think about

Task

You see this announcement in an English language magazine.

Sporting Life

We are planning to publish a series of articles on the importance of sport in people's lives. We would like you, the readers, to write us an article, addressing the following questions:

- How important is sport in your own life?
- Is too much emphasis placed on sport nowadays?

Write your **article** in 220–260 words.

Essay

Your class has recently been doing a project on people who are currently famous. Your teacher has asked you to write an essay, giving your opinion on the following statement.

Many young people wrongly believe that fame brings happiness.

Write your **essay**.

Model answer

Introduce topic and describe tendencies

It is undoubtedly the case that we live in an age when many people are admired for simply being famous, rather than for the way in which they achieved that fame. Furthermore, so much media coverage is given to the lives of celebrities that we seem to know them as well as any other member of our social circle. However, whether or not they are happy as well as famous is open to debate.

Appropriately formal register

Clearly separate paragraphs helps with organization

Few would dispute the fact that fame attracts both positive and negative publicity: the media may choose to praise a star one week, and then attack them the next with critical articles and unflattering photographs. Moreover, it is probably true to say that some celebrities do not know who they can rely on as a genuine friend, and who is likely to exploit them for their own gain. It is also the case that fame does not last, and obscurity must be extremely hard to deal with if you have been used to the spotlight.

Appropriate phrases for a discursive-type essay

Formal linking devices

On the other hand, being famous can open up some marvellous opportunities. One can indulge oneself with luxury homes and travel to exotic destinations or do others some good through charity work or simply by lending one's name to a project. Additionally, if you are famous for being a heart surgeon or civil rights activist, for instance, then hopefully the pride you take in your work must equate to some form of happiness.

Use impersonal language in preference to first person pronouns

In conclusion, young people who believe that fame brings happiness might not be entirely wrong. If you can maintain a degree of privacy, keep your self-respect and hold on to a trustworthy circle of friends, being famous might be an occupation worth pursuing.

Task

You have recently had a class discussion on the role that money plays in people's lives. Your teacher has asked you to write an essay, giving your opinion on the following statement:

Making money has become too important to many people in our modern society.

Write your **essay** in 220–260 words.

Useful language for essays

Expressing an opinion

It is probably true to say that ...
There can be no doubt that ...
It is simply not the case that ...
(see page 69 for further expressions)

Commonly held views

It is widely believed that ...
No one would dispute the fact that ...
Few people would contest/dispute (the fact) that ...
It is generally agreed that ...

Saying what other people think

There are those who argue that ...
It has been suggested that ...
It is often claimed that ...
Opponents/Supporters/Proponents of (hunting) argue that ...

Referring to sources

All the evidence suggests that ...
A recent survey proved that ...
Judging by the comments made by ...
Interviews with (students) have revealed that ...

Report

An international research group is carrying out an investigation into the housing situation for young people around the world. You have been asked by the group to write a report about your country, including the following points:

- the different housing options available in your country for young people in their early twenties
- the problems faced by young people with each option
- possible future changes in the housing situation for young people in your country

Write your **report**.

Model answer

relevant title and paragraph headings → The housing situation for young people in my country

opening paragraph outlining the purpose of the report → Introduction
The aim of this report is to examine the various housing options open to people in their early twenties in my country and the difficulties encountered with each one. It will also consider likely future developments in the housing situation for young people here.

appropriately formal register → Buying a property
Property speculation and soaring inflation have put house prices beyond the reach of the majority of first-time buyers. The few who do manage to raise the money for the deposit on a small flat, are likely to experience problems obtaining a mortgage. Banks are unwilling to lend money to anyone without a permanent contract, something which most young workers can only dream of.

linking between paragraphs → Renting
An obvious alternative is to rent a property. However, rents, like house prices, have risen dramatically, forcing low-earners to share. For many twenty-somethings this can prove an enjoyable experience, but some soon discover that they are not suited to living with others. Local authorities provide some low-cost rented accommodation specifically for young single people, but this tends to be in very short supply.

rewording of language used in the task instructions → Living with parents
It is hardly surprising, then, that a significant proportion of school and college leavers opt to continue living in the parental home until they have saved enough money to buy a place of their own. This may take some time, however, and friction between parents and children can result.

range of vocabulary items to avoid repetition of 'young people' → Future developments
As long as house prices continue to increase, the outlook for young people here will remain bleak. Only a substantial fall in property values will improve the situation and this seems unlikely in the near future.

conclusion addressing the final point of the task → }

Task

An international research group is carrying out an investigation into employment prospects for young people around the world. You have been asked by the group to write a report about your local area, including the following points:

- the types of employment available for young people in your area
- the difficulties faced by young people searching for work
- possible future developments in the employment situation for young people in your area

Write your **report** in **220–260** words.

Useful language for reports

Introducing the report

The aim/purpose of this report is to examine/
evaluate/describe/ outline ...
It will also include/consider/
suggest/recommend ...

The report is based on a survey conducted among (college students).

Predicting the future

The outlook for young people/ jobs/the country is
(far from) bright/optimistic/ depressing.

The future looks bleak/remains uncertain/is promising.
This seems unlikely in the near/foreseeable future. (See also vocabulary of *Possibility* on page 209 of the Wordlist.)

Making recommendations

I would (strongly) recommend that (the school/company) should ...

In the light of the results of the survey, I would (strongly) advise against ...
I feel it would be to our advantage if ...

Letter of application

You have seen this advertisement in an international magazine.

WRITERS REQUIRED

We are looking for people to write for this magazine about environmental issues in their local area that would be of interest to readers in other countries. We would like to hear from anyone who has:

- an interest in environmental concerns
- an awareness of environmental issues affecting their local area
- some experience of writing.

Send us a letter of application, explaining why you think you are suitable and describing two environmental issues currently affecting your local area.

Write your **letter of application**.

Model answer

reason for writing

relevant experience

separate paragraphs for each issue

expressing suitability and desire for the job

Dear Sir/Madam

I am writing in response to your request for writers, which appears in this month's edition of 'Global Concerns'.

I am an active member of the Green Society at my university, where I am currently studying marine biology. The aim of the society is to raise awareness of environmental concerns amongst students and within the local community. As well as organizing debates on matters of local and global importance, we also publish a monthly journal to which I regularly contribute.

The economy of my region is largely based on forestry, farming and fishing and since it is likely that many of your readers live in areas with similar characteristics, I am sure they would be interested to read about the problems facing us. Last summer, for example, the petrol tanker 'Intrigue' sank off our coast, spilling large quantities of oil into the sea with devastating effects for marine wildlife and the fishing industry.

In addition, the forestry industry here has recently come under heavy criticism from environmentalists. The fast-growing eucalyptus is planted instead of trees which are native to the region. Unfortunately, however, the eucalyptus allows nothing else to grow below it, preventing other plants and animals from surviving on the forest floor. Readers who are unaware of this situation might learn a great deal from an article on it.

I am convinced that issues like these would be of interest to people in other countries and I would very much like to have the opportunity to write about them for your magazine.

I look forward to hearing from you.

Yours faithfully

Lisa Blanco

appropriately formal register

reasons why the issues would be of interest to readers

Task

Either: **a** write your own answer to the task above;
or **b** answer the following question.

WRITERS REQUIRED

We are looking for people to write for this magazine about people in their local area whose work, achievements or lifestyle would be of interest to an international readership.

Send us a letter of application, explaining why you think you are suitable and giving examples of two local people, living or dead, that you would write about.

Write your **letter of application** in 220–260 words.

(For useful language, see page 49 in Unit 4.)