

Part 1: Essay

Type one

In the model answer below, **both sides of the argument are considered**, before a conclusion is reached in the final paragraph.

In your English class you have been discussing the role of technology in the home.

Now, your teacher has asked you to write an essay.

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

Write your **essay** in **140–190** words.

Model answer

a general introduction

Have domestic appliances improved the quality of our lives? Nowadays, many people have a wide range of appliances and devices in their home, all of which are designed to make life easier. However, they also have some disadvantages.

positive aspects (point 1 of Notes)

On the one hand, they have reduced the amount of time required to complete domestic chores. Cleaning and ironing, for example, can be done far more quickly and efficiently than fifty years ago. In addition, some inventions have meant that certain tasks no longer have to be performed. Washing up is almost extinct in households with a dishwasher, and thanks to the microwave, cooking is no more than pushing a button.

negative aspects (points 2 & 3 of Notes)

On the other hand, some modern technology has made our lives less interesting than before. Food which has been taken from the freezer and heated in a microwave is not as tasty as fresh food cooked in a conventional oven. Moreover, the reason many people buy these labour-saving devices is to enable them to spend more time working, which does not necessarily make them happier.

conclusion, summarizing opinion

To sum up, although technology has made life easier in the home, it has not improved the overall quality of our lives.

Essay question

Do you agree that modern domestic appliances have improved the quality of our lives?

Notes

Write about:

- 1 effect on household chores
- 2 time saved for other activities
- 3 (your own idea)

Task

In your English class you have been talking about education in schools in your country.

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.

Essay question

Some people think that school does not prepare students adequately for real life. Do you agree?

Notes

Write about:

- 1 the content of lessons
- 2 social relationships
- 3 (your own idea)

Useful language for essays

Saying what people think	Expr
Some/Many people feel that ...	I pers
Others argue that ...	I firm
Another point of view is that ...	I part
It is sometimes said/claimed that ...	In my
It is widely believed that ...	My p
It is generally agreed that ...	See p

Part 1: Essay

Type two

In the model answer below, **only one point of view is considered**. This is clearly stated in the first paragraph and supported with reasons in the subsequent paragraphs.

In your English class you have been talking about relationships with family and friends.

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.

Write your **essay** in **140–190** words.

Model answer

Essay question

Is it better to go on holiday with family or friends?

Notes

Write about:

- 1 which is cheaper
- 2 which is more fun
- 3 (your own idea)

introduction,
stating opinion

Is it better to go on holiday with family or friends?

Provided there are reasonably strong and healthy relationships between parents and children, it is my opinion that a family holiday has more advantages than one with friends.

appropriately
formal style

appropriately
formal style

first reason
(point 1 of Notes)

To begin with, it is much more economical to spend your holiday with your family, particularly if you are a teenager. Parents are happy to pay for almost everything, enabling their children to do things they would not be able to afford to if they were with friends.

use of linking
words and
phrases

use of linking
words and
phrases

second reason
(point 2 of Notes)

Secondly, even though the two types of holiday are very different, you can have just as much fun with your family as with your friends. Parents and children may not always agree on what to do each day, but this is also true between friends.

third reason
(point 3 of Notes)

Finally, an important advantage of having fun with your family is that it helps to strengthen relationships between the different members. In their busy lives, they have little time to spend with each other; a holiday helps bring everyone together in a relaxed situation.

conclusion,
stating opinion

In conclusion, whilst time spent away with friends can be very enjoyable, a holiday spent with the family has a much more beneficial effect.

Task

In your English class you have been talking about the effects of fame.

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.

Write your **essay** in **140–190** words.

Essay question

Is it better to be famous or unknown?

Notes

Write about:

- 1 money
- 2 friends
- 3 (your own idea)

Part 2: Article

You see this announcement in an international magazine.

MY IDEAL JOB

We're interested to know what jobs people would most like to do. Write us an article telling us what your ideal job would be and why.
The best articles will be published in next month's magazine.

Write your **article** in **140–190** words.

Model answer

interesting title
to attract reader's
attention

Working with wildlife – naturally!

What else would a zoology student and keen nature photographer possibly want to do? Office jobs are dull, sales jobs are stressful and industry is out of the question. The ideal job for me is that of a warden on a nature reserve.

opening sentence
relevant to title

a lively informal
style throughout
the article

Can you imagine being outside all day, surrounded by nature and wildlife? You would hear the sound of birdsong rather than the noise of traffic, smell flowers and trees instead of exhaust fumes and cigarettes, and see peaceful rivers, not busy roads. You have to admit, those are wonderful working conditions.

direct questions
and statements
addressed to the
reader

informal linking
devices

Importantly, with a job like this, I would be doing something I believe in, helping to preserve the environment for future generations. And although I'd be far from built-up areas and large populations, I would still have contact with people, teaching visitors to the reserve about nature conservation.

Of course, it's not the best-paid job in the world. But I'd probably be able to afford to rent a small cottage with a cosy fireplace and a vegetable garden. It's not everybody's idea of luxury, but personally, I couldn't imagine anything better.

a closing
comment

Task

Either: **a** write your own answer to the task above in **140–190** words;
or **b** answer the following question.

You see this announcement in your school's English-language magazine.

MY IDEAL EVENING OUT

We'd like to hear about your ideal evening out. Where would you go, who would you go with and what would you do?

Write us an article answering these questions and giving your reasons. We'll print the three most interesting articles in next month's magazine.

Write your **article** in **140–190** words.

Useful language for articles

Involving the reader

Can you imagine ...?
Have you ever ...?
How would you feel if ...?
Did you know that ...?

Attitude adverbs

Naturally, ... Importantly, ...
Personally, ... (Not) surprisingly, ...
Interestingly, ... Worryingly, ...
(Un)fortunately, ...

Part 2: Email and letter

This is part of an email you receive from your English friend, Emma.

It was a brilliant holiday, but my health and fitness have suffered. Too many ice creams and not enough exercise! You're the healthiest person I know – can you give me some advice on how to get fit and healthy again?
Thanks
Emma

Write your **email** in **140–190** words.

Model answer

Hi Emma

Thanks for your email. It sounds as if you had a good time on your holiday – perhaps a little too good! You definitely need to change some of those bad habits you picked up.

Firstly, you should do some regular physical exercise. If I were you, I'd go jogging at least three or four times a week. You live in a beautiful area with lots of lovely country paths, so there's no excuse for not getting out and going for a run. It's also a good idea to leave the car in the garage and walk to the shops instead. They're not far from your house, and you'll be surprised how much better you'll feel as a result.

And as I'm sure you realize, you should also change your diet. Try cutting down on fried food, butter, cheese and fatty meat – and cut out ice creams completely! Getting fit and healthy takes time, so be consistent and don't give up after just a couple of weeks.

I hope that's useful. Good luck and let me know how you get on.

All the best

David

language for giving advice

appropriately informal style

Useful language for informal emails and letters

Beginning the email/letter

Thanks for your email/letter.

It was great/lovely to hear from you.

(The holiday) sounds wonderful/terrible.

Giving advice and making suggestions

If I were you, I'd/I wouldn't (take some board games).

Make sure you (take a pack of cards).

You could/should try (eating more fruit).

It's (not) a good idea to (go on your own).

It's best (not) to (do too much).

Ending the email/letter

I hope that's useful/helpful.

Let me know (what happens).

Hope to see you/hear from you soon.

Closing phrases

All the best Best wishes

Bye for now (Lots of) love

Task

This is part of an email you receive from your English friend, Simon.

I won't be here next week, as I've rented a holiday cottage with some friends near the coast. Unfortunately, it looks as if it's going to rain a lot, so we want to take some games with us to play in the house. Can you suggest any? How do you play them?

Thanks

Simon

Write your **email** in **140–190** words.

Part 2: Letter of application

You have seen this advertisement in an international magazine.

Write your **letter of application** in **140–190** words.

UK SUMMER CAMPS

Helpers required to work on one of our UK Summer Camps. Applicants should be hard-working, energetic and able to organize activities for young children in these areas:

- workshops
- sports
- outdoor pursuits
- indoor and outdoor games

Write to the director, Mrs Simpson, giving your reasons for applying and saying why you would be suitable for the job.

Model answer

introduction { Dear Mrs Simpson
I would like to apply for the job of Camp Helper as advertised in this month's issue of 'International Student'.

reasons for applying { I like being with children very much and I would certainly enjoy the challenge of working with them on one of your camps. Moreover I have just finished school and in October I will be starting a degree course in English. I am therefore very keen to improve my language skills in an English-speaking country before I go to university.

relevant skills and experience { There are a number of activities I could organize for the children. My interests include basketball, tennis and orienteering, and I also play the guitar and compose my own songs. For the past seven years I have attended summer camps in my country with the scouts, and last year I helped to run a number of events, including an orienteering competition and a kite-making workshop.

personal qualities and suitability for the job { I feel I have the necessary patience and energy to make a positive and enthusiastic contribution to your camps and I hope you will consider my application favourably.

I look forward to hearing from you.
Yours sincerely,

Costas Sergis

use of linking words

appropriately formal style

appropriate ending

Useful language for letters of application

Beginnings and endings

Dear Sir or Madam and Yours faithfully

Dear Ms Bentley and Yours sincerely

Reason for writing

I saw/have seen your advertisement in ...

I am writing to apply for the job/position of (a shop assistant) ...

I would like to apply for a grant to study/for ...

I would like to volunteer to work with (the elderly) ...

Describing skills and experience

I have (a great deal of/some) experience of (looking after animals).

I spent (two months) working as (a kitchen assistant).

I have excellent communication/computer/organizational skills.

I have a good knowledge of (first aid/French/website development).

Personal qualities and suitability

I have a/an friendly/sensitive/easy-going/enthusiastic nature.

I feel I have the necessary (patience) and (energy) for the job.

I am confident I would be well suited to the job.

I believe I am an ideal candidate for a grant/the job.

Closing remarks

I hope you will consider my application.

I look forward to your reply/hearing from you.

Task

You have seen this advertisement in an international magazine.

Coastal Campsites require

- Reception Assistants
- Bar and Restaurant Staff
- Swimming Pool Attendants
- Entertainers

to work in the UK on our busy, five-star campsites this summer. Applicants must have a reasonable command of English and be willing to work long hours.

Write to the director, Mr Peabody, and explain why you would be suitable for the job.

Write your **letter of application** in **140–190** words.

Part 2: Report

A group of elderly tourists will be spending a morning in your town as part of a ten-day tour of the region. The local tourist office has asked you to write a report for the group leader, suggesting ways in which the tourists might spend the morning. You should give advice on sightseeing and shopping, as well as information on where they could have lunch.

Write your **report** in **140–190** words.

Model answer

a suitable heading for each section of the report

Introduction

The aim of this report is to give suggestions to a group of elderly tourists on how to make the most of their morning in Roxburgh.

Sightseeing

The group might like to begin the morning with a visit to the sixteenth century church, with its impressive stained-glassed windows. Within easy walking distance of the church is the Roxburgh Folk Museum, containing numerous exhibits which show what life was like in the town in former centuries.

Shopping

For those who would like to go shopping, the farmers' market in the main square is an option worth considering. A wide choice of fresh, organic produce is on sale, together with locally made cheeses, bread and wine. The square also contains a number of interesting pottery shops, some of which offer discounts to senior citizens.

Lunch

After a busy morning, lunch in one of the reasonably priced restaurants on the seafront is to be recommended. Non-vegetarians should try one of the many fresh fish dishes for which Roxburgh is famous.

Conclusion

Although the group is only in Roxburgh for a short time, everyone is guaranteed a warm welcome and a memorable morning.

summarize the aim of the report without copying the wording of the question

a range of language for giving advice

a variety of words and phrases to describe amounts and quantities

conclude with summarizing comment and/or final recommendation

a consistent style, in this case formal

Task

A group of foreign teenage students on an exchange programme in your region is planning to visit your town for an afternoon and evening. You have been asked to write a report for the leader of the group, suggesting ways in which the students might spend their time in your town. You should give advice on places to go for shopping and entertainment, explaining why you recommend these places.

Write your **report** in **140–190** words.

Useful language for reports

Giving advice and making suggestions

I would recommend/advice them to (go to the shopping centre).

I suggest you/they (shop for clothes at 'RHN').

The best place for (music) is ('Spins').

You/They should/really must/are advised to (go to 'Aquaworld').

(A visit to the zoo) is an option worth considering.

(A boat trip) is a must/to be recommended.

It is advisable/a good idea to (book in advance).

Describing amounts or quantities

a wide range/selection/variety of (clothes shops)

a large number of (restaurants)

a great deal/large amount of (litter)

plenty of/several/many/numerous (parks and gardens)

Talking about facilities

The shopping/sports/cultural/leisure/restaurant etc facilities are ...

... excellent/outstanding/second to none.

... adequate/reasonable.

... poor/inadequate/basic.