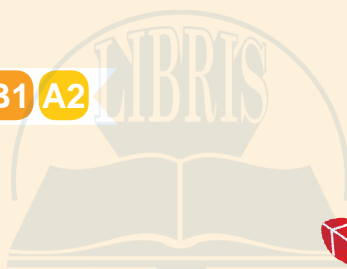


CEF

B1 A2



IULIA PERJU



Writing Skills

for young learners

editat de Arabella McIntyre-Brown

- e-mailuri, scrisori, descrieri
- compuneri cu suport grafic
- povestiri personale



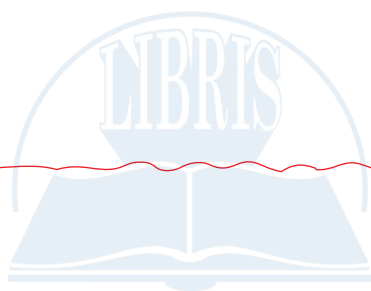


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Unit 1

Informal emails

An email is a short piece of writing used in everyday communication on the Internet. What we call an "informal email" is a type of short letter written on a computer and sent to friends. When you write an informal email, use a familiar, personal tone.

People write emails to inform, apologise, invite, congratulate, ask for information and for many other purposes.

Task:

Imagine the teacher asks you to write an email to your best friend to invite him to your birthday party.

Let's read a MODEL:

From: gabriel_jones@yahoo.com

To: michael.sanders@hotmail.com

Subject: Invitation to my birthday party

Hi, Michael

How are you? I hope you're enjoying the summer holiday and you're having a great time!

I'm writing to invite you to my birthday party. You're my best friend and I would be very happy if you could be there!

My parents are abroad right now, so my party's going to be at my grandparents' house in the countryside. It's better there because they have a large garden where we can play lots of games. I know how much you like to play hide-and-seek, so there will be plenty of room for that. We'll also listen to music, dance and really have fun.

Don't worry about how you'll get to my grandparents' place: they don't live far from town.

I think the best idea is if we all met on Saturday, at 9 o'clock, in front of the cinema.

Then, my uncle will give us a lift, so we'll arrive before 10 o'clock to prepare the party.

Please give me a call or drop me a line by email to let me know if you can come.

Cheers, mate!

Gabriel

- 9 There are four ways to compare adjectives used to make a message more intense. Use them for the underlined adjectives in the email below and rewrite the email. The first one is a suggestion:

Adjective type 1: strange

- * quite strange
- * stranger
- * the strangest
- * so strange
- * very strange

Adjective type 2: scared

- * really scared
- * rather scared
- * a bit scared
- * more scared
- * so scared

Dear Daniel,

I've just come back from a weird trip to Lake Windermere. It was strange, a bit of a nightmare. First we travelled on an old bus that could hardly move. Then we spent the night in a dirty house and we heard wild noises all night long. I woke up tired. When we got there, the water was rough and the wind cold, so we didn't have a swim. We climbed the mountain but we were scared by the noises we could hear everywhere.

I can't wait to see you and tell you more.

Yours, Jane

Dear Daniel,

I've just come back from a really weird trip to Lake Windermere

All the best, Jane

5 Circle the correct tense:

- a) I **am missing** / **miss** you a lot and I am **writing** / **write** this email to remind you that I will be your best friend for ever, no matter if you **are** / **were** still upset with me.
- b) I haven't seen you since last November when you **told** / **tell** me that you **need** / **needed** more time to study.
- c) Last time you **write** / **wrote**, you **told** / **tell** me that you were coming to town at Christmas.
- d) I **am ending** / **end** this email hoping that you'll reply soon and let me know what **happens** / **happened** to you.
- e) When I heard that you **won** / **win** the 2nd prize in the competition, I **am** / **was** very happy for you.

6 You may know that prose writing is made up of paragraphs. A **paragraph** has two parts:

- 1 the **TOPIC SENTENCE** = the main idea of the paragraph
- 2 the **BODY** = explanations, reasons, and examples to support the topic sentence

Match the topic sentences in the left column with their bodies in the right column, as in the example:

TOPIC SENTENCE: *The man looked around him, confused.*

BODY: *He seemed to be looking for something or someone, but at the same time he gave the impression of hiding a secret. The people passing by didn't notice him, and he was just standing in front of the shop window in silence. After a long time he decided to enter the shop, but his pace was slow.*

- | | |
|---|---|
| 1) I'm so sorry I can't come to your birthday party, but I am extremely busy this week. | a) I know how much you've worked and how many books you've read for the contest, so I am very confident that you'll do really well. Besides, you know how to use your imagination. |
| 2) You are the best friend I could hope for. | b) I tried to avoid your neighbour every time I met him in the street, but at one point he came and asked me about you. I had to tell him the truth because he seemed to know everything already and he wouldn't let me go. |
| 3) Congratulations! I know you deserve this prize more than anyone else and I'm very happy for you. | c) When I was ill, you came to visit me and helped me with my homework. You also forgave me every time I upset you without a single angry word. I don't think I'll ever be as good a person as you are. |
| 4) My mistake is so huge I'm afraid you might be really angry with me. | d) My parents are leaving for the countryside and I have to look after my brother. What's more, I failed my last Physics exam, so I have to study to pass it next week. |

1 2 3 4

5 Continue the following letter with the right ending (a, b or c):

Dear Ms Mahmood,

I am writing at the suggestion of my Headmistress to ask you about my suitability to attend your courses on first aid. _____

a

I have always been interested in learning first aid and I believe your course will be very useful. People need to be treated with respect and care, and this is why having knowledge of public relations may be beneficial. I look forward to receiving your reply.
Yours sincerely,
Amy Collins

b

My interest in people's health started with my grandmother's illness: that is when I realised how important a doctor's work is. I have no experience in this field and don't feel a first aid course is really the best route into medicine, but it would look good on my university application. I look forward to receiving your answer.
Yours faithfully,
Brianna Jones

c

I have always wanted to become a nurse and I believe this course will give me some insight into the career I am interested in. I have just done a childcare course and think the skills I have learned will help me be a good nurse some day. I look forward to receiving your answer.
Yours faithfully,
Ann Watson

6 Choose a title for the composition in the previous exercise, or make up your own title. Explain your choice.

a Bad Luck in the Morning

b How I Survived

c The Surprise of My Life

d How James Got a Fine

e James and the Rush Hour

7 Richard knows that every composition is made up of sentences and paragraphs, and he tries to write a composition based on the following pictures. But he didn't pay attention, and mixed up the sentences all in one paragraph. Help him put the sentences in the right order. The beginning has been done for you.

The sun was getting too hot, so they decided to go home and see what was in the box. Ronan and Evan decided to go fishing on their old boat. It looked very old and they were sure they had found some treasure. When they took the net out of the water, they couldn't believe their eyes: there was a huge box in it! They were hoping to catch some fish and cook it for the party that evening, but they weren't having any luck. It was terribly hot that summer holiday. Suddenly, they felt that their net caught something and pulled it up.



d Right up until Year 6 I'd never worked very hard, but I didn't really care. But all of a sudden, I became fascinated by Physics and all the projects involving experiments and robots. So when I heard about the robotics competition I signed up immediately. I worked really hard to solve all the problems that I was sleeping about four or five hours a night. But it was worth it when I won first prize! 7) _____
 _____ I should have gone straight home after school, but I felt like flying, and I spent hours wandering the streets. 8) _____
 _____.

**3 Fill in the blanks with the right pronouns and determiners.
 Some of them can be used more than once.**

I / my / myself / me / mine / you / yourself / your / yours /
 he / himself / his / him / she / herself / her / hers / it / itself /
 its / we / ourselves / our / ours / us / they / themselves /
 their / theirs / them

When prepare a holiday trip, I used to ask 1) _____ parents or
 2) _____ friends to do everything for 3) _____, but last
 holiday 4) _____ decided to do everything all by 5) _____.
 So, first thing in the morning, I sat in front of 6) _____ computer and
 7) _____ started to check some travelling websites. 8) _____
 found plenty of offers to China and Hawaii, but very few in 9) _____ own
 country and 10) _____ prices were extremely high. Just when I was ready
 to drop everything, 11) _____ remembered about an extraordinary couple
 12) _____ had met two years before.

"Why not ring 13) _____ and see if they can help 14) _____?" I
 said to 15) _____. Luckily, 16) _____ found the husband at
 home. 17) _____ seemed very happy to hear from 18) _____
 again and said he had a holiday house in Cornwall. He only asked 19) _____
 to be extremely careful with 20) _____ neighbours, because
 21) _____ wouldn't like any trouble and noise.
 I can tell that everything was exactly as 22) _____ had talked, except
 that 23) _____ brought only three friends with 24) _____,
 while there were supposed to be more than ten!

Checklist

1. Is the purpose of your writing clear to the reader?
2. Did you include details to make your writing easier to understand?
3. Did you use connectors to order the ideas and the events?
4. Did you check the differences between formal and informal tone?
5. Did you use the appropriate tone in your writing?
6. Did you start a new paragraph for each new idea?
7. Did you use the correct pronouns and determiners?
8. Did you use adjectives to make your writing more interesting?
9. Did you use adverbs to make the actions clearer and more meaningful?
10. In your formal letter, did you use the right greeting, closing and type of signature?
11. Does your writing follow the instructions in the task?
12. Did you create a title for each piece of writing?
13. Does your title reflect what your writing is about?
14. Does your piece of writing answer these questions: Who? Where? When? Why? How?
15. Is the subject or theme of your writing clear to the reader?
16. In your description of a person, did you include details
of physical appearance, personality traits, and interests?
17. In your description of a place, did you include details
to make the reader "feel" its atmosphere?
18. In your description of a place, did you include geographical details,
examples of important buildings and activities related to that place?
19. Are your paragraphs well organised: do they have a main idea and a body?
20. Do your paragraphs have a natural flow in the organisation of the text?
21. Did you follow the correct order of the adjectives?
22. In your descriptions, did you win over your reader?
23. Did you check your punctuation?
24. Did you check the spelling of every word in your writing?
25. Did you use only words you are sure of?