Writing

1 COMPLETING A FORM

Capital letters

In English these words start with a CAPITAL letter.

- names and surnames Melissa Rogers
- continents, countries, nationalities, and languages Europe, France, French
- towns and cities New York
- days of the week *Monday*
- the first word in a sentence Her father is from Milan.
- the pronoun I She's Russian and I'm Mexican.
- a Read the information box.
- b Complete the online form with your information.

Visa ap	VISIT AND SHORT STAY (VISAF2) plication form for a visitor or student			
About you				
First name	Surname (Family name)			
Mr / Mrs / Ms	Date of birth			
	D D M M Y Y Y			
Gender male female				
Marital status				
married single di	vorced separated			
Nationality				
Place of birth: country	town / city			
Contact details Home addr	ress and postcode			
Email address				
Phone number:				
home (landline)	mobile			
Passport / Identity card nu	mber			

c Write this paragraph again with CAPITAL letters where necessary.

my name's marek. i'm from gdansk in poland, and i speak polish, german, and a little english. my teacher is american. her name's kate. my english classes are on tuesdays and thursdays.

d Write a similar paragraph about you. Check the capital letters are correct.

2 A PERSONAL PROFILE

a Read Fiona's profile. Do you have similar interests?

netlinks

Fiona Hill



MY PROFILE

Hometown

I'm from Manchester, but I live in London.

Occupation

I'm a web designer. I work for an international company.

Languages

I speak English and a little Italian.

INTERESTS

Music I like pop and classical music. I don't like opera or jazz.

Films I like action films. I love the old James Bond films, e.g. From Russia with Love.

TV I don't watch a lot of TV, but I like American series.

Sport I don't watch football or

other sports. I go to the gym after work.

and, but, or

and I speak English and a little Italian.
I like pop and classical music.

but I'm from Manchester, but I live in London.
I don't watch TV very much, but I like
American series.

or I don't like opera or jazz.
I don't watch football or other sports.

e.g. = for example. We often use it when we write informally.
I like rock music, e.g. Coldplay.

- b Read the information box. Then write a profile of yourself. Use the same headings (Hometown, Music, etc.). Attach a photo if you can. Use and, but, and or to join your ideas together.
- Check your profile. Make sure you use and, but, and or correctly.



3 AN ARTICLE

- a Read Cristina's article. Find her answers to questions 1–4.
 - 1 What's your favourite day of the week? Why?
 - 2 What do you usually do in the morning?
 - 3 Where do you have lunch? Who with? What do you usually do after lunch?
 - 4 What do you usually do in the evening?

after and then

Use after + another word, e.g. after lunch, after work, after that, etc.

Use then to say what happens next, e.g. I get up and **then** I have breakfast.

b Look at the highlighted words to check you understand them, and read the information box. Then use them to complete the sentences below.

1	Jack usually gets up at 7.30	he has
	a shower.	

2 _____ lunch I often sleep for half an hour.

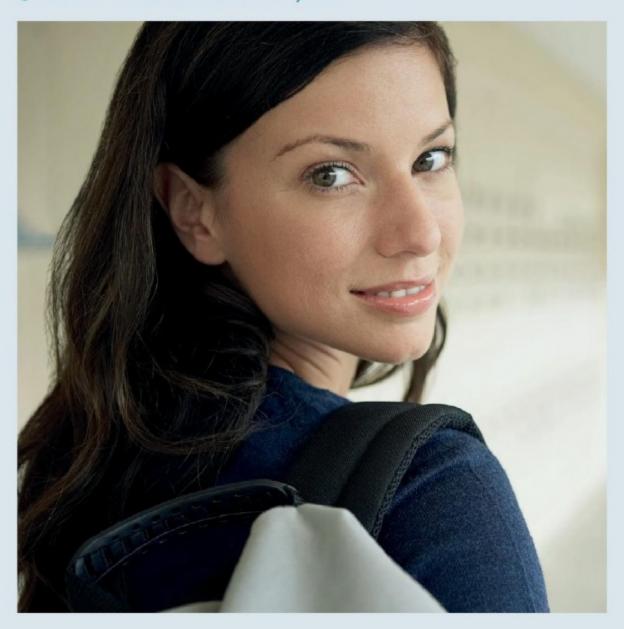
3 She always has a bath _____ she goes to bed.

4 _____ the week I work _____ 9.00 ____ 5.00.

- 5 I get home at about 7.30, take the dog for a walk, and after _____ I have dinner.
- 6 We usually watch TV _____ it's time to go to bed.
- c Plan an article called My favourite day. Plan four paragraphs. Make notes to answer questions 1–4 in a. What other information could you include to make the article interesting?
- d Now write your article. Choose the ideas you want to use. Don't forget to use some of the highlighted words to link together your ideas.
- Check your article. Make sure you use the highlighted words correctly.
- f Show your article to another student. Can you find one thing in your partner's article that is the same for you?
- **p**.33

My favourite day

March 24 #favourite#weekend#family#food



My favourite day of the week is Saturday, because it's the first day of the weekend!

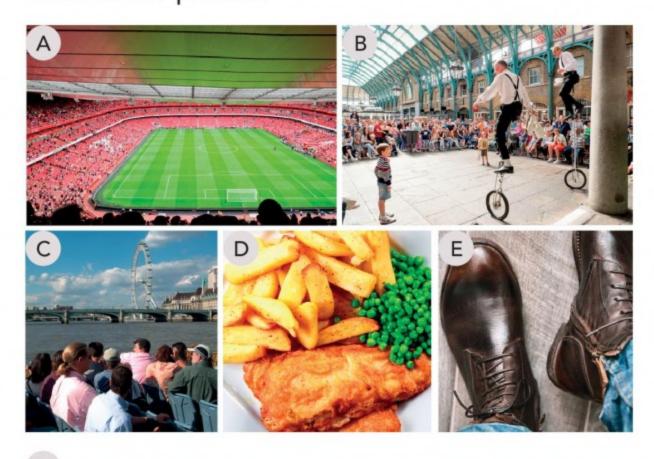
I get up very early during the week, so on Saturday it's nice to get up late, and I always stay in bed until about 10.30. Then I usually go shopping with a friend. In Spain a lot of shops are closed on Sundays, so Saturday is the only day for shopping. We don't always buy something, but we have fun just looking.

I often have lunch at my mother's house, with her and my brother. It's great, because my mum is a really good cook — she always makes things we like, and my brother and I have time to talk about our week. After lunch I sometimes study from about 4.00 to 6.00, especially if I have exams.

In the evening I usually go out with my friends. We often go to the cinema, and after that we have a pizza or *tapas*. I never go to bed before 1.00, or sometimes later.

4 POSTING ON SOCIAL MEDIA

a Marco is on holiday in London. He posts news and photos from his holiday. Read his posts and match them to the photos.



Thur 8 Jun

Do you like my new boots? They're from Camden Market, and I'm wearing them for the first time.

I love English fashion! 11.10 am

Thur 8 Jun

I'm sitting at a café in Covent Garden and watching the amazing street artists. It's quite cold for September, but it isn't raining! Covent Garden is full of tourists (like me!).

Fri 9 Jun

Beautiful weather today – the sun's shining! I'm on a boat on the Thames – great views of London buildings.

10.30 am

4

Fri 9 Jun

I'm having a typical English lunch at a pub – fish and chips. It's OK, but I prefer Italian food, of course! 1.20 pm

Fri 9 Jun

I'm at the Emirates Stadium with tickets for the Arsenal– Man City match! I usually support Roma, but I'm supporting Arsenal today. 7.15 pm

b Imagine you are on holiday in your country or abroad. Plan four posts or messages of about 30 words. Think about the following:

Where are you? What are you doing? Who are you with? What's the weather like?

- c Write your posts. Make sure they are about 30 words.
- d Check your posts. Make sure you use present simple and present continuous correctly.

5 AN INFORMAL EMAIL

a Read the email. Who do you think Stefan is?

From: Carmen <carmensanchez@hotmail.com>
To: Stefan <stefan7541200@moebius.ch>

Subject: Hi from Madrid

Hi Stefan

My name's Carmen. I'm 19, and I'm from Cáceres, in Spain. I'm a receptionist at a hotel. I'm studing English becuse I need it for my job.

I live with my parents and my brother and sister. My father is an arkitect and my mother works in a clothes shop. My brother and sister are at school.

I don't have very much free time because I work six days a week. I usualy go shoping on my day off. In the evening I like seeing freinds or listening to music. I really like hip hop. What kind of music do you like?

Please write soon.

Best wishes Carmen

- b Cover the email. What personal information can you remember about Carmen? What does she say about her family and her free time? Look at the email again and check.
- c Look at the six underlined spelling mistakes. Can you spell the words correctly?
- d Plan a similar email. Make notes about the following information.

Paragraph 1: Your name, age, and where you are from. Say what you do, and why you are studying English.

Paragraph 2: Who you live with. Say something about them.

Paragraph 3: What you like doing in your free time.

O Ir

Informal emails

Beginning: Hi + name

Middle: Use contractions, e.g. *I'm* from Cáceres. **End:** Best wishes or Love (for a good friend)

- e Write your email. Use your notes and the language in the information box.
- f Check your email for spelling mistakes.
 - To practise your English you can write to a friend in another country. You can find 'penfriend' websites on the internet.





6 DESCRIBING YOUR HOME

- a Read the website and the description of a flat to rent. Imagine you want to go to Budapest for a week's holiday. Would you like to stay there? yes i would like
- b Number the information in the order it comes in the description.
 - 4 Details about some of the rooms
 - 7 How far it is from the city centre
 - 2 What floor the flat is on
 - 3 What rooms there are
 - 6 What places or services there are nearby
 - 5 What you can see from the flat
 - 1 Where it is
- c What adjectives does the writer use to describe...?

1 the street 2 the kitchen 3 the view 4 the park dight pretty great beatifoul

SO

The kitchen is small, but there's a table and chairs, so you can eat there.

We can use so to express a result or consequence, e.g.

I was very tired, **so** I went to bed early. My office is near my house, **so** I walk to work.

- d Read the information box. Then plan a description of your house or flat for the website. Make notes on the topics in b.
- e Write your description.
- f Check your description. Make sure you use there is / there are correctly. Show it to another student. Can you find one thing in your partner's description that is the same as yours?





List your home

Home type	Bedrooms	Bathrooms	City	Rent
Flat	2	1	Budapest	£23 per night





Summary

My flat is in a quiet street in a residential area of Budapest. It's on the third floor. There are two bedrooms, a living room, a bathroom, and a light, pretty kitchen. One bedroom is big, and one is a study with a sofa bed. The kitchen is small, but there's a table and chairs, so you can eat there. There's a great view from the balcony – you can see the city lights in the evening and the sunrise in the morning. There isn't a garden, but the flat is very near a beautiful park, and Gellert Hill is also quite near. The flat is a 15-minute walk from Buda Castle and only five stops by bus from the historic city centre.

7 A FORMAL EMAIL

a Read the advertisement and Pascale's email, and complete it with the words in the list.

about are confirm Dear double from hope Regards would

b You made a booking last night at The White Cottage Bed and Breakfast. Plan a similar email. Think about these things.

Are you travelling with someone or alone?
What kind of room(s) did you book?
How many nights did you book for? Which dates?
How are you planning to get there?
When are you planning to arrive?
Do you want to have dinner there? When?

Formal emails (e.g. to a hotel, a language school, etc.)

Beginning:

Dear Mr / Mrs / Ms ______ (+ surname),

Dear Sir or Madam (if you don't know the person's name),

Use a comma (,) not a colon (:), e.g.

Dear Mr Brown, NOT Dear Mr Brown:

Middle:

Don't use contractions, e.g.

I would like to make a reservation NOT I'd like to...

End:

Regards
(your first name + surname)

c Read the information box. Then write your email. Check that there aren't any contractions.





¹ Mr and Mrs Buckingham,
I booked a ² room and a single room on your website this morning for three nights, ³ 24th to 27th June.
We ⁴ planning to arrive by car at ⁵ 5.00 in the afternoon on the 24th. Is there a place where we can park near your house?
My husband and I and our son 6 also like to have dinner in The White Cottage on the evening of the 24th. My son is vegetarian – I 7 that is not a problem. Could you please 8 that this will be possible?
9
Pascale Mercier