

Unit 3: writing part 7

Practice 1

WRITING – PART 7

Complete this letter. Write ONE word for each space (41-50). For questions 41-50, write your words on the answer sheet.

28 Long Road
Brighton
22nd March

Dear Pat,
I arrived (Example: ...here...) three weeks ago. I'm studying at a language school ...41... Brighton.
The students come ...42... many different countries and I ...43... made a lot of new friends.
There ...44... classes for five hours every day. I like ...45... teacher very much. ...46... name is John and he helps me ...47... I make a mistake.
I want ...48... visit London next weekend because I ...49... going back to my country on Monday.
Can I see you there? Please write to ...50... soon.
With best wishes from
Maria.

Practice 2

Dear John,

Thank you for helping (Example: *me*) with my English. You are ...41... very good teacher. I enjoyed my stay ...42... Cambridge.

Now I am staying at my brother's flat. ...43... is studying to be a doctor. I will stay ...44... him for two weeks and then go home ...45... Greece.

I like London very ...46... We ...47... to Regents Park by bus yesterday. It ...48... very sunny and we had a good time.

Tonight, I am ...49... to see a film with my brother and some ...50... his friends.

I'll write again from Greece.

Best wishes,

Kostas

Practice 3 A

Memo

To: All staff From: D Brown
Subject: Holidays Date: 22.2.02

I (Example: *am*) planning the holidays for next year. Please ...41... me when you would like ...42... take your holiday. If possible, ...43... you give me two dates? Please give me ...44... answer by the end ...45... the month.

Thank you.

D Brown

Practice 4

14 Sheffield Road
Rotherham

20th May 2002

Dear Mary,

I will (Example: *be*) in London ...41... Thursday morning. Would you like to have lunch ...42... me? Write and tell ...43... when you are free and where I ...44... meet you.

Hope to see you then.

Yours

Joan

20 DIDSBURY DRIVE LONDON NW1

22 May 2002

Dear Joan,

Thanks ...45... your letter. I got it this morning. Yes, I'd ...46... to see you. How about meeting outside ...47... office at one o'clock? There's ...48... good Italian restaurant near there. ...49... you like Italian food?

I have to be back at work by two o'clock, so please don't ...50... late!

Yours

Mary

Practice 3B

Memo

To: D Brown From: J Green
Subject: Holidays Date: 23.2.02

Could I take two weeks' holiday ...46... July? I'd ...47... to take the first two weeks, but if ...48... is not possible, the last two weeks will ...49... OK. Also, can ...50... take three extra days in the first week of December?

John

Practice 5:

Dear Sir,

I (Example: read) your advertisement for English courses 41 the newspaper. I would 42 to have some more information. How 43 does a course cost? Also, 44 long is each course and when does the next course start?

Yours,

Maria Gonzalez

Dear Ms. Gonzalez,

Thank 45 for your letter. Our next course starts in three weeks, 46 Monday, 9 May. This is a 6-week course and it 47 £150. If you prefer 48 begin in June, we have 49 10-week course for £200. I hope 50 is the information you want.

Yours,

David May

Practice 5A

Dear Sir,

I lost (Example: my) bag on a train 41 week. I was on the 8.30 a.m. train to Cambridge 42 10th May. It is 43 large blue bag and my name 44 written on the outside. 45 you found this bag?

Yours faithfully,

Mary Johnson

Dear Ms Johnson,

I 46 pleased to tell 47 that we have your bag here. If you come 48 this office, 49 give it to you. The office 50 at 9 a.m. and closes at 6.30 p.m. every day.

Yours sincerely,

J Wilson

Practice 6:

Dear Jacqueline,

Would you (Example: like) to come 41 the cinema 42 me after school today? We can go to see Pocahontas at the ABC cinema. The film starts 43 6 o'clock. Shall 44 meet outside the cinema?

Love,

Isabella

Dear Isabella,

I am very sorry but I can't go to the cinema 45 evening. My mother has 46 work, and I 47 going to cook dinner.

Why don't you 48 Karen to go? I hope 49 like the film. You can tell me 50 it tomorrow.

Love,

Jacqueline

Practice 7:

Dear Mike,

I am sorry you (Example: could) not come to my party yesterday. Jon 41 me you had a very bad cold and you 42 to stay in bed. 43 you feeling better now?

It was 44 very good party; 45 nicest I have ever had! Lots of my friends 46 there and they gave 47 some lovely presents. I will tell 48 more about the party when you come 49 school 50 Monday.

Love,

Lorenzo

Practice 8:

Dear Lynne and Tony,

I'm writing (Example: to) say thank you 41 the two nights I stayed in 42 lovely home. It 43 good to see you again.

Here 44 the photographs 45 your children that you asked for. They're good photos, aren't 46? I hope you like 47. I really love my new camera.

I 48 going to visit my sister in New York next week. I 49 take a lot of photos there, too. I haven't seen my sister for a long 50.

Thanks again.

Love,
Roy

Practice 9:

TO ALL STUDENTS:

Would you (Example: like) to come on a camping trip 41 weekend?

We are going to 42 to the forest in the school bus and we will stay at a camp-site 43 Friday to Sunday. 44 has hot showers and 45 small shop and you 46 rent bicycles there.

The trip 47 £25. It is very cold there 48 night, so you should take warm clothes and you will 49 to wear strong shoes.

50 you want to come, tell me today.

Ahmed

Student Secretary

Practice 10:

Dear Lorna,

How (Example: are) you? I'm happy because 41 month I got a new job in the city centre. I 42 working in a Tourist Information Office and 43 is very interesting. I start work 44 morning at half past seven, so I 45 to get up very early! I love this job because I meet people from a 46 of different countries. I like telling them 47 our city. Here is 48 photo of me. I'm 49 my new uniform. 50 you like it?

Love,

Gloria

Practice 11:

Dear Mrs Brian,

I (Example: am) sorry but I can't come to your class 41 more because I have 42 return to my country. My sister is going to get married 43 month. I want to go shopping 44 her to choose a dress. My parents 45 going to make a big meal for the guests and there will 46 a lot of work in the kitchen.

I'm sorry I 47 leave the English class. You are 48 very good teacher. Please 49 goodbye to the other students for 50.

Thanks again.

Best wishes,

Soraya

Practice 12:

Dear Maria,

It's good to (0) back home in my country but I still think (41) all the friends I made in our English class, especially you. I cried (42) I left England because my visit (43) too short. I would (44) to return to England but (45) time I will stay in a different city.

I have started English classes again here. I learnt a (46) of things in England but I know I (47) to study even harder.

(48) about you? (49) you still looking for a job? I hope you find (50) soon.

Love,

Sophie

Practice 13:

Dear David,

I'm going to visit your country (0) month. I'm going to travel (41) two friends. We don't know (42) to stay. Are (43) any cheap hotels in your town? We (44) like to stay somewhere in the centre. Can (45) help us?

Carlos

Dear Carlos,

Hotels in the centre (46) expensive, but I have good news. I (47) spoken to my aunt Gloria about you and she says you can all stay at (48) house. It (49) more bedrooms than my house! That (50) be all right for you, won't it?

David

Practice 14:

Dear Sir or Madam,

MANCHESTER

I (0) like a room at your hotel (41) three nights from September 15th (42) 17th.

I'd like a single room (43) a shower. I also need (44) telephone in my room. Please can I (45) a quiet room on (46) ground floor?

I am going to drive to the hotel. Is (47) a hotel car park?

I (48) arrive at about 10.30 p.m. What (49) does the restaurant close in the evening? If possible, I would like a meal (50) I arrive.

Thank you for your help.

Yours faithfully,

Mark Jones

Practice 15:

Dear Jeff,

I'm having a good holiday (0) Australia. When we arrived two weeks (41) the weather was bad and (42) was cold. Now the weather is better and we go to the beach (43) day.

This week we (44) staying in Sydney but (45) week we went to the Great Barrier Reef. Because (46) water was so warm, I loved swimming there. The fish were all different (47) : red, yellow, purple! Australia (48) very beautiful. We don't want (49) come home!

See you at the end (50) September.

Sue

Practice 16:

Hi Anna,

I'm (0) having a very good week!

Yesterday my team had (41) volleyball match, but we lost. The other team played much better (42) we did! Then my friend Jeff, who lives in Australia, telephoned with bad news. He can't come to stay (43) us during the holidays because he's got a summer job. We can't (44) camping together now. And this morning, my sister got (45) late so she rode my bike (46) school! She didn't tell (47) she needed to use (48) I'm really angry with (49)

I hope you have some good news! Write back today (50) you can.

Greg

Practice 17

Indre,

I have (0) problem and I need your help. Can you come shopping (41) me tomorrow? My grandmother is going to (42) 80 next month and she is having a party (43) Saturday.

The problem is I don't have anything to wear. I (44) grown so much that all my trousers (45) too short for me now! I want (46) buy some new ones and maybe a pair (47) boots. I haven't got a (48) of money to spend but I think it will be enough.

(49) you like to meet me in the morning (50) the afternoon?

Let me know.

Sarika

Practice 18

Example: o m e

Dear Aunt Fabienne,

Mum asked (0) to let you know that I arrived home okay. I enjoyed travelling back (41) train, and I was surprised that (42) only took me three hours to get home. Thank you very (43) for looking after me (44) I was in France. I'm going back to school (45) week. My French is a lot better (46) it was before, so I hope my marks will improve!

I (47) like to keep practising French and I'm looking (48) a pen friend. I thought of your friend's son Elian. We can send emails once a week. Let me know (49) you think.

I (50) we can see each other soon.

Daniel

Practice 19

Example: o y o u

From: Parveen

To: Marta

Hi Marta,

I hope (0) are well. I was trying (41) call you yesterday but you didn't answer. Is your phone broken, (42) have you lost it again? Anyway, I wanted to ask (43) you can come to my birthday party next Saturday. My birthday was actually two weeks (44) , but I couldn't have the party then (45) lots of people were (46) holiday.

I've invited (47) few people from our swimming club, as well as my friends from school. (48) you think your brother (49) free that day? Please invite (50) to come too. The party's at my house and starts at 8 p.m.

Parveen

Practice 20

Example: o t o

From: Conny

To: Marcia

Hi Marcia,

Do you remember I wanted (0) invite you, Sasha and John to my new house? Well, (41) about next Saturday evening? We (42) a beautiful garden with lots (43) trees. We may have a barbecue outside (44) it doesn't rain. My mother is (45) really good cook and I (46) going to help her make the food.

Afterwards, (47) don't we watch a film? (48) you bring a DVD with you as I haven't got many here?

John's coming (49) bike and Sasha is getting a lift (50) her father. I hope you'll be able to come too.

Let me know soon!