1. **WRITING**

**INFORMAL LETTERS**

You should spend about 20 minutes on this task

1. You got a letter from a pen friend in New Zealand, Susan. She said she really loved her hometown and asked you some questions about your hometown

* Where is your hometown?
* What is it famous for?
* Do you think it is a good place for you to grow up?

You should write at least 120 words. You are not allowed to include your name and address. Your response will be evaluated in terms of task fulfilment, organization, vocabulary and grammar

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1. Write a letter to your friend and tell her about your free time activities

* What you do in your free time?
* Who do you like spending time with?
* Why do you like these activities?

You should write at least 120 words. You are not allowed to include your name and address. Your response will be evaluated in terms of task fulfilment, organization, vocabulary and grammar

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1. You have just spent a week with a friend on holiday. When you got home, you realized that you left your wallet there

Write a letter to your friend. In your letter

* Thank your friend for the holiday
* Explain that you left your wallet in their house
* Give them instructions of how to send it back to you

1. Write a letter to your friend and tell her about your last holiday

* Where did you go?
* What did you do there?
* How was the holiday?

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1. You should spend about 20 minutes on this task.

You have received a letter from your English-speaking **friend**, Renate, who is planning to visit you. Read part of his letter below.

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| *It was great to talk on the phone last week about my visit to your country. I’m sorry that you won’t be home when I visit but it’s great that your brother can meet me at the airport and let me stay at his house.*  *As I have only 10 days,* ***where would you recommend I visit****? And also, what is* ***the best way to travel? Is it expensive to hire a car****?*  *One other thing, I’d like to* ***bring your brother a present****. What do you think he’d like? Maybe he’d like some of my country’s chocolate.* |

Write a letter responding to Renate. You should write at least 120 words. You are not allowed to include your name.

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1. You should spend about 20 minutes on this task.

You have received a letter from your English-speaking friend, Sam, asking you about a festival in your country. Read part of Sam’s email below.

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| *I’m studying different festivals from around the world for a project I’m doing.* ***Can you tell me which is the most important festival in your region and when it happens?***  *Also, I’d be very grateful for* ***any information you*** *could give me about the festival itself.*  *If you think it is worth it, perhaps I could come and see what it’s like. What do you think?*  ***If I come, will you be free?*** *I'd like to see you again and perhaps we could visit the festival together.* |

Write a letter responding to Sam. You should write at least 120 words. You are not allowed to include your name.

**FORMAL LETTERS**

You should spend about 20 minutes on this task

1. A restaurant in your hometown is looking for a manager and you are interested in this position. Write a letter to them and ask for more details.

* What is the requirement for this position?
* When I will start the work?
* Do I have to wear uniform?
* What is the salary?

You should write at least 120 words. You are not allowed to include your name and address. Your response will be evaluated in terms of task fulfilment, organization, vocabulary and grammar

1. You are the owner of a restaurant. You are looking for a manager and you get an email from a candidate, asking the following questions

* What is the requirement for this position?
* When I will start the work?
* Do I have to wear uniform?
* What is the salary?

Write an email to give him the information

1. A restaurant in your hometown is looking for a manager and you are interested in this position. Write a letter of application. In your letter, write

* Introduce yourself
* State the purpose of your writing
* Prove that you can do the job

1. You and some friends ate a meal at a restaurant to celebrate a special occasion, and you were very pleased with the food and service

Write a letter to the restaurant manager. In your letter

* give details of your visit to the restaurant
* Explain the reason for the celebration
* Say what was good about the food and the service

1. You and your friends recently had dinner in a restaurant and you were not satisfied with the food, service as well as the staff. Write a letter to the manager and complain
2. You have planned to study a distance course online from an international university. Write a letter to the university officer requesting information about the course. In your letter, write:

* Why you are writing
* Which course it is and when you plan to study
* Why you want to study this course

**ESSAY**

1. **Some people think watching TV is bad for children while others think that watching TV has more beneficial effects on children.** **Discuss both views**
2. **Computer games are harmful to students than beneficial. Do you agree with the above statement?**
3. **Read the following text from an article about smoking.**

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| Medical studies have shown that smoking not only leads to health problems for the smoker, but also for people close by. For this reason, smoking should not be allowed in public places. Opponents argue that the forbiddance of smoking would possibly affect the freedom of choice or lead to the closure of many bars and pubs. However, supporters of this ban place people’s health problems at the top of the scale. |

Write an essay to an educated reader to discuss your view

1. You should spend about 40 minutes on this task

**Read the following text from a book about tourism.**

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| --- |
| Tourism has become one of the fastest growing industries in the world. Millions of people today are travelling farther and farther throughout the year. Some people argue that the development of tourism has had negative effects on local communities; others think that its influences are positive. |

Write an essay to an educated reader to discuss both views

1. The internet has brought about many changes into our day to day life. Nowadays we are doing things such as mailing, contacting, banking and communicating much faster. Do these developments have more advantages than disadvantages?