

Activity 23

Sequence	Addition	Example
finally firstly secondly then next after this	as well even in addition also besides this as well as and	for example such as for instance
Reason/Cause	Consequence/Result	Contrast
the cause be the result of because of this since due to this be caused by this because result from	so that so therefore as a result consequently	but however though although while despite even though whereas on the other hand

The Writing Test

Task 1

Activity 24

Sample question 2

Topic/Situation	you have left a bag in a hotel
Addressee	the manager of the hotel
Purpose	<ul style="list-style-type: none">• enquire about the bag—has it been found?• describe the bag• ask the manager to reply• tell the manager how to contact you• explain how the bag should be sent

Sample question 3

Topic/Situation	you had dinner in an expensive restaurant where the food and service were bad
Addressee	the manager of the restaurant
Purpose	<ul style="list-style-type: none">• explain the problems you had in the restaurant• give details• ask for some sort of compensation

Activity 26

Plan 3 is the best. Plan 1 focuses on information that is not so important and is not organised into logical groups. Plan 2 does not seem to have any grouping—the order of the points does not seem logical.

Activity 27

- when
complain
- table (first problem)
where
noisy
- service (second problem)
soup
dessert
slow
- food (third problem)
steak
vegetables
sick
compensation
hear soon

Activity 28

Plan 1—The task says 'Ask the manager to do something about the situation'. This plan does not include any request for action.

Plan 2—The task says 'Explain these problems'. The problems specifically mentioned in the task are 'terrible service, bad and over-priced food'. This plan does not include details about the *service*.

Activity 30

If one of those dates is convenient, please let me know.

They don't get enough exercise.

A party for all new students will be held on Monday.

Both children and adults are affected.

There are many new problems for individuals.

I am afraid that I have lost your invitation.

There are various negative effects on families and society.

Many of the TV programs in my country come from overseas.

Yesterday, I asked my lecturer about the test results.

Individuals can be negatively affected by television.

Therefore, I must spend the day studying.

Watching too much TV can make people lazy.

Governments should exercise more control.

I hope that your party will be successful.

The cat died, causing great unhappiness.

Thank you for your kind invitation.

My supervisor's party was great.

The ceremony is on the 5th and 6th of February.

I am dreading my first semester economics exam.

I like listening to people's problems.

This is a complicated subject.

He comes from another part of the country.

Activity 31

Dear Mr Simpson,

I stayed in your hotel on the 23rd and the 24th of October. I was in room 603. When I arrived home I discovered that I had left one of my bags at the hotel. Could you please check your Lost and Found department and see if my bag is there?

The bag is a small, black leather, document case with a narrow strap. Inside the bag you will find several business cards, a Mont Blanc fountain pen, a small address book and three copies of a business proposal. Also, a silver pocket calculator. These things are not very valuable in money terms but they have a lot of personal value.

I would appreciate it if you could contact me as soon as possible, particularly since I need the proposals for a presentation this week. If you could send the bag to me by courier service I would be most grateful. I have arranged to pay for the service on delivery.

Thank you for your help.

Yours sincerely,

Fatima Ferrangites

Activity 33

Dear Sir/Madam,

My family and I had dinner in your restaurant on Monday, 28th February. I am writing to you to complain about the food and the service.

The first problem was that, although we had booked a table, we were squashed around a small table at the back of the restaurant near the toilet. It was very noisy and unpleasant.

Secondly, during and after our meal the service was bad. The waiter who delivered soup to my wife had his thumb in it. Another waiter spilt some custard on my mother-in-law's lap. In general, the waiters were rude and the service was slow.

Finally, even though the reputation of your restaurant is good, the food was mediocre. The steak was tough, the vegetables were overcooked and the desserts were stale. The food was definitely not good value for the price. Also, I think some of the food was bad because I and two members of my family had stomach-aches the following day.

Since we feel we should be compensated somehow, we ask you to refund the cost of our meal. A copy of the bill is enclosed.

I hope to receive your reply shortly.

Yours faithfully,

C. Skate

TASK 2

Activity 34

Sample question 5

You **should** talk about:

- reasons why private information is or is not appropriate in newspapers
- reasons why private information is or is not appropriate in magazines.

Sample question 6

You **should** talk about:

- the short-term and long-term benefits of studying overseas
- the academic and personal benefits of studying overseas
- the problems that students might face while they are studying overseas

Activity 35

Sample question 5	Sample question 6
<i>newspapers</i> <ul style="list-style-type: none">• celebrities—not important news• should focus on informing readers• should examine issues <i>magazines</i> <ul style="list-style-type: none">• entertainment/popular• benefit the stars• should not feature untrue or embarrassing stories	<i>academic benefits</i> <ul style="list-style-type: none">• standard• resources• teachers• qualifications <i>personal benefits</i> <ul style="list-style-type: none">• culture• language• maturity• independence <i>problems</i> <ul style="list-style-type: none">• study problems• culture shock very different• readjustment• climate, food

Activity 38

Generally, people read newspapers to find out about world current affairs and they read magazines to be entertained. Therefore, one would expect to find articles that feature the private lives of famous people in magazines rather than newspapers. However, nowadays, more and more newspapers include stories like these which are neither informative nor useful.

In my opinion, this type of gossip about people's private lives should not be in newspapers for several reasons. Firstly, for example, the fact that Princess Diana is going out with a sportsman is not important news. Secondly, if newspapers want to publish articles about famous people they should focus on their public events and achievements. In other words, if there is an article about Princess Diana it should be about her works of charity, which will increase public awareness of important problems. In addition, journalists should make sure that they write about the facts only, not rumours. One should be able to rely on newspapers for the actual truth.

Magazines, on the other hand, focus on social news so I feel it is more acceptable for

them to contain some features about famous personalities. In addition to being popular reading, these stories often benefit the stars by giving free publicity to them, thereby helping their careers. However, I also believe that magazine stories should not mention things that are too embarrassing or untrue just to attract people to buy the magazine. Sensational stories, such as these, cause great unhappiness to the people concerned.

In conclusion, I think newspapers should concentrate on real news but magazines can feature some articles on people's private lives.

Activity 40

Studying overseas has clear advantages, but it is not without its problems.

The main benefits of studying overseas are academic ones. Generally, the standard of education is higher. This is because colleges and universities have up-to-date equipment and other resources. Also, teachers and lecturers are highly-skilled professionals who are aware of all the latest developments in their fields of interest. A final point is that the qualifications which a student obtains are valid usually anywhere in the world.

As well as the obvious academic benefits, students also gain experience of another culture, improve their language skills and meet many new people. Thus, they will develop many interpersonal skills and become more tolerant. They will become more emotionally mature as they deal with living apart from their family. This helps their personal development as they become more independent.

Although, in some cases, there are some negative effects. Most importantly, if students are not properly prepared academically before they go abroad, they could have difficulties following lectures or writing assignments. Furthermore, young students may have problems adjusting to a new culture and could experience loneliness and homesickness. A final problem could be that they adapt so much to Western culture that they have problems readjusting when they finally return home.

Other possible problems are difficulties in adjusting to a different climate, different food and different lifestyle. With appropriate preparation and support most students should be able to avoid or overcome these obstacles.

However, in general, I consider the advantages of an overseas education much greater than any of the disadvantages described above.

Reading Practice Tests

PRACTICE TEST 1

1. C Key words are 'pay' and 'cash'.
2. E Key word is 'how' and E explains a system.
3. D Key word is 'advance'.
4. F Key words are 'number of tickets, ideal for groups'.
5. B Key words are 'rock concerts'.
6. TRUE 'potentially fatal'
7. NOT GIVEN 'The text mentions that children should have injections.'
8. FALSE 'have regular tetanus injections, a booster ... every five years'.
9. TRUE 'They are more prone to falling over and getting dirt in wounds than adults.'
10. D 'pick up a copy'.
11. C 'most important feature of the new card system is card reusability'.
12. A 'return the card along with a cash payment for the amount of credit you want added'.
13. i 'study materials, etc'.
14. iii 'tasks to do outside of class time'.
15. v 'passing your course ...'
16. x 'attend 65% or more etc'.
17. viii 'will receive a letter of attendance/will receive a certificate of achievement'.
18. vii 'become a member of the college library'.
19. residential colleges
There is no kitchen.
20. gas and electricity
Section B, second sentence.

Writing Practice Tests

Note: the following essays are examples only. Your own essay may

- use different language
- provide different details, explanations and/or examples
- be organised differently (Task 2 essays only)
- have a different opinion (Task 2).

PRACTICE TEST 1

TASK 1

This letter *gives information*.

*Introductory paragraph—
thank the addressee if he or
she has sent you a letter*

Give information

More information

*Closing paragraph—say you
hope you have been helpful.
Offer to provide more
information*

Dear Dr. Milson,

Thank you for your letter. I was very pleased to hear you will be visiting Jakarta and hope the following information will help you to enjoy your stay.

First of all, Jakarta is a big and busy city, the centre of government and business. There are many international quality hotels and restaurants as well as shopping centres, markets and entertainment places.

However, I think you would like to see some places that are unique to my country. I know you are interested in art and history so firstly I suggest you visit Monas, which is the Independence monument. Secondly, not far from Monas you can find the National Museum which has a large collection of art, textiles and other cultural items.

Other interesting places are a 'wayang' museum, which features our unique shadow-puppet dramas, and Pasar Ikan (the fish market) where you can see traditional fishing boats.

I hope these suggestions have been helpful. As you only have a short time in Jakarta, you probably will not be able to do much more sightseeing. But if I can help in any other way, please let me know.

Yours sincerely,

Ari

TASK 2

To answer this question in a relevant way you have to:

- describe the advantages and disadvantages of having a pet
- say whether or not people spend too much money on pets.

Short introduction

Advantages

In many Western homes people keep a dog or cat or some other kind of pet. While this does involve some expense in terms of good food and medical treatment, there are still many advantages to keeping a pet.

First of all, pets are good companions. This is especially important for people who live alone and for older people who do not go out much. Some pets can also help to protect the house from thieves. Secondly, dogs and cats like to play and can give hours of amusement to children and adults. Taking care of an animal also helps children to develop responsible attitudes and to learn about nature. Finally, the actual expense of keeping an animal is not that high, and they can eat the leftovers of family meals.

Disadvantages—including counter arguments against those disadvantages

Short conclusion

Some people claim pets are dirty. I don't think this is altogether true. Responsible pet owners keep their pets clean and healthy so they do not smell bad. People also say that certain pets, like large dogs, can be dangerous. There have been cases of dogs attacking and seriously injuring small children. However, these cases are uncommon and are the result of bad owners. These people either don't train their dogs properly or actually encourage them to be aggressive. So, the problems of pets being unclean or dangerous are in fact the problems of the owners, not the pets themselves.

To sum up, there are more advantages than disadvantages to keeping a pet, especially for lonely people and children. In most cases, therefore, the cost is justified.

PRACTICE TEST 2

TASK 1

This letter makes a request.

Introductory paragraph—explain your reason for writing. Tell the addressee who you are

Explain the situation

Give details of your request

Closing paragraph—mention what the addressee will do

Dear Ms. Abbott,

I am writing to ask for your assistance. I attended a 3-week English course at your college from 6 November to 24 November, 1995. My full name is Syarif Mustafa and my student number was CZ 352Z. The course I attended was English for Travel and Tourism at intermediate level. My class instructors were Robin Tyson and Alice Maddax.

I am about to start work at Suntours travel company and they have asked me to provide information about the English course and any assignments and reports. Unfortunately, I left all my copies of these documents at my friend's house and cannot contact him at present.

Therefore, I would be very grateful if you could send me copies of the course outline, the three written assignments and the end of course report as soon as possible. I will be happy to refund any postal charges.

Thank you so much for your help in this matter. I look forward to receiving the copy course outlines.

Yours sincerely,

Waldo Emerson

TASK 2

To answer this question in a relevant way you have to:

- name the *one* technical development you think has been the most important and give reasons why
- describe *how* this development has changed people's lives
- say whether *all* the changes as a result of this development have been positive.

Introductory paragraph—the most important development in technology

How TV has changed lives in positive ways

In my opinion, television is the most important technological development. Nowadays almost everyone in the world has access to TV. Television has caused significant changes in family life and education. Some of these changes have been positive while others have been negative.

Certainly TV can be a powerful educational tool. People can learn about situations and problems far away, and begin to understand different cultures. Many informative documentaries about nature, news, and social issues are made now, and these can stimulate people to action. People in isolated areas can know for them-

*How TV has changed lives
in negative ways*

Short conclusion

selves what is happening in the world. This gives them the power to make their own decisions and form their own opinions.

However, the changes have not all been positive. Before television was widely available, families spent more time together talking and playing games. They seemed much closer to each other than modern families. Now, many children even have their own TV in the bedroom so they spend very little time with their parents or brothers and sisters. Some people might argue that this helps young people to become independent, but I think this is a negative effect because they will be unable to communicate effectively or relate to others emotionally.

Also, the fact is that people waste a lot of time watching poor quality programs which do not have a positive influence. People get a bad impression of the real world from such programs. Advertising, too, can have very negative effects. Furthermore, TV is sometimes used to deliberately misinform people, for example when it is used as a propaganda tool by governments.

To sum up, I feel that, overall, there are strong positive effects of TV in terms of its educational role, but it has in many ways altered people and families in a negative sense.

PRACTICE TEST 3

TASK 1

This letter makes a complaint.

*Introductory paragraph—
explain your reason for
writing. Tell the addressee
who you are and what their
connection is with you*

Explain the problems

*Mention what the addressee
will do*

Dear Mr. Jenkins,

I am writing to complain about my recent holiday in Sydney which was organised by your company. My wife and I selected the two-week Women's Weekly tour starting on 29 December. Your agency claimed we would be picked up at the airport, and that the hotel was three-star quality. The all-inclusive price we paid included breakfast and dinner and two excursions.

On arrival at the airport, there was no one to meet us. We waited for half an hour and then had no choice except to take a taxi. This cost \$30. The receipt is enclosed.

The hotel was not what I would consider three-star. The room was dirty, the beds were small and uncomfortable. The breakfast portions were very small, and the hotel refused to provide us with dinner. We had to spend a further \$500 on extra meals. Again, I enclose our restaurant receipts.

I find it dishonest and unacceptable that your company sold us a tour which in no way resembled the description, and my wife and I expect to be compensated for all our extra expenses. The receipts which are enclosed total \$530. In addition, we claim a refund of \$100 because the room was not up to the promised standard.

We expect to receive your cheque for \$630 very soon.

Yours sincerely,

Mr. I. Rate

TASK 2

To answer this question in a relevant way you have to:

- suggest how young people could be discouraged from taking drugs
- say whether it is a good idea to send drug users to prison and give reasons.

Short introduction

Method—reasons why it failed

Method and its purpose

Why it failed

Alternative suggestion

Method and its purpose

Why it failed

Other disadvantages of this method

Short conclusion

There have been several anti-drug campaigns in Europe, but they have had generally little or no success. I feel that it is very difficult to stop teenagers experimenting with illegal drugs.

Methods to educate young people about drugs are usually ineffective for a couple of reasons. First of all, these films or talks are designed and presented by authority figures such as teachers or the police. Generally, teenagers react against these people and reject their values. Secondly, the information is often inaccurate and the teenagers actually think they know more about drugs than the 'experts'.

In addition, anti-drug campaigns are often designed by the wrong people. In Britain recently, one anti-drug campaign featured photographs and posters of drug-users. These photographs were supposed to show how unattractive (thin and pale) drug addicts become. In fact, many teenage girls admired the boy featured and used the poster as a pin-up. They thought he was exciting and glamorous. It would be better if anti-drug campaigns were designed by ex-addicts or teenagers with drug problems.

Another thing which is supposed to deter young drug-users is the threat of long prison sentences. In my opinion, this is a waste of money and ineffective. Fear of arrest and imprisonment will not deter young people. Young people like to take risks. Also, if they are sent to prison they will meet serious criminals and learn more about crime. They will also develop an anti-social attitude. It is very expensive to put someone in prison and should only be used as a punishment for people who are a danger to society. Drug-users only harm themselves, not other people.

So, I can only conclude that no current methods from campaigns to jail sentences are effective. As the drug problem seems to be increasing everywhere, I think governments need to work harder to find a realistic solution.

PRACTICE TEST 4

TASK 1

This letter makes a request.

Explain your reason for writing. Tell the addressee who you are

Explain other relevant details

Explain when and how you lost the card

Closing paragraph—mention what the addressee will do

Dear Sir,

I am writing to confirm the loss of my credit card. I telephoned your office earlier today.

The details of my card are as follows. It is an Apex Silver card in the name Jorge Luis Banderas. The credit card number is 4531 7602 2597 8413. I have had an Apex card since 1994. This card is valid from August 1995 to August 1996.

I lost the card yesterday at about 10:30 in the evening. The only time I used the card yesterday was to buy three bottles of wine at the Sharp Price Liquor Store in Oxford Street. By accident, I left the card at the shop. When I realised I had done this, I telephoned the shop, but the shop assistants there could not find the card.

Could you please cancel my card immediately and make the necessary arrangements to issue me with a replacement card? I can be contacted at the above address.

Thank you for your assistance.

Yours faithfully,

Jorge Banderas

TASK 2

To answer this question in a relevant way you have to:

- explain your opinion about stars earning a lot of money
- give an opinion about people like nurses and teachers who have more useful jobs but who earn much less money, and explain your opinion.

*Introductory paragraph—
state your opinion*

Reasons for the opinion

*Answer the second part of
the question. Give reasons*

*Conclusion—offering a
solution*

It seems that salaries often do not relate to skill, education or the value of the employee to society. In my opinion this is wrong, and I feel changes should be made to ensure that people such as pop stars do not earn such huge amounts of money.

If we take the example of a pop star such as Madonna, it is hard to see in what way she benefits society. In fact, her behaviour could even have a negative effect on young people and encourage them to experiment with sex and drugs, and develop a materialistic attitude. In addition, her job does not require special skills or years of training and education. Therefore, there is no justification for her receiving so much money. Although she provides entertainment for people, I do not think this can be considered essential.

On the other hand, there are many professions which not only require high skills and years of education but also help other people and the community in general. Clearly doctors, nurses and teachers are much more useful, in fact, essential to society than entertainment and sports figures. Their salaries should reflect their dedication, and the heavy responsibilities they face in their jobs.

However, even if we accept this idea, the problem of how we could make salaries fairer remains. Pop stars receive royalties from sales of their records or concert tickets. How could this money be taken away and given to more deserving people? Perhaps the only solution is through much higher taxes for people who earn excessively high salaries.

PRACTICE TEST 5

TASK 1

This letter *makes a request*. The style is *informal* because the letter is to a friend.

Greet the addressee

Explain the situation

Give details of your request

*Mention what the addressee
will do*

Dear Denny,

How are you getting on in Melbourne? I hope everything is going well and you are enjoying your studies. I'm writing to ask you for some information as I'm planning to come and study in Australia next year. I have applied to the TAFE college in Adelaide to take the course in Tourism and Hospitality Management.

Could you tell me what I have to do to obtain a study visa and how long the process will take? The college said I also have to take out insurance before I come to Australia. How do I do this? I'd be really grateful if you can give me this information. I would also be grateful if you can tell me what I should bring with me, for example, clothes, books or anything I cannot get in Australia.

I'm sure that studying in a college overseas has not been without at least some problems for you. Adjusting to a new culture was probably also difficult. Have you had any particular problems that I should watch out for? I'd appreciate any advice you can give me.

Many thanks,

Sita

TASK 2

To answer this question in a relevant way you have to:

- say how long each week children in your country do exercise and watch TV
- say how parents can ensure that their children get enough exercise.

Introductory paragraph

The figures given for the number of hours British children watch TV and exercise are rather disturbing. Clearly children are spending too many hours passively watching TV. Their lack of exercise could lead to health problems such as obesity and may cause severe problems such as heart disease later in life.

Answer to the first part of the question

In my country children generally have a lot more exercise. Most children walk or cycle to and from school. Many children help their parents with housework or farmwork after school and at weekends. Children also spend a lot of time playing sports such as football and volleyball. Besides that, there are not many TV programs which appeal to young people. I imagine most children only watch 1 or 2 hours of TV per week.

Answer to the second part of the question

I think the main solution to children's lack of exercise has to come from their parents. If parents set a good example and take exercise themselves at weekends and exercise with their children, it would seem a natural part of life. In addition, parents could get a dog for their child and insist the child takes the dog for a walk every day. Parents could also buy their child a bicycle or pay for them to join a sports club. Finally, parents could also restrict the number of hours that their children watch TV.

Schools can also help to ensure that children get enough exercise. They could timetable sports classes more often. They should also teach children about the importance of having exercise.

Short conclusion

In conclusion, children should be told about the importance of physical exercise, and both parents and schools should motivate them to be active from an early age.

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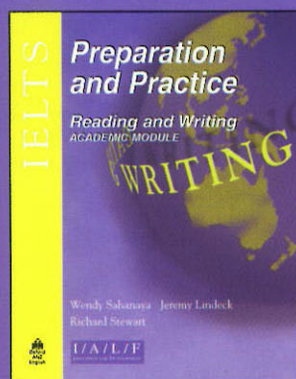
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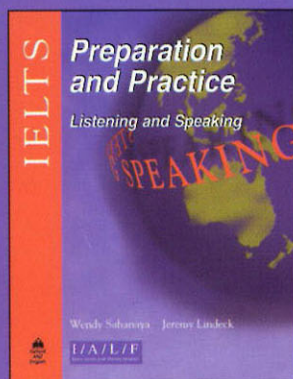
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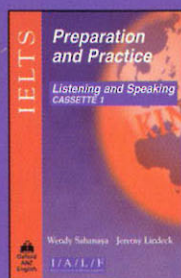
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