**Writing**

1. My grandfather hasn’t spoken to me since Saturday.

» I last spoke to my grandfather last Saturday

1. You mustn t take photographs in the museum

» Photograps in museum mustn’t be taken

1. I was because the flight was delayed for two hours .

» flight had not delayed for two hours, I would not have been late

1. Do you remember what you have to do? The teacher asked her student

»The teacher asked her student if he remembered what he had to do

1. I can’t get my feet into these shoes

»These shoes are too small for me to get my feet

1. She last wrote to me 6 months ago

» she hasn’t written to me for 6 months

1. You must wear trainer in the sports centre at all times

» Trainer must be worn in the sports centre at all times

1. I didn’t pay attention in class. I didn’t understand the lesson

» if I had paid attention in class, I would have understood the lesson

1. “ Do you know how old the earth is?” my brother asked me

» My brother asked me if I knew how old earth was

1. I can’t wait to go sightseeing in Rome

» I’m looking forward to going sightseeing in Rome

1. “I’m meeting a friend at the station letter to day” Matthew said

» Matthew said that he was meeting a friend at the station letter that day

1. You spend all your money on clothes, so you don’t have any for books

»if you didn’t spend all your money on clothes, you would have for books

1. It costs nothing to attend a state school

»It doesn’t cost anything to attend a state school

1. City schools are usually larger than schools in the country » schools in the country are not as large as city schools
2. All our guest will enjoy this lunch

»This lunch will be enjoyed by all our guests

1. Hans Christian Andersen wrote many well known children’s stories

» Many well know children’s stories were writen by Hans Christian Andersen

1. We found out that travelling by train is more expensive than travelling by bus

» we found out that travelling by bus is not as expensive as travelling by train

1. The frip was good that will never forget it

» it was the good trip that will never forget it

1. He can’t sleep because it’s so noisy

»If it weren’t so noisy, he could sleep

1. “I’m talking my driving test tomorow” said Rachel

» Rechal said that he was talking his driving test the following day.

1. *It was your brithday last week and you went out with some friends to celebrete. Now you are writing to an English friend. Tell your friend where you went and say something about the people who were with you and how you felt.*

Dear Mary,

Thank you for the beautiful birthday card! T had a great time on my birthday last Saturday when I went out with some friends to a restaurant. I had booked a table for 8 pm and we arrived about ten minutes late, but that was not a problem. The waiter, who was very polite, showed us to our table. We all enjoyed food and drink there. After tow hours, we left the restaurant for a small café which has a karaoke bar. My friends had already bought me a very lovely birthday cake. They also presented me some nice gifts. After singing a “ Happy birthday” song, we all had pieces of cake and sang karaoke songs together. We drank some more beer there and chatted a lot. We all had such a good time and didn’t leave the bar until midnight. I went to bed around 2 pm, feeling very happy. I wish you had been with us on that day.

Please write soon and tell me more about your news.

Bye for now,

…

1. *You want to study at a language school in Britain*

*Write a letter to the Principal to ask for details of courses, cost, accommodation and any other information you need to know and tell her something about yourself.*

Dear Ms Hibbens,

I am writing to enquire about an English course in your school. I have just left school and I am interested in continuing my study in Britain. I would like to specialize in economics, however, I have to equip myself with an adequate level of English before pursuing my dream.

Please send me the appropriate application forms, along with the requirements for international students, as well as the recommendations you can give me on housing and employment opprtunities. Do I have to take any placement test ? If so, when does it happen? What kind of paperwork do I have to prepare? My email is…

Look forward to hearing from you soon.

Your sincerely,

…

* 1. *An English friend is going to visit your country for the first time. Write a letter to him/her giving all the information you think may be useful. Use the notes below to help you.*

*Times - best? Transport - cheapest? Best? Shops – opening times? Places to eat? Famouns tourist sights?*

* 1. *This part of a letter you receive from an Australian friend.*

*“ Could you give me some advice? I want to travel around your country for a month. Where should I go? What should I see?*

**A.**

Dear John,

I’m pleased to hear that you’re going to visit my country. You’ll need to know about various things so I’ll try to give you as much information as I can.

First of all, the best time to visit is in autumn. It’s fine, sunny, dry and cool at that time. There are a lot of interesting places to visit. First, you should come to Hanoi where you can try famous local food and explore the culture of old capital city. From Hanoi, it’s a good idea to go to halong Bay. It’s one of the World’s Nature Wonders. You can go boating and exloring the majestic caves there. You will be definitely be amazed at natural landscape around. Then you should fly to Nha Trang to enjoy beautiful beach and seafood. Saigon should be the last destination. You can do a lot of shopping and enjoy exciting nightlife there.

The best way to travel in the city is by taxi. It’s cheap and safe. I hope you will enjoy your trip.

Looking forward to seeing you in Hanoi.

I hope to a reply from you soon.

Regards,

…

**B.**

Dear John,

I’m very happy to know that you’re coming to my country for a month. As you reach the brochure you have known a little about my country. In Hanoi, the weather is now quite cold so I think you should bring some warm clothes. Here you can visit some beauty spots such as Sword Lake or the Temple of Literature. You can also go for a walk in the Old quarters at night and try some specialities such as Pho or Cha ca. Besides that, I recommend you to visit Bavi National Park. You can go trekking, explore the nature and enjoy fresh air there. Then, Phong Nha Cave should be your next place to come. I bet that you will be excited with a long river and magnificent scenes under the mountain there. Last but not least, Nha Trang will definitely be your last destination. Before you go, you are also advised to exchange your money into our currency. For traveling, you can take a taxi and ask the driver the price beforehand.

Write soon and tell me when you arrive so I can manage to pick you up.

Look forward to hearing from you.

* 1. *This is part of a letter you receive from an English friend.*

*A new restaurant has just opened in my town and it’s wonderful. Have you got a favorite restaurant? Tell me about the food and what you like about the restaurant.*

*Now write a letter in about 100 – 120 words to your friend about a restaurant.*

* 1. *This is part of a letter you receive from an English friend*

*We had a dinner at a new restaurant yesterday. It was great! How often do you eat out? What’s your favorite restaurant like?*

Dear Anna,

I’m glad to hear from you for quite a long time. I’ve been busy recently so I only take my family or friends out for dinner on special occasions. My favorite restaurant is Hoang Gia in Lang Ha street. It is not very big but it is always busy. Every table with lovely tablecloth is decorated with a pretty vase. There are some beautiful pictures hang on the walls and fresh plants are put in every corners. Once you enter the restaurant, you are always welcomed by a friendly waitress. She will direct you to the table you would like. If you are noy familiar with the menu, a waiter will kindly recommend you to try the restaurant’s best dishes. Once you are there, you are well-treated with delicious and fresh food; soft and great pieces of music and helpful waiters as well.

I hope I can invite you there one day

Write soon and tell me more about your favorite restaurant.

Bye for now,

…

1. *This is part of a letter you receive from an English pen friend.*

*My sister’s getting married next week and we are all excited about the wedding. Tell me about weddings in your country. What do people wear? Do they eat special food?*

*Now write a letter, answering your pen friend’s questions.*

Dear Marta,

I an really happy to hear from you. First of all, I would like to congratulate your sister on her coming wedding day. Then, I will tell you about a typical wedding in my country. A week before the great day, the bride and groom will send wedding invitations to relatives, friends, colleagues, acquaintances,…A wedding party often takes place in a restaurant in a city or a town. On that day, the bride puts n a lot of make-up and wears a long white dress or our traditional dress names ‘ao dai’ and the groom is in a black suit with a small rose on his chest. The invited guests in their best suit appear to congratulate their marriage and enjoy the party. At the party, the bride and groom walk around the tables to cheer up the guests and show their gratefulness. One more thing, we normally eat local traditional dishes at parties held in small villages and the parties there often last at least three days.

What’s about the wedding in your country? Are they the same or different from the ones in mine?

Write soon and tell me.

Regards,…

1. *This is part of a letter you receive from a friend in the USA*

*I guess there are many traditional festivals in your country. What the most important one? do people celebrate this festival? Write and tell me about it.*

*Now write a letter, answering your friend’s questions.*

**A.**

Dear Marta,

According to our traditional custom, the Tet holiday, also called the Lunar New Year Holiday is the most important in Vietnam. It is around late January or early February, depending on each year.

We usually spend a few weeks preparing for this holiday beforehand. For example, we clean and redecorate our house with fresh flowers and plants, try to pay all our debts or return the things we borrowed, buy new clothes for children and presents for grandparents as well. We also buy a lot of food, drink and fruit for big coming parties.

On this special occasion, everybody wants to return to their families. The people who are married, often take their families to visit or stay with their parents. First, we spend time visiting our relatives, teachers, friends, colleagues or going to pagodas or temples to pray for a good health, happiness and success. Then, we have big parties with local traditional dishes. One more thing, we can also join local festivals or games held at this time. For us all, Tet holiday is the most important because it’s the time to have reunion parties, to exchange best wishes and to strengthen family bond and relationships.

What's about festivals in your country? Write soon and tell me about the most important one.

See you,

**B.**

Dear Marta,

Thank you for your letter that I recieved last week

I'm very happy to know that you are interested in the most important traditional festival in mycountry. I’m glad to tell you about it. The largest festival in Vietnam is the Lunar New Year or "Tet Nguyen Dan". It starts on the first day of the Lunar Year and lasts for almost the w hole week. Tet. according to Vietnamese traditional customs, is a family-oriented celebration. It is the occasion for all family members to meet, to chat and to enjoy themselves. Tet is also the time when everyone has big parties with traditional dishes. The most popular one is rice cakes, which are made of sticky rice, green bean and pork. At this time, people exchange postcards, gifts and best wishes of good health, happiness and success. It is also the time for people to make New Year's resolutions. Tet, for us, is relaxing time after a year of hard work and hope for the better next year.

1 guess there are many traditional festivals in your country. What’s the most important one? Write and tell me about it.

See you,

1. *This is part of a letter you receive from an Australian friend*

*It’s so hot here! What’s the weather like in your country at the moment? What outdoor activities are you able to do at this time of year? Tell me about it.*

*Now write a letter, answering your friend’s questions.*

Dear Marta,

Thank you for your letter. I’m very happy to know that you are interested in the weather in my country at the moment and the outdoor activities I am able to do at this time of the year. I’m glad to tell youo about them.

As you know, the weather in each region of Vietnam is different. However, I will tell you about the weather in Hanoi now. If anyone has a chance to see and feel Hanoi in winter at this time, he will never forget how special it is. The temperature is not so cold compared to Europe or China but it has its own unique. Winter starts with cold and strong winds coming from the North. You can see winter’s coming on leafless trees, yellow leaves rolling on the streets and the sky starts getting grey and cloudy. There aren’t many outdoor activites I can do in the weather like that. As you may know, we do not have snow in winter for skiing and it is too windy to play golf. However, it is the time for me to walk round and enjoy hot food with my friends. There are a lot of foods we can choose from such as: spicy noodle, hot soup,.. food tastes more delicous, especially when it is served hot.

When I got your last letter, I know that the weather in your country is hot at the moment. Can you tell me more about it?

Best regards,

1. *This is part of a letter you receive from you friend*

*In your next letter, could you give me some advice? Tell me how keep fit and healthy!*

Dear Marry,

I am very happy to hear from you. You wrote to me in the last letter, asking me about how to keep fit. Today, I am going to share some ideas with you.

There are many ways to keep fit. First of all, when you are at work you should try to find time to get more exercise such as taking stairs instead of lift or having lunch out. Secondly, your diet plays an important role. In order to have a good health, it’s a good idea to eat more fruit and vegetables but less junk food at office table. As you know, I do not have much free time for exercise but I am still in good shape because of a well-balanced diet. Finally, your work regime and lifestyle can also affect your health. You should work and relax properly. At the weekend, you can go to a yoga class. This kind of exercise works effectively on me as my backache has gone after two months.

I hope you can find the above ideas useful and choose the one which works well on you.

Look forward to get good news from you about your health.

Regards,

…

1. *This is part of a letter you receive from your English friend Mark*

*I know I spend too much time watching TV! How much television do you watch? What else do you do to relax?*

*Now write a letter to mark, answering his questions.*

Dear Mark,

I glad to hear from you. I am also happy to know that you are cutting down on the number of hours watching TV. As you may know, mu job requires me to sit in font of the computer screen all day. Therefore, I do not want to starin my eyes more with watching TV for long hours in the evening. I only watch the News on VTV1 channel at 7 pm for about an hour. After that, I often go for a walk with some of my neighbors. While walking together, we chat and share some local news as well as ideas about life. At the weekend, I often go to a yoga class in the moring. This kind of exercise works effectively on me as my backache has gone after two months. On Saturday afternoons, I often take the children out for shopping and eating. Sometimes we do not buy anything but have a good time with walking and looking.

What about your weekend? Write soon and tell me about it.

See you,

…

1. This is part of a letter yo receive from English friend

*I want to find out about music in your country. Are there many live concerts? What music do you like listening to?*

*Now write a letter, answering your friend’s questions.*

Dear Marry,

Thanks for you letter. It was great to hear from you.

I know that you went to a concert last week. So exciting! I am really fond of listening to music, too.

In the past, people hardly ever gave concerts but live concerts are popular in my country now a days. Singers give live concerts when they want to celebrate an anniversary.

Like a lot of young people, I love listening to rap. Rap is a fast singing rhyming kind of music. I also enjoy listening to classical and country music. Musicians usually play country music with regular acoustic guitar. Classical and country music help me relax and calm whenever t feel stressed.

What about you? Please write and tel me more about your favorite music.

All the best,

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