

CHOOSE ONE (1) of the following 4 OPTIONS:

Assignment must be in a Word Doc format

(NO Pdf, etc.) (TYPEWRITTEN answers ONLY – NO scans / photos)*

Assignment must be named your name (e.g., MichaelYnsua)

Assignment must be sent to me as document attachment (NO Google Docs, NO Cloud)

Assignment must be received by me

NO LATER than the DEADLINE LISTED IN THE SYLLABUS.

DO NOT GIVE ANYTHING YOU WRITE A TITLE!

INSTRUCTIONS for Letters → IMPORTANT → DO NOT include any addresses.

Your letter MUST...

...be between 150 – 175 words (+/- 5 words)

...be in an appropriate style / format

...discuss the as many of the "NOTES / QUESTIONS" listed as possible (for the letters)

- use your own words (DO NOT copy the text from the task)
- if there is not enough space (i.e., you do not have enough words)
- make sure to include the KEY (most important) information

...use FULL and COMPLETE sentences & ALWAYS give reasons / examples for any points of view or statements

...use grammatically correct sentences with accurate spelling and punctuation

OPTION #1 → A FORMAL Letter of Complaint

You recently visited a local sports centre and were dissatisfied with the service provided.

Read the following advertisement for the sports centre and the notes you have made. Write a letter to the manager, complaining about the service you received and suggesting improvements.

NEWTOWN SPORTS CENTRE

Now in its third year, your sports centre offers:

- Friendly & helpful, but did not know much about fitness* → Professional staff
- Always fully-booked* → Full-size tennis courts
- A fully-equipped gym ← *People do not clean equipment after using*
- A swimming pool ← *Closed*
- Lessons in many sports ← *Too expensive*

So, get your trainers on and come on down.
Practise your backstroke! Lose a few pounds!
Newtown Sports Centre is the place to be!

OPTION #2 → A FORMAL Letter of Application / Inquiry

You are interested in an adventurous holiday this summer but need more information before deciding.

Read the following advertisement and the notes / questions you have made.

When?

Cost?

How many?

How Experienced?

Sleeping in a tent? Eating canned foods?

Explore Alaska's wildlife for an exciting adventure

An exciting 15-day wildlife guided hiking and rafting expedition for a small group of people who are

- interested in what nature has to offer
- experienced hikers and rafters
- expert swimmers
- willing to rough it outdoors
- fit and in good health

We will be hiking and rafting every day discovering Alaska's splendour and wildlife.

We like our participants to be able to offer a useful skill to the group: know a little about the Inuit language, have first aid knowledge, be acquainted with the wildlife in Alaska, etc.

If there is a place in your mind's eye that can clearly picture the perfect Alaska- and you yearn for it- then come with us to Alaska.

If you think you can be a group member and want more information write to:
Alaska's Adventures Ltd.
45 Kenwood road
Alaska

Write a letter to the company.

OPTION #3 A FORMAL Letter of Complaint (Multiple Choice)

GREETING

- (1) a) Dear Mr. or Mrs.,
b) To Whom It May Concern:
c) Dear Mr. Madman,
d) Dear Manager of That Awful Company,

PARAGRAPH 1

- (2) a) I am writting because I would like to complain about the poor service I received from your company on June 12, 2020.
b) This letter is my official complaint about the bad way I was treated by your company back in June.
c) I am writing today to complain of the poor service I received from your company on June 12, 2020.
d) I write a letter of complaining, because I want you to know, that I was not treated goodly by someone of the company of yours.
- (3) a) I was visited by a representative of That Awful Company, Mr. Madman, at my home that day.
b) Mr. Madman, a representative from your company, That Awful Company, came to my home that day.
c) I received some visit from a Mr. Madman to my home.
d) I was visited by That Awful Company's representative Mr. Madman, which came to my home that day.

PARAGRAPH 2

- (4) a) Mr. Madman showed up 1 hour late and never said an apology to me when he finally got there at midday.
b) Mr. Madman was one hour later on his appointment and did not give me an apology when he arrived at noon.
c) Mr. Madman arrived for his appointment, which was a one hour lateness, because he arrived at noon, and didn't offer no apology when he arrived.
d) Mr. Madman was one hour late for his appointment and offered nothing by way of apology when he arrived at noon.
- (5) a) Your representative did not remove his muddy shoes upon entering my house and consequently left filthy footprints in the hallway.
b) Your representative didn't take off his muddy shoes when he walked into my house and thanks to that he gave filthy footprints in the hallway.
c) Your representative forgot removing his muddy shoes when entering my house and therefore left dirty footprints in the hallway.
d) Your representative entered into my house and left muddy footprints in the hall way, because he did not put off his filthy shoes.
- (6) a) After, Mr. Madman showed me a vast range of products, that I definitely told on the phone to his assistant I had not interest in.
b) Mr. Madman then began to demonstrate to me a wide range of products, but I already had specifically informed his assistant over the telephone that I was not interested in.
c) Mr. Madman then proceeded to present a range of products to me that I had specifically informed his assistant via telephone that I was not interested in.
d) And then Mr. Madman, when I especially informed by phone to his assistant that I didn't have an interest, proceeded to present a range of products to me.
- (7) a) Over and over again I tried to ask your agent about some products, that I did have interest in, but he refused to give the answer to my questions.
b) I repeatedly attempted to ask your representative about the products that were of interest to me; however, he refused to deal with my questions.
c) I attempted very hardly to ask your representative about the products that were of interest to me, yet he would not resolve my queries.
d) Even if I repeatedly endeavored to ask your representative about the products that were interesting for me; nevertheless, he refused dealing with my questions.
- (8) a) We ended our meeting after 25 minutes without either of us having accomplished anything.
b) 25 minutes went past, and in the end not either had accomplished anything.
c) We ended up our meeting 25 minutes later without neither of us accomplishing nothing.
d) Our meeting ended 25 minutes after that and no one of us accomplished something.

PARAGRAPH 3

- (9) a) I am seriously pissed off about the fact, that I wasted a whole morning waiting for Mr. Madman to arrive.
b) I am very, very unhappy that my moring was a waste thanks to waiting for Mr. Madman's arrival.
c) It was truly an annoying experience waiting for Mr. Madman to arrive; what a waste.
d) I am most annoyed that an entire morning was wasted waiting for Mr. Madman to arrive.

- (10) a) That Awful Company is now in my mind not so good, and moreover therefore I am afraid of the way this company is taking care about my business.
 b) My impression of That Awful Company has been tarnished, and I am now concerned about how my existing business is being managed by your firm.
 c) From my prospective, the image of That Awful Company has been lessened, and also I'm troubled for how your company is handling my company and it's business.
 d) My feelings about That Awful Company have been darkened, and now am I distressed about the way how you are managing my actual business.
- (11) a) What's more, because of Mr. Madman's not removing his shoes with mud on them that means I must to rent some service who will cleaning my carpets – and I will pay for it!
 b) Furthermore, Mr. Madman's inability to remove his muddy shoes has meant that I have had to engage the services, and incur the expense, of a professional carpet cleaner.
 c) Still, thanks to Mr. Madman and his filthy shoes I will have to search for a qualified cleaning service to bathe my carpets, at my own cost.
 d) Moreover, the fact that Mr. Madman did not take off his shoes, which were muddy, means that I will have to hire a professional, who will have to clean my carpets, which I must extend the money.

PARAGRAPH 4

- (12) a) I do believe that this is not how That Awful Company would like to carry out its business with its worthy customers.
 b) I hope this is not the way how That Awful Company chooses to do business with their valuable customers.
 c) There is no way, that That Awful Company wants to handle business to awesome customers, for example us, like this.
 d) I trust this is not the way That Awful Company wishes to conduct business with valued customers.
- (13) a) I have been with your company since its establishment and never before did meet such behavior.
 b) Me and your company have been together for a long long time – since your company was born – and never have I ever been treated in such a badly way.
 c) I have been with you since the company was founded and have never encountered such treatment before.
 d) Your comapy was founded a while ago and I have been a worthwhile client from that time, and it has never happened before that I received this kind of handling
- (14) a) I would welcome the opportunity to discuss matters further and to learn how you propose to prevent a similar situation from recurring.
 b) I'd be happy to arrange a meeting to give us the opportunity to debate about what we can do so that such a type of situation can't happen again.
 c) I would love some opportunity to talk about these things farther and to find out your proposal for not repeating this kind of situation again.
 d) Maybe we can meet up cause I wanna chat with you guys to figure out a way not to let this nonsense happen again, ya know?

CLOSING

- (15) a) I am looking forward to your replying.
 b) I look forward for some kind of fast response from you.
 c) I look forward to hearing from you.
 d) I am looking forward to you.
- (16) a) Hugs & Kisses XOXO
 b) Yours faithfully,
 c) Goodbye,
 d) With lots of love,

Ross Lobený

THIS ASSIGNMENT (OPTION #3) can be handed in as a hard paper copy.

OPTION # 4 COMPARING / CONTRASTING TWO THINGS: *CZECH STUDENTS ONLY*

PICTURED BELOW ARE THE LETTERS V (vee) and W (double you).

V W

Complete the sentences below (1 - 4) with one of the following Conjunctions / Sentence Connectors (a - e). There is ONE EXTRA WORD/PHRASE that DOES NOT fit any of the sentences.

a) SOME / OTHERS b) EVEN THOUGH c) WHEREAS d) HOWEVER e) MEANS / MEANS

- (1) The letters V and W are NEVER pronounced the same in English; _____, many Czechs are not really aware of this fact.
- (2) Pronouncing a word that starts with a V _____ that the top teeth in one's mouth will "bite down" a bit on one's lower lip. Pronouncing a word that starts with a W _____ that one's mouth forms an "O".
- (3) While _____ Czechs are able to correctly pronounce the word "Village", _____ incorrectly pronounce it as "Willage".
- (4) A "Vest" is generally considered to be a piece of clothing like a coat without sleeves that reaches to the waist, _____ the "West" is the direction in which the sun goes down in the evening, opposite to the east.

**AND → be prepared to pronounce all of the the V & W words above correctly (in English) . . .
 . . . as well as those in the following sentences:**

- 1) William Vincent worked picking grapes from vines while drinking lots of wine.
- 2) Woolen vests made from wild wolves are worn in the vast woodlands.
- 3) A variety of songs were whistled while Val and Walt travelled through the valley.
- 4) Wise women don't walk very slowly in the woods where wolves wander.
- 5) Vivian, Valerie, and Virginia verbally voiced vivid words.
- 6) Mervin never drives without an emergency vest, or when worrying about vendors.
- 7) Walt's villa is in the west valley, and it is very weird and wonderful.
- 8) Groves of vines grew west along the villain's veranda.
- 9) Wild vines make fine vintage wines.
- 10) Victor's friend Vincent rinsed his vests in vinegar.
- 11) Stephen viewed vast seas and very large whales with vacant eyes.
- 12) Which of the witches living in the vast woodlands visited the wonderful village?
- 13) Which is worse - Wendy's verse poetry or Victor's weird writings?
- 14) The very well-known wizard waited for the voodoo to wear off.
- 15) He wrote a weird novel about some warriors who were Vampires, and Vikings who turned into werewolves when the moon was full.
- 16) She drank white wine from vines in the valley near the village in the west.

***THIS ASSIGNMENT (OPTION #4) should be handed in as a hard paper copy . . .
 . . . at which time we will agree on when and where you will pronounce these words.***

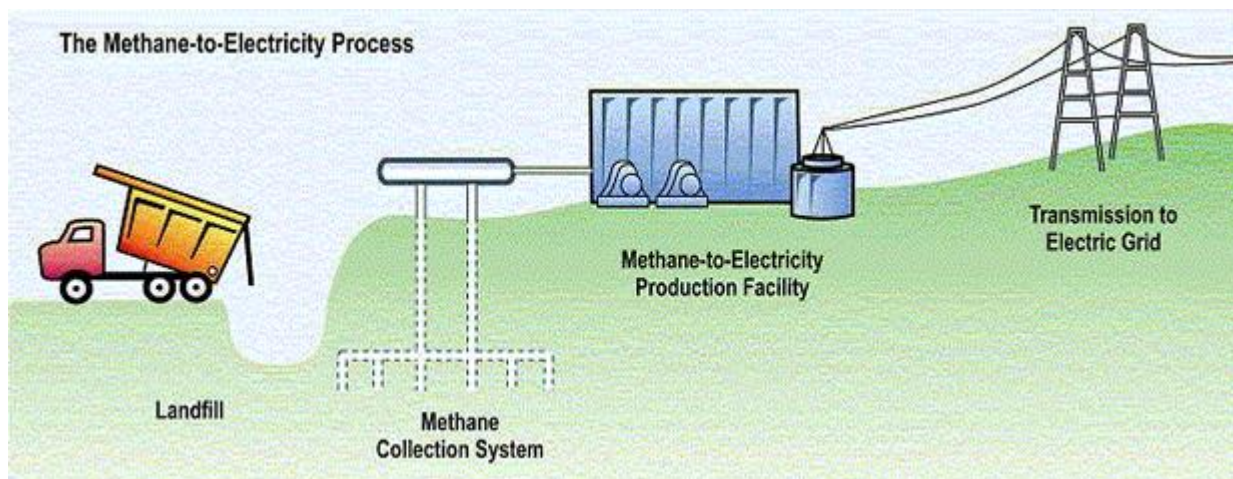
OPTION # 5 **DIAGRAM WRITING PRACTICE**

TASK → THE FOLLOWING DIAGRAM SHOWS THE PROCESS OF TURNING METHANE INTO ELECTRICITY.

INSTRUCTIONS → DESCRIBE THE KEY PARTS OF THE PROCESS AS SHOWN IN THE PICTURE.
 SUMMARIZE THE INFORMATION SHOWN IN THE PICTURE BY SELECTING AND REPORTING
 THE MAIN FEATURES, AND MAKE COMPARISONS / CONTRASTS WHERE RELEVANT.

NOTE: Look at the KEY WORDS in the task instructions (CAPITALIZED & underlined).

What are you being asked to do? → DESCRIBE & SUMMARIZE



SAMPLE ANSWER (...combined with B2 Exam WRITING PART 2: Recognizing the Parts of a Paragraph)

Read the TOPIC SENTENCE for the paragraph below, and then arrange the remaining sentences that follow so they are in the correct order by putting the number 1, 2, 3, 4, 5 & 6 on the line in front of each of the sentences (a - j).

There are four (4) sentences that DO NOT SUPPORT the topic – leave them blank or put an X on the line in front of those four (4) sentences.

Write ONLY ONE NUMBER for each line / sentence.

(Points are awarded for the correct numbers on the correct lines, and there is only one correct order)

TOPIC SENTENCE: *The diagram represents the various steps involved in the conversion of methane gas, which is obtained from waste, into electricity.*

- ___ a) The gas storage tank is used to feed the methane gas into the production plant which converts the methane to electricity, which can ultimately be distributed and used by consumers.
- ___ b) Since 2006, the amount of methane in the atmosphere has grown considerably.
- ___ c) The first step in the process is the dumping of rubbish in the landfill site.
- ___ d) The gas is then drawn up into a cylindrical storage tank to be processed.
- ___ e) We have to remember that methane causes serious damage to our health.
- ___ f) Since methane, in addition to aggravating the climate crisis, deteriorates air quality and with it human health, it is urgent to act to curb its emissions.
- ___ g) The waste is delivered in large trucks which then tip the rubbish into an excavated hole in the landfill site.
- ___ h) Finally, the electricity is ready to be transmitted through a series of pylons to the electric distribution grid where it will be carried to various destinations.
- ___ i) First of all, methane is a greenhouse gas.
- ___ j) Next, as the waste decomposes, it releases methane gas which is collected from the landfill site through a system of connected tubes which are buried in the ground close to the landfill site.

THIS ASSIGNMENT (OPTION #5) can be handed in as a hard paper copy.