

Premium B2 lesson 25

Informal and formal writing



Analyse the task

A local business wants to open a new sports centre in your area, and is keen to encourage younger people to join. The centre manager has asked you to write a report including the following information:

- the most popular sports in your area
- ideas for after-school activities
- suggestions on what kind of food to serve in the sports centre café.

- 2 Read the task above. Who is the report for?
How many topics *must* you include?

A new sports centre

1 _____

The aim of this report is to provide information for a sports centre which wants to appeal to young people. The report discusses popular local sports and makes recommendations for suitable activities and refreshments.

2 _____

The three most popular sports in my region are:

- football
- basketball
- swimming.

In addition, many younger people enjoy martial arts and dance. Skateboarding is also quite popular. However, there are currently no suitable facilities for this in the area.

3 _____

Many people already play football and basketball at school. Therefore I would suggest that the centre offers afternoon and evening classes teaching other popular sports, such as modern dance or judo. Moreover, I believe that there would be considerable interest in a supervised skate area, especially if the centre also ran a skateboarding club.

4 _____

As many students have little money, I would strongly recommend that the café sells a range of cheap, but healthy food, such as sandwiches and fruit. This will encourage younger customers to visit.

Read the report on the right and complete it with suitable headings from the list.

A delicious café

Beginning

Ideas for the café

Introduction

Popular local sports

Some activities

Sports I like

Suggestions for after-school activities

In a report, you should use more formal language. Which of 1-9 are more formal and which are more informal? Explain your answers.

- 1 I think it would be a brilliant idea if ...
- 2 This report is intended to ...
- 3 I would strongly recommend that ...
- 4 It seems pretty clear to me that ...
- 5 I would suggest that ...
- 6 Let's start with ...
- 7 Another possibility might be to ...
- 8 The purpose of this report is ...
- 9 It's a bit difficult to say whether ...

Decide which of these linkers would **not** be suitable in formal writing.

although anyway by the way furthermore
 however in addition mind you moreover
 therefore well you see

addition	contrast	result
<i>what's more</i>	<i>despite</i>	<i>as a result</i>

Expand on the ideas in the sentences using suitable linkers.

- 0 Yoga can help to improve your posture.
 (addition)

What's more, it can help you to relax.

- 1 A certain amount of regular daily exercise can be good for you. (contrast)
- 2 Some parents do not allow children to watch any television. (result)
- 3 Drinking alcohol can make you feel unwell.
 (addition)

- 1 Dear Sir,
- 2 To whom it may concern:
- 3 Hi, Rafael,
- 4 Yours faithfully,
- 5 Yours sincerely,
- 6 Best wishes,

When you write a letter or email, your style needs to be consistent all the way through. Read the phrases. Are they friendly/informal or formal?

- 1 It's really great to hear from you at last.
- 2 I am writing to you regarding ...
- 3 Thank you for your recent letter informing me of ...
- 4 Sorry for not getting in touch for ages, but ...
- 5 I am writing to offer you an apology on behalf of ...
- 6 Wait till you hear my news!
- 7 I am pleased to inform you that ...
- 8 I've got something really epic to tell you!
- 9 I look forward to hearing from you.
- 10 Write back soon, won't you?
- 11 I am writing to request further information about the ...
- 12 Do tell me all about it!

Write your word groups here

You will hear scientist Alistair McGregor talking about a Dark Sky Park in Scotland where people go to look at the night sky. For questions 1–10, complete the sentences.

In Dark Sky Parks, there is very little 1 of the night sky.

Alistair says that too much light at night can prevent 2 from sleeping properly.

The Dark Sky Park in Galloway Forest was opened in the year 3.

The surface area of Galloway Forest Park is approximately 4 square kilometres.

According to Alistair, it is possible to see as many as 5 stars from a Dark Sky Park.

Alistair says you may be able to watch 6 moving in the night sky.

On average, nearly 7 of nights in the Galloway Forest are cloudy.

Alistair says that 8 have the most useful star charts.

Alistair suggests using 9 to read the chart.

It takes approximately 10 for your eyesight to adapt to the dark.

For questions 1–8, read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line. There is an example at the beginning (0).

Example: (0) EXISTENCE

An interesting new planet

Until recently, the (0) of planets outside our own solar system was difficult to prove. Now, thanks to increasingly (1) equipment, hundreds have been discovered orbiting distant stars. Recent (2) of the nearest star to Earth, Proxima Centauri, have led to a (3) discovery: a rocky planet similar in size to the Earth which may have liquid water on its surface.

EXIST
SENSE
INVESTIGATE
SIGNIFY

Although the new planet is (4) closer to Proxima Centauri than the Earth is to the Sun, there is still a (5) of life there. This is because the star is much smaller and cooler than our sun, so conditions on the planet may be (6) enough to support life. Temperatures on the planet will be (7) on whether there is an atmosphere surrounding it.

CONSIDER
POSSIBLE
COMFORT
DEPEND

Travelling to Proxima Centauri and exploring its planet is totally (8) at the moment. Despite it being one of the nearest stars to the sun, it would take thousands of years to get there using current technology.

REAL