

## WRITING

### Transactional letter 1

In the first part of Paper 2 you will be asked to write a 'transactional' letter, based on some information that is provided. You should make sure that your letter covers all the points that are given.

#### A Sample task

Below is part of a letter you have received from a friend. Write a reply based on the notes you have made and the other information given.

I don't know if you will be around when I come but if not, could you suggest somewhere to stay? I'll only be staying one night, but I thought there would probably be something on at the theatre. Could you find out for me and let me know? Hope to see you soon,

Yours, Jerry

no - away in USA until 16th  
Pickwick - £35 a night near theatre

R&J

## WHAT'S ON AT THE THEATRE

The Royal Shakespeare Company presents

### Romeo and Juliet

by William Shakespeare

10 - 15 NOVEMBER TICKETS £20  
RESERVATIONS: 01238-221143

#### B Read this reply. Choose the best options from the words in *italics*. Remember that this is an informal letter to a friend.

Many thanks for your letter – it was *great/a pleasure* to hear from you again.

I'm so sorry/I apologize, but I won't be here when you come, because I'll be away in the States, and I don't get back until the 16th. It's *such a shame/most unfortunate*.

*Nevertheless/Anyway*, I've asked around about places to stay in and a couple of people have suggested the Pickwick Hotel in Garfield Road. It costs about £35 a night and it's fairly close to the theatre, *and consequently/so* I think it would suit you quite well.

As far as the theatre is concerned, there's a performance of Romeo and Juliet on, which you would probably enjoy. It *starts/commences* at 7.30, and tickets are about £20.

Do *let me know/inform* me if there is anything you'd like me to do – I can book you a room and

*get/obtain* tickets for the play if you like. Hope to hear from you soon, and maybe we can meet up the next time you are here.

Yours/Yours faithfully, Billy

#### C Writing task

A friend is coming from Australia to do a two-week course in your country. Read the part of your friend's letter below, together with the other information. Then write a suitable reply in 120–180 words.

The course finishes on Friday 18th, but I'm not flying back until the Sunday evening. Could I come and see you then? Do let me know if we can arrange something. There are a couple of other things. The flight in *doesn't* arrive until 11 in the evening. Are there any buses into the city centre that late? If so, could you find out how much they cost and how long they take? The other thing is that I need to know what the weather will be like, so I can bring the right sort of clothes. I don't want to arrive with all the wrong things! Anyway, I do hope we can meet up – it'd be great to see you again.

Yours, Sandy

*great! yes, we're all free*

### AIRLINK BUSES

#### Airport to City Centre

- EVERY 20 MINUTES
- REASONABLE FARES
- 24-HOUR SERVICE

- weather
- clothes to bring
- plans - Saturday: sightseeing, restaurant in the evening; Sunday: lunch at home, will take to the airport

#### D Read these notes before you write your letter.

- 1 Use the following plan:
  - Paragraph 1 introduction
  - Paragraph 2 main details of airport buses
  - Paragraph 3 details about the weather and what clothes to bring
  - Paragraph 4 arrangements for the weekend (Use your imagination here.)
  - Paragraph 5 ending
- 2 Make your paragraph divisions clear. Leave an empty line between paragraphs.
- 3 Remember to write in an informal style. Try to use phrases from the example in your letter.
- 4 Assume that you are writing to a friend who is the same age as you. You can use contractions like *I'll, we've, it's*, etc.

## WRITING

### Composition (argument) 1

In Part 2 of Paper 2, you may be asked to write a composition. One type of composition asks you to write about the advantages and disadvantages of a particular topic. You must organize what you are going to say before you start writing.

**A** Below is a composition on the advantages and disadvantages of living in the country. Fill each of the numbered spaces with one of the following words or phrases. Try not to use the same expression twice.

*First of all/Firstly*

*In addition/ Moreover/Furthermore*

*So/As a result/Therefore*

*However/On the other hand/In contrast*

*In conclusion/To sum up/On the whole*

Living in the country is something that people from the city often dream about. (1) \_\_\_\_\_, in reality, it has both its advantages and disadvantages.

There are certainly many advantages to living in the country. (2) \_\_\_\_\_, you can enjoy peace and quiet. (3) \_\_\_\_\_, people tend to be friendlier and more open. A further advantage is that there is less traffic, so it is safer for young children.

(4) \_\_\_\_\_, there are certain drawbacks to life outside the city. (5) \_\_\_\_\_, because there are fewer people, you are likely to have fewer friends. (6) \_\_\_\_\_, entertainment is difficult to find, particularly in the evening. Furthermore, the fact that there are fewer shops and services means that it is harder to find work. (7) \_\_\_\_\_, you may have to travel a long way to work, which can be extremely expensive.

(8) \_\_\_\_\_, it can be seen that the country is more suitable for some people than others.

(9) \_\_\_\_\_, it is often the best place for those who are retired or who have young children.

(10) \_\_\_\_\_, young, single people who have a career are better provided for in the city.

**B** Match these headings to the four paragraphs.

Disadvantages    Advantages  
Conclusion    Introduction

**C** Make a list of all the advantages and disadvantages mentioned in the composition.

**D** The following notes, on the advantages and disadvantages of television, are mixed up. Put the notes into two lists. An example is given.

ADVANTAGES

DISADVANTAGES

*stops people feeling lonely*

stops people feeling lonely

bad for the eyes

can be educational

stops people from talking to each other

discourages people from taking exercise

cheap

makes reading seem less attractive

good for old people living alone

can create problems in the family

good for children

stops people from going to the theatre, cinema, etc.

bad for the sports industry

**Can you add any more advantages or disadvantages to these lists?**

**E** Here are some other useful expressions for this kind of composition.

*One of the advantages/disadvantages of ... is ...*

*There are advantages and disadvantages to ...*

*The (main) advantage/disadvantage of ... is ...*

*The main drawback/problem with ... is ...*

*A further advantage (of)/problem (with) ... is*

**F** Read these notes before you write a composition on one of the topics in G.

- 1 Make two lists – one of advantages, one of disadvantages.
- 2 Decide in what order you will mention the points.
- 3 Decide what to say in the introduction and the conclusion.
- 4 Use some of the words and phrases in A and E above to link your composition.

**G** Write your composition in four paragraphs, leaving a line between each one. You should write between 120 and 180 words.

- 1 Your teacher has asked you to write a composition with the following title:  
TV: is it a good thing?
- 2 Your teacher has asked you to write a composition answering the following question:  
What are the advantages and disadvantages of living at home with your parents?

## WRITING

### Letter of application 1

In Part 2 of Paper 2, you may be asked to write a letter applying for a job. If you are replying to an advertisement, you must be careful to cover all the points. You should write in a suitably formal style.

#### A Read this advertisement.

#### SOCIAL EVENTS ORGANIZER

We are looking for someone to arrange weekend and evening events for a group of students from Europe, who will be studying at a London language school in July and August. Could it be you? Are you

- a good organizer?
- sociable and outgoing?
- good at languages?
- familiar with the local area?

If you are, please write to us, saying why you would be suitable for this job.

#### B Read this letter of application for the job that is advertised above. Choose the words or phrases in *italics* that you think are more formal.

Dear Sir or Madam,

I am writing to apply for the *post / job* of Social Events Organizer which was advertised in last week's edition of Summer Jobs.

I am *now / currently* studying French and Italian at London University, so I speak both languages well.

I feel I would be *suitable / right* for this position because I have good organizational skills, and I greatly enjoy going out and meeting new people. I have lived in London all my life so I know many of the places that young students would enjoy.

I have experience of this kind of work. Last summer I was *employed by / worked for* Imperial Hotels as a Tour Organizer, and I arranged excursions to places of interest in and around London. I also worked for London Life last Christmas, which involved taking *groups of / some* American tourists around the capital.

My course finishes in the middle of June, so I *would be available for work / can start working* at any time during July and August.

Please do not hesitate to contact me if you *need / require* any *more / further* information. I look forward to hearing from you.

Yours faithfully,

#### C Read the advice (notes 1–7) on how to write a good letter of application. Then find the part of the letter in B that relates to each piece of advice. Finally, re-arrange the advice so that it is in the same order as the letter.

- 1 Make it clear which post you are interested in and how you heard or learned about the job.
- 2 Describe your present position or situation briefly and clearly.
- 3 Begin the letter with 'Dear Mr ...', 'Dear Ms ...' or 'Dear Mrs ...'. However, if you don't know the name of the person, remember that there is another phrase you can use.
- 4 Sign off correctly. Use a suitable formal phrase.
- 5 Make it clear when you can begin the job if it is offered to you.
- 6 The final paragraph of your letter is just as important as the first paragraph. It must be polite but it must also give them the impression you are really interested in the job.
- 7 Explain why you think you would be particularly good for the job. You can make up any details you like here.

#### D Writing task

You see this advertisement and decide to apply:

**WANTED!**

We are looking for Summer Camp Hosts to help teach and entertain children aged 10–12 at our Summer Camp in August. If you are good with children, keen on sports and other outdoor activities, and have a lively and outgoing personality, then we'd like to hear from you. We offer good rates of pay and free accommodation.

REPLY TO SUMMER CAMP TRAVEL, BOX 100

#### E Follow these notes when you write your letter of application.

- 1 Remember it is not necessary to write any addresses.
- 2 Write in a formal style. Avoid informal language.
- 3 Cover the three qualities they ask for (good with children, sports, personality), explaining clearly why you think you have these qualities. Use your imagination here. Don't be afraid to exaggerate a little.
- 4 Use some of the phrases from the letter in B.
- 5 Be sure to tell them something about your present situation and when you could begin working.
- 6 Arrange your letter in clear paragraphs.
- 7 Don't write more than 180 words.