

- b** You recently had a short story you wrote published in a magazine. Write an email to your friend to tell them about the story you wrote and why you sent it to the magazine.

You could write about:

- What your story was about
- What inspired you to write the story
- Why you sent it to the magazine
- How you felt when the magazine published your story

To: sarahm@geemail.com  
 From: Jojones@warmmail.com  
 Subject: My short story!

Hi Sarah,

How are you and your family? I hope you are all well. I'm sending this email because I wanted to share some exciting news with you. You know how I like to write short stories, well I have had one of them published in a well-known magazine. Can you believe it? I'm absolutely over the moon.

The story I wrote is about a young girl who finds her soul mate after giving up on love. She's had so many failed relationships and been hurt so many times that she truly believes that true love doesn't exist. Just as she resigns herself to a life of loneliness, Carl walks into her life. I won't tell you anymore in case you want to read it for yourself; I'm pretty confident that you will enjoy it. I can send you a copy of it if you like. Just let me know.

I came up with the idea for my story after my sister's best friend called off her wedding a week before it was supposed to take place. She'd come to the realisation that her future husband was not the man she wanted to spend the rest of her life with. It made me wonder if there is such a thing as a soul mate and whether people ever find theirs.

It was such a moving story that I really wanted other people to read it, so I sent copies of it to different magazines. To say I was shocked when one of them actually contacted me and said they would like to print the story is an understatement. They actually paid me for it too!

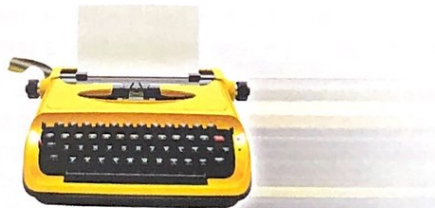
Write back soon or, better still, come and visit me. Don't forget to let me know if you want a copy of my story.

Lots of love,  
 Joanna

**MODEL ANSWER**

- 2** Which writing task is formal and which is informal?

Formal: ..... Informal: .....



- 3** In a formal letter you should use polite, formal language. You should not use contracted forms, colloquial language or idioms. Decide whether the following should be included in a formal letter or in an informal letter. Write F (Formal) or I (Informal) next to each one.

- |  |  |
|--|--|
| 1 Best wishes, .....                               | 6 We were delighted with the result. ....      |
| 2 I was on cloud nine. ....                        | 7 Dear John, .....                             |
| 3 I can't decide what to do. ....                  | 8 Can't wait to hear from you. ....            |
| 4 Dear Sir / Madam, ....                           | 9 I cannot make a decision at the moment. .... |
| 5 I look forward to hearing from you shortly. .... | 10 Yours sincerely, ....                       |

## 4 Look at the following sentences and say:

(i) which are formal (F) and which are informal (I).

(ii) where you would put each one – at the beginning (B) or at the end (E) of a letter.

		(i) F / I	(ii) B / E
1	I look forward to receiving the information I have requested.		
2	I really hope you like my idea. We'll talk about it some more when we meet up.		
3	We're organising a charity event and would be really glad if you could come.		
4	I'm looking forward to seeing the pair of you on Saturday.		
5	I would like to apologise for not having contacted you sooner.		
6	Mr and Mrs Smith request the pleasure of your company at their charity event.		
7	I look forward to making your acquaintance should you choose to attend.		
8	Sorry I haven't been in touch for ages, but I've been up to my eyes in work.		
9	I hope you will take my suggestions into consideration.		
10	Hope this information helps.		

## FUNCTIONAL ENGLISH

## 1 Making Suggestions

In Part 1 of the Writing Section you may need to make some suggestions / put forward some ideas. Choose the correct word(s) to complete these suggestions.

- |  |   |
|--|---|
| 1 It might be a good idea <b>holding</b> / <b>to hold</b> an event for the residents to get together.              | 4 One suggestion would be <b>providing</b> / <b>to provide</b> free Wi-Fi to all local residents.             |
| 2 I would suggest <b>building</b> / <b>to build</b> a new state-of-the-art water park.                             | 5 It would definitely be worth <b>investing</b> / <b>to invest</b> in renewable energy such as wind turbines. |
| 3 You might like to consider <b>including</b> / <b>to include</b> activities such as snorkelling and scuba diving. | 6 Have you considered <b>encouraging</b> / <b>to encourage</b> more people to set up their own businesses?    |

## 2 Providing Solutions and Expressing Result

In Part 1 of the Writing Section, you may need to provide solutions to a problem. When making suggestions or providing solutions, you should say what the expected results would be. Match the sentences (1-5) with the expected results (a-e).

- |   |  |
|---|--|
| 1 <b>One solution</b> is to build a new footbridge across the main road.  | a <b>In this way</b> , people would be able to cross in safety and at a point that is convenient to them. ....                         |
| 2 <b>The best remedy would be</b> to install a pedestrian crossing.   | b <b>As a result</b> , the traffic would be forced to halt while people cross the road. ....   |
| 3 <b>A viable proposition</b> is to build a subway under the dual carriageway.  | c <b>The outcome would be that</b> people would be able to pass underneath the traffic and not have to fear for their own safety. .... |
| 4 <b>My proposal is that</b> the council should provide free transport to and from the local amenities for all residents. | d <b>As a consequence</b> , people would be able to safely cross the bridge and not have to wait for a break in the traffic. ....      |
| 5 <b>One possible answer</b> is to provide footbridges over the carriageway at regular intervals.                         | e <b>By doing this</b> , not only would it aid the residents but it would also help with pollution levels. ....                        |



### 3 Making a Complaint

In Part 1 of the Writing Section, you may need to complain about a product or service. Use a form of the word in colour in the first sentence to complete the second sentence.

- 1 I am writing to **complain** about a booking I made recently.  
I am writing to make a ..... about a booking I made recently.
- 2 I am writing to inform you of how **disappointed** I am with the service I received from your company.  
I am writing to express my ..... with the service I received from your company.
- 3 I am writing to inform you that I am not at all **satisfied** with the product I purchased.  
I am writing to express my strong ..... with the product I purchased.

### 4 Inviting

In Part 2 of the Writing Section, you may need to invite someone to go somewhere. Fill in the correct verb to complete the sentence.

attend ♦ come ♦ invite ♦ join

- 1 I'm writing to ..... you to my housewarming party next weekend.
- 2 I'd love it if you could ..... to my engagement party in June.
- 3 It'd be wonderful if you and George could ..... my engagement party next month.
- 4 I'd love you to ..... me at the charity event on Friday.

### 5 Persuading

In Part 2 of the Writing Section, you may need to persuade a friend or relative to do something. Fill in the correct verb to complete the sentence.

come ♦ consider ♦ convince ♦ need ♦ persuade

- 1 Can I ..... you to volunteer to help me at the charity event?
- 2 I really think you should ..... along as there will be loads of interesting people.
- 3 You really should ..... my offer as I think it would do you the world of good.
- 4 I so ..... you to keep me company otherwise I will be bored out of my mind.
- 5 How can I ..... you to come with me?

### 6 Appropriate Endings

Would you use the following sentences in a letter of complaint, invitation, persuasion, suggestion or solution? Write C, I, P, SU or SO accordingly.

- |   |   |
|---|---|
| 1 I insist that I be given a full refund. ....            | 5 I hope you will be able to make it. ....                    |
| 2 Please write back and say you'll do it! ....            | 6 I hope that you will take my ideas into consideration. .... |
| 3 I am confident that this will solve the problem. ....   | 7 Let me know if you'll be able to come. ....                 |
| 4 I hope the matter will be resolved satisfactorily. .... | 8 I expect you to deal with this problem promptly. ....       |

### USEFUL TIPS FOR FORMAL & INFORMAL LETTERS / EMAILS

- In a formal letter, always include the address of the person / company you are writing to. You may also include your own address. In an informal letter, always include your address.
- In an email always include To, From and Subject.
- Always include a date in both formal and informal letters. [It is not necessary in emails as it is done automatically.]
- Both postal and email addresses do not need to be real. You may make them up.
- Use a variety of tenses and structures. Include passive voice in formal letters where appropriate.
- Use paragraphs and linking words / connectors to organise your writing.

## Preparation 1 | Speaking

The **Speaking Section** of the examination consists of three parts:

**Part 1** – to communicate personal information and to give personal opinions on contemporary topics and issues. (approximately 2 minutes)

**Part 2** – to communicate appropriately in social situations and to also show the ability to use a wide range of language functions. (approximately 6 minutes)

**Part 3** – to exchange information and opinions by engaging in discussions and to justify, challenge and persuade when expressing and eliciting opinion. (approximately 6 minutes)

The total time for the Speaking Section is approximately 14-15 minutes.

### PART 1

In **Part 1**, you are assessed on the accuracy of your response. The aim of **Part 1** is to help you relax and to elicit personal and everyday information through questions such as 'How will learning English be beneficial for you?' You will be awarded one mark for every accurate response. Grammar and pronunciation are not assessed at this stage. One or two errors are allowed which do not impede comprehension or could be self-corrected. You will be asked a total of 5 questions.

#### 1 Which is correct? Tick (✓) the correct box.

1 My friends and I ...

☐

I and my friends ...

☐

2 I enjoy to go to ...

☐

I enjoy going to ...

☐

3 I've wanted always to ...

☐

I've always wanted to ...

☐

4 I would very much like to ...

☐

I would so much like to ...

☐

5 I would like meeting ...

☐

I would like to meet ...

☐

6 Me and my friends ...

☐

My friends and me ...

☐

**Part 1** only lasts around two minutes and you will be asked 5 questions, so you don't have time to give lengthy answers. However, you need to give full responses to the questions.

#### 2 Look at these Part 1 questions and choose the best response each time.

1 What would be the best present that anyone could give you and why?

- a. A mobile phone because I need a new one.
- b. I would be delighted if someone gave me a new mobile phone as I recently broke mine.

2 Tell me three things people can do to make sure that their homes are secure.

- a. Buy good locks, get an alarm, get a guard dog.
- b. They could install an alarm and get good locks on their doors. They could also get a guard dog.

3 What one thing do you like most about your best friend?

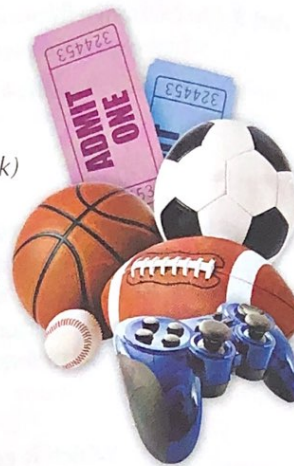
- a. I love her honesty. She always tells me the truth no matter what.
- b. I like her honesty best.





**3 Answer the following questions, using one of the prompts provided.**

- 1 If you could fly anywhere in the world and stay there for two weeks, where would you fly to? (1 Mark)
  - If I could fly anywhere, then I think I would fly to ... because ...
  - If I had the opportunity to fly anywhere, I would definitely fly to ... because ...
- 2 What three things could people do to stay healthy? (3 Marks)
  - The best thing they could do to stay healthy is ... They could also ... and they should definitely ...
  - Well, to begin with they could ... As well as this, they could ... and ...
- 3 Which famous sportsperson would you like to meet and why? (1 Mark)
  - I would really like to meet ... because ...
  - I've always wanted to meet ... for the reason that ...
- 4 What item do you own that you could not manage without and why? (1 Mark)
  - That would have to be my ... because ...
  - Without a doubt it's my ... as I ...
- 5 What three things do you and your friends like to do at weekends? (3 Marks)
  - Well, my friends and I enjoy ... We also like to go to ... and also ...
  - My friends and I always ... As well as this, we ... and we also enjoy ...



**4a List three things related to the following prompts, as in the example.**

Good things about your area:		<i>big park</i>	<i>library</i>	<i>good public transport</i>
1	Bad things about your area:			
2	Things you would like to do in the future:			
3	Things to improve your lifestyle:			
4	Things to help the environment:			
5	Places in your country for tourists to visit:			

**b Now use your answers from exercise a to answer the following questions.**

1 Tell me three things people could do to help the environment.

2 Tell me three things you would like to improve about your area.

3 Tell me three places in your country that you would recommend to tourists.

4 Tell me three things you would like to do in the future.

5 Tell me three things people could do to improve their lifestyle.