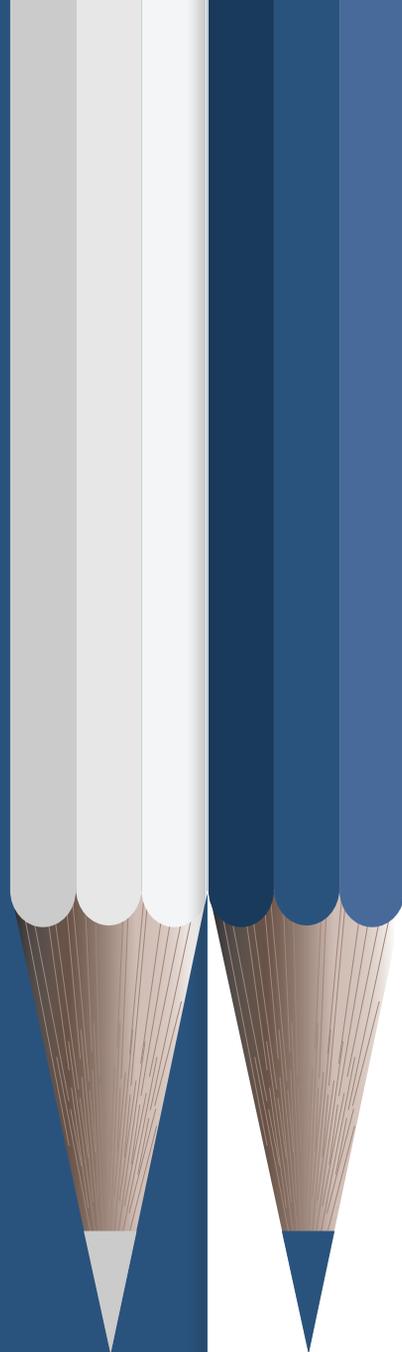


Jenny Dooley

The Art *of* Writing



STUDENT'S BOOK

B2



Express Publishing

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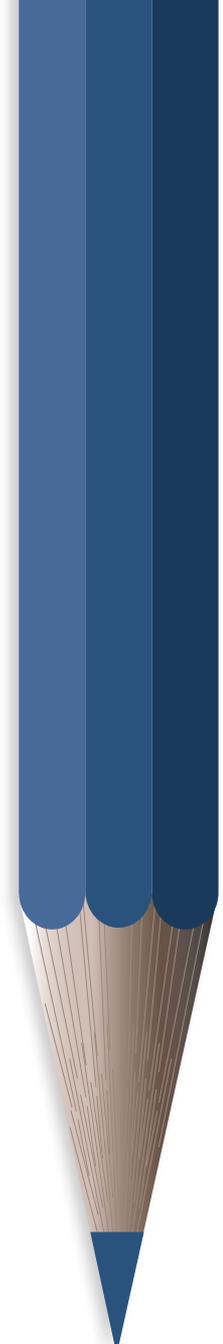
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Introduction

Emails/Letters can be formal, semi-formal or informal depending on who we are writing to. Reasons for writing them include: giving news, inviting, accepting or refusing invitations, complaining, asking for or giving information, applying for a post/course, expressing apology, asking for/giving advice, explaining, thanking, suggesting, expressing preference, etc.

General outline for emails/letters				
greeting	Paragraph 1 opening remarks, reason(s) for writing	Paragraphs 2, 3 development of the topic	Paragraph 4 closing remarks	sign off
Informal Style Greeting: Dear John/Uncle Jim/Mum, etc <ul style="list-style-type: none"> friendly, relaxed, personal style e.g. <i>Thanks so much for your last letter.</i> frequent use of colloquial expressions, idioms, phrasal verbs, short verb forms e.g. <i>It's been ages since we last saw each other.</i> pronouns are often omitted e.g. <i>Thought I'd drop you a line.</i> chatty language e.g. <i>I hope you're doing well.</i> simple linking words e.g. <i>and, but, so</i> Sign off: Best wishes,/Yours,/Regards, (our first name)		Semi-Formal Style Greeting: Dear Mr Harris, <ul style="list-style-type: none"> polite, respectful tone e.g. <i>I would like to thank you for your help.</i> use of less colloquial language e.g. <i>Thank you so much for your letter,</i> instead of <i>Thanks a million for your letter.</i> less frequent use of short verb forms, linking words, phrasal verbs e.g. <i>Also, I was wondering if you had a computer I could use while I am staying with you.</i> Sign off: Regards,/Kind regards, (our full name)		Formal Style Greeting: Dear Sir/Madam, – Dear Mr Smith, <ul style="list-style-type: none"> serious, impersonal style e.g. <i>I am writing to apply for the position of salesperson at your company.</i> complex sentence structure, frequent use of passive voice, formal linking words, no colloquial English, advanced vocabulary, no short verb forms e.g. <i>The item in question, which I received last week, was damaged in transit. I would be grateful if a replacement could be dispatched as soon as possible.</i> Sign off: Yours faithfully,/Yours sincerely, (our full name)

Style

1 Match the informal phrases (1-10) to their formal equivalents (a-j).

1. Sorry I haven't written for ages, but I've been really busy.		a. Please find my CV enclosed.
2. Can you tell me a little more about the course?		b. I look forward to our meeting.
3. Just give us a call if you have any questions.		c. I regret to inform you I will not be able to attend.
4. I've put my CV in with the letter.		d. Do not hesitate to contact us if you require further information.
5. See you soon!		e. Could you give me some more information about the course?
6. Thanks a lot for everything.		f. We apologise for any inconvenience caused.
7. Sorry for any trouble caused.		g. I really appreciate everything you have done.
8. I'm sorry but I won't be able to make it.		h. I apologise for not getting in contact with you earlier.
9. Great to hear from you!		i. We were delighted to receive your invitation.
10. Thanks for the invitation.		j. I was pleased to receive your letter.

Rubric Analysis

Read the rubric carefully and underline the key words/phrases. These indicate:

- the imaginary situation you are going to write about, who you are and the reason you are writing.
- the imaginary reader who is going to read your piece of writing.

This will help you decide on the writing style you should use (formal, semi-formal or informal); the type of writing task; the specific topics you should include in your piece of writing and how many words you should write.

Study the example below.

1) You have received an email from ²⁾ your English-speaking friend ³⁾ Emily.

My parents are visiting your area next month for a weekend. They want to visit some places of cultural interest. ⁴⁾ Can you tell me which places they could visit? What's the best way to travel around?

Emily



Write your ⁵⁾ email ⁶⁾ (140-190 words).

1) imaginary situation, 2) writing style, 3) imaginary reader, 4) specific topics, 5) type of writing task, 6) word count

2 Read the rubrics (A-C). Underline the key words. What information do they give?

A. You have received an email from your English friend Luke.

I'm planning to visit your country this summer. Which places should I visit? Also, what's the best way to travel from place to place and where should I stay? Any advice?

Luke

Write your email (140-190 words).

B. You have seen this advertisement for a job in the local newspaper.

Wanted: social media manager for successful bicycle shop
 We have many customers and also organise cycling events and tours, so we need to keep our social media accounts up to date. The person we're looking for must be creative, have experience with modern technology, and be enthusiastic about pedal power!
 The job is part-time, so it would suit a student.

RENT to OWN
 If you cannot qualify for a traditional mortgage through banks, NO PROBLEM!

TWO BEDROOM for \$500
 Beautiful 2 bed/2 bath open concept condo comes with lovely kitchen, charming room w/ fireplace and more!

HOUSE FOR SALE
 2 bed/2 bath open floor plan. Condo comes with a lovely view!

Write your letter (140-190 words) applying for the post.

C. Write an email (140-190 words) to your best friend's dad, who took you on a two-day mountain hiking trip. Thank him for driving you both to the mountain, arranging the accommodation at the hostel and lending you some equipment. Describe the experience of climbing the mountain and express a wish to do it again.



Giving news (informal)

1 a) Underline the key words in the rubric. Answer the questions.

You have received an email from your English-speaking pen friend Sally.



How are things? Are you enjoying your holiday? What are your plans for tomorrow? Write back and tell me about it.

Sally

Write your email (140-190 words).

1. What are you going to write?
2. Who is going to read it?
3. What should you write about?
4. What style should you write in?
5. How many words should you use?

b) Read the model and choose the correct tenses.



Hi Sally,

- 1 Great to hear from you! Sorry it's taken so long to reply, but **1) I'm being/I've been** really busy at work recently. Anyway, now that I'm on holiday, I thought **2) I've dropped/I'd drop** you a line to let you know how I'm getting on.
- 2 I'm spending two weeks in Rome, Italy. I arrived two days ago, and **3) am having/had** a really great time! So far, **4) I'm seeing/I've seen** the Colosseum, the Trevi Fountain and the Pantheon. They're all really spectacular sights.
- 3 Tomorrow, I have quite a busy day planned! **5) haven't been/didn't go** to the Vatican City yet, so I'm going to spend a whole day there. Afterwards, **6) I'd meet/I'm meeting** a friend for dinner before heading to the Roman Opera House. The performance **7) is starting/starts** at 7 pm. I can't wait!
- 4 Well, I'd better get going. Write back soon and let me know what **8) you've been/you were** up to since the last time I heard from you.

Yours,
Emma



Note! Informal style is characterised by the use of a friendly tone, everyday expressions, short verb forms and simple linking words. Find examples in Emma's email.

2 Find and replace the opening/closing remarks in Emma's letter in Ex. 1b with sentences from the Useful Language box.



Useful Language

Opening remarks

- Hi, how's everything? Hope you are well.
- Thanks for your email.
- I wanted to drop you a line to tell you my news.
- Sorry for not writing sooner, but I was busy.
- Just a quick email to tell you what I've been up to.
- I'm sorry for not getting back to you earlier.

Closing remarks

- Looking forward to hearing your news.
- Got to go now or I'll be late.
- Give my regards to your parents.
- It was good to hear from you.
- I hope to hear from you soon.

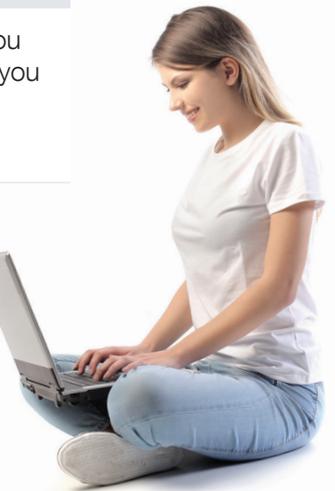
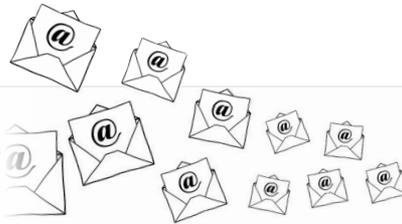
3 a) Underline the key words in the rubric. Answer the questions.

You have received an email from your English-speaking pen friend Mary.



How is it going on your English course in New York? Where are you staying? How long will you be there? What is the course like? Do you like it? Write soon.

Mary



Write your email (140-190 words).

1. What are you going to write?
2. Who is going to read it?
3. What should you write about?
4. What style should you write in?
5. How many words should you use?

b) Make notes under the headings:

PLACE	LENGTH OF STAY	COURSE DESCRIPTION	FEELINGS/IMPRESSIONS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4 Use your notes in Ex. 3b to write your email to Mary. Follow the plan.

Plan

Hi Mary,

(Para 1) *opening remarks, reason for writing*

(Para 2) *where you are staying, how long you are going to stay there*

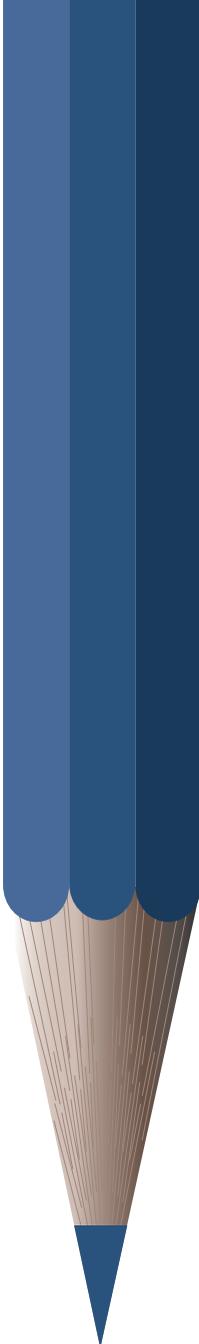
(Para 3) *description of course, impressions*

(Para 4) *closing remarks*

Yours,

(your first name)





The Art *of* Writing

B2

STUDENT'S BOOK

The Art of Writing B2 aims to develop the skills necessary for effective writing at B2 level. It presents and analyses the most commonly used genres at CEFR Level B2 and most international exam boards. Its flexibility of approach makes it suitable for classes of all kinds, including large or mixed ability classes.

Components

- Student's Book
- Teacher's Book



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