

Student's Worksheet

Writing – útvary, procvičování

In a writing exam you are given the instructions including a type of your writing (a letter, a description, a story, an article, an essay, an e-mail etc.) and the points you must deal with. You'll lose marks if you don't include them. You are also given a number of words your task must contain.

Advice how to do it:

- Find out who you are writing to and decide if you should write in a formal or informal style.
- Underline (unless they are highlighted in the task) the points you must deal with.
- Think out the organization of the text in a logical way and a number of paragraphs.
- Write grammatically correct sentences with correct punctuation and spelling.
- Use the linking words to link ideas together.
- Ask questions, give information, suggest, apologize, complain, explain etc.
- Show the richness of your word power.
- Show your knowledge of various grammar structures.

Informal letter

Task 1: Here is an extract of a letter from your English friend. Answer his letter using 120 – 150 words. In your letter you should:

- Congratulate your friend on his exam.
- Give him advice what he should buy.

...My parents have given me some money for passing my exam, so I can buy something really special. I can't choose between buying a new computer game or getting some new clothes. Which do you think would be better?

Here is a sample answer, but it would get a low mark. There are mistakes in grammar, spelling and style. Correct them.

London
21/10/2013

Dear friend,

What a brilliant news in your letter! I wish to offer you congratulations about your exam. You say you can't decide if to buy a computer game or some clothes. Don't you think if you choose some new clothes you must safe up a bit more money first? Clothes is not as cheap than computer games and I know you like expensive designer outfits. If you choose computer game, which one? On my opinion you should spend money in something else. Why don't you get yourself a new dictionary, for example? Then it would be easier for you to study, wouldn't it?

I hope you will consider my suggestion seriously and I look forward to receiving a reply from you soon.

Yours sincerely

John



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E-mail

Task 2: Now your task is to write your friend an e-mail. Answer the same questions as in the letter above. Use 60 – 70 words. Here is a sample answer. What's the difference in writing a letter and writing an e-mail?

Hi George,

Great you have been given some money and you can splash out on something cool.

Anyway, congratulations on your exam! Well done!

If I were you I would spend all the money on the computer games. I know how keen on it you are. Clothes aren't so important, you have something to put on and you aren't a model, are you?

Keep in touch. Paul

Formal letter

Task 3: Tick the sentences you would use in a formal letter:

- a) I want you to give my money back.
- b) I look forward to hearing from you soon.
- c) The food was OK.
- d) I have decided not to fly with your company again.
- e) I would be grateful if you could send me a refund.
- f) The service was satisfactory.
- g) Hi, Steve.
- h) Dear Sir or Madam
- i) See you soon.
- j) And another thing, I won't fly with you again.



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Task 4: You have just returned from a trip to Italy. You flew with Air Italian. You decided to write the airline to complain about your flight. Write 120 – 150 words. Complain about:

- Late boarding
- Rude air hostess
- Food

Ask your money back.

Read this sample letter:

Dear Sir,

I am writing to complain about the flight to Italy which I made with your airline on 15 July 20013. We were three hours late boarding the plane. No one was able to tell us why. Another problem was the air hostess. She was very unhelpful. I had problems with my hand luggage and she told me she was too busy to help me. And when she brought lunch, there was no vegetarian meal. I demand some compensation for the problems I had flying with your airline. I would be grateful if you could send me a refund.

Yours faithfully

Mr. O'Brien

Tick what is wrong with the letter:

- a) length
- b) punctuation
- c) paragraphing
- d) vocabulary
- e) grammar
- f) opening and closing phrases
- g) content points
- h) spelling
- i) linking words



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Story

Task 5: You have decided to enter a short story competition on a topic: "I couldn't believe my eyes". Write about:

- a mess in your room
- your reaction to the mess
- explain the mess

Use 120 – 150 words.

Advice:

- The story should have the beginning, the main part and the conclusion.
- It should have the appropriate length.
- Divide it into paragraphs.
- Use the range of tenses.
- Use linking words and conjunctions
- Show how rich your word power is (use a lot of adjectives and adverbs)
- Use direct speech



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Here is a sample story. Which advice did the writer use?

I couldn't believe my eyes when I opened the door. When I had left the house it had been clean and tidy. Now everything was lying on the floor in a terrible mess. There were books on the carpet and all the drawers of my desk had been opened. I realized at once that I had been burgled. I grabbed my mobile and phoned the police.

I decided to look round to see what had been stolen. The TV was still there and so was the computer. I went to the bedroom and it seemed to be completely untouched. The mess was only in the living room.

Suddenly, there was a knock on the door and my sister was standing there with her little boy Tom. "Oh dear," she whispered. "Yes," I said, "it's terrible. I've already called the police." At this moment Tom threw himself into my arms. "I am sorry," he said. "It was me!"



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Article

An article is usually written for a certain sort of readers and will appear in a certain type of magazine.

- Before you start writing find out where the article may be published and who will read it.
- Choose a suitable style and use a range of language to make your article interesting to read.
- Every article must have a headline.

Task 6: Look at these titles of articles about the future. Which article would you most like to read? Why?

Aliens are coming...

3-2-1 Go!

Is anybody there?

Beep – beep...

Task 7: Read an opening paragraph of an article and match it to the correct title.

I want to go up in the space. I think it may be possible for ordinary people to go up into space soon. I read something about space travel. I want to be one of the first to go. I hope I can go up into space.

Task 8: The above paragraph is a poor opening paragraph. Why? Rewrite it making necessary improvements.



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Some linking words to help you to link your ideas together

first, second...

firstly, secondly,

finally

furthermore

moreover

in addition

nevertheless

on the one hand

on the other

besides

in contrast

while

meanwhile

although/though

in spite of

despite

even though

however

since

thus

and

but

also

or

so