

## WRITING

## TASK 7

## Option 1

You have received a letter from a pen-friend in which he/she tells you that he/she has found a great website for downloading music for free from the Internet. He/she says it's very easy and you should try too if you like music. Write him/her a letter in which you:

- give your opinion on downloading free music from the Internet;
- say whether you think people who do this should be punished;
- explain your method of obtaining and listening to music.

Write at least 100 words. Do not use any personal information (e.g., names, dates, addresses, etc). Start your letter in an appropriate way.

*(adapted from Longman Exam Activator, Bob Hastings, Marta Uminska, Dominika Chandler, Kristof Hege-dus, Pearson Education Limited, 2010)*

## Option 2

You have heard a radio programme about summer language courses abroad in which the participants were discussing the benefits of studying English in the UK. After the programme you decided to write a letter to the editor on this topic. In your letter:

- give your opinion on summer language courses abroad;
- give advice on how to improve one's English knowledge;
- what can be challenging about going abroad.

Write at least 100 words. Do not use any personal information (e.g., names, dates, addresses, etc). Start your letter in an appropriate way.

*(adapted from Longman Exam Accelerator, Bob Hastings, Marta Uminska, Dominika Chandler, Pearson Education Limited, 2011)*

## Option 3

You have received a letter from a pen-friend in which he tells you that he has recently been to an interesting museum but he was disappointed he had to pay a lot for the entrance. Write him a letter in which you say:

- whether you think museums are important and why;
- whether entry to museums should be free and why;
- what your favourite museums are.

Write at least 100 words.

## Option 4

You have read an article on junk food addiction among teenagers. You find this topic interesting and you decided to write a letter to the editor of the magazine. In your letter:

- say what you think of junk food;
- give your personal opinion why people like junk food;
- suggest ways of promoting healthier eating habits among teens.

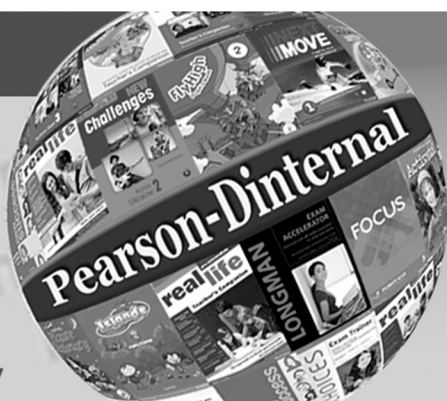
Write at least 100 words.



Спеціальний випуск

Англійська мова та культура. Для вчителів та всіх, хто вивчає мову  
**ENGLISH**  
 language & culture • fortnightly

ВІД МЕТОДИСТІВ  
**PEARSON-DINTERNAL**



## Writing task

You have entered a competition run by a famous chocolate company looking for suggestions for an interesting new flavour for their chocolate. Here is part of a letter you have received from them.

Congratulations! You've won! Your prize is a visit for you and a friend to our factory in Switzerland. Do contact us with any queries about the visit. We look forward to meeting you soon.

Yours sincerely,  
David Schmidt

*David Schmidt*

**A Write a semi-formal email to David Schmidt in 140–190 words. Follow these steps.**

- Thank the company for choosing your suggestion as the winner.
- Say how you feel about the prize.
- Explain the reason for writing the email.
- Ask about dates, travel arrangements and accommodation.
- Ask for confirmation that your friend won't have to cover his/her travel and accommodation expenses.
- Conclude the email in a formal way.

### Useful language

- Thank you for your email informing me ...
- I am contacting you to ...
- You mentioned in the email that ...
- Regarding the travel arrangements, I would like to know if ...
- Could you also confirm whether the ... ?
- I look forward to hearing from you soon.

**B Use the ideas in the WRITING FOCUS and the model to help you.**

**C Check.**

- ✓ Have you addressed the person you are writing to in a formal way?
- ✓ Have you mentioned why you are writing?
- ✓ Have you avoided contractions?
- ✓ Have you used formal phrases?
- ✓ Have you used indirect questions to ask for more information?
- ✓ Have you used indirect questions to ask for clarification?

## Opening formulas: emails and letters

### Informal phrases

Dear Margaret,

Hi Anne,

### Neutral/Formal phrases

Dear Mr and Mrs Edwards,

Dear Miss/Ms Brennon,

Dear Mr Brennon,

Dear Sir or Madam,

Dear Editor,

## Closing formulas: emails and letters

### Informal phrases

Bye for now./See you.

Love,/Take care,/All the best,

### Neutral phrases

Best wishes,

Regards,

### Formal phrases

(Dear Mr/Mrs/Miss/Ms Brennon) Yours sincerely,

(Dear Sir or Madam/Editor) Yours faithfully,

## Ending an email/a letter

### Informal phrases

It was good to hear from you.

Email me soon.

I'd better get going./ I must go now./Got to go now./

I must be going now.

Bye for now.

Looking forward to your news/to hearing from you again.

Say hello to ...

Give my love/my regards to (everyone at home).

Have a nice (trip).

See you (soon/in the summer).

Write soon.

Keep in touch!

### Neutral phrases

I look forward to hearing from you/your reply.

I hope to hear from you soon.

### Formal phrases

I look forward to your prompt response/reply.

I wonder what other readers think about ...

I hope you will publish more articles about this problem.

I would be grateful if you could publish my letter.

**Taken from "Focus", PEARSON**

