

- 1 Look at the exam instructions below.
  - 1 What do you have to write about?
  - 2 Who is your essay for?
  - 3 Which two main points must you include?

You **must** answer this question. Write your answer in **140–190** words in an appropriate style.

In your English class you have been talking about the effects of rising living standards on the environment. Now your English teacher has asked you to write an essay.

Write an essay using all the notes and give reasons for your point of view.

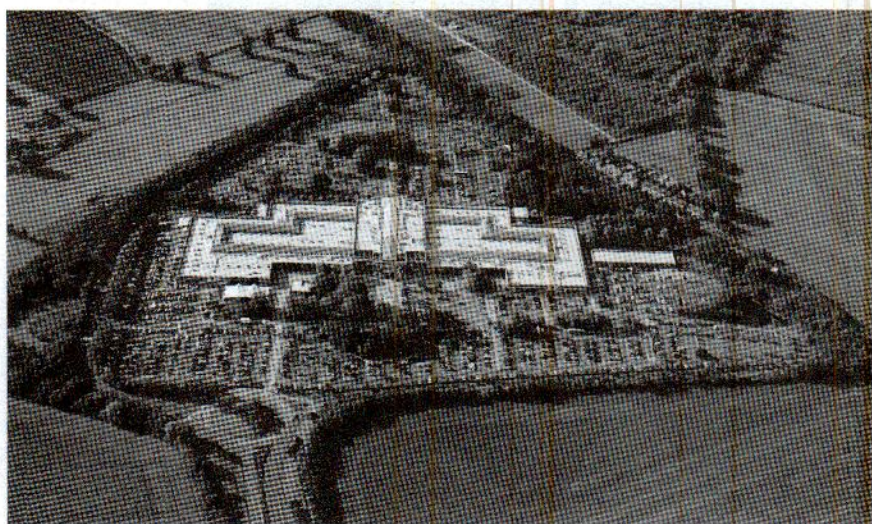
**Which is more important: improving people's standard of living or protecting the environment?**

### Notes

Write about:

- 1 employment
- 2 housing
- 3 ..... (your own idea)

- 2 Do the exam task.



**Tip!** Use expressions such as *firstly* and *besides* to link points together to form a complete text.

**Tip!** Introduce your own opinion with a suitable expression such as *I believe (that) ...* or *In my view ...*

**Tip!** When you've finished, check you've included all three notes and have given appropriate answers. And don't forget to allow time to check your essay for mistakes.



**Task information**

- The letter task in Part 2 tests your ability to write, for example, a formal job application or a letter to a magazine editor. You must write in an appropriate style.
- The instructions include a description of a situation. In response to this situation, you have to write a letter of between 140–190 words.
- You should allow about 40 minutes for this task, including time at the end to check your work.
- You have to organise your text into paragraphs, with a suitable beginning and ending.
- You should write full sentences with correct grammar and punctuation, using a good range of language with accurate spelling.

**Useful language: formal expressions**

Complete the formal expressions with the words given.

**1 Giving a reason for writing**

writing   reply   apply   saw

- a I recently ..... **your advertisement in the newspaper.**
- b I would like to ..... **for the position of trainee chef.**
- c I am ..... **to inform you of a serious incident.**
- d In ..... **to your recent letter, I would like to make two points.**

**2 Describing yourself**

suitable   experience   good   knowledge

- a I have had some ..... **of this kind of work.**
- b I am particularly ..... **at solving problems.**
- c I feel I would be ..... **for the job as I have the right skills.**
- d I have a good ..... **of information technology.**

**3 Complaining**

complain   pleased   disappointed   complaint

- a I was extremely ..... **with the item I bought.**
- b I am writing to ..... **about the service in your shop.**
- c I wish to make a ..... **about the delay in delivery.**
- d I am not at all ..... **about the reply I received.**

**4 Requesting action**

please   like   grateful   must

- a I would be most ..... **if you could send me an application form.**
- b Would you ..... **ensure that this does not happen again.**
- c I feel I ..... **ask you to make a formal written apology.**
- d I would therefore ..... **you to investigate this matter.**

**Text layout; formal & informal language; error correction**

**1 Look at the exam instructions below.**


- 1 What is the situation?
- 2 What did you expect from your evening at the theatre?
- 3 Should you write in a formal or informal style?

You recently attended this event at a city-centre theatre, but you did not enjoy it.

**The perfect evening out!**

- Top-class musical entertainment, with famous artists
- Excellent restaurant
- Discounts available for young people

Write a letter of complaint to the manager, saying what went wrong.

**2**  Look at this letter written by a First candidate. Find and correct the following (1–3):

- 1 poor layout. Where should it be divided into paragraphs?
- 2 two informal expressions, four contracted forms and four uses of informal punctuation. Change these to more formal language.



**3** two mistakes each in verb forms, spelling and capital letters. Correct these.


Dear sir,

I'm writing to you to complain about the musical last night. I was looking forward to seeing your show but I have to say that it was a very disapointing evening. Firstly, my favourite singer Carmen Sánchez didn't perform, without any explanation being given. In addition the show should started at 19.30 as it said in the newspaper, not 20.15! I was sure that discounts were available because I have read that they were, but the tickets office didn't offer them. So I had to pay full price for the ticket. What a terrible shock! After the show I was hungry so I went upstairs to the restaurant, but I was very surprised to find it was closed!

I hope you understand how I feel about this. It certainly wasn't a perfect evening out so I want to have my money back!

Yours Faithfully,

Emilio Ricci

**3**  Study the exam instructions below and the model letter written by Felipe, a very strong First candidate.

- 1 Is Felipe's letter the right length, and written in a suitable style?
- 2 Where does he deal with the three points in the advertisement?
- 3 What else does he say about himself?
- 4 What has he sent with his letter? Why?
- 5 What does he suggest to the employer?

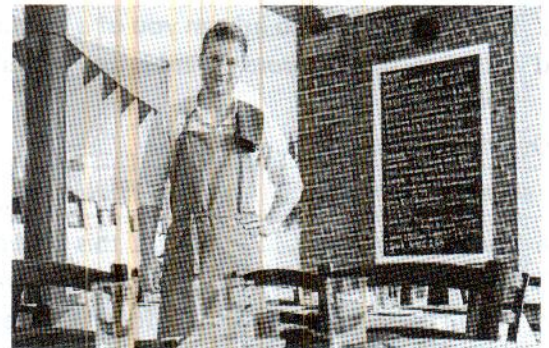
You have seen this advertisement in an English-language newspaper.

**CHILLI PEPPER CAFÉ**  
**Waiter/Waitress required**

The person we are looking for will be:

- good with people
- prepared to work long hours
- experienced in this kind of work

Apply to the manager, Ms Harrison, saying why you are suitable for a job at our café.



**Tip!** You don't have to write any postal or email addresses in either letter or email tasks.

**Write your letter of application.**

Letter begins  
*Dear Ms...* — Dear Ms Harrison,

Correct structure  
for current job — I wish to apply for the post of waiter at the Chilli Pepper Café, as advertised in the newspaper on October 22.  
For the past two years I have been working at McDonald's and there I have gained wide experience in dealing with people. Cooking is the only hobby I have, and so I am very interested in different kinds of food. In view of the fact that I am used to working long hours, I believe I am ideally suited for this job.  
Another reason for applying is that your café is only five minutes away from my home. Consequently, I would have only a short distance to travel every day.

Be polite to  
the employer — I enclose a copy of my curriculum vitae, which will give you further details of my career to date.  
I hope this information will be sufficient for you to consider my application. If you need further details, please do not hesitate to contact me. For an interview I could make myself available at any time.  
I look forward to hearing from you.

Yours sincerely,  
Felipe Martin

Say where  
saw the ad

Formal lin  
expression

Don't use 'I'  
until you g  
the job!

Be helpfu



**Action plan**

- 1 Study the exam instructions below and the situation. Think about who you have to write to, why, and which points to include. Should you use formal or informal language?
- 2 Make a plan and write down all your ideas. How many paragraphs will you need?
- 3 Put your best ideas under paragraph headings. Also note down some words and phrases for each paragraph, including expressions from *Useful language* on pages 38 and 39.
- 4 Write your text, keeping to the topic and to your plan. Use a wide range of vocabulary and grammar, and make sure your handwriting is easy to read.
- 5 Leave enough time at the end to check for mistakes – and that you have written at least 140 words.

**Tip** Always put the opening (e.g. *Dear Frankie* or *Dear Mr Williams*), the closing (e.g. *Best wishes* or *Yours sincerely*) and your own name on separate lines. Never begin *Dear Manager* or *Dear Friend* – use their name.

**Tip** If you begin your letter *Dear Sir* or *Dear Madam*, end it *Yours faithfully*; if you use the person's surname, e.g. *Dear Ms Kay*, end with *Yours sincerely*.

- 1 Look at the exam instructions below.
  - 1 What do you have to read?
  - 2 What kind of job is it?
  - 3 Which points must you deal with?
  - 4 What style should you write in?

You see this advertisement in an English language magazine.

**Temporary staff required**

**Holiday jobs with Countryside Camps**

We are looking for people to work at one of our exciting camps in the heart of the countryside this summer.

Do you enjoy working with young people? Do you like sports? Do you speak English and at least one other language?

If so, apply in writing to: Paul Taylor, Countryside Camps.



Write your **letter of application**.

- 2 Study the exam question and write your answer in 140–190 words in an appropriate style.