

OPEN WORLD

WRITING AND SPEAKING BANKS

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C1

ADVANCED

**STUDENT'S
BOOK**

WRITING BANK

WRITING PART 1: AN ESSAY

1 Study the Part 1 exam task and answer the questions.

- 1 How many of the points in the notes do you have to discuss?
- 2 What do you have to explain about the point(s)?
- 3 Why are the three opinions quotes given?
- 4 Do you have to refer to these opinions in your essay?

2 Study the model answer. Which two of the ways in the notes are discussed? Does the writer make use of any of the opinions?

Your class has listened to a discussion about ways that individuals can help the environment. You have made the notes below:

How individuals can help the environment

- shopping
- food
- travel

Some opinions expressed in the discussion:

“Supermarkets use too much plastic.”

“We should eat less meat.”

“Public transport is better than private cars”

Write an essay discussing **two** of the ways in your notes that individuals can help the environment. You should **explain which way you think is more effective, giving reasons** to support your answer. You may, if you wish, make use of the opinions expressed in the discussion, but you should use your own words as far as possible.

MODEL ANSWER

¹Start by introducing the topic.

³Give specific examples to support your points.

⁵Clearly indicate which of the two ideas you think is more effective/beneficial, etc.

⁶Conclude by summarising your points/arguments/ideas.

¹Many people feel that it is only governments and large corporations that can make a difference to the environment. However, I believe that each individual can contribute by changing their habits in small ways. ²I will explain two ways of doing this and indicate which of them I think would be more effective.

One way we can help the environment is by choosing goods with less packaging. ³For example, in the supermarket, we should buy fruit and vegetables loose rather than pre-packed. Hopefully businesses will gradually realise that customers do not want unnecessary packaging. Similarly, we could ask the government to change the law so that all packaging must be recyclable. ⁴Doing these two things could save millions of trees and reduce pollution in our oceans.

⁵The most effective way of helping our planet would be to switch to plant-based agriculture. Farm animals, especially cows, produce a lot of greenhouse gases and many forests are cut down to provide animals with land for grazing, increasing greenhouse gas levels. Growing food plants instead would actually help to reduce these levels in the atmosphere. It is so easy to cook excellent vegetarian and vegan dishes these days that we no longer need to eat so much meat, and anyone can do it. ⁴Moreover, it would be cheaper for shoppers.

⁶In conclusion, as consumers, our choices matter and can be effective in protecting the planet. Using less packaging and consuming less meat would both make a big difference, with ⁵the second of the two points being, ⁷in my opinion, the more impactful.

²Clearly state which two options you will talk about.

⁴Give reasons for your ideas/arguments

⁷Use phrases to express your opinion.

3 Read the Part 1 task and choose the best introduction and conclusion for the essay, A or B.

Your class has listened to a discussion about how funding should be spent to improve a local park. You have made the notes below:

Ways funding can be spent to improve the local park

- landscaping and design
- an outdoor gym
- a café

Some opinions expressed in the discussion:

“Everyone appreciates a beautiful place to relax.”

“People want to use the park for free exercise.”

“We want to attract more families.”

Write an essay discussing **two** of the ways in your notes the funding might be spent to improve the local park. You should **explain which way would be most beneficial to the community, giving reasons** to support your opinion. You may, if you wish, make use of the opinions expressed in the discussion, but you should use your own words as far as possible.

Introductions

- A** St. Charlotte's park is a place where all members of the community go to relax, exercise and enjoy themselves. In my essay, I would like to discuss two ways of spending money on improvements – landscaping the area and an outdoor gym.
- B** The park already has a lot of plants, trees and flowers, and it is well-designed. We don't really need to spend any more money on them. That is why the options I choose to discuss are the outdoor gym and the café.

Conclusions

- A** To sum up, all three of these ways of spending money are good. I suggest we divide the money between all three of them so that everyone is happy and visits the park more often.
- B** In conclusion, while an outdoor gym would be great for the local community, I prefer the option of spending money on landscaping and planting more trees and flowers as they can be enjoyed by everyone, while also benefitting the environment.

4 Which two body paragraphs below (A–D) use the structure: topic sentence + one main idea + supporting examples/arguments/evidence/reasons?

- A** It is nice to have a drink or snack when you go to the park. On the other hand, not everyone will use the café every time they visit the park. For that reason, I think it would be better to spend the money on landscaping the area, because the main reason people go to parks is to enjoy nature.
- B** The next suggestion I wish to discuss is an outdoor gym. In my view, this is the most beneficial of the three options. Firstly, it will last a long time so will be good investment for the park. Secondly, it will benefit less well-off people who can't afford a gym membership. Thirdly, outdoor gyms, unlike most indoor gyms, can be used by children as well as adults, so it is a healthy activity for the whole family.
- C** My view is that having a café in the park would be the best idea. It would be enjoyable for friends to meet up and share a coffee while enjoying a more natural environment than just sitting in a café in town. Although it would cost money to set up, the money could soon be earned back through the sale of drinks and snacks. This money could be used to benefit the park in one of the other ways.
- D** If you want to have a tea or coffee in the park, you can bring your own from home, which is more economical and environmentally-friendly anyway. Where else can you go to enjoy a beautiful, natural landscape if you live in the city? Not many people have gardens so parks are their only chance to experience nature. Children, in particular, really need to see and learn about trees, plants and flowers.

5 Study the words and expressions in the Key language box.

KEY LANGUAGE FOR ESSAYS

Expressing your opinion: *in my opinion, in my view, I would say that, personally speaking*

Giving reasons for opinions: *this is because, the main reason for this is, due to, because (of)*

Giving examples: *one example of this is, for instance, take for example*

Sequencing: *first of all, to begin with, secondly, next/then, finally, last but not least*

Referring back: *as mentioned earlier, as previously discussed, the former/latter*

Referring forward: *This essay will ... , in the following paragraphs I will ... the purpose of this essay is to ...*

6 Complete the extract by deciding what the function of each gap is and then choosing an appropriate expression from the Key language box. Not all the options fit logically or grammatically.

All of us need to make an effort to stop our planet becoming more damaged. (1) discuss two ways people might protect the environment. (2) , I'd like to discuss the possibility of taking fewer flights (3) , I'll go on to discuss consider the option of reducing meat consumption.

(4) , restricting the number of flights people take won't work. (5) they see that leaders and celebrities are still flying frequently. (6) is that international political conferences still involve each country's representatives travelling thousands of miles by air. (7) , ordinary citizens will not agree to limit their flights if their leaders will not. (8) , I'd focus on developing fuels for aircraft that are less harmful to the environment.

(1) *Referring forward; In the following paragraphs I will*

7 Use the table to plan your response to the exam task below.

Your class has watched a documentary on ways to improve road safety in the town where you are studying. You have made the notes below:

How to improve road safety

- speed limits
- car-free zones
- road safety education

Some opinions expressed in the discussion:

“Drivers need to keep to the speed limit.”

“Cars should be banned from shopping areas.”

“Children should learn about road safety at school.”

Write an essay discussing **two** of the ways to improve road safety in your notes. You should **explain which way would be most effective, giving reasons** to support your opinion. You may, if you wish, make use of the opinions expressed in the discussion, but you should use your own words as far as possible.

	IDEAS	USEFUL PHRASES
Introduction		
Paragraph 1		
Paragraph 2		
(Paragraph 3 – optional)		
Conclusion		

8 Write your essay. Write between 220 and 260 words.

9 Check your essay and make changes if necessary.

- Is your essay clearly divided into paragraphs?
- Does your essay start by introducing the topic?
- Does your introduction state which points you’re going to discuss?
- Have you discussed two out of the three points in the notes?
- Have you clearly stated which of the two points discussed is more effective?
- Have you given reasons/explanations/examples to justify your ideas?
- Have you written between 220 and 260 words?

WRITING PART 2: AN EMAIL / LETTER

1 Study the Part 2 exam task and answer the questions.

- 1 Who should you address your letter to?
- 2 Should you use a formal or informal style?
- 3 What should you include in your letter?

2 Study the model answer. Which cultural activity does the writer want to keep and why?

Due to lack of funding, your local council must spend less money on its regular arts and culture programme next summer. It has asked the public for their views on whether to cancel its music events for teenagers or exhibitions of work by local artists. Write a letter to the council giving your view and suggesting which activity should be saved, and why.

Write your **letter** in reply. You do not need to include postal addresses.

MODEL ANSWER

¹Begin with a formal salutation.

¹Dear Sir or Madam,

I was extremely disappointed to hear about the reduction in spending on your arts and culture programme. I personally feel that all the events the council runs are beneficial for members of our community, and ideally, we should save them all. Nevertheless, it is clear that one of the activities you have mentioned will need to be cut and ²I'm writing to express my opinion on this.

³Clearly state your opinion as required by the task.

³I feel very strongly that the exhibitions by local artists should be preserved.

⁴There are several reasons for this. ⁵Firstly, the exhibitions are always well attended by people of all ages. School groups usually visit them as well as families with children and the elderly. ⁵Secondly, many local artists have launched their careers through these exhibitions and brought fame to our area. Thirdly, the council receives income from the sale of artwork, which partially covers the cost of running the exhibitions.

⁴Give reasons for your opinion(s).

Although I do not support any loss of cultural activities, I suggest that music events for teenagers are a less valuable use of resources than art exhibitions.

⁴That is because they are aimed at a limited group of people. Many older teenagers have already left for college or university, so the events only benefit the 13-17 age group. Moreover, there are a large number of concerts and festivals in neighbouring towns that young people can attend quite easily.

⁶End by stating what you want the recipient to do.

⁶Therefore, I would like to request that you continue to promote local artists by maintaining the art exhibitions.

⁷Yours faithfully,

²Make the purpose of your letter clear in the first paragraph.

⁵Use sequencing language when you want to list your points.

⁷Close your letter in a formal way.

3 Read the task. Then choose the five most suitable sentences to include in an answer.

You see this ...

Your local library is due to close next year as it is expensive to run. You think the library should remain open. Write an email to your local council in which you give your reasons for wanting to save the library, explaining its importance to the community and suggesting two ways in which it could remain open in the future.

Write your **letter** in reply. You do not need to include postal addresses.

- 1 I've got to say that the library is absolutely brilliant, with some really cool books.
- 2 Not only is the library of importance to students, it is also essential for those who do not have computers at home.
- 3 I am writing with regard to the proposal to close Bexhampton Library.

4 The library shouldn't close because my grandma likes it there very much and uses it all the time.

5 One idea for keeping the library open would be to use volunteers to man the reception.

6 We must keep the library open because everyone agrees that the decision to close the library is completely stupid.

7 In conclusion, the library provides a range of valuable services to the community and should remain open.

8 Another suggestion is to hold regular fund-raising events to cover the cost of new resources.

9 Let's have a bake sale to get some money for books, because everyone loves cakes, right?

4 Match the unsuitable sentences in Exercise 3 to the reasons they are not appropriate.

- A The language is too informal for the target audience.
- B The statement is too vague and the tone is impolite.
- C The reasons given should refer to benefits to the community, not just individuals.

5 Put the five suitable sentences from Exercise 3 in the correct place in the exam task plan.

Paragraph 1: The purpose of your letter Sentence 3

Paragraph 2: Reasons for saving the library Sentence _____

Paragraph 3: Ways it could remain open Sentences _____
and _____

Paragraph 4: Summary Sentence _____

6 Are the sentences below more suitable for a formal (F) or informal (I) email/letter?

- 1 I think it'd be a brilliant chance for you.
- 2 Don't forget to let me know how you get on.
- 3 I would be grateful for the opportunity to be involved with the project.
- 4 I've been to that park a couple of times.
- 5 I have travelled widely, which has given me a broader perspective on life.
- 6 We appreciate the effort you have made on our behalf.
- 7 Well, actually, I'm pretty good at working with others.
- 8 Could you provide me with further information on this?

7 Study the words and expressions in the *Key language* box.

KEY LANGUAGE FOR EMAILS AND LETTERS

	FORMAL LETTERS/ EMAILS	INFORMAL LETTERS/EMAILS
Greeting	Dear Sir/Madam, (name not known) Dear Mr/Mrs/Ms + (surname) To whom it may concern, (name not known)	Dear Jilly, Hi Brenda,
Opening	I am writing to respond to / apply for / complain about / apologise for ...	Thanks for your email. How's it going?
Closing	I look forward to hearing (back) from you (at your earliest convenience).	I'd better end there. Write soon / See you soon.
Goodbye	Yours faithfully, ... (after Dear Sir/ Madam) Yours sincerely, ... (if you know the name of the person)	All the best, Best wishes, Love from,

8 Decide if the words/phrases below are more suitable for a formal or informal letter/email and which part of the letter/email you would find it in (*opening, closing or goodbye*).

- 1** Sorry for not writing sooner. *informal, opening*
- 2** Please do not hesitate to contact me if there is any other information you require.
- 3** I've been meaning to write for a while.
- 4** Let me know as soon as you can.
- 5** The purpose of this email is to ...
- 6** Regards,
- 7** Glad to hear that you're enjoying your new job.
- 8** Hope you are well.
- 9** Take care of yourself,
- 10** I hope I have provided you with the information you requested.

9 Read the exam task and use the table to plan your letter.

You have received the email below from a friend.

I'm thinking about doing a short course in photography this summer. I know you did one last year. Would you recommend it for a beginner like me? What features of the course did you find most useful and do you think it was value for money?

Thanks for your help!

Jacob

Write your **email** in reply.

	<i>IDEAS</i>	<i>USEFUL PHRASES</i>
Opening		
Most useful features		
Suitable for beginners?		
Value for money?		
Recommendation		
Ending		

10 Write your email. Write between 220 and 260 words.

11 Check your email and make changes if necessary.

- Have you started with an informal salutation?
- Have you referred to Jacob's email?
- Have you clearly stated whether you recommend the course for a beginner?
- Have you described the features that were useful?
- Have you explained whether you think the course was good value for money?
- Have you used appropriately informal language throughout?
- Have you ended your email appropriately?
- Have you used between 220 and 260 words?

WRITING PART 2: A REVIEW

- 1** Read the exam task. What three points should you include in your review?

A new shopping mall opened in your town recently. You have been asked to write a review of it for a local newspaper, describing what kind of shops and facilities are available. Explain one or two of the features that make the shopping mall special, and suggest any improvements that would make it provide better for needs of the local community.

Write your **review**.

- 2** Study the model answer and answer the questions.

- 1** Does the review cover all the points in the task?
- 2** How many of the mall's positive aspects does the writer describe?
- 3** Is the language in the review appropriate for its target audience?

- 3** Read the exam task and complete the paragraph with the words in the box.

A gaming magazine is asking for reviews of newly released computer games. You should say how the game compares with similar games you have played, what you liked most about it and how you think it could be improved.

Write your **review**.

as more most much prefer
rather unlike wide

In Other Waters is different from any other science-fiction game I have played. **(1)** most games which take place on earth or in space, this game is played under the ocean. It is a **(2)** gentler game than others, allowing you to explore and learn **(3)** than simply fight an enemy. Even though it is **(4)** educational than many games, *In Other Waters* is just **(5)** engaging as other games I have played, because you are responsible for the well-being of the main character, Ellery. I feel the game will appeal to a **(6)** variety of people because it includes scientific knowledge as well as the usual excitement of gaming. Generally, I **(7)** slightly faster-paced games, but this is still one of the **(8)** fascinating games I've played.

MODEL ANSWER

¹Start with a general comment on how you know about the product or service.

²Make sure your review focuses on the specific aspects outlined in the task.

⁵Finish with a summary of your overall view and recap any main points briefly.

⁶Include a recommendation.

¹Like many other people in Newtown, I was delighted to hear the long-awaited mall would finally be opening. I went along a few weeks after it opened with a group of friends, and we were not disappointed.

Unlike many other shopping centres, the new mall offers more than just shops. The children's play area, cinema, bowling alley and food court make it a place that will appeal particularly to families and teenagers. ²What makes the mall stand out is its ³marvellous atmosphere. The music being played is ³upbeat and the water fountains and plants give it a ³more natural and calming feel than you might expect. ²Another special feature is that the food court has more of an emphasis on healthy eating, with salad and juice bars in addition to the usual fast food outlets. ⁴For me, this was a major plus point.

On the flip side, I would like to see a wider variety of shops. At present, the mall only has the typical high street stores selling clothes and shoes. In my view, this is too limited, making it less attractive for shoppers. ²Currently there are no designer or independent shops selling something a little different. However, there are some vacant shops, so hopefully this will change.

⁵Overall, the Central Mall is a great addition to Newtown, offering entertainment, dining and shopping facilities for the whole family in a relaxing atmosphere. There is some room for improvement in terms of the current lack of variety in choishops, but nevertheless,

⁶I strongly recommend visiting it.

³Use complex descriptive adjectives and phrases.

⁴Make it clear which aspect(s) you liked most.

4 Make the sentences more emphatic using cleft sentences. Begin each sentence with the word in brackets.

- 1 The storyline impressed me most. (It) *It was the storyline that impressed me most.*
- 2 I liked the sound effects best. (What)
- 3 I was disappointed because I couldn't get to the highest level. (What)
- 4 The quality of the animation really stands out. (It)
- 5 I like the way you are forced to use your brain. (What)
- 6 The designers went wrong by making the higher levels too difficult. (Where)

5 Replace the underlined descriptive language in the sentences with the synonyms in the box. The number of possible answers is given in brackets and the synonyms can be used more than once.

absolutely atrocious absolutely breath-taking
 absolutely extortionate absolutely riveting
 beautifully designed excessive to say the least
 extremely user-friendly not of a high standard
 not up to scratch totally awesome shockingly bad
 well thought-out utterly gripping

- 1 The film was very interesting. (2)
- 2 The photography was really beautiful. (2)
- 3 The game play was not so good. (2)
- 4 The website was very easy to navigate. (3)
- 5 Anne Hathaway's portrayal of the heroine, Selena, was very good. (4)
- 6 The service at the restaurant was really awful. (2)
- 7 For what you receive, I think the price you pay is extremely high. (2)

6 Study the words and expressions in the Key language box.

KEY LANGUAGE FOR REVIEWS

Comparing and contrasting: (not) as + adj + as, although, however, in spite of, on the one/other hand, whereas, unlike

Praising: what I impressed me most was, it was the (noun) that most stood out for me, one/another of the plus points/benefits/advantages of this is ...

Criticising: one of the main drawbacks is, one area/thing that could be improved is, on the negative side, it is probably not suitable/appropriate/ideal for, I was a little/extremely disappointed with ...

Suggesting and recommending: One area/improvement that could be made is, I would suggest that, I wholeheartedly/highly/strongly recommend, I (strongly) advise against, If I were you, I would avoid/steer clear of this ...

7 Correct the mistakes in the sentences. One of the sentences is correct.

- 1 Although I enjoyed the film, it was not as good than the other films in the series.
- 2 What did impress me most was the band's performance in a live context.
- 3 In spite of the restaurant was crowded, the staff were always very attentive and helpful.
- 4 It was the scenery that stood out the more.
- 5 Personally, I strongly advise to not buy the app.
- 6 In conclusion, I would strongheartedly recommend to visit the nature reserve.
- 7 If I were you, I avoid this film like the plague.
- 8 Whilst I liked the book, it is probably not suitable for younger children.

8 Read the exam task and use the table to plan your review.

A travel magazine has asked for reviews from people who have made interesting journeys on public transport in their country. You decide to write about a journey you have made, briefly describing where you went and your reason for choosing public transport. Your review should explain what was interesting about the journey and encourage other people to consider going on journeys by public transport themselves.

Write your **review**.

PARAGRAPHS	IDEAS	USEFUL PHRASES
Introduction (Why you decided to use public transport)		
Where you went and type(s) of transport used		
What was interesting about the journey		
Conclusion (encourage others to use public transport)		

9 Write your review. Write between 220 and 260 words.

10 Check your review and make changes if necessary.

- Have you explained why you decided to use public transport?
- Have you written about where you went?
- Have you highlighted some interesting aspects of the journey?
- Have you encouraged others to use public transport?
- Is your writing clearly divided into paragraphs?
- Have you used language for comparing, praising, criticising, suggesting and recommending?
- Have you written between 220 and 260 words?

WRITING PART 2: A REPORT

1 Read the exam task. What four points do you need to cover in your report?

Your school recently held a one-day international food festival. You have been asked by the Principal to write a report of the event.

Your report should briefly describe the main activities of the event and explain which were the most popular and why. You should also suggest how the event could be improved and whether or not you would recommend holding the festival again in the future.

Write your **report**.

2 Study the model answer. How many areas for improvement does the writer mention?

3 Read the exam task and choose the best heading for each paragraph.

You worked as an activities organiser in a summer camp for children. The camp director has asked you to write a report about the camp.

In your report you should evaluate the camp, saying which activities the children enjoyed most and which were less popular and why. Make recommendations on how the camp could be improved for next year.

Write your **report**.

Paragraph 1: *Report on the camp/Why I went to camp/Introduction*

Paragraph 2: *Overall evaluation/Children's opinions of the camp/The camp was great*

Paragraph 3: *The activities that were most enjoyed/Most popular activities/So what were the best activities?*

Paragraph 4: *What we should do differently next time/Recommendations/My opinion*

MODEL ANSWER

¹Divide your report into sections with headings.

¹Introduction

²Broadbridge High School held its first international food festival on May 27th in the school grounds. It was organised by the festival committee, which included students, teachers and an advisor from a local restaurant. There were over 70 different food stalls and more than 650 visitors.

²Your introduction should contain factual information about the subject of the report to give context.

³Make sure you cover what the task asks you to discuss.

³Main activities

The main activities included cookery demonstrations and classes, food tastings and a 'bake-off' competition, which ⁴most people considered the highlight of the day. Inspired by the popular television show, the bake-off was organised in age categories, giving ⁴a large number of students and adults the opportunity to show off their skills. ⁵Another favourite was the sushi-making masterclass by Chef Yoshi from Café Tokyo. Participants were fascinated to learn the secrets of this highly artistic Japanese dish.

⁴Use a range of quantifiers to report on different people's opinions.

⁵Use phrases of addition to add similar points.

³Areas to improve

Visitors ⁶expressed the opinion that the variety of drinks available did not match the food and drinking water ran out by 2 p.m. Furthermore, several ⁶raised concerns about environmental issues, particularly the use of disposable plates and cutlery.

⁶Use reporting verbs to give other people's opinions.

Conclusion and recommendations

³I would definitely recommend holding a similar event next year. Based on the aforementioned problems, I would suggest the following:

⁷You can use bulleted or numbered lists for the recommendations if you have more than one.

- ⁷1. Install more water coolers and washing facilities so cups can be reused. Ask people to bring their own water bottles to refill.
2. Invite stallholders to provide soft drinks, juices and teas typical of their cuisines.
3. Consider hiring plates and cutlery next year.

4 Match the three parts of the sentences to make recommendations with justifications.

- 1 It is recommended that
 - 2 I would strongly suggest
 - 3 One improvement we could try is to
 - 4 I would advise
- A against having video games available
 - B allow the children to use Wi-Fi in the evenings for an hour
 - C more helpers are hired for the busiest months
 - D increasing the number of team sports
- i in order to prevent arguments about losing contact with their friends.
 - ii because the camp is meant to promote physical exercise and spending time in nature.
 - iii as these are the most popular activities.
 - iv due to the amount of children who attend at that time.

5 Complete the report extract with the linking words and phrases in the box. There are four options you do not need.

also although because due to in addition
on the other hand particularly specially
therefore the reason is too

Swimming was the possibly the most popular activity for most of the children who attended the camp. (1) _____, a large number of them enjoyed arts and crafts, (2) _____ making jewellery and many of them (3) _____ had fun sketching the trees and flowers. Pottery was another popular activity. (4) _____, the nature walks were reportedly not as enjoyable as in previous years. This seems to be (5) _____ the duration, which the students felt was too long. Furthermore, (6) _____ the children are generally interested in nature, they felt there was too much information given, making it 'like school'. (7) _____, it might be a good idea to make the nature walks shorter next time.

6 Study the words and expressions in the Key language box.

KEY LANGUAGE FOR REPORTS

Adding supporting points/arguments/evidence:

in addition, what is more, moreover, furthermore, added to this is the fact that, another aspect/suggestion/improvement ...

Making recommendations: *Try + -ing, consider + -ing, I would recommend/suggest/advise ..., it is recommended/suggested that ..., I have no hesitation in recommending ..., it might be a good idea to ...*

Reporting: *report/feel/consider/state/complain/believe/expressed the opinion + that ...*

Talking about groups of people: *The (vast) majority, most, a few, several, (about/around) half/ a third/a quarter (of), nearly everyone*

7 Report the data in the questionnaire below using the given verb in brackets and an appropriate quantifier.

FOOD FESTIVAL QUESTIONNAIRE

- 1 Did you attend the event on both days?
Yes: 51 No: 49 (say)
About half of the people said they attended the event on both days
- 2 Was the event well organised?
Yes: 93 No: 7 (feel)
- 3 Was the event good value for money?
Yes: 25 No: 75 (believe)
- 4 Did you enjoy the event?
Yes: 97 No: 3 (say)
- 5 Was it easy to book online?
Yes: 53 No: 47 (report)
- 6 Was there a good variety of food stalls?
Yes: 85 No: 15 (think)

8 Read the exam task and use the table to plan your report.

You attended a short course related to one of your hobbies. The course organiser has asked you to write a report on the course.

In your report, you should describe the course, say which aspects of it you found most useful, and make recommendations on how the course could be improved to meet the needs of all the course participants.

Write your **report**.

SECTION	IDEAS	USEFUL LANGUAGE
Introduction: description of course		
Useful aspects of course		
Aspects that could be improved		
Conclusion – Recommendations		

9 Write your report. Write between 220 and 260 words.

10 Check your report and make changes if necessary.

- Have you used headings to organise your answer?
- Does your introduction explain the context for the report?
- Have you covered the three points in the task?
- Have you used language for recommendations?
- Have you divided your report into sections with appropriate headings?
- Have you used a formal or neutral tone?
- Have you written between 220 and 260 words?

WRITING PART 2: A PROPOSAL

1 Read the statements about proposals and reports and decide if they are T (True) or F (False).

- 1 Proposals and reports usually have similar structures.
- 2 For both, the target audience is always a superior, such as a teacher or a manager at work.
- 3 Both may require the candidate to evaluate something and make suggestions.
- 4 A key difference is that a report focuses on a future event/situation whereas a proposal focuses on a past one.

2 Read the exam task. What three points should you include in your proposal?

Your town has a swimming pool which closed down a few years ago. You would like to see the pool restored for the people of the town.

Write a proposal to the Town Council, saying why you think the swimming pool should be re-opened, how it would benefit the town, and suggesting ways to cover the costs.

Write your **proposal**.

3 Study the model answer. How many benefits does the writer mention in the proposal?

4 Find three more examples of the passive in the proposal.

5 Which sentences can be changed into the passive? Rewrite the sentences you choose.

- 1 We can reduce costs by using local volunteers.
Costs can be reduced by using local volunteers.
- 2 The pool was a wonderful place to get fresh air.
- 3 Public transport issues make it difficult for people on low incomes to get to other pools in the area.
- 4 Local people have requested the reopening of the pool.
- 5 Local businesses will share the profits from the pool.
- 6 We should give free swimming lessons to children under the age of ten.
- 7 Older members of the community will benefit from doing more exercise in a safe environment.
- 8 We can organise a charity event to raise money for the renovations.

MODEL ANSWER

¹Divide your proposal into sections with appropriate headings that summarise the section content.

³In the 'body' paragraphs, address the three aspects you are asked to discuss in the task.

⁴Use language of suggestion and persuasion.

¹Background

The Black Rock Lido was an important outdoor recreational facility for the town of Chester Bridge. ²The pool was closed down in 2005 and residents who wish to go swimming now need to travel six miles to the nearest pool in Brightsea. However, a recent survey has shown that the majority of local people would like to see the renovation and reopening of our pool.

Benefits

³Swimming is a healthy activity for people of all ages. It is also important for all adults and children to have this vital life skill for their own safety. The pool was a wonderful place to get fresh air and spend time with friends and family. Those who don't have cars will find it particularly useful, as public transport to Brightsea is quite infrequent.

The cost of the pool

⁴I suggest that half the cost of the redevelopment of the pool is paid by the Town Council, with the rest of the money coming from fundraising activities. ⁴A committee should be appointed to oversee this, which should include representatives from the Town Council as well as members of the public. ²Local businesses can be asked for contributions in exchange for a share of the profits that the pool will make in the future, or to advertise there.

Conclusion

⁵The reopening of the Black Rock Lido will benefit both local residents and visitors to the town. The costs of the redevelopment will be recuperated from admission fees once the pool is open.

²Use the passive where appropriate to give a more formal, objective tone.

⁵Don't include new ideas in the conclusion. Use it to sum up the ideas already presented.

6 Read the task. Then choose the four most suitable sentences to include in the proposal.

Your school library has a large number of unused books. You don't want them to go to waste.

Write a proposal to your school principal, suggesting what could be done with the books. Give reasons for your proposed course of action, suggesting how it would benefit the school. Provide some practical suggestions as to how it could be achieved.

Write your **proposal**.

- 1 As we all know, the school library moved to its present location in 2010, because the book collection had grown too large for the original site.
- 2 The books need to be delivered to the charity's headquarters, which parents and teachers have volunteered to do.
- 3 The school will gain good publicity from the event, which we will share on our website, social media and the local newspaper.
- 4 Most of our classes now use e-books, which is much easier for students as they no longer have to carry heavy text books around.
- 5 The charity we are donating to, Books for Friends, was established in 1989 by Linda Warren, a former politician and government minister who spent a lot of time working with poorer communities.
- 6 Books which are out of date can still be used by children who may not have access to any books at all.
- 7 Library staff have identified a total of 364 books which are soon to be removed from circulation.
- 8 Our school library has spent a similar amount on resources in the last five years, but a higher proportion is now spent on e-books.

7 Match the correct sentences from Exercise 6 with the sections of a proposal (a–e). There is one section you do not need.

- | | |
|------------------------------------|--------------------------------|
| a Introduction | d Practical suggestions |
| b Reasons for your proposal | e Conclusion |
| c Benefits to the school | |

8 Study the words and expressions in the Key language box.

KEY LANGUAGE FOR PROPOSALS

Making suggestions: *I suggest/propose/recommend (that) ..., It would be advisable to ...; one idea/suggestion/possibility would be to ..., It's worth considering ..., one option might be to ...*

Justifying/explaining: *the reason/rationale/justification for this is ..., for this reason ..., on the grounds that ..., with the purpose of ..., due to ...*

Discussing consequences: *as a result, this would allow us to ..., the benefit of this would be ..., This will/would result in ..., If we do not ..., the consequences will/could/may be ..., the problem with this is ...*

Concluding/summarising: *in summary/conclusion, to sum up, overall*

9 Complete the proposal extracts with one word in each space.

Donation to charity

At present we have a large number of books which are no longer used by pupils. The student's association feels that they are going to waste and we (1) donating these books to a local charity on the (2) that they could still be put to good use.

Organising the donation

(3) idea would be to ask students and staff for donations of their own to increase the overall donation. We (4) bring them to school and deliver them to the charity at the same time. What is (5) , it will benefit the school if we take photos of the event and send them to the local newspapers. This will (6) in good publicity for the school. We (7) even feature the event on the school's website for extra publicity.

10 Read the exam task and use the table to plan your proposal.

You belong to a sports club and would like to propose the introduction of more sports and activities.

Write a proposal for the club manager, explaining why you feel change is needed. Suggest which sports and activities should be added, explaining how they will benefit the members and the club in general.

Write your **proposal**.

SECTION	IDEAS	USEFUL LANGUAGE
Introduction – purpose of the proposal		
Why change is needed		
Proposed sports		
Benefits		
Conclusion		

11 Write your article. Write between 220 and 260 words.

12 Check your proposal and make changes if necessary.

- Have you used headings to organise your answer?
- Does your introduction explain the context for the proposal?
- Have you covered the three points in the task?
- Have you used language for recommendations?
- Have you divided your proposal into sections with appropriate headings?
- Have you used a formal or neutral tone?
- Have I written between 220 and 260 words?