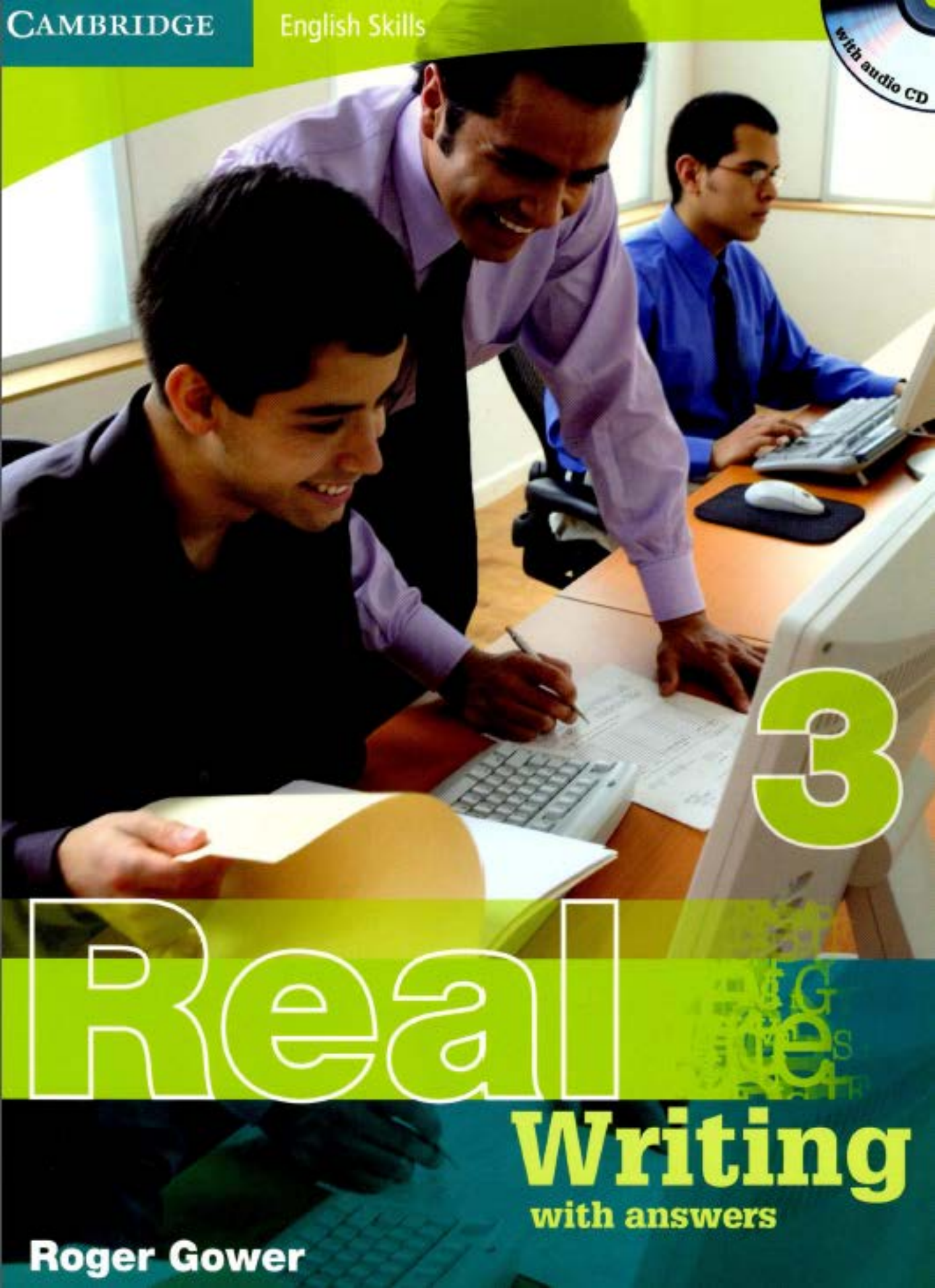


CAMBRIDGE

English Skills

with audio CD



3

Real

Writing
with answers

Roger Gower

Contents

Map of the book	4
Acknowledgements	6
Introduction	7

Social and Travel

Unit 1	Are there any rooms free?	10
Unit 2	Thanks and best wishes	14
Unit 3	Lost!!!	18
Unit 4	Fill in this form, please	22
Unit 5	The most amazing place!	26
Unit 6	I thought it was great!	30
Review 1		34

Work and Study

Unit 7	Keep it brief	38
Unit 8	Here's what to do	42
Unit 9	Let me write that down	46
Unit 10	Our sincere apologies	50
Unit 11	What time do you arrive?	54
Unit 12	Can you write a report?	58
Unit 13	The general idea	62
Unit 14	Handing in a good essay	66
Unit 15	Facts and figures	70
Unit 16	Short and to the point	74
Review 2		78

Appendices

Appendix 1	Useful language	82
Appendix 2	Punctuation	87
Appendix 3	Spelling	88
Appendix 4	Linking expressions	89
Audioscript		90
Answer key		96

Map of the book

	Unit number	Title	Topic	How to ...
Social and Travel	1	Are there any rooms free?	Holiday accommodation	<ul style="list-style-type: none"> write to a hotel to get information about services write to find out about accommodation divide an email into well-organized, logically ordered paragraphs write in a suitable style for the situation
	2	Thanks and best wishes	Personal communication.	<ul style="list-style-type: none"> write a polite letter of sympathy write a polite but friendly letter of congratulation write in a polite and formal style when necessary write in a polite and friendly style when necessary use a good range of appropriate vocabulary when writing
	3	Lost!!!	Renting, selling and trying to find	<ul style="list-style-type: none"> write a short, clear small ad for a noticeboard write a small ad for a newspaper logically structure a small ad use abbreviations in notices use participles in notices
	4	Fill in this form, please	Banking, postal and other services	<ul style="list-style-type: none"> understand the headings on an application form complete a form clearly and accurately use the correct spelling on a form use the requested style write figures in words
	5	The most amazing place!	Descriptions of places	<ul style="list-style-type: none"> write an email describing a place write a travel blog use adjective phrases to make descriptions vivid use capital letters and punctuation correctly
	6	I thought it was great!	Website reviews	<ul style="list-style-type: none"> write an informal review for a website write persuasively use adverb + adjective combinations for personal opinions use linking expressions correctly
Work and Study	7	Keep it brief	Functioning at work	<ul style="list-style-type: none"> use abbreviations effectively listen and take short, clear notes write simple messages
	8	Here's what to do	Instructions and guidelines	<ul style="list-style-type: none"> write instructions saying how something works use imperative forms to give instructions present instructions clearly use sequence words to show the order things happen

Unit number	Title	Topic	How to ...
9	Let me write that down	Meetings, seminars and tutorials	<ul style="list-style-type: none"> select the most important information make notes while participating in a meeting or seminar lay out and organize notes logically and clearly use abbreviations and symbols appropriately in notes write up notes clearly
10	Our sincere apologies	Work correspondence	<ul style="list-style-type: none"> write a letter of complaint write a letter/email of apology decide when to use formal/informal language
11	What time do you arrive?	Work correspondence	<ul style="list-style-type: none"> write a formal email about travel plans write in a polite but friendly style use future forms to talk about travel plans write an itinerary
12	Can you write a report?	Report writing	<ul style="list-style-type: none"> write a well-structured report based on interviews write in an appropriate neutral style for a report write a report based on notes improve an unedited text
13	The general idea	Gathering information	<ul style="list-style-type: none"> make notes of key information in a text make a summary of key information for review/revision purposes use relative clauses correctly in descriptions
14	Handing in a good essay	Essay writing	<ul style="list-style-type: none"> organize a paragraph plan for an essay focus attention at the beginning of a paragraph write clear, logical sentences use reference words to avoid repetition write a clearly argued and well-balanced essay
15	Facts and figures	Report writing	<ul style="list-style-type: none"> interpret information for a report describe graphs, charts and tables select and summarize the most important information describe information in a logical order write a report describing information in charts
16	Short and to the point	Report writing	<ul style="list-style-type: none"> skim an article and identify key points sequence the points in logical order for a summary rewrite and summarize key points in your own words use quotations, where appropriate, with correct punctuation write compound and complex sentences