

CAMBRIDGE

English Skills

With audio CD

4

Real

Writing

with answers

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# Map of the book

	Unit number	Title	Topic	How to ...
Social and Travel	1	<b>Somewhere to stay</b>	Holiday accommodation	<ul style="list-style-type: none"> <li>write an email in concise, polite, businesslike English, stating your accommodation requirements and asking for further information</li> <li>complete a booking form stating your requirements and asking about the availability of accommodation</li> <li>understand and use a range of accommodation vocabulary and expressions</li> </ul>
	2	<b>Let's keep in touch</b>	Contacting friends	<ul style="list-style-type: none"> <li>distinguish between letters and emails in terms of style and structure</li> <li>plan and write personal letters and emails</li> <li>write emails using features of informal English typically associated with email writing</li> </ul>
	3	<b>Forms and more forms</b>	Dealing with bureaucracy	<ul style="list-style-type: none"> <li>understand language commonly used on forms</li> <li>complete forms using appropriate language</li> <li>identify and correct inappropriate language on a form</li> </ul>
	4	<b>Dear Sir,</b>	Letters to newspapers	<ul style="list-style-type: none"> <li>write a structured letter to a serious newspaper, using formal English</li> <li>use a range of words to qualify your opinions</li> </ul>
	5	<b>It's not good enough</b>	Letters of complaint about goods and services	<ul style="list-style-type: none"> <li>write a formal letter of complaint</li> <li>avoid repetition when using formal language</li> <li>use a range of expressions appropriate to formal letters of different kinds</li> </ul>
Work and Study	6	<b>This is my life</b>	Writing a CV / résumé	<ul style="list-style-type: none"> <li>write a CV</li> <li>write a covering letter to accompany a CV</li> <li>reduce full sentences to notes</li> </ul>
	7	<b>Private and confidential</b>	Writing job references	<ul style="list-style-type: none"> <li>recognize the differences between different types of job references</li> <li>write job references in two different formats</li> <li>use relative clauses in formal writing</li> </ul>
	8	<b>According to our survey</b>	Customer surveys	<ul style="list-style-type: none"> <li>write a report in clear sections and include appropriate sub-headings</li> <li>incorporate reduced relative clauses into your writing</li> </ul>
	9	<b>The product for you</b>	Taking notes from a product presentation	<ul style="list-style-type: none"> <li>write a note-taking framework</li> <li>take notes from a product presentation</li> <li>reduce complete sentences to noun phrases</li> </ul>

Unit number	Title	Topic	How to ...
<b>10</b>	<b>I'll email you</b>	Workplace correspondence	<ul style="list-style-type: none"> <li>understand the main differences between traditional letters and emails in work-related contexts</li> <li>write work-related emails using clear, simple language</li> <li>incorporate abbreviations and acronyms in emails when appropriate</li> </ul>
<b>11</b>	<b>This is the course for me</b>	Writing a personal statement	<ul style="list-style-type: none"> <li>write a personal statement in formal, accurate language</li> <li>express interest and enthusiasm without sounding over-confident</li> <li>edit and correct inappropriate or incorrect language</li> <li>write complex sentences incorporating a number of clauses</li> </ul>
<b>12</b>	<b>Listen and take note!</b>	Taking notes in a talk or lecture	<ul style="list-style-type: none"> <li>listen to a talk or lecture and select key points of information</li> <li>write notes quickly and economically, omitting words, using symbols, abbreviations and other visual devices</li> <li>organize notes clearly using numbers, letters and bullets</li> <li>select key points from written notes</li> </ul>
<b>13</b>	<b>Today's seminar</b>	Preparing a classroom presentation	<ul style="list-style-type: none"> <li>write prompt cards to refer to during a presentation</li> <li>write a handout to accompany a presentation</li> <li>use various devices to highlight key features of a presentation</li> </ul>
<b>14</b>	<b>To sum up</b>	Summaries of written texts	<ul style="list-style-type: none"> <li>distinguish between key information and unnecessary detail in written texts</li> <li>write a summary in your own words by paraphrasing original text language</li> <li>use pronouns and other reference words to ensure that a summary coheres</li> </ul>
<b>15</b>	<b>In my view</b>	Arguing a point of view	<ul style="list-style-type: none"> <li>plan, structure and write a discursive essay</li> <li>express ideas and opinions formally in writing</li> <li>use commas appropriately in formal English</li> </ul>
<b>16</b>	<b>According to statistics</b>	Interpreting statistics	<ul style="list-style-type: none"> <li>write a structured report based on information presented in tables and graphic form</li> <li>use a range of expressions to refer to statistical trends and movements</li> </ul>