Formal Writing (CAE Objective)

Complete the paragraphs with connecting words from the boxes.

secondly	moreover	finally	firstly

The people present raised a number of objections to the plan for the club's yearly programme proposed by the committee. **(1)** ....., they felt that the proposed programme did not contain enough to attract new members. **(2)** ..... they considered that there were not enough meetings geared towards younger members. **(3)** ..... several people made the point that the events suggested were not varied enough. **(4)** ..... it was suggested that some new young members be co-opted onto the committee and a new programme be proposed as soon as possible.

so that	however	consequently	although

Having been employed as an accountant for five years in a small printing company, I have gained considerable experience and **(5)** ..... I very much enjoy my work, I would now like to work for larger organisation. **(6)** .....
I can take on a role with more responsibility, I would like to apply for the job of management accountant that you are advertising on your website. I have taken eight of the Institute of Accountants' exams and have received very good grades (see attached CV). **(7)** .....,
I still have another six exams to take before I can become a member of the Institute of Accountants. **(8)** ....., it is very important to me that I am able to continue my programme of studies in my new job.

after that	finally	because	especially	then
firstly	when	gradually		

If you have only a couple of hours to spend in the countryside near our city, **(9)** ..... this is the most valuable way to spend them.
(10) ....., starting from the city centre, walk out of town along the river. You will see the last blocks of flats (11) ..... you have been walking for about two kilometres.
(12) ..... you will move into a more natural area where there are cottages and gardens where vegetables are grown. You will probably see some very colourful boats along the way.
(13) ..... you will be completely out of the town and will be able to enjoy magnificent views over the local countryside. Keep an eye open **(14)** ..... for bird life and for flowers **(15)** ..... both are particularly rich in this area. **(16)** ..... you will come to an attractive place near the river where you can enjoy lunch or a drink before catching a bus back to the city.

6 You have seen this notice in your college newsletter.

We would like to improve the information for new students on our college website. At present, the website has lots of factual information about courses. We would like to include more advice for new students. We would appreciate your views on topics such as study skills, living in a new city, dealing with finances and making new friends. Please write to the website director, explaining what sort of advice new students might find useful.

Write your letter in 220–260 words in an appropriate style.

LIVEWORKSHEETS