Things you have to carry in a car

2. Look at the pictures and name the items using the words in the box:

first-aid kit	mobile phone	fire extinguisher	warning triangle
traffic cones	blanket	car jack and wrench	safety vest
battery	jump leads	toolbox	can of engine oil



1 _____



2 _____



3 _____



4 _____



5 _____



6 _____



7 _____



8 _____



9 _____



10 _____



11 _____



12 _____

3. Make sentences about the things you have to / do not have to, must or should carry in your car

Use the following modals:
have to/must
mustn't
don't have to/needn't
should/shouldn't

1.
2.
3.
4.

Vocabulary Tip

You can say **safety vest** or **reflectant jacket**.

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Writing

Writing effective e-mails

- **An email should be clear and concise.** Avoid long introductions and details. Using as few words as possible, introduce who you are, context if necessary, and why you are emailing. Jump to the point. State it clearly using minimal words. Don't be ambiguous.
- **Be personal.** Address the person by name, sign the email with your own name and a friendly comment like "Enjoy your weekend!"
- **Use simple English.** An email shouldn't be too formal. Write like you talk, using conversational English. Be authentic and realistic.
- **Format matters.** Make emails easy to read keeping paragraphs short. Highlight keywords (bold or italic) for emphasis.
- **Review for simplicity and clarity.** Read through the finished email and remove unnecessary words or sentences.

Adapted from http://thinksimplenow.com

1. Read these emails carefully. Match each email and the answer sent:

Date: 6th March, 2012

To: cars&cars@gmail.com / uk
From: alexsmith@hotmail.com/ mariaperez@gmail.com/moconell@gmail.com
Subject: car check needed
Cc:
Attached:

1. I have a problem with my car. I think it needs a quick check before going on holiday. I am going to travel abroad with it at Easter and I want it to be safe.

   Please, check the tyres and the braking system. Will you have a look at the oil level too?

   Please, let me kmow when I should take it to the garage. Thanks in advance.

   Alexander Smith My mobile: 667993101

2. Good morning. I'm Maria Pérez.

   Can I bring my car to your garage tomorrow morning? The steering wheel is not centered when going straight ahead. It pulls to the left.

   I think it may need wheel alignment because I hit a kerb a few days ago and since then it is not going right, I can feel a vibration too.

   Please, let me know how much the job might cost.

   Thanks,

   Maria Pérez

Continue...

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3. Dear sir,

When can I bring my car to your garage for a regular "full service"?

The last service was at 50,000 and this is the 60,000 mile service. There are no other problems with the car. If possible, I would like to use the car in early in the morning.

Please, contact me by email.

Best regards,

M. O'Connell

a) You can bring us your car for a quick check whenever you want.

As you know, we are open from 8 am to 8 pm from Monday to Saturday.

We'll have a look at it asap.

We'll check tyres, brakes and oil level. I think it will be ready in two or three days.

Regards,

Andrew Jones (senior mechanic)

b) I'm sorry to tell you that we are full this week, but you can bring your car in next week. Monday morning would be a good time for us. We open at 8:00.

Regular services don't take long. In a couple of days you can collect it.

Andrew Jones (senior mechanic)

c) Ok, you can bring it here tomorrow. We can have a look at it.

If you are right it may also affect the life of your tyres. And misaligned tyres also cause an accident. Don't drive for long distances like that.

Two-wheel, or front-end alignments, usually cost between £45 and £70.

See you tomorrow.

Andrew Jones (senior mechanic)

Put your answers here:

1	2	3

Language Tip

An email is not usually a very formal message. In emails you can use contractions, short forms and abbreviations, such as **asap**, which means **"as soon as possible"**.

Other common abbreviations are:

- **btw** "by the way"
- **fyi** "for your information"
- **imo** "in my opinion"
- **iow** "in other words"
- **tia** "thanks in advance"

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2. Now imagine you are a mechanic and you have to answer the following email. Give advice and suggest taking the car to your garage. Think of the possible repair process, estimate, time needed, etc.:

Good morning,

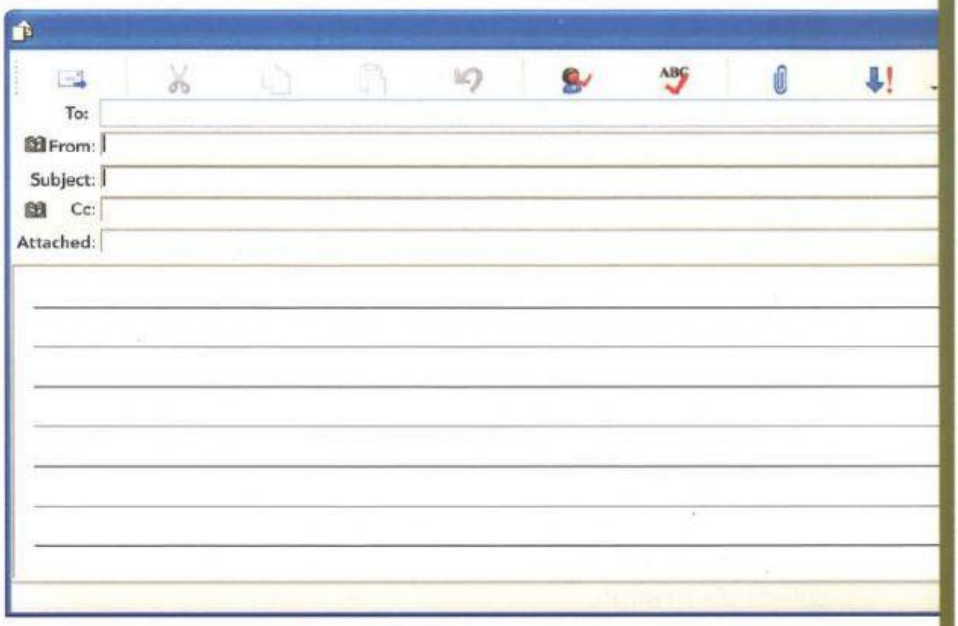
I have got a three-year-old Opel Astra.

Yesterday I realized that it is making a strange noise. I hear it when I accelerate, it roars.

What can I do? Do you think it is something serious or should I wait and hope it goes away?

Thanks in advance,

B. James



Language Tip

Saying email addresses

@ is pronounced "at". For instance, **carsforyou@motor.net** is "carsforyou at motor dot net".

- . is said "**dot**".
- / is "**forward slash**".
- – is called a "**hyphen**" or a "**dash**".
- _ is an "**underscore**".



Internet

You can find more information about car parts, engines and how they work at:

http://www.familycar.com/Classroom/

http://www.howstuffworks.com/engine.htm

http://www.ehow.com/facts_4826305_main-parts-car-engine.html

http://www.ehow.com/video_5112431_main-parts-car-engine.html

http://www.whatprice.co.uk/car/maintainance/car-engine.html

http://www.hintsandthings.com/garage/knowhow.htm

http://www.carenginepartsexpert.com/car-engine-parts-functions.html

http://en.wikipedia.org

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