

## Writing Unit 12

Read the letter and answer the questions.

Dear Mrs Thomas,

Thank you for your letter. You suggested that your science club in Manchester and our club here in Warsaw have Skype calls regularly. I've discussed it with everyone here and we're very excited! We think it's a great opportunity and it will help us to share ideas.

You suggested Tuesday afternoons, but I'm afraid we don't meet on Tuesday. We only meet on Thursdays. Would Thursday afternoons at 2 pm UK time suit you?

For the first Skype call, perhaps we can all introduce ourselves and talk about what we're interested in. It will be wonderful to talk to teenagers in the UK who are keen on science too.

I'm looking forward to hearing from you.

All the best,  
Agata Badura

1 Who do you think Mrs Thomas is?

2 What did Mrs Thomas suggest in her letter?

3 What is the Polish club not able to do?

4 What does Agata suggest instead?

5 What does Agata want them to do in the first Skype call?

6 How would you describe Agata's language: formal, semi-formal, informal? Why?

Find words and phrases in the letter that have a similar meaning to words and phrases 1-6.

1 Thanks

2 often

3 I'm sorry to say

4 be good for

5 maybe

6 Please write back soon.

Match sentences 1-5 with their functions (a-e).

1  You see, there was a problem at school because one of my teachers was ill, so things got delayed.

2  I'm sorry I haven't sent the information you need.

3  How about meeting outside the Science Museum at ten o'clock?

4  Could you send me more details?

5  Of course, I would be very happy to help you.

a wyrażanie prośby

b wyjaśnianie

c zgadzanie się

d przeproszanie

e wyrażanie sugestii

## Wypowiedź pisemna – zadanie egzaminacyjne

Znalazłeś/Znalazłaś w Internecie ofertę letniego kursu tworzenia muzyki elektronicznej. W liście do organizatora kursu:

- Napisz, dlaczego jesteś zainteresowany/ zainteresowana kursem.
- Poproś o dodatkowe informacje dla uczestników.
- Poinformuj, że w czasie kursu chciałbyś/chciałabyś zatrzymać się u rodziny w Londynie.

List powinien zawierać od 50 do 120 słów.

## PHRASE BOX

### **Making semi-formal requests**

- Could you ...? Could I ...?
- Would it be possible (for me/you) to ...?
- Would you mind (if / -ing) ...?
- I would like to ...

### **Refusing requests**

- I'm sorry but ...
- I'm afraid (that) ...
- Unfortunately, (I can't ...)

Dear Mr Jenkins,

I am writing about your summer course in electronic music.