

# Unit 10

## Unit 10 Extension

1 Read the email and choose the correct options to complete the sentences.

- 1 Jean *has* / *hasn't had* an email from Fiona recently.
- 2 Jean thinks the injury *is* / *isn't* a broken ankle.
- 3 Jean tells Fiona *to walk* / *not to walk* for a while.
- 4 The ankle will be *more* / *less* comfortable with ice on it.
- 5 Jean *is* / *isn't* sure that she wants to leave her job.

Hi Fiona

Thanks for your email. It's been a while since I heard from you, so I'm sorry to hear that you've hurt yourself. But I'm glad you asked me for some advice and I hope I can help.

From your description, it sounds like you sprained your ankle when you fell. I doubt that it's broken – if it was, you wouldn't be able to walk at all! A sprain can still be a problem, though, and you need to take care of it to make sure it gets better.

What it needs most is a good rest. Keep your foot up on a chair and don't put any pressure on it. If I were you, I would also put ice on it. That should make it less swollen and painful.

Now it's my turn to ask you for some help. I've just been offered a job with better pay and chances of promotion. The problem is that I love the job I have now. I work in a great company and I've made lots of friends too. It'll be very hard to leave. What do you think I should do?

I'm looking forward to hearing your advice – and let me know if your ankle gets better too.

Take care,

Jean

2 Read the email again. Then match the paragraphs (1–5) with the points (a–f) they contain.

Paragraph 1 .....

Paragraph 2 .....

Paragraph 3 .....

Paragraph 4 ..... and .....

Paragraph 5 .....

- a concludes her email
- b asks for advice
- c shows sympathy for her friend
- d explains her problem
- e offers advice
- f suggests what could be wrong

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- 3 Read the writing task and answer the questions.

Read this extract from an email you received, and write an email in reply. Offer Jake advice and give details about the problem you want help with.

Well, after I came back from the park I noticed my legs were covered in tiny spots. Now they're itchy too. I'm a bit worried. What do you think I should do?

Oh, and in your last email you mentioned you wanted my help. You said you might give up your job to go sailing round the world for a year. Do you still need advice? Let me know the details.

Speak soon,  
Jake

- 1 What style should you use in the email?  
a informal    b formal
- 2 Which of these would be appropriate to mention when giving Jake advice? Tick the boxes.  
☐ You may have a deadly disease.  
☐ If it doesn't clear up quickly, go to the doctor!  
☐ You could have touched a plant in the park.  
☐ A cream for allergies should help.
- 3 What points might you use when asking Jake for advice? Tick the boxes.  
☐ I'm scared I won't find a job when I come back.  
☐ I won't see my friends or family for a year.  
☐ I've decided it would be a stupid thing to do.  
☐ It's a once in a lifetime chance for adventure.

- 4 Now follow the task in Exercise 3 and write an email to Jake. Use your notes from above.

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