

UNIT 5 : BUSINESS AND WORK

C. WRITING

Exercise 1. In IELTS Writing Task 2 there are different types of essay questions. You may be required to write a discussion essay. Are the statements about IELTS Writing Task 2 True or False?

1 You must write at least 200 words.

☐ True ☐ False

2 You are given a chart, table or diagram to describe.

☐ True ☐ False

3 Writing Task 2 is worth the same marks as Task 1.

☐ True ☐ False

4 You need to give your opinion and support it with reasons, arguments and examples from your own experience and knowledge.

☐ True ☐ False

5 You should spend 30 minutes on Writing Task 2.

☐ True ☐ False

6 You should use an informal writing style when writing your essay.

☐ True ☐ False

Exercise 2 :

In IELTS Writing Task 2, you may be asked to write an essay describing the advantages and disadvantages of a given topic. In this unit, the essay question is about competitive sports. What competitive sports do you know? Match the sports with the pictures.

athletics	badminton	gymnastics	hockey	ice-skating	rugby
swimming	tennis				

1



2



3



4



5



6



7



8



Exercise 3: It's useful to plan your answer before you start writing. Look at the essay question.

Some people think that competitive sports have a positive effect on the education of teenagers while others argue that the effect is negative.

Discuss both these views and give your opinion.

Write at least 250 words.

In this essay, you have to write about the advantages and disadvantages of competitive sports for teenagers. Put the advantages and disadvantages in the correct columns.

pressure makes sport less fun	some people don't like sports	
can build confidence	can help teenagers to focus more	waste of study time
reduce stress	sports help teenagers learn team-building skills	
may cause serious issues with confidence		
some people cannot perform as well as others	improve their physical well-being	

Exercise 3

Advantages	Disadvantages

Exercise 4. Choose the correct words to complete the sentences.

- 1 An advantage/ benefit/ positive of playing sports at school is that you can make friends.
- 2 Many people see no positive/ reason/ value in competitive sports.
- 3 An argument/ positive/ reason for sports is that they build teamwork.
- 4 The main argument/ issue/ negative many young people have with team sports is the competitiveness.
- 5 Wanting to win can cause lots of concern/ negative/ problem emotions.
- 6 Lack of confidence is a big concern / unsatisfactory / value for many young people.
- 7 Bad performance can be a/an negative/ reason/ unsatisfactory for not liking sports.
- 8 If you are too competitive, it can be a help/ problem/ value for you in daily life.

Exercise 5. Complete the essay. Use the phrases in the box.

can help teenagers to focus more

may cause serious issues with confidence

pressure makes sport less fun

reduce stress

some people cannot perform as well as others

sports help teenagers learn team-building skills

Competition in sport can play an important role in a teenager's development. However, we must be careful as this can have both positive and negative effects on the child and people disagree about which is the most significant.

Initially, let's think about the reasons why teenagers benefit from competition in sports. On the one hand, sport is a great way to [] and focus the mind away from lessons. Furthermore, a little competition [] and give them a reason to perform better. In addition, when playing in teams, these [] and can improve their physical well-being, which is a really important benefit.

On the other hand, competitive sports can also cause problems for individuals if people feel that when they lose, they fail. This is clearly unsatisfactory and []. It is certain that this [] and means teenagers do not want to take part. Although being part of a team can be enjoyable, [] and they may feel isolated from other team members. This can be a serious concern for teenagers who want to fit in with others around them.

To sum up, there are good arguments on both sides. While competitive sports can play a useful role in developing a teenager, it is important that sports are monitored to ensure individuals do not feel pressured or stressed when playing. It is important that young people understand the value of competition and that even if they fail, they feel that they have achieved something.

Exercise 6: Useful words and phrases can help you organise your essay.

Read the essay and look at the words or phrases in bold which *introduce*, *connect* or *contrast* ideas. Then put the words and phrases in the correct columns.

Introducing ideas	Connecting ideas	Contrasting ideas

On the other hand

Also

In addition (to)

However

While

It is certain that

Furthermore

On the one hand

Initially

Although

Exercise 7. Choose the correct words to complete the sentences.

- 1 Although/ However/ It is certain that, children are spending more time playing computer games.
- 2 Sport should be fun. However/ In addition/ While, the pressure can make it unpleasant.
- 3 Firstly/ On the other hand/ While sports remain popular as entertainment, fewer people are actually taking part.
- 4 Young people don't always have the time to play sports although/ furthermore/ in addition to their school work.
- 5 On the one hand, sports are good for your body. Also/ Although/ On the other hand, they can take up a lot of time.
- 6 Spending time playing games can be fun, but it can also/ furthermore/ in addition be a problem if you do it too much.
- 7 Computer games can be educational, although/ and/ while more often they are not.
- 8 I believe computer games are boring. But/ Furthermore/ On the other hand, they are harmful.

D. LISTENING

Exercise 1. Look at questions 1–3 from Section 2 of an IELTS Listening test. Listen to the first part of a talk, which relates to question 1.

Complete the notes. Write ONE WORD ONLY for each answer. (🔊 Tracks 5.1-5.3)

Newtown Marathon

23 July, 9 a.m.

Volunteers are needed to help runners during the marathon

- get your **(1)** from the race centre
- set up the **(2)** at your station
- make sure there is no **(3)** on the road near you

Exercise 2. Listen and complete the notes. Write **ONE WORD ONLY** for each answer. (🔊 Track 5.4)

School Sports Day at the Athletics Centre

Between 8 a.m. – 9 a.m.

Parents are needed to help Mr Robinson

- take some **(1)** to the Athletics Centre
- put up a few **(2)** in different places at the Athletics Centre

After 10 a.m.

Parents are needed to help make sure that students

- get their sports kit from the **(3)** near the main hall
- take **(4)** to the individual sports events
- go to Jane Wright if students get any kind of **(5)**

Exercise 3. Read the information. Then look at a map of the Athletics Centre. Complete the descriptions with the words in the box. There are two words you don't need.



- 1 At the of the map is Southgate Road, where you can find the entrance to the Athletics Centre.
- 2 Eastgate Road is on the -hand side.
- 3 There is a large shape under the trees on the right.
- 4 See the large shape, above the trees?
- 5 At the top of Eastgate Road, you can see a long, building.
- 6 The boathouse, where the kayaks are all kept, is on the left, of the river.
- 7 The main field is in the , north of the hall.

Exercise 4. Listen and label the map. Write the correct letter A–I. (🔊 Track 5.5)



- 1 Car park 3 _____
- 2 Changing rooms _____
- 3 First-aid centre _____
- 4 Café _____
- 5 Lifejackets _____

E. SPEAKING

Exercise 1. In IELTS Speaking Part 3, the examiner is checking your *fluency* and *coherence*. This means you should try to speak without a lot of pauses or repetition, as well as talking about your ideas clearly, and in a logical order. Match the techniques with the descriptions. Remember, you can use these techniques to help you sound more fluent.

fillers	giving examples	rephrasing the question	responding to the question
signposting			

- 1 repeating the question, using different words, can give you time to think about your answer

- 2 keeping your focus on the topic and not talking about something you are not supposed to

- 3 general words and phrases that help you to avoid silence and give you thinking time

- 4 explaining the type(s) of thing(s) you mean, to support your answer and make your ideas clearer

- 5 helps you to answer in a logical way and gives a clear direction to what you are saying

Exercise 2. Complete the table with the words and phrases that you can use in everyday speech to help with *fluency* and *coherence*. The first one has been done for you.

Let me think about that for a moment.	All in all, ...	
I've never thought of that before.	Basically, ...	My response would be ...
In other words, ...	What's more, ...	That's an interesting question ...
In answer to your question, ...	For example, ...	To answer that ...
Another way of putting it is ...	My point is ...	First of all, ...

Rephrasing	Responding	Fillers
What I mean is ...		

Explaining / Giving examples	Signposting

Exercise 3. There are many common expressions we use in everyday speech which can help with fluency. Put the words in the correct order to complete the sentences.

- I really enjoy work. a lot mean is, my job of fun is

I What .
- In answer first question, to your to find a job it can be hard

I agree that for students .
- I've never about it be stressful but being the boss

thought before, it must I think .
- There are lots of people on the course. that a popular subject My

point English is is .
- Well, first you need all, to go to university of .

6

No pain, no gain! to work hard you need In other words,
to succeed .

7

To that, work experience answer I would need more .

8

Let think for a me Yes, agree with you I think I
about that moment. .

9

Basically, if to become you want a degree an architect, you'll need
.

10

All experience is all, than that I believe more important
qualifications in .

Exercise 4. Complete the conversation from IELTS Speaking Part 3 using the words and phrases in the box. Then listen to the conversation and check your answers.
(🔊 Track 5.6)

All in all basically First of all I certainly think that I mean
I'm trying to say is My point is Well what's more you know

Examiner: So, do you think that it is more difficult for women to be promoted into top-level jobs?

Student: Yeah. if you look at the numbers, , there just
aren't enough women in top-level positions and , we aren't doing enough to change
that. What we need to take a serious look into what is causing the gap between
men and women in the workplace.

Examiner: Why do you think it is more difficult for women to get top-level jobs than men?

Student: _____, there are a number of reasons. _____, I think we live in a male-dominated society, and the men at the top are the ones making the hiring decisions, _____? _____, if more women were at the top, there would be more of them choosing who to hire and not just choosing based on gender. _____, there should be a fifty-fifty mix of men and women on any hiring team. _____, introducing this rule would be of great benefit to women trying to get promoted.

Exercise 5. Read the IELTS Speaking Part 3 test and complete the student's answers with the words and phrases in the box. Then watch the video and check your answers. (Video 5.1)

because before first of all For example interesting question means really
think well whereas

Examiner: ... Can you tell me what sorts of jobs are popular with young people in your country at the moment?

Student: Well, that is a very _____. I've never thought about it _____, but in my country ... young people ... study Economics. ...

Examiner: ... How should people choose which job is best for them?

Student: I think we are very influenced by society. Now, to say that we have an idol _____ that we want to look like or ... be like someone very famous. ... I think it's sad, because we don't _____ have our own mind. ...

Examiner: How important is it to get the right qualifications when choosing a job?

Student: I think, ... _____, in my country, qualifications are very important ... but sometimes it's not really good _____ you can't show that you can do other things. ...
_____, when I compare my country with the United States where the system is more liberal, ... you can do things you haven't studied for.

Examiner: Now, let's talk about owning a business. What are the advantages of owning a business compared with working for a boss?

Student: ... When you work for someone, you have the security and the guarantee that at the end of the month you have a salary _____ when you earn money for yourself it could be dangerous ...

Examiner: What sort of challenges do people face when they own their own business?

Student: I _____ for example, if you want to make something totally different then you have to face up to stereotypes as _____, and the first problem is that when you want to begin a start-up, you have to face big companies ...

Exercise 6. Find and correct the student's mistakes in the conversation from the IELTS Speaking Part 3 test below. There are seven mistakes.