



## WRITING

### EMAILS OF INTRODUCTION; LEARN TO WRITE FORMAL AND INFORMAL EMAILS

## When would you write a letter or email to introduce yourself?

Read the emails. Why are the people writing? Which sentences tell us?

To: ramirez@languagestar.nett      Subject: Spanish conversation class

Hi Hernan,

My name's Julia Brown. I heard from my friend Nichola Lazarus that you're running a Spanish conversation class. She said you'd be happy to accept a few more people. My mother tongue is English but I picked up some Spanish years ago when I was travelling in Latin America. I really want to develop my fluency and accuracy, so I'd love to join the class. Hope to hear from you soon.

All the best,  
Julia 😊



To: GND staff      Subject: Greetings

Dear Colleagues,

As you probably know, next month I will start work as the new director of the Language Teaching Education Programme. For those of you who don't know me, I would like to take this opportunity to introduce myself. Since 2010, I have worked at the School of Education at Borodiv University. I have been involved in a number of language teacher education projects across Europe and I worked extensively on the Star Placement Initiative that placed six thousand native speakers in language classrooms in eight countries. I am married with two children and my family is bilingual in English and Turkish.

I look forward to working with you.

Yours sincerely,  
Talya Osman

Read the five steps for good email writing. Do you think the emails in Exercise 7B follow steps 1–3?

- 1 **Aim** for your audience: think about who you are writing to.  
Is the email formal or informal?
- 2 **Be** brief: try not to use too many words. Emails shouldn't go on for pages.
- 3 **C**ommunicate clearly: use simple, clear language and simple sentence structure.
- 4 **D**o two drafts: write a first version and then rewrite.
- 5 **E**dit everything: check grammar, vocabulary, spelling and punctuation before sending.

**B** Answer questions 1–4 with formal (F) or informal (I).

- 1 Which email uses full forms of verbs (*I will, I would*) instead of contractions (*you're, I'd*)?
- 2 Which email leaves out words (e.g. *Hope to ...* instead of *I hope to ...*)?
- 3 Which email sounds more like spoken English?
- 4 Which email uses longer, more complex sentences?

**C** Complete the notes with phrases from the email.

### Greeting

(formal): 1 \_\_\_\_\_.

(informal): Hi/Hello.

### Introduction

(formal): I would like to take this 2 \_\_\_\_\_.

(informal): My name's ...

### Final message

(formal): I look forward to ...

(informal): 3 \_\_\_\_\_.

### Goodbye

(formal): 4 \_\_\_\_\_.

(informal): All the best.

Choose a situation below and write an email. Think about who you are writing to, the reason for writing and the style: formal or informal.

#### Situation 1

You are going to join an English conversation class. Write an email introducing yourself to the teacher and the class. Mention your experience of learning and speaking English and say why you want to join the class.

#### Situation 2

Next week you start a new job in a multinational company. Your colleagues speak over twenty languages, and all of them read English. Write to introduce yourself. Mention your previous work experience and the languages you know, and add something personal.

**SAME OR DIFFERENT?**

**Think of all the people you have talked to in the last 24 hours. What relationship do they have to you?**

Look at the words below and answer the questions.

~~boss and employee~~ classmates  
partner team-mates member  
godfather and godmother  
mentor and pupil fiancée and fiancé

- 1 Which pair works together? *boss and employee*
- 2 Which pair promises to help guide a child through life?
- 3 Which pair is going to get married?
- 4 Which pair involves one person learning from the other?
- 5 Which word describes people who play in the same sports team?
- 6 Which word describes people who go to the same class?
- 7 Which word describes a person who is part of a club?
- 8 Which word is a general word for 'someone who you do something with'?

Can you think about one man and one woman who have played important roles in your life? Who were they? Why was the relationship important? Do you think men and women are different in these roles? How?

**Read the text. Discuss. Do you think male and female brains are different? How? What are the stereotypes of men and women in your country?**



## Are men's and women's brains wired differently?

Is it true that men are from Venus and women are from Mars? Some researchers think that male and female brains are wired differently, with male brains wired from back to front, and female brains wired from side to side. This might explain why men are good at performing a single task, like cycling or navigating, whereas women might be better at multi-tasking. Other researchers disagree, however. What do YOU think? Try the bike test to find out if your brain is male or female.

**B**  **1.3** Take a piece of paper. Listen to Part 1 and 2 and follow the bike test instructions.

**C**  **1.4** Listen to the explanation in Part 3. Turn to page 158 and check your picture. How many parts did your bike have? Could it work? Does it have a person on it? Compare your picture with other students'.

### Discuss the questions

- 1 Was the explanation correct for you?
- 2 Do you agree with the presenter's views about men and women?

“Women think people are important. Men, on the other hand, are more interested in getting the machine right.”

Read the information. Which comments do you agree/disagree with? Can you think about something to add?

## Are men & women really different?

We asked for comments and this is what you said.

↓

“Absolutely! Men can’t watch sport on TV **and** talk to their girlfriend at the same time.”

“WOMEN DON’T KNOW HOW TO READ MAPS.”

“Women remember **every outfit they’ve worn** for the past twenty years. Men **can’t remember** what they were wearing yesterday without looking on the floor.”

“Men can buy a pair of shoes on the internet in **90 seconds**. Women like to take three weeks.”

“A baby is crying, a dog is barking, a doorbell is ringing, but the man of the house is sleeping. **Men can sleep through anything**. Women can’t.”

“Men speak in sentences. Women speak in **paragraphs**.”

Do the men and women in your life conform to the normal stereotypes? Why? Why not?

**A** Match the underlined verbs below with the tenses a)–d).

- 1 We asked for comments and this is what you said.
- 2 Men can't remember what they were wearing yesterday.
- 3 Women remember every outfit they've worn for the past twenty years.
- 4 A baby is crying.

- a) present simple
- b) present continuous
- c) past simple
- d) past continuous

## RULES

- 1 We use \_\_\_\_\_ for actions, events or situations that are finished.
- 2 We use \_\_\_\_\_ for things that are going on at a particular moment in the present.
- 3 We use \_\_\_\_\_ for habits, routines and things that are always true.
- 4 We use \_\_\_\_\_ when someone was in the middle of an action at a particular moment in the past.

Complete with the correct tense:

My name is Matsuko Tamazuri. I am twenty-three and I <sup>1</sup> \_\_\_\_\_ (be) a student. I study French and Spanish at university in Osaka, where I <sup>2</sup> \_\_\_\_\_ (grow up), but at the moment I <sup>3</sup> \_\_\_\_\_ (learn) English in New York. When I first <sup>4</sup> \_\_\_\_\_ (get) here, everything <sup>5</sup> \_\_\_\_\_ (seem) different: the food, the clothes and the weather. Now I <sup>6</sup> \_\_\_\_\_ (enjoy) it and it feels like home! I have a boyfriend called Josh. I <sup>7</sup> \_\_\_\_\_ (meet) him three weeks ago when I <sup>8</sup> \_\_\_\_\_ (look) for an internet café! My hobbies <sup>9</sup> \_\_\_\_\_ (be) surfing the net and singing. I <sup>10</sup> \_\_\_\_\_ (sing) every day, usually in the bathroom!

**A** Do you think statements 1–4 are about men or women? Who said them: men or women?

- 1 They do things first, and think about the risks later.
- 2 They remember useless information.
- 3 They notice when something is dirty or needs replacing.
- 4 They always remember birthdays and anniversaries.

## chatzone 1

### Men and Women – What They Say About Each Other

- 1 The battle of the sexes has probably been going on since the first caveman left his dirty dishes on the floor of the cave. A subject of endless discussion, it has inspired a million jokes and articles and almost as many books.
- 2 However, a recent study tells us that men and women really do think differently. Our brains are built in a different way. The results of the study suggest that men have better spatial perception (driving, ball sports), while women's brains equip them better for remembering words and speaking fluently.
- 3 The scientists examined only a small part of the brain, and they say that further research needs to be done. Here at *chatzone1* we have done some less scientific research. We asked people, 'What are the differences between the sexes?' Here are their answers.

#### What women say about men

- 4 Men remember useless information, like how fast an aeroplane can go, even if they'll never fly one. (Heather)
- If you ask a man a question, he'll always have an answer, even if it's the wrong one. (Aisha)
- Men do things first, and think about the risks later. (Candy)
- Men cannot watch sport on TV and talk to women at the same time. (Mai)

#### What men say about men

- 5 Men know that common house spiders aren't as dangerous as rattlesnakes. (Daniel)
- Men can drive without looking at themselves in the mirror every ten seconds. (Ron)
- Men can watch a whole film without interrupting to ask, 'Who is he?' 'What's her job?' 'Does he like her?' (Alfred)
- When men want something, they ask for it instead of making a comment distantly related to the subject and hoping their partner will guess what the real subject is. (Guy)

#### What men say about women

- 6 Women couldn't invent weapons that kill, only weapons that make you feel really guilty until you say sorry. (Kent)
- While men speak in sentences, women speak in paragraphs. (Sergio)
- Women are happy to own twenty CDs, while men need 200. (Steve)
- Women order salad, then eat the man's chips. (Kazeem)

#### What women say about women

- 7 Women have natural instincts about what is dangerous for babies. (Linda)
- Women notice when something is dirty or needs replacing. (Carol)
- Only women can understand other women. (Xun)
- Women have a calendar in their brains: we remember birthdays and anniversaries easily. (Avril)

