

UNIT 11 D

WRITING SKILLS

- 2** Read the personal recommendation below. What does the writer feel is important in a roommate?

To: Sue Parker
Subject: Julia Bannon

Dear Sue,

- 1 Julia Bannon has asked me to recommend her as a roommate, and it is with pleasure that I do so. I first met Julia five years ago when I was her geology professor. Last summer, Julia returned to our town for a summer job and lived with me and my family.
- 2 When she stayed with us, Julia was a cooperative, considerate roommate. She always kept her room neat and clean, helped with the housework, and sometimes even cooked delicious Italian meals for us. Also, Julia is one of the most thoughtful people I have ever met. She was always willing to help, even when we made last-minute requests. Once, my husband and I had to go on an emergency trip, and Julia offered to babysit for us even though she had made other plans.
- 3 Julia is an easygoing young woman with a great sense of humor. At the same time, she is extremely responsible and hardworking. As a geology major, Julia worked on a number of challenging environmental projects in my classes, and I was impressed by how carefully she gathered and analyzed data before reaching a conclusion. In her personal life, she also avoids reaching quick conclusions and tries to find something in common with everyone she meets. She tries her best to understand people, and, as a result, she has many friends.
- 4 My experience with Julia Bannon was entirely positive, and I would not hesitate to recommend her as a roommate. Please feel free to contact me at 205-555-3246 with any questions.

Sincerely,
Gloria Winfrey



CHOOSE THE CORRECT ANSWER.

- 1 How does Gloria know Julia? Gloria was her geology professor / Julia worked for Gloria
- 2 Does Gloria know Sue, do you think? Yes, she does / No, she doesn't
- 3 Is the recommendation written in a formal or informal style? Formal / Informal

Skill writing a personal recommendation

To write an effective personal recommendation, it's important to:

- explain how you know the person: *I first met Julia five years ago.*
- share details about someone's relevant personal qualities: *She was one of the most thoughtful people I have ever met.*
- give specific examples of those qualities: *She offered to babysit for us even though she had made other plans.*
- offer to provide more information: *Please feel free to contact me.*

A Read the Skill box. In which paragraph (or paragraphs) does Gloria:

- 1 say how Sue can get in touch with her? _____
- 2 say what kind of person Julia is? _____
- 3 explain how she knows Julia? _____
- 4 give specific examples of Julia's behavior? _____

Text builder order of adjectives

When we use more than one adjective before a noun, adjectives of opinion come before adjectives of fact:

*Julia is an **easygoing young** woman.*

*She cooked **delicious Italian** meals for us.*

*Julia worked on a number of **challenging environmental** projects.*

Look! Always use a comma between two adjectives of the same kind, e.g., two adjectives of opinion:

*Julia was a **cooperative, considerate** roommate.*