DEVELOPMENT

Activity 2
Read the model of set of guidelines and match the sub-headings appropriately. Write the letter in the box.

- ☐ **Protect the water resources**
- ☐ **Reduce waste at school**
- ☐ **Keep the air cleaner**

1

Practical guidelines to protect our planet

2 The choices we make as individuals, within our local communities, and at state and national levels impact the condition of our environment. The following set of guidelines will help you to take action to protect the environment.

3 **A (.....)**

4 There are some tips you can follow to keep a cleaner air for you and your family. This implies reducing the use of cars:

- Walk or bike when you can.
- Use the bike-share programs if your city or town has them.
- Take public transit when possible.
- Carpool with friends instead of driving alone.

3 **B (.....)**

4 Nobody knows your community better than you do! We encourage you to take an active role in protecting the water resources in your community by following these tips:

- Use and dispose of harmful materials properly. Don't pour hazardous waste down the drain, on the ground, or into storm sewers. This could contaminate the soil, groundwater, or nearby surface water.
- Think twice about lawn and garden chemicals. Limit the use of pesticides or fertilizers, and always follow the label directions. Many fertilizers and pesticides contain harmful chemicals which can travel through the soil and contaminate groundwater.

3 **C (.....)**

4 Students, parents, and teachers can all make a difference in reducing waste at school. By practicing the "3 R's" of waste reduction—reduce, reuse, and recycle—we can all do our part. Here some key tips:

- Think green before you shop. Before starting the new school year, look through last year's materials. Many items can be reused or recycled.
- Purchase and use school supplies made from recycled products, such as pencils made from old blue jeans and binders made from old shipping boxes.
- Keep waste out of landfills by using school supplies wrapped in minimal packaging, and buying in bulk when possible.

5 To conclude, the above-mentioned tips would help to make your life easier and, above all, you'll join the growing number of people who are aware of the importance of taking action to protect our common home: planet Earth.

Adapted from https://www.epa.gov/sourcewaterprotection/how-can-you-help-protect-source-water

LIVEWORKSHEETS

Activity 3

Match the part of the proposal in the right sequence. There is one extra option.

1. [– 1 –] ☐
2. [– 2 –] ☐
3. [– 3 –] ☐
4. [– 4 –] ☐
5. [– 5 –] ☐

A. Conclusion.
B. Title.
C. Background information.
D. Body
E. Introduction.
F. Sub-headings

Activity 4

Complete the tips for writing a set of guidelines using the verbs in the box.

- to include	- to give	- to organize	- to speak	- to make

THE ART OF WRITING GUIDELINES

- ..... your tips into short paragraphs.
- ..... each tip a sub-heading / title summarizing the advice.
- ..... sure each tip includes the reason why it is important.
- ..... to the reader directly. You can use "you" or "your".
- ..... examples or personal experience to make your point.

LIVEWORKSHEETS