25 General Training Writing

Vocabulary for Writing Tasks 1 and 2

Writing Task 1

1.1 **Put the words into the correct column according to the type of letter they might be used in. Use your notebook.**

apologise	applicant	appreciate	forgive
attend	be considered	excuse	invitation
confirm	dissatisfied	interview	would be delighted
grateful	help	suggest	
propose	sorry	ask	
unhappy	wonder	complain	

Test Tip

General Training Writing Task 1 is always a letter. You will be given a problem or a situation and you have to write a letter in response to this. Don't copy the words from the question paper – use your own words. You must address all of the points raised and make sure that your ideas are organised in a logical way. When you have finished, check your spelling and that you have written at least 150 words. Remember to leave enough time for Task 2!

Acceptance	*Application*	*Apology*	*Complaint*	*Enquiry*	*Recommendation*	*Thanks*
would be delighted						

1.2 **Use a word from the table in 1.1 to complete the sentences.**

1 I am writing to .....apologise..... for my behaviour last night. It was inexcusable.
2 I would like to ..... about the treatment I received at your hotel.
3 I hope that you will ..... me for behaving in this way.
4 I am very ..... for the amount of time you have given up to help me.
5 Unfortunately, I will not be able to ..... the party.
6 I am writing to ..... for your help in finding a place to live.

1.3 **Underline the correct preposition in each sentence. Sometimes no preposition is necessary.**

1 I am sorry *for / from* the damage that I caused.
2 The manager told – / *to* me that there were no rooms available.
3 I was unhappy *for / with* the way I was treated by your staff.
4 I would like to enquire *about / for* renting a car.
5 I would like to be considered *in / for* the position advertised.
6 I am available to attend – / *to* an interview at any time.
7 I would like to explain – / *of* what happened.
8 Would you be able to help – / *to* me?
9 Thank you *about / for* all of the help you have given me.
10 I am looking forward *for / to* seeing you soon.

Vocabulary note

Note that the phrasal verb *to look forward* is always followed by *to + ing*: *I am* ***looking forward to*** *catch**ing** up with you soon*. In formal letters we use the simple present tense rather than the present continuous: *I* ***look*** *forward to hearing from you in the near future.*

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1.4 **Match the words in column A with the words in column B to form some common phrases used at the end of letters.**

A	B
Thank you	my CV
I would be	faithfully
I look	in advance
I have enclosed	sincerely
Best	regards
Kind	grateful if you could
Yours	wishes
Yours	forward to

Vocabulary note

Be careful with the spelling of the following words: *grateful*, *sincerely*, *faithfully*. Register is important when writing a letter. Make sure the language you use is not too informal if the letter is a very formal one, or too formal if the letter is to someone you know well.

1.5 **What is the best way to begin and end a letter to these people?**

1 a friend, or someone you know well and address by their first name
2 your employer
3 a person you have never met
4 a person you have met only briefly, but whose name you know

Test Tip

Writing Task 2 is a discursive essay. You will be given a topic to write about. You should write a plan so that your ideas are organised logically and coherently. Try to use a wide variety of vocabulary and don't copy words from the question paper. Try not to repeat the same words or ideas. When you have finished, check your spelling and make sure you have written at least 250 words.

Writing Task 2

2.1 **Look at the following essay question and decide whether you agree or disagree with the statement in bold.**

You should spend about 40 minutes on this task.

Write about the following topic.

A lot of people find it difficult to write letters and often avoid doing so altogether. Letter writing is a dying art.

Do you agree with this statement?

Give reasons for your answer and include any relevant examples.

Write at least 250 words.

2.2 **Replace the underlined words in the introductory sentences below with a suitable word or phrase from the box.**

writing letters gradually disappearing struggle produce
this skill many frequently completely

It is true that a lot of people find it difficult to write letters and often avoid doing so altogether. I don't agree that letter writing is a dying art.

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Linking words

3.1 **These words and phrases can be used to link ideas together. Put the words and phrases into the correct column according to their function. Use your notebook.**

similarly	in addition	but	first
as a result	such as	because of	therefore
nonetheless	that is	not only ... but ... also...	because
finally	alternatively	furthermore	or
however	and	to summarise	also
although	while	now	on the other hand
secondly	whereas	in other words	for example
despite	in conclusion	consequently	

Sequencing ideas	***Adding supporting ideas***	***Introducing a contrasting idea***	***Giving examples***	***Giving an alternative***	***Giving an explanation***	***Drawing a conclusion***
First						

3.2 **Underline the correct linking word in the following sentences.**

1 It can be difficult to write an essay, *because / although* there are several things you can do to make the job easier.

2 There are several things you can do to make writing easier. *For example / However*, it can be helpful to make a rough plan of your ideas.

3 It can be helpful to practise writing within the time limit. You can time yourself with a clock *and / or* a stopwatch.

4 You will not be allowed to use equipment *as a result / such as* a dictionary during the test.

5 I think I did well in the test *although / in spite of* I did run out of time at the end.

6 I think that my vocabulary has improved *because / as a result of* reading this book.

Vocabulary note

The following linking words and phrases must be followed by a noun and not a clause: *because of, as a result of, in spite of, despite: I enjoyed my holiday* ***in spite of*** *the bad weather.* NOT ~~*in spite of the weather was bad.*~~

3.3 **Improve the essay by inserting the correct linking words and phrases. There may be more than one possible answer.**

however firstly furthermore such as nevertheless in addition consequently because particularly because of as a result

It is true that many people struggle to produce letters and often avoid writing letters completely. (1) However / Nevertheless, I don't agree that this skill is gradually disappearing.

(2)..... let us consider the reasons why people find it so difficult to write. To begin with, writing letters is less frequent nowadays thanks to modern technology. These days we are much more likely to email someone than write a letter. (3) ..... our business communications have become more informal than in the past. (4)..... a less formal style of writing is more acceptable. Other forms of modern communication (5) ..... text messaging have reduced our writing skills even further.

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(6) ....., I still feel that letter writing is an important skill to learn (7) ..... there are many parts of the world where it is very important to be formal. This is (8) ..... true if you are involved in international business. (9) ..... globalisation, the business world is becoming more and more international and it is not always possible to pick up the telephone to talk to people. (10) ....., I believe that letter writing will never die out completely. And, even though these letters may be written on computers rather than by hand, we still need to learn and practise this skill.

Opinion words

Vocabulary note

We often use adverbs to show our opinion of an idea.

4.1 Match the adverbs in column A with the correct meaning in column B.

	A		B
1	personally	A	it is easy to understand
2	unfortunately	B	it is easy to understand
3	clearly	C	it is well deserved
4	obviously	D	this is my own opinion
5	justifiably	E	I believe this is a sad thing
6	thankfully	F	I believe this is a good thing
7	fortunately	G	I believe this is a good thing

4.2 Complete the sentences with adverbs from 4.1.

1 ....Personally...., I think learning vocabulary is a good idea.

2 ....., I remembered how to spell the word correctly on the day of the exam.

3 He worked very hard, so when he received his test results he was ..... proud.

4 ....., my friend didn't study for the test so he didn't do very well.

5 ....., if you work hard then you will improve.

Finishing off and register

5 Correct the mistakes with register and spelling that have been underlined in the conclusion. Which words do you have to change because of register?

Test Tip

In formal essay writing you must use the correct register. This means you should avoid using informal words e.g. ~~kids, guys~~. You should also avoid using abbreviations and write out the words in full: ***number*** NOT ~~no.~~, ***for example*** NOT ~~e.g.~~

To sum up, even [1]through many [2]guys think writing letters is [3]a bit difficult. there [4]is stuff they can do to [5]imporve [6]there writing skills if they find it [7]to difficult. [8]Personaly, I [9]belive that if you [10]wanna make a good [11]impresion in any situation, then you need good [12]writting skills.

1	....though....	5	.....	9	.....
2	.....	6	.....	10	.....
3	.....	7	.....	11	.....
4	.....	8	.....	12	.....

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