B2 Upper Informal emails: Written Task vs Mediation Task

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Task 1: Read the email below (Pioneer B1 +, MM Publications, page 112) and answer the following questions:

Anyway, my main news is that I have taken up canoeing! Since you're an expert, I was hoping that you might be able to give me some advice about safety, and the best ways to stay out of trouble.

Thanks a lot!
Steve

Hi Steve,

That's great news! Canoeing is so much fun. I'm sure you're going to love it! You're right, though; it's important to think about safety as canoeing can be dangerous. Here's my advice.

First of all, make sure you are well-prepared before you set off. If I were you, I would check the weather conditions and inform someone about my planned route and estimated time of arrival. Also, make sure you take a map of the area, your mobile phone and some food with you in a waterproof container.

Whatever you do, always wear a life jacket, and don't paddle farther away from the shore (or river bank) than you're able to swim. If you follow the safety instructions for your canoe, you'll be all right. If, however, your canoe happens to overturn, stay with it and attract help. Also, carry a whistle to use in emergencies.

Finally, remember to respect other people in or near the water. Don't paddle close to swimmers, people fishing or wildlife. Of course, you shouldn't pollute the water, either. So keep your rubbish with you!

I'm looking forward to hearing from you.

Clive

1) **Can you identify a clear structure?**
   - Initial greeting;
   - Introductory paragraph;
   - Body;
   - Pre-closing and
   - Farewell

2) **What features help you identify the level of formality?**

3) **What's the difference between an informal email in**

   A. a written task and
   B. a mediation task?

   Think of
   - **the type of information provided and**
   - **the presence or absence of personal opinions**

Task 2. Read the email below (Pioneer B1 +, MM Publications, page 112) and fill in the gaps:

helpful idea see try position seems better think advise

Dear Brenda,

I was excited to hear that you have decided to do some volunteer work in Cambodia. I 1 _____ that this is going to be a life-changing experience for you. However, you had 2 _____ plan ahead to ensure your personal health and safety. Here are some tips.

Firstly, I strongly 3 _____ you to see a doctor who is familiar with travel medicine. It would be a good 4 _____ to do this at least 4-6 weeks before travelling. What I always find 5 _____ is learning about my destination. Why don't you 6 _____ visiting some websites of organisations, such as the WHO (World Health Organisation)? That way you can find out about health risks, weather conditions and the probability of a natural disaster occurring. It 7 _____ to me that knowing about these things will help you plan for a safe and healthy trip.

If I were in your 8 _____, I would also learn about the laws and culture of the country I'm visiting. The way I 9 _____ it, you must respect your host country and its people, and you can do this only if you know what to expect.

I hope I've been of some help to you.

Good luck and best wishes,
Kelly

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

LIVEWORKSHEETS

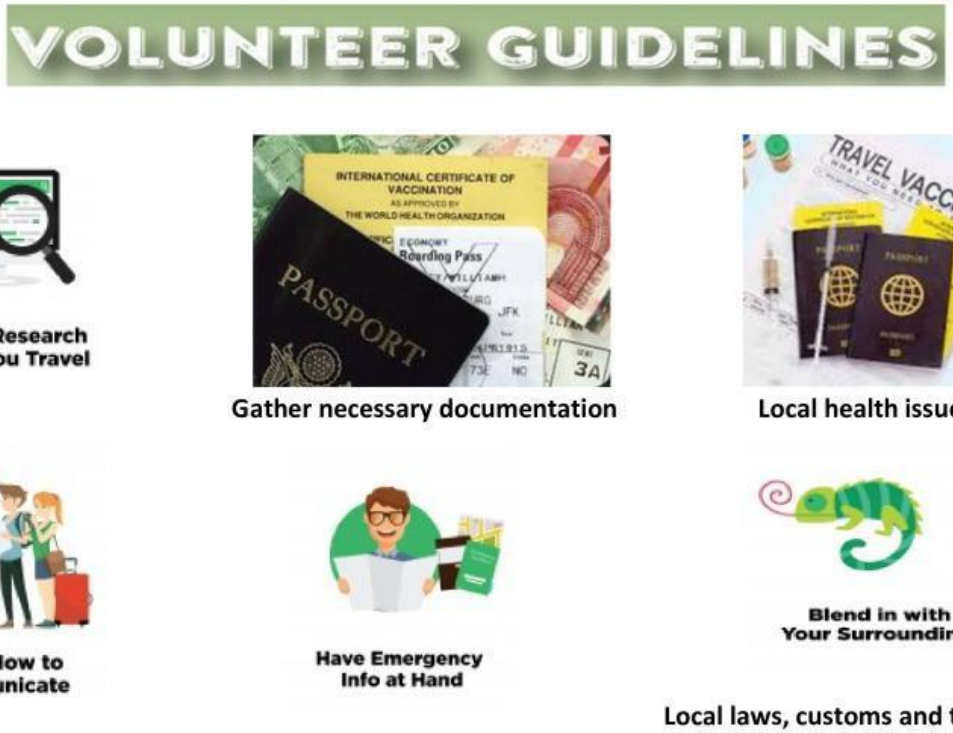
Oral Mediation Practice:

Student A: Your friend **Steve** has **taken up paddling** and he's **asked for your advice about safety**, since you're an experienced paddler. Send him a **2-minute audio message explaining the basic safety rules**. **Use the infographic** below and **explain the tips in your own words.**



(Slightly adapted from: https://www.fourcornersalgonquin.ca/post/canoeing-in-algonquin-park-safety-tips-canoe-rentals-and-access-points)

Student B: Your friend **Kelly** has decided to **go on a volunteer work trip in Asia**. Since you're an experienced volunteer, she's **asked for your advice.** Send her a **2-minute audio message explaining the basic safety rules**. **Use the infographic** below and **explain the tips in your own words.**



(Adapted from https://d3hne3c382ip58.cloudfront.net/files/uploads/bookmundi/resized/cms/travel-safety-tips-2018-1525081720-735X412.jpg)

LIVEWORKSHEETS