

Dear Morwena,

As requested, I've looked into the options available for providing Spanish tuition to our employees. I've outlined what I consider to be the pros and cons of each one below.

The first option is evening classes, consisting of two 90-minute classes a week over a nine-month period. The advantage of evening classes is that because they take place after work, people are less likely to miss them because of meetings, etc. The downside is that people might not want to or be able to study after work.

The second option is to pay a tutor to give classes here at lunchtime. The benefits of this option are that people would not lose any of their free time after work or need to travel to classes. The disadvantage I see, as mentioned above, is that people sometimes have meetings at lunchtime and might miss classes.

The last option is online learning using interactive materials. A tutor would correct some written work and offer a spoken tutorial for each study unit. The good things about this option are that it's relatively cheap and people can study where and when they want. Possible drawbacks include the fact that you need self-discipline, so people might not make time to study.

My personal preference is to hire a tutor because I think this would make it easier for people to study on a regular basis. However, I'll leave the final decision with you.

Regards,

Jaya

3 Complete the table with information from the email.

| Providing Spanish tuition | | |
|---------------------------|------------|---------------|
| Option | Advantages | Disadvantages |
| | | |
| | | |
| | | |

Writing skills: presenting advantages and disadvantages

4 What other words and phrases in the email report mean the same as advantage(s) or disadvantages(s)? Write them in the spaces below.

advantage(s):

disadvantage(s):

5 Complete the sentences with another advantage or disadvantage of the different options in the email.

- 1 Another *good thing about / downside of* evening classes is that ...
- 2 A further *benefit / disadvantage of* hiring a tutor is that ...
- 3 Other *advantages / drawbacks of* online learning include the fact that ...

Language focus: giving a personal viewpoint

6 Complete the sentences from the email, which express a personal viewpoint about the options. Read the email again to check your answers.

- 1 I've outlined w_____ I c_____ to be the pros and cons of each one.
- 2 The downside is that people m_____ not be able to study after work.
- 3 The disadvantage I s_____ is that people sometimes have meetings at lunchtime.
- 4 P_____ drawbacks include the fact that you need self-discipline.
- 5 My p_____ p_____ is to hire a tutor.

Preparing to write

7 Read the Writing task below. Then choose three of the activities below, or other activities, and complete the table about them before you start writing.

acting classes a weekend of yoga and meditation
a two-day diving course a weekend survival course
a long weekend in a foreign capital
ballroom dancing classes

| Activity | Advantages | Disadvantages |
|----------|------------|---------------|
| | | |
| | | |
| | | |

Writing

Your boss has asked you to think of and evaluate three different activities that employees can do together outside work to help them to get to know each other better and work better as a team. Write an email report to your boss. Present the three activities, think of at least one advantage and disadvantage for each one, and give your personal preference.

Useful language

- As requested, I've looked into ...
- I've outlined ... below.
- The first / second / last option is ...
- I think this would make it easier for people to ...
- I'll leave the final decision with you.