

LIVING THE LIFE TO THE FULL



Speaking

1 Work with a partner. Discuss these questions.

- 1 Do you like doing or learning new things or travelling to new places? Why? Why not?
- 2 To what extent does living your life to the full mean not being afraid to try new things?
- 3 What do you think of the idea of not watching TV, videos, etc. for a month and limiting your use of your phone and the internet to a maximum of an hour a day?
- 4 Describe four things you'd love to do (e.g. travel, write a novel, try a new sport).

2 Read the email. Then discuss these questions.

- 1 Who is Ms Bryant, and why is Amanda writing to her?
- 2 Is the email written in formal or informal language? Why?

Dear Ms Bryant,

Thank you for your email in which you confirm my place on the tennis coaching course starting 5th July.

I apologise for the delay in replying, but I have been sitting my final exams in Sports Psychology at university. As soon as my results are available, I will forward them to you. I am sure I will be able to draw on the knowledge that I have acquired at university during my course.

I am delighted that I have been assigned to the group specialising in coaching 11–18-year-olds, as this is the age range I am particularly interested in. I believe in the importance of encouraging participation in sports especially for teenagers because this is a period in their lives when they opt for what I consider to be life choices. If a person engages in sport as a young person, they are more likely to continue to lead a healthy life in adulthood.

I wonder if I could ask a couple of questions. Is breakfast included in the fee we pay for campus accommodation? Can I assume that as you have asked me to bring two tennis rackets and my sports kit, I will be provided with any extra equipment necessary for the course, such as a tennis ball cannon?

I very much look forward to taking part in the course.

Yours sincerely,

Amanda Forester

1 Read Amanda's email again.

- 1 It begins with *Dear Ms Bryant* and ends with *Yours sincerely, ...*. What other beginnings and endings can formal emails have?
- 2 What do you notice about the type of vocabulary used? Give examples.
- 3 Are contractions used? Why? Why not?
- 4 What are the differences between formal and informal writing?
- 5 Write a sentence summarising each paragraph.

2 Read a friend's message. What is the problem with her letter?

As you know, I'm studying hotel management and as part of the course, we have to work in a hotel. I've got to write to the hotel where I'll be working to introduce myself. Could you have a look at what I've written so far? It's only the start of the letter. How can I change it to make it more formal?

Dear Tom,

I'm coming to your hotel for the month of August. It's part of my Management course at Branston College. My course is great fun and I've done lots of stuff on receptionist duties, customer care and some finance. I like customer care best and hope that I'll be able to learn a lot more about that at your hotel. I've worked in a restaurant before as a waitress but only as a holiday job when I was at school.

3 Put the words in order to make sample phrases that could be used to make the message more formal.

- 1 Management / part / my / course ... / of / As
- 2 subjects / as ... / course / such / covers / The
- 3 Customer care / area / particularly / me. / is / that / interests / an /
- 4 be / to / my / of ... / I / hope / able / understanding / develop / to
- 5 have / experience / some / waitress, / working / of / a / I / as

Write your answers here: