PORTFOLIO TASKS SECTION 1

Correspondence (word length range: 120-150 words)

1. Your local council is planning to close the market which sells local produce and products. Write a letter to the council expressing your disagreement with the plan, highlighting the advantages of the market and persuading the council not to close it.

2. A new factory is being built in your area. Write an email to your local newspaper highlighting the benefits and drawbacks the factory will have. Report on the feelings of the residents who live closest to the factory.

3. You would like people in your local community to become involved in a project to clean up a place in your local area. Write a letter to your local newspaper outlining your ideas for the project, highlighting what the advantages of this project would be and persuading local residents to join the project.

4. You are concerned that students need more practical life skills to help them when they leave school. Write a letter to the minister of education expressing your concerns about the current situation, suggesting what skills would be useful and saying how students would benefit from them.

5. You would like to work with young people. Write an email to the organisation 'Youth Empowerment' asking about the possibility of working for them. Explain why you would like to work with young people and outline details of your relevant experience.

SECTION 2 – Factual writing (word length range: 170-200 words)

1. Write an article for a social affairs magazine about the personal values of young people. Explain which personal values you think young people consider to be most important, reporting the views of some young people you know and saying if you think these personal values will remain the same in adult life.

2. Write a review for a website of a film that reflects life in a particular section of society in your country. Outline what aspects of society the film represent, how realistic you feel this image of society is and if you would recommend this film to someone from another country.

3. The principal of your college has said that there is some money available to improve one of the facilities at your college. Write a report for the principal highlighting the advantages of improving the facility of your choice. Explain how it should be improved and express the feelings of the other students on this change.

4. Write an article for www.urbanwatch.com about a town or city you know that has changed. Outline the changes that have taken place, expressing the feelings of the people who live there and saying whether you believe these changes are beneficial.

5. Write a report for a charity suggesting that they might use public figures to raise awareness for their cause. Highlight ways in which famous people could raise awareness for the charity, outline the advantages of using famous people in this way and suggest a famous person who you feel the charity should ask to help them

LIVEWORKSHEETS

SECTION 3 Creative and descriptive writing (word length range: 170–200 words)

1. A childhood friend who you have not seen for a long time has become a politician. Recently you met him/her by chance. Write a diary entry describing your feelings when you met, saying what your friend told you about life as a politician and saying whether you would like to change places with him/her.

2. Write a description for a website entitled 'Childhood Memories' saying what period of your childhood you would like to re-live. Explain what you used to do at this time and why it was so special.

3. Imagine you became a famous sportsman or woman for just one day. Write your diary saying how you spent your day and what you think the advantages and disadvantages of being famous are, based on the experience of that day.

4. Write a story about what happened when two people's personal values differed. Explain what led up to the difference of opinion, outline the events and speculate on whether their values will stay the same after this experience.

5. Imagine you met a well-known artist. Write a diary entry expressing your feelings when you met him/her and describing the conversation you had. Say what influence you think this meeting will have on you.

SECTION 1 Correspondence (word length range: 180–210 words)

1. You have read a newspaper article that argued that if young children were given more freedom they would grow up into more responsible citizens. Write a letter to the newspaper giving your broad agreement to this argument while expressing some reservations about the writer's standpoint. Give some examples of how more freedom for young children might be beneficial.

2. You have noticed that a large percentage of advertising on a children's television channel is promoting unhealthy food. Write an email to the television company summarising the contents of the adverts and expressing caution about the effects this may have on children. Propose how the TV channel could promote a healthier lifestyle for children.

3. You bought yourself an expensive designer jacket online for a special occasion. When the jacket arrived it had several things wrong with it. Write a letter to the managing director of the company describing the faults, expressing your disappointment and demanding that appropriate action is taken.

4. Your company is offering a six-month placement overseas. Write an email of application to the human resources manager saying how your experience would make you the most suitable applicant for the post, what your manager has said about your achievements and how your performance at work would be enhanced by the placement.

5. Your local school wants to introduce either cookery classes or drama classes and has asked for your comments. Write a letter to the school principal, evaluating the benefits of the options, expressing your opinion on which should be chosen and proposing some possible content for the course.

LIVEWORKSHEETS

SECTION 2 - Factual writing (word length range 220-250 words)

1. You recently attended a talk by an academic speaker on the influence of computer games on children and young adults. Write a report for a youth organisation summarising the key points of the talk, evaluating how far you agree with them and outlining how you expect computer games to develop in the future.

2. Write an article for a lifestyle magazine with the title '*Famous People and Privacy*', expressing your views on whether famous people should have the same rights to privacy as ordinary people. Consider whether some areas of famous people's private lives should not be made public and evaluate why many people are fascinated by the lives of famous people.

3. 'When does a child become an adult?' Write an article for a popular magazine evaluating a range of viewpoints on the best age to become independent. Express your own beliefs on the subject, illustrating your point of view with relevant examples.

4. 'Globalisation has caused many changes in lifestyles.' Write an article for an international magazine saying to what extent you believe globalisation has affected lifestyles in your country, evaluating whether such changes are positive or negative and what impact these changes might have in the future.

5. You recently saw a film that had fantastic reviews. However, you felt that it was greatly over-rated. Write a review for a film website summarising what the reviews had said about the film, explaining how your own perception of the film differed from the reviews and outlining what the director could have done to improve the film.

SECTION 3 Creative and descriptive writing (word length range: 220-250words)

1. Write a description for a music website about a talented musician who was very successful at first but who then disappeared from the public eye. Describe what qualities of his/her music touched people, evaluate the different stages in his/her career and express your regrets about how the musician's career declined.

2. A year ago you gave up your very hectic way of life to lead a simple life on a remote island. Write a diary entry explaining why you gave up your previous way of life, describing to what extent your life has changed since you moved and saying if you have any regrets.

3. Write a story for a writing competition with the title, '*The End of the Internet*'. Describe the events that led to a world without the internet. Explain what the immediate effects of this were and outline how you have adapted to this new way of life.

4. You are in charge of advertising an item of technology that is being launched on the market. Write a description of your ideas for advertising this product for the manufacturer. Evaluate different ways of promoting the product, describe the scenario of a TV advert for the product and hypothesise how successful the campaign will be.

5. Write a story about a day when you had to choose between studying for two very different careers. Outline your options, explain the reasons for making your final choice and discuss your ambitions for the future.

LIVEWORKSHEETS

SECTION 1

1. There is an unpopular family in your area and some of your neighbours have complained to the family's landlord.

   Write a formal letter to the landlord of the family challenging the complaints made by the neighbours and implying that they are over-reacting.

   AND

   Write an informal letter of reassurance to the unpopular family.

2. A newspaper article recently quoted you as saying that your company is planning to relocate to another country, resulting in hundreds of job losses. This is completely untrue. Your company is expanding, not relocating.

   Write a formal letter to the editor of the newspaper expressing your strong dismay at being misquoted.

   AND

   Write an informal email to your staff downplaying the significance of the article and affirming your commitment to the company's future in your area.

3. It is believed that the benefits of overseas study outweigh the challenges it may present for individuals.

   Develop a blog with various contributors in which the value of international study is affirmed, a contradictory viewpoint is presented and a personal experience of studying overseas is reflected upon.

4. Plans have recently been announced in your country to impose massively increased taxes on private car use as a way of compelling people to use public transport.

   Develop a blog with two or more contributors debating the wisdom of these changes and evaluating what effects they might have. Discuss whether there might be other, more preferable solutions.

5. The Department of Education has just announced that climate change and related topics are to be removed from the school curriculum as they are irrelevant.

   Develop a blog with two or more contributors in which the value of studying these subjects is stated, a counter-argument to this is presented and an individual experience of studying these subjects is evaluated.

LIVEWORKSHEETS

SECTION 2

1. A recent survey of people under 25 years old suggests that their generation is less happy than the equivalent generation 50 years ago.

   Write an article for a sociology magazine disputing the validity of the survey's results and providing examples of how developments in the world have had a positive impact on young people. Discuss to what extent it is possible to measure the level of happiness of a group of people.

2. A plan by your local government to host an international summit has met with strong opposition.

   Write a report for your local government countering the objections to the plan, outlining your proposal about how the summit could be organised and affirming your belief that holding such an event would bring benefits to the community.

3. Many of us are aware some online advertisers (secretly) monitor our internet activity in order to personalise advertising.

   Write an article for a newspaper examining the effects of personalised online advertising and discussing the ethics of this strategy. Propose possible changes to the practice.

4. You are the head teacher of a college and would like to introduce a new business course.

   Write a proposal for the directors of the college asserting your views on why the course should be introduced, dispelling any concerns they may have and outlining how to proceed.

5. A recent study has advocated the use of tablet computers for all students in the classroom as an effective educational tool.

   Write an article for a newspaper affirming the benefits of integrating tablet computers into the classroom and presenting the opposite viewpoint. Assert whether, in your opinion, tablet computers should be used by all students in your country.

LIVEWORKSHEETS

SECTION 3

Critical and analytical writing (word length range: 300–350 words)

1. *'To be yourself in a world that is constantly trying to make you something else is the greatest accomplishment.'* (Ralph Waldo Emerson, essayist and poet, 1803–1882)

   Write an essay giving your own interpretation of this statement and assessing whether it is always appropriate to assert your individuality. Support your arguments with relevant examples.

2. '*Aging is not 'lost youth' but a new stage of opportunity and strength.*' (Betty Friedan, author, 1921–2006)

   Write an essay demonstrating what you understand by this statement and assessing its validity. In light of this statement, discuss how elderly people are viewed in your society.

3. '*When you stand out in a crowd, it is only because you are being carried on the shoulders of others.*' (Desmond Tutu, social rights activist, born 1931)

   Write an essay commenting on the validity of Desmond Tutu's opinion that a person's achievements are the result of co-operative endeavour rather than individual effort. Endorse your arguments with relevant examples and balance your own opinion with alternative viewpoints.

4. '*Honesty is for the most part less profitable than dishonesty.*' (Plato, philosopher, 427 BC–347 BC)

   Write an essay discussing your views on the accuracy of this statement and arguing whether it is more relevant today than in the past. Illustrate your assertions with examples.

5. *'A mind that is stretched by a new experience can never go back to its old dimensions.'* (Oliver Wendell Holmes, Jr. – Associate Justice of the Supreme Court of the United States, 1841–1935)

   Write an essay demonstrating what you understand by this statement and assessing its validity. Illustrate your contentions with relevant examples from your own experience in various situations.

LIVEWORKSHEETS