

# WRITING INSTRUCTIONS

# Writing Tutor

## TEST 1

### Part 1 - Question 1

"Write your email to Ben using all the notes". Read the information which will help you to write your reply to Ben's email.

#### Part 1 WRITING TUTOR

##### Writing Ideas



- Make a note of any questions asked in the email.
- Create an answer for each question.
- Ask questions yourself. (eg. *Can you come and pick me up?*)
- Use vocabulary relating to places and entertainment.  
*museum, art gallery, theatre, cinema, concert, restaurant*
- Also, use vocabulary relating to food and eating.  
*fast food, meat, chicken, fish, vegetarian, ice cream, pizza*
- You can use phrases like: *Do you think, Why don't we, I would like to, What do you like*

##### Suggested Structure

- **Paragraph 1** - Thank Ben for the email or say how happy you are to receive an email from him. Answer his first question.
- **Paragraph 2** - Answer Ben's other questions and any ideas you have that can go with your answers.
- **Paragraph 3** - Write your own suggestions and questions that go with them.
- **Paragraph 4** - Write any extra information that you think that Ben and his mum need to know.

#### MODEL ANSWER - Question 1

Hi Ben,

It's nice to hear from you. I'll be at the train station at 1pm.

Can you come and pick me up? I would like to go to a museum or art gallery because I love looking at paintings and I'm very interested in history.

Do you think it would be a nice idea to go to a concert in the evening? I like listening to music and I haven't gone to a live concert for years.

Also, tell your mum that I'm a vegetarian now but I do eat fish.

See you very soon,  
John

### Part 2 - Question 2

"Write your article". Read the information which will help you to write your article.

#### Question 2 WRITING TUTOR

##### Writing Ideas



- Read the question properly and make note of what is required.
- Think of where you live. *Is it a big place? is it a beautiful place?*
- Think of the things you can see and do there.  
*Are there any museums and old buildings?*  
*Also, is there a big shopping area?*
- You can use phrases like: *there are lots of shops, my town has a large castle, the restaurants are very good.*
- Think about why you like your town and say why like it.
- You can use vocabulary like: *friendly, safe, clean, quiet*

##### Suggested Structure

- **Paragraph 1** - Introduce your town/city by saying if it's big or small and one general piece of information about it.
- **Paragraph 2** - Write a sentence about one of the things you can see or do there.
- **Paragraph 3** - Write about something else that people can see or do.
- **Paragraph 4** - Give two or three reasons why you like your town.
- **Paragraph 5** - Finish off with a closing comment.

#### MODEL ANSWER - Question 2

##### My Town

I live in a small town in England called Lewes. It is an old town with many beautiful old buildings.

Lewes has a castle that people can visit and the views from the castle are wonderful because it is on top of a hill.

The thing that I like most about Lewes is that it is a very safe and friendly town. People smile and say hello to each other even if they are strangers.

Everyone should visit Lewes if they have the opportunity.



### Part 2 - Question 3

"Write your story". Read the information which will help you to write your story starting *I was really worried about the journey*.

#### Question 3 WRITING TUTOR

##### Writing Ideas

- You need to use your imagination.
- Ask yourself what sort of problems you can have, or why you would not enjoy a journey.
- Think about what kind of journey you're going on.
- Are you going on a bus or train journey? Or are you going to fly to another country?
- Maybe use phrases like: *I'm afraid of flying, I don't like heights, I have never travelled on my own before, I get sick when I travel by [bus, train, car]*.
- Imagine how you would feel during the journey and what you would do to pass the time. Maybe *listen to music, read a book, play games, talk to other passengers*.



##### Suggested Structure

- Part 1 - Use the sentence given and say **why** you were worried. Also say what the purpose of the journey was.
- Part 2 - Say what happened at the beginning of the journey.
- Part 3 - Explain how you felt as you started your journey.
- Part 4 - Now write about your trip and how you felt.

#### MODEL ANSWER - Question 3

(Part 1) I was really worried about the journey. It was the first time I had travelled on my own. I was going to visit my penfriend in Germany.

(Part 2) My parents took me to the airport and my mother cried when we said goodbye.

(Part 3) But it was very strange. As soon as my parents left, I suddenly felt much better. I was not feeling frightened anymore. I was feeling excited. (Part 4) I got onto the plane and found my seat. After twenty minutes we were ready to take off. As the plane went up into the air, I smiled. I knew that I was starting a big adventure.

## TEST 2

### Part 1 - Question 1

"Write your email to Angela using all the notes". Read the information which will help you to write your reply to Angela's email.

#### Part 1 WRITING TUTOR



##### Writing Ideas

- Make a note of the questions Angela has asked in her email.
- Create an answer for her questions.
- Use vocabulary to describe a place like: *quite nice, very nice, really bad, horrible*
- Create ideas of your own to add to your answers. Don't make your answers simple. For example, what you normally do with your new friend Julie.
- Use vocabulary for distances like: *very close, far away*
- Tell Angela if you need to catch a bus or if you can walk.

##### Suggested Structure

- Paragraph 1 - Thank Angela for the email and answer her first two questions.
- Paragraph 2 - Continue to answer Angela's questions. Add any ideas you have that can go with your answers.
- Paragraph 3 - End with a closing sentence like: *I hope you are well, hope to see you soon, when will you come and visit me?*

#### MODEL ANSWER - Question 1

Hi Angela,

Thanks for your email. My new school is quite nice. I was a bit lonely at first but now I have a really good friend called Julie who is in my class. We are on the netball team together.

The teachers are very friendly here and I like my art teacher a lot because she makes us laugh. My new history teacher is a bit too serious though. Although I can't walk to school, it is only ten minutes by bus and the bus stop is very close to my house.

I hope you are well and please say hello to everyone.

Love,  
Jane

## Part 2 - Question 2

"Write your article". Read the information which will help you to write your article.

## Question 2 WRITING TUTOR



## Writing Ideas

- Read the question properly and make note of what is required.
- Think of someone who is important in your life. Is it your *grandmother, mother, father, brother or a friend?*
- Think of what the person is like: *kind, clever, generous.*
- Think of times which have made that person special to you and include two or three examples in the article.
- Don't give short answers.

## Suggested Structure

- **Paragraph 1** - Start the article saying who the special person is and give one or two basic facts about that person.
- **Paragraph 2** - Describe the person a bit more in detail.
- **Paragraph 3** - Explain why that person is special to you. What does he or she do.
- **Paragraph 4** - Finish the article with a closing sentence.

## MODEL ANSWER - Question 2

## An Important Person

The most important person in my life is my grandmother. She is 65 years old and she lives close to my house.

She is a very intelligent and kind person. She always tells the truth and if anyone needs help, my grandmother is always the first person to help.

My grandmother is very special to me because I can talk to her about anything. She always gives me very good advice. She's also an excellent cook and she likes to cook for me whenever I go to her house.

I think a grandparent is a very special part of anyone's family.

## Part 2 - Question 3

"Write your story". Read the information which will help you to write your story starting *I took a deep breath and knocked on the door.*

## Question 3 WRITING TUTOR



## Writing Ideas

- You need to use your imagination.
- Ask yourself, what situations would make you nervous or frightened to open a door.
- Choose one situation and imagine what you would see when you opened the door. Write how you felt after opening the door: *I was very nervous, I was frightened, I didn't want to open the door?*
- Write what you saw and what was happening and what was going to happen.
- Write what happened and how it affected you: *I was surprised, I was shocked, it made me happy, it made me sad.*

## Suggested Structure

- **Part 1** - Use the sentence given and describe what you can see after you open the door.
- **Part 2** - Say how you felt and what you were thinking.
- **Part 3** - Explain what happened and what was said.
- **Part 4** - What happened at the end of the situation.
- **Part 5** - Explain how you felt.

## MODEL ANSWER - Question 3

(Part 1) I took a deep breath and knocked on the door. My boss was sitting at his desk and he looked very serious. (Part 2) I was very nervous because I did not know why he wanted to see me. (Part 3) He told me to sit down and then he said, "Don't look worried, I just want to ask you something." "Do you enjoy working here?" he asked. "Yes, I like it very much," I replied. "I can see that everyone likes you and you are very good at your job. (Part 4) I would like you to be the new manager." (Part 5) I was so surprised!