

WRITING INSTRUCTIONS



TEST 3

Part 1 - Question 1

"Write your email to Andy using all the notes". Read the information which will help you to write your reply to Andy'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.
- Use vocabulary like: *jeans, blouse, dress*
- Say something about Sandra's sister or boyfriend.
- Maybe add some extra relevant information.

Suggested Structure

- **Paragraph 1** - Thank Andy for the invitation to his party and tell him you will be going with your sister. Add a little extra information.
- **Paragraph 2** - Ask your own questions and give possible answers to your own questions.
- **Paragraph 3** - Give a reason why you want to know the start time.
- **Paragraph 4** - Close off the email.

MODEL ANSWER - Question 1

Hi Andy,

Thank you for the invitation to your birthday party. Of course, I would love to come. I will bring my sister Tina with me. She really likes you a lot!

Is it a formal or informal party? You know me, I always wear jeans and a blouse. I'm happy to wear a nice dress if you want us to be smart though. Have you decided what you're going to wear?

I am at basketball practice until six o'clock so can you tell me what time it will start?

I'm looking forward to seeing you soon.

Love,
Sandra

Part 2 - Question 2

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

Question 2 WRITING TUTOR

Writing Ideas

- You need to think what is traditional in your country.
- Ask yourself what events you have and what people do at these events.
- Say what food and drink is had at these events.
- Use phrases like: *everybody eats a lot of ..., there are parties until late at night, it is a religious celebration.*
- Say if you like this event and say why you like or don't like it.
- Also, say who you go with - *I usually go with my family, my friends come with me, I go on my own.*

Suggested Structure

- **Paragraph 1** - Start by mentioning the biggest event in your country. Explain what the event is for and who normally goes to it.
- **Paragraph 2** - Explain what people do and what they eat and drink.
- **Paragraph 3** - Say if you like the event and why it is important.

MODEL ANSWER - Question 2

Celebrations and Traditions

One of the biggest celebrations in my country is at Easter. Easter is on a different day every year but it is usually in March or April. It is a religious celebration but even people who are not religious have fun at this time. It is a time for families to be together.

On Easter Sunday everybody eats a lot of lovely food. In my country, it is traditional to eat lamb with roast potatoes and salad or vegetables.

I like Easter because I spend time with all my family and everyone is in a happy mood.

Part 2 - Question 3

"Write your story". Read the information which will help you to write your story starting *It started to rain heavily.*

Question 3 WRITING TUTOR



Writing Ideas

- You need to use your imagination.
- Ask yourself what you would do if it suddenly started to rain.
- Think about where you would go to get out of the rain.
- Use phrase like: *I went to the nearest building, I knocked on the door, I bought an umbrella.*
- Say what solution you had to get out of the rain.

Suggested Structure

- **Part 1** - Write the starting sentence and mention any extra problems you might have.
- **Part 2** - Say where you were and what was near you.
- **Part 3** - Explain what you did next. Mention if you saw anyone else.
- **Part 4** - Say if someone helped you and how.
- **Part 5** - Now write about how you felt after you got out of the rain.

MODEL ANSWER - Question 3

(Part 1) It started to rain heavily. I knew I was lost, and I didn't have a coat or umbrella. (Part 2) It was dark in the forest and I was scared. I didn't know where I was going. Suddenly, I saw a small cottage in the forest. (Part 3) I walked towards it but I was too shy to knock on the door. "Are you lost?" an old lady said to me. I turned around and a kind old lady was smiling at me. (Part 4) "Don't worry everyone gets lost here. My son will drive you to the town." (Part 5) I was very happy that I was safe at last.

TEST 4

Part 1 - Question 1

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

Part 1 WRITING TUTOR



Writing Ideas

- Make a note of any questions asked in the email.
- Create an answer for each question.
- Tell Susan about the weather. Use phrases like: *it was sunny, it rained a lot, it was cloudy all the time.*
- Give some information about the hotel and the rooms.
- You can talk about the food you ate: *I had pizza, I liked the pasta, I ate a lot of ice cream.*
- Talk about other activities you did on holiday and the people you met.

Suggested Structure

- **Paragraph 1** - Answer Susan's first questions and tell her about the weather.
- **Paragraph 2** - Talk about the hotel and the food. Mention the activities you did.
- **Paragraph 3** - Write about the people you met there.
- **Paragraph 4** - Close off by asking Susan about her holiday.

MODEL ANSWER - Question 1

Hi Susan,

I had a great holiday, thanks. But it did rain a lot! I thought it was always sunny in Italy!

Our hotel was fantastic. The rooms were very big, and the food was excellent. We ate a lot of food but that won't surprise you. Because the weather was not very good, we played table tennis and, in the evening, we sang karaoke songs in the bar which was fun.

We became friends with a Spanish family from Toledo. The son was the same age as me, so we had fun together.

I hope you had a good holiday too.

Your friend,
David



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 questions carefully and think of what you do or should do.
- Write about how it is important to protect the environment.
- Mention different items you can recycle like: *glass, paper, metal, plastic*.
- Write about how you get involved in helping the environment: *pick up litter, put items in the recycling bin, help clean the streets*.
- Say if your town is clean or dirty.
- Write how the environment can be a better place.

Suggested Structure

- **Paragraph 1** - Introduce the subject of protecting the environment.
- **Paragraph 2** - Write about what you do at home and why what you do is important.
- **Paragraph 3** - Talk about how other people near you help with the environment. Say if people look after your town.
- **Paragraph 4** - Finish off with a positive note for the future.

MODEL ANSWER - Question 2

The Environment

It is very important that everyone tries to protect the environment. We can all do things to make a difference.

In my house we recycle everything that we can. Paper, plastic, metal and glass should be recycled. This not only means that these things can be used again but also there is less rubbish to burn or put in the ground.

My friends and I often walk around our neighbourhood and pick up litter. We live in a beautiful town and it is sad that people do not care about the environment.

If we are all careful, we can make our world a much better place.

Part 2 - Question 3

"Write your story". Read the information which will help you to write your story starting *I was very surprised*.

Question 3 WRITING TUTOR

Writing Ideas

- You need to use your imagination.
- Write about what could happen that would surprise you: *a surprise party, a house in darkness, a shop closed, seeing an old friend*.
- Say what the situation is and why it is strange: *the lights are normally on, the shop doesn't close until 9pm, I haven't seen my friend for 5 years*.
- Explain what you did next and what happened.
- Say if you got another surprise and what it was.
- Mention any other people who were there with you and what they were doing.

Suggested Structure

- **Part 1** - Write the starting sentence and introduce the situation.
- **Part 2** - Explain why it was strange and how you felt.
- **Part 3** - Say what you did next and what you found.
- **Part 4** - Write what you did next and what happened.
- **Part 5** - Explain what you saw and what it was.

MODEL ANSWER - Question 3

(Part 1) I was very surprised. I returned to my house after school and there were no lights on. (Part 2) Usually my family is home when I come back. I wasn't very happy because it was my birthday and nobody was home. (Part 3) I opened the front door and walked into my house. I turned on the light. The house was very quiet, even the dog was not there to say hello. I felt quite sad. (Part 4) I walked into the living room and suddenly lots of people shouted "Surprise!" (Part 5) All my family and friends were there. There were balloons everywhere and everyone was smiling. It was a surprise party!