

WRITING SET 4

Part 1

Personal Details Record Form You are applying to be a member of a computer club. Fill in the following registration form. Please ensure all information is completed in full. You have 3 minutes to complete this form.

- How old are you? _____
- How long do you spend in a day surfing the internet? _____
- What software programmes are you familiar with? _____
- Can you programme computers? _____
- Have you got internet connection? _____

Part 2

You are a new member of a computer club. Fill in the form. Write in complete sentences. Your text should be 20 to 30 words in length. You have 7 minutes.

PC UNIVERSE CLUB

Please tell us about the days and times you can come for the computer lessons and the programmes you would like to learn.

Part 3

You are a member of a computer club. You are talking to Patricia in the club chat room. Talk to Patricia using complete sentences. Your text should be 30 – 40 words in length. You have 10 minutes to complete all 3 answers.

Patricia : Hello, I hear you are a new member of our computer club. I became a member after I read their advertisement in a brochure. I would like to know why you joined the computer club? (Maximum 40 words, 3 minutes)

You:

POST

Patricia : How do you feel about the computer club? (Maximum 40 words, 3 minutes)

You:

POST

Patricia: What do you think about the training provided in the computer club? (Maximum 40 words, 3 minutes)

You:

POST

Part 4 - Task 1

You are a member of a computer club. On your last visit to the club you saw the notice below:

NOTICE

Dear Members,

Please be informed that from next month the membership fees of the computer club will go up by 30%. Also note that we are starting renovation of the computer lab. As such, computer lessons for the next month will be held in the old computer lab next to the store, every Monday from 7.30 p.m. to 8.30 p.m.

Thank you.

Management

Write an email to a friend. Write your feelings about the notice and suggest possible alternatives. Write about 50 words. You have 10 minutes.

Use friendly, informal English with standard spelling and punctuation.

NEXT

Part 4 - Task 2

Now, write an email to the club management, explaining your feelings about the notice and suggest possible alternatives. Write 120 to 150 words. You have 20 minutes.

Use formal English and remember to use appropriate salutations and closing.