WRITING emails of introduction: formal and informal

6A **Read the purposes of two emails. Which email needs to be formal?**

1 Introduce myself to a member of my host family in Spain before I visit.

2 Introduce myself as the new chairperson of the Teachers' Association.

B **Read the emails and underline the correct alternatives.**

To: psanchez@yoohoo.es

Subject: hi!

From: danielagjones@hitmail.com

[1]*Hi Pilar / Dear Madam Pilar,*

[2]*I am writing to greet you. / How are you?* As you know, I'm going to stay with you this summer. I [3]*have decided to / thought I'd* send an email to introduce myself. My name's Daniela, but my friends call me Danny, and I hope you will, too.

I'm eighteen years old and at university here in Manchester, studying Business and Economics. I've got lots of hobbies. I love horse riding, swimming, listening to music, and I also play the flute. My favourite hobby, though, is dancing. I [4]*am particularly keen on / really like* samba and salsa.

I [5]*can't wait to stay / look forward to staying* with you in Spain, though my Spanish isn't very good! [6]*Hope / I do hope* to hear from you soon.

Danny

To: membership@taas.com

Subject: Introductions

From: hatquistj@ltsu.edu

[7]*Dear members / Hello everybody,*

[8]*I'm writing to say hi / I am writing to introduce myself.* As many of you know, I will begin in the role of chairperson of the Teachers' Association of Amlen State at the end of this month. [9]*I would like to take this opportunity / I really want* to outline my major plans for the Association over the coming year.

I am a maths and physics teacher. I have been in the profession for over forty years in a variety of roles: teacher, administrative assistant, head teacher, and school inspector.

My first priority is to increase membership. In the last six years we have seen a decrease of almost 30% in our numbers. I have various proposals for achieving this, which [10]*I'll tell you about / I will explain* during our first meeting next month.

[11]*I look forward to working with you all / See you all soon.*

[12]*All the best / Yours sincerely,*

Jacqueline Hatquist

C **Read the instructions and write an email (120–150 words).**

You are going on an adventure trip for students of English. You will join ten other students from all over the world on a one-month tour of India. The tour will include cultural visits and two hours of English lessons every day. Write an email of introduction to the other students.

LIVEWORKSHEETS

GRAMMAR review of verb tenses

1 Complete the conversations with the correct form of the verbs in brackets.

1 A: I need a holiday, but flights _____ (be) always expensive at this time of year.
B: That's true, but I _____ (find) a cheap flight to Mexico on the net yesterday.

2 A: Grace _____ (win) the lottery last week!
B: That's right. She _____ (sleep) when her brother called to tell her.

3 A: I _____ (not like) football.
B: Why _____ you _____ (not tell) me earlier? The tickets cost £70 each!

4 A: _____ you _____ (hear) about the accident last week?
B: Yes, the boys _____ (drive) along Court Street when a motorbike hit the car.

5 A: _____ you _____ (need) somewhere to stay? I have a spare room.
B: No, it's OK. I _____ (stay) with my sister.

6 A: I _____ (read) a novel called *The Road* at the moment.
B: Oh yes. I found it so boring that I _____ (not finish) it.

7 A: I like an early start, so I _____ (get up) at six every morning.
B: Me too. I always _____ (leave) the house by seven.

8 A: John! Are you ready? We _____ (wait) for you!
B: OK, here I am! Sorry about that. I _____ (look) for my hat! I couldn't find it anywhere.

2 Match beginnings a) and b) with endings i) and ii).

1 a) Do you use the computer? *ii*
b) Are you using the computer? *i*
i) I need it for a few minutes.
ii) Or is everything done by phone?

2 a) She tries to work
b) She's trying to work
i) , so please be quiet.
ii) on her book for two hours every day.

3 a) It doesn't snow
b) It isn't snowing,
i) much in New Mexico.
ii) so we can go out now.

4 a) What are you doing
b) What do you do
i) for a living?
ii) now? Do you want to go for a coffee?

5 a) He was playing squash
b) He played squash
i) for the team last year.
ii) when he broke his ankle.

VOCABULARY relationships

3A Put the words in the box into categories 1–4.

employee	fiancée	fiancé	classmate	pupil	boss
team-mate	godfather	godmother	member		

1 Person you work with: _____

2 Person who studies: _____

3 Person you are close to (almost family): _____

4 Person you do a hobby with: _____

B Complete the sentences with the words in Exercise 3A.

1 This is Marianna, my _____. We're getting married next year.
2 Dave is my _____. We're both in Year 12 at Cokethorpe High School.
3 She asked her _____ for some time off work, but he said no.
4 I'm a _____ of a swimming club. We meet twice a week at the sports centre.
5 Luisa got 100% in her exam. She's the best _____ in my class.
6 He's an _____ of GEO Foods. He's been there for six years.
7 When I was born, my father asked John, his best friend, to be my _____.
8 Leticia is my _____. We play in the same basketball team.

4A Underline the stressed syllable in the words in italics.

1 He was an *employee* here.
2 I had a wonderful *mentor*.
3 All *pupils* wear a uniform.
4 We were *team-mates* for years.
5 Have you met my *fiancée*?
6 Talk to your *partner*.
7 She's my *godmother*.
8 That club is for *members* only.

B ▶ 1.3 Listen and check. Then listen and shadow the sentences (say them at the same time).

LIVEWORKSHEETS

chatzone1.com

Men and Women – What They Say About Each Other

1 The battle of the sexes has probably been going on since the first caveman left his dirty dishes on the floor of the cave. A subject of endless discussion, it has inspired a million jokes and articles and almost as many books.

2 However, a recent study tells us that men and women really do think differently. Our brains are built in a different way. The results of the study suggest that men have better spatial perception (driving, ball sports), while women's brains equip them better for remembering words and speaking fluently.

3 The scientists examined only a small part of the brain, and they say that further research needs to be done. Here at *chatzone1* we have done some less scientific research. We asked people, 'What are the differences between the sexes?' Here are their answers.

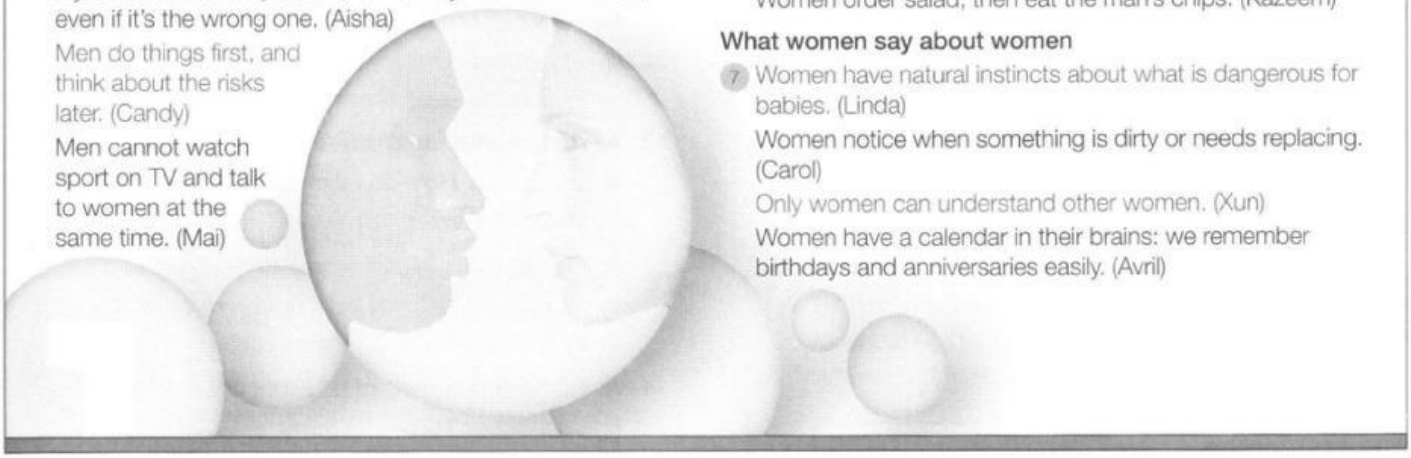
What women say about men

4 Men remember useless information, like how fast an aeroplane can go, even if they'll never fly one. (Heather)

If you ask a man a question, he'll always have an answer, even if it's the wrong one. (Aisha)

Men do things first, and think about the risks later. (Candy)

Men cannot watch sport on TV and talk to women at the same time. (Mai)



What men say about men

5 Men know that common house spiders aren't as dangerous as rattlesnakes. (Daniel)

Men can drive without looking at themselves in the mirror every ten seconds. (Ron)

Men can watch a whole film without interrupting to ask, 'Who is he?' 'What's her job?' 'Does he like her?' (Alfred)

When men want something, they ask for it instead of making a comment distantly related to the subject and hoping their partner will guess what the real subject is. (Guy)

What men say about women

6 Women couldn't invent weapons that kill, only weapons that make you feel really guilty until you say sorry. (Kent)

While men speak in sentences, women speak in paragraphs. (Sergio)

Women are happy to own twenty CDs, while men need 200. (Steve)

Women order salad, then eat the man's chips. (Kazeem)

What women say about women

7 Women have natural instincts about what is dangerous for babies. (Linda)

Women notice when something is dirty or needs replacing. (Carol)

Only women can understand other women. (Xun)

Women have a calendar in their brains: we remember birthdays and anniversaries easily. (Avril)

READING

5A Do you think statements 1–4 are about men or women? Who said them: men or women?

1 They do things first, and think about the risks later.
2 They remember useless information.
3 They notice when something is dirty or needs replacing.
4 They always remember birthdays and anniversaries.

B Read the text and check.

C Write the name of the person who makes similar statements to the ones below.

1 Men hate to say, 'I don't know'. Aisha
2 Men cannot 'multi-task'; they can only concentrate on one thing at a time. _____
3 Men are very direct when they need something. _____
4 Women are more fluent than men when they speak.
5 Women are more maternal; they understand what is good for young children. _____
6 Women have better memories for dates than men. _____

D Find words in the text to match definitions 1–5.

1 the ability to see the position, size or shape of things (paragraph 2) _____
2 give you the tools or abilities that you need (paragraph 2) _____
3 more or to a greater degree (paragraph 3) _____
4 not closely (paragraph 5) _____
5 natural abilities or feelings that make people and animals know something (paragraph 7) _____

VOCABULARY PLUS collocations with *take/get/do/go*

6 Complete the phrases with *take*, *get*, *do* or *go*. Use each verb three times.

1 get _____ a job
2 _____ off coffee
3 _____ part in a quiz
4 _____ some research
5 _____ my homework
6 _____ on with people
7 _____ grey
8 _____ her a favour
9 _____ responsibility
10 _____ angry
11 _____ up the guitar
12 _____ for a walk

LIVEWORKSHEETS