

**English for Life: Writing (A2)**

Unit	Topic	Getting started	Key phrases	Language	Writing tips	Practising writing skills
1	Short emails	How many emails do you send and receive each day? / Who do you write to? What subjects do you read and write about?	Hey Julie, I hope things are good with you. / How are you doing? / Speak soon. / See you Thursday! / Would you like to go to the cinema? / Yes, that sounds like fun. / Let's go out on Thursday. / Sorry, but I'm busy then.	Useful vocabulary: making plans / Formal and informal emails / Writing clearly / Planning, opening and closing an email	When writing informal emails use contractions, informal greetings and endings / When writing formal emails, use full sentences, greetings and endings / Avoid using slang	Write a reply to the sample email / Write the appropriate opening sentence / Rewrite the email and correct punctuation / Write a formal and an informal email
2	Longer emails	What is your daily routine? / Does your routine change? / Who do you write longer emails to?	In the morning I get up, brush my teeth, have breakfast and go to work. / In the afternoon I have lunch, study and go shopping. / In the evening I go out with friends. / Stan gets up around 7.30. / He eats breakfast. / Then he walks to university every morning.	Useful vocabulary: daily activities / Using paragraphs and punctuation / Useful vocabulary: writing home	Use paragraphs to break up long pieces of writing / Start a new paragraph each time you start a new subject / Use short paragraphs in an email / Use appropriate punctuation to make your email easier to read	Change the sentences to the first person / Practise writing paragraphs / Write an email to someone in your family
3	Postcards	Where did you last go on holiday? / Did you enjoy it? Have you ever sent a postcard?	Wish you were here! / On Tuesday I went to see the pyramids. / The weather is great! / Miss you! We ate at a great	Clear usage: simple past tense / Clear usage: 'going to' for future		Write sentences for a postcard home / Write a postcard to a friend
4	Text messages	How many texts do you send each day? / What do you text about? / Who do you write to?	Text me later. / I sent you a text. Did you get it? At the restaurant. Where r u? / I'm at home. Thought we were meeting at 7? Check ur calendar! / I got the time wrong. / Can u come now? / LOL! Thanks. / Hi Matt. It's raining. U still want 2 play tennis? Gr8, I'll	Useful vocabulary: changing your plans / Text speak and emoticons / Clear usage: prepositions of time and place / Useful vocabulary: making suggestions	Use text speak and emoticons to save time when texting / Use text speak to shorten words / Use emoticons to show how you're feeling	Write text messages for each situation / Write text messages to answer the text given
5	Sharing news online	What messaging service do you use / With whom do you chat online?	Hey Pete. Got 5 mins? / Sure. What's up? / I'm going out after work. Want to join me? / Where r u going? / To the pub for drinks. / I'd love to, but I have to finish my work. / You must visit your grandma more often. / You should come out more often? I have to work late this evening.	Clear usage: expressing obligation and necessity / Useful vocabulary: sharing news / Greeting people online		Use the phrases given to write some news / Write responses to the sentences given
6	Filling in forms	When did you last fill in a form? / Where do you usually fill in forms? / What's the most important form you've ever filled in?	Write in block capitals. / Circle the answer that applies to you. / Cross out the answer that does not apply to you. / DOB (date of birth). / n/a (not applicable). / Personal information. / Contact information. / Emergency Contact Person. / Next of Kin.	Clear usage: form language		Complete the form with the details provided / Fill in your details on two different forms
7	To do' lists	Do you write lists? What for? Do you write them by hand? How do you show you have finished something on the list?	Pick up dry cleaning. / Buy flowers for Suzanne. / Read emails. / Make coffee for 11am meeting. / Write office blog. / Tidy desk. / Tidy the house. / Please pick up dry cleaning. / Meet Joe for lunch.	Clear usage: imperatives / Clear usage: content and function words /	Put the most important tasks first in your list / Use different lists for different tasks / Use bullet points for main tasks	Reorganise the sample list given / Write a list of daily tasks for this week / Write a list of work tasks for the next week
8	Invitations and directions	When did you last organize a party? Who did you invite? How did you invite guests?	You are invited to a leaving party for James Hawksby. / Join us at 5pm for tea and cake in the conference room. / Please come to my 25th birthday party. / Siri and Karl are getting married and you're invited. / Come out of the station, turn right and straight along Acorn Road. Our house is on	Clear usage: invitation verbs / Useful vocabulary: invitations / Reading directions		Write a sentence inviting people to the list of events given / Complete the directions / Write an invitation to your next birthday party / Write an email inviting friends to a housewarming party
9	Advertising a room	Have you ever rented out a room in a flat? How did you find new flatmates? Did you use the internet or an estate agent?	Friendly female flat share on Northcote Road. / Sharing with two students. / The flat has a shared kitchen, bathroom and living room. / We are looking for a student or young professional. / The room is fully furnished. / Rent includes all bills. / £610 per month. Deposit of £412.		Information to include in room adverts: location, price, contact details, description of room and details of other flatmates	Write an advert for a room in your house / Write an advert for Natalie's spare room

10	Giving and getting advice	Have you ever moved to a new town or city? / Have you ever moved to a new country? / What did you find out about your new home?	I'd really like your advice. What do you think I should do? / What restaurants would you recommend? / Where are some good places to visit? / I suggest that ... / I think that you'd like ... / I recommend that you ... / You should visit ... / I'm moving to Sydney in 2 weeks. / Any other advice? / I think you'll like living in ... / The best way to travel around is ...	Useful vocabulary: giving advice / Useful for vocabulary: asking for advice / Useful vocabulary: In a new city		General comprehension questions / Unjumble the sentences / Rewrite each sentence / Complete the table / Fill in the blanks / Write an email asking for advice / Write an email giving advice
11	Course applications	Have you ever applied for a course at a school or university? / What questions did they ask you? / What did you say about yourself?	I passed my exams last year. / I studied engineering at University. / I have studied Italian for two years. / I have travelled to many countries. / Last year I got an A in my French exam. / One day I hope to live and work in South America.	Clear usage: past simple / Clear usage: present perfect / Useful vocabulary: future plans and goals		Comprehension questions / Fill in the gaps / Rewrite sentences in past simple / Rewrite the mistakes / Write about your work experience / Write about your future goals
12	Asking for help	When you don't understand something in class who do you talk to? / How do you communicate with your classmates out of class? / What questions do you ask?	What did the teacher tell us about modal verbs? / Why didn't he give us any homework? / When did she say the exam was? / Did you understand ...? / Do you remember ...? / Can you help me with ...? / Let me show you my notes. / Sorry, I can't help. / The teacher meant that ... / I'm not sure. / I really don't know.	Clear usage: 'wh' questions in the past simple / Useful vocabulary: asking for help / Useful vocabulary: responding to requests for help		Comprehension questions / Fill in the gaps / Circle the correct word / Unjumble the sentences / Write 'wh' questions in the past simple / Rewrite the responses
13	Job applications	have you ever had a part-time job? / Do you have a CV? How often do you update it? / Have you ever written a covering letter?	Mode Fashions requires a weekend shop assistant for immediate start. / Experience preferred but not essential. / I saw the job advertised in ... and would like to apply for the position. / I heard about the job from ... / I enjoy talking to customers. / I can start work immediately. / I look forward to hearing from you.	Language note: CVs and cover letters / Language note: personal statements / Useful vocabulary: applying for a job		Comprehension questions / Match the phrase to the meaning / Fill in the gaps / Write a personal statement / Write a CV / Write a covering letter for the sample job provided
14	Taking notes	Do you takes notes in class or at work? / Do you write full sentences? / Do you use special symbols?	Please call Tony this afternoon at 2 p.m. / Call Tony at 2 p.m. / Many diff. older langs. → English (incl. A-S, Old Norse). / English = big vocab. Collins Dic. contains 260k words. / Many words from other langs. = loanwords.	Language note: using symbols to take notes / Language note: to summarise	When taking notes focus on important information / Leave out any important words	Comprehension questions / Match the languages / Circle the correct symbol / Rewrite the sentences as notes? / Rewrite phone conversations as notes / Rewrite lecture as notes
15	Problems at work or school	Have you ever written to a teacher or doctor about a problem? / Was it easy to explain the problem?	I'm sorry that ... / I'm afraid that ... / I apologise for ... / I'm so sorry I missed two classes this week. / Would it be OK to take the day off work? / If I'm still sick tomorrow, I will work from home. / Should I do any of the exercises in my textbook?	Useful vocabulary: apologising / Clear usage: first conditional - suggesting a solution to a problem	It's polite to apologise for a problem even when it isn't your fault / Avoid writing short direct sentences / Ask the other person if there is anything else you can do	General comprehension questions / Unjumble the sentences / Rewrite the sentences / Fill in the gaps / Write an email to your teacher asking for an extension / Write an email to your boss asking for time off
16	Personal profiles on networking sites	Have you ever joined a networking site for work? / Have you ever joined a site for making friends? / How do you describe yourself to others online?	I'm a confident hardworking project manager. / I have managed some very large projects for important companies. / I'm looking for new job opportunities. / My favourite things are ... / I'm hoping to meet ... / I have excellent communication skills.	Useful vocabulary: describing yourself / Clear usage: writing about achievements	Describing yourself online: talk about your strengths not weaknesses / Don't sound too 'proud' / Look at other profiles / Be honest but don't share too much information / Try and sound interesting	Comprehension questions / Fill in the gaps / Unjumble the sentences / Write a description of your strengths and achievements / Write a description of yourself for a social networking site

17	Blogging	What is a blog? Can you name any blogs you've read? / Think of three places you could blog about	I wrote a blog post today. / Have you read my blog? / I'm going to blog about my holiday. / Blogging is hard work. / I'm in Tokyo. It's so cool here! / Last week I started college. / There are lots of interesting people. / New York is exciting but it's very cold in winter. / People are friendly and wear cool clothes.	Useful vocabulary: describing places and people / Clear usage: blogging about recent events / Language note: blog as a noun and a verb	Writing a blog / Use paragraphs to divide your text / Write short, fun titles / Edit your work before you post it	Comprehension questions / Complete the table / Fill in the gaps / Write appropriate sentences for a blog / Write a description of where you live now / Write a blog post about a recent holiday
18	Twitter	How do you find out about news and current events online? Do you use Twitter? Can you write a message in 140 characters?	Hey Anton! C28 here on holiday. The city is amazing - you should come and check it out! / @dayoademosu Amazing photo! What are you doing in New York? / RT@TrafficNews Big traffic jam on Euston Road.	Useful vocabulary: writing about the news	Using Twitter / A direct message is called a DM / Everyone's Twitter name begins with @ / Retweet (RT) Tweets that you like / Use # (hashtag) so other people can easily find your tweet	General comprehension questions / Change news stories into Tweets / Fill in the gaps / Write responses to sample Tweets / Use prompts to write new Tweets
19	Social media	Which social media sites do you use to talk to friends? / Do you share news online? / Do you comment on other people's posts?	Back home from my trip to Paris with Brett Angelou. Tired but happy! / Glad you had a good time. We missed you at work. / Can't believe the football results! / Better luck next time! / Still can't believe it. Terrible match : (	Language note: key terms used in social media sites / Language note: Using captions to present information	Posting on Facebook / Try to write in the same tone / If the story is funny write a funny comment / Keep comments short / Remember you can comment on other people's posts as well as your own	Comprehension questions / Fill in the gaps / Reorder the comments / Choose the best caption for each photo / Write a caption for each photo / Write appropriate comments for each post
20	Online reviews	Do you check hotel and restaurant reviews online? / Do you write reviews? / Would you complain online if you had a bad experience?	The hotel was nice. / The food was bad. / The service was terrible. / The hotel was quite nice. / The food was really bad. / The service was absolutely terrible. / Our waiter was really friendly but the service was quite slow. / The only good thing about this hostel is that it is quite quiet. / We were very disappointed by ... / I would really recommend ... / We had a great time at ...	Clear usage: adverb + adjective / Language note: use scores when writing reviews / Useful vocabulary: positive and negative reviews	Writing reviews / Use adjectives / Use adverb + adjective combinations / Write positive and negative statements	General comprehension questions / Unjumble the sentences / Match the nouns and meanings / Fill the gaps / Circle the correct adjective / Rewrite the positive sentences as negative / Write a review of a restaurant / Write a review of a hostel