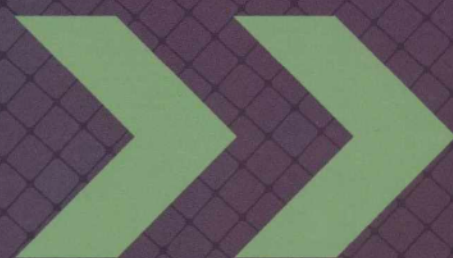


Collins

English for Life

B1+ Intermediate

Writing



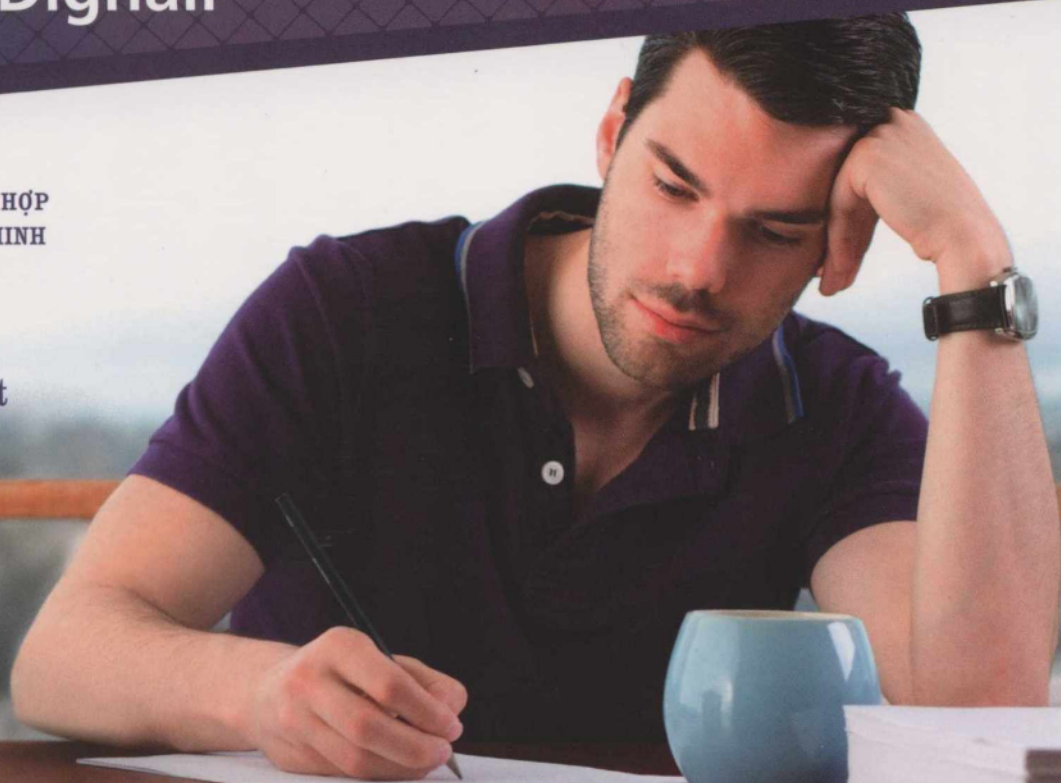
Kirsten Campbell-Howes
& Clare Dignall



NHÀ XUẤT BẢN TỔNG HỢP
THÀNH PHỐ HỒ CHÍ MINH

NTV

Công ty TNHH
Nhân Trí Việt



POWERED BY COBUILD

Collins

B1+ Intermediate

Writing



**Kirsten Campbell-Howes
& Clare Dignall**



**THÀ XUẤT BẢN TỔNG HỢP
CHÀNH PHỐ HỒ CHÍ MINH**

NTV

**Công ty TNHH
Nhân Trí Việt**

Collins

English for Life Writing

Copyright © HarperCollins Publishers Ltd 2012

Published in Vietnam, 2013

This edition is published in Vietnam under a license Agreement between HarperCollins Publishers Limited, UK and Nhan Tri Viet Co., Ltd., Vietnam

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the copyright owner.

About the authors

Kirsten Campbell-Howes has worked in the area of ELT for 15 years. She taught English in the UK and in Shanghai, China. Since then, she has been writing and co-writing ELT books and digital products and has been working in this area for over ten years. Her writing includes a popular series for young learners, a series for young teens studying abroad, and a General English series for adults.

Clare Dignall worked in publishing for many years, and since childhood, has had a particular interest in the English language: its history, its punctuation, its grammar, its sounds, and how all of these are evolving with us. Author of 'Can You Eat, Shoot & Leave?', the official workbook companion to Lynne Truss's international bestseller 'Eats, Shoots & Leaves', she has become a writer by accident rather than design. She lives in West Lothian with her husband, two children, and more books than she has shelf space for.

| | |
|--|------------|
| Introduction | 6 |
| Section 1 – Writing socially | |
| Unit 1 E-mails to friends | 8 |
| Unit 2 Texting | 12 |
| Unit 3 Instant messaging | 16 |
| Unit 4 Invitations and RSVPs | 20 |
| Unit 5 Thank-you letters | 24 |
| Unit 6 Postcards | 28 |
| Section 2 – Writing to exchange information | |
| Unit 7 Writing notes | 32 |
| Unit 8 Making polite enquiries | 36 |
| Unit 9 Giving instructions | 40 |
| Unit 10 Writing to confirm arrangements | 44 |
| Unit 11 Writing a summary | 48 |
| Section 3 – Writing formally | |
| Unit 12 Writing an article or essay | 52 |
| Unit 13 Writing formal notes and notices | 56 |
| Unit 14 A letter or an e-mail of complaint | 60 |
| Unit 15 Applying for a job: your CV | 64 |
| Unit 16 Applying for a job: your covering letter | 68 |
| Section 4 – Writing online for a reading public | |
| Unit 17 Travel blogging | 72 |
| Unit 18 Tweeting | 76 |
| Unit 19 Reviewing online | 80 |
| Unit 20 Selling and advertising online | 84 |
| Appendix 1 Useful expressions | 88 |
| Appendix 2 Sentence structures | 94 |
| Appendix 3 Discourse markers | 96 |
| Appendix 4 Punctuation | 97 |
| Appendix 5 Short forms | 100 |
| Appendix 6 Proofreading | 102 |
| Mini-dictionary | 103 |
| Answer key | 109 |



Collins English for Life: Writing will help you to develop your writing skills in everyday life.

You can use *Writing*

- as a self-study course.
- as a supplementary material on a general English course.

Writing consists of 20 units, divided into the following four sections:

- Section 1: Writing socially
- Section 2: Writing to exchange information
- Section 3: Writing formally
- Section 4: Writing online for a reading public

Unit structure

For ease of use, each unit follows a similar structure. It is recommended that you follow the order of exercises when working through a unit. Each unit includes a selection from

- a **Before you start** section introducing the topic of the unit.
- exercises in **Understanding** that help check your comprehension.
- **Looking more closely** exercises that ask you to look again at the texts that have been presented and notice new things.
- **Language focus** exercises that ask you to look in more depth at the language that has been presented.
- exercises in **Writing clearly**, **Writing appropriately**, and **Get writing** that ask you to practise writing texts.

Other features

- There are boxed texts that present additional information relevant to the unit.
- There is also a **Useful tips** box that provides useful information on the topic of each unit.

At the back of the book, there are the following useful documents:

- Useful expressions for writing formal and informal e-mails, invitations, reviews, etc.
- Information on sentence structures, discourse markers, punctuation, and short forms
- A checklist for proofreading your own writing
- A mini-dictionary providing definitions and examples for some of the most difficult words in the units
- A comprehensive answer key which includes sample answers for all the questions in the book

How to use this book

There are two ways to use this book:

1. Working through from Unit 1 to Unit 20
2. Choosing from the contents page the units that are most useful or interesting to you

Language level

Writing has been written to help learners at B1 level and above (Intermediate to Advanced).

Other titles

Also available in the *Collins English for Life* series: *Speaking*, *Listening*, and *Reading*

How to improve your writing skills

Many students think of writing as the hardest skill to master, but this doesn't have to be true. There are a number of simple steps you can take to improve your writing rapidly. The most important of these are:

1. Read as much as you can in a variety of media. Reading widely will improve your vocabulary and introduce you to new grammatical constructions.
2. Practise by writing as often as possible and experimenting with different styles and media. Don't be scared of writing. Think of it as a skill you will develop over time, just like speaking. Enjoy experimenting and welcome all feedback, even if it is negative at first.
3. Learn the rules of English grammar, sentence constructions, and punctuation. English is a large and complex language, but there are rules to guide you in how you use it. Don't be put off by these rules – once you have learned them, they will make life easier for you. Doing the exercises in this book is a very good start.

What is 'good' writing?

It is sometimes hard for people to agree on this question, especially when you are talking about literature such as novels and plays. But for general, everyday writing, there are some common characteristics that identify it as good. These include:

1. It is easy to understand.

This is not the same as 'boring' or 'simple'. Good writing can contain many unusual words and complex sentences but still be simple to read.

2. It is pleasurable to read.

As well as being easy to read, good writing should 'flow'. This is a hard concept to describe, but it is one we all understand instinctively. Think of a time when you have read something so quickly you can't believe you have finished it already – that is writing which 'flows'.

3. It is neither too long nor too short.

Sometimes this is about individual taste, but common sense can help. A 50-page list of instructions for how to turn on a television is far too long; a five-word summary of the causes of climate change is most probably too short!

4. It is communicative.

All good writing should communicate something to its readers, whether that is facts, opinions, feelings, or inspiration.

1

E-MAILS TO FRIENDS



BEFORE YOU START

Have you ever e-mailed a friend in English? E-mails are a quick and easy way to write to anyone, wherever they are in the world. Because they are so adaptable, you will find that there are very few rules about what makes a 'good' e-mail. However, there are a number of different approaches you can take when writing e-mails to a friend – practising these will help you improve your writing style.

Understanding

Read the e-mail opposite. What two things does Nicole ask Katy to do?

1

2

Writing appropriately

Colloquial language is natural language that is used between friends in informal speech and writing.

Example Yo. *What's up?* (colloquial way to say 'Hello. How are you?')

- 1 Read the e-mail again. Underline five examples of colloquial language. What does each phrase mean?

Example How's it going? = How are you?

- 2 Read the sentences below. Rewrite them using colloquial language.

1 Hello.

.....

2 How are you?

.....

3 I don't understand.

.....

4 Please tell me about what is happening.

.....

5 I'm sad that I can't see you very often.