

Introduction

In Paper 2 you have to complete two different writing tasks in 1 hour 20 minutes; the compulsory Part 1 task and then another from a choice of four in Part 2.

Part 1

For Part 1 questions, you have to write between **120** and **150** words.

You will have to write either **a** a formal letter or email
or **b** an informal letter or email

Guidance is given in the form of written input material, such as a letter, a note or an advertisement. The context of the input material and the target reader will help you decide whether you should write in a more formal or informal style.

In your letter or email, you will be asked to do something specific, such as giving or requesting information, persuading somebody to do something, describing something, apologizing, giving an opinion or making a recommendation.

Part 2

For Part 2 questions, you have to write between **120** and **180** words.

You will have a choice of four questions. A formal or informal letter is one possible task type. You can also expect to find the following:

- c** an article
- d** an essay
- e** a report
- f** a review
- g** a short story
- h** a description (often as part of another task type such as a short story or a letter)
- i** background reading text: there are always two options for this question, one for each book. Articles, essays, letters, reports and reviews are all possible tasks.

Section B Extracts

Decide which writing task **a-i** each extract (**1-9**) is taken from.

- 1** Anyway, I hope that answers all your questions. Remember we can always put you up for the night if you want – just let us know when you're thinking of coming.
- 2** Some people feel that the practice of cloning animals is unethical and should therefore be banned. However, others argue that it has many important advantages.
- 3** Have you ever wondered what it would be like to be an animal in a cage? I have, and it's made me realize just how cruel zoos are.
- 4** I would be grateful if you could tell me the exact dates of the course and whether I would have to pay the enrolment fee in advance.
- 5** As soon as the class had finished, Molly rushed out of the school and headed straight for the park. She desperately hoped it wasn't too late.
- 6** But my favourite moment of all was at the very end of the musical when the entire cast was on stage singing the title song.
- 7** To sum up, although the food in both restaurants is of the highest quality, Cagney's offers a greater selection of dishes and provides its customers with better service.
- 8** The person I most look up to is my Uncle Fred. Despite the difficulties he's faced, he is always very cheerful and his piercing blue eyes seem to light up when he smiles.
- 9** The two short stories from 'Crime Never Pays' which I enjoyed most have many similarities. To begin with, 'Ricochet' and 'Three is a Lucky Number' are both about unsuccessful attempts to murder someone.

Formal or informal?

- 1 The following comments were made about extracts similar to those on page 118. Circle the appropriate alternative and match each sentence to the feature of language which is being commented on.
- | | |
|--|------------------|
| 1 The use of 'can't' and 'isn't' show that the letter is <i>formal/informal</i> . | a phrasal verbs |
| 2 'Furthermore' is a very <i>formal/informal</i> word. | b question forms |
| 3 'Make up for' is a more <i>formal/informal</i> word for 'compensate'. | c punctuation |
| 4 An exclamation mark would not be used in <i>formal/informal</i> writing. | d contractions |
| 5 'Would you mind telling me when it starts?' sounds quite <i>formal/informal</i> to me. | e linking words |
- 2 Now look at the extracts again and decide whether each one is formal, informal or neutral. Give reasons for your decisions, commenting on the language used.

Example: *Extract 1 is informal. There is a contraction and a phrasal verb is used: 'put you up'. Starting a sentence with 'anyway' is informal, as is the use of the dash.*

Answering questions

Part 1: Emails

- 1 Read the following Part 1 question and the two sample answers on page 120. Which answer do you think is better?

You have seen the advertisement below in an international newspaper and you are considering applying for the job. You know your English-speaking friend, Elisa, worked in the same place last year and you have decided to write and ask her about it. Read the advertisement and the notes you have made. Then write an email to your friend telling her about your plans and asking for information and advice.

WORKING HOLIDAYS in the South of England

Jobs available picking fruit in the county of Kent from June to September.

Strawberries, apples, pears, plums or cherries
– depending on the month

- *Cooking facilities available*
- *Bring a tent*

Ask about:

Go July – which fruit?

*Work 1 month/travel the next
– earn enough?*

Days off?

Any more advice?

Write an **email** of between **120 and 150** words. You must use grammatically correct sentences and accurate spelling and punctuation in a style appropriate for the situation.

Ready for Writing

A

To: Elisa Barba
Subject: Fruit picking in England

Dear friend

Thanks for writing. I was really upset to hear about the argument you had with Marco last week. Even though you have fallen out with him I would recommend you to make it up with him. He's really easy-going and you were made for each other.

Anyway, this summer I am thinking in going fruit picking in the south of England. I know you have worked in the same place last year and I have decided to write and ask you about it. I would be grateful if you could to tell me which fruit it is picked in July and how many days a week I would have to work. Furthermore, I'm going to work one month, then travel. I would be grateful if you could tell me whether you earned enough money?

Anyway, I must to go now. If you can think in anything else that is worth knowing, please do not hesitate to contact me.

Kisses

Lola

B

To: Elisa Barba
Subject: Fruit picking in England

Dear Elisa,

How are you? As you know, I'm starting university in September, but in summer I hope to go fruit picking in England for a month, like you did last year. I'm planning on going in July when my exams have finished. Can you tell me which fruit is picked in that month? When I'm not working, I really want to go sightseeing in London so if you can remember how much free time you had, I'd like to know that, too. Then, after the job has finished, I'm thinking of setting off on a month's tour of England. It depends on how much money I can earn – do you think I'd have enough to do that? Anyway, that's all for now. Let me know if you have any other advice, such as suggestions on how to get there and what clothes to take.

Hope to hear from you soon.

All the best

Tania

- 2 Now read the two emails again and answer the questions in the categories below. First Certificate examiners use these categories when marking Writing Part 1 answers.

Content:	a Has the writer included all the main points in the notes? b Is the content of the email relevant?
Organization and cohesion:	a Is the email organized into suitable paragraphs? b Are ideas connected with appropriate linking words and presented in a logical order? c Does the email have an appropriate opening and ending?
Range and accuracy:	a Is there a good variety of vocabulary and structures? b Has the writer managed to avoid repetition of language? c Has he/she copied whole phrases from the question?
Style and format:	a Is the style appropriate to the task/reader? Is it consistent? b Is the answer clearly set out as an email?
Target reader:	Would the reader understand the writer's plans and be clear about what he/she wants to know?

- 3 Answer the following Part 1 question.

You and your family have decided to go on a family activity holiday in the UK and you have found the following advertisement. You would like to have more information, but could not find answers to all your questions on the company's website. Write an email to Trident Adventure Holidays, covering all the points in your notes.

Don't forget!

Answer these questions about the writing task before you begin.

- Who is the target reader?
- Will you use a formal or an informal style?
- Will your questions be direct or indirect?

would arrive Fri. July 26th – OK?

sailing?

FAMILY ADVENTURE HOLIDAYS
in the picturesque Lake District

Activities include:

- canoeing
- mountain biking
- climbing

all the time?

Parents are encouraged to participate with their children in the activities.

Holidays run from Saturday to Saturday throughout July and August.

£230 – includes all activities, accommodation and meals

For more details consult our website.

cost of extra night?

Write an **email** of between **120 and 150 words**. You must use grammatically correct sentences with accurate spelling and punctuation in a style appropriate for the situation.

- 4 When you have written your email, check it using the questions in exercise 2.

Part 2

- 1 The following questions are typical of those you might be asked in Part 2 of the Writing paper. There is one example of each task type: article, essay, letter, report, review and story. Read each of the questions and put a tick (✓) next to those you feel you would be most able to answer. Give reasons for each of your ticks.

- 1 Your college magazine has invited you to write an **article** about a member of your family who helped you in some way. Describe the person and explain what they did that was helpful to you.
- 2 You have had a class discussion on the following statement:
It should be illegal for parents to smack their children.
Your teacher has asked you to write an **essay** giving your views on the statement.
- 3 You recently visited a place which you had not been to for a long time. Your cousin, who now lives abroad, also knew this place very well. Write a **letter** to your cousin, describing the changes and your feelings about them. Do not write any postal addresses.
- 4 You have a part-time job in a games centre, where people can go to play computer games. The owner would like to buy some new software and he has asked you to write a **report**, suggesting two games for the centre. You should briefly describe each game and explain why you think the customers would enjoy both games.
- 5 Your school's English language magazine has invited readers to write a **review** of a holiday they spent recently in a seaside resort. You should include information on your accommodation and what there is to do in the resort, and say whether you would recommend the holiday to other people.
- 6 You have decided to enter a short **story** competition. The competition rules say that the story must begin or end with the following words:
They were sad to leave, but they had no choice.

- 2 Write an answer to one of the questions above in **120–180 words** in an appropriate style.

How to go about it

- To ensure your answer is relevant, underline the key words in the question. Find the answers to the following questions for number 1 above, underlining the relevant words.
 - 1 What do you have to write?
 - 2 Who for?
 - 3 Who do you have to write about?
 - 4 What is special about this person?
 - 5 What two things do you have to include in your answer?
- It is important to write your answer in an appropriate style. Look at question 1 again. Think about the target reader. Will you write in a formal, neutral or informal style?
- Now underline the key words in each of the other questions and decide which style would be most appropriate.