

*Improve your Skills*

# Writing *for First*

with Answer Key



*Series editors:*

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MACMILLAN

# Contents

## Introduction

page 4

	Topic	English skills
<b>Unit 1</b> page 6	<i>Shopping</i>	Skill: <b>comparing</b> Vocabulary: <b>free time topic vocabulary</b> Exam practice: <b>First Paper 2 Part 2</b>
<b>Unit 2</b> page 14	<i>Taking a gap year</i>	Skill: <b>using connectors and cohesive devices</b> Vocabulary: <b>travel topic vocabulary</b> Exam practice: <b>First Paper 2 Part 1</b>
<b>Unit 3</b> page 22	<i>Audiences</i>	Skill: <b>using paragraphs</b> Vocabulary: <b>entertainment topic vocabulary</b> Exam practice: <b>First Paper 2 Part 2</b>
<b>Unit 4</b> page 30	<i>Starting a business</i>	Skill: <b>evaluating and prioritising</b> Vocabulary: <b>work topic vocabulary</b> Exam practice: <b>First Paper 2 Part 1</b>
<b>Unit 5</b> page 38	<i>Eating out</i>	Skill: <b>understanding purpose and the target reader</b> Vocabulary: <b>food and drink topic vocabulary</b> Exam practice: <b>First Paper 2 Part 2</b>
<b>Unit 6</b> page 46	<i>Rural and urban environments</i>	Skill: <b>planning</b> Vocabulary: <b>environment topic vocabulary</b> Exam practice: <b>First Paper 2 Part 1</b>
<b>Unit 7</b> page 54	<i>Youth culture</i>	Skill: <b>making recommendations</b> Vocabulary: <b>culture topic vocabulary</b> Exam practice: <b>First Paper 2 Part 2</b>
<b>Unit 8</b> page 62	<i>Getting and staying fit</i>	Skill: <b>understanding and using prompts</b> Vocabulary: <b>health and fitness topic vocabulary</b> Exam practice: <b>First Paper 2 Part 1</b>
<b>Unit 9</b> page 70	<i>The friends we choose</i>	Skill: <b>using different styles</b> Vocabulary: <b>people topic vocabulary</b> Exam practice: <b>First Paper 2 Part 2</b>
<b>Unit 10</b> page 78	<i>Leaving school</i>	Skill: <b>justifying</b> Vocabulary: <b>education topic vocabulary</b> Exam practice: <b>First Paper 2 Part 1</b>
<b>Unit 11</b> page 86	<i>Gadgets</i>	Skill: <b>expressing opinions</b> Vocabulary: <b>technology topic vocabulary</b> Exam practice: <b>First Paper 2 Part 2</b>
<b>Unit 12</b> page 94	<i>Wealth and poverty</i>	Skill: <b>hypothesising</b> Vocabulary: <b>social issues topic vocabulary</b> Exam practice: <b>First Paper 2 Part 1</b>

## Key

page 102



# Introduction

## What is *Improve your Skills: Writing for First*?

*Writing for First* is part of the *Improve your Skills* exam skills series: four preparation books which cover all aspects of the *Cambridge English: First* exam. This course aims to develop the key writing skills, and language and exam techniques, for the *First* Writing paper. The course can be used in conjunction with the other books in the series: *Use of English for First*, *Reading for First* and *Listening and Speaking for First*. It can also be used as a general skills development course, or as preparation for other general English tests.

## How do I use *Improve your Skills*?

You can use any of the books in this series either in class or to study on your own. The course will guide you through the activities step by step, so you can use this book with or without a teacher.

If you are studying as part of a class, your teacher will direct you on how to use each activity. Some activities can be treated as discussions, in which case they can be a useful opportunity to share ideas and techniques with other learners.

## How is *Improve your Skills: Writing for First* organised?

The course is made up of 12 units, each aimed at developing a particular writing skill (e.g. planning or using paragraphs). Every unit is themed around a commonly occurring topic from the *First* exam.

Each unit consists of:

- **Skills development:** explanation, examples and tasks to develop and practise relevant writing skills both for general use and the exam. Each skill is broken down into simple stages with reference to why each skill is important for *First*.
- **Vocabulary:** useful vocabulary for the *First* exam.
- **Exam focus and practice:** focus on how each skill relates to the exam, followed by authentic *First* style tasks for real exam practice.

There are also *Skills tip* boxes throughout the book containing useful information and ideas on how to approach the exam writing tasks.

## How will *Improve your Skills* increase my chances of exam success?

### Skills development

The skills sections form a detailed syllabus of core writing skills which are useful both in the exam and in everyday life – using connectors and cohesive devices and using appropriate register, for example. People often do these things in their own language without noticing, so it can take some practice to perform these actions in another language. Learning and understanding vocabulary and grammar can take priority in the classroom, and these very important skills can often get ignored.

### Language input

Each unit includes useful vocabulary and phrases for the exam. In *Improve your Skills: Writing for First*, you will find a wide range of topic vocabulary and ideas to make sure that you are well prepared when you reach the real exam.

### Exam technique

In any exam, it is important to be prepared for the types of tasks you are likely to be given, and to have methods ready to answer any particular question. The *Exam focus* section helps you develop and practise these methods. The *Skills tip* boxes give short, simple advice about different types of questions, as well as study skills and how to effectively use the skills you have learned. The course covers every question type that you will face in the *First* exam.

## How is the *First* exam organised and where does writing fit in?

The *First* exam consists of four papers: *Use of English & Reading*, *Writing*, *Speaking* and *Listening*. The Writing paper is made up of two tasks and takes 1 hour and 20 minutes to complete.

### What does each task consist of?

The writing tasks make up 20% of your final mark in *First*. There are two tasks which are designed to test your writing ability in a number of ways. Part 1 is a single essay task in which you are required to comment on the essay question, giving your own ideas and opinions. In Part 2 you have to choose one of three contextualised questions. You will be asked to write one of the following text types:

- article
- email/letter
- report
- review

For both parts, you have to write 140–190 words.

The marks you receive in each task are based on:

- how relevant the content is to the question.
- how well you communicate your message to the reader and hold their attention. This is called communicative achievement.
- how well your writing is organised.
- the range and accuracy of the language used in the writing (i.e. grammar and vocabulary).

This course will develop your knowledge and understanding of all of the above skills, as well as the techniques you will need to use when planning and writing.



Skill comparing

Vocabulary free time topic vocabulary

Exam practice First Paper 2 Part 2

## Improve your writing skills: comparing

## What is comparing?

There are two different kinds of comparing. The first is when you say that one thing is similar to another thing. For example, you might say that one place is like another. The second is when you say that one thing is bigger, better, etc than another. For example, you might say that one dress is more expensive than another.

1 One way of comparing is to say that one thing is

- A something we like.
- B like another.
- C an example of another thing.

## Why is comparing important?

Comparing is important for two main reasons. The first is that it helps your readers to understand something unfamiliar in terms of something familiar. The second is that it helps to give your readers a sense of the relative size, cost, etc of whatever you are talking about.

2 When comparing, you talk about something that is familiar because

- A it helps your readers understand something that is unfamiliar.
- B it's easier to describe something that you know very well.
- C you know your readers like it and so they will like your writing.

## How do you compare?

There are a number of different phrases and structures you use for comparing. For example, you might say that one thing is similar to or (just) like another. You might also say that one thing is (not) as big/heavy, etc as another. You might also use comparative and superlative forms of adjectives and adverbs.

3 Which phrase do you **not** use for comparing?

- A just like
- B similar to
- C for example

## How is comparing important in First?

Comparing is important in First Paper 2 Part 1. In an essay, you may want to explain the point you are making by saying it is like something else. You may also want to describe some points as more/less important/relevant, etc than other points. It is also important in Part 2. In all the text types you might write in this part (article, email/letter, report, review), you need to be able to compare unfamiliar ideas to familiar ideas and to talk about the relative sizes, qualities, etc of two or more things.

4 In First Paper 2, comparing is relevant for

- A essays only.
- B essays and most other text types.
- C all text types.

## Get started

Look at the photo and answer the questions.

- What are these two women doing?
- Do you always buy something when you go shopping?
- Do you shop around to look for better prices? Why / Why not?



## Develop your vocabulary

1 Match each statement with a phrase.

- a be good value for money
- b have something in stock
- c splash out on something
- d buy something on impulse
- e ask for a refund
- f overcharge somebody

- 1 This is such a pretty handbag. I think I'll get it right now. \_\_\_\_\_
- 2 They're charging €500 for that 3D television but I've seen the same thing online for €100 less. \_\_\_\_\_
- 3 I'm sorry, but these jeans are too small. Can I get my money back? \_\_\_\_\_
- 4 I'm tired of this slow computer. I'm getting a much faster and more expensive one. \_\_\_\_\_
- 5 Wow, this suit only costs €99. That's a great bargain! \_\_\_\_\_
- 6 I've checked in the storeroom and it turns out we've got what you're looking for. \_\_\_\_\_

2 Write a word or phrase from the box to complete the advertisement.

bargains ■ department store ■ discounts ■ high street ■ money-back guarantee  
 ■ postage and packing ■ same-day delivery ■ special offers ■ well-known brands

**The wait is finally over! Opening this Wednesday – Sutton Palace, the biggest (1) \_\_\_\_\_ in Bellingham, complete with a wide range of clothes, electronic items and furniture to satisfy all your shopping needs.**

Sutton Palace features (2) \_\_\_\_\_ of clothing, such as Calvin Klein, Ralph Lauren and Zara.

- For our opening weekend, Sutton Palace will have (3) \_\_\_\_\_ such as 2-for-1 items, (4) \_\_\_\_\_ of up to 50% off and (5) \_\_\_\_\_ of furniture and household appliances to your home with free (6) \_\_\_\_\_ to any address in the Bellingham area.
- Visit our basement level for great (7) \_\_\_\_\_ on kitchen and bathroom items – the best prices in town!

Sutton Palace offers a (8) \_\_\_\_\_ on all purchases, in case you are not satisfied.

Why do your shopping on a busy (9) \_\_\_\_\_ at a dozen different shops? Come to Sutton Palace for convenient shopping all under one roof!



## Develop your writing skills: comparing

1 Tick the phrases we use for comparing.

- |                       |     |                  |     |                        |     |
|-----------------------|-----|------------------|-----|------------------------|-----|
| 1 for instance        | ___ | 6 in other words | ___ | 11 not as expensive as | ___ |
| 2 is far cheaper than | ___ | 7 for example    | ___ | 12 the same as         | ___ |
| 3 as a result         | ___ | 8 more quickly   | ___ | 13 in addition         | ___ |
| 4 like                | ___ | 9 just like      | ___ | 14 to sum up           | ___ |
| 5 similar to          | ___ | 10 first of all  | ___ | 15 the greatest        | ___ |

2 Choose the correct answer.

- 1 *Buyit!* has more special offers each week \_\_\_ *ShopWithU*.  
a as                      b of                      c than
- 2 His new camera is much better although it wasn't \_\_\_ his old one.  
a better                      b as expensive as                      c good as
- 3 Food shopping is one of \_\_\_ boring things I do at the weekend.  
a more                      b much                      c the most
- 4 It's sometimes \_\_\_ to pay by credit card.  
a easier and quicker                      b just like                      c similar
- 5 The new shopping centre looks \_\_\_ a small town.  
a just like                      b as                      c more than
- 6 This is definitely \_\_\_ bookshop in the city for bargains!  
a as good as                      b the best                      c greater than
- 7 They say online shopping is \_\_\_ and less stressful.  
a more convenient                      b as convenient as                      c just convenient
- 8 Prices in small local shops are rarely \_\_\_ in supermarkets.  
a similar                      b far more                      c the same as

3 Write sentences using *than* to make comparisons.

- 1 a digital camera / small / a laptop computer  
\_\_\_\_\_
- 2 a laptop computer / expensive / a mobile phone  
\_\_\_\_\_
- 3 a computer expert / helpful / a confusing manual  
\_\_\_\_\_
- 4 paying by credit card / common / paying in cash  
\_\_\_\_\_
- 5 buying things on sale / smart / paying full price  
\_\_\_\_\_
- 6 new electronic devices / fast / old ones  
\_\_\_\_\_

#### 4 Write complete sentences using the phrases given.

*Example:*

ask for a refund / exactly the same / say you don't like something

*Asking for a refund is exactly the same as saying you don't like something.*

1 get a 2-for-1 special offer / similar / get something free

2 do window-shopping / just like / have fun at no cost

3 buy on impulse / better / take forever to decide

4 splash out on something / greatest / thrill in shopping

5 find a great bargain / more enjoyable / pay full price

6 overcharge / worst / way to sell something

7 shopping online / quick / shopping on the high street

#### 5 Read the paragraph and underline the comparisons.

These days, buying electronic devices is like torture. There are so many different things to choose from. You walk into an electronics shop and you are greeted with endless rows of shelves, where nearly every device is similar to another. You read the labels next to the mobile phone, or the laptop computer, or the digital camera and it is the same as reading a foreign language. The sales assistants are sometimes

helpful, but at other times they are not as helpful as you'd like them to be. You may start with one simple question and end up with ten! The best thing to do is to take your time – don't buy anything on impulse. Find out as much as possible about the device. It can be just like a quick course in technology. And the advantage is that with most shops, if you change your mind, you can probably get a refund.

#### 6 Read the blog and circle the correct words.

## Shopping NIGHTMARE!

Never go shopping during the week before the Christmas holidays. The shops are similar (1) **to** / **of** a mad house. There are people running around (2) **like** / **as** headless chickens, not watching where they're going or who they're running into but just trying to get the best bargains or the last one of something in stock. For

some people, it's (3) **just** / **only** like the end of the world if they don't get what they want. As for the shop assistants, well, I feel sorry for them. They're (4) **as** / **like** innocent people accused of crimes they didn't commit. They get asked endless numbers of questions – 'Is this on sale?' 'Have you got this in stock?' 'Can I exchange this after

the holidays?' 'Will you be open late tonight?' It's the same (5) **like** / **as** a strange quiz show in which you don't win a prize. I can't imagine what the shops are like at the end of the day. They must look just (6) **like** / **as** if a tornado had struck them and left everything in a mess. A word of advice: do your holiday shopping early!



7 Write the letter of a phrase from the box in each gap to complete the text.

- |                  |                  |                     |
|------------------|------------------|---------------------|
| a less expensive | d the best thing | g interesting than  |
| b much the same  | e similar to     | h far more exciting |
| c not like that  | f more inviting  |                     |

For some, (1) \_\_\_ about shopping is a visit to a traditional market or souk. The smells, sights and sounds are all (2) \_\_\_ in the marketplace than they are ever likely to be in your local supermarket. Prices are, of course, often (3) \_\_\_ when you buy goods from market stalls, so you save money. And something that makes markets even (4) \_\_\_ for shoppers is the fact that you can also haggle (argue about the price). It's (5) \_\_\_ in high street shops. In some ways, though, souks are (6) \_\_\_ supermarkets. The main similarity is the fact that

they both sell a wide range of products. Markets have everything from food to clothing, from souvenirs to electrical goods, from herbs and spices to jewellery. And supermarkets are (7) \_\_\_\_\_. Early morning is a nice time at the market. Local fishermen bring their catch; farmers arrive with their fruit and vegetables. They prepare for a few hours of haggling as customers come in search of something fresh for the family meal. It's altogether far more (8) \_\_\_\_\_ trucks delivering crates of food to supermarkets!

8 Write one word in each gap to complete the text.

There are many things to consider when shopping for a new laptop. For most of us, the most important consideration is price. Most of us only want to spend (1) \_\_\_\_\_ much as it takes to get a good, relatively fast computer. Some, though, might want to splash out on (2) \_\_\_\_\_ best that money can buy. Many young people want a computer that they can use for gaming, with terrific graphics that operate faster (3) \_\_\_\_\_ the speed of light. This kind of computer is worth more (4) \_\_\_\_\_ its weight

in gold, or close to it. Speaking of weight, this is an important consideration for some people, especially college students. A heavy laptop can be the (5) \_\_\_\_\_ as carrying around a ton of bricks. Of course, the latest laptops don't weigh as (6) \_\_\_\_\_ as they used to; some books weigh a lot (7) \_\_\_\_\_ than one of the thinnest laptops. And then there are those few who consider a laptop to be (8) \_\_\_\_\_ like a fashion statement. Luckily, there are now plenty of colours to choose from.





- 9 Read the texts below and underline any comparisons. Decide which one makes better use of comparisons.

A

The best way to surprise your friends with well-chosen gifts is to remember the things they say they want. Of course, this means you will need a memory like an elephant's. We usually wait too long to start paying attention to this detail. We think more often about what we want than what others want! By the time you start thinking about buying them a gift, you'll only have a few days to start paying attention. In that case, it might be better to just ask!

B

Buying gifts for friends can be difficult. You often don't know what to buy because you're not sure what they want. Some things, like a candle, a plant, or something similar, are good gifts that almost anyone would like. But we usually want to get something special for our friends. That means you need to do some listening. Make a note of the things they say they want and then head off to the shops with your perfect idea for a gift!

- 10 Find and underline five mistakes and correct them.

Upmarket boutiques and discount chain stores both have their advantages. For instance, a boutique usually has best quality clothes than a chain store. In addition, the staff in upmarket boutiques are generally more helpful from those in chain stores. On the other hand, chain stores are not as expensive to upmarket boutiques. You are also further more likely to find bargains and you could be lucky enough to find styles same to those in boutiques. So it's just a matter of what you're looking for.

- 11 Complete the table with your own ideas.

Shopping alone	Shopping with friends
<ul style="list-style-type: none"> <li>■ <i>quicker because you don't spend time chatting</i></li> <li>■</li> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■</li> <li>■</li> <li>■</li> </ul>

- 12 Write a short paragraph comparing shopping alone to shopping with friends. Use your ideas from exercise 11.

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## Exam focus: comparing in *First*

1 Look at question 1 in the exam practice section on page 13 and answer these questions.

- 1 What kind of text are you being asked to write? \_\_\_\_\_
- 2 Where will the text appear? \_\_\_\_\_
- 3 What will you be writing about? \_\_\_\_\_
- 4 When might your text be published? \_\_\_\_\_
- 5 What will you receive for your published text? \_\_\_\_\_

### Skills tip

In *First* Paper 2 Part 2, should you choose to answer a question based on

- a which one of them comes first? **Yes / No**
- b your knowledge of the topic? **Yes / No**

2 Choose the correct answer to complete each sentence.

- 1 Looking at items to buy online is \_\_\_ going window-shopping.  
a exactly like                      b similar to                      c not at all like
- 2 Shopping in crowded shops is \_\_\_ shopping online.  
a easier than                      b the same as                      c more difficult than
- 3 It's \_\_\_ to buy a pair of shoes in a traditional shop than from an online shop.  
a easier                      b harder                      c not possible
- 4 An item offered on a department store's website is often \_\_\_ the one offered in the actual shop.  
a the same price as                      b cheaper than                      c more expensive than
- 5 Shopping in a shopping centre is \_\_\_ than shopping on the high street.  
a less convenient                      b more convenient                      c more time-consuming
- 6 Receiving an item bought online takes \_\_\_ than buying it from a traditional shop.  
a less time                      b more effort                      c longer

3 Write a reason to add to the sentences in exercise 2.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_

4 Decide if the statements are true (T) or false (F).

- |  |  |
|--|--|
| 1 Your article must be written using the third person. _____ | 4 Your article should include your own opinions and ideas. _____ |
| 2 Your article should be serious and academic. _____         | 5 Your article must be written in a formal style. _____          |
| 3 Your article must contain lots of facts. _____             | 6 Your article can be entertaining and fun. _____                |

## Exam practice:

# First Paper 2 Part 2

### Part 2

Write an answer to **one** of the questions in this part.

Write your answer in **140–190** words in an appropriate style.

- 1 You have seen the following announcement on a website:

Do you like to shop? Tell us about it!

Write an article on your favourite way to shop, whether it's online, in shopping centres, or on the high street ... and tell us why it beats the others.

We will post a collection of articles next week.  
If we post your article, you will receive a gift voucher.

Write your **article**.

- 2 Your English teacher has asked you to write a report on places to go shopping in your area. You should explain the different types of shops in your area and say what the most popular shops are and why.

Write your **report**.

- 3 You have received a letter from your Scottish friend, Beth.  
Read this part of the letter and then write your letter to Beth.

I'm so excited about coming to visit you this summer for a few weeks. It's going to be great, isn't it? First, I'd like to visit some places where you like to go. Then I'd like to do some shopping. Can you tell me a bit about where we might do these things together?

See you soon,  
Beth

Write your **letter**.

### Skills tip

Sometimes getting started in writing is the hardest thing to do, especially when it comes to articles. The easiest way to begin is by restating the exam prompt using your own words. To complete the first paragraph, write a sentence containing your main point of view. For the paragraphs in the main body of the article, the first sentence of each paragraph should be the topic sentence. In other words, it states clearly what the paragraph will be about.



# 2

## Using connectors and cohesive devices

### Taking a gap year

UNIT AIMS

**Skill:** using connectors and cohesive devices

**Vocabulary:** travel topic vocabulary

**Exam practice:** First Paper 2 Part 1

### Improve your writing skills: using connectors and cohesive devices

#### What is using connectors and cohesive devices?

Connectors and cohesive devices are words and phrases that help to link parts of your writing together. They make your writing cohesive. They show readers how different parts are connected and what the function of each part of the text is. Many words and phrases are used to do this, such as *moreover*, *on the other hand*, *as a result*, *however*, *for example*, *etc.* You also use pronouns (e.g. *they*, *it*), relative pronouns (e.g. *whose*, *which*) and close synonyms (e.g. *journey* and *trip*) to create cohesion.

#### 1 Connectors and cohesive devices show your readers

- A how clever you are as a writer.
- B what each part of your text is doing.
- C what links your text to other texts.

#### Why is using connectors and cohesive devices important?

They tell your readers whether the point you are making is an example, or a further point, or a contrasting point, or a result, etc. Without connectors and cohesive devices, your reader may be confused about what you are saying. They guide the reader through your writing and make clear what you are trying to communicate.

#### 2 If you don't use connectors and cohesive devices, your readers might

- A disagree with what you are saying.
- B decide to stop reading.
- C not understand your point.

#### How do you use connectors and cohesive devices?

You need to know a large number of different connecting words and phrases and know how to use them. In addition, you need to know different phrases that you can use to introduce a further point, to present a contrasting point, to show a result, etc. You also need to know how to use them naturally in context when you are writing.

#### 3 In order to use connectors and cohesive devices, you need to know

- A how many people are going to read your text.
- B what further points you can make about your topic.
- C their meaning and how to use them in a sentence.

#### How is using connectors and cohesive devices important in First?

They are important in all the text types you may have to write in First Paper 2. In an essay, you use more formal connecting words and phrases. These are an important part of structuring the argument you want to present. In the other text types (article, email/letter, report, review), you need to use appropriate words and phrases to structure your writing and to signal the function of each part of your writing.

#### 4 In essays, you use connectors and cohesive devices to

- A put together your argument.
- B be polite towards your readers.
- C disagree with your readers.





## Get started

Look at the photo and answer the questions.

- What are these young people doing?
- Which of these things might they do next? Why? / Why not?

eat at a top restaurant ■ go to an internet café ■ see some sights  
 ■ stay in a luxury hotel ■ visit a museum

- 'Travel broadens the mind.' Do you agree with this saying? Why? / Why not?

## Develop your vocabulary

1 Choose the correct word to complete each sentence.

- 1 Don't lose your **ticket / fare** or they'll throw you off the bus.
- 2 The air **ticket / fare** to Buenos Aires will cost me half my savings.
- 3 The **travel / journey** to the village took five hours.
- 4 Nobody likes foreign **travel / journey** as much as Carl – he's been everywhere.
- 5 The island is full of rich **tourists / travellers** from Russia at this time of year.
- 6 The **tourists / travellers** explored the mountain region over several months, sleeping in tents.

2 Match the words with their definitions.

- |                 |       |   |
|-----------------|-------|---|
| 1 accommodation | _____ | a the place you stay, such as a hotel or hostel |
| 2 abroad        | _____ | b the place you are travelling to               |
| 3 destination   | _____ | c the act of leaving some place                 |
| 4 departure     | _____ | d not in your own country                       |

3 Write a word from the box in each gap to complete the text.

brochure ■ camp ■ gap ■ means ■ way

### Helpers wanted!

Are you looking for the experience of a lifetime? Do you want to experience a different (1) \_\_\_\_\_ of life – one that you'll never find in a travel (2) \_\_\_\_\_ or guidebook? We're looking for students on a (3) \_\_\_\_\_ year, who want to see the real thing. Come and spend the first few months at our summer (4) \_\_\_\_\_ in the wilds of the USA, where the only (5) \_\_\_\_\_ of transport is the horse. Click [here](#) for more details.



## Develop your writing skills: using connectors and cohesive devices

1 Write a heading from the box in the correct place in the table.

adding information ■ giving examples ■ showing contrast  
■ showing reason ■ showing result

such as	also	but	therefore	as a result of
for example	moreover	although	as a consequence	owing to
like	in addition	despite	so	since

2 Write a word or phrase from the box in the bottom row of the table in exercise 1.

additionally ■ because ■ consequently ■ for instance ■ however

3 Write a word or phrase from the table in exercise 1 in each gap.  
There may be more than one correct answer.

- 1 A school-leaver may have learned a lot from books. \_\_\_\_\_, there is no substitute for seeing things first hand.
- 2 My brother worked his way around the world in his gap year. He did various jobs \_\_\_\_\_ dishwasher, waiter, cleaner and cook.
- 3 I couldn't afford to go straight to university, \_\_\_\_\_ I spent my gap year working and saving up.
- 4 If you go to another country, you see a different culture. \_\_\_\_\_, you get a new perspective on your own country.
- 5 It is not always good to go straight from school to university \_\_\_\_\_ you don't get a chance to broaden your horizons first.

4 Complete the second sentence so it has a similar meaning to the first, using the word given.  
Write no more than four words in each gap.

- 1 Keith wants to visit China as well as Australia.

**addition**

In \_\_\_\_\_, Keith wants to visit China.

- 2 Although travelling is enjoyable, it is expensive.

**despite**

\_\_\_\_\_ enjoyable, travelling is expensive.

- 3 Because of her journey around the world, Lana decided to study journalism.

**result**

Lana decided to study journalism \_\_\_\_\_ her journey round the world.

- 4 You can look for summer work in places like hotels and summer camps.

**such**

Places \_\_\_\_\_ and summer camps are good for finding summer work.

- 5 He spent his gap year working and, consequently, didn't enjoy it much.

**as**

He spent his gap year working and, \_\_\_\_\_, didn't enjoy it much.

- 5 Read the email and circle the correct words or phrases.

Dear Mum and Dad,

Hope you're both well! Sorry I didn't write before –

I've been (1) **so** / **such** busy that I haven't had a chance.

America is great – at least the small part I've seen, (2) **because** / **because of** I haven't seen much. We spent one day in New York and we had to leave for the summer camp early the next day, (3) **since** / **so** we couldn't stay out very late. We managed to see most of the sights, such (4) **as** / **like** the Empire State Building and Times Square (see attached photo).

We spent all day today learning our duties at the summer camp, (5) **although** / **despite** the fact that we were exhausted. But there's no other day to do it (6) **since** / **due to** the kids arrive tomorrow.

I'm off to bed now to collapse!

Love,

Kim



- 6 Read the paragraph and replace each word or phrase in bold with a pronoun or relative pronoun.

The gap year has become the rule rather than the exception for students. Maybe this is because (1) **students** know a degree is going to cost them so much, due to (2) **a degree's** rising cost. Though more and more use (3) **the gap year** to save money to help with living expenses at university, many spend their gap year travelling. Travel brochure destinations are the most popular – exotic (4) **destinations** like Thailand and India. Other students buy a round-the-world ticket. How can they afford (5) **a round-the-world ticket**? Sometimes their parents give them a reward for studying so hard, (6) **and that money** is enough to pay for it. Others take on two or three jobs over the summer and use the money from (7) **the jobs** to pay the air fare. Finally, there are the adventurers, (8) **and they** just pack a bag and head off into the unknown.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_



## 7 Match to make sentences.

- 1 Students on gap years think of themselves as travellers \_\_\_\_\_
  - 2 Young people learn things about themselves on their travels \_\_\_\_\_
  - 3 You sometimes hear stories of unlucky young tourists \_\_\_\_\_
  - 4 A tent is an extremely useful piece of equipment \_\_\_\_\_
  - 5 The travellers ignored a piece of advice from a local, \_\_\_\_\_
  - 6 A guidebook can be the best friend of a traveller, \_\_\_\_\_
- a whose passport and possessions are stolen on the day they arrive.
  - b who want to learn something about the place they are visiting.
  - c which has saved many travellers from an uncomfortable night.
  - d especially one who arrives in a strange town after dark.
  - e which they had never realised before they left.
  - f which they later discovered was a huge mistake.

## 8 Underline the word or phrase in the second sentence that has a similar meaning to the word or phrase in bold.

*Example:*

- a If your **passport, visa or insurance papers** are stolen, report it to the police immediately.
  - b Without these documents, you will be unable to proceed with your travels.
- 1 a Many **cities and countries** are accessible by less direct, cheaper routes.
  - b The less time travellers spend getting to their destinations, the more time they will have to spend there.
- 2 a You may intend to get **jobs** to help you live in the places you visit.
  - b If so, you would be wise to look into the employment situation in a country before arriving there.
- 3 a Carefully plan **what money you have** to spend every day.
  - b If your funds run out early, you could spend some miserable days waiting for your flight home.
- 4 a **Means of transport** cost very different amounts in different countries.
  - b You could find hiring a taxi is as cheap as taking a bus or train in the UK.
- 5 a Respect the **traditions** of the country you are in.
  - b Customs that seem strange to you make perfect sense to the locals.

## 9 Write one word in each gap to complete the text.

**Method**

We interviewed 74 young adults between the ages of 18 and 20. All of (1) \_\_\_\_\_ were travelling without their families, either alone or with other teens of a similar age. There was a nearly identical number of males and females: 38 men and 36 (2) \_\_\_\_\_, to be precise. The interviews were carried out on different days and at different times (3) \_\_\_\_\_ the survey would be as fair as possible. (4) \_\_\_\_\_ example, if we only talked to people at the weekend, we would only have data from people who can afford the higher fares during that period.

**Results**

41 of those interviewed were students on a gap year, (5) \_\_\_\_\_ the rest, who were staying for 1 to 3 weeks, simply described themselves as 'on holiday'. The gap-year students, on the (6) \_\_\_\_\_ hand, had no fixed date of departure; they said they would leave when they had had enough of the place. (7) \_\_\_\_\_ of them also said they would try to find work, and one reason for leaving would be if they didn't find a job. This tells us that many of these travellers leave the country (8) \_\_\_\_\_ a result of conditions in the country and not (9) \_\_\_\_\_ of a strict plan.

**10** Complete the sentences with ideas of your own.

- 1 Of course, young people can learn a lot while travelling. However, ...
- 2 School-leavers have usually learned very little about the world. In addition, ...
- 3 What a student needs nowadays is money. This is because ...
- 4 Travelling takes a youth away from their parents for the first time. As a result, ...
- 5 There are many jobs eighteen-year-olds can do while abroad. For instance, ...
- 6 Although the idea of travelling through strange countries is a beautiful one, ...

**11** Rewrite the two sentences as one sentence.*Example:*

Travel does not have to cost much. This makes travel possible for young people.

*Travel does not have to cost much, which makes it possible for young people.*

- 1 Thailand is a very cheap country. This is why many students go to Thailand.  
\_\_\_\_\_
- 2 Some parents pay for their child's round-the-world ticket. The round-the-world ticket is the most expensive part of their child's journey.  
\_\_\_\_\_
- 3 Young people often stay in hostels. Hostels offer accommodation at a reasonable cost.  
\_\_\_\_\_
- 4 You should plan your daily expenses. Your daily expenses include food, transport and accommodation.  
\_\_\_\_\_
- 5 InterRail and Eurail tickets are a great idea. Lots of people have used InterRail and Eurail tickets to travel round Europe.  
\_\_\_\_\_

**12** Find 10 mistakes in this candidate's answer to a *First Paper 2 Part 1* question and correct them.

*Is it better to take a gap year to travel or to go straight to university?*

*Many school-leavers have the choice of going to university in the autumn after they pass their exams, or taking a year to see the world before starting their degree. Despite, it is not always easy to decide which to do.*

*Some young people are keen to complete their university studies as quickly as possible, such that they can start earning a living. With this reason, they often decide to go straight to university after leaving school.*

*However this seems sensible, it may be better for them to take a year off before starting their studies. This is because of many school-leavers lack real-world experience. A gap year travelling will help them mature, which, has a result, will help them be better students at university – and have more of the skills that employers want. As example, they have probably always lived at home. A gap year teaches them how to be more independent, that is a useful skill at university.*

*In conclude, my personal opinion is that school-leavers should seriously consider taking a gap year. This is often said that travel broadens the mind. The more broad-minded and experienced university students are, the better.*

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*Exam focus:***using connectors and cohesive devices in *First***

**1** Look at the exam practice section on page 21 and tick the statements that are true.

- 1 The question asks you to write an essay. \_\_\_\_\_
- 2 You must discuss whether or not students should take gap years. \_\_\_\_\_
- 3 You have to use only one of the notes you are given. \_\_\_\_\_
- 4 You have to include an idea of your own. \_\_\_\_\_
- 5 Connectors and cohesive devices will help you develop your argument. \_\_\_\_\_
- 6 You will only use connectors and cohesive devices in the introduction. \_\_\_\_\_

**2** Write 'advantage' or 'disadvantage' in each gap to complete the sentences.

- 1 One \_\_\_\_\_ of travelling during a gap year is that it costs money.
- 2 One \_\_\_\_\_ of travelling during a gap year is that it opens your mind.
- 3 One \_\_\_\_\_ of travelling during a gap year is that you learn about other cultures.
- 4 One \_\_\_\_\_ of working during a gap year is that you make money.
- 5 One \_\_\_\_\_ of working during a gap year is that you learn about the real world.
- 6 One \_\_\_\_\_ of working during a gap year is that you don't get a chance to unwind.

**3** Match to complete the sentences about the essay on page 21.

- |   |   |
|---|---|
| 1 In the first paragraph, you should _____      | <b>a</b> introduce an idea of your own.           |
| 2 In the second paragraph, you should _____     | <b>b</b> rephrase the question in your own words. |
| 3 In the third paragraph, you should _____      | <b>c</b> discuss the economic consequences.       |
| 4 In the third paragraph, you should also _____ | <b>d</b> come to a final decision.                |
| 5 In the fourth paragraph, you should _____     | <b>e</b> talk about personal development.         |

**Skills tip**

In *First* Paper 2 Part 1, should you use

- a** informal language, as if you are talking to a friend? **Yes / No**
- b** formal or semi-formal language, since you don't know the reader? **Yes / No**

## Exam practice:

# First Paper 2 Part 1

### Part 1

You **must** answer this question.

Write your answer in **140–190** words in an appropriate style.

- 1 In your English class you have been talking about the advantages and disadvantages of travelling during a gap year rather than getting a job.

Now, your English teacher has asked you to write an essay.

Write an essay using **all** the notes and give reasons for your point of view.



#### Essay question

Is it better to travel during a gap year rather than get a job?

#### Notes

Things to write about

1. *which will help someone financially*
2. *which will help someone as a person*
3. *your own idea*

Write your **essay**. You must use grammatically correct sentences with accurate spelling and punctuation in a style appropriate for the situation.

#### Skills tip

It is not always easy to include all the information you have to within an essay of 140–190 words. If you go too far over the word limit, the examiner may not mark the last part of your essay. Because of this, it's very important to make a plan before you start writing. This will help you make sure you cover everything you need to and give you a guide to where you are going once you start writing. You can then concentrate on creating grammatical sentences, using the right punctuation and spelling words correctly as you write. Use connectors and cohesive devices so that the reader can follow your argument easily.



# Using paragraphs

## Audiences

UNIT AIMS

**Skill:** using paragraphs**Vocabulary:** entertainment topic vocabulary**Exam practice:** *First Paper 2 Part 2*

### Improve your writing skills: using paragraphs

#### What is using paragraphs?

*Every First writing text you write will be divided into paragraphs. Each paragraph contains a clear idea, often with supporting details, examples, etc. You start a new paragraph to move onto the next idea. To show you're starting a new paragraph, leave a blank line after the previous paragraph and/or indent the first word of each paragraph (start a short way along the line). It doesn't matter whether you do both or either of these things, but you should be consistent within each piece of writing.*

- 1 To show that you have started a new paragraph, you can
  - A tell the reader that this is a new paragraph.
  - B use a phrase such as 'for example'.
  - C leave a blank line between paragraphs.

#### Why is using paragraphs important?

*A text without paragraphs is difficult to understand. Each paragraph in a text usually makes one point or contains one main idea, plus supporting ideas. Using paragraphs helps your readers to see when you move onto a new point. It helps to guide your readers through your writing, so that they can easily see what points you make.*

- 2 Reading a text without paragraphs would be
  - A harder than a text with paragraphs.
  - B less interesting than a text with paragraphs.
  - C easier than a text with paragraphs.

#### How do you use paragraphs?

*First of all, you need to plan the main points you want to make and the supporting details. You should include one main point in each paragraph, with relevant supporting details. Remember to leave a blank line between paragraphs and/or indent the first line of each paragraph.*

- 3 Each paragraph in your writing should usually contain
  - A details that support the paragraph before.
  - B a number of main points, with an example.
  - C a main point, plus supporting details.

#### How is using paragraphs important in *First*?

*Using paragraphs is important in all text types in First Paper 2. In an essay, it's important because you want your readers to follow your argument closely. In an article, review, report or letter/email, you want your readers to know when you have moved onto a different aspect of your subject. This guides the examiner through your writing.*

- 4 Why are paragraphs important in an essay?
  - A They show you are an expert on the subject.
  - B They help your reader to understand your argument.
  - C They quickly fill up the space you have to write.



## Get started

- Where are the people in the photographs?
- Which do you think is the more popular form of entertainment and why?
- Which of the two events would you prefer to attend and why?
- Decide which of the types of entertainment below are most popular and why.

classical music concerts ■ heavy metal rock festivals  
 ■ Hollywood films ■ soap operas

## Develop your vocabulary

## 1 Match to make phrases.

- |                    |       |                                   |
|--------------------|-------|-----------------------------------|
| 1 a round          | _____ | a performance                     |
| 2 play             | _____ | b of applause                     |
| 3 an award-winning | _____ | c a film/a play/<br>an exhibition |
| 4 see              | _____ | d recognition                     |
| 5 gain             | _____ | e a part/role                     |

## 2 Choose the correct word to complete the sentences.

- 1 Fans of the pop star waited outside the **screen / stage** door to get autographs.
- 2 The **cast / billing** of the film includes some top film stars.
- 3 The **concert / festival** in the park lasts for three days.
- 4 She's a big fan of that Danish crime **broadcast / series**.
- 5 There was wild applause from the theatre **viewers / audience**.

## 3 Write a word from the box in each gap to complete the paragraph.

director ■ dramatists ■ plays ■ production ■ set

There is no doubt that Shakespeare was one of the greatest (1) \_\_\_\_\_ of all time and going to see one of his (2) \_\_\_\_\_ is a real treat. In this new (3) \_\_\_\_\_ of *A Midsummer Night's Dream* at the Globe, everything really comes together to guarantee a very special night out. First, the costumes are beautifully made. The (4) \_\_\_\_\_ design is also wonderful. The (5) \_\_\_\_\_ of the play has done a marvellous job of pulling everything together to create a memorable performance that is fun for everyone.





## Develop your writing skills: using paragraphs

1 Decide whether each sentence is more suitable for an opening or closing paragraph. Write 'O' for opening or 'C' for closing.

- 1 Let me know which date is suitable for you. \_\_\_\_\_
- 2 I can't wait to see you at the concert! \_\_\_\_\_
- 3 I'm sorry to hear you can't come to the party next week. \_\_\_\_\_
- 4 I've found out some information about the film festival. \_\_\_\_\_
- 5 I'll see you outside the cinema on Sunday at 7pm. \_\_\_\_\_
- 6 I've got some ideas about where we can go during the evenings next week. \_\_\_\_\_

2 Paragraphs contain topic sentences, which begin the paragraph, and supporting sentences, which give more information. Write 'T' for a topic sentence and 'S' for a supporting sentence.

- 1 Trips to the theatre are a great way for a family to spend some time together. \_\_\_\_\_
- 2 That's another reason why some people prefer working behind the scenes. \_\_\_\_\_
- 3 She clearly hadn't learned her lines properly. \_\_\_\_\_
- 4 The history of films and theatre is another fascinating subject. \_\_\_\_\_
- 5 It was the plot that let it down. \_\_\_\_\_
- 6 The producer, Jeremy Arden, agreed with us and said how disappointed he felt. \_\_\_\_\_
- 7 For all those reasons, I wouldn't recommend going to see this film. \_\_\_\_\_
- 8 Theatres are not new; the earliest ones date back well over 2,500 years. \_\_\_\_\_
- 9 One of the first things to consider if you're planning a trip to the theatre is the cost. \_\_\_\_\_

3 Match each topic sentence with a supporting idea or example.

- 1 I think a trip to the ballet would be a great treat. \_\_\_\_\_
- 2 The cast didn't seem to enjoy performing the play. \_\_\_\_\_
- 3 Cinema was the first form of entertainment that was available to everyone, whatever their background. \_\_\_\_\_
- 4 The computer has changed home entertainment forever. \_\_\_\_\_
- 5 The film never gained the recognition it deserved. \_\_\_\_\_
- 6 One of the best comedy series on TV at the moment is *The Kid*. \_\_\_\_\_
- a For example, you can use it to access almost any kind of entertainment from just one machine.
- b The dancers in this production are some of the best in the world.
- c For one thing, they appeared to lack energy and looked bored as they moved around the stage.
- d It's extremely funny and is suitable for all ages from nine to ninety.
- e From the beginning, it was affordable and you needed no special knowledge to appreciate it.
- f Although it was a low-budget production, the acting was superb.

#### 4 Put the sentences into the correct order to make a main body paragraph.

- 1 — a Attention has been paid to set design, props and costumes, which are all well made and eye-catching.
- 2 — b The actors did not seem to have done any rehearsals because they forgot their lines and generally looked lost.
- 3 — c The first thing you notice is how much thought was put into the staging of the production.
- 4 — d They managed to ruin what should have been an enjoyable night out.
- 5 — e Unfortunately, I can't say the same about the acting.

#### 5 Read the paragraph plan and decide whether each paragraph is the introduction ('I'), a main body paragraph ('MB') or the conclusion ('C').

##### Plan:

###### Introduction:

- what the play is
- what my part is

###### Main body:

- when/where the play is on
- when/where we rehearse
- how rehearsals are going
- problems

###### Conclusion:

- what the production will be like
- why you should come and see it

1 —

The show is on for four nights in June – 26<sup>th</sup> to 29<sup>th</sup>. So, there are only two weeks to opening night. Consequently, we're rehearsing in the drama studio five times a week at the moment in an attempt to get everything word perfect.

2 —

Despite the problems, I'm sure the production is going to be great, so do come! You'll learn some new facts about our city; you'll also laugh a lot ... and maybe shed a tear, too.

3 —

Life is very busy right now! I'm in the middle of rehearsals for our college production of *Authentic Voices*. It's a brilliantly funny and at times rather moving play about life in my city in the old days. I play two parts! I'm a drama teacher from the 1940s and also a young woman who is looking for work.

4 —

As you can imagine, it's hard work. I've learned my lines (of course!) but there are still some students who stumble over their words. Understandably, Mr Drayton, the director, gets extremely irate with them. In fact, last night he reduced Sophie Barratt to tears and she stormed out. So now we're desperately looking for a new Jenny Harding, a middle-aged woman who works in a bakery. If anyone's interested, let me know!



**6** Divide this text into five paragraphs by circling the first word of each paragraph.

When you visit the theatre, do you give much thought to what goes on behind the scenes? The show itself is what everyone focuses on. But a great deal of work has taken place in the background, which often gets forgotten. One thing that often gets taken for granted is the props, those small bits and pieces that give the actors and the set an authentic feel. And in every theatre there are a group of people who make sure these things are as they should be. We spoke to Daniel Frost, who is head of the props department at Wood Lane Theatre, to find out what his department does. Daniel explained how vital it

is that productions have the right props from the correct era. 'If you're watching a play that's set in the 19<sup>th</sup> century and you see someone wearing a digital watch, it completely ruins the effect.' People who work in the props department of a theatre spend a lot of time researching. They know what items they need in order to make a production convincing and accurate. Of course, then they have to find them! So, next time you're watching a play, spare a thought for all the people you can't see. They've helped make the play what it is as much as the actors on stage.

**7** For each paragraph in exercise 6, decide what the paragraph is about.

**1 Introduction:**

- a work that goes on behind the scenes
- b it's interesting to go behind the scenes

**2 Main body 1:**

- a actors take props for granted
- b theatres have people in charge of props

**3 Main body 2:**

- a an example from someone who works in a theatre
- b an example of something that went wrong

**4 Main body 3:**

- a where props people find props
- b what props people do

**5 Conclusion:**

- a enjoy watching and thinking about the play
- b remember everyone who helped

**8** Write the letter of a sentence in each gap to complete the paragraph.

Every part of the film contributes to its atmosphere. (1) \_\_\_\_ Another effect that adds to the mood of the film is the slow shots. (2) \_\_\_\_ The actors' performances also contribute to darkening the mood. (3) \_\_\_\_ All in all, these effects make the film extremely sad and bleak. (4) \_\_\_\_

- a They speak in low voices with heavy tones and serious expressions.
- b First, special lighting is used to create many long, spooky shadows.
- c In other words, the film can be quite depressing to watch.
- d For example, the camera moves at a snail's pace and this makes it all the more sombre.

**9** Read the task and tick the notes below that would be suitable for the main body paragraphs.

Read part of a letter from a new pen friend, Tom. Then write a letter to Tom answering his questions.

*What are the most popular forms of entertainment in your country? And how do you like to spend your free time?*

- |   |  |
|---|--|
| 1 Explain how much you like going to the cinema. _____                                | 5 Ask Tom what his favourite forms of entertainment are. _____                             |
| 2 Talk about the forms of entertainment most popular in your country. _____           | 6 Mention other popular forms of local entertainment. _____                                |
| 3 Mention that the main forms of entertainment are the same as everywhere else. _____ | 7 Give examples of popular local entertainment forms (festivals, folk dancing, etc). _____ |
| 4 Give examples of the film genres you like. _____                                    | 8 Describe a film which you recently enjoyed. _____  |

- 10** Write the notes from exercise 9 in the order in which they would appear in the two main body paragraphs.

First main body paragraph

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Second main body paragraph

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- 11** Using the notes from exercise 10, write the main body paragraphs of the letter to Tom.

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- 12** Match each opening paragraph with a suitable closing paragraph.

- |   |   |
|---|---|
| <b>1</b> There have been many advances in television in recent years. These include the technical capabilities of TVs, with their improved sound and picture quality, as well as the quality of the programmes that are broadcast.      | — |
| <b>2</b> I am writing this report about the types of home entertainment that people prefer today in comparison with the past.   | — |
| <b>3</b> I hope you're feeling better now and are looking forward to coming over next weekend. I've got some ideas about what we can do while you're here.  | — |
| <b>a</b> In conclusion, the choices available for home entertainment have improved greatly in recent years, thanks to cable TV, computers and the internet.   |   |
| <b>b</b> I must go now as my favourite TV programme is on. Let me know what you think of the weekend plans!   |   |
| <b>c</b> Overall, televisions are better quality nowadays than they used to be and there have also been improvements in how the programmes are produced. In my opinion, this is the main reason why television has remained so popular. |   |

- 13** Write the main body paragraphs for one of the pairs of opening and closing paragraphs from exercise 12.

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## Exam focus: using paragraphs in *First*

**1** Look at question 1 in the exam practice section on page 29 and answer the questions.

- 1** Who are you writing to?
  - a** a stranger
  - b** someone you know
- 2** What style of writing should you use for your letter?
  - a** formal
  - b** informal
- 3** How many paragraphs would be appropriate for the letter?
  - a** 4
  - b** 2
- 4** Which two topics in the list below should be covered in the main paragraphs?
  - a** all the things you want to do with Alicia when she comes
  - b** the different ways theatre tickets can be bought
  - c** how excited you are about Alicia's visit
  - d** what your town is like to visit in May
  - e** recommendations for suitable theatre shows

### Skills tip

When you are writing a friendly letter for Paper 2 Part 2, are well-organised paragraphs

- a** less important than for more formal styles of writing? **Yes / No**
- b** just as important as with more formal styles of writing? **Yes / No**

**2** Answer the questions about exam practice question 1.

- 1** Which of these would it be a good idea to recommend?
  - A** one good theatre production only
  - B** a choice of theatre shows
  - C** plays aimed only at adults
- 2** Which of the suggestions about theatre tickets would NOT be appropriate?
  - A** I've no idea how you'd book them. Find out for yourself.
  - B** I could purchase the tickets for you, if you'd like.
  - C** It's very easy to book tickets online.

**3** Look at exam practice question 1 again and match the types of information with the paragraphs in which they should appear.

- a** polite reason to finish letter
- b** greetings
- c** choices of theatre shows
- d** ways to book tickets
- e** further information about theatre shows
- f** closing remarks
- g** introductory remarks
- h** supporting information about booking tickets

Paragraph 1 \_\_\_\_\_

Paragraph 2 \_\_\_\_\_

Paragraph 3 \_\_\_\_\_

Paragraph 4 \_\_\_\_\_

## Exam practice:

# First Paper 2 Part 2

### Part 2

Write an answer to **one** of the questions in this part.

Write your answer in **140–190** words in an appropriate style.

- 1 You have received a letter from your friend, Alicia.  
Read this part of the letter and then write your letter to Alicia.

*As you know, my family and I are visiting your town in May and we'd like to go to the theatre while we're there. Can you recommend some performances that would be suitable for the whole family, including my ten-year-old cousin, Xavier? And do you know how we can book tickets for these events?*

Write your **letter**.

- 2 A group of foreign exchange students will be visiting your college. Your Director of Studies has asked you to write a report on what entertainment is on offer in your town, in order to choose where to go with the visitors. Write a report on the different forms of entertainment available, with information about cost and suitability.

Write your **report**.

- 3 You read this announcement in a local English-language magazine called *Theatre Voice*.

### HAVE YOU SEEN ANY GOOD THEATRE PRODUCTIONS LATELY?

Write a review of any play, ballet or opera you have been to recently, including details of the type of performance, the acting, the direction and the stage design and whether you would recommend the production to other people of your age.

Write your **review**.

### Skills tip

Make sure all your paragraphs are well organised whether the writing style is informal or formal. A clear layout of paragraphs makes it easier to understand your writing. Bad use of paragraphs will make your writing very confusing and difficult to read. All types of writing require opening and closing paragraphs, as well as paragraphs in the main body. Each paragraph in the main body should contain one main point, supported by related ideas, explanations and examples. Use appropriate linking phrases to connect the ideas in your paragraphs.



# 4

## Evaluating and prioritising

### Starting a business

UNIT AIMS

**Skill:** evaluating and prioritising

**Vocabulary:** work topic vocabulary

**Exam practice:** First Paper 2 Part 1

#### Improve your writing skills: evaluating and prioritising

##### What is evaluating and prioritising?

*Evaluating means deciding how important something is, or how good/bad it is. Prioritising means deciding how important something is compared with other things. When you evaluate and prioritise, you form an opinion about something and then express it, showing which points you think are the most important.*

- 1 Evaluating and prioritising means
  - A deciding whether your writing is good or bad.
  - B forming an opinion and expressing it clearly.
  - C asking your readers to judge your writing.

##### Why is evaluating and prioritising important?

*When you present your opinion of something, you usually put the most important points first, with supporting details. This helps your readers to see what your main argument is. Then, you present secondary points. Evaluating and prioritising makes it clear to your readers which main points your opinion is based on.*

- 2 It helps readers to understand your argument if you
  - A give the reasons for your opinion in order.
  - B make all your points and then provide supporting detail.
  - C say why they should support you.

##### How do you evaluate and prioritise?

*Firstly, you need to clearly organise the reasons for your opinion. Make sure you know which points you want to make first, which second, etc and decide which paragraphs they should go in. Then, use appropriate phrases to show the importance of different points. These include Firstly, Secondly, In addition to that, More importantly, etc.*

- 3 The first step in evaluating and prioritising is to
  - A choose good phrases.
  - B make a paragraph plan.
  - C start writing the first paragraph.

##### How is evaluating and prioritising important in First?

*It is important in all First text types, but particularly in the essay. When you present an argument based on your own opinion, you need to guide your readers through your argument. You do this by showing how important different points are and the key points your opinion is based on.*

- 4 Evaluating and prioritising helps you to
  - A show how important your opinion is.
  - B avoid getting into arguments with people.
  - C explain your argument to your readers.



## Get started

Look at the photos and answer the questions.

- Which job appeals to you the most? Why?
- What are the biggest complaints people have about their jobs?
- Would you like to be self-employed? Why? / Why not? List some advantages and disadvantages.

## Develop your vocabulary

1 Choose the correct word to complete each sentence.

- 1 If you find a **career** / **hobby** doing something you love, it will never feel like work.
- 2 A desk **job** / **work** can leave you feeling as tired as doing physical work.
- 3 In the past, job **safety** / **security** meant that people had a job for life.
- 4 **Manual** / **Office** work sometimes involves hard, physical labour.
- 5 Starting your own business means **working for yourself** / **working on your own**.
- 6 My **lead** / **boss** can sometimes be quite difficult to work with.
- 7 If your employer is not happy with your performance, you could be **fired** / **hired**.
- 8 Some companies expect you to work **overtime** / **part-time** without any extra money.
- 9 I've usually spent all my money by the time I get my **salary** / **wage** at the end of the week.

2 Write a phrase from the box in each gap to complete the email.

become self-employed ■ fewer responsibilities ■ job satisfaction  
■ regular salary ■ running a business ■ secure job

Hi Deborah,

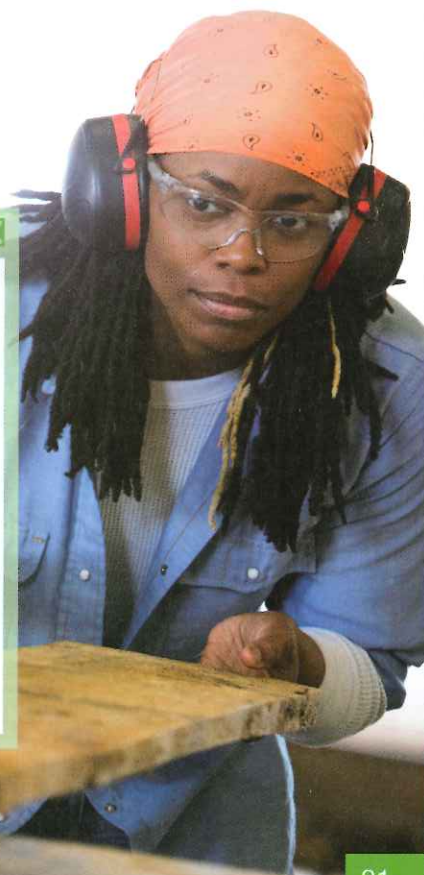
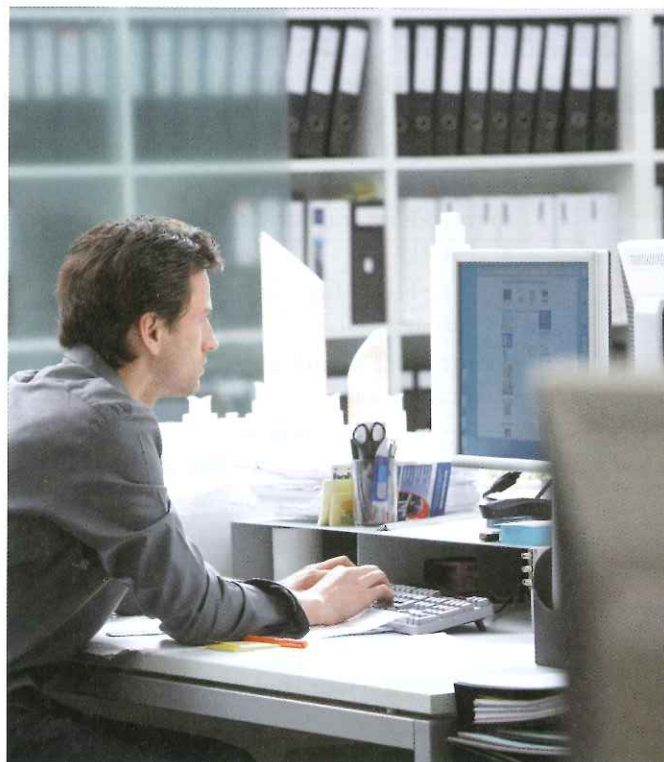
Thanks for your email. I'm glad you wrote to me and asked for my advice about (1) \_\_\_\_\_, because there are a few things you should think about. You have to ask yourself whether you're ready to leave a (2) \_\_\_\_\_, where you know everyone and are getting a (3) \_\_\_\_\_. Also, working for an employer means (4) \_\_\_\_\_, but when you start a business and (5) \_\_\_\_\_, you will have a lot more to do!

Having said all that, I love what I do and I wouldn't change it for anything in the world! For me, (6) \_\_\_\_\_ is more important than money.

Now, send me your business plan and I'll let you know what I think.

Best wishes,

David





## Develop your writing skills: evaluating and prioritising

- 1** One word or phrase in each group is not suitable for the given function in an essay. Choose the odd one out.

- |   |                       |                             |                           |                                   |
|---|-----------------------|-----------------------------|---------------------------|-----------------------------------|
| <b>1</b> to introduce your first main point | <b>a</b> Firstly      | <b>b</b> To start with      | <b>c</b> In the beginning | <b>d</b> First of all             |
| <b>2</b> to introduce a further point       | <b>a</b> Furthermore  | <b>b</b> In second place    | <b>c</b> Secondly         | <b>d</b> Moreover                 |
| <b>3</b> to introduce an additional point   | <b>a</b> In addition  | <b>b</b> To add             | <b>c</b> Additionally     | <b>d</b> As well as that          |
| <b>4</b> to introduce a contrast            | <b>a</b> Apart from   | <b>b</b> But that's not all | <b>c</b> Despite          | <b>d</b> In spite of              |
| <b>5</b> to introduce a final point         | <b>a</b> Finally      | <b>b</b> Lastly             | <b>c</b> At the end       | <b>d</b> One final point concerns |
| <b>6</b> to introduce your conclusion       | <b>a</b> Conclusively | <b>b</b> In conclusion      | <b>c</b> To sum up        | <b>d</b> To conclude              |

- 2** Use some of the words or phrases from exercise 1 to complete the text.

Many people believe that it is wrong to work when you are a student.

(1) \_\_\_\_\_, they say that it takes up valuable study time. How are students expected to do all their reading and coursework, if they have obligations elsewhere? (2) \_\_\_\_\_, further education is for most people a once-in-a-lifetime opportunity. You should be able to devote your time to studying without the distraction of having to earn a wage. After all, you will spend the rest of your life working.

(3) \_\_\_\_\_ these issues, working while you are a student can have distinct advantages. (4) \_\_\_\_\_, it helps financially. These days, being a student is expensive, and every little bit of money helps. (5) \_\_\_\_\_, working while at college can teach you skills such as time management and organisation, which may well interest a future employer. (6) \_\_\_\_\_, if the work is related to your choice of career, it can give you a distinct advantage in the job market and could also help you to start your own successful business.

- 3** Write the points the writer makes in exercise 2 in order of importance. Note down any explanations the writer gives.

### Against working while studying

- |          |       |
|----------|-------|
| <b>1</b> | _____ |
|          | _____ |
| <b>2</b> | _____ |
|          | _____ |

### In favour of working while studying

- |          |       |
|----------|-------|
| <b>1</b> | _____ |
|          | _____ |
| <b>2</b> | _____ |
|          | _____ |
| <b>3</b> | _____ |
|          | _____ |

## 4 Match each extract from an essay with a problem.

- a main point not well expressed      c incorrect linking word or phrase  
b illogical supporting sentence      d inappropriate informality

1 \_\_\_\_\_

Starting a business with other people can sometimes lead to problems. You can make a large amount of money if you are good at business.

3 \_\_\_\_\_

The reason most people start a business is because they do not know what else to do. Having tried different jobs, they find that they are not happy with any of them, so they go into business on their own.

2 \_\_\_\_\_

People go into business for many reasons. This is because some people want to do a job they love, while others simply want to avoid a situation where they have to do what their employer tells them to do.

4 \_\_\_\_\_

Not sure of what career path to follow? Why not start your own business? It's great being your own boss and you could make loads of money!

## 5 Suggest how the extracts in exercise 4 can be improved.

*Example:*

- 1 The second sentence should explain or give examples of the problems mentioned in the first sentence, e.g. Everyone must be clear about what their role is from the start in order to avoid arguments later.

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

## 6 Write supporting details for these points using your own ideas.

- 1 First of all, anyone thinking of starting a business needs to look carefully at the financial side of things.  
\_\_\_\_\_
- 2 Another point to consider is whether or not you will be running your business with a partner or partners.  
\_\_\_\_\_
- 3 A common complaint heard from business owners is that they have to work very long hours.  
\_\_\_\_\_
- 4 Despite the problems, running your own business can give you a feeling of independence.  
\_\_\_\_\_
- 5 It would be a mistake to start a business without the necessary knowledge.  
\_\_\_\_\_
- 6 Some successful business owners say that they could never go back to working for an employer.  
\_\_\_\_\_



- 7 Read the list of complaints people have about their jobs. Number them in order of how serious you think they are, with 1 as the most serious.

- ☐ having to commute long distances every day
- ☐ having to take work home
- ☐ long or unsociable hours
- ☐ low salary
- ☐ poor organisation
- ☐ problems with other staff members
- ☐ strict or unreasonable rules
- ☐ unpaid overtime
- ☐ unsafe or unhealthy working conditions



- 8 Write a word or phrase from the box in each gap to complete the text. Which of the points from exercise 7 did the writer use? Did they choose the same order as you did?

addition ■ firstly ■ linked ■ particular ■ reason ■ so

(1) \_\_\_\_\_, one of the most common complaints that people have about their jobs is that they are not paid enough for what they do. The main (2) \_\_\_\_\_ for this, they say, is that there are many unemployed people and employers take advantage of this fact. (3) \_\_\_\_\_, if workers complain about their salary, they can easily be replaced. Closely (4) \_\_\_\_\_ to this is the number of hours people are expected to work. Some employees say that they are expected, or even forced, to work late and at weekends, often without extra pay.

In (5) \_\_\_\_\_ to these problems, workers often have complaints about the conditions at their place of work. These are often described as being unhealthy or unsafe. Manual workers in (6) \_\_\_\_\_ often complain that they risk having an accident because proper precautions are not taken by their employers. Similar complaints about conditions include such things as poor lighting, noise and unreasonable company rules.

- 9 Read the essay question and tick four or five points which you think are the most important. You can add your own points.

*What are the most important things to look for when choosing a job?*

- |   |   |
|---|---|
| <input type="checkbox"/> a friendly working environment     | <input type="checkbox"/> responsibility               |
| <input type="checkbox"/> a high salary                      | <input type="checkbox"/> the chance to travel         |
| <input type="checkbox"/> challenging and interesting duties | <input type="checkbox"/> the chance to work from home |
| <input type="checkbox"/> good working conditions            | _____   |
| <input type="checkbox"/> promotion opportunities            | _____   |
| <input type="checkbox"/> respect from others                |   |

- 10** Complete the plan with the points you chose in exercise 9. Put the most important points first.

<b>Introduction</b>
<b>Paragraph 2:</b> _____
<b>Paragraph 3:</b> _____
<b>Conclusion</b>

- 11** Complete the paragraphs, giving reasons for your choices in exercise 10.

Paragraph 2

First of all, when choosing a job, \_\_\_\_\_  
is important. The main reason for this is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Furthermore, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Paragraph 3

In addition to that, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 12** Read the essay task below and list as many points as you can in the table.

In your English class, you have been talking about some of the complaints people have about their jobs.

Now, your English teacher has asked you to write an essay.

Write an essay using **all** the notes and give reasons for your point of view.



### Essay question

Is it better to have a job that is secure or one that you love doing?

### Notes

Things to write about

1. *job satisfaction*      2. *your salary*      3. *your own idea*

**In favour of a secure job**

**In favour of a job you love doing**

- 13** Choose some of the points from exercise 12 and complete the paragraphs with your own ideas.

There are many advantages to having a secure job. \_\_\_\_\_  
\_\_\_\_\_

On the other hand, it is important to find a job that you enjoy doing. \_\_\_\_\_  
\_\_\_\_\_



## Exam focus: evaluating and prioritising in *First*

1 Look at the exam practice section on page 37 and answer the questions.

- 1 Do you have to write about starting your own business, working for a company, or both?
- 2 Overall, do you think it is better to work for an employer or for yourself?
- 3 Which two aspects of work do you need to write about for this essay?
- 4 What could you say about these two aspects in relation to being self-employed and working for an employer?

### Skills tip

In *First* Paper 2 Part 1, should you

- a choose one of the suggested ideas to write about? **Yes / No**
- b mention all of the ideas in the task? **Yes / No**

2 Decide whether the following are arguments for (F) or against (A) starting a business. Then, add one further argument for and one further argument against starting a business.

- 1 Starting a business requires a great deal of money. \_\_\_\_\_
- 2 Running a business takes up a lot of your time. \_\_\_\_\_
- 3 If a business is successful, it can make you very rich. \_\_\_\_\_
- 4 Being your own boss is a great feeling. \_\_\_\_\_
- 5 There is an element of risk involved in running a business. \_\_\_\_\_
- 6 Working for a company can be boring and repetitive. \_\_\_\_\_

3 Choose four or five of the points in exercise 2 and number them in order of importance.

4 Choose the best plan(s) you could follow to write the essay on page 37.

A	B	C	D
Introduction	Introduction	Introduction	Introduction
the difficulties of starting and running a business compared to working for a company	one advantage of running a business and one disadvantage	the difficulties of working for a company	the benefits of starting a business compared to working for a company
the benefits of starting and running a business compared to working for a company	another advantage of running a business and another disadvantage	the benefits of working for a company	the difficulties of starting a business compared to working for a company
	another advantage of running a business and another disadvantage		
Conclusion	Conclusion	Conclusion	Conclusion

## Exam practice:

# First Paper 2 Part 1

### Part 1

You **must** answer this question.

Write your answer in **140–190** words in an appropriate style.

- 1 In your English class you have been talking about the advantages and disadvantages of working for yourself, rather than working for a company.

Now, your English teacher has asked you to write an essay.

Write an essay using **all** the notes and give reasons for your point of view.



#### Essay question

Is it better to start your own business rather than work for a company?

#### Notes

Things to write about

1. *which is more secure*
2. *which will bring you more money*
3. *your own idea*

Write your **essay**. You must use grammatically correct sentences with accurate spelling and punctuation in a style appropriate for the situation.

#### Skills tip

When you write an essay in Paper 2 Part 1, make absolutely sure that you understand what the task requires you to do before you start writing. You have to include the two suggestions in the notes as well as your own ideas. For your own ideas, choose the most important points – you can't include everything. There are different ways to organise your points, but make sure you do it in a logical way. Keep your writing quite formal.



# Understanding purpose and the target reader

## Eating out

UNIT AIMS

**Skill:** understanding purpose and the target reader**Vocabulary:** food and drink topic vocabulary**Exam practice:** First Paper 2 Part 2

### Improve your writing skills: understanding purpose and the target reader

#### What is understanding purpose and the target reader?

*All texts are written for a reason: its purpose. The purpose may be to entertain, persuade or inform. Texts are also written with a target reader in mind. That is the person who you expect to read it. That may be young people interested in a subject, or a particular person, such as an employer or a friend. Although in reality your text may be read by a teacher or an examiner, they are often not the target reader.*

#### 1 Teachers and examiners

- A are not usually the people your writing is aimed at.
- B do not usually read what you write very carefully.
- C read your writing, so they are always the target readers.

#### Why is understanding purpose and the target reader important?

*Everything in your text should help it to achieve its purpose so you need a clear idea of why you are writing. The purpose affects how you express things. You also need to have the target reader in mind. The effect on the target reader is the most important part of judging how successful your writing is.*

#### 2 Your writing is better when you

- A know who you are writing for.
- B ask someone to read it for you.
- C judge it against other texts.

#### How do you understand purpose and the target reader?

*You need to think about different types of text and understand the purpose of each one. Analyse writing tasks to see what the purpose is. In addition, you need to know who the target reader usually is for the types of task in First and analyse writing tasks to decide who you are writing for. Then, choose an appropriate style (formal, entertaining, informative, etc) to match the purpose and the target reader.*

#### 3 Understanding purpose and the target reader helps you to choose

- A which question to answer.
- B who to ask to read your writing.
- C an appropriate style for your text.

#### How is understanding purpose and the target reader important in First?

*The marks for each writing task in First are based on how successful your writing is. A key part of that is showing that you understand purpose and the target reader. It is essential in writing all types of text and it is important to show that you understand the difference between types of text (article, letter/email, review or report).*

#### 4 Understanding purpose and the target reader means that you can

- A show you know how to write different types of text.
- B make your writing different from everyone else's.
- C be successful in life after you pass First.



## Get started

Look at the photo and answer the questions.

- On what occasions might you go to a restaurant like this?
- What would you expect the service to be like?
- What might the people be saying to the waiter?



## Develop your vocabulary

1 Choose the correct word.

- 1 For me, there's nothing better than Cajun **kitchen** / **cuisine** from the state of Louisiana.
- 2 A traditional **dish** / **plate** from that area is cannelloni with mushrooms and cream cheese.
- 3 The **most tasteful** / **tastiest** pizza I've ever eaten was in a tiny restaurant in Rome.
- 4 I don't like **fried** / **fired** food because it's got too much oil in it.
- 5 On your birthday, I'm going to take you out for a three-course **snack** / **meal**.
- 6 I like **spicy** / **sour** curries – the hotter, the better.
- 7 I'm starving! Let's order our **starters** / **desserts** immediately, and then we can think about the main course.
- 8 The head **manager** / **waiter** came over to ask us what the problem was.

2 Match to make phrases.

- |             |   |              |
|-------------|---|--------------|
| 1 chain     | — | a bar        |
| 2 cooking   | — | b food       |
| 3 deep-fat  | — | c fryer      |
| 4 junk      | — | d oil        |
| 5 microwave | — | e oven       |
| 6 sandwich  | — | f restaurant |

3 Write a phrase from exercise 2 in each gap to complete the email.

Hi Sara,

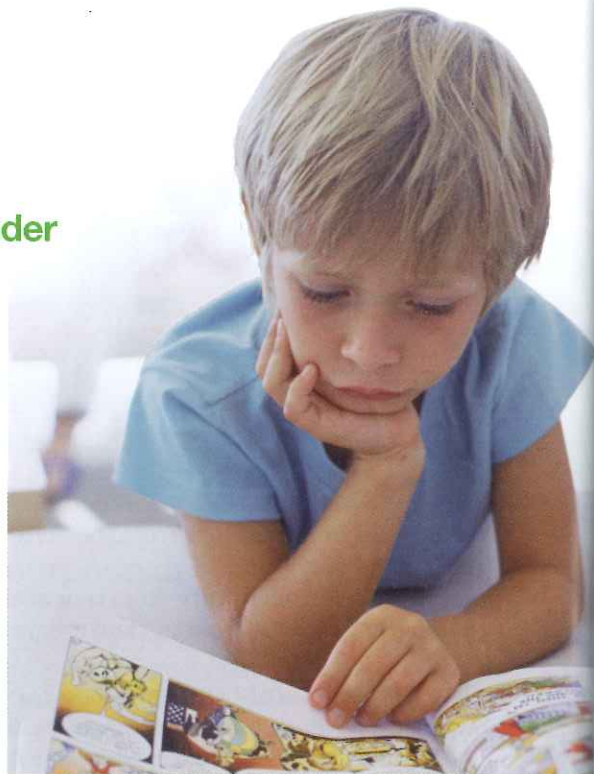
Guess what! I've just had the worst restaurant experience ever and I had to write and tell you about it. Jimmy and I have been eating a lot of local food or grabbing a quick bite from a (1) \_\_\_\_\_. But today we fancied some real (2) \_\_\_\_\_ – burgers, chips, the lot. We saw a place that looked like a (3) \_\_\_\_\_ and there were pictures of burgers in the window, so we went in. There were no staff in sight, but eventually a woman came out of the back and walked up to our table. We both ordered a burger and chips. They must have heated the burgers up in a (4) \_\_\_\_\_, because they were ready in about two minutes. They were covered in a horrible tomato sauce. The chips must have been sitting in the (5) \_\_\_\_\_ because they were dripping with (6) \_\_\_\_\_! We couldn't eat any of it so we paid, walked out and went straight off for a nice hot curry!



## Develop your writing skills: understanding purpose and the target reader

### 1 Look at the photographs and answer the questions.

- 1 Why is the boy reading the comic:  
for entertainment or information? \_\_\_\_\_
- 2 What register is it written in:  
formal, semi-formal or informal? \_\_\_\_\_
- 3 What type of language is used here:  
technical or everyday? \_\_\_\_\_
- 4 Why is the businesswoman reading the report:  
for entertainment or information? \_\_\_\_\_
- 5 What register is it written in: formal,  
semi-formal or informal? \_\_\_\_\_
- 6 What type of language is used here:  
technical or everyday? \_\_\_\_\_



### 2 Read the speech bubbles and complete the sentences.

- 1 I'm really sorry, Mr Jones! I'll study harder next time, I promise.

The speaker is talking to his/her \_\_\_\_\_.

- 2 Excuse me, but do you know if there's a restaurant on this street, please?

The conversation is taking place in the \_\_\_\_\_.

- 3 Hi, Mark, do you fancy coming over to my place to study tonight?

The speaker is talking to his/her \_\_\_\_\_.

- 4 It's not fair – you and Dad never let me do anything!

The person listening is the speaker's \_\_\_\_\_.

- 5 Good evening, listeners, and welcome to an hour of pure jazz.

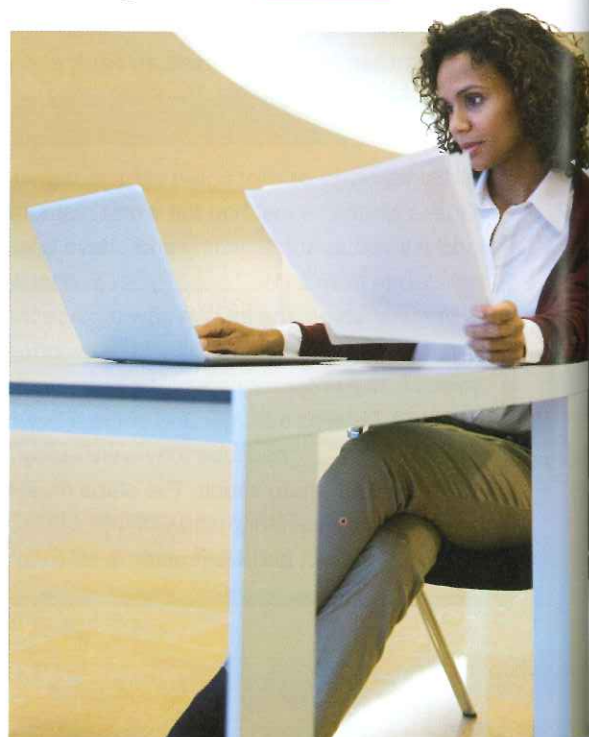
The speaker works at a \_\_\_\_\_ station.

- 6 What would you like to drink with that, sir?

The speaker is a \_\_\_\_\_.

### 3 Match each text type with a target reader.

- 1 a magazine article about healthy food \_\_\_\_\_
  - 2 a newspaper review of a new sandwich bar \_\_\_\_\_
  - 3 an essay on the dangers of fast food \_\_\_\_\_
  - 4 a report about coffee shops in one area \_\_\_\_\_
  - 5 an informal email giving advice \_\_\_\_\_
  - 6 a formal letter of complaint about a meal \_\_\_\_\_
- a the director of a chain of cafés  
b workers who eat a quick lunch  
c a friend with a problem  
d the manager of a restaurant  
e readers trying to lose weight  
f a biology teacher





## 4 Read the extracts. Match each one with a target reader from exercise 3.

- 1 A little bit of extra weight is nothing to be upset about, you know. Just take it easy with the fast food and you'll get rid of it in no time. Trust me! \_\_\_\_\_
- 2 The vast majority of our potential rivals offer nothing to eat beyond pre-packed sandwiches. I do not foresee much competition in this area and I feel it is an aspect we should promote in the new outlet. \_\_\_\_\_
- 3 Not only did my main course arrive fifteen minutes after my companion's, but it was also cold. When I mentioned this to our waiter, he removed it with no apology and brought it back piping hot in less than five minutes. This could only mean that he heated it in the microwave oven. \_\_\_\_\_
- 4 The latest health scare was the result of restaurants using the cooking oil in their deep-fat fryers for too long. Though the managers were all well aware of the toxic substances produced by such overuse, the economic argument for replacing it later and later won them over each time. \_\_\_\_\_
- 5 In these hard times, they offer loyalty cards: get a sandwich every day for two weeks and the tenth one's free. And the selection for those watching their weight rather than their wallets is also impressive. \_\_\_\_\_
- 6 A sandwich sounds like a great option for lunch, but if it's full of butter, mayonnaise, cream cheese or something similar, it can contain as many calories as a normal meal. \_\_\_\_\_

## 5 Read the letter extracts. Write a word from the box in each gap to complete each sentence.

advise ■ apologise ■ criticise ■ explain ■ persuade ■ thank

1

*I know going to a fast food chain is the last thing you want to do, especially now that you've lost all that weight. But it's little Jack's birthday and he really wants to go there. He'd love to see you, I know, and they do have some pretty nice salads.*

The purpose of this letter is to \_\_\_\_\_.

2

Maybe you'll say, 'It was nothing.' I suppose you have to take big orders for your job all the time. I won't forget in a hurry, though, that you gave up your Sunday to come and help at my boy's birthday, standing in a kitchen most of the time preparing food.

The purpose of this letter is to \_\_\_\_\_.

3

*When you've got strangers coming to dinner, you don't prepare a curry and 'hope they like spicy food'. Many people don't, Helen, and those poor people left a house they'd driven an hour to get to and then drove an hour home, without so much as two bites of food passing their lips.*

The purpose of this letter is to \_\_\_\_\_.

4

What they do is boil the chicken a little first, then place it on the grill at high heat. Somehow, this has the effect of producing a moist tasty chicken breast every time. Chicken is so hard to prepare correctly, especially the breast, but when it's treated with care, it's probably my favourite meat.

The purpose of this letter is to \_\_\_\_\_.

5

*No-one knows as much as I do how hard you've worked to get that restaurant up and running, so the thought that I might have put it in jeopardy fills me with horror. It was a moment of stupidity, that I don't intend to repeat, though if you choose not to trust me again, I would entirely understand.*

The purpose of this letter is to \_\_\_\_\_.

6

*When I started trying to lose weight, I wanted results too quickly. You get impressive results with crash diets in the first week or two, but believe me, it'll all go back on. Slow and steady is the best way to take it off and make sure it stays off.*

The purpose of this letter is to \_\_\_\_\_.



## 6 Choose the best sentence for the purpose given.

1 **purpose: to recommend**

- a Get the roast beef sandwich with lettuce and don't ask questions – I know best.
- b I'd get the roast beef sandwich with lettuce if I were you – you won't regret it.

2 **purpose: to encourage**

- a It's not so difficult to make a good dinner for yourself every evening. Why not try one of these easy recipes?
- b It's easy to cook dinner for yourself in the evening. Only a disorganised person like you can't find the time.

3 **purpose: to complain politely**

- a I've never eaten such rubbish as the food you serve at your restaurant. You should be ashamed of yourself as a human being.
- b My friends and I were most disappointed with the food we were served at your establishment. We had expected so much more.

4 **purpose: to describe**

- a The fish is covered in breadcrumbs and lightly fried. It is served with baked potatoes and a green salad.
- b The fish is delicious and the potatoes and salad were great, too. We ate them all up and left the plate clean.

5 **purpose: to demand politely**

- a If you do not refund the money we paid for our meal, I will be forced to take further action.
- b Give me back every penny I paid for that meal or I'll come to the restaurant and take it from the till.

## 7 Look at the incorrect options in exercise 6. Why were they not suitable? Make notes.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

## 8 Write a second sentence to achieve the purpose in bold.

*Example:*

**to recommend**

Luigi's is a pizza restaurant that has overcome many of its old problems.

*Anyone who has a liking for Italian food should really give it a second chance.*

1 **to advise**

In your letter you told me you have a great deal of trouble resisting the sweets people leave in the kitchen at work.

2 **to apologise**

The waiter has informed me that there was indeed a long delay before you received your order.

3 **to explain**

As you may or may not know, bank holiday weekends are our busiest days at the café.

4 **to demand**

The delays with our order not only ruined our dinner, but also meant that we missed the play we were going to see.

5 **to persuade**

Many people avoid sushi because they think it's strange.

## 9 Write the register for each text: 'formal', 'semi-formal' or 'informal'.

1 \_\_\_\_\_

I was over the moon to be in old Javier's joint again and one whiff of paella brought me right back to that awesome summer I'd spent stuffing my face with Spanish grub in Cadiz.

2 \_\_\_\_\_

It was with enormous pleasure that I had the opportunity to patronise Senior Javier's establishment once more; the aroma of paella reminded me of a wonderful summer I spent in Cadiz, sampling Spanish cuisine.

3 \_\_\_\_\_

I was very happy to return to Javier's restaurant, where the smell of paella brought back the memory of a fantastic summer I'd had in Cadiz, eating endless quantities of traditional Spanish dishes.



## 10 Read the exam-style questions. Complete the table next to each one.

1 This is part of a letter you received from your English pen friend, Matilda.

*I really need your help! I'm doing a school project on the places where young people go to eat. Can you tell me where you like to eat out and what you like about it?*

*Thanks a million!*  
*Matilda*

Write your letter.

target reader	purpose	register

2 You have seen the following announcement in a health and fitness magazine.

**Healthy eaters, we need your help!**



We want to hear from young people on how to follow a healthy lifestyle. We need articles advising students on how to eat a healthy diet while keeping up with their studies. We'll print the best article we receive.

**Send us your article and you could see your name in print!**

Write your article.

target reader	purpose	register

3 You were in London for a weekend and decided to treat yourself and a companion to an expensive meal at a top restaurant. It was, however, nowhere near the standard you had expected and you decide to write an email to the manager of the restaurant telling them about your bad experience and asking for some action to be taken.

Write your email.

target reader	purpose	register



*Exam focus:***understanding purpose  
and the target reader in *First***

- 1** Look at question 1 in the exam practice section on page 45 and write short answers to the questions.

- 1 Who usually reads restaurant reviews? \_\_\_\_\_
- 2 What are you trying to do in a review? \_\_\_\_\_
- 3 What register should you use? \_\_\_\_\_

- 2** Tick the information that you should definitely include in your review.

- 1 exactly how much each dish cost \_\_\_\_\_
- 2 what the restaurant looked like inside \_\_\_\_\_
- 3 the names of the important members of staff \_\_\_\_\_
- 4 how good or bad the waiting staff were \_\_\_\_\_
- 5 the style of food which was served there \_\_\_\_\_
- 6 the best time of year to visit the restaurant \_\_\_\_\_
- 7 whether you enjoyed your meal or not \_\_\_\_\_
- 8 what the kitchen area looked like \_\_\_\_\_
- 9 an overall recommendation \_\_\_\_\_
- 10 some general information about the place \_\_\_\_\_

- 3** Choose which paragraph would be most suitable to contain the information from exercise 2.

- 1 First paragraph \_\_\_\_\_
- 2 Second paragraph \_\_\_\_\_
- 3 Third paragraph \_\_\_\_\_
- 4 Fourth paragraph \_\_\_\_\_

**Skills tip**

When you write a review in *First* Paper 2 Part 2, should you

- a give your personal reaction to the subject under review? **Yes / No**
- b try to stay objective and avoid personal opinions? **Yes / No**

## Exam practice:

# First Paper 2 Part 2

### Part 2

Write an answer to **one** of the questions in this part.

Write your answer in **140–190** words in an appropriate style.

- 1 Your English teacher has asked you to write a review of a restaurant in your area. You should talk about the kind of food it offers, the decor, the service and what your dining experience was like.

Write your **review**.

- 2 You have seen the following announcement in an international food magazine.

#### Food lovers! Can you help us?

Write an article about why young people are attracted to fast food.

We will publish the best articles next month.

Send us your article and you could see your name in print!

Write your **article**.

- 3 You have received an email from a friend asking for some advice. Read this part of the email and then write your reply.

I've just got a job as a waiter. I've never done it before and was wondering if you had any advice. You may not have worked as a waiter, but I'm sure you've eaten out. What makes someone a good waiter, in your opinion? Should I be very polite or more friendly? What should I definitely not do?

Thanks,  
Alex

Write your **email**.

#### Skills tip

When you write a review in *First Paper 2 Part 2*, try not to be completely negative or overwhelmingly positive. A reviewer is meant to produce a balanced piece of writing that gives the reader a good idea of what to expect. So if your review is generally negative, try to include one positive point and if it is positive, try to point out an area that needs improving.



*Rural and urban environments*

UNIT AIMS

**Skill:** planning**Vocabulary:** environment topic vocabulary**Exam practice:** First Paper 2 Part 1**Improve your writing skills: planning****What is planning?**

*Planning is the thinking you do before you start writing. It includes all the decisions you make on what points you want to mention, as well as where in the text to mention them. It usually involves making notes, which you refer to as you write.*

- 1** Once you start writing, you should
- A try not to look at your plan.
  - B make notes on the points in your plan.
  - C check what your plan says.

**Why is planning important?**

*Once you start writing, you need to concentrate on the details of each sentence. As a result, it's very easy to miss out important points you have been told to include. It's also easy to forget to mention an important part of your argument or a main supporting example. Planning helps to make sure that you include everything you want to. It also helps you to organise the text.*

- 2** When writing without a plan, you might forget important points because you
- A haven't been told what you should say.
  - B are trying hard to put your ideas into English.
  - C don't know what your opinion is on a subject.

**How do you plan?**

*The first thing you need to do is to recognise the type of text. This tells you the overall structure to use. Then, think about your text as a whole and make key decisions. For example, for an essay, you decide on the argument or opinion you want to present. Then, you need to break it down into main points, supporting points, examples, reasons, etc and decide which paragraph is going to contain which points. You might also make a note of vocabulary, expressions and phrases that you think will be useful. Follow your plan as you write.*

- 3** One of the things you might make a note of is
- A useful language.
  - B the importance of planning.
  - C what a paragraph is.

**How is planning important in First?**

*It is important for all types of texts in First Paper 2. Your plan helps you to make sure that you include everything, without having to worry too much about exactly how to express it. You have limited time and your plan will help you do better in the time available. Planning helps to make sure that your text works as a whole.*

- 4** Planning is important in exams because
- A you only have a certain amount of time.
  - B it helps you worry about the right things.
  - C the time available is not enough for the task.





## Get started

Look at the photo and answer the questions.

- Describe the surroundings in the picture.
- What do you think life is like in a place like this one?
- What do you think could be done to improve the lives of the local residents there?

## Develop your vocabulary

1 Match the words with their definitions.

- |                 |   |  |
|-----------------|---|--|
| 1 urban         | — | a the growth of cities                               |
| 2 rural         | — | b relating to the countryside                        |
| 3 contamination | — | c parts of a city which are furthest from its centre |
| 4 urbanisation  | — | d relating to cities                                 |
| 5 suburbs       | — | e parts of a city just outside the city centre       |
| 6 outskirts     | — | f process of making something polluted or dirty      |

2 Write a word or phrase from the box in each gap to complete the paragraph.

built-up ■ domestic waste ■ estate ■ green spaces ■ high-rise  
 ■ inner cities ■ run-down ■ sense of community ■ surroundings

It's a sad fact that, even nowadays, our (1) \_\_\_\_\_ can become neglected and (2) \_\_\_\_\_ because no one has looked after them. This can make it extremely tough growing up in or living on a housing (3) \_\_\_\_\_, where every (4) \_\_\_\_\_ block of flats is made from concrete and graffiti is to be found everywhere. However, many locals are trying to change their lives by doing what they can to improve their (5) \_\_\_\_\_. For most residents, the idea is to encourage a greater (6) \_\_\_\_\_, as this has been lost in many (7) \_\_\_\_\_ areas. One of the ways that residents are trying to do this is by tackling the lack of (8) \_\_\_\_\_ within cities. The result has been a large increase in the number of volunteers getting together to create community gardens in their neighbourhoods. This gives the local community the chance to enjoy gardening and be close to nature even in the city. In addition, these groups are now moving on to explore ways of recycling (9) \_\_\_\_\_ from the houses.



## Develop your writing skills: planning

## 1 Read the exam task and answer the questions.

Your local newspaper has asked readers to send in articles about ways to improve urban environments. Write an article outlining what measures could be taken in your town to improve the urban environment.

- 1 What are you being asked to write? \_\_\_\_\_
- 2 What are the key words/phrases in the rubric?  
\_\_\_\_\_
- 3 How many paragraphs should you write?  
a 2  
b 4
- 4 Decide if the information below should be in the introduction (I), a main body paragraph (MB), or the conclusion (C).  
a one way to improve the urban environment with supporting ideas and examples \_\_\_\_\_  
b a general outline of the topic \_\_\_\_\_  
c an overview of main ideas with a final opinion \_\_\_\_\_  
d a further way to improve the environment with supporting ideas and examples \_\_\_\_\_

2 Look at three plans for the article in exercise 1.  
Which one do you think is best? What is wrong with the other two plans?

a

**Paragraph 1:** introduction about life in urban environments – traffic; crowded, dirty streets

**Paragraph 2:** say where I live / what it's like / mention litter on streets – more rubbish bins, more recycling bins

**Paragraph 3:** mention traffic – introduce pedestrian areas, car parks out of town + park and ride

**Paragraph 4:** sum up – restate my ideas about litter and traffic

b

**Paragraph 1:** introduction about where I live – how long I've lived there, who I live with, what the flat is like

**Paragraph 2:** say what's been done in the area so far – new park, youth centre, modernised shopping area

**Paragraph 3:** mention the old houses and flats, crime – more policemen needed

**Paragraph 4:** sum up – suggest more money for new houses and more policemen

c

**Paragraph 1:** talk about urban environments in different countries throughout the world

**Paragraph 2:** say what the problems are in urban environments these days – traffic; crowded, dirty streets

**Paragraph 3:** say how things have improved over the last ten or twenty years

**Paragraph 4:** sum up – suggest what could be done in my town to make things better



### 3 Read the exam task and the notes for a plan below. Match each note with a paragraph.

You have received an email from a friend, Polly. Read this part of the email and then write an email to Polly answering her questions.

So how are you finding life in the countryside now that you have moved? Has the change in the surroundings affected your lifestyle a lot?

- a *comparison of surroundings and lifestyle in the country with the city*
- b *greeting and thanks for email*
- c *description of feelings about living in the countryside*
- d *examples of differences between surroundings and lifestyle in the countryside and the city*
- e *a reason to finish the email and a final comment*
- f *reasons for and examples of feelings about life in the countryside*

Paragraph 1                  Paragraph 3              
 Paragraph 2                  Paragraph 4            

### 4 Match each sentence with a paragraph of the email from exercise 3. You will only use eight of the sentences.

Paragraph 1                              Paragraph 3                          
 Paragraph 2                              Paragraph 4                        

- a The air's cleaner and I can't say I miss the traffic and the smelly exhaust fumes.
- b The lessons about urban planning were all incredibly dull.
- c It's really great to hear from you and I'm sorry for not being in touch sooner.
- d Anyway, I must go and do some work in the garden (yes, really ☺).
- e One of the weird things is how quiet it is here!
- f I love the fact that it's never crowded here and I don't have to fight my way through crowds.
- g Write back when you can and let's make a plan for you coming to stay for a weekend.
- h Travelling has never been one of my favourite pastimes, I must say.
- i Thanks for your email and for the photos you attached!
- j Believe it or not, I'm feeling healthier already – it must be all the long walks!

### 5 Read the exam task and tick the ideas that would be useful to include in your writing.

A local magazine has asked for reviews of the best public garden, park or green space in your town or city.

- |                     |                 |                                 |                 |
|---------------------|-----------------|---------------------------------|-----------------|
| 1 landscape         | <u>        </u> | 5 pedestrian crossings          | <u>        </u> |
| 2 built-up areas    | <u>        </u> | 6 open-air activities           | <u>        </u> |
| 3 artificial lake   | <u>        </u> | 7 industrial waste              | <u>        </u> |
| 4 amusement arcades | <u>        </u> | 8 variety of plant and wildlife | <u>        </u> |



**6** Read these main ideas for the task in exercise 5. Write notes for the supporting ideas and examples to go with the main ideas.

**1** The best green space to visit in town is the Feltham Street Community Garden.

---



---

**2** Not only is it peaceful and beautiful, but it also welcomes all visitors.

---



---

**3** There is a range of activities that visitors can take part in at the garden.

---



---

**4** In addition, anyone can become a member of the gardening club for a small fee to support the community garden and get lessons in gardening, too.

---



---

**7** Write full sentences using the notes.

**1** however, outskirts of the city – more green spaces

---



---

**2** another problem face countryside – forest fires

---



---

**3** built-up areas – more crime, suburban areas – less crime

---



---

**4** chemical fertilisers: environmental problems for rural waterways

---



---

**5** process of urbanisation - help stop over-development countryside

---



---

**6** national parks – good way promote conservation countryside

---



---



8 Match each task type with a paragraph plan.

1 review \_\_\_\_

2 letter \_\_\_\_

3 essay \_\_\_\_

a

**Paragraph 1:**

state topic in your own words

**Paragraph 2:**

advantages of living in inner city  
supporting ideas – jobs,  
entertainment, lively places

**Paragraph 3:**

disadvantages of living in inner city  
supporting ideas – run-down areas,  
higher crime, lack of green spaces

**Paragraph 4:**

sum up main points and state  
conclusion

b

**Paragraph 1:**

name and type of facility – Sally's  
Caravans, caravan site  
location – the Lake District

**Paragraph 2:**

information on services offered,  
e.g. showers, laundry, restaurant  
information on quality of services

**Paragraph 3:**

information on prices, low  
information on comfort – small,  
basic, but comfortable

**Paragraph 4:**

final opinion and recommendation

c

**Paragraph 1:**

greetings and reason for  
writing

**Paragraph 2:**

description of my  
housing estate – poor  
area – high-rise flats

**Paragraph 3:**

why I like the estate –  
close to centre / good  
transport – sense of  
community

**Paragraph 4:**

reason to sign off

9 Read the exam task below and underline the key words and phrases.

You work for the local council. The council has received some funding to improve the town centre, which has become run-down. The council has proposed either creating pedestrian zones or planting trees along the pavements. Write a report on the advantages and disadvantages of each idea and make a recommendation.

10 Make notes for the main ideas, supporting ideas and examples for the main body paragraphs. Use the words in the boxes to help you.

access for cars ■ healthy ■ noise ■ popularity ■ shop owners ■ shoppers ■ walk around ■ worry

**1st main body paragraph**

---

---

---

approve ■ attractive ■ choice ■ environment ■ expensive ■ maintain ■ popularity ■ residents

**2nd main body paragraph**

---

---

---

11 Using your notes from exercise 10, write the main body paragraphs in full.



## Exam focus: planning

1 Look at the exam practice section on page 53 and decide if the statements are true (T) or false (F).

- 1 The essay should be written in an informal style. \_\_\_\_\_
- 2 You should underline the key words in the task rubric. \_\_\_\_\_
- 3 You should make a plan before you start writing. \_\_\_\_\_
- 4 You need to give your own opinions in the essay. \_\_\_\_\_
- 5 You need to support your main ideas with explanations, reasons and examples. \_\_\_\_\_
- 6 You should include the points mentioned in the notes in your essay. \_\_\_\_\_

### Skills tip

In *First Paper 2 Part 1*, should your plan include

- a only the basic ideas for each paragraph? **Yes / No**
- b your main ideas, supporting information and useful vocabulary? **Yes / No**

2 Match each note with the appropriate paragraph.

Paragraph 1 \_\_\_\_\_

Paragraph 2 \_\_\_\_\_

Paragraph 3 \_\_\_\_\_

Paragraph 4 \_\_\_\_\_

- a description of the main environmental problems affecting towns and the countryside
- b comparison of the worst environmental problems of towns and the countryside
- c general outline of the topic of the essay
- d comparison of how the worst problems affect people in towns and the countryside
- e sum up the main points and give your final opinion
- f reasons and explanations for the causes of the environmental problems

3 Tick the ideas that would be useful for the essay.

- 1 lack of green spaces \_\_\_\_\_
- 2 contamination of lakes and rivers \_\_\_\_\_
- 3 leisure facilities \_\_\_\_\_
- 4 exhaust fumes \_\_\_\_\_
- 5 industrial waste pollution \_\_\_\_\_
- 6 hiking in the countryside \_\_\_\_\_
- 7 urban over-crowding \_\_\_\_\_
- 8 over-use of artificial fertilisers and pesticides \_\_\_\_\_
- 9 rising house prices \_\_\_\_\_
- 10 disposal of domestic waste \_\_\_\_\_

## Exam practice:

# First Paper 2 Part 1

### Part 1

You **must** answer this question.

Write your answer in **140–190** words in an appropriate style.

- 1 In your English class, you have been talking about the different environmental problems people face when they live in towns or cities and the countryside.

Now, your English teacher has asked you to write an essay.

Write an essay using **all** the notes and give reasons for your point of view.



#### Essay question

What are the differences between the environmental problems faced by people who live in towns and those faced by people who live in the countryside?

#### Notes

Things to write about

1. *what problems each area faces*
2. *which problems are the most serious*
3. *your own idea*

Write your **essay**. You must use grammatically correct sentences with accurate spelling and punctuation in a style appropriate for the situation.

#### Skills tip

When you make a paragraph plan, first make the key decisions about your main ideas in each paragraph. Then find supporting ideas, reasons, explanations and examples. Try to make a note of any useful vocabulary, too. Make sure you refer back to your plan as you are writing. This will help to ensure that your writing is well organised and it will also save you time.



# 7

## Making recommendations

### Youth culture

AIMS

**Skill:** making recommendations

**Vocabulary:** culture topic vocabulary

**Exam practice:** First Paper 2 Part 2

### Improve your writing skills: making recommendations

#### What is making recommendations?

*When you suggest that someone should do something, you make a recommendation. This could be personal, for example in an informal letter/email, or professional, for example in a report. You might also make recommendations about society as a whole in an essay, or make recommendations about activities, films, etc in a review. When we recommend something, we usually explain why it is desirable.*

- 1 Making recommendations is relevant
  - A when you want to know what to do.
  - B in many different kinds of text.
  - C only in a professional context.

#### Why is making recommendations important?

*Some texts are written to change opinions. Others are written for more practical purposes. For example, a business manager may ask an employee to write a report about something. The manager wants that information and recommendations to make a decision. Recommendations are a key part of some texts.*

- 2 One reason someone might want recommendations at work is to help with
  - A asking an employee to do something.
  - B writing a report.
  - C an important decision.

#### How do you make recommendations?

*There are a number of expressions and structures for making recommendations. These include formal expressions (I recommend ..., I'd like to suggest ..., We should consider ..., and One option is to ...), more informal expressions (Why don't you ...?, and Have you thought about ...?) and conditionals (If I were you, I would ..., If we opened a youth club, we could ..., etc), modals and the passive (A project should be started to ...).*

- 3 Which structure is **not** mentioned as useful for making recommendations?
  - A modals
  - B relative clauses
  - C conditionals

#### How is making recommendations important in First?

*It may be relevant to an essay, a letter/email, an article or a review, but is most likely in a report. We are often asked to present information about a situation and then offer suggestions for future action. You will get a better mark if you make recommendations accurately and appropriately, using a range of expressions and structures.*

- 4 You may need to make recommendations in First Paper 2
  - A in any of the text types you are given.
  - B in Part 1, but rarely in Part 2.
  - C only if you decide to write a report.



## Get started

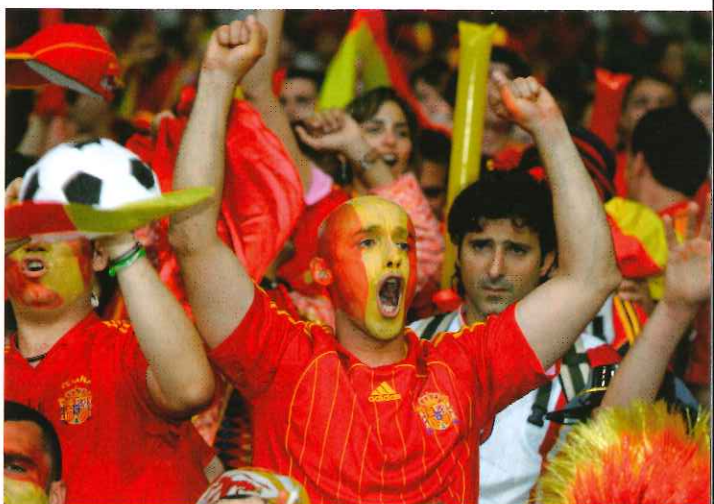
Look at the photos and answer the questions.

- Which situation would appeal most to teenagers in your country?
- Number the following topics in order of how important you think they are to teenagers and young adults. Would you add anything to the list?
  - clothes and fashion
  - music
  - sport
  - social networking
  - games (e.g. board games / video games)
  - films and DVDs



## Develop your vocabulary

- 1 Circle the word or phrase which does NOT fit each sentence.
- 1 Pop music is something which particularly appeals to **young people** / **adolescents** / **teenagers** / **young**.
  - 2 Magazines for young people often **contain** / **involve** / **feature** / **include** information about celebrities.
  - 3 I make an effort to wear clothes that **match** / **suit** / **look good on** / **feel comfortable on** me.
  - 4 You need money to **keep up to date with** / **get in touch with** / **keep up with** / **follow** the latest fashions.
  - 5 It's nice to **get together** / **stay away from** / **hang out** / **spend time** with friends.



## 2 Complete the table.

Verb	Noun	Adjective (for things)	Adjective (for people)
influence	influence	influential	(1) _____
appeal	(2) _____	(un)appealing	—
popularise	(3) _____	(un)popular	(un)popular
interest	interest	(un)interesting	(un)interesting (4) _____
—	fashion	(5) _____	(un)fashionable

## 3 Write one word in each gap to complete the paragraph.

Fashion is extremely important in youth culture, but being (1) \_\_\_\_\_ fashion is about much more than the way we look. Fashion also plays a part in some surprising areas of our lives. For example, the music we listen (2) \_\_\_\_\_ or the books we read are often influenced (3) \_\_\_\_\_ what is fashionable at the time. Companies making mobile phones and other portable devices know that they will not sell a new product if it does not appeal to the young. This multimillion-pound industry is naturally interested (4) \_\_\_\_\_ how tastes and fashions change because, at the end of the day, what matters to them is what young people spend their money (5) \_\_\_\_\_.



## Develop your writing skills: making recommendations

1 Decide if these phrases are formal (F) or informal (I).

- |                               |     |  |     |
|-------------------------------|-----|--|-----|
| 1 I would like to suggest ... | ___ | 4 We should consider ...                     | ___ |
| 2 Have you thought about ...  | ___ | 5 Steps should be taken to ...               | ___ |
| 3 If I were you, I would ...  | ___ | 6 It would benefit everyone concerned if ... | ___ |

2 Complete each second sentence so that it means the same as the sentence before it. Decide which sentence in each pair is more formal.

- It would be a good idea to avoid this.  
You should \_\_\_\_\_
- Have you thought about taking up a new sport or hobby?  
You should consider \_\_\_\_\_
- Steps should be taken to stop this from happening.  
The government \_\_\_\_\_
- I think it'd be better to try something different.  
I would like to suggest \_\_\_\_\_

3 Complete the recommendations with your own ideas.

- If you want to find out about the latest fashions, you should \_\_\_\_\_
- When buying a new mobile phone, don't just get one in a colour and style you like.  
You should also consider \_\_\_\_\_
- You don't have to spend a fortune on expensive designer clothes. One idea to save money is to \_\_\_\_\_
- I know it feels awful when you think you haven't got many friends. Why don't you \_\_\_\_\_

4 Choose the most effective sentence for each situation.

- A waiter is talking to a customer.
  - May I recommend today's specials?
  - If I were you, I'd order from today's specials.
- A boy is writing to a friend.
  - One option is for you to get a part-time job.
  - Have you thought about getting a part-time job?
- A youth leader is writing a report for her organisation.
  - I would like to suggest that we begin work on this project immediately.
  - Why don't we begin work on this project immediately?
- Someone is writing a magazine article for young people.
  - It's a good idea to compare prices before you buy.
  - It would benefit you greatly if you were to compare prices before you buy.



## 5 Write a word or phrase in each gap to complete the text.

**To:** Mr Collins

**From:** Adriana Pawlak

**Subject:** Conditions for young people in our village

### Introduction

The purpose of this report is to discuss conditions for young people in my area and make recommendations on how to improve them.

### Amenities

There is only a café and a fast-food restaurant in the village so people of different ages tend to go to the same places, despite them having little in common. We should (1) \_\_\_\_\_ opening a youth club, as it would provide a place that younger people could call their own.

### Study Opportunities

Once they finish their schooling, young people have to move away to find further education. (2) \_\_\_\_\_ benefit everyone if we could build a college nearby to encourage young people to stay.

### Work

There are very few jobs in the village, so there is little to keep young people here after they have completed their studies. One (3) \_\_\_\_\_ to improve the situation is to encourage more businesses to open up in the area to provide jobs.

### Conclusion

At the moment, we are losing our young people. They have no choice but to leave in search of work or study opportunities. If steps (4) \_\_\_\_\_ to try to keep young people here, I believe it would help the whole community.

## 6 Read the report in exercise 5 again and underline these things.

- |                              |  |
|------------------------------|--|
| 1 the reason for writing     | 4 what would happen if we acted on these recommendations |
| 2 three examples of problems | 5 where the writer sums up her opinion                   |
| 3 three recommendations      |  |

## 7 Decide which task is suitable for the report in exercise 5.

**a**

The press often describe youth culture in very negative terms, blaming young people for problems such as crime, violence, graffiti and low standards generally. Write a report for your teacher on the situation in your area and make any recommendations that you think are necessary to help address these problems.

**b**

It is often said that traditional communities are suffering because there is nothing to encourage young people to stay. Write a report for your employer describing conditions for the young where you live and suggesting ways to improve the situation.

**c**

The local authorities are keen to know more about the hobbies and interests of young people in your area and you have been asked to write a report for your local councillor mentioning three or four things that interest young people. Your report should also mention any problems, as well as recommendations you have for improving the situation for young people.



- 8 Look again at the other two report questions in exercise 7 and answer the questions.

**Task a**

- 1 What section headings might you use for this report?

---

- 2 What recommendations could you make in this report?

---

**Task c**

- 3 What section headings might you use for this report?

---

- 4 What recommendations could you make in this report?

---

- 9 Look at the three sections of a report written for Task c in exercise 7 and complete the missing sentences with your own ideas.

**Heading** (1) \_\_\_\_\_

**Problem/Situation** Although there are plenty of these in the area, many of them do not really appeal to younger people.

**Recommendation** I think it would be much better if we had one or two cafés and a fast-food restaurant which would cater for young people.

**Supporting sentence** This would mean that (2) \_\_\_\_\_

**Heading** **Music**

**Problem/Situation** Although there is a thriving music scene here, there is nowhere suitable for bands to rehearse or for concerts to be staged.

**Recommendation** I would recommend that we campaign to have a purpose-built rehearsal space and concert venue in the area.

**Supporting sentence** The effect of this would be (3) \_\_\_\_\_

**Heading** **Sport**

**Problem/Situation** The present situation is that there are some good sports facilities here but they are not always well maintained.

**Recommendation** Steps should be taken to (4) \_\_\_\_\_

**Supporting sentence** If we did this, more young people would take up sport and benefit from the facilities we have.

- 10** Read the exam task below and choose the headings you would use for your report from the list below.

In your English class, you have been talking about youth culture and you have found the following information.

Youth culture includes what young people believe, how they behave, the styles of clothes they prefer and the interests they have. Youth culture places a lot of emphasis on clothes, popular music, sports, communication and relationships.

Now, your English teacher has asked you to write a report on some aspects of youth culture in your country.

Write your **report**.

Possible headings (choose 2–4):

**Behaviour**

**Beliefs**

**Clothes**

**Interests**

**Communication**

**Music**

**Relationships**

**Sports**

- 11** Choose one of the headings from exercise 10 and write one section of the report following the plan below.

<b>Heading</b>	
<b>Problem/Situation</b>	
<b>Recommendation</b>	
<b>Supporting sentence</b>	



## Exam focus: making recommendations in *First*

- 1 Look at question 1 in the exam practice section on page 61 and answer the questions below.
- 1 What do you like about the teenage magazines you have read?
  - 2 What kinds of articles or features are suitable for a magazine for teenagers?
  - 3 Should you use formal or informal language?
  - 4 Which of the following phrases could you use in this report? Why are the others unsuitable?

I recommend including ... ☐

Have you thought about ... ☐

One option is to ... ☐

You really should ... ☐

I would like to suggest that ... ☐

If the magazine included ... ☐

Why don't you ... ☐

### Skills tip

When writing a report in *First* Paper 2 Part 2, should you

**a** try to keep your writing formal? **Yes / No**

**b** use an informal style as if you were writing to a friend? **Yes / No**

- 2 Add your own ideas to the columns below and make recommendations for a magazine.

*Example: The magazine could include photographs of sports stars / interviews with musicians.*

### The magazine could include ...

photographs	_____	of	_____	sports
interviews	_____	about	_____	sportsmen and women
articles	_____	with	_____	types of music
profiles	_____	featuring	_____	musicians/bands
features	_____	regarding	_____	careers

- 3 Choose plan A or B and tick one or two ideas in each section that you'd include. Add your own ideas.

#### A Sport

- ☐ photographs of sportsmen and women
- ☐ articles about extreme sports
- ☐ features about football

#### Music

- ☐ lyrics of current pop songs
- ☐ interviews with musicians
- ☐ links to free MP3 downloads

#### Fashion

- ☐ interviews with designers
- ☐ photos of the latest fashions
- ☐ details about clothes shops

#### B Interviews

- ☐ with musicians
- ☐ with sportspeople
- ☐ with fashion designers

#### Photographs

- ☐ of live concerts
- ☐ of sporting events
- ☐ of clothes and accessories

#### Articles

- ☐ about music styles
- ☐ about different sports
- ☐ about the latest fashions

- 4 Write supporting sentences for the ideas you ticked in exercise 3.

## Exam practice:

# First Paper 2 Part 2

### Part 2

Write an answer to **one** of the questions in this part.

Write your answer in **140–190** words in an appropriate style.

- 1 A magazine for young people has asked its readers to write a report for the editor on how to make the magazine appeal more to teenagers and young adults.

You should mention some of the things that are popular with young people and suggest subjects that should be included in the magazine.

Write your **report**.

- 2 You have seen the following announcement in a magazine for young people.

#### *In Fashion magazine*

Many of our readers try to keep up with the latest fashions, but what do you have to do to stay fashionable these days? Send us an article with your recommendations. The best articles will be published in next month's magazine.

Write your **article**.

- 3 You have received a letter from Sarah, an old friend. Read this part of the letter and then write your letter to Sarah.

*Actually, I'm a bit unhappy these days. I would love to have fashionable clothes and maybe buy the latest album or go to the cinema with friends, but they all cost money and I don't have very much. I just want to fit in with my friends and do the things they do.*

*Any suggestions?*

*Write soon!*

*Sarah*

Write your **letter**.

#### Skills tip

When you write a report in Paper 2 Part 2, think about who is going to read your report and what information they need you to include. Keep your headings relevant and use them to help you organise your paragraphs/sections. You often need to make recommendations in a report. This could mean that each main section focuses on one recommendation or several recommendations in one area. Sometimes, however, the task might ask you to write about conditions (e.g. *in your town, at a restaurant, at your place of study*). For this type of task, it is better to describe the conditions in the main body and make your suggestions in a final section (with the heading **Recommendations**).



# 8

## Understanding and using prompts

### Getting and staying fit

UNIT AIMS

**Skill:** understanding and using prompts

**Vocabulary:** health and fitness topic vocabulary

**Exam practice:** First Paper 2 Part 1

### Improve your writing skills: understanding and using prompts

#### What is understanding and using prompts?

Prompts are the rubric and other pieces of information you are given to do a writing task. They might include notes on ideas you are expected to include, or an advert in a magazine, or an extract from a letter. Make sure you know what the prompts mean and use the information correctly in your own words.

- 1 Prompts include all
  - A the useful phrases you decide to include in a text.
  - B your own ideas you decide to include in a text.
  - C the information you are given to help you do a writing task.

#### Why is understanding and using prompts important?

In an exam, it's important to show that you understand the task and complete it effectively. Your marks depend on whether you understand and use the prompts given appropriately. Outside an exam, in real life, it's important that you can make use of relevant information.

- 2 Understanding and using prompts is
  - A only relevant to exams.
  - B relevant to both exams and real situations outside exams.
  - C relevant at work but not in other areas of life.

#### How do you understand and use prompts?

First, read all the prompts carefully and make sure you know what they represent (notes, an advertisement, etc). Then, make sure you understand the information in the prompts. You need to know which information to include in your plan and in your writing. Remember to include all those points. Finally, check that your writing is appropriate for the situation described in the prompts.

- 3 An important part of understanding and using prompts is
  - A knowing what the prompts are supposed to represent.
  - B remembering the information without looking again.
  - C never changing language from the notes in your writing.

#### How is understanding and using prompts important in First?

In each First Paper 2 task, you are given a situation. It might be that you have been discussing an issue in class, or that you have seen an advert, etc. You are then asked to write something relevant to that situation. Using prompts is a major part of understanding the task. All First Paper 2 tasks rely on this skill.

- 4 Prompts are important in First Paper 2 because they
  - A give you something to rely on.
  - B remind you of things you have studied.
  - C explain a situation to you.



## Get started

1 Look at the photo and answer the questions.

- What is happening in this photo?
- Do you enjoy this type of exercise? Why? / Why not?
- Do you think people your age get enough exercise generally? Why / Why not?

2 Decide if each activity takes place outdoors (O), in a gym (G) or at home (H). Some activities may have more than one answer.

- |                                      |       |
|--------------------------------------|-------|
| 1 using a stationary exercise bike   | _____ |
| 2 doing weightlifting                | _____ |
| 3 using a treadmill                  | _____ |
| 4 cycling                            | _____ |
| 5 working out with an aerobics video | _____ |
| 6 meeting a personal trainer         | _____ |
| 7 jogging                            | _____ |
| 8 rock climbing                      | _____ |



## Develop your vocabulary

1 Circle the correct word.

- 1 My favourite form of exercise is **jogging** / **trotting** because I like running.
- 2 There's a great cycle **path** / **road** in the park for riding a bike.
- 3 I need to get more exercise because I've put **on** / **up** a bit of weight lately.
- 4 I find **yoga** / **anger** really relaxing after a hard day at work.
- 5 If you have a weight problem, you might want to change your eating **routine** / **habits**.
- 6 If you want exercise to work, you have to stay **focused** / **effective** and not give up.
- 7 It's important to avoid **unfit** / **unhealthy** food in order to stay in shape.
- 8 Harry was feeling a bit **out of** / **off** shape, so he started working out regularly.

2 Write a word from the box in each gap to complete the adverts.

aerobics ■ effective ■ equipment ■ personal ■ routine ■ weight ■ weights

Sign up for a one-year membership at Hamilton's Fitness Centre and receive two free one-hour sessions with one of our (1) \_\_\_\_\_ trainers. They are here to advise you on the perfect fitness (2) \_\_\_\_\_ to help get into shape in no time. If you aim to lose (3) \_\_\_\_\_, they can offer dietary advice, too.

Starting this week at Brighton Gym we're offering a week of free (4) \_\_\_\_\_ classes for all members. All sessions involve stretching, breathing and strength-building exercises. Just ask our staff for more information to find out which one is most (5) \_\_\_\_\_ for your needs.

For those of you who like to lift (6) \_\_\_\_\_ and build muscle, Gold's Fitness Centre has got some exciting news for you! We've recently replaced all of our fitness (7) \_\_\_\_\_ with top quality machines to make the most of your workout. Come on over and give it a try!



## Develop your writing skills: Understanding and using prompts

### 1 Read the following prompts and identify the text type.

1 In your English class, you've been talking about the advantages and disadvantages of joining a yoga class rather than doing yoga on your own. Now, your English teacher has asked you to write an essay.

2 You have seen the following announcement in a magazine:

Are you a healthy eater? We want to know!  
Write an article about your daily diet.  
We will publish the best ones next month.

3 Your English teacher has asked you to write a report on sports facilities in your area. You should explain which are the most popular sports facilities in your area and say why you think they are popular.

4 You have received a letter from your Scottish friend, Ewan. Read this part of the letter and write your reply to Ewan.

I've been overworking and feeling really out of shape recently. I know you always seem to manage to stay in shape. So I was wondering if you've got any exciting ideas on how to become fitter.  
Thanks,  
Ewan

### 2 Write the subject of each writing task in exercise 1.

1 the advantages and disadvantages of joining a yoga class

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

### 3 Read the first paragraph of an answer to each of the questions in exercise 1 and tick which ones follow the prompts successfully.

1 \_\_\_\_\_

Many people follow an exercise routine that includes yoga. Some may think it's better to do yoga in a class with other people, but others prefer to do it on their own. Which is better?

3 \_\_\_\_\_

There are several gyms in my neighbourhood. A couple of them are very small places which only offer weightlifting, while others are much larger and offer various types of equipment and services.

2 \_\_\_\_\_

These days, many people try hard to follow a healthy diet, but they also find it difficult to avoid unhealthy foods, because they love the taste. Here are some foods that are low in calories but taste delicious.

4 \_\_\_\_\_

Putting on weight is something that many people have problems with because of diets high in fast food and sedentary lifestyles. The solution to this problem is not easy because it means having to change their eating habits and exercising more.

### 4 Explain why the other introductions were not successful.

## 5 Read the following prompt and decide if the statements are true (T) or false (F).

In your English class, you have been talking about the advantages and disadvantages of following a fitness routine by yourself rather than in a group. Your English teacher has asked you to write an essay. Write an essay using the notes and give reasons for your point of view.

### Notes

Things to write about

1. *which is more effective*
2. *which is more convenient*
3. *your own idea*

- 1 The question is asking you to produce an essay. \_\_\_
- 2 Your English teacher is the target audience for this essay. \_\_\_
- 3 You should talk about your English class and what it's like. \_\_\_
- 4 You need to cover the advantages and disadvantages of two things. \_\_\_
- 5 One of those points should be the disadvantages of following a fitness routine. \_\_\_
- 6 Another point could be the benefits of working out with other people. \_\_\_
- 7 You must provide answers to the first two points in the notes. \_\_\_
- 8 You must only include one idea of your own. \_\_\_

## 6 Read the two texts and decide which one best follows the prompt in exercise 5. Decide why.

a

There are many different ways to follow a fitness routine. Many people work out on their own, but some do so with others. Which is better?

In my opinion, doing a routine on your own is more effective. I believe that because when you exercise by yourself you are more focused. When you are with others you might socialise more than work out.

I also believe that exercising on your own is more convenient. You can get fit whenever you feel like it. If you exercise with others, you have to meet at a specific time to work out and it's more difficult.

I can see why some people work out with others because they like being around other people. That's fine as long as they're actually working out and not just socialising. Otherwise, go to a café!

b

A fitness routine is necessary in every person's life. It helps us to stay fit and makes us feel energetic, too. An important question though is whether we should work out alone or with other people.

The most effective type of fitness routine is probably one that's with other people. There are many reasons for this. Firstly, when we do a routine with another person we are more likely to do the routine. In other words, if we follow a

schedule with someone else, we won't miss a workout. It's too easy when you're on your own to say you'll do it tomorrow.

Another reason is that when we work out with others it can be a challenge to see who can work out the best. That makes you and your partner work out harder.

Lastly, it is more enjoyable to work out with other people. You'll have someone to talk to while you're working out and you can share ideas about how to have better workouts.



## 7 Match each text with a prompt. There is one prompt which you do not need to use.

a

In your English class, you have been discussing the advantages and disadvantages of cycling on cycling paths rather than city streets.

Write an essay using all your notes and give reasons for your point of view.

**Notes**

Write about

1. *which is better for exercising*
2. *which is more fun*
3. *your own idea*

b

You have seen the following announcement in a sports magazine.

Are you a cyclist? We want your story! Write a review of your favourite place to go cycling. We will publish a selection of reviews in next month's magazine. If we choose your review, you'll receive a gift voucher worth €20!

c

Your English teacher has asked you to write a report on cycle paths in your town. You should explain where the best cycle paths are in your town and say why you think they are popular.

1

There are several places around my town that are great for cycling. There are places in city parks and also outside town. In my opinion, the best place for cycling is the cycle path along the sea.

Firstly, the cycle path by the sea is very wide so there is plenty of space for cyclists to move around without crashing into each other. The surface is also quite smooth, so you don't have to worry about your bicycle getting damaged.

Secondly, the sea path is really beautiful. It's very enjoyable to go cycling in this area and the air is quite fresh, so you can exercise in a very clean environment.

Thirdly, because the area is quite popular, there is always an opportunity to meet other people. There are cyclists who hang out in certain areas to rest and you can talk to them. It's a great place to make friends! So, although it's not in the centre of town, the cycle path by the sea is the best path for cycling. It's definitely worth the trip to get there!

2

Cycling is a great way to stay fit and I am happy to say my town has got some excellent facilities for keen cyclists.

One outstanding place is the city's central park. This is a very large park and around the edge of the park is a cycling path. It's almost like cycling in the countryside. The path is for cyclists only so there is no need to be concerned about people walking along the path.

Another excellent cycle path runs along the river. This is an area which is also a park, but on both sides of the river there are cycling and jogging paths. There are also two bridges which are reserved for cyclists and joggers so you can easily exercise on both paths. This facility is very popular with local people.

Lastly, there are also places outside town where you can cycle on quiet roads, which are in fact similar to cycle paths. These are safe, but their distance from the city centre means their popularity is limited.

## 8 Read the prompts and explain the problem with each student's answer.

1

You have received a letter from your American friend, Monica. Read this part of the letter and then write your letter to Monica.

*Lately, I've been feeling really out of shape and I want to start a fitness routine. First, I'm going to sit down and plan a schedule. Then I'm going to look around for a good gym. Can you give me some advice on creating a good fitness routine and finding a gym?*  
*Thanks, Monica*

Hi Monica,

I understand that you've been feeling out of shape lately. I know the feeling! I usually feel that way after the summer holidays, when I do nothing but relax.

I think it's a good idea to make a schedule. Firstly, you should decide when you want to exercise. Do you want to do it early in the morning, or do you want to do it in the evening?

I prefer mornings so I can get it over with but it's up to you!

The next thing I would do is join a gym. This is a great, effective way to stay fit in my opinion. There are many different types of exercise equipment in the gym, such as exercise bikes and treadmills. You can also lift weights, if you're into that sort of thing!

Good luck on coming up with a good routine and finding a gym. Let me know how it goes!

Bye for now,  
Stephen

The problem with this answer is \_\_\_\_\_

2

In your English class you have been talking about the advantages and disadvantages of working out in the morning rather than the evening.

Now, your English teacher has asked you to write an essay.

Write an essay using all the notes and give reasons for your point of view.

### Notes

Things to write about

1. which is more convenient
2. which is more effective
3. your own idea

Many people prefer to work out in the evenings but, in my opinion, the best time to work out is in the morning.

First of all, working out in the morning makes you feel energetic all day long. Many people begin to feel tired around the middle of the day but, with a morning fitness routine, this is less likely to happen.

Secondly, we often do not have anything else to do early in the morning, such as going to school or work, so this is the perfect time of the day for a fitness routine. All you have to do is set your alarm at 6am and you're ready to go.

Also, since most people don't work out in the morning, you'll have more space to yourself. This is ideal at the gym, since you will avoid having to wait to use the equipment.

The problem with this answer is \_\_\_\_\_



*Exam focus:*understanding and using prompts  
in *First*

- 1 Look at the exam practice section on page 69 and decide if the statements are true (T) or false (F).

- 1 There is only one question in this section. —
- 2 Your answer should be in an informal style. —
- 3 The situation in the prompt involves a home environment. —
- 4 There is a choice of text types to choose from. —
- 5 The notes must appear in your essay exactly as they appear in the notes. —
- 6 'Your own idea' means you can write about anything related to fitness. —

**Skills tip**

In *First* Paper 2 Part 1, should you

**a** stay within the word count? **Yes / No**

**b** go over the word count so you can include more information?

**Yes / No**

- 2 Write the phrases from the box in the correct place in the table.

easy to lose focus ■ has monthly costs ■ is free of charge ■ less convenient  
■ limited equipment ■ more convenient ■ place to socialise ■ provides services

Advantages of gym	Advantages of home	Disadvantages of gym	Disadvantages of home
place to socialise			

- 3 Put these ideas in the order they should appear in an answer to the essay question on page 69.

- 1 — a the place that provides a better workout
- 2 — b an example of how a workout can be easier
- 3 — c restating the essay question
- 4 — d the place in which it's easier to do a workout
- 5 — e a final thought
- 6 — f examples of how a better workout is provided

## Exam practice:

# First Paper 2 Part 1

### Part 1

You **must** answer this question.

Write your answer in **140–190** words in an appropriate style.

- 1 In your English class you have been talking about the advantages and disadvantages of working out at a gym rather than at home.

Now, your English teacher has asked you to write an essay.

Write your essay using **all** the notes and give reasons for your point of view.



#### Essay question

Is it better to work out at a gym rather than at home?

#### Notes

Things to write about

1. *which provides a better workout*
2. *which is easier*
3. *your own idea*

Write your **essay**. You must use grammatically correct sentences with accurate spelling and punctuation in a style appropriate for the situation.

#### Skills tip

Think carefully about the notes provided in the prompt before you begin writing. Look at each note and consider how it relates to the question. What is the answer to each note, in your opinion? How will you explain that answer? It is a good idea to give examples to back up your argument, so think about what those examples will be before you start writing. Make sure the examples clearly support your answer to each of the notes.



# 9

## Using different styles

### *The friends we choose*

UNIT AIMS

**Skill:** using different styles

**Vocabulary:** people topic vocabulary

**Exam practice:** *First Paper 2 Part 2*

### Improve your writing skills: using different styles

#### What is using different styles?

*Different types of text are written in different styles. For example, an essay may be written in a formal, discursive style, while an article may be written in a less formal, entertaining style. Using different styles involves deciding which style is appropriate for the text and making sure your choice of language matches the style.*

- 1** An entertaining style is probably more appropriate for
  - A an article.
  - B an essay.
  - C a report.

#### Why is using different styles important?

*When people read different types of text, they expect different things. People expect a formal, discursive style in an essay on an important issue or a business-like, informative style in a report. Using different styles is important because it is a key part of creating the right kind of text for a particular purpose.*

- 2** When people read texts, they have certain
  - A questions.
  - B opinions.
  - C expectations.

#### How do you use different styles?

*Firstly, you need to understand what types of text are usually written using more formal and less formal language. You also need to know what that means in terms of choice of vocabulary and grammar. Make sure you know what other styles (informative, entertaining, etc) are associated with different types of text. Then, choose appropriate ways of expressing ideas so that the style is clear and consistent.*

- 3** It's important to use the same style
  - A in every text you write.
  - B in an essay as in a report.
  - C throughout the text you are writing.

#### How is using different styles important in *First*?

*In First Paper 2, you have to write an essay and either a report, a review, an article or a letter/email. Each requires a different style. The precise purpose and target reader also affect the style. Using different styles appropriately shows you understand different text types, why you are writing and who for.*

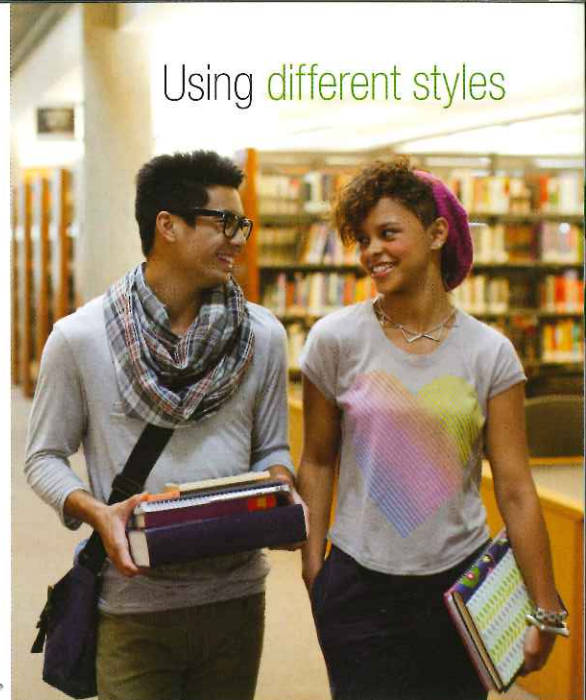
- 4** In choosing an appropriate style, it's important to know
  - A why you want to pass *First*.
  - B how to send an email.
  - C who the target reader is.

## Get started

Look at the photo and answer the questions.

- What are the friends in the photo doing?
  - What interests do you think they might have in common?
  - Which of these interests do you share with your best friend?
- Tick all that apply.

- |                                    |     |  |     |
|------------------------------------|-----|--|-----|
| <input type="checkbox"/> clothes   | ___ | <input type="checkbox"/> internet                | ___ |
| <input type="checkbox"/> film      | ___ | <input type="checkbox"/> texting                 | ___ |
| <input type="checkbox"/> music     | ___ | <input type="checkbox"/> school/college subjects | ___ |
| <input type="checkbox"/> sport     | ___ | <input type="checkbox"/> hobbies                 | ___ |
| <input type="checkbox"/> hairstyle | ___ | <input type="checkbox"/> ambitions               | ___ |



## Develop your vocabulary

1 Match each adjective with a type of person.

- |               |     |  |
|---------------|-----|--|
| 1 daring      | ___ | a someone who says a lot all the time                        |
| 2 likeable    | ___ | b someone who many people enjoy being around                 |
| 3 reliable    | ___ | c someone who can seem nervous around other people           |
| 4 shy         | ___ | d someone who you can always depend on                       |
| 5 talkative   | ___ | e someone who is not afraid of doing new and exciting things |
| 6 outgoing    | ___ | f someone who is honest                                      |
| 7 trustworthy | ___ | g someone who is not interested in serious things            |
| 8 shallow     | ___ | h someone who is friendly and likes meeting people           |

2 Choose a friend of yours and write a short paragraph to describe them. Try to use as many of the words from exercise 1 as you can.

---



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3 Write a word or phrase from the box in each gap to complete the blog entry.

get on ■ give ■ have a lot in common ■ hold ■ join ■ make ■ share

**21st April**  
**My new best friend**

Hi, everyone! Sorry I haven't been writing much lately. A while ago, I decided to (1) \_\_\_\_\_ a club that meets after college in order to (2) \_\_\_\_\_ new friends. Straight away I met Angela! We are very similar and (3) \_\_\_\_\_ so many interests! For example, we like the same types of film and we definitely (4) \_\_\_\_\_, for example we have the same taste in clothes and music. Sometimes we hang out together in a local café and talk about our studies and what's going on in the rest of our lives. We (5) \_\_\_\_\_ so well with each other that we never argue. I love that! She's also a good study partner. In fact, we recently passed our exams and we've decided to (6) \_\_\_\_\_ a party to celebrate. Everyone's invited of course and if any of you could (7) \_\_\_\_\_ us a hand to organise it, that would be great! I'll let everyone know the details later!

🗨️ comments (3)



## Develop your writing skills: using different styles

## 1 Choose the best way to complete the sentences.

- 1 You use informal language when writing to
  - a someone you know well such as friends or family.
  - b someone you don't know or someone in a position of authority.
- 2 You use formal language in
  - a essays, reports and business letters.
  - b personal writing such as a diary or an email.
- 3 You use semi-formal language in
  - a magazine and newspaper reviews.
  - b personal letters.
- 4 You use words like *Consequently* and *Moreover* in
  - a formal writing.
  - b semi-formal writing.
- 5 When you are writing for a general audience of people your own age you should use
  - a informal writing.
  - b semi-formal writing.

## 2 Decide if these phrases are formal (F) or informal (I).

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 1 How's it going? _____         | 6 Dear Sir/Madam, _____           |
| 2 Best regards, _____           | 7 Here's an idea _____            |
| 3 I am writing to express _____ | 8 Please could you send _____     |
| 4 Bye for now! _____            | 9 I look forward to meeting _____ |
| 5 Hi Brad, _____                | 10 Let me know how it goes _____  |

## 3 Complete the following emails with phrases from exercise 2. Each phrase is used once.

(1) \_\_\_\_\_

(2) \_\_\_\_\_ my interest in joining your chess club. I have been playing chess for several years now and I think I would be a good member of your club.

(3) \_\_\_\_\_ me any information you can about meeting times.

(4) \_\_\_\_\_ the other members in person.

(5) \_\_\_\_\_

Julie Richards

(6) \_\_\_\_\_

(7) \_\_\_\_\_ You said in your last email that you're moving to a new town soon and you want some advice on making friends. I'll try to help!

(8) \_\_\_\_\_ – I think you should take an evening class. I know you like local history, so how about looking to see if there's a class on offer in your new area? I'm sure you'd meet some interesting people there. (9) \_\_\_\_\_ with the move!

(10) \_\_\_\_\_

Jared

- 4 For each text, decide whether the language used should generally be informal (I), semi-formal (S) or formal (F). Then choose an appropriate style for each text.

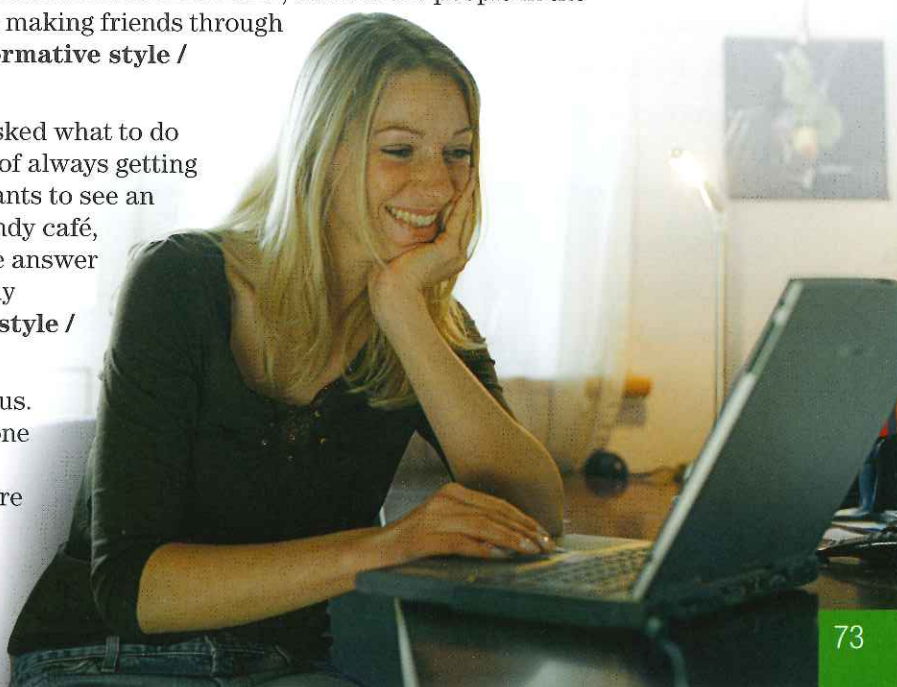
1 an essay for your tutor on a social issue	_____	a a professional and informative style
2 a report for your boss on office management	_____	b a conversational and entertaining style
3 a review of a play for a local website	_____	c a descriptive and explanatory style
4 an email giving advice to a friend	_____	d an intimate and sympathetic style
5 an article on relationships for a national magazine	_____	e a discursive and academic style
6 an email inviting someone to speak at your college	_____	f a respectful and welcoming style

- 5 Decide if each introductory sentence is from an essay, a report or a review.

- a Researchers have discovered that our genes may determine who we choose as friends. \_\_\_\_\_
- b The new advice column *Ask Mandy* is a great way to get advice on problems you're having with your friendships. \_\_\_\_\_
- c Although many people enjoy meeting others through social networking sites, there are those who say that these sites are not good for making friends. \_\_\_\_\_
- d I recently joined Twitter in order to meet new people and I must say I wasn't very impressed. \_\_\_\_\_
- e Choosing people who are fun to be around is one way of making friends, but what happens when those friends don't stay around during difficult times? \_\_\_\_\_
- f A recent study shows that the average Facebook user has got over 200 Facebook friends. \_\_\_\_\_

- 6 Match each paragraph with a sentence from exercise 5. There are two sentences which you do not need to use. Then choose the style that best describes each paragraph.

- 1 \_\_\_\_\_ Making friends online can have drawbacks. For example, you may not know who a person really is. He or she may be described in one way on their online profile but in reality they may be completely different. This is the same as lying to the world about yourself. **discursive style / entertaining style**
- 2 \_\_\_\_\_ The same study also showed that most teenagers do not actually know one in every four of their online contacts in real life. However, most of the people in the study believe that they are safe making friends through the social networking site. **informative style / sympathetic style**
- 3 \_\_\_\_\_ For example, one person asked what to do about a friend who has a habit of always getting their own way. If that friend wants to see an action film or hang out in a trendy café, that is what would happen. The answer was very well put and extremely useful for the situation. **chatty style / descriptive style**
- 4 \_\_\_\_\_ It has happened to most of us. We become friends with someone who is fun, but when we really have a problem they are nowhere to be found! **chatty style / professional style**





# 7

Decide which of the paragraphs from exercise 6 introduces the following text.

Paragraph: \_\_\_\_\_

The type of friend described in the previous paragraph is sometimes known as a 'fair-weather friend'. They are there for the good times only. At the first sign of trouble, however, they avoid you at all costs.

Obviously, a better type of friend is someone who is always reliable. For example, if you need help moving some things in your home, they will not hesitate to say yes, if they really can. This is what is

known as a true friend. They care about you and not just about having fun.

So if you ever want to know who your real friends are, remember which of them gave you a lift to the airport when you really needed it! And remember which of them gave you a weak excuse to get out of it. I'm sure you don't need me to tell you which type of person makes a better friend!

# 8

Read the text and underline four sentences which do not fit with the rest of the text.

There are many reasons people choose the friends they do. Some people become friends because of appearance, although this may make them seem shallow to other people. Others choose friends based on their interests. A recent study shows the percentage of people who choose friends based on wealth. What's the best way to choose friends?

One good idea is to learn about a person first. The best way to do this is to ask them if they like the same things you like. Do they like reading books and watching films? There's a cool new café that's great for hanging out with friends. If they like the

same things you do, then they will probably become good friends.

Another thing to consider is their personality. Some of my friends are loud, but others are shy. It is important to remember that we all like different types of people. Someone who is talkative and outgoing may not be likeable to one person, but to someone else, they may be a lot of fun.

In the end, we choose friends that are a perfect match for us. Of course, some people we meet will be a great match and others will not. Let me know how the search turns out, and remember to have fun.

# 9

Decide which text type (report, review, letter or email) the incorrect sentences in exercise 8 belong to. There may be more than one answer.

1st incorrect sentence: \_\_\_\_\_

2nd incorrect sentence: \_\_\_\_\_

3rd incorrect sentence: \_\_\_\_\_

4th incorrect sentence: \_\_\_\_\_

# 10

Replace the incorrect sentences in exercise 8 with more suitable sentences.

1st sentence: \_\_\_\_\_

2nd sentence: \_\_\_\_\_

3rd sentence: \_\_\_\_\_

4th sentence: \_\_\_\_\_

**11** Read the statements about the text in exercise 8 and decide if they are true (T) or false (F).

- 1 The type of text is an essay. \_\_\_\_\_
- 2 The writing style is informal and chatty. \_\_\_\_\_
- 3 The subject of the text is keeping friends. \_\_\_\_\_
- 4 The writer mentions three points that support the main idea. \_\_\_\_\_
- 5 The audience of the text is the general public. \_\_\_\_\_
- 6 The text includes pieces of advice. \_\_\_\_\_

**12** Use the notes to write two different types of texts.  
The first paragraph has been done for you.

1

- topic: knowing true friends
- supporting ideas: trustworthy, reliable
- examples: always tell the truth, there when you need them
- type of text: essay
- style: discursive and academic

*Choosing the right friends can be difficult. We meet many different people in life. Some of them may seem exciting at first but later you may realise they are not a good friend. Determining if someone is a good friend is not always an easy matter.*

2

- topic: problem with a friend
- advice: talk to your friend, offer a solution
- examples: ask what happened, try to make the situation better
- type of text: letter
- style: friendly and chatty

*Hi Harry,*

*How are things? You said in your last letter that you're having a problem with your friend who doesn't speak to you anymore. Sorry to hear about that! Here's what I think.*



## Exam focus: using different styles in *First*

1 Look at question 1 in the exam practice section on page 77 and choose the correct answer.

- 1 The type of text you will be writing is similar to a **letter / a report**.
- 2 Your friend says she wants to **go to a new college / make new friends**.
- 3 The type of information you will be providing is **advice / instructions**.
- 4 The language you use should be **informal / formal**.
- 5 You should use a **conversational / academic** style.
- 6 Your reply should have at least **three / four** paragraphs.
- 7 The number of words in your reply should be at least **140 / 190** words.

### Skills tip

In *First* Paper 2 Part 2, should you use informal language to

- a write a report for an employer? **Yes / No**  
 b reply to an email from a friend? **Yes / No**

2 Tick the ideas that are helpful for making new friends.

- 1 inviting a fellow student to study with you ☐
- 2 arranging to meet an acquaintance at a café ☐
- 3 offering to give a classmate a lift to college in your car ☐
- 4 doing a classmate's homework for them ☐
- 5 joining a club to meet people with your interests ☐
- 6 holding a party for everyone in your college department ☐

3 Decide if the statements are true (T) or false (F).

- 1 The text types in *First* Paper 2 Part 2 are either an article, a report, a review, a letter or an email. ☐
- 2 Formal and semi-formal writing styles should be used for articles, reports and reviews only. ☐
- 3 You should never write in a friendly, chatty style in *First* Paper 2 Part 2. ☐
- 4 All of the text types must be at least 140 words in length. ☐
- 5 The writing style you use is not important as long as your grammar is correct. ☐
- 6 An academic style is appropriate for all text types in Paper 2 Part 2. ☐

## Exam practice:

# First Paper 2 Part 2

### Part 2

Write an answer to **one** of the questions in this part.

Write your answer in **140–190** words in an appropriate style.

- 1 You have received an email from your friend, Fiona.  
Read this part of the email and then write your email to Fiona.

I've recently started a new college and I've been trying to make new friends. It's been really hard, though, because I feel a little bit shy. Can you give me some ideas for meeting new people and becoming friends with them?

Thanks,  
Fiona

Write your **email**.

- 2 You work part-time at your local tourist information office. Your manager has asked you to write a report on places in your area where young people can socialise. You should explain what the most popular places are to meet and why.

Write your **report**.

- 3 You have applied for a job with your local newspaper and they have asked you to write a review of a local café. Say whether it is a good place to meet friends and why.

Write your **review**.

### Skills tip

In *First Paper 2 Part 2*, one of the questions may ask you to write a letter or email. If this is a reply to a friend, you should use an informal writing style. However, if you are asked to reply to someone you don't know or don't know well, an informal writing style might seem rude and would make a bad first impression. Remember that it's the target reader that determines what style of writing and level of formality you should use.



Skill: justifying

Vocabulary: education topic vocabulary

Exam practice: First Paper 2 Part 1

## Improve your writing skills: justifying

## What is justifying?

*When you justify a point you make, you present reasons and explanations to support the point. They also include examples that demonstrate the point and results that follow from the point you are making. You justify points to convince your readers that your opinion is correct.*

- 1 Which of these help you to justify a point you make?
- A your readers
  - B explanations
  - C more opinions

## Why is justifying important?

*When you just give your readers your opinion, they have no reason to accept it or agree with it. You need to show why you think your opinion is correct. In other words, you need to put forward an argument and not just present an opinion. That way, your readers can see that your opinion is based on facts and logical thinking.*

- 2 If you don't justify your opinion, you probably won't
- A convince your readers.
  - B know what the facts are.
  - C think you are right.

## How do you justify?

*Justifying should be part of your planning. In your plan, include reasons, explanations, examples and results that support the points you want to make. Then, when you write, you need a range of expressions and structures that are used for reasons (This is because of, etc), explanations (This is caused by, etc), examples (A good example of this is, etc) and results (If this weren't true, then ..., etc).*

- 3 Which of these phrases might be used to justify something?
- A for instance
  - B by the way
  - C in my opinion

## How is justifying important in First?

*It is important anywhere you have to present an opinion and explain or defend it. This could be, for example, your opinion of a play in a review, or your opinion on a project in a report. Justifying is particularly relevant to writing an essay in First Paper 2 Part 1. It is a key part of developing a convincing argument on a topic. Essays that do not justify opinions are unlikely to receive a high mark.*

- 4 Justifying is important if you want your writing to be
- A reviewed.
  - B relevant.
  - C convincing.

## Get started

Look at the photo and answer the questions.

- At what age did you leave school?
- What was the next step for you after leaving school?
- Briefly note down your thoughts on:  
the advantages of leaving school and getting a job.  
the advantages of leaving school and going to university.



## Develop your vocabulary

1 Match to make phrases.

- |                      |   |  |
|----------------------|---|--|
| 1 attend             | — | a behind with your studies                 |
| 2 benefit            | — | b the school-leaving age                   |
| 3 fall               | — | c (a) college / school / university        |
| 4 get / have         | — | d your exams                               |
| 5 raise / lower      | — | e your own finances                        |
| 6 stay               | — | f the opportunity / chance to do something |
| 7 take / pass / fail | — | g from something                           |
| 8 manage             | — | h in full-time education / on at school    |

2 Write a word from the box in each gap to complete the article.

examinations ■ experience ■ failure ■ independence ■ opportunity ■ prospects

# Leaving school

It's decision time for many teenagers – do you leave now and look for a job or stay in education and take more (1) \_\_\_\_\_? Here are some points to consider.

### School's out!

We know the feeling – you could walk out of those gates in a few weeks and never go back. No more lessons – no more homework. You can find a job and get some (2) \_\_\_\_\_ of the working world. You'll have financial (3) \_\_\_\_\_ and maybe even your own place to live. It's tempting, isn't it?

### Before you decide ...

Continuing your studies could make all the difference between success and (4) \_\_\_\_\_. It's a difficult world out there and finding a job is not always easy. What's more, you might have the (5) \_\_\_\_\_ to study at college or university. Further education could make a huge difference to your job (6) \_\_\_\_\_.

*We hope you  
make the right  
decision!*



## Develop your writing skills: justifying

1 Decide whether the phrases below introduce a result, an explanation, or an example.

- |                                |                                |
|--------------------------------|--------------------------------|
| 1 For instance, _____          | 5 One reason for this is _____ |
| 2 This is because _____        | 6 Because of this, _____       |
| 3 As a result, _____           | 7 such as _____                |
| 4 One example of this is _____ | 8 One effect of this is _____  |

2 Write one word from the phrases in exercise 1 in each gap to complete the sentences.

- Education wasn't considered to be so essential in the past. \_\_\_\_\_ a result, many people left school at the age of 14.
- Not everyone benefits from staying on at school. For \_\_\_\_\_, a student who never does any work will not gain anything by staying on until the age of 18.
- In the UK, they are considering raising the school-leaving age to 18. As a \_\_\_\_\_, no-one will be able to leave at 16.
- Governments often encourage young people to stay on at school. One \_\_\_\_\_ of this is to keep unemployment figures down.
- Some professions, \_\_\_\_\_ as those in the arts, do not always need you to pass exams or have qualifications.
- In some countries, many choose to stay on at school even though it is not required by law. One \_\_\_\_\_ of this is Greece, where very few people leave school at 16.

3 Write a phrase from exercise 1 in each gap to complete the text.

For some people, school is not a positive experience. (1) \_\_\_\_\_ that not all young people can cope equally well with the pressure of school work and taking exams. (2) \_\_\_\_\_, people with learning

difficulties, or those who fall behind with their studies, can have severe problems at school. (3) \_\_\_\_\_, some young people cannot wait to leave school at the first opportunity.

4 Read the text and decide which sentences do these things.

- |  |                          |
|--|--------------------------|
| 1 make the main point of the paragraph _____ | 3 explain a point _____  |
| 2 give an example _____                      | 4 mention a result _____ |

(a) Many parents want their children to stay on at school because they feel that it gives them better job opportunities. (b) They say that continuing their education will help them gain further qualifications. (c) One obvious effect of this would be better job prospects.

(d) Other parents believe that their children should have the chance to attend further education. (e) A university, for example, will typically only accept those who have

remained in school until the age of 17 or 18. (f) As a result of spending just one or two more years in school, parents feel that their children gain a major advantage.

(g) Finally, some people believe that leaving school at 16 forces young people to grow up too quickly. (h) They refer to responsibilities such as finding a job and managing their own finances. (i) Many feel that 16 is too young to have to face these more 'adult' issues.

- 5** Write the letter of a sentence in each gap to complete the text. Then decide whether each sentence contains a main point, an example, an explanation or a result.

Raising the school-leaving age to 18 has a number of advantages. (1) \_\_\_\_  
For example, it gives young people better job prospects and keeps unemployed youngsters off the streets. As a result, some governments feel that this is the best policy.

However, changing the law would cause certain problems. (2) \_\_\_\_ If we made attending school compulsory for 16-18-year-olds, we might simply replace one set of problems with another.

(3) \_\_\_\_ There is clearly a good reason why these young people choose to stay on at school when they are not forced to. (4) \_\_\_\_

- a These include truancy, poor behaviour in school and more pressure on teachers to deal with poorly-motivated students. \_\_\_\_\_
- b In some countries, the school-leaving age is 16, but the vast majority of students stay until they are 18. \_\_\_\_\_
- c Forcing people to stay in full-time education can benefit both the individual and society in general. \_\_\_\_\_
- d If we examined what motivates them, we might find a solution without introducing more problems. \_\_\_\_\_

- 6** Match two possible supporting sentences to each main point.

- 1 Many people argue that school should be about more than just preparing students for the world of work. \_\_\_\_\_
- 2 Some young people stay on at school because they do not know what else to do with their lives. \_\_\_\_\_
- 3 For dedicated students, leaving school at 16 is simply not an option. \_\_\_\_\_
- a They recognise that they need more qualifications than people can get at the age of 16.
- b They also understand that the job market is competitive and so they want to give themselves the best chance possible of finding work.
- c For example, a manager who has had a broad general education can do a better job than someone who has studied only one thing.
- d They are not interested in studying but they think it is easier than the alternative.
- e They also think that education is something which benefits society and makes our lives richer.
- f As a result, they are not really committed to their studies.



## 7 Read the main points below and answer the questions.

Most people agree that some kind of further education is a good thing.

1 What examples of further education can you think of?

2 What is a result of doing further education?

There are sometimes very good reasons for leaving school at the first opportunity.

3 What examples can you think of for this point?

4 What would be a good result of someone leaving school at the first opportunity?

It must be difficult for teachers when they know that some of their students can't wait to leave.

5 Can you explain why it might be difficult for teachers?

6 What effect does this have on students who want to work hard?

## 8 Write one or two sentences to justify each point in exercise 7.

1 Most people agree that some kind of further education is a good thing.

2 There are sometimes very good reasons for leaving school at the first opportunity.

3 It must be difficult for teachers when they know that some of their students can't wait to leave.



- 9** Read the essay question below and choose three points to begin your main body paragraphs. You can write your own points if you prefer.

In your English class, you have been talking about the importance of a school education.

Now, your English teacher has asked you to write an essay.

Write an essay using **all** the notes and give reasons for your point of view.

#### Notes

Things to write about

1. *how school prepares you for work*
2. *how school prepares you for further education*
3. *your own idea*

Points to choose from:

- Being in a learning environment helps prepare students to study at college or university.
- Some people find that school is a negative experience.
- Doing well at school can show employers what you are capable of.
- School teaches you much more than how to get a job or how to get into further education.
- Many of the things we learn at school are not useful to us.
- Your own ideas:

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- 10** Decide the best order for the points you chose in exercise 9. Then write them in the plan below.

#### Introduction

#### Paragraph 2:

Main point

---

---

---

#### Paragraph 3:

Main point

---

---

---

#### Paragraph 4:

Main point

---

---

---

#### Conclusion

- 11** In the plan above, justify each main point with 2 or 3 sentences with explanations, examples and results.



## Exam focus: justifying in *First*

**1** Look at the exam practice section on page 85 and answer these questions.

- 1** What do you think is the best age to leave school?
- 2** What could you write about finding a job?
- 3** What could you write about further education?
- 4** What other relevant point(s) of your own can you think of?

**2** For each pair of sentences, choose the sentence which you agree with more and write one sentence giving a reason, an explanation or an example to justify it.

- 1**
  - a** It is better to leave school as early as possible and get a job.
  - b** You can get a better job if you stay at school longer.
- 2**
  - a** Further education is very important these days.
  - b** Further education is not for everyone.
- 3**
  - a** In some careers, qualifications are less important than talent or practical skills.
  - b** The more qualifications you have, the better it is for you.

- 4**
  - a** It is always possible to go back to education later.
  - b** It is easier to stay on at school than to go back to education later.
- 5**
  - a** Some people have a very negative experience at school.
  - b** Whatever you think of school, the benefits will be useful in later life.
- 6**
  - a** If education is free, we should all take advantage of it.
  - b** There is too much emphasis placed on staying in further education.

### Skills tip

When you write an essay in *First* Paper 2 Part 1, should you

- a** write one main body paragraph with the points and another with the justifications? **Yes / No**
- b** write three main body paragraphs with one point and justification in each? **Yes / No**

**3** Choose the plan you should follow to write the essay on page 85.

A	B
Introduction	Introduction
Main point about getting a job + justification	Main point about getting a job + Main point about further education
Main point about further education + justification	Justifications for the points above
Your own point + justification	Your own point + justification
Conclusion	Conclusion

## Exam practice:

# First Paper 2 Part 1

### Part 1

You **must** answer this question.

Write your answer in **140–190** words in an appropriate style.

- 1 In your English class, you have been talking about the best age to leave school.

Now, your English teacher has asked you to write an essay on the subject.

Write an essay using **all** the notes and give reasons for your point of view.



#### Essay question

Is it better to leave school at the first opportunity or to stay at school for longer?

#### Notes

Things to write about

1. *finding a job*
2. *further education*
3. *your own idea*

Write your **essay**. You must use grammatically correct sentences with accurate spelling and punctuation in a style appropriate for the situation.

#### Skills tip

When you write an essay in *First Paper 2 Part 1*, each of the main body paragraphs should begin with a clear point. Include the two points in the task as well as your own ideas. Use the rest of each paragraph to justify your point. This should include some or all of the following: an explanation of your main point, the reason(s) you believe the main point is true, example(s) to support your main point and the result(s) of your main point. Use linking phrases (*This is because ...* / *One example of this is ...* etc) to connect the sentences in each paragraph.



## Gadgets

UNIT AIMS

**Skill:** expressing opinions**Vocabulary:** technology topic vocabulary**Exam practice:** First Paper 2 Part 2

## Improve your writing skills: expressing opinions

## What is expressing opinions?

*An opinion is a personal view on a topic. You express your opinions in different styles, depending on the type of text. In an article, for example, you might express your opinion in a humorous, personal style, while in a report you will probably express your opinion in a more professional, impersonal way.*

- 1** You should always express your opinion
- A in a humorous way except in a professional context.
  - B in the same way to show you don't change your mind.
  - C in a way which is appropriate to the text you are writing.

## Why is expressing opinions important?

*One of the main reasons for writing any text is to express your own opinions on a topic. Some texts, such as letters to newspapers, are written entirely for that purpose. Expressing your opinion clearly and appropriately is key.*

- 2** Expressing your opinion is important for anyone who wants to
- A write effectively.
  - B write letters.
  - C be a successful journalist.

## How do you express opinions?

*The first step is to form opinions on a wide range of topics through reading, thinking, taking part in discussions, etc. When you are about to write, make a note of your opinions on the topic as part of your planning. Present your opinions in an appropriate way, using phrases and structures such as, As far as I'm concerned ... , It seems to me that ... , and If you ask me ... .*

- 3** Making sure you have opinions to express involves
- A memorising certain key phrases.
  - B thinking about a range of subjects.
  - C being concerned about social problems.

## How is expressing opinions important in First?

*It is a key part of writing all First text types. Examiners want to see that you can express (and justify) opinions on a wide range of topics, both concrete and abstract. You are not marked on what your opinion is. However, you are marked on how well you express and justify your opinion.*

- 4** Remember that you should
- A never express an opinion the examiner might disagree with.
  - B always express an opinion that makes you seem like a good person.
  - C express and justify whatever opinion you feel is appropriate.





## Get started

Look at the photo and answer the questions.

- Why do you think these types of devices are so popular?
- What different types of gadgets do you use?
- What do you find useful about the gadgets you own?
- Which of your own personal devices could you easily give up?

## Develop your vocabulary

1 Match the sentence beginnings with their endings.

- |   |       |  |
|---|-------|--|
| 1 I can surf the internet from my phone | _____ | a so I can make calls without touching it.         |
| 2 We installed new software             | _____ | b allows my friends to see me when we chat online. |
| 3 My new phone is voice-activated       | _____ | c with a wi-fi connection.                         |
| 4 The webcam on my computer             | _____ | d will give access to hundreds of channels.        |
| 5 For a small fee, a satellite dish     | _____ | e to protect the computer from viruses.            |

2 Write a word or phrase from the box in each gap to complete the paragraph.

appliances ■ apps ■ data ■ drop-down ■ electronic ■ multiple  
■ satnavs ■ tablet ■ touch screens ■ user-friendly

There can be no argument about the fact that the last few years have seen a huge increase in the wide range of (1) \_\_\_\_\_ devices most of us use. Many of the (2) \_\_\_\_\_ that are now common, such as (3) \_\_\_\_\_ computers and GPS (4) \_\_\_\_\_, were hardly ever seen until recently. So why has there been such a sudden surge in their popularity? I think the key is that they are all so (5) \_\_\_\_\_. They are simply child's play to use. For example, many devices like smartphones have (6) \_\_\_\_\_ and (7) \_\_\_\_\_ menus which are so easy to use. Another reason for their success, I'd say, is the (8) \_\_\_\_\_ functions they perform along with their (9) \_\_\_\_\_ storage capacity and all the useful (10) \_\_\_\_\_ you can install on them.



## Develop your writing skills: expressing opinions

1 Tick the phrases which can be used to express an opinion.

- |                        |   |                                   |   |
|------------------------|---|-----------------------------------|---|
| 1 I consider           | — | 7 Why don't you                   | — |
| 2 I would like to know | — | 8 I personally believe/think/feel | — |
| 3 I (don't) think      | — | 9 I am writing to                 | — |
| 4 As I see it,         | — | 10 To my mind,                    | — |
| 5 If I were you,       | — | 11 I'd say                        | — |
| 6 I'm sure             | — | 12 It seems to me that            | — |

2 Look at your answers in exercise 1 again. Decide which phrases would be appropriate in a formal report or review (F) or an informal article or email (I).

3 Choose the correct words to complete the paragraph.

If you (1) **tell / ask** me, the high price of smartphones isn't unreasonable. As I (2) **suppose / see** it, you get what you pay for. There is (3) **no / any** doubt that some are more expensive than they should be but (4) **on / to** my mind many 'new generation' phones are worth saving up for. That's because I am (5) **convinced / concerned** it is better to have one quality handset which performs multiple functions as a phone, camera and music player, running useful apps, than it is to

have several cheaper appliances. In my (6) **view / guess**, it seems ridiculous to carry around so many single-function gadgets. I also (7) **ask / consider** that, in general, paying a relatively high price for one good product works out cheaper than buying separate ones. As (8) **far / long** as I am concerned, cheaper electronic devices are a false economy. (9) **Doubtfully / Personally** speaking, I'd rather spend my money on something that has everything I need on one device.

4 Read the text in exercise 3 again and decide if the statements are true (T) or false (F).

- |  |   |
|--|---|
| 1 The high price of most smartphones is fair.  | — |
| 2 Most inexpensive smartphones have a much higher value than their price.                  | — |
| 3 The writer thinks there is no point in paying for expensive smartphones.                 | — |
| 4 The writer believes that people can save money by buying one gadget with many functions. | — |
| 5 The writer prefers to spend money on a variety of cheaper products.                      | — |

5 Write the letter of a word or phrase in each gap to complete the text. There is one extra letter you do not need to use.

- |                 |              |             |                 |                 |
|-----------------|--------------|-------------|-----------------|-----------------|
| a undoubtedly   | c If you ask | e I'd say   | g which I doubt | i which I think |
| b it's probably | d she says   | f And quite | h I'm sure of   |                 |

## The wonder of GPS

Gone are the days of getting lost in a maze of streets! Never again will I need a paper map that proves impossible to fold. I've finally got GPS. (1) — honestly it's the best app I've ever bought. In fact, (2) — the most useful gadget there is. The app, (3) — looks really neat, picks up signals from satellites to locate my position. I tell it where I want to go, and it finds the best route. I can choose whether to go by car, public transport or on foot, whether to go the fastest route, the most picturesque route, and so on. (4) — me, that's all extremely clever! There's a feature that lets me link to other people's mobile phones. I have linked mine to my mum's - and (5) — it's really reassuring because she can always find out where I am. It wasn't cheap, but it was (6) — worth every penny. (7) — everyone ought to buy it! You won't regret your purchase - (8) — it!

**6** Read the sentences and decide if they are stating facts (F) or expressing an opinion (O).

- 1 I find the sight of satellite dishes stuck on the side of houses quite unattractive. \_\_\_\_\_
- 2 This hand-held device is small enough to fit into any pocket. \_\_\_\_\_
- 3 The touch screen on this satnav isn't very responsive and I had to tap quite hard to make it work. \_\_\_\_\_
- 4 I wasn't very keen on the way data storage is organised in this MP3 player. \_\_\_\_\_
- 5 This mobile is ultra-thin and weighs only a few grams. \_\_\_\_\_
- 6 My impression is that the picture quality on this camera could be much better. \_\_\_\_\_
- 7 I'm sure you'll enjoy listening to your favourite songs on this popular device. \_\_\_\_\_
- 8 The printer uses software that makes it compatible with any type of computer. \_\_\_\_\_

**7** Complete each sentence with an appropriate ending of your own.

- 1 In my experience, webcams are very useful because \_\_\_\_\_  
\_\_\_\_\_
- 2 I'm sure that anyone with a digital camera would agree that \_\_\_\_\_  
\_\_\_\_\_
- 3 To my mind, MP3 players are \_\_\_\_\_  
\_\_\_\_\_
- 4 I believe most people want wi-fi on their smartphones because \_\_\_\_\_  
\_\_\_\_\_
- 5 Personally speaking, I think hands-free phones are great as \_\_\_\_\_  
\_\_\_\_\_
- 6 It's my opinion that gadgets have started to take over people's lives as \_\_\_\_\_  
\_\_\_\_\_

**8** Write 'E' if a sentence expresses an opinion, or 'J' if it justifies an opinion.

- 1 I personally believe that digital cameras are one of the most exciting technical developments of the last twenty years. \_\_\_\_\_
- 2 Some of the people who use them say they find the instruction manuals hard to understand. \_\_\_\_\_
- 3 As I see it, everyone can be a good photographer if they use digital technology. \_\_\_\_\_
- 4 Without a doubt, my underwater camera is one of my most prized possessions. \_\_\_\_\_
- 5 My grandmother has actually taken some impressive photos using my camera. \_\_\_\_\_
- 6 The pictures on the dials help to make them pretty easy to use. \_\_\_\_\_
- 7 Believe me, they are excellent value for money. \_\_\_\_\_
- 8 I consider the new model to be the best yet in terms of the lens and the quality of the images. \_\_\_\_\_
- 9 Some of them are now so tiny they fit into the palm of your hand. \_\_\_\_\_



# 9 Match each opinion with an appropriate justification.

- |   |  |
|---|--|
| 1 It's my view that digital cameras are very user-friendly because you don't need a lot of specialist knowledge to use them. _____      | a The only real difference is that one of them stores data electronically and is more expensive.             |
| 2 I don't think MP3 players are any better than CD players because you can listen to good music on either kind of gadget. _____         | b They no longer seem capable of face-to-face communication due to their overuse of electronic devices.      |
| 3 In my experience, the only type of person who wants a tablet PC is one with more money than sense. _____                              | c Anyone can understand the drop-down menus and the devices have few confusing buttons.                      |
| 4 I have no doubt that teenagers should not be allowed access to gadgets such as smartphones, as they become too reliant on them. _____ | d These are the sort of people who care only about having the latest appliance and not whether they need it. |
| 5 I'd say that most older people find it difficult to master any kind of modern gadget. _____   | e It appears that a person's worth is now measured by the number and type of gadgets they own.               |
| 6 I guess that anyone who doesn't have all the latest hi-tech gadgets is never going to be a popular person these days. _____           | f This is because they are reluctant to give any new inventions a go.  |

# 10 Make sentences of your own disagreeing with each of the opinions expressed in exercise 9 and justifying your opinions with reasons.

## 1 Example:

*In my opinion, most digital cameras are not user-friendly at all because you need someone to demonstrate how to use them correctly. They have so many different functions to choose from that it takes ages to learn how to use them all.*

- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_

- 11** Read the text and underline sentences which express an opinion. Put a cross at the beginning and end of sentences or phrases that justify an opinion.

The latest *OmegaAlpha* tablet from *Microworks* has to be the gadget of the year, as far as I'm concerned. This ultra-thin device does everything you expect a computer or laptop to do, and a whole lot more. I'd say this is the one piece of techy equipment every home should have.

The dimensions make this a highly portable device. Even for a tablet, it's exceptionally light and, in my view, its attractive, sleek design makes it a machine to be proud of. I'd certainly be happy to be seen using one in the office or on public transport.

The touch screen operation is easy to use and works well. I personally felt everything responded impressively quickly and efficiently. I tested one of these tablets for a week, using it for hours each day. I surfed the

internet, performed multiple functions, viewed films and played music on it. I believe that the fact the device never once crashed or froze is an indication of its quality.

The *OmegaAlpha* came out last week and has flown off the shelves in every computer store across the country. In fact, the only way to get one now is to place an order. New supplies are due in stores in ten days' time. I'm sure it won't be long before those sell out, too!



- 12** Read the exam task and the concluding paragraph and answer the questions that follow.  
Your college has some extra funds to spend on equipment and the principal has asked you to write a report on the advantages and disadvantages of purchasing a digital video camera.

Considering everything, it seems to me that getting a digital video camera is a very silly idea. I really think it's a complete waste of money to spend nearly 500 quid on a video camera. I'd say that even if it's quite a useful tool in some ways, there are still better things we could spend our cash on. So I reckon we should spend our money on something else.

- 1 Underline all the phrases used to introduce opinion in the paragraph.
- 2 Is the style of language used in the paragraph appropriate? Why / Why not?

- 13** Look at the paragraph in exercise 12 again. Rewrite the paragraph in a more appropriate style.

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## Exam focus:

# expressing opinions in *First*

**1** Look at question 1 in the exam practice section on page 93 and answer the questions.

- 1** Who are you writing the article for?
  - a** readers of a newspaper
  - b** a journalist
- 2** What style of language should you use?
  - a** professional and serious
  - b** friendly and humorous
- 3** What is the subject of the article?
  - a** a description of your favourite type of portable computer
  - b** an assessment of the differences between two kinds of portable computers
  - c** a description of the benefits of using tablet computers
- 4** How many paragraphs should the article contain? \_\_\_\_\_
- 5** What are the main points you need to cover in the article? \_\_\_\_\_

### Skills tip

In *First* Paper 2 Part 2, when writing your opinions in an article should you use

- |   |                 |
|---|-----------------|
| <b>a</b> formal phrases for introducing opinions?   | <b>Yes / No</b> |
| <b>b</b> informal phrases for introducing opinions? | <b>Yes / No</b> |

**2** Match the ideas to the sections of the article.

- |  |       |
|--|-------|
| <b>1</b> advantages/disadvantages of laptops             | _____ |
| <b>2</b> a summary of your main views on the topic       | _____ |
| <b>3</b> a general outline of the subject of the article | _____ |
| <b>4</b> advantages/disadvantages of tablet PCs          | _____ |
| <b>a</b> main body paragraphs                            |       |
| <b>b</b> conclusion                                      |       |
| <b>c</b> introduction                                    |       |

**3** Tick the points that would be appropriate for the main body paragraphs of the article.

- |   |       |
|---|-------|
| <b>1</b> Laptops have more functions than tablet PCs.       | _____ |
| <b>2</b> You enjoy playing computer games.                  | _____ |
| <b>3</b> Tablet PCs are very lightweight and easy to carry. | _____ |
| <b>4</b> You often watch music videos on the internet.      | _____ |
| <b>5</b> Tablet PCs can be very expensive.                  | _____ |
| <b>6</b> Most laptops are heavy to carry around.            | _____ |
| <b>7</b> Many good laptops are reasonably priced.           | _____ |
| <b>8</b> The touch screens on tablet PCs are easy to use.   | _____ |

# Exam practice:

## First Paper 2 Part 2

### Part 2

Write an answer to **one** of the questions in this part.

Write your answer in **140–190** words in an appropriate style.

- 1 You see this announcement in a local English-language newspaper.

*Do you think tablet computers are better than laptops?  
What are the **advantages** and **disadvantages** of each in  
your view? Send us your articles giving your opinion on  
these gadgets, saying which you prefer.*

*We will publish the best ones.*

Write your **article**.

- 2 You have received a letter from your friend Stefan.

Read this part of the letter then write your letter to Stefan.

*As you know, there is a wide variety of personal music  
players on the market these days. I just don't know what  
to get. I can't afford to spend much money on this either.  
Have you got any advice about what would be a good  
product to buy?*

Write your **letter**.

- 3 You see this announcement in an English-language magazine.

#### Reviews wanted:

#### Your new digital camera

Have you recently bought a digital camera? Write a review of the camera explaining why you bought it, how easy it is to use and if you would recommend it to others.

Write your **review**.

#### Skills tip

In *First Paper 2 Part 2*, you need to be able to express your opinions clearly in all types of writing tasks. You won't be marked on the opinions themselves but on how well you express them and whether you have used appropriate phrases for the type of task you are writing. Remember to give reasons for your opinions by adding supporting information.



*Wealth and poverty***Skill:** hypothesising**Vocabulary:** social issues topic vocabulary**Exam practice:** First Paper 2 Part 1**Improve your writing skills: hypothesising****What is hypothesising?**

*There are two aspects of hypothesising. The first involves speculating about possible reasons for a situation. For example, in an essay about wealth, you might hypothesise about possible reasons why people find themselves in poverty. The second aspect involves imagining possible actions and situations and their results. For example, in the same essay, you might explore what would happen if a millionaire lost their money.*

- 1** Hypothesising involves using your powers of
- A imagination.
  - B determination.
  - C concentration.

**Why is hypothesising important?**

*Hypothesising shows that you can speculate about reasons and that you can imagine and express possible explanations for different facts. It also shows that you can explore imaginary situations. It's important that you are able to think abstractly (about ideas and issues), not just concretely (about your life and practical matters).*

- 2** An ability to hypothesise shows that you are capable of
- A concrete thinking.
  - B thoughtful acts.
  - C abstract thinking.

**How do you hypothesise?**

*One aspect of hypothesising involves speculating about reasons. To do this, think of possible reasons and present them using appropriate expressions (This may be because ..., One possible reason is ..., This could be a result of ..., etc). The second aspect involves exploring imaginary situations. To do this, present hypothetical situations using appropriate expressions (Suppose that ..., Imagine that ..., What if ..., etc) and structures such as conditionals, modals, etc.*

- 3** What structure is useful for hypothesising?
- A the second conditional
  - B the passive
  - C the causative

**How is hypothesising important in First?**

*In First Paper 2, you may need to hypothesise in an essay or an article when you are asked to consider reasons and solutions connected to a social issue. In an email/letter, you may have to hypothesise about a situation presented in an email/letter from a friend, etc. In a report, you may have to hypothesise about reasons for a particular situation at work and to explore possible solutions. In a review, you may need to hypothesise about reasons behind different aspects of a book, film, or play.*

- 4** In First Paper 2, you may need to hypothesise
- A only when writing in an informal style.
  - B only when writing in a formal style.
  - C when writing in either a formal or informal style.



## Get started

Look at the photo and answer the questions.

- What kind of lifestyle do you think this man has?
- How do you think he got to be in his situation?
- How do you think he is feeling?

## Develop your vocabulary

- 1 Write 'synonym' if each pair of words or phrases has the same meaning, or 'antonym' if they have opposite meanings.

- |                    |       |                             |       |
|--------------------|-------|-----------------------------|-------|
| 1 wealthy – rich   | _____ | 3 homeless – on the streets | _____ |
| 2 poverty – luxury | _____ | 4 borrow – lend             | _____ |

- 2 Circle the correct word or phrase.

- 1 The business bought a lot of property just before the crash and went **lottery** / **bankrupt**.
- 2 Most people don't ask for much more than a little financial **charity** / **security**.
- 3 John is feeling **alienated** / **lonely** because he moved to a new area and doesn't know anyone.
- 4 The wealthier nations have to be ready to help out **developed** / **developing** countries.
- 5 She's a **single** / **an only** parent bringing up three children, so of course she is struggling.

- 3 Write a word from the box in each gap to complete the text.  
You will use one of the words twice.

by ■ in ■ into ■ off ■ up

The real problem for me is the large number of families that are making only just enough to get (1) \_\_\_\_\_. They are unable to save (2) \_\_\_\_\_ any money even if both parents have three jobs between the two of them. They have to go (3) \_\_\_\_\_ debt to purchase anything out of the ordinary. They run (4) \_\_\_\_\_ debts while bringing up their children and just hope that they will stay healthy for long enough after the children leave to pay the loans (5) \_\_\_\_\_. Just one thing has to go wrong for these people to find themselves (6) \_\_\_\_\_ poverty.



## Develop your reading skills: hypothesising

1 Underline the sentences in each paragraph which present a hypothesis.

1

*No fewer than 40% of the young children the doctor examines every day suffer from the effects of a bad diet. Around 5% of them have to be admitted for treatment at least overnight. This could stem from either a lack of income on the part of their caregivers or even basic ignorance of what a balanced diet is.*

2

Should the project be abandoned? If it were, the local people would lose the last medical centre within 200 miles. I suggest we show some patience and perseverance.

3

The family of the author sold the rights to this book to a film producer to cover some of the debts the author left behind when he died suddenly last year. What if he were to see this film? Would he approve? Unfortunately, the answer to this question is a definite no.

2 Read the sentences. Write 'reason' or 'result' to complete the type of hypothesis.

- 1 It might be difficult to find a new job in this area if the factory closed. \_\_\_\_\_
- 2 Suppose that everyone had enough to live on. Wouldn't people be happy then? \_\_\_\_\_
- 3 If only we knew for sure, but all we can say is that the family probably left because there is no work here. \_\_\_\_\_
- 4 It might not be out of selfishness that people here don't give much to charity, but out of poverty. \_\_\_\_\_
- 5 He is supposed to be a greedy man, which might be a result of being poor as a child. \_\_\_\_\_
- 6 Social harmony would break down if the gap between the rich and the poor grew any wider. \_\_\_\_\_

3 Match each fact with two possible explanations.

- |  |  |
|--|--|
| 1 This country is going backwards economically. _____            | a It is possible that they feel guilty about having so much.     |
| 2 There are more and more homeless people in this city. _____    | b It could have something to do with the rise in rents.          |
| 3 Many rich people give large amounts of money to charity. _____ | c One possible cause is the lack of a stable government.         |
|  | d They may be coming here from other parts of the country.       |
|  | e They might feel they should give something back to society.    |
|  | f It could be a result of the war with the neighbouring country. |

4 Write a word from the box in each gap to complete each sentence.

If ■ Imagine ■ Let's ■ What ■ Why

- 1 \_\_\_\_\_ if developed countries helped developing ones more?
- 2 \_\_\_\_\_ living in a world where no child knew what hunger meant.
- 3 \_\_\_\_\_ only we lived in smaller communities, people would never let their neighbours suffer.
- 4 \_\_\_\_\_ say everyone gave one per cent of their income to the poor – wouldn't that wipe out poverty overnight?
- 5 \_\_\_\_\_ not ask the wealthy to give a little more in these difficult times?

## 5 Match to make conditional sentences.

- |  |  |
|--|--|
| 1 If the government cared about the less well-off, _____ | a the poor will just keep getting poorer.      |
| 2 People think they would be happy _____                 | b they would help them meet their basic needs. |
| 3 If the Smiths had won the money, _____                 | c they would have bought a new car.            |
| 4 If we don't change the way society works, _____        | d if they ran their businesses more carefully. |
| 5 Companies wouldn't get into trouble _____              | e if they could live in luxury.                |

## 6 Read the email and choose the correct words or phrases.

Dear Michael,

I'm sorry to hear you lost your job. It (1) **might / must** not have been your fault, so I don't think you should blame yourself too much. A lot of companies right now are laying off workers for economic reasons. Why (2) **not / don't** you send me a copy of your CV? That way, if I (3) **hear / would hear** about an opening at my company, I can give it straight to my manager.

You sounded worried. You didn't say why, but I guess it's (4) **certainly / possibly** because of the money you borrowed from me to get the car. (5) **What / Even** if I told you not to think about paying off the loan until you have a new job? Would that be a weight off your mind?

Is your wife's job secure at least? If she lost hers too, you'd (6) **be / been** in real trouble.

Tell her I said hello and to stay strong.

Take care,

Oliver

## 7 Cross out the mistake in each statement and rewrite it correctly on the line.

- 1 What would you do if you win £1 million in the lottery? Would you share it with me? \_\_\_\_\_
- 2 It's hard to know how I will react if I lost everything I owned in a fire or flood. \_\_\_\_\_
- 3 Imagine that some distant aunt leaving you millions in her will. Wouldn't that be great? \_\_\_\_\_
- 4 It might had been because he was bored or losing clients, but my cousin closed the business. \_\_\_\_\_
- 5 If we haven't tried to buy out that rival business, we wouldn't have gone bankrupt. \_\_\_\_\_
- 6 Suppose than we had tried to spend no money for the rest of the month, how much would we have saved up? \_\_\_\_\_
- 7 I'd lived exactly as I do now if I suddenly came into a lot of money. \_\_\_\_\_
- 8 What if every student from a developed country spend a year helping out in a developing country, as part of their course? \_\_\_\_\_



8 Complete the second sentence so that it has a similar meaning to the first, using the word given. Write no more than four words in each gap.

- 1 Imagine getting a job teaching in an inner-city school – could you handle it?

**that**

Supposing \_\_\_\_\_ a job teaching in an inner-city school, could you handle it?

- 2 Priya doesn't have any money, so she's miserable.

**she**

If Priya had some money, \_\_\_\_\_ happier.

- 3 One possible reason for the recession continuing so long is the fact that it is global.

**may**

The recession \_\_\_\_\_ for so long because it is global.

- 4 If I won the lottery, I wouldn't have to work anymore.

**could**

I \_\_\_\_\_ my job if I won the lottery.

- 5 Even one hungry child is a terrible thing.

**wish**

I \_\_\_\_\_ even one hungry child.

9 Complete the review with the correct form of the verbs in brackets.

Imagine (1) \_\_\_\_\_ (**lose**) everything you have earned in a lifetime – all in the course of one afternoon. Readers might (2) \_\_\_\_\_ (**feel**) much sympathy for the writer at first, since he was a fabulously wealthy manager of an investment company. By the end, though, my heart had melted. I would (3) \_\_\_\_\_ (**cry**) if my wife hadn't been there! The poor man did not have an easy childhood. He was born into a large family and was brought up by a single mother. She was the one who told him he would have to work like crazy, if he (4) \_\_\_\_\_ (**want**) to escape his run-down neighbourhood. I also liked his optimism. He said at the end of the book that he didn't wish things (5) \_\_\_\_\_ (**be**) different. Even though he was living in a flat smaller than his kitchen used to be, he was sure he would make another fortune. What if that (6) \_\_\_\_\_ (**happen**) to you – would you be so strong?

10 Write one word in each gap to complete the extract from a report.

The site I inspected has been vacant and unused for nearly ten years. This (1) \_\_\_\_\_ be as a result of the difficulty in building there, or possibly because (2) \_\_\_\_\_ the distance from the closest urban centre. The second problem has disappeared because there's a new road up there now which (3) \_\_\_\_\_ also help with general access if we built there. Supposing (4) \_\_\_\_\_ we could, I believe it would (5) \_\_\_\_\_ the best site for the new factory.

(6) \_\_\_\_\_ we opened a factory there, it would mean at least 150 permanent jobs. This is why there probably would (7) \_\_\_\_\_ be any objections from local government. They might even be willing to help financially. (8) \_\_\_\_\_ if I set up a meeting between you and the local MP? Would that be something you would be willing to make the journey to the area for?

**11** Complete the sentences. Use your own ideas.

- 1 There are no jobs for us in this area anymore and our family is in trouble financially.

If we moved somewhere else, we might have a better chance of finding work.

- 2 You can't get work without a home address, so the homeless are stuck.

What if \_\_\_\_\_

- 3 The very rich pay less in taxes than they have ever paid in this country.

One reason \_\_\_\_\_

- 4 Many charities spend too much on staff and offices and not enough on the people they're supposed to help.

Suppose that \_\_\_\_\_

- 5 The situation in poor countries is often made worse by corrupt governments.

If \_\_\_\_\_

- 6 Some people say that unemployed people are just lazy.

If \_\_\_\_\_

**12** Look at the picture. Answer the questions using the prompt words in brackets.

- 1 How did this man come to be living on the streets and begging?  
Think of two possible explanations.

(possible) \_\_\_\_\_

(might) \_\_\_\_\_

- 2 What could be done to change his situation? Think of two ideas.

(what) \_\_\_\_\_

(supposing) \_\_\_\_\_

- 3 What result would these ideas have if they were used?

(if) \_\_\_\_\_

(if) \_\_\_\_\_





## Exam focus:

# hypothesising in *First*

1 Look at the exam practice section on page 101 and choose the correct word or phrase in each sentence.

- 1 You **have / don't have** to answer this question in the examination.
- 2 You should use **informal or semi-formal / semi-formal or formal** language.
- 3 You should decide whether having money makes people **happy / unhappy**.
- 4 You could hypothesise about the causes of **wealth / happiness**.
- 5 You could hypothesise about what being very **rich / happy** feels like.
- 6 You should try to keep the essay **general / about your own life**.

2 Tick the examples that could be used in the essay.

- 1 a rich person living alone ☐
- 2 a poor person who wins the lottery ☐
- 3 a rich person who loses all their money ☐
- 4 a poor person who has no friends ☐
- 5 a rich person at a luxury resort ☐
- 6 a poor person who can't pay the rent ☐

3 Read the essay plans and write 'agreeing' or 'disagreeing'.

- 1 This is a plan for an essay \_\_\_\_\_ with the statement *Money can't buy happiness*.  
 Paragraph 1: introduction  
 Paragraph 2: no more work; a life of leisure  
 Paragraph 3: help friends and family; become closer  
 Paragraph 4: give to charity; feel the satisfaction of helping  
 Paragraph 5: conclusion
- 2 This is a plan for an essay \_\_\_\_\_ with the statement *Money can't buy happiness*.  
 Paragraph 1: introduction  
 Paragraph 2: a life of leisure  
 Paragraph 3: no real friends; not close to family  
 Paragraph 4: the best things in life are free  
 Paragraph 5: conclusion

### Skills tip

In *First* Paper 2 Part 1, should you

- a give both sides of the argument and let the reader decide which is stronger? **Yes / No**
- b come to a conclusion about which side of the argument is correct? **Yes / No**

## Exam practice:

# First Paper 2 Part 1

### Part 1

You **must** answer this question.

Write your answer in **140–190** words in an appropriate style.

- 1 In your English class you have been talking about wealth and poverty.

Now, your English teacher has asked you to write an essay.

Write an essay using **all** the notes and give reasons for your point of view.



#### Essay question

Money can't buy happiness. Do you agree?

#### Notes

Things to write about

1. *lifestyle*
2. *personal life*
3. *your own idea*

Write your **essay**. You must use grammatically correct sentences with accurate spelling and punctuation in a style appropriate for the situation.

#### Skills tip

When you write an essay in *First Paper 2 Part 1*, create a firm but reasonable tone. An essay is like a discussion on paper and its purpose is to convince the reader of the side of the argument you want to take. If you sound unconvinced yourself, you are very unlikely to convince your reader. On the other hand, if your tone is angry, arrogant or aggressive, you are probably going to alienate your reader, just as such a tone would alienate a listener in a verbal discussion.



# Answer Key

## Unit 1

### Improve your writing skills

1 B 2 A 3 C 4 C

### Get started

Students' own answers

### Develop your vocabulary

1  
1 d 2 f 3 e 4 c 5 a 6 b

- 2  
1 department store  
2 well-known brands  
3 special offers  
4 discounts  
5 same-day delivery  
6 postage and packing  
7 bargains  
8 money-back guarantee  
9 high street

### Develop your writing skills

- 1  
Sentences to be ticked: 2, 4, 5, 8, 9, 11, 12, 15
- 2  
1 c 2 b 3 c 4 a 5 a 6 b 7 a 8 c
- 3  
1 A digital camera is smaller than a laptop computer.  
2 A laptop computer is more expensive than a mobile phone.  
3 A computer expert is more helpful than a confusing manual.  
4 Paying by credit card is more common than paying in cash.  
5 Buying things on sale is smarter than paying the full price.  
6 New electronic devices are faster than old ones.
- 4  
1 Getting a 2-for-1 special offer is similar to getting something free.  
2 Doing window-shopping is just like having fun at no cost.  
3 Buying on impulse is better than taking forever to decide.  
4 Splashing out on something is the greatest thrill in shopping.  
5 Finding a great bargain is more enjoyable than paying full price.

- 6 Overcharging is the worst way to sell something.
- 7 Shopping online is quicker than shopping on the high street.
- 5  
These days, buying electronic devices is like torture. There are so many different things to choose from. You walk into an electronics shop and you are greeted with endless rows of shelves, where nearly every device is similar to another. You read the labels next to the mobile phone, or the laptop computer, or the digital camera and it is the same as reading a foreign language. The sales assistants are sometimes helpful, but at other times they are not as helpful as you'd like them to be. You may start with one simple question and end up with ten! The best thing to do is to take your time – don't buy anything on impulse. Find out as much as possible about the device. It can be just like a quick course in technology. And the advantage is that with most shops, if you change your mind, you can probably get a refund.

- 6  
1 to  
2 like  
3 just  
4 like  
5 as  
6 as
- 7  
1 d 2 h 3 a 4 f 5 c 6 e 7 b 8 g
- 8  
1 as  
2 the  
3 than  
4 than  
5 same  
6 much  
7 more  
8 just

9  
A The best way to surprise your friends with well-chosen gifts is to remember the things they say they want. Of course, this means you will need a memory like an elephant's. We usually wait too long to start paying attention to this detail. We think more often about

what we want than what others want! By the time you start thinking about buying them a gift, you'll only have a few days to start paying attention. In that case, it might be better to just ask!

B Buying gifts for friends can be difficult. You often don't know what to buy because you're not sure what they want. Some things, like a candle, a plant, or something similar, are good gifts that almost anyone would like. But we usually want to get something special for our friends. That means you need to do some listening. Make a note of the things they say they want and then head off to the shops with your perfect idea for a gift! Paragraph A makes better use of comparisons.

10  
Upmarket boutiques and discount chain stores both have their advantages. For instance, a boutique usually has better quality clothes than a chain store. In addition, the staff in upmarket boutiques are generally more helpful than those in chain stores. On the other hand, chain stores are not as expensive as upmarket boutiques. You are also far more likely to find bargains and you could be lucky enough to find styles similar to those in boutiques. So it's just a matter of what you're looking for.

11  
Suggested answers

Shopping alone	Shopping with friends
quicker because you don't spend time chatting	takes longer more fun
lonelier	you're more likely to spend more money / buy on impulse as friends persuade you to buy something
less likely to spend so much money	

12  
Suggested answers  
Shopping alone and shopping with friends can both be very difficult experiences. Some believe it's easier to shop alone and it takes less time. However, it's lonelier

to shop by yourself and shopping with friends can be a great deal of fun. On the other hand, you will probably spend less money when you shop alone than with friends, because you will spend less time in the shops. You might be more likely to buy something on impulse with a friend because they'll probably talk you into it!

### Exam focus

1

- 1 an article
- 2 on a website
- 3 your favourite way to shop
- 4 next week
- 5 a gift voucher

### Skills tip

a No, b Yes

2

- 1 b 2 c 3 a 4 b 5 b 6 c

3

- 1 You're able to look at things before you decide to buy them.
- 2 Crowded shops are full of people and it's hard to move around.
- 3 You can try shoes on and look at them in the mirror to see if they suit you.
- 4 Department stores offer discounts online to encourage online shopping.
- 5 There are lots of shops in a shopping centre and they are close together.
- 6 You have to wait for the item to be delivered when you buy it online.

4

- 1 F 2 F 3 F 4 T 5 F 6 T

### Exam practice

Suggested answers

1

There are many ways to shop these days and everyone has their favourite way of doing it. Personally, I prefer to do my shopping online for a number of reasons.

One reason I prefer online shopping is that it's a great way to view many items quickly and easily. Many department stores and clothes shops display well-known brands and bargains on easy-to-use websites. It's like window-shopping, but without the walking.

In addition, you can avoid crowds of shoppers. If you've ever been to a shopping centre or the high street to buy something in the sales, you know what I mean. Online websites have always got discounts and special offers anyway, so you don't need to go to the trouble of waiting in queues.

Lastly, online shops offer the same money-back guarantees as ordinary

shops. They often do same-day delivery, so it's like buying something on impulse. You'll have it in your hand in a few short hours. Postage and packing is often free as well. Who can say no to that?

For these reasons, online shopping is by far the best way to shop. It is good value for money and as easy as point and click!

2

To: Mrs Wilkinson

From: Khalid Momani

Subject: Shopping in my area

Introduction

There is a wide variety of shops in my area where you can buy anything from clothes to books and electronic goods.

Clothes shops

First of all, there are several clothes shops in my area. Most of them offer well-known brands of clothing and there are a couple of chain stores that offer discount shopping. The chain stores are the most popular because they are cheaper than the other shops.

Bookshops

Another popular type of shop is bookshops. The largest one always has the latest books while there are two others which sell used ones. The large bookshop is the most popular of all because it is spacious and has more to offer than just books.

Other shops

Finally, there is a shop which sells electronic goods, such as computers. It's very popular because you can go and spend hours trying out the different devices. We also have a small supermarket and a bakery. However, these are less popular than the large supermarket outside town because they sell a limited range of goods.

3

Hi Beth,

I'm glad you're coming to visit me for your holiday. We're going to have a great time, you can be sure of that!

Let me tell you about the places where I like to hang out. The first one is the local café where all my friends meet quite often. It serves great snacks at more reasonable prices than most others. Another favourite choice is the park, which is the best place to go for a walk or do other outdoor activities.

As far as shopping goes, the high street in my town has quite a variety of clothing shops, bookshops, music shops and gift shops. There's also a shopping centre

which I prefer going to because it's more convenient than walking up and down the high street. There are some great places to eat in the shopping centre as well.

I'm sure we'll find many more things to do while you're here, but this is just to give you some ideas. Get in touch if you've got any more questions and I look forward to seeing you!

Bye for now,

Tara

## Unit 2

### Improve your writing skills

1 B 2 C 3 C 4 A

### Get started

Students' own answers

### Develop your vocabulary

1

- 1 ticket
- 2 fare
- 3 journey
- 4 travel
- 5 tourists
- 6 travellers

2

- 1 a 2 d 3 b 4 c

3

- 1 way
- 2 brochure
- 3 gap
- 4 camp
- 5 means

### Develop your writing skills

1 and 2

giving examples	adding information	showing contrast
such as	also	but
for example	moreover	although
like	in addition	despite
for instance	additionally	however

showing result	showing reason
therefore	as a result of
as a consequence	owing to
so	since
consequently	because



3

- 1 However
- 2 like/such as
- 3 so
- 4 Also/Moreover/In addition/Additionally
- 5 since/because

4

- 1 addition to (visiting) Australia
- 2 Despite being
- 3 as a result of
- 4 such as hotels
- 5 as a consequence/result

5

- 1 so
- 2 because
- 3 so
- 4 as
- 5 despite
- 6 since

6

- 1 they
- 2 its
- 3 it
- 4 ones
- 5 it/one/this
- 6 which
- 7 them
- 8 who

7

- 1 b 2 e 3 a 4 c 5 f 6 d

8

- 1 destinations
- 2 employment
- 3 funds
- 4 taxi, bus or train
- 5 Customs

9

- 1 them
- 2 women
- 3 so
- 4 For
- 5 while/whereas/but/although
- 6 other
- 7 Some
- 8 as
- 9 because

10

Suggested answers

- 1 going just for the sunbathing and nightlife is a waste of time and money.
- 2 they need a period of relaxation after their exams.
- 3 degree courses are more expensive than ever.
- 4 they learn to be more independent and self-reliant.
- 5 they can help out at a summer camp.
- 6 there are dangers that the traveller should be aware of.

11

Suggested answers

- 1 Many students go to Thailand because it is a very cheap country. / Thailand is a very cheap country, which is why many students go there.
- 2 Some parents pay for their child's round-the-world ticket, which is the most expensive part of their journey.
- 3 Young people often stay in hostels since they offer accommodation at a reasonable cost. / Young people often stay in hostels, which offer accommodation at a reasonable cost.
- 4 You should plan your daily expenses, such as food, transport and accommodation.
- 5 InterRail and Eurail tickets, which lots of people have used to travel round Europe, are a great idea.

12

Many school-leavers have the choice of going to university in the autumn after they pass their exams, or taking a year to see the world before starting their degree. However, it is not always easy to decide which to do.

Some young people are keen to complete their university studies as quickly as possible, so that they can start earning a living. For this reason, they often decide to go straight to university after leaving school.

Although / Even though / While this seems sensible, it may be better for them to take a year off before starting their studies. This is because many school-leavers lack real-world experience. A gap year travelling will help them mature, which, as a result, will help them be better students at university – and have more of the skills that employers want. For example, they have probably always lived at home. A gap year teaches them how to be more independent, which is a useful skill at university.

To conclude / In conclusion, my personal opinion is that school-leavers should seriously consider taking a gap year. It is often said that travel broadens the mind. The more broad-minded and experienced university students are, the better.

**Exam focus**

1

Sentences to be ticked: 1,4,5

2

- 1 disadvantage
- 2 advantage
- 3 advantage
- 4 advantage
- 5 advantage
- 6 disadvantage

3

- 1 b 2 c 3 e 4 a 5 d

**Skills tip**

a No, b Yes

**Exam practice**

Suggested answer

More and more school-leavers are taking a gap year before going to university. Some use the time to work and save money, others to travel and see the world. Which is the best option?

Of course, they will need money at university. The life of a student is more expensive than ever, and some savings in the bank will help. Also, round-the-world air tickets cost money, and the last thing a first-year student needs is debt.

The gap year, however, is not just about finances. This is the student's chance to broaden their horizons. A job delivering pizzas, for example, is unlikely to do this. Visiting other countries, on the other hand, will show them new cultures and ways of life. In addition, what they learn while abroad will help them see the degree they have chosen in a new way, or even decide to change it. Working in a menial job will not be so eye-opening.

In conclusion, travelling is the best way to spend a gap year. Of course, a student should not start university in debt and should be prepared to work enough to fund any travel expenses.

## Unit 3

**Improve your writing skills**

- 1 C 2 A 3 C 4 B

**Get started**

Students' own answers

**Develop your vocabulary**

1

- 1 b 2 e 3 a 4 c 5 d

2

- 1 stage
- 2 cast
- 3 festival
- 4 series
- 5 audience

3

- 1 dramatists
- 2 plays
- 3 production
- 4 set
- 5 director

### Develop your writing skills

1

1 C 2 C 3 O 4 O 5 C 6 O

2

1 T 2 S 3 S 4 T 5 S 6 S 7 S 8 T  
9 T

3

1 b 2 c 3 e 4 a 5 f 6 d

4

1 c 2 a 3 e 4 b 5 d

5

1 MB 2 C 3 I 4 MB

6

When you visit the theatre, do you give much thought to what goes on behind the scenes? The show itself is what everyone focuses on. But a great deal of work has taken place in the background, which often gets forgotten. One thing that often gets taken for granted is the props, those small bits and pieces that give the actors and the set an authentic feel. And in every theatre there are a group of people who make sure these things are as they should be. We spoke to Daniel Frost, who is head of the props department at Wood Lane Theatre, to find out what his department does. Daniel explained how vital it is that productions have the right props from the correct era. 'If you're watching a play that's set in the 19<sup>th</sup> century and you see someone wearing a digital watch, it completely ruins the effect.' People who work in the props department of a theatre spend a lot of time researching. They know what items they need in order to make a production convincing and accurate. Of course, then they have to find them! So, next time you're watching a play, spare a thought for all the people you can't see. They've helped make the play what it is as much as the actors on stage.

7

1 a 2 b 3 a 4 b 5 b

8

1 b 2 d 3 a 4 c

9

Sentences to be ticked: 1, 2, 3, 4, 6, 7, 8

10

First main body paragraph

2 Talk about the forms of entertainment most popular in your country.

3 Mention that the main forms of entertainment are the same as everywhere else.

6 Mention other popular forms of local entertainment.

7 Give examples of popular local entertainment forms (festivals, folk dancing, etc).

Second main body paragraph

1 Explain how much you like going to the cinema.

4 Give examples of the film genres you like.

8 Describe a film which you recently enjoyed.

11

Suggested answer

Just as everywhere else in the world, the main forms of entertainment are the most popular. For instance, many young people love pop music, older people enjoy the theatre and everyone loves going to the cinema. But other local forms of entertainment are popular, too.

For example, we have many festivals in the summer that people enjoy going to as well. Folk dancing is still a popular activity, even for young people.

My favourite form of entertainment is the cinema and I love going at least once a week. I enjoy comedies very much and sometimes a good thriller or action film. The other activity I really like doing is watching things on TV and online. I particularly like watching things online because then you can share the links with your friends and add comments!

12

1 c 2 a 3 b

13

Suggested answers

1

First of all, there have been many advances in the technical quality of the televisions we watch. For example, televisions are now usually flat-screen, instead of the old box type. This has resulted in an improvement in the picture and sound quality. Many use LED technology, which produces high-quality images, and people can also attach speakers for better sound quality. Programme makers also produce better quality programmes nowadays. This is because televisions are now so advanced that poor productions would come

across as unrealistic. This applies not only to TV series and dramas but also to documentaries and sports broadcasts. The advances in technology have affected the whole industry.

2

Home entertainment in the past

In the past, home entertainment mainly consisted of watching television. Playing music on a sound system was also popular, as was listening to music on the radio. Video recorders and DVD players started to gain recognition in the late twentieth century and so did cable and satellite television.

Home entertainment today

In recent years, computers have changed the way people access entertainment at home. The internet is widely used to listen to music. For example, people now download music or watch videos on YouTube. Computers are also used to play DVDs in order to watch films. The main form of home entertainment, though, is still the television and many people pay to access cable or satellite television channels.

3

I know that you will be tired from travelling when you arrive on Saturday, so I thought we should spend a relaxing evening. We could go out for a meal or go to the cinema. The local Indian restaurant is great and the open-air cinema always has an interesting choice of films.

Alternatively, if you don't want to go out, we could watch a DVD at home.

I've got a few ideas about what we could do on Sunday, too. One possibility is the theatre festival that is taking place at the Town Hall. Or we could go and see a band at the Big Venue. My favourite local band, Bliss Field, is playing. If you don't fancy these options, we can always ask my friends to come round and watch videos on YouTube.

### Exam focus

1

1 b 2 b 3 a 4 b, e

### Skills tip

a No, b Yes

2

1 B 2 A

3

Paragraph 1

b, g

Paragraph 2

c, e



Paragraph 3  
d, h  
Paragraph 4  
a, f

### Exam practice

Suggested answers

1

Dear Alicia,

It's great to hear from you! I hope you and your family are all well. Now, let me see if I can help you with your questions.

First of all, there are many different theatrical productions on this year and they're all excellent. There's a great comedy play on at the Open Air Theatre called *Odd One Out*. I think it would be great fun. Another possibility is the musical *Phantom of the Opera*, which is on at the Orion. It's a very popular show. My final suggestion is a bit more cultural. There's a season of Shakespeare plays on all year at The Warehouse Community Theatre. All the productions are suitable for families.

As for buying tickets, there are two possibilities. Firstly, I can buy tickets for you. Just let me know as soon as possible which shows you want to see. Or, if you prefer, you can log on to the theatre websites yourself and book the tickets you want online. Either way is very easy.

I must dash off now, as I've got a music lesson. I can't wait for your visit.

Lots of love,  
Penny

2

To: Mr Scholes

From: James Benson

Subject: Entertainment for exchange students

Introduction

The purpose of this report is to review the entertainment choices that would be suitable for the exchange students, who will be visiting the school this month.

Options

The town centre has a number of entertainment facilities. There is a cinema complex in the centre. There is also a theatre not far from the centre. Another option is the music club, Avengers. It has a disco and also has live bands at the weekend. It is located on the outskirts of the town.

Cost

The entrance fees for the various venues are as follows. The cinema complex costs

€4.90 per person. The theatre is €7.70 per person, while getting into the music club costs €2.50 per person.

Recommendations

All in all, considering cost and location, the best venue would probably be the cinema. It is easy to reach and inexpensive. On the other hand, the theatre is expensive and not so accessible by public transport. Finally, although the music club is cheap, taking a taxi to get there and back would increase the cost.

3

Like many people, I enjoy a night out at the theatre whenever I can. So, I recently attended a performance of *The Tempest* at The Lyric.

This is one of my favourite Shakespearean plays and I was looking forward to an evening of great Elizabethan drama. I didn't get quite what I was expecting, though. The director had set the play in modern times and the set was designed as if the action was taking place at a Greek tourist resort. Also, all the actors wore modern clothes. However, I didn't think the modern staging fitted in well with the Shakespearean language.

On the other hand, the direction and acting were exceptional. It was a very lively performance from all the cast. For example, they really made the most of the comic aspect of the play. The director made a good job of tying all the scenes together, even if the modern setting was odd. Furthermore, the performances from the lead roles were among the best I had ever seen.

All in all, it was a great evening. Once I got over how strange the modern setting was, I really enjoyed this fantastic play and I would recommend it to people of all ages.

## Unit 4

### Improve your writing skills

1 B 2 A 3 B 4 C

### Get started

Students' own answers

### Develop your vocabulary

1

1 career

2 job

3 security

4 Manual

5 working for yourself

6 boss

7 fired

8 overtime

9 wage

2

1 running a business

2 secure job

3 regular salary

4 fewer responsibilities

5 become self-employed

6 job satisfaction

### Develop your writing skills

1

1 c 2 b 3 b 4 b 5 c 6 a

2

Suggested answers

1 Firstly / First of all / To start with

2 Furthermore / Secondly / Moreover / In addition / Additionally / As well as that

3 Apart from / Despite / In spite of

4 Firstly / First of all / To start with

5 Furthermore / Secondly / Moreover / In addition / Additionally / As well as that

6 Finally / Lastly

3

Against working while studying

1 It takes up study time.

Students can't do all their work if they have jobs.

2 Further education is a once-in-a-lifetime opportunity.

Students should be able to spend all their time studying. They will work in the future.

In favour of working while studying

1 It helps financially.

Being a student is expensive and every little bit helps.

2 It can teach you time management/organisation.

Future employers might be impressed.

3 It can give you an advantage in the job market or when starting your own business.

4

1 b 2 c 3 a 4 d

5

Suggested answers

Text 2 The phrase 'This is because' should be replaced with 'For example'.

Text 3 The first sentence should be more positive and less generalised, e.g. 'For some people, starting a business is the best way to find job satisfaction.'

Text 4 The questions and exclamation mark are not appropriate for an essay. The extract should be rewritten in a more formal style.

6

Suggested answers

- 1 Many businesses fail because of poor financial planning.
- 2 If so, it is important to choose these people carefully.
- 3 Especially in the early stages, a business needs a lot of time and commitment.
- 4 You are no longer told what to do every day and the important decisions are made by you.
- 5 This includes understanding the market and perhaps having some kind of qualification in business administration.
- 6 Once they have got used to running a business, they do not want to go back to being an employee.

7

Students' own answers

8

- 1 Firstly
- 2 reason
- 3 So
- 4 linked
- 5 addition
- 6 particular

Points used from exercise 7: low salary, long or unsociable hours, unpaid overtime, unsafe or unhealthy working conditions

9

Students' own answers

10

Students' own answers

11

Students' own answers

12

Suggested answers

In favour of a secure job

Secure jobs are hard to find.

The harsh current economic environment means having any job is better than having none.

Security allows you to plan for the future / enjoy luxuries.

In favour of a job you love doing

You will spend up to a third of your life working – it should be enjoyable.

People are more productive when they are happy.

Money is not everything.

13

Students' own answers

### Exam focus

1

- 1 both
- 2 Students' own answers
- 3 Job security and money

- 4 Suggested answer: Working for a company usually provides you with more job security, but running a business probably offers the potential to earn more money.

### Skills tip

a No, b Yes

2

1 A 2 A 3 F 4 F 5 A 6 F

3

Students' own answers

4

Plans A, B and D are suitable. Plan C emphasises working for a company, not starting a business.

### Exam practice

Suggested answer

Many people dream of starting a business doing something they enjoy. However, this is a big step which needs serious thought.

First of all, there are disadvantages to starting a business. Unfortunately, many businesses will fail and the owners risk losing everything. The main reason for this is that they do not have the necessary knowledge and qualifications. In addition, being self-employed requires a great amount of effort and hard work and many people complain that they have no free time. So it might be better to stay in a secure job with less stress, fewer responsibilities and a regular salary.

Despite the difficulties, starting a business can have numerous advantages. For many people, it gives job satisfaction, as they are doing something they really enjoy. Furthermore, if the business is successful, it can provide security and possibly much more income than they would earn working for an employer. Finally, self-employed people have a feeling of independence that is hard to find working for a company.

In conclusion, as long as you can avoid the problems mentioned above and you are prepared to work hard, starting your own business could be an excellent idea.

## Unit 5

### Improve your writing skills

1 A 2 A 3 C 4 A

### Get started

Students' own answers

### Develop your vocabulary

1

- 1 cuisine
- 2 dish
- 3 tastiest
- 4 fried
- 5 meal
- 6 spicy
- 7 starters
- 8 waiter

2

1 f 2 d 3 c 4 b 5 e 6 a

3

- 1 sandwich bar
- 2 junk food
- 3 chain restaurant
- 4 microwave oven
- 5 deep-fat fryer
- 6 cooking oil

### Develop your writing skills

1

- 1 entertainment
- 2 informal
- 3 everyday
- 4 information
- 5 formal (or possibly semi-formal)
- 6 technical

2

- 1 teacher
- 2 street
- 3 friend/classmate, etc
- 4 mother
- 5 radio
- 6 waiter

3

1 e 2 b 3 f 4 a 5 c 6 d

4

1 c 2 a 3 d 4 f 5 b 6 e

5

- 1 persuade
- 2 thank
- 3 criticise
- 4 explain
- 5 apologise
- 6 advise

6

1 b 2 a 3 b 4 a 5 a

7

- 1 It's more like an order.
- 2 It's insulting.
- 3 It's too rude.
- 4 It doesn't describe the food.
- 5 It's too threatening.

8

Suggested answers

- 1 Why don't you bring your own coffee and lunch to work so you don't have to go to the kitchen?



- 2 I can only express my deepest regret that you did not receive the service this restaurant usually offers.
- 3 That is why it is not always possible to provide top-quality service on those days.
- 4 I expect you, therefore, to pay the cost of those tickets as well as refund the cost of the meal.
- 5 Why not be a little adventurous with food for a change, though?

9

- 1 informal  
2 formal  
3 semi-formal

10

1

target reader	purpose	register
Matilda	to describe	informal

2

target reader	purpose	register
students	to explain and advise	semi-formal

3

target reader	purpose	register
restaurant manager	to complain	formal

### Exam focus

1

Suggested answers

- 1 people who like eating out  
2 to recommend that readers do or don't go to a restaurant  
3 semi-formal

### Skills tip

a Yes, b No

2

Items to be ticked: 2, 4, 5, 7, 9, 10

3

- 1 First paragraph: 5, 10 (and 2 possibly)  
2 Second paragraph: 2, 4  
3 Third paragraph: 7 (and 4 possibly)  
4 Fourth paragraph: 9

### Exam practice

Suggested answers

1

Mario's Italian Job is a new restaurant that opened its doors in the town centre just a few weeks ago. I went along with a dining companion to see if they offer a genuine Italian experience.

The place definitely looks the part. I felt as though I had just walked into a little restaurant in Rome. Even the waiter was the real thing, speaking with a strong Italian accent and charming us both with his manner.

Unfortunately, the food was a little disappointing. For a starter, we shared a small pizza and the bread wasn't properly cooked. My companion's main course, cannelloni with spinach and cheese, was delicious, but my spaghetti bolognese was cold and the sauce was runny. We had excellent Italian ice cream for dessert, but the overall experience was not a positive one.

I am willing to believe that Mario's Italian Job is just suffering from the usual difficulties a new restaurant has and I intend to try it again. It really has to make every effort to improve the quality of the food, however, because poor quality food will destroy a young restaurant, no matter how charming the waiters are.

2

Even though young people know that fast food is unhealthy, it is still their first choice of food when they eat out. Fast-food restaurants are full of teens and people in their twenties and new places open up every day. What's their secret?

The minute you walk into one of these places, you can see why young people like them. They're well lit, decorated in modern bright colours and they always play the latest pop music. There are other young people inside including the staff. In other words, young people feel at home and welcome there, which is often not the case in other places.

Young people also like fast food. Ask anyone between the ages of ten and twenty-five which they'd prefer – a burger or a steak, a pizza or a pasta salad – and they'll always go for the first option. It's also food they can easily afford, since a meal in a proper restaurant is usually far too expensive.

I don't think young people will stop eating fast food, so maybe we'll just have to try and make it healthier!

3

Dear Alex,

How are you? I hope you're well.

Congratulations on getting the job! You're right – I've never worked as a waiter. But I have been to many different kinds of restaurants and I can give you an opinion as a customer about what kind of waiter I would prefer!

Of course, it depends on the kind of restaurant you're going to work in. Some expensive restaurants want their waiters to be very formal and polite and always call the customer 'Sir' or 'Madam'. I have to say, though, that I don't like this and would prefer a friendlier, more natural manner.

And you have to be knowledgeable. If I ask a waiter about the menu, I want them to know the answer. Make sure you know what ingredients are in every dish and how they're cooked. The final thing is to be attentive. If a customer wants something, they don't want to wait for half an hour before they can attract your attention!

Having said that, I'm sure you're going to make a great waiter. Let me know how you get on!

Bye for now,  
Sam

## Unit 6

### Improve your writing skills

1 C 2 B 3 A 4 A

### Get started

Students' own answers

### Develop your vocabulary

1

1 d 2 b 3 f 4 a 5 e 6 c

2

- 1 inner cities  
2 run-down  
3 estate  
4 high-rise  
5 surroundings  
6 sense of community  
7 built-up  
8 green spaces  
9 domestic waste

### Develop your writing skills

1

- 1 an article  
2 ways to improve urban environments / what measures could be taken in your town

3 b

4 a MB b I c C d MB

2

Plan a is best because it answers the question properly and covers all the points in the exam task in the correct order.

Plan b includes too much information that is not relevant to the exam task question.

Plan c doesn't start answering the question and addressing the exam task until the final paragraph.

3

Paragraph 1: b  
Paragraph 2: c, f  
Paragraph 3: a, d  
Paragraph 4: e

4

Paragraph 1: c, i  
Paragraph 2: a, e  
Paragraph 3: f, j  
Paragraph 4: d, g

5

Items to be ticked: 1, 3, 6, 8

6

Suggested answers

- 1 award-winning community garden – wide variety of beautiful plants and garden areas  
e.g. the water-lily pond – very pretty – even has goldfish
- 2 not only for the people who run the garden – they encourage all locals to visit  
e.g. very welcoming place, has small stall selling refreshments.
- 3 workshops on gardening for all ages – also plenty of social events  
e.g. a children's nature festival next weekend
- 4 money to become member helps keep the garden going – gardening lessons encourage others to set up own garden. Can get excellent advice from volunteers running Feltham St.

7

Suggested answers

- 1 However, the outskirts of the city have a lot more green spaces.
- 2 Another problem people face in the countryside is forest fires.
- 3 Built-up areas tend to have more crime than suburban areas.
- 4 Chemical fertilisers can cause environmental problems for rural waterways.
- 5 The process of urbanisation can help stop the over-development of the countryside.
- 6 National parks are a good way to promote conservation in the countryside.

8

1 b 2 c 3 a

9

You work for the local council. The council has received some funding to improve the town centre, which has become run-down. The council has proposed either

creating pedestrian zones or planting trees along the pavements. Write a report on the advantages and disadvantages of each idea and make a recommendation.

10

Suggested answers

1st main body paragraph  
first suggestion – pedestrian zones  
popular with shoppers – not popular with shop owners  
shoppers like to walk around – no cars  
shop owners worry – lack of access – fewer people come to town  
isn't popular with all community  
2nd main body paragraph  
alternative – programme of planting trees – on pavements  
all residents approve of plan  
would make town more attractive  
however, expensive to do and maintain  
popular choice but difficult to maintain

11

Suggested answer

The first suggestion put forward is to pedestrianise the town centre. Although this idea would be very popular with shoppers, there are objections from many of the shops and businesses in the centre. While shoppers enjoy walking around without having to worry about traffic, many shop owners feel that it makes it difficult for them to transport supplies to their businesses and that it discourages people from driving into town. Consequently, this option would not be popular with the whole community.

The alternative is to start a programme of planting trees on the pavements in the town centre. This is a plan that all residents seem to approve of. The reason for this is that it would make the town much more attractive. However, it would be an expensive project both to set up and to maintain. Therefore, although the choice would be popular, it would be difficult to keep it going in the long term.

Exam focus

1

1 F 2 T 3 T 4 T 5 T 6 T

Skills tip

a No, b Yes

2

Paragraph 1: c  
Paragraph 2: a, f  
Paragraph 3: b, d  
Paragraph 4: e

3

Ideas to be ticked: 1, 2, 4, 5, 7, 8, 10

Exam practice

Suggested answer

People in cities and the countryside face various environmental problems; however they are very different.

In cities, many environmental problems are related to urban problems. For instance, over-crowded cities have too much traffic, which causes air pollution. Another problem is domestic waste. There is often nowhere to put rubbish in and it is difficult to recycle. On the other hand, air pollution is not a problem in the countryside. However, water pollution is a serious issue. Industrial waste pollutes rural waterways. In addition, over-development can destroy the natural habitats of wildlife.

The worst problem in the city is the amount of energy wasted. Unlike the countryside, the city uses a lot of power. People in cities use more than their fair share and this affects the countryside, too. The main problem in the countryside is the destruction of natural habitats through deforestation, which endangers species and spoils the landscape. If this is not stopped, then nobody will be able to enjoy the countryside in the future.

To sum up, the problems of rural and urban environments might be different, but they affect all of us. We all have to pay the price for the way we treat our environment.

## Unit 7

Improve your writing skills

1 B 2 C 3 B 4 A

Get started

Students' own answers

Develop your vocabulary

1

- 1 young
- 2 involve
- 3 match
- 4 get in touch with
- 5 stay away from

2

- 1 influential
- 2 appeal
- 3 popularity
- 4 (un)interested
- 5 (un)fashionable



3

- 1 in
- 2 to
- 3 by
- 4 in
- 5 on

### Develop your writing skills

1

1 F 2 I 3 I 4 F 5 F 6 F

2

Suggested answers

- 1 (try to) avoid this. (The first sentence is more formal)
- 2 taking up a new sport or hobby. (The second sentence is more formal)
- 3 should / ought to (take steps to) stop this from happening. (The first sentence is more formal)
- 4 trying something different. (The second sentence is more formal)

3

Suggested answers

- 1 read fashion magazines / go to fashion shows.
- 2 the cost / the functions it offers.
- 3 buy second-hand clothes / wait for the sales / swap clothes with a friend.
- 4 join a club or society / invite colleagues or fellow students to go for a coffee?

4

1 a 2 b 3 a 4 a

5

- 1 consider / think about
- 2 It would
- 3 option / idea / suggestion
- 4 were taken

6

- 1 to discuss conditions for young people in my area and make recommendations on how to improve them
- 2 people of different ages tend to go to the same places, despite them having little in common / young people have to move away to find further education / There are very few jobs in the village
- 3 opening a youth club / build a college nearby / encourage more businesses to open up in the area
- 4 it would provide a place that younger people could call their own / encourage young people to stay / provide jobs
- 5 If steps were taken to try to keep young people here, I believe it would help the whole community.

7

Task b

8

Suggested answers

1

Task a: Headings could include: *Crime / Violence / Graffiti*

Recommendations could include: punish offenders severely, so that it sends a message that we will not tolerate bad behaviour / write to the newspapers to complain about the way they are always blaming young people for everything that goes wrong

2

Task c: Headings could include: *Online communication / Celebrity news / Music*

Recommendations could include: an internet café in the area so that everyone could get online / organising regular film screenings and concerts in the area

9

Suggested answers

- 1 *Cafés and Restaurants / Places to go*
- 2 they would have places to meet, which is something that is extremely important for the younger members of the community.
- 3 to attract bands to play here and to encourage local musicians.
- 4 prevent vandalism that spoils our sports facilities and ensure that they are kept in better condition.

10

Students' own answers

11

Suggested answer

Behaviour

Sometimes, young people do not behave as they should, even doing things such as breaking the law. I would like to recommend that all schools should devote some time to showing young people the consequences of dangerous or harmful behaviour. I believe that if young people are made aware of the dangers, they are less likely to injure themselves or get into trouble with the police.

### Exam focus

1

- 1 Students' own answers
- 2 Suggested answer: articles/features/ interviews about sport/fashion/pop music
- 3 Formal language is more suitable for a report.
- 4 I recommend including ... / One option is to ... / I would like to suggest that ... / If the magazine included ...  
The other phrases are not formal enough for a report.

### Skills tip

a Yes, b No

2

Suggested answers

Added to the 1st column: information, ideas, stories, etc

Added to the 3rd column: fashion, jewellery, volunteering, travel, etc

The magazine could include ...  
articles about/regarding (rap) music  
profiles of top footballers, etc

3

Students' own answers

Both plans are suitable – they just approach the report in different ways.

Any of the ideas are suitable, including students' own ideas, but it is worth remembering the word limit in *First*.

Including all of the information here would make the report too long.

4

Technology

I recommend including articles comparing different models of mobile phones. Since young people spend a lot of time using this technology, they would be interested in finding out which ones are the best or which represent the best value for money. In addition, ...

### Exam practice

Suggested answers

1

To: The Editor

From: Alex Ramirez

Subject: Appealing to young people  
Introduction

The following are some of my suggestions on ways to make your magazine more interesting for teenagers and young adults.  
Music

One option is to include articles about modern music. This is something that greatly interests and influences teenagers today and I believe that more of them would buy the magazine if they knew it contained information about their favourite singers and bands.

Sport

I also recommend having information about sport in the magazine, as this is something that many young people are passionate about. I am confident that articles about football and basketball would appeal to readers. In addition, articles and interviews about extreme sports would be popular.

Fashion

Finally, if the magazine included a section on fashion, I feel certain that it would appeal to the majority of teenagers.

Young people spend a lot of money on the way they look, so articles on clothes and accessories would not only be interesting, but also informative.

Conclusion

I believe that if the above recommendations were put into practice, the magazine would attract many more readers between the ages of 16 and 25.

2

How to stay in fashion

Nobody likes to be unfashionable, so it's worth making an effort to keep up to date with what's happening in the world of fashion.

Clothes are often the first thing that people think about when we talk about fashion. If I were you, I wouldn't just copy what your best friend is wearing. You should choose your own style to suit you, as not all fashionable clothes will look good on you.

But fashion is about more than just clothes. It's about the music you listen to, the way you wear your hair and even the mobile phone you carry with you. It's a good idea to give everything a try and, if you like it, you can spend some money on it. But if you don't like it, just keep looking because there's bound to be something available that suits you.

All of this comes with a warning, though! Fashions change and they change quickly, so it's not a good idea to spend all your money on the latest fashions or accessories. If you do, you might find that you have to replace everything and start all over again next year!

3

Dear Sarah,

Thanks for your letter. I'm sorry to hear you've been unhappy, but you really don't need a lot of money to do the things you mentioned.

First of all, it doesn't have to cost a lot to look good. Why don't you look around second-hand shops? They're very trendy these days! You could also wait for the sales in the shops. You can find many bargains if you look in the right places. I'm always shopping for clothes, so if there's anything you want, I can help you find something cheap!

As for music, have you thought about listening online? There are so many services offering free music these days. I can suggest a few websites to get you started, if you like.

I agree that going to the cinema is expensive, but you could always rent a DVD and invite friends to your house to watch it. That would cost a lot less and it would be a great way to get together with friends.

I hope these suggestions will help. Let me know if you want any more ideas!

Love,

Mary

## Unit 8

### Improve your writing skills

1 C 2 B 3 A 4 C

### Get started

1

Students' own answers

2

- 1 G, H
- 2 G, H, perhaps O
- 3 G, H
- 4 O
- 5 H
- 6 G, H
- 7 O
- 8 O

### Develop your vocabulary

1

- 1 jogging
- 2 path
- 3 on
- 4 yoga
- 5 habits
- 6 focused
- 7 unhealthy
- 8 out of

2

- 1 personal
- 2 routine
- 3 weight
- 4 aerobics
- 5 effective
- 6 weights
- 7 equipment

### Develop your writing skills

1

- 1 essay
- 2 article
- 3 report
- 4 letter

2

- 2 your daily diet
- 3 sports facilities in your area
- 4 ideas on how to become fitter

3

Paragraphs to be ticked: 1, 3

4

Introduction 2 does not answer the question in the writing task.

Introduction 4 is part of an article, not a letter, so it is the wrong type of text.

5

1 T 2 T 3 F 4 T 5 F 6 T 7 T 8 F

6

Essay A follows the prompts better. It includes all of the notes but Essay B only includes the first note and ignores the second note.

7

1 b 2 c

8

Suggested answers

1 the letter doesn't answer the part in Monica's letter about finding a good gym.

2 the essay doesn't follow the notes or mention anything about working out in the evenings. It is also quite short because of that.

### Exam focus

1

1 T 2 F 3 T 4 F 5 F 6 F

### Skills tip

a Yes, b No

2

Advantages of gym	Advantages of home
place to socialise	is free of charge
provides services	more convenient
Disadvantages of gym	Disadvantages of home
has monthly costs	easy to lose focus
less convenient	limited equipment

3

1 c 2 a 3 f 4 d 5 b 6 e

### Exam practice

Suggested answer

Many people exercise at the gym rather than at home in order to stay fit. Gyms are excellent places to work out and have a lot to offer, but they may not be suitable for everyone.

Gyms generally provide a better workout than the home. They offer a range of activities and services, as well as a wide variety of exercise equipment to choose



from. There are areas in which members can lift weights and it is also a place where you can socialise with other members. You can also meet with a personal trainer, who can help you create the perfect exercise routine.

There are some disadvantages to the gym, though. It is less convenient, because you have to travel there every day. That is probably the main reason why working out at home is easier. Also, all gyms have membership fees, but a home fitness routine, such as aerobics or using an exercise bike, is completely free of charge.

In conclusion, the question of whether a gym or the home is a better place to work out depends on the needs of the individual person.

## Unit 9

### Improve your writing skills

1 A 2 C 3 C 4 C

### Get started

Students' own answers

### Develop your vocabulary

1

1 e 2 b 3 d 4 c 5 a 6 h 7 f 8 g

2

Suggested answer

I have a good friend called Jacob. He's very outgoing and talkative so people generally find him really likeable. Because he's such a happy person, people sometimes think he's shallow, but that's not true at all. He's very trustworthy, and I feel lucky to have him as a friend.

3

- 1 join
- 2 make
- 3 share
- 4 have a lot in common
- 5 get on
- 6 hold
- 7 give

### Develop your writing skills

1

1 a 2 a 3 a 4 a 5 b

2

1 I 2 F 3 F 4 I 5 I 6 F 7 I 8 F 9 F 10 I

3

- 1 Dear Sir/Madam,
- 2 I am writing to express
- 3 Please could you send
- 4 I look forward to meeting

5 Best regards,

6 Hi Brad,

7 How's it going?

8 Here's an idea

9 Let me know how it goes

10 Bye for now!

4

1 F, e

2 F, a

3 S, c

4 I, d

5 S, b

6 F, f

5

a report

b review

c essay

d review

e essay

f report

6

1 c, discursive style

2 f, informative style

3 b, descriptive style

4 e, chatty style

7

Paragraph 4

8

Students should underline:

Paragraph 1: A recent study shows the percentage of people who choose friends based on wealth.

Paragraph 2: There's a cool new café that's great for hanging out with friends.

Paragraph 3: Some of my friends are loud, but others are shy.

Paragraph 4: Let me know how the search turns out, and remember to have fun.

9

1st incorrect sentence: report

2nd incorrect sentence: review, letter or email

3rd incorrect sentence: letter or email

4th incorrect sentence: letter or email

10

Suggested answers

1st sentence:

Some even choose friends based on wealth.

2nd sentence:

Do they like hanging out in cafés with other friends?

3rd sentence:

Do you like friends who are loud, or ones who are shy?

4th sentence:

It is important to remember to have fun while searching for new friends.

11

1 T 2 F 3 F 4 F 5 T 6 T

12

Suggested answers

1

One way to know is when they are honest. This means that they always tell you the truth and they never lie to you about anything. Honesty is an important part of any friendship. If someone is not being honest with you, then they are not a true friend.

Another way to know is if they are reliable. This means that they are there when you need them. It also means they are there for you when they say they will be. We all need help in life sometimes and true friends are there for us during our times of need.

These are the ways we can find out if someone is a true friend. Of course, we need to do these things as well, in order to be a true friend to others.

2

The first thing is to talk to your friend and try to find out what the problem is. Ask your friend what happened and why he's angry. Maybe you did something wrong without knowing! Friends should be able to talk to each other. I'm sure he'll tell you what's up.

The second thing I would do is try to make up. Ask him if there's anything you can do to make the situation better. If you did something wrong, say you're sorry! If not, try to make your friend understand that you didn't do anything wrong.

I hope you and your friend work it out. Let me know how it goes.

Bye for now!

Jake

### Exam focus

1

- 1 a letter
- 2 make new friends
- 3 advice
- 4 informal
- 5 conversational
- 6 four
- 7 140

### Skills tip

a No, b Yes

2

Sentences to be ticked: 1, 2, 5, 6

3

1 T 2 F 3 F 4 T 5 F 6 F

### Exam practice

#### Suggested answers

1

Dear Fiona,

So you've started a new college! That sounds exciting! I know it can be difficult at first, so you're probably feeling a bit shy. I hope I can help!

Here's what I think you should do. First, you should try to find an activity at the college that interests you, such as doing a sport or joining a drama club. That way, you'll be around other students who have the same interests as you.

The next thing you should do is to try to meet students doing that same activity who also have other interests that you share. Perhaps someone shares your tastes in music or film. You can then ask them to do something with you after college, such as hang out at a café or study together. Who knows, maybe they'll ask you first!

The most important thing to remember is – don't worry! You'll meet new people and have some lovely new friends before you know it. Just try to be adventurous! Let me know how things go!

Bye for now,  
Alex

2

To: Mrs Jones

From: Dimitris Ouzanidis

Subject: Local facilities for young people

Introduction

As requested, I have collected information on places in the local area for young people to socialise. This involved speaking to local young people.

Town Square

The most popular place in good weather is probably the town square. A lot of the cafés around the edge of the square have outdoor tables so you can sit outside, enjoy the fresh air and watch people go by. In the square itself there are trees and benches where young people can meet their friends and sit and talk.

White Horse Mall

Another popular destination for meeting up with friends is the White Horse shopping mall in Queen Street, especially when it is raining. The centre has lots of interesting shops, cafés and restaurants. In the evenings most of them are still open and there is also a cinema showing the latest films.

Westland Sports Club

Behind the shopping centre is Westland Sports Club which is also a popular place for young people to meet and play tennis, squash or badminton. It has an excellent juice bar where you can socialise and watch sports on television with your friends as well.

3

Joe's Café

Joe's has only been open a few months but already it is the most popular coffee shop in the town centre. Inside, there are small tables for quiet conversations and a few big round tables for large groups. They also have some very comfortable armchairs, which are popular with students who want to drink coffee and study together at the same time.

It's a great place to hang out and not just because you can get so many different kinds of delicious coffee and cakes. The service is quick and friendly and the prices are reasonable. I ordered a hot chocolate and a piece of chocolate cake and the bill came to less than £5!

Joe's is an excellent place to meet up with friends. In fact it's often difficult to get a table, but it's definitely the place to go to socialise and have coffee in style. Give it a try and I'm sure you'll enjoy it, too!

## Unit 10

### Improve your writing skills

1 B 2 A 3 A 4 C

### Get started

Students' own answers

### Develop your vocabulary

1

1 c 2 g 3 a 4 f 5 b 6 h 7 d 8 e

2

- 1 examinations
- 2 experience
- 3 independence
- 4 failure
- 5 opportunity
- 6 prospects

### Develop your writing skills

1

- 1 example
- 2 explanation
- 3 result
- 4 example
- 5 explanation
- 6 result
- 7 example
- 8 result

2

- 1 As
  - 2 instance
  - 3 result
  - 4 effect
  - 5 such
  - 6 example
- 3
- 1 One reason for this is
  - 2 For instance
  - 3 Because of this / As a result

4

- 1 a, d, g
- 2 e, h
- 3 b, i
- 4 c, f

5

- 1 c, explanation
- 2 a, example
- 3 b, main point
- 4 d, result

6

- 1 c, e
- 2 d, f
- 3 a, b

7

Suggested answers

- 1 universities, technical colleges, art colleges
- 2 better job prospects, broader education
- 3 financial difficulties, poor progress at school, a job offer
- 4 becoming independent, starting a career, earning money
- 5 bad behaviour in class, poorly motivated students
- 6 holds back progress, teacher cannot give them attention

8

Suggested answers

- 1 Further education can provide better job prospects. For example, if you continue your studies you can become a doctor, a teacher or a lawyer rather than get a job that doesn't need any qualifications.
- 2 One example of this is when the family is in financial difficulty. If the 16-year-old leaves school, he or she could get a job and help bring in money.
- 3 Some students will behave badly because they do not want to be there. One effect of this is that those who really want to learn suffer because the others are simply wasting time.

9

Students' own answers



- 10  
Students' own answers
- 11  
Students' own answers

### Exam focus

- 1  
1 Students' own answers
- 2 Finding a job may be easier if you stay on at school longer. / It may be better to find a job at 16.
- 3 Staying at school until the age of 18 might give you the opportunity to go to college or university. / Not everybody is suited to further education.
- 4 You are more qualified at 18. / You will be more mature at 18. / 16 is too young to enter the job market. / Most employers look for more qualifications / It is better to start some jobs while you are young. / Some people have to leave school at 16.

### Skills tip

- a No, b Yes

- 2  
Suggested answers

- 1  
a This would mean that you could start earning money sooner and become more independent.
- b Employers often look for more qualifications and will not be impressed by candidates who have left school at the first opportunity.
- 2  
a In most professions, a degree is a basic requirement.
- b People who are not academically minded would struggle at university.
- 3  
a For instance, if someone wants to be a designer or a photographer, they can prove their ability with their work.
- b The job market is very competitive and employers usually choose candidates who are better qualified.
- 4  
a There are plenty of adult education classes to choose from.
- b Family circumstances or finances, for example, might stop you from returning to education.
- 5  
a For instance, many people do not do very well in exams but their other talents are not recognised as important.
- b It is worth having a little patience while you are young so that you can be better qualified.

- 6  
a In some countries, education is very poor or very expensive, so we should make the most of what is on offer.
- b Unemployment is a problem even among university graduates, so we need to make sure that the education we get is going to be useful.

- 3  
Plan A

### Exam practice

#### Suggested answer

Although the law in many countries states that students can leave school at 16, I believe that in most cases it is advisable not to leave school too soon.

First of all, staying in education longer gives young people a better chance of finding work. This is because employers recognise that they have worked hard at their studies. As a result, they are more likely to be offered a job.

Secondly, further education is very important today. Many employers expect employees to have a degree. For this reason, it is better to stay on at school so they have the chance to study at college or university level.

However, leaving school at 16 is a good idea for some people. For instance, if they have the opportunity to get a good job at 16, there is no reason why they shouldn't. Additionally, problems at home might mean that they have to get a job to bring money into the home.

In conclusion, there are sometimes good reasons to leave school at 16. However, if possible, people should continue their education for as long as they can.

## Unit 11

### Improve your writing skills

- 1 C 2 A 3 B 4 C

### Get started

Students' own answers

### Develop your vocabulary

- 1  
1 c 2 e 3 a 4 b 5 d
- 2  
1 electronic  
2 appliances  
3 tablet  
4 satnavs  
5 user-friendly  
6 touch screens

- 7 drop-down  
8 multiple  
9 data  
10 apps

### Develop your writing skills

- 1  
Sentences to be ticked: 1, 3, 4, 6, 8, 10, 11, 12

- 2  
Suggested answers  
F I consider, As I see it, I personally believe/think/feel, To my mind  
I I (don't) think, I'm sure, I'd say, It seems to me that

- 3  
1 ask  
2 see  
3 no  
4 to  
5 convinced  
6 view  
7 consider  
8 far  
9 Personally

- 4  
1 T 2 F 3 F 4 T 5 F

- 5  
1 f 2 b 3 i 4 c 5 d 6 a 7 e 8 h

- 6  
1 O 2 F 3 F 4 O 5 F 6 O 7 O 8 F

- 7  
Suggested answers  
1 you can see the faces of the people you are talking to on the internet.  
2 they are much easier to use than traditional cameras.  
3 one of the best ways to listen to music these days.  
4 they want to use them to read their emails and surf the internet.  
5 I can talk on the phone while doing other things.  
6 they don't seem to be able to live without them at all.

- 8  
1 E 2 J 3 E 4 E 5 J 6 J 7 E 8 E  
9 J

- 9  
1 c 2 a 3 d 4 b 5 f 6 e

- 10  
Suggested answers  
2 I'd say that MP3 players are easier to use and more useful than CD players. For one thing, you don't need to carry lots of CDs around with you.



- 3 I would suggest that there are many good reasons why people buy tablet PCs. Firstly, they are much more portable than most laptops.
- 4 In my opinion, young people are not too reliant on smartphones. Most teenagers know how to get the best out of modern gadgets without letting them rule their lives.
- 5 If you ask me, older people are as capable of using modern gadgets as anyone else. Learning how to use any device has little to do with age.
- 6 I really don't think that having high-tech gadgets makes a person popular. A person's character is much more important than their possessions.

11

The latest *OmegaAlpha* tablet from *Microworks* has to be the gadget of the year, as far as I'm concerned. X This ultra-thin device does everything you expect a computer or laptop to do, and a whole lot more. X I'd say this is the one piece of techy equipment every home should have.

X The dimensions make this a highly portable device. Even for a tablet, it's exceptionally light X and, in my view, its attractive, sleek design makes it a machine to be proud of. I'd certainly be happy to be seen using one in the office or on public transport.

X The touch screen operation is easy to use and works well. X I personally felt everything responded impressively quickly and efficiently. X I tested one of these tablets for a week, using it for hours each day. I surfed the internet, performed multiple functions, viewed films and played music on it. X I believe that the fact the device never once crashed or froze is an indication of its quality.

X The *OmegaAlpha* came out last week and has flown off the shelves in every computer store across the country. In fact, the only way to get one now is to place an order. New supplies are due in stores in ten days' time. X I'm sure it won't be long before those sell out, too!

12

1  
Considering everything, it seems to me that getting a digital video camera is a very silly idea. I really think it's a complete waste of money to spend nearly 500 quid on a video camera. I'd say that even if it's quite a useful tool in some ways, there are still better things we could spend our cash on. So I reckon we should spend our money on something else.

2

No. It's not appropriate because it is too informal.

13

Suggested answer

To sum up, in my opinion it is not a good idea to get a digital video camera. I would suggest that £500 is too much to pay for one. I would say that even if it is a useful tool in some ways, there are still better things we could spend the funds on. I think it would be better to reconsider how we spend the money.

### Exam focus

1

1 a 2 b 3 b 4 4 5 the advantages and disadvantages of tablet PCs and laptops

### Skills tip

a No, b Yes

2

1 a 2 b 3 c 4 a

3

Sentences to be ticked: 1, 3, 5, 6, 7, 8

### Exam practice

Suggested answers

1

I guess many of us have wondered whether laptops or tablet PCs are the better buy. It can be hard to decide. You can listen to music, surf the internet and check your email with either a laptop or a tablet but which is better? That's a difficult question as both are incredibly useful.

If you ask me, the main advantage of laptops is that they are better for functions such as word processing. Another thing I like is that they have a good-sized screen and a proper keyboard. However, there's no doubt that they tend to be a bit heavy.

On the other hand, I'm sure you won't get backache carrying a tablet because they're so lightweight! Another great thing about them is that they're easy to use and you can buy hundreds of apps. On the downside, I think most people would agree prices are too high and they can get stolen easily.

In the end, I'd say it depends what you want the device for. A laptop is great for a student to keep work on but I think a tablet is simpler and more fun to use.

2

Hi Stefan,

Thanks for your letter. I hope I can give you some useful advice about music gadgets. I think there are two things you should

consider. Firstly, do you want to get something that only plays music, such as an MP3 player, or would you prefer to get a new phone that has a music player and a camera too? I reckon it's better to get a phone that has multiple functions and then you don't need so many gadgets.

While you can get MP3 players at low prices nowadays, I'd say it's better to pay a bit more and get a phone that does everything. You don't have to spend a fortune on the best phone. There are lots of phones that have music players which are quite cheap. I'm sure if you shop around, you'll find something you can afford.

Let me know what you decide to do. I'll call you next week.

Best wishes

Kirsty

3

When I lost my old camera, I decided to get a new digital one. The Fidelity 500 was the one that caught my eye for a number of reasons.

Firstly, I consider this camera to be excellent value for money due to the picture quality. To my mind, the results are as good as I would expect from much more expensive cameras. Another advantage is that it is small enough to carry in a pocket. I'm not keen on heavy cameras.

However, as far as I am concerned, the best thing about it is how easy it is to operate. I find the instructions clear and the controls simple. Even someone who has never used a camera before would have no difficulty using it. Personally speaking, it suits my needs as it allows me to capture images instantly without wasting time reading instructions.

All things considered, I believe that this camera is the best of its kind on the market. I would recommend it as it seems to be both user-friendly and affordable.

## Unit 12

### Improve your writing skills

1 A 2 C 3 A 4 C

### Get started

Students' own answers

### Develop your vocabulary

1

1 synonym

2 antonym

3 synonym

4 antonym



- 2
- 1 bankrupt
- 2 security
- 3 lonely
- 4 developing
- 5 a single

- 3
- 1 by
- 2 up
- 3 into
- 4 up
- 5 off
- 6 in

### Develop your reading skills

- 1
- 1 No fewer than 40% of the young children the doctor examines every day suffer from the effects of a bad diet. Around 5% of them have to be admitted for treatment at least overnight. This could stem from either a lack of income on the part of their caregivers or even basic ignorance of what a balanced diet is.
- 2 Should the project be abandoned? If it were, the local people would lose the last medical centre within 200 miles. I suggest we show some patience and perseverance.
- 3 The family of the author sold the rights to this book to a film producer to cover some of the debts the author left behind when he died suddenly last year. What if he were to see this film? Would he approve? Unfortunately, the answer to this question is a definite no.

- 2
- 1 result
- 2 result
- 3 reason
- 4 reason
- 5 reason
- 6 result

- 3
- 1 c, f
- 2 b, d
- 3 a, e

- 4
- 1 What
- 2 Imagine
- 3 If
- 4 Let's
- 5 Why

- 5
- 1 b 2 e 3 c 4 a 5 d

- 6
- 1 might
- 2 don't
- 3 hear
- 4 possibly

- 5 What
- 6 be

- 7
- 1 What would you do if you won £1 million in the lottery? Would you share it with me?
- 2 It's hard to know how I would react if I lost everything I owned in a fire or flood.
- 3 Imagine that some distant aunt left you millions in her will. Wouldn't that be great?
- 4 It might have been because he was bored or losing clients, but my cousin closed the business.
- 5 If we hadn't tried to buy out that rival business, we wouldn't have gone bankrupt.
- 6 Suppose that we had tried to spend no money for the rest of the month, how much would we have saved up?
- 7 I'd live exactly as I do now if I suddenly came into a lot of money.
- 8 What if every student from a developed country spent a year helping out in a developing country, as part of their course?

- 8
- 1 that you got
- 2 she would be
- 3 may have continued
- 4 could leave/give up
- 5 wish there wasn't/was not

- 9
- 1 losing
- 2 not feel
- 3 have cried
- 4 wanted
- 5 were
- 6 happened/were to happen

- 10
- 1 could/may/might
- 2 of
- 3 would
- 4 that
- 5 be
- 6 If
- 7 not
- 8 What

- 11
- Suggested answers
- 2 they had a post office box that they could use for correspondence?
- 3 could be how easy it is to hide sources of income.
- 4 they had to publish exactly what they used every penny for – then people could make an informed decision.
- 5 half the money didn't disappear into politicians' pockets, charity would be much more effective.

- 6 that was/were true, no one would be out looking for a job.

- 12
- Suggested answers
- 1 It's possible that he lost his job. He might be suffering from an illness and can't work.
- 2 What about finding him a hostel to live in? Supposing (that) he went on TV, someone might offer him a job.
- 3 If he had somewhere to live, he would start to get his strength back. If he had a job, he might start to feel more self-confident.

### Exam focus

- 1
  - 1 have
  - 2 semi-formal or formal
  - 3 happy
  - 4 happiness
  - 5 rich
  - 6 general
- 2
  - Examples to be ticked: 1, 2, 5, 6

- 3
- 1 disagreeing
- 2 agreeing

- Skills tip**  
a No, b Yes

### Exam practice

Suggested answer  
Most people have wished at one time or another that they were rich. However, would wealth really bring all the benefits that they dream of?

Certainly, you could enjoy a life full of luxuries and leisure. Skiing holidays, five-star hotels and first-class travel offer the wealthy a level of pampering that the poor can only dream of. No one can deny that a meal in a top hotel would be better than a burger and chips.

Nonetheless, a life having a great amount of money can be a lonely one. It is often hard to tell whether people want to know you as a person or for your money. If you were rich, you might become suspicious of even close family for this reason.

What money can do is remove some of the stresses and strains of poverty. Even people with steady jobs worry about the future and the main source of conflict in most families is financial insecurity.

To sum up, although it is true to say that money cannot buy happiness, it is equally true that not having enough often leads to unhappiness. Financial security would definitely prevent that.