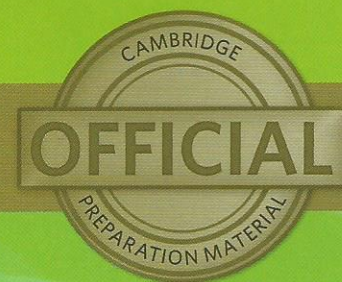


Cambridge English



# Objective First

100 Writing Tips  
for Cambridge English: First

For revised exam from 2015

B2

English  
Profile

Annette Capel

English for Spanish Speakers





# Objective Writing for *Cambridge English: First*

## 100 tips for Spanish speakers

### informed by the Cambridge Learner Corpus


In this booklet you will find 100 suggestions for improving your performance on the *Cambridge English: First* Paper 2 Writing. The exercises and advice have been informed by a study of B2 level Spanish speakers' data in the *Cambridge Learner Corpus*, a vast electronic collection of Cambridge English Language Assessment examination scripts. This corpus has provided examples of Spanish-speaking candidates' errors and answers written by Spanish-speaking candidates.

All the sample answers are examples of good performance at *Cambridge English: First* and can be referred to as models to aim at. Of course, most writing at this level will contain some mistakes; however, Paper 2 always rewards ambitious writing, even when it contains mistakes. For this reason, you should try to use a range of vocabulary and structures in your writing. This material shows you how to develop your writing to achieve this, along with the *Objective First* Student's Book and Workbook.

There are two parts to the *Cambridge English: First* Paper 2 Writing, which carry equal marks. In Part 1, you have to answer a compulsory question, which is always an essay. You have to give your opinion on an essay title, using the ideas given in notes on the question paper and adding a third idea of your own. In Part 2, there is a choice of three questions, each a different task type (an article, email, letter, review or report). The main emphasis in Part 1 is on the inclusion and development of content points, effective organisation, appropriate register and accuracy. In Part 2, it is important to select the question that gives you the best chance to include impressive vocabulary and structures – choose a topic that you are familiar with and a task type that you know you can do well.

For up-to-date information about the format and content of the *Cambridge English: First*, read pages 6 and 7 of the *Objective First* Student's Book, or visit the Cambridge English Language Assessment website: [www.cambridgeenglish.org](http://www.cambridgeenglish.org).

Because this booklet has been written specifically for Spanish speakers, you will find many examples of common mistakes that have been made by Spanish-speaking learners when taking *Cambridge English: First*.

Look for this symbol – 

It indicates a common mistake and focuses on the correct form: the mistake is always crossed out.

You can use this booklet in different ways:


- go through the tips in order on your own, setting yourself a certain number to look at each week. For example, if you are going to take the exam in six months' time, cover four tips every week.
- browse the material when you have time, focusing on the areas of writing that you know you have difficulty with.
- work on the booklet with your teacher. Remember, the more preparation for writing you can do in class, the better writer you will become.

Don't just complete the exercises, think about what each tip is telling you and try to use that information in your writing.

You will find full answers to these exercises online at: [www.cambridge.org/elt/ess/ObjFirstTips](http://www.cambridge.org/elt/ess/ObjFirstTips).

Good luck with your writing for *Cambridge English: First*!

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Our authors study the Corpus to see how English is really used, and to identify typical learner mistakes. This means that Cambridge materials help students to avoid mistakes, and you can be confident the language taught is useful, natural and fully up to date.  
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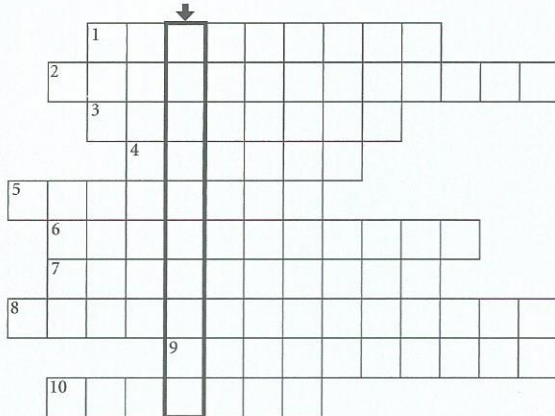
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# 1

## Check your spelling of nouns.

Here are some common spelling mistakes that Spanish-speaking learners have made at *First*. Use a dictionary to write the correctly spelled nouns in the grid and reveal another commonly mis-spelled word.



- |                |                  |
|----------------|------------------|
| 1 situation    | 6 oportunity     |
| 2 advertisment | 7 voleyball      |
| 3 occassion    | 8 responsability |
| 4 choise       | 9 goverment      |
| 5 bussiness    | 10 bycicle       |

# 2

## Write longer sentences by joining ideas together.

Choose the best joining word for these sentences written by past Spanish-speaking *First* candidates. Use each word once only (one word is not needed).

if because but or when whether

- Must I take cash ..... can I use credit cards?
- I would like to apologise ..... I broke a beautiful vase that was on your TV.
- I had the most spectacular birthday ..... I was 18.
- Another thing I would like to know is ..... the rooms have showers or not.
- All the lights were on ..... I couldn't see anyone.

# 3

## Improve your writing by attempting longer and more complex sentences.

Read this good Part 2 review written by a Spanish-speaking *First* candidate, together with the examiner's comments. Then find examples of a relative clause, a passive form and a present perfect tense in the opening paragraph.

### THE SILENCE OF THE LAMBS

"The Silence of the Lambs" is one of the best thrillers ever made. The film is set in the USA, where a serial killer called Buffalo Bill has already killed five women. However, the FBI does not know how to catch Buffalo Bill, so an agent called Clarice Starling is sent to interview the cannibal serial killer Hannibal Lecter and to ask him for help. Lecter agrees, but he requests some privileges as a reward, which allows him to escape. Buffalo Bill is eventually captured, but an even more terrible man has broken free.

The plot is quite simple and easy to follow, and the thrilling scenes are wonderful. Anthony Hopkins plays Hannibal Lecter and Jodie Foster stars as Clarice Starling. The special effects are very impressive for such an old film (it is from the early nineties). However, the photography is worse than expected, mainly because not the best places of Massachusetts and Ohio were chosen as filming places.

I found it very exciting because not only the final scene but the whole film is thrilling - even the interview - and this is the most important thing for a thriller. I think that other people will like it both for the plot and for the starring actors - it is almost sure that you will be afraid of Mr Hopkins after this film! In conclusion, a masterpiece.

### Examiner's comments

A well-written and informative review:

- ✓ accurate complex sentences.
- ✓ good use of passive forms.
- ✓ some range of tenses.
- ✓ relevant vocabulary.
- ✓ well-organised with a clear conclusion.
- ✗ some over-use of 'thriller' and 'thrilling'.



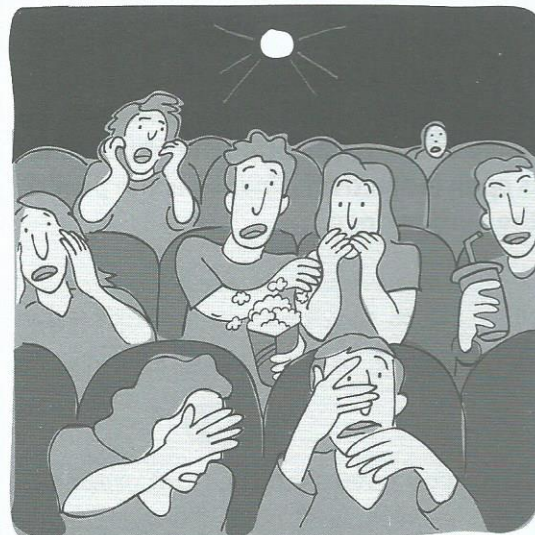
# 4

## Revise useful vocabulary for a film review.

Replace the underlined words in the review in tip 3 with five of the words below. Then match the remaining words to their definitions (1–5).

cast	classic	ending	filming	lead (adj)
locations	role	script	soundtrack	terrifying (adj)

- 1 the music used in a film
- 2 all the actors who appear in a film
- 3 an actor's part in a film
- 4 the words written for a film and spoken by its actors
- 5 a very good film that has been popular for a long time



# 5

## Remember to bring your piece of writing to a definite end, as the candidate did in tip 3.

It is common to include a recommendation at the end of a positive review. Use some of the words from tip 4 to do this, recommending your favourite film.

This remarkable film has much to recommend it, including ...

# 6

## Use a variety of adverbs in your writing to add interest.

Find fourteen adverbs in the word square below. Choose eight of them to include in the sentences (more than one answer may be possible). Look at the position of the adverbs in each sentence.

O	C	A	L	M	L	Y	K	T	A	H	W
S	T	R	A	N	G	E	L	Y	F	E	O
U	T	P	U	R	E	L	Y	N	O	A	N
D	R	R	M	X	I	O	F	G	R	V	D
D	H	O	R	R	I	B	L	Y	T	I	E
E	Q	U	I	C	K	L	Y	T	U	L	R
N	F	D	S	R	W	E	L	L	N	Y	F
L	R	L	O	E	T	O	H	F	A	N	U
Y	O	Y	R	A	O	O	T	F	T	A	L
D	E	E	P	L	Y	M	I	D	E	G	L
X	O	N	I	L	E	A	S	I	L	Y	Y
T	R	U	L	Y	S	A	D	L	Y	P	N

- 1 The Hotel Astrid closed last year but ..... we found the Riverside Hotel and stayed there.
- 2 Then, as ..... as they had gone out, the lights came on again.
- 3 It was raining ..... and my brother and I had to go to the airport to pick up our parents.
- 4 I was going out with the most gorgeous guy and I was ..... in love with him.
- 5 ..... enough, the man was from the same village as Maria.
- 6 We have developed such an instinct for shopping that we can ..... say that we are kings of the urban jungle.
- 7 Ed Wood, dubbed the worst film director of all time, is played ..... by Johnny Depp.
- 8 He seemed to be physically ok but he was ..... shocked.



7



Be careful when talking about the opening and closing times of shops, museums, etc. The opposite of *closed* (adjective) is *open* (adjective). *Opened* is the past tense of the verb *to open*.

*Shops should be open 24 hours a day.*  
NOT: *Shops should be opened 24 hours a day.*

8

### Check you have used the right preposition.

Use a dictionary to check and correct any prepositional errors in these sentences (two sentences are correct).

- 1 After the beautiful ten days I spent in the island I returned to Santiago.  
.....
- 2 In fact, it was easier to me to search for the information on the internet.  
.....
- 3 To sum up, I prefer going by bicycle to going by car.  
.....
- 4 I am writing to you because I am interested on the advertisement I saw on a college noticeboard.  
.....
- 5 At the first couple of hours everything was very exciting.  
.....
- 6 I hope you are having fun in your holidays?  
.....
- 7 It might be interesting for you to hear about some things that happened in this time.  
.....
- 8 People around the world are more aware of environmental problems nowadays.  
.....
- 9 My job was to leave leaflets on shops and restaurants.  
.....
- 10 Referring about sports, I would like to choose swimming and basketball.  
.....

9

Think about the endings of certain adjectives. Adjectives ending in *-al* are often confused with related words, some of which are actually nouns, for example *educational* (adjective) and *education* (noun).

Circle the correct word in these phrases.

- 1 the *historic* / *historical* city centre of Guadalajara
- 2 a *historic* / *historical* novel set in the 19th century
- 3 *classic* / *classical* ballet
- 4 a *classic* / *classical* 1970s car
- 5 *music* / *musical* instruments
- 6 *education* / *educational* benefits

10

### Be careful with 'false friends' – words that are confused with similar words in Spanish.

Here are some common mistakes that past Spanish-speaking candidates have made. Replace the 'false friends' and rewrite the sentences correctly, making any other changes that are necessary.

- 1 A good book can make you feel that you are there with the characters, inside the history.  
.....
- 2 Let me know if you want me to assist an interview for the job.  
.....
- 3 If we worked there, we could get some important discounts on books and CDs.  
.....
- 4 It was a great notice for me to learn that you are coming here for a week.  
.....
- 5 The show started later than I expected and I was getting nervous because I dislike lateness.  
.....
- 6 My tennis professor has gone off to Brazil without saying anything.  
.....
- 7 Most museums do not have a booklet giving good explanations of the pieces exposed.  
.....
- 8 In many zoos the animals are kept in small jails, which is very harmful.  
.....



**Make your writing as interesting and descriptive as you can.**

Read this interesting Part 2 article written by a past Spanish-speaking candidate. Correct any mistakes in the article and then match the underlined words with either an adjective or a verb from the boxes.

### MY IDEAL PET - THE GERBIL

I would like to tell you about the gerbil. A gerbil is like a hamster but it has a long tail which has not got hair. Another difference is that a hamster lives alone whereas a gerbil is a friendly creature and prefers to live with others.

I am going to tell you why I consider the gerbil an ideal pet. Firstly: they are very cleaned, you wouldn't be worried about this. Secondly: they don't eat a lot. You can give them bread, milk, and all kinds of fruit and vegetables like grapes, banana, tomato. Thirdly: it is such an amusing pet. If you have a baby or a young child, they can play with the gerbil because it is not dangerous and children will enjoy it very much. Finally, the gerbil is cheaper than any other pet.

Afterwards, I would like to give you some important advices about how to look after your gerbil.

1 If I were you I would buy a big cage in order to give the gerbil enough place to run.

2 Gerbils hate water. A famous scientist advised me that gerbil should never be cleaned with water.

I suggest you should buy "Nature" magazine, which will give you more advices about how you should take care of your gerbil.

### Examiner's comments

A good article because of:

- ✓ an informative style.
- ✓ evidence of some range of vocabulary (but over-use of the verb 'give').
- ✓ a variety of structures, including good use of conditional: *if I were you...*
- ✓ clear organisation and linking.
- ✓ fairly good control (most errors are minor).

### ADJECTIVES

entertaining

perfect

huge

sociable

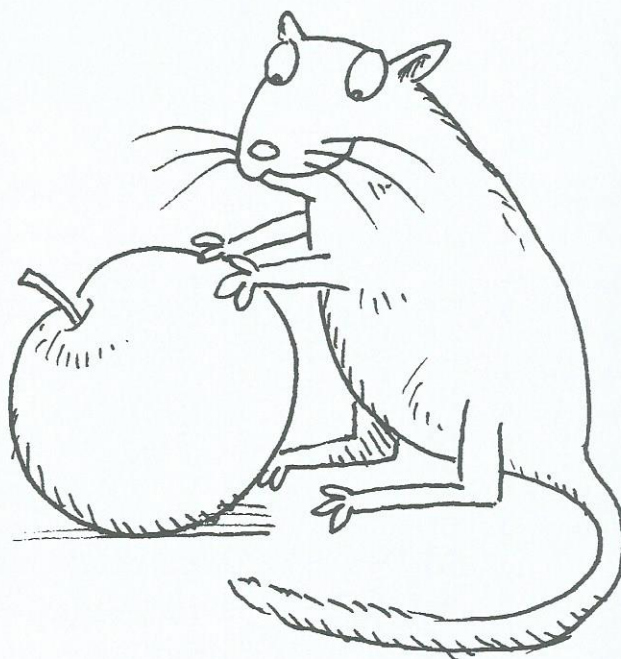
valuable

### VERBS

allow

feed

offer



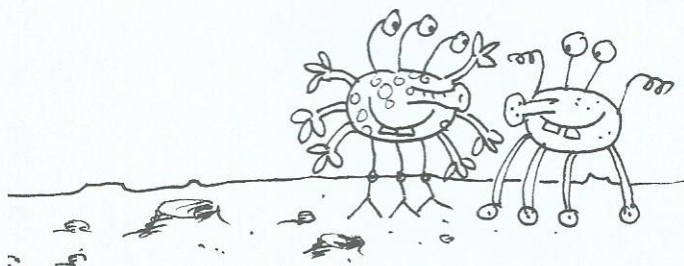
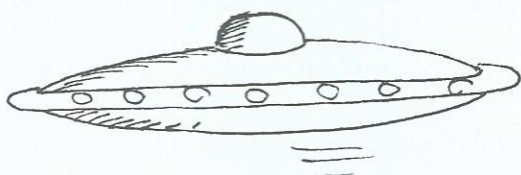


12

Check your use of 'quantifiers' – words such as *another, some, many* and *every*.

Replace the underlined words in these sentences with the correct word or phrase.

- 1 I know much about first aid, so there won't be a problem if someone gets hurt.  
.....
- 2 Finally I would like to ask you if I need a special clothes?  
.....
- 3 Although I have some savings, I can only afford a short holiday each two years.  
.....
- 4 How many money do you think I will need for those two weeks?  
.....
- 5 Children usually spend lot of time playing video games.  
.....
- 6 When I used the Student Tourist Guidebook any information was incorrect.  
.....
- 7 I can cook it in only some minutes using a microwave oven.  
.....
- 8 It was a UFO and I finally realised they were from other planet.  
.....



13

Practise letter writing and don't waste time in the exam including postal addresses in a letter, as these aren't needed.

Correct the mistakes in the letter openings below written by past Spanish-speaking *First* candidates. Which is the most formal in style? Circle A, B or C.

A

Dear Kim  
Sorry for not having written you in the last month. You know that I'm a little bit lazy, but the main reason for not writting you has been the accumulation of exams during this month.

B

Dear Mr Thomas,  
I am a young and enthusiastic guy who is very interested in the job you offer in the weekly magazine of the "Mirror". I am in the third course of tourism and also in an English school. I believe the job really suits me because I have got all the recurements you ask for. Apart of English I can speak Spanish and French fluently and I understand quiet good Italian.

C

Dear Robert,  
How are you? I suppose you're right because you have just started your holiday, haven't you? Thanks very much for your last letter, it was very funny. To tell the truth I don't have any good answer for the question you wrote in your letter. In fact, we don't talk very much about rules here. At school, there are some rules but in my opinion they aren't very strick.

14



Be careful when spelling words with double consonants, especially where there is a similar word in Spanish.

accommodation  
NOT: ~~aeomodation~~



15

Remember to use a suitable closing expression when writing a letter.

Write *F* (formal) or *I* (informal) beside these expressions.

- 1 Yours faithfully .....
- 2 Lots of love .....
- 3 Hugs and kisses .....
- 4 Warmest wishes .....
- 5 Yours sincerely .....

16

Check that you haven't missed out a preposition after a verb.

Decide which preposition is missing from each of these sentences and show where it should go. Which preposition is most commonly omitted?

- 1 I would like to ask you my £20 back.  
.....
- 2 It was great to hear you.  
.....
- 3 I will be waiting your answer.  
.....
- 4 When we arrived in Spain, we had to explain our parents about our adventure.  
.....
- 5 I have to thank you the letter you sent me.  
.....
- 6 I'd like to find a job in London to pay my stay there.  
.....
- 7 People can keep fit and healthy if they really want.  
.....
- 8 What do we mean when we talk being 'rich and famous'?  
.....

17

Check phrases containing the word *sports*.

Tick (✓) all the nouns below that make a phrase when put after the word *sports*.

- |                |                          |              |                          |
|----------------|--------------------------|--------------|--------------------------|
| 1 activities   | <input type="checkbox"/> | 6 field      | <input type="checkbox"/> |
| 2 centre       | <input type="checkbox"/> | 7 instructor | <input type="checkbox"/> |
| 3 competitions | <input type="checkbox"/> | 8 line       | <input type="checkbox"/> |
| 4 day          | <input type="checkbox"/> | 9 star       | <input type="checkbox"/> |
| 5 facilities   | <input type="checkbox"/> | 10 way       | <input type="checkbox"/> |



Be careful not to leave off the letter 's' in certain phrases.

*sports facilities*  
NOT: ~~sport~~ facilities

18



Be careful to spell words with the prefix *dis-* correctly.

*I disagree with the article.*  
NOT: I ~~desagree~~ with the article.

*There are a lot of disadvantages.*  
NOT: There are a lot of ~~desadvantages~~.

19

Try to avoid using the word *beautiful* all the time – there are many other adjectives you can use in English.

Use a dictionary to check the meanings of the adjectives below and tick (✓) the ones that mean the same or almost the same as *beautiful*.

- |              |                          |               |                          |
|--------------|--------------------------|---------------|--------------------------|
| 1 attractive | <input type="checkbox"/> | 6 magnificent | <input type="checkbox"/> |
| 2 delightful | <input type="checkbox"/> | 7 plain       | <input type="checkbox"/> |
| 3 funny      | <input type="checkbox"/> | 8 splendid    | <input type="checkbox"/> |
| 4 gorgeous   | <input type="checkbox"/> | 9 stunning    | <input type="checkbox"/> |
| 5 lovely     | <input type="checkbox"/> | 10 ugly       | <input type="checkbox"/> |





**Practise answering exam questions requiring a report.**

Read this report written by a Spanish-speaking *First* candidate. Correct the few underlined mistakes. Then divide the answer into three paragraphs and add a final sentence as a conclusion.

### Report on the purchase of English videos

I have been informed that this school has the intention to allocate some resources on the enhancement of its video-library catalogue with the acquisition of some videos for the use of EFL students. After being asked to write a report on this issue, I would like to suggest to buy films, as I think this is the most enjoyable way to learn English. Since most films are American and we are interested in the teaching of British English, we should be careful when choosing them. So, I would like you to consider the buying of some English comedies, like those Ealing Studios did in the late forties and the fifties. We may find very good actors playing them, and humorous plots that will make students follow these films without getting bored. My personal experience should be added to the arguments in their favour, as I enjoyed watching them wile improving my listening abilities.

.....

.....

.....

.....

.....

.....

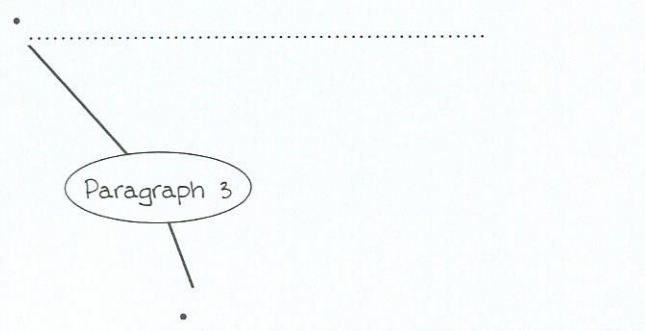
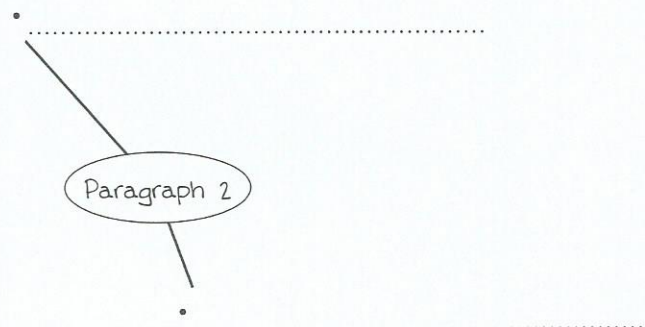
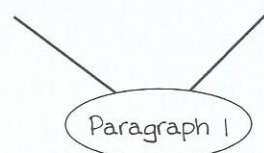
.....

.....

**In the exam make a paragraph plan before you start writing your answer. Then write your answer clearly and always leave a line between paragraphs.**

Look at the start of a paragraph plan below for the answer in tip 20. Complete the plan for the remaining two paragraphs in the answer.

- Introduction - reason for writing report
- Suggestion to buy films



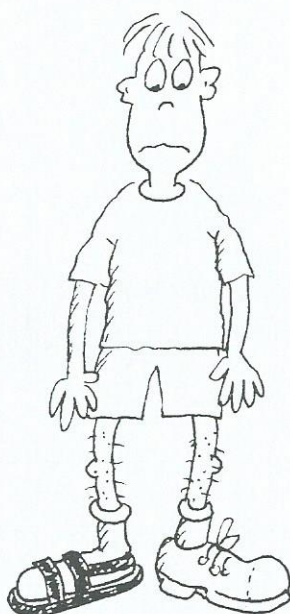


22

**Remember that some verbs have irregular forms.**

Make any corrections necessary to the verbs in these sentences (one sentence is correct).

- 1 The dates you have choosen are perfect.  
.....
- 2 I buyed the computer in a small shop in my town.  
.....
- 3 Maybe the money should be spended on building a new library.  
.....
- 4 When I was a child, my uncle teached me all about this area.  
.....
- 5 She accepted and I payed her a lot of money.  
.....
- 6 I finded a new place, where there are special rates for students.  
.....
- 7 There lied Mrs Connors, in a pool of blood.  
.....
- 8 Finally I waked up and to my surprise it was all a dream.  
.....
- 9 We didn't finish the race because Mireia felled off her bike.  
.....
- 10 I was so nervous that I put on two different shoes.  
.....



23

**Check your use of capital letters. Remember that days of the week, months, languages and nationalities always start with a capital.**

Write out these nationalities, starting with the capital letter shown.

- 1 us g P t o e u r e .....
- 2 z a B i a l r i n .....
- 3 h r c F n e .....
- 4 d w h i S e s .....
- 5 s a n p e J a e .....

24

**Check the tenses you use in conditional sentences.**

Correct any inaccurate tenses in these sentences (two sentences are correct).

- 1 I would also be pleased if you can tell me about the other activities.  
.....
- 2 If you get lost somebody could find you.  
.....
- 3 Unless you take a holiday you'll have a lot of problems with your health.  
.....
- 4 It would be great if you add this hotel in your next edition.  
.....
- 5 This would not end unless the city traffic department starts to control the number of vehicles.  
.....
- 6 If I'd known how good it was I would have invited you.  
.....
- 7 If I were you, I'll choose the more expensive one.  
.....
- 8 I will not remain silent about the matter unless you gave me my money back.  
.....



25



Be careful to spell words with 'silent' letters correctly.

environment      which  
NOT: ~~enviroment~~      NOT: ~~wieh~~

26

Try to be ambitious! Use a range of vocabulary – especially different adjectives.

Choose from the adjectives in the box below to complete the essay (more than one answer may be possible).

important	above-mentioned	beautiful
challenging	convenient	different
modern	negative	previous
practical	spacious	suitable

Is it better to live in a flat, a <sup>1</sup> ..... house or an old house? This is a really <sup>2</sup> ..... question. In my opinion, each one of the <sup>3</sup> ..... possibilities has something positive about it, but also something <sup>4</sup> ..... There are many <sup>5</sup> ..... aspects to consider.

First of all, I have to say that I have always lived in a big old house with a <sup>6</sup> ..... garden. So, considering my <sup>7</sup> ..... experience, I would prefer this kind of house. Obviously, living in a flat is very <sup>8</sup> ..... and more <sup>9</sup> ..... if you live alone. However, if you have a family, it is better to live in a <sup>10</sup> ..... house, whether it is old or new.

To sum up, the most <sup>11</sup> ..... thing to consider when choosing where you will live is that the place has to be the most <sup>12</sup> ..... one for your way of life.

27

Remember that some nouns are uncountable and never have an 's' on the end.

Correct any noun errors in these sentences and also make any other corrections necessary (one sentence is correct).

- The place is very dirty and full of rubbish and pieces of glasses.
- I helped them to set up the sound equipments.
- It would help me to widen my knowledges of different kinds of food.
- You usually have to pay for the parkings.
- Children can do their homeworks on the computer at home.
- I have not received any news from you since last summer.
- Here are some advices, which I think will be helpful.
- However, there are some informations about Lampton that are incorrect.

28



Don't forget to write the 's' in Yours when writing closing expressions in a letter.

Yours sincerely      Yours faithfully  
NOT: ~~Yours~~ sincerely      NOT: ~~Yours~~ faithfully



**Remember to write in the same style throughout an article or essay. If you are writing a formal letter, don't use informal language.**

Underline any informal language in this letter of complaint and on a separate piece of paper rewrite the letter using the correct formal style (a sample answer is given at the back of the book).

*Dear Sir*

*I recently stayed at your hotel for two nights and had a very unsatisfactory time there. My room was kind of small and it had no windows at all. Well, this is completely unacceptable! Surely you would agree that it is essential to have natural light, even in a hotel room.*

*Furthermore, the hotel breakfast was really disgusting. The coffee wasn't warm enough to drink and it tasted awful. On top of that, there was no fresh fruit and the bread rolls were so old they were like bricks.*

*On paying the final bill, I found I had been charged more than the quoted rate for the room. However, when I queried this, your staff refused to alter the bill. Your hotel messed up big time and I am therefore writing to you to request a partial refund.*

*I look forward to hearing from you without delay.*

*Love*

*Archibald Grimethorpe*





30

**Before answering a Part 1 essay question, plan your answer and make notes.**

Read this Part 1 task and look at the paragraph plan. Do you agree with the ideas in the notes? What is your own point of view?

A sample answer to this task is given on page 32.

In your English class you have been talking about museums. 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.

Museums no longer have an important role in this digital age. Do you agree?

**Notes:** Write about:

- 1 what role museums had in the past
- 2 how to find out about history online
- 3 ...why museums are still important... (your own idea)

**Paragraph plan:**

- 1 Introduce the subject of the essay
- 2 Discuss the role of museums in the past  
*Provided an educational role*  
*Opportunity to see rare objects*
- 3 Describe ways of finding out about history on the Internet  
*Use a search engine to get information*  
*Look at video clips about ancient buildings*
- 4 Explain why museums remain important  
*Better to see real objects*  
*More reliable as staff are experts*  
*Form of leisure entertainment*

31

**Use the right linking word in sentences.**

Use a dictionary to help you choose the best alternative from the words in these sentences below.

- 1 I was also wondering *if / whether* the meals are included in the offer.
- 2 *Even if / Even though* it is a small town, there are many cinemas, bars, and clubs.
- 3 The date of the trip could be between 15 *and / or* 22 February.

- 4 A play is successful *since / if* it shows the audience something about life.
- 5 I wouldn't change anything in my home life *neither / or* in my school life.
- 6 Daniel's brother went travelling *despite / because* having little money.

32

**Check the prefixes you use in word formation.**

Add a negative prefix to each of these words, choosing from the ones in the box.

dis-    im-    in-    ir-    un-

- |                    |                     |
|--------------------|---------------------|
| 1 ..... advantage  | 6 ..... successful  |
| 2 ..... expensive  | 7 ..... regularly   |
| 3 ..... frequently | 8 ..... responsible |
| 4 ..... honest     | 9 ..... fortunately |
| 5 ..... patient    | 10 ..... agree      |

33

**Remember to check whether double consonants are needed or not. Many English words include double consonants, for example *difference*.**

Use a dictionary to correct any spelling mistakes below (one word is correctly spelled).

- |                   |                 |
|-------------------|-----------------|
| 1 exaggerate      | 5 beginning     |
| 2 reppresentation | 6 writter       |
| 3 embarased       | 7 oportunity    |
| 4 biggest         | 8 proffessional |

34



**Remember the correct uses of the verbs *say* and *tell*. Many candidates use the verb *say*, when they should use *tell*.**

*The nurse told me that I was in hospital.*

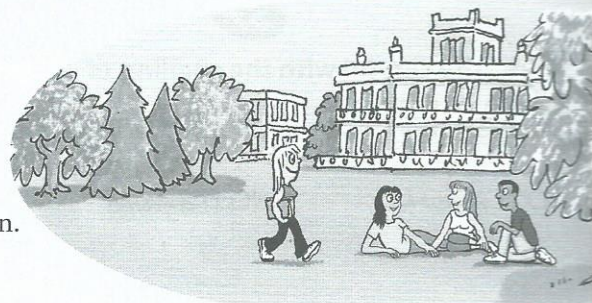
NOT: *The nurse said me that I was in hospital.*



### Revise common verb-noun collocations.

Circle the correct verb in these sentences to make the correct collocation.

- 1 While you are with them you could *have* / *spend* some good fun.
- 2 If you *ride* / *drive* your bicycle, you can work out too.
- 3 Why are you *doing* / *making* such a big effort to get money?
- 4 Many technological advances are being *done* / *made* about which we still remain sceptical.
- 5 If you *make* / *have* a mistake it is easy to correct it.
- 6 We *took* / *made* a boat trip down the river.
- 7 I couldn't *talk* / *speak* English so I just answered yes or no.
- 8 First, I must tell you that I *made* / *did* some new arrangements.
- 9 I *watched* / *looked* out of the window and saw a group of lights in the sky.
- 10 I saw your club *announced* / *advertised* in the newspaper.



### Make sure you start each answer well, as a positive first impression is very important.

Match the task types (1–5) with their openings (A–E), written by Spanish-speaking First candidates. Then read the examiner's comments and decide which comment (a–e) goes with which opening.

- 1 article
- 2 essay
- 3 informal letter
- 4 letter of application
- 5 report

A

*This is a very controversial issue, which does not have an easy solution. It is often said that professional footballers earn an enormous amount of money, more than they should. However, it is also the case that some of them do not get paid that much, and have to give up playing football to avoid bankruptcy.*

B

*In order to prepare this document, I spoke with students, teachers and staff of this school. Most of them agree that a reception area has to be a nice, open space, where students and visitors can meet without disturbing other people and the staff working there.*

C

Hi Kim

*You are never going to believe what I did last month! I was walking with my sister in London, when suddenly a man stopped us saying that he was looking for people to help in a concert. Luis Miguel was doing the concert and he is my favorite singer.*

D

*Can you afford to go to the cinema every week? Would you like to be able to buy that pair of shoes you saw recently? Here are some ideas of the best ways for young people to earn a bit of money.*

E

Dear Mrs Ashby,

*I am writing in response to your advertisement about weekend work in your café. You might be interested in hearing that I am 24 years old and have just finished a chef's course.*

### Examiner's comments

A very good opening because:

- a) ✓ it starts in a lively way by asking questions to get the reader's attention and interest.
- b) ✓ it makes early reference to the advertisement and uses a modal verb effectively.
- c) ✓ it introduces the topic in a general way, presenting both sides of the argument.
- d) ✓ it uses a friendly tone and shows good control of a long and complex sentence.
- e) ✓ it gives relevant background information and states in general terms what people would like to have.



37



Be careful with the spelling of words ending in -t.

important  
NOT: ~~importan~~

against  
NOT: ~~agains~~

38

Use adverbs in a Part 1 essay to strengthen your ideas.

Choose the correct adverb in these sentences written by Spanish-speaking candidates.

- 1 If celebrities are always in the news, it is *highly* / *obviously* because we love following their lives.
- 2 It's quite difficult to find the answer to this question but *honestly* / *ideally*, I think people enjoy visiting museums.
- 3 *Absolutely* / *Actually*, we can now cure illnesses that were very dangerous before.
- 4 If we *genuinely* / *surely* want to protect the environment, we should think before we act.
- 5 Publishers don't pay enough attention to new writers and *consequently* / *entirely* the quality of their books is poor.
- 6 To begin with, I *apparently* / *strongly* believe that animals should exist in their own habitats rather than behind bars.

39

Check your spelling of plural nouns. Remember that some words ending in -y change to -ies.

Correct the spelling of the nouns in these phrases.

- 1 from other countrys .....
- 2 young childrens .....
- 3 under her feets .....
- 4 part of our lifes .....
- 5 my favourite hobbys .....
- 6 churchs and castles .....
- 7 outdoor activitis .....
- 8 the same oportunities .....

40

Check the word order in direct and indirect questions.

Correct the word order in the sentences below in the way shown (one sentence is correct).

Example: Please let me know what is the climate like.

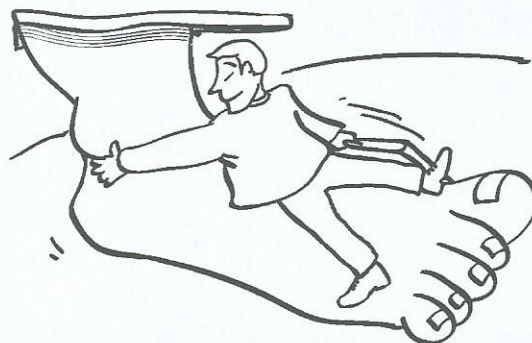
- 1 I want to know how busy is it in July.  
.....
- 2 Where I am going to live, with a family or in a flat?  
.....
- 3 I would like to know how many hours have I to work at the weekend?  
.....
- 4 Could you tell me when is the starting date for the job?  
.....
- 5 Do you think you could tell me how long the course is and what is it about?  
.....
- 6 Please tell me how much was it or at least where can I get a new one.  
.....
- 7 Could you tell me how much is the payment for this job?  
.....
- 8 Why don't you come on Wednesday morning?  
.....

41



Remember that we say *by train*, *by bus*, *by car*, but we don't say *by foot*.

*I travelled to work on foot.*  
NOT: *I travelled to work by foot.*





### Make your writing clear and informative when writing a report.

Look at this Part 2 report written by a past Spanish-speaking candidate, which is a very good answer. Read the examiner's comments and then correct the underlined mistakes in grammar.

#### Report on: Public Transport

##### 1. Introduction

The aim of this report is to summarize the different ways how you can travel from one place to another by public transport.

##### 2. Buses

You have the chance to travel by bus. This means of transport is not expensive and there are a lot of different lines of buses covering the whole city. On the other hand, if there is traffic jam, it can take you a lot of time to get to the place that you go to.

##### 3. Trains

This public transport is more cheaper and faster than the bus. The main disadvantage is that it is not very safe.

##### 4. Subway

The subway is the way to get to the place more quickly. It is safe and it is not so expensive too. A lot of workers use it, so you do not get worry about the people whose travel in it.

In conclusion, you have many ways to travel. You only have to choose the best way depending on the situation.

#### Examiner's comments

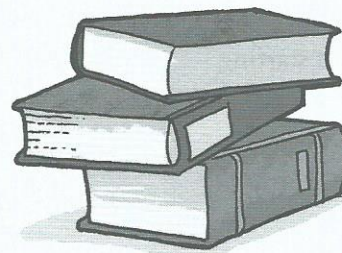
A good report because of:

- ✓ clear organisation and layout.
- ✓ information about both the advantages and disadvantages.
- ✓ a range of relevant vocabulary such as 'means of transport' and 'traffic jam'.
- ✓ a reasonable conclusion.
- ✓ fairly good control (but a few basic grammar errors).

Don't worry if you are unsure of the spelling of a more difficult word. It is better to use a wider range of language in the exam, even if it is not always accurate.

Read these five phrases from the report in tip 42. Then use a dictionary to change them into phrases with a similar meaning or use.

- 1 The aim of this report → .....
- 2 On the other hand → .....
- 3 The main disadvantage → .....
- 4 In conclusion → .....
- 5 Depending on → .....





44

**Make sure the word order is correct in all your sentences.**

Correct the word order in the sentences below.

- 1 She went every single day there, waiting for him.  
.....
- 2 Thanks, I never have won any prizes at all.  
.....
- 3 Only we need to worry about this important point.  
.....
- 4 I accept that computers make easier our daily tasks.  
.....
- 5 As a result of that, everyone called me the blue little duck.  
.....
- 6 Although no sailing experience is needed, I know very well the activity.  
.....
- 7 I enjoy so much fashion that I have started to study fashion design.  
.....
- 8 Sometimes you can earn money enough from those kinds of jobs.  
.....

45

**Check word order in noun phrases.**

Rewrite these phrases so that they sound natural.

**Example:** a course of computer management  
a computer management course

- 1 a Chinese precious vase  
.....
- 2 the lights of the stage  
.....
- 3 the bus number 50  
.....
- 4 the room of her daughter  
.....
- 5 the time of starting  
.....

46

**Think about whether you need to use an -ing form or a to + infinitive following a verb.**

Underline any errors in these sentences and then rewrite the sentences correctly (three sentences are correct).

- 1 You will never regret to work like that in the summer.  
.....
- 2 I hope to receive your reply soon.  
.....
- 3 Would you mind to give me your email address?  
.....
- 4 I suggest to shorten your working hours.  
.....
- 5 We have always loved sleeping in tents.  
.....
- 6 The restaurant where I had decided having supper was closed.  
.....
- 7 I also recommend to provide this area with maps showing the whole school.  
.....
- 8 I really enjoy having the whole family together for a good picnic.  
.....





47



**Check your use of reflexive pronouns and remember that you must write one word not two.**

*I started to ask myself some questions.*  
NOT: *I started to ask ~~me~~ some questions.*

*Can you imagine yourself there, canoeing?*  
NOT: *Can you imagine ~~your~~ self there, canoeing?*

48

**Remember to use the correct prepositions of time.**

Complete the exercise below with *at*, *in* or *on*.

- |                    |                     |
|--------------------|---------------------|
| 1 ..... Saturday   | 5 ..... 10.15       |
| 2 ..... 1953       | 6 ..... July        |
| 3 ..... night      | 7 ..... Christmas   |
| 4 ..... the summer | 8 ..... my birthday |

49

**Check agreement in noun phrases.**

Make corrections where necessary to the nouns in these phrases below (one is correct).

- |                              |       |
|------------------------------|-------|
| 1 all kind of information    | ..... |
| 2 one of my friend           | ..... |
| 3 for two reason             | ..... |
| 4 every days                 | ..... |
| 5 after a few second         | ..... |
| 6 different sorts of animals | ..... |
| 7 one or two year            | ..... |
| 8 a lot of aspect            | ..... |
| 9 millions of other thing    | ..... |
| 10 ten woman                 | ..... |

50



**Remember that *whose* should be used for things as well as people in relative clauses.**

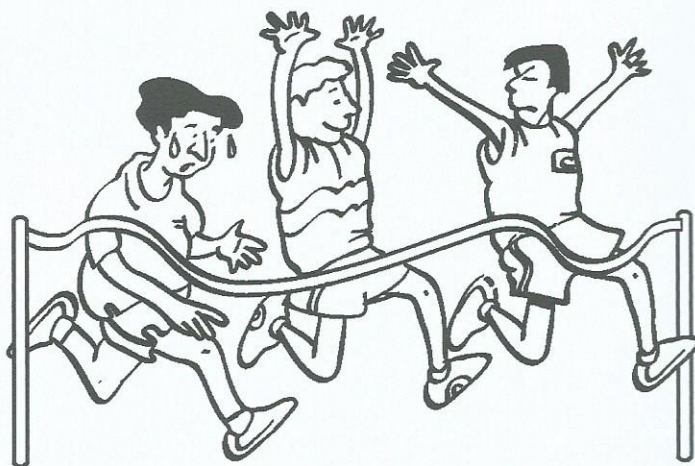
*The cottage is in a forest, whose trees are the tallest I have ever seen.*  
NOT: *The cottage is in a forest, which trees are the tallest I have ever seen.*

51

**Think carefully about the spelling of words with 'th' in them.**

Sort the jumbled words in the list below, using the clues to help you.

- 1 l y l f t a i h u f (used at the end of a formal letter)  
.....
- 2 e t g o h t r e (an adverb meaning 'with someone')  
.....
- 3 h s g t e t n r (the noun related to *strong*)  
.....
- 4 w h i t (a preposition)  
.....
- 5 h r g o t u h (another preposition)  
.....
- 6 l e a h s t i c t (sports which include running)  
.....





52



**Remember that the third person singular of the present simple is different in form.**

*This report includes the opinions of various students.*

NOT: *This report ~~include~~ the opinions of various students.*

*The TV man hasn't been here.*

NOT: *The TV man ~~hasen't~~ been here.*

53

**Be careful to check for any missing punctuation in your writing.**

Add any missing punctuation that is necessary in these sentences.

- 1 Its a good idea because there are many things to do here.  
.....
- 2 I would like to ask you for toiletries like for example, shampoo, soap, etc.  
.....
- 3 I am a 16 year old boy from Argentina.  
.....
- 4 The school could buy some up to date furniture.  
.....
- 5 My father asked me 'What would you prefer a holiday in the mountains or on the coast'  
.....
- 6 Next week I will send you the money don't worry I wont forget.  
.....
- 7 I think that noone is able to do this.  
.....
- 8 It was hard to get used to the new university the people and the place.  
.....



54

**Try to use phrasal verbs in informal writing.**

Find thirteen phrasal verbs in this word square. Match them to the meanings below.

B	R	U	S	H	U	P	O	N	A	G	E
C	U	T	D	O	W	N	L	Y	F	E	P
A	N	P	B	R	E	A	K	U	P	T	U
T	O	R	U	X	I	O	F	S	R	O	T
C	U	O	T	R	I	B	L	E	T	N	U
H	T	U	T	C	H	L	E	T	U	W	P
U	O	D	I	H	A	N	G	O	N	I	W
P	F	I	N	I	S	H	O	F	F	T	I
O	O	T	R	A	N	O	T	F	T	H	T
N	E	E	G	O	T	H	R	O	U	G	H
X	G	E	T	T	O	G	E	T	H	E	R
T	B	A	C	K	D	O	W	N	E	P	N

Example: revise ..... *brush up on* .....

- 1 have a friendly relationship  
.....
- 2 tolerate or accept something unpleasant  
.....
- 3 complete  
.....
- 4 start a journey  
.....
- 5 do something that you didn't have time to do earlier  
.....
- 6 examine or read carefully  
.....
- 7 interrupt  
.....
- 8 have no more left  
.....
- 9 meet  
.....
- 10 admit that you are wrong  
.....
- 11 reduce  
.....
- 12 end a relationship  
.....
- 13 wait for a short while  
.....



**Remember to use consistently formal language in a Part 2 letter of application.**

Read this letter of application written by a past Spanish-speaking candidate, together with the examiner's comments. Rewrite the underlined parts of the letter in a more formal style. Then add another 50 words of your own. You can use the useful language from the box below.

General	<i>particularly interested in</i> <i>would like to be involved in</i> <i>am passionate about</i> <i>consider myself good at</i>
Language ability	<i>a moderate amount of</i> <i>some basic phrases in</i> <i>fairly good</i>
Knowledge	<i>have an interest in</i> <i>support</i> <i>have extensive knowledge of</i> <i>am an experienced ...</i>
Teamwork	<i>friendly</i> <i>cheerful</i> <i>have stamina</i> <i>good communicator</i>

Dear Competition Director

First of all, let me introduce myself. My name is Lorenza Sanchez, I am sixteen years old, and I am Mexican. I have lived here in England for 5 years now, so I speak English very well, as well as Spanish, and a little bit of French.

I am really interested in working with you in The Sports Competition this coming March. Why I think I'll be good at it? First of all, I really like sports, and since my father and brother are major fans, I know a lot about soccer, football, tennis and car racing.

I also love to work with people from different countries because I really enjoy learning about other cultures.

Please consider my application, I promise I will not let you down.

Yours truly

### Examiner's comments

A reasonable application showing good control, but which:

- X is too informal at times.
- X has not used the director's name from the advertisement.
- X would benefit from a greater variety of linkers.
- X could contain more ideas, especially in the third paragraph.
- X needs to show a wider range of vocabulary and structures.
- X makes some mistakes in the use of commas.

**Check for any missing pronouns in your writing.**

Write in the missing word in each of the sentences below.

- I think ..... is the best place to go if you want to meet local people.
- As I see ....., we can't live without our cars.
- I want you to give ..... our money back.
- I cannot bear ..... when somebody says something and then does just the opposite!
- It's a long time since we last saw ..... other.
- ..... all started when Pat wanted to have the party at Matt's house.
- I would like to travel in July because ..... is the only month I have holidays in.
- I'm writing to thank ..... for those wonderful days we spent in your house.



57



Revise the correct uses of the verb *let*.

*I'd like you to let me buy something similar.*

NOT: *I'd like you ~~let~~ me buy something similar.*

*I cannot let them play in the living room.*

NOT: *I cannot let them ~~to play~~ in the living room.*

58

Check your writing for missing articles.

Read the sentences below and decide which missing article fits in all of them.

- 1 Do I need ..... passport to travel?
- 2 It could be ..... great opportunity.
- 3 Sleeping in ..... tent is much more exciting.
- 4 I go for ..... long walk every morning.
- 5 That will be ..... waste of time.
- 6 I spent ..... few days there last time.

59

Remember to work out approximately how many words you have written for each answer. It is better to write more words than not enough!

60

Be careful with words that sound the same but are spelled differently.

Circle the correct word in each of these sentences.

- 1 Laura's father dedicates his *hole* / *whole* life to boxing.
- 2 We decided to *buy* / *by* her a very beautiful ring.
- 3 Follow this *peace* / *piece* of advice and you will see some results.
- 4 Thank you for a great *weak* / *week* in your house.
- 5 Don't *waste* / *waist* your time asking for a discount.
- 6 This prize is *too* / *to* good to be true!
- 7 I've just *red* / *read* your endnote in the Student Tourist Guidebook.
- 8 The *whether* / *weather* is hardly ever bad during this month.

61

Before the exam, learn some phrases with *all* that you can use to impress the examiner!

Read some good examples using *all* below, written by Spanish-speaking candidates.

- 1 Above all, something must be done to change this situation.
- 2 The festival was great, in all senses.
- 3 First of all, wanted to say that I am glad to help you.
- 4 But most of all, she misses her sister and friends.
- 5 All in all, depending on somebody isn't so awful.
- 6 It might not be so bad after all.



Be careful not to use *all* when you should use the whole.

*The whole meal was delicious.*

NOT: *~~All the~~ meal was delicious.*

62

Avoid repeating the same language several times in a piece of writing.

Write three alternatives that you could use instead for each of the following words and phrases.

- |           |       |       |       |
|-----------|-------|-------|-------|
| 1 great   | ..... | ..... | ..... |
| 2 think   | ..... | ..... | ..... |
| 3 as well | ..... | ..... | ..... |
| 4 animal  | ..... | ..... | ..... |
| 5 explain | ..... | ..... | ..... |
| 6 bad     | ..... | ..... | ..... |
| 7 at once | ..... | ..... | ..... |
| 8 make    | ..... | ..... | ..... |



63

During the exam leave enough time to read through both of your answers and correct any mistakes you may have made. If you have to correct your writing, make any corrections neatly. If necessary, cross out a word and rewrite it in full, above or to the side.

64

Check your writing for any incorrect uses of *will* or *would*.

Correct any errors in the sentences below (one is correct).

- 1 I will prefer to sleep in a log cabin.  
.....
- 2 He thought that the man will be punished.  
.....
- 3 All of this will happen in the next 50 years.  
.....
- 4 I hope this information would be useful for you.  
.....
- 5 It didn't work out as I thought it will.  
.....
- 6 The TV repair man is coming next Tuesday – I hope that would be ok?  
.....

65

Take care when forming adverbs in your writing.

Tick (✓) all the correct forms of adverbs below and correct any errors in the remaining words.

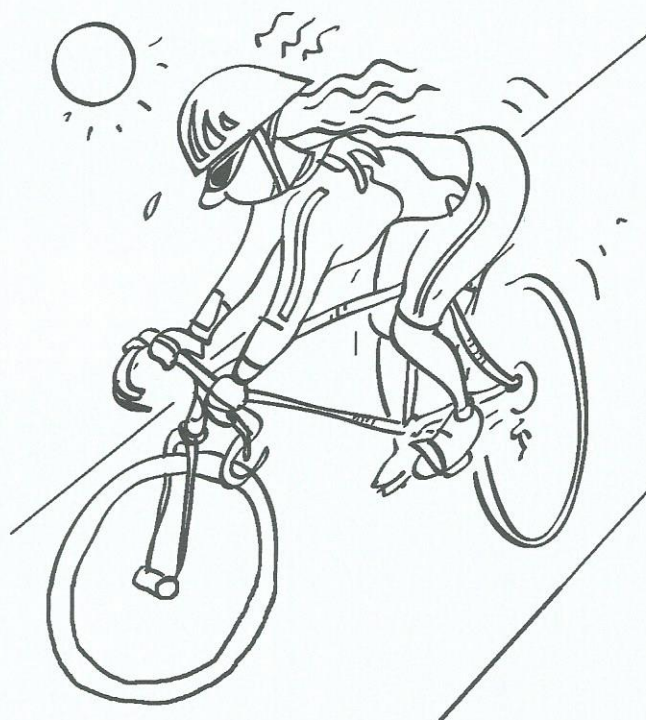
- |                |                          |                |                          |
|----------------|--------------------------|----------------|--------------------------|
| 1 sincerely    | <input type="checkbox"/> | 7 particulary  | <input type="checkbox"/> |
| 2 realy        | <input type="checkbox"/> | 8 faithfuly    | <input type="checkbox"/> |
| 3 unfortunatly | <input type="checkbox"/> | 9 necessarilly | <input type="checkbox"/> |
| 4 normally     | <input type="checkbox"/> | 10 definitly   | <input type="checkbox"/> |
| 5 sincerily    | <input type="checkbox"/> | 11 extremly    | <input type="checkbox"/> |
| 6 actualy      | <input type="checkbox"/> | 12 immediatly  | <input type="checkbox"/> |

66

When writing a sentence, check that the verb agrees with the subject.

Correct the verbs in the sentences below (one sentence is correct).

- 1 All these opinions and feelings changes as you grow up.  
.....
- 2 If some people wants to go shopping, take them to 'Serrano'.  
.....
- 3 The police was very far from the house.  
.....
- 4 Many people has started to work at home.  
.....
- 5 Sometimes there aren't enough information.  
.....
- 6 I strongly believe that everybody love both things.  
.....
- 7 Buying ready meals from the supermarket simplify the day for me.  
.....
- 8 If you cycle so far in summer you will get very hot.  
.....





Learn some appropriate phrases and expressions that you could use in an informal letter or email.

Read this excellent Part 2 informal letter written by a Spanish-speaking candidate. Read the examiner's comments and then correct the few underlined mistakes in spelling and missing words.

Hi Maria,

Thanks for your letter, I was starting to wonder if you'd forget about our holidays together. I can't wait till the 2nd! I'm sure we're going to have a great time. I'm supposed to get to Luton airport at half past eleven in the morning, but you know how air traffic works so better be there at midday so you don't have to wait for too long. Don't worry about not recognising me, I haven't changed too much. I'm just about 20cm taller and I've grown whiskers on my chin, which is quite an uncommon look. Besides, I'll recognise you anyway.

Spending a week in Scotland sounds really weird, but I'd rather be prepared for it. I've heard the weather is very chilly there and it rains all the time, is that true? So, what kind of clothes should I wear there? Probably warm jumpers and a waterproof coat would do, don't you think so? By the way, I reckon a nice present we could take to your cusins would be a bottle of Spanish red wine, which is famous for its lip-smacking taste.

Anyway, I've been told the coast of Sussex is one of the best in the British Isles and, as you live quite near to it, I thought we might enjoy staying there for a few days. Write back and tell me what you think.

Lots of love,

### Examiner's comments

A very good letter because of:

- ✓ a suitably friendly tone.
- ✓ natural informal expressions, such as 'I can't wait ...' and 'really weird'.
- ✓ impressive structural range, including accurate use of passives and modals.
- ✓ wide range of relevant vocabulary, such as 'lip-smacking taste'.
- ✓ excellent control (any errors are minor).



Take care not to confuse the words **quiet** and **quite**.

The stadium's **quite** near here so we can walk.

It's hard to keep extremely **quiet** for five hours.

NOT: It's hard to keep extremely ~~quite~~ for five hours.



69

**Practise word formation with the suffix *-ist*, which is used to form a lot of occupations, for example *novel* → *novelist*.**

Make words for occupations from the nouns below.

- |                 |                   |
|-----------------|-------------------|
| 1 art .....     | 4 physics .....   |
| 2 piano .....   | 5 biology .....   |
| 3 science ..... | 6 chemistry ..... |

70

**Remember that it isn't always necessary to use *the*.**

Cross out any unnecessary uses of *the* in the sentences below (one sentence is correct).

- I would prefer the route around the Lake Frene.
- For the last few years, my hobby has been the art.
- I think this is not true because in the museums we can find part of our culture.
- Nowadays, we think of the modern technology as something usual in our lives.
- I was working in Edinburgh, before beginning the university.
- I will be able to prepare you the dinner.
- You know that the last month I enjoyed helping at the concert.
- In a tent I can feel closer to the nature.
- Problems such as the stress and overworking have a direct influence on the health.
- It would be a great boost for the economy of the town.

71

**Be careful not to miss out any prepositions in your sentences.**

Write in the missing words needed in each sentence below.

- I will be waiting ..... a copy of the book.
- I'm quite good ..... playing basketball because I used to play for my school.
- I've arranged ..... him to come next Tuesday.
- I decided to buy a bicycle instead ..... a computer.
- Try to save water ..... taking a shower rather than a bath.
- It is a great hotel not only because ..... the friendly atmosphere but also because you have your own bathroom.

72

**Check you have used *-ed* and *-ing* adjectives correctly.**

Complete the sentences with an adjective from the box. Use each adjective once only.

bored / boring	interested / interesting
tired / tiring	

- I'm very ..... in applying for the holiday job.
- When I go shopping on my own, it can be awfully .....
- She was very ..... because the day before, she had had her hen party.
- Another ..... thing to do is to take a boat trip.
- Museums are supposed to attract young people but you can get ..... very quickly there!
- It had been a very long and ..... day but I was still able to smile!



73



**To save valuable time in the exam write all numbers above six in figures not words.**

one, four, six, 7, 25, 106  
 NOT: one, four, six, seven, twenty-five,  
 one hundred and six



Try to use words such as *despite*, *in spite of*, *although* and *even though* correctly to impress the examiner!

Read these good examples below, written by past Spanish-speaking candidates.

- 1 All the people looked at me rather oddly, but, **despite** trying, I wasn't able to find out the reason for that.
- 2 **In spite of** that, I found it difficult to forgive her, as she had hurt my feelings.
- 3 **Although** it is a lovely city, it has a drawback: pollution is not well controlled.
- 4 **Even though** she left this world many years ago, her memory remains in the laughter of every child in the playground of her first school.



**Remember the phrase *the fact that*, which is sometimes needed after *despite* in order for the sentence to make sense.**

*I had to pay the full price despite the fact that I am a student.*

NOT: *I had to pay the full price ~~despite~~ I am a student.*

When writing a review, use a variety of adjectives to add interest.

Read this review and the examiner's comments. Correct the underlined mistakes and then replace five uses of the adjective 'good' with one of the adjectives below.

excellent   fine   high-quality   positive   successful

Review of the movie 'Tiempo de Valientes'

There is no doubt that the gold medal for thriller-making goes to Hollywood. They really know how to pull your attention out through a whole movie. Actually, most of the (good) thrillers are made in Hollywood.

So, when you find a good thriller that is made in a different country, it's a very (good) experience, because you get amused but also gladly surprised by the cultural differences. 'Tiempo de Valientes' is a (good) example of this.

'Tiempo de Valientes' is an Argentinian production which contains all the basic elements of a (good) thriller, and all of them are used perfectly to maintain your attention in the story. But also is a funny movie. The characters are built under an Argentinian culture point of view, and the movie has a very (good) sense of humor. Certainly 'Tiempo de Valientes' is a very (good) thriller which I strongly recomend to watch if you are interested in international cinema. And there is no doubt that with this kind of production Argentina will be fighting for the silver medal in thriller-making.

#### Examiner's comments

A clear and interesting review, with:

- ✓ an original beginning and end (reference to gold / silver medal).
- ✓ a good attempt at long and complex sentences.
- ✓ some excellent phrases used, such as 'maintain your attention' and 'fighting for the silver medal'.
- ✓ relevant vocabulary, such as 'thriller', 'cultural', 'international cinema'.
- ✗ some basic errors, such as 'But also is'.
- ✗ over-use of the adjective 'good'.



76



In your answers to Part 1 and Part 2, you should use your own words rather than copy words and phrases from the question paper. Think of different ways of saying something and use a variety of vocabulary!

77

Before the exam revise the differences in use of **job** and **work**.

Circle the correct use of the words in these sentences.

- 1 You can choose between part-time and full-time *job / work*.
- 2 It wasn't very exciting *job / work* but you could meet a lot of artists.
- 3 In addition, we should get some *job / work* experience.
- 4 My *job / work* is to help her during each concert.
- 5 Not only do you have a hard *job / work* but you have your home as well.



78



Be careful not to put an unnecessary **-t** on words ending in **-ough**.

enough  
NOT: ~~enought~~

although  
NOT: ~~althought~~

79

Remember to cover all three points needed in a letter of application. Start a new paragraph for each point and try to explain each point thoroughly.

Practise with the exam task below, using the notes to help you develop and write a paragraph for each point.

You have seen this advertisement for a job near your home:

### WEEKEND WORK IN OUR CAFÉ

We want an enthusiastic, English-speaking person to work at weekends in our café. You need to be:

- interested in different kinds of food
- good at dealing with people
- prepared to work long hours.



Write explaining why you would be suitable for the job to:

Mrs Kate Ashby, Manager of Green Pepper Café

### NOTES

- *enjoy cooking: vegetarian dishes, cakes, recipes from different countries ...*
- *have worked in a bakery: good at working in a team, serving customers, dealing with queues of people ...*
- *energetic, hard-working, used to getting up early ...*



80

Be careful to choose the right word for what you want to say.

Use a dictionary to check the meanings of these words which are commonly confused by Spanish-speaking candidates.

- client / customer
- exposition / exhibition
- library / bookshop
- nature / environment
- occasion / chance
- parents / relations
- price / prize
- professor / teacher

81

Remember that you need an infinitive after *used to* when you are talking about the past, but a gerund (-ing form) after *be / get used to*.

Correct any errors relating to *used to* in these sentences (two sentences are correct).

- 1 If you are used to ride a bicycle every day, you'll be more active when you're older.  
.....
- 2 I'm used to go camping at the weekend when I was younger.  
.....
- 3 I could really get used to this new life experience.  
.....
- 4 Remember what you use to wear in your childhood.  
.....
- 5 I'm not used to waste my time waiting around.  
.....
- 6 Heathcliff used to play with Catherine.  
.....
- 7 I'm also used to do hard work.  
.....
- 8 I use to play tennis for Chile in the Davis Cup.  
.....

82

Avoid using very informal language like *cos* (meaning *because*) unless you are writing a letter to a friend.

Underline and correct any errors in register in these sentences below.

- 1 I enjoy working with kids, in fact I used to teach in a primary school.  
.....
- 2 When you finish reading it you'll wanna read it again.  
.....
- 3 About when I would like to travel, I have two months off in July and August.  
.....
- 4 The first thing we must think about is whether our way of life ain't too fast.  
.....
- 5 It is important to have a reasonable consumption of vitamins thru natural organic food.  
.....

83

Check your writing for the uses of *can*, *could* and other modal verbs.

Circle the correct modal verb in these sentences.

- 1 There *would / could* be many things to say about this.
- 2 I need to know whether meals are included or not so that I *could / can* decide how much money I must have with me.
- 3 If you aren't used to going by bicycle, you *could / should* get tired very soon.
- 4 I hope you *could / can* understand this.
- 5 It *can / might* be that this information gives you some idea too.
- 6 I *would / could* be grateful if you sent us more details.



When writing an article, engage the reader's interest by bringing your writing to life.

Read this ambitious Part 2 article written by a past Spanish-speaking candidate. Read the examiner's comments and then correct the underlined mistakes, which are mostly minor.

Do you prefer listening to live music or recorded music? Nowdays we have different choices when we want to listen to music. We can enjoy a whole afternoon sitting in a sofa listening to our favourite group or we can go to a live concert where thousands of people would scream and faint, but you will have the pleasure to hear somboddy you like playing the guitar or singing in front of you. If you are with a group of friends you will enjoy a meeting listening to music at home, and this has the advantage that you can hear as many different CDs as you want, however, on the other hand, it is amazing to go to a live concert and feel how the adrenaline burst into your body when the band is playing. In conclusion we can say that depends on the situation when you prefer recorded music to live music. If you want to be relaxed, nothing is better than a recorded tape, but if you want to feel some exciment, nothing is better than a live concert.

#### Examiner's comments

An ambitious article, which has:

- ✓ a lively and engaging style.
- ✓ confident handling of long and complex sentences.
- ✓ natural use of language, such as the expression 'nothing is better than'.
- ✓ relevant and varied vocabulary, including the phrasal verb 'burst into'.
- ✗ fairly good control (some errors are caused by ambition, but spelling is problematic).





85

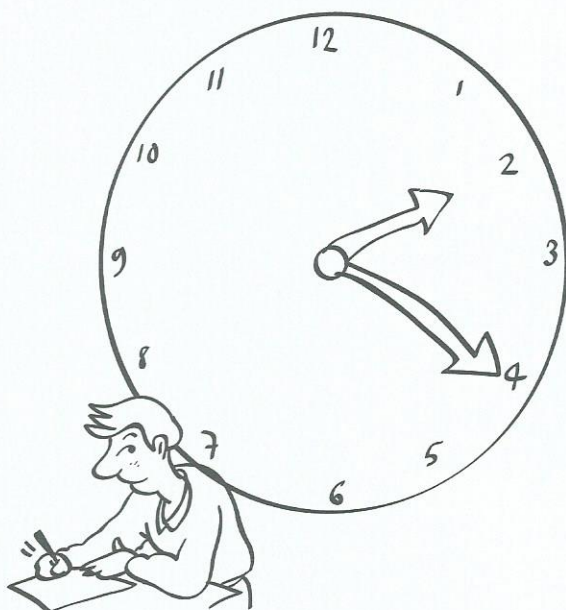


Check your spelling of words with groups of vowels.

beautiful  
NOT: ~~beatiful~~

86

Keep an eye on the clock during the exam. You should aim to spend slightly more time on Part 2, and leave yourself enough time to check your answers.



87

Revise comparative and superlative adjectives.

Complete the table below with the correct adjectives.

Adjective	Comparative	Superlative
good	.....	best
.....	worse	.....
happy	.....	.....
big	.....	.....
interesting	.....	.....

88

Don't get confused by related forms of the word you need.

Correct any errors in the sentences below.

- 1 It is also truth that overworking can become a danger.  
.....
- 2 Look for the things in life that are really worth.  
.....
- 3 The only inconvenient is that people are required to work there for up to six months.  
.....
- 4 The secret of this diet is that you have to be very optimist.  
.....
- 5 One solution would be to build new motorways so it would be less noise in the city.  
.....
- 6 My last piece of advise is to visit Lampton Castle.  
.....
- 7 I couldn't stand being watched and my furious led me straight to Pat.  
.....
- 8 They cause many accidents because of their careless.  
.....

89



When writing your answer, be consistent and use either American English or British English. Don't mix the two as you will be penalised.

*I went to the center to ask a favor.*  
OR *I went to the centre to ask a favour.*  
NOT: *I went to the center to ask a favour.*

90

Check your punctuation with numbers. Remember to use a comma in large numbers, for example 3,540,000. For decimal amounts, remember to use a point, for example £1.00 = 1.33 Euros.



91

Spend time reading the Part 2 choice of questions and think carefully about which one you would be able to do best. Before you start writing your answer, note down some ideas. If you have problems thinking of enough ideas to write about, choose a different question.


92

Try to think of other ways of saying something when writing a description, for example something that is *small* could also be *little*, *mini* or *tiny*.

Read the sentences below and circle the adjective that is the odd one out in each group.

- |               |         |             |            |
|---------------|---------|-------------|------------|
| 1 big         | compact | large       | massive    |
| 2 happy       | jolly   | merry       | sad        |
| 3 chilly      | cloudy  | cold        | freezing   |
| 4 boring      | dull    | interesting | unexciting |
| 5 frightening | safe    | scary       | terrifying |

93

 Don't start a sentence with *About* in formal writing, when you are referring to something. Use a more suitable word or phrase such as *Regarding* or *With reference to*.

*Regarding the boat trips, they start from King's Bridge ...*

NOT: ~~About~~ the boat trips, they start from King's Bridge ...

*With reference to accommodation, the hotel was very inconvenient ...*

NOT: ~~About~~ accommodation, the hotel was very inconvenient ...

94

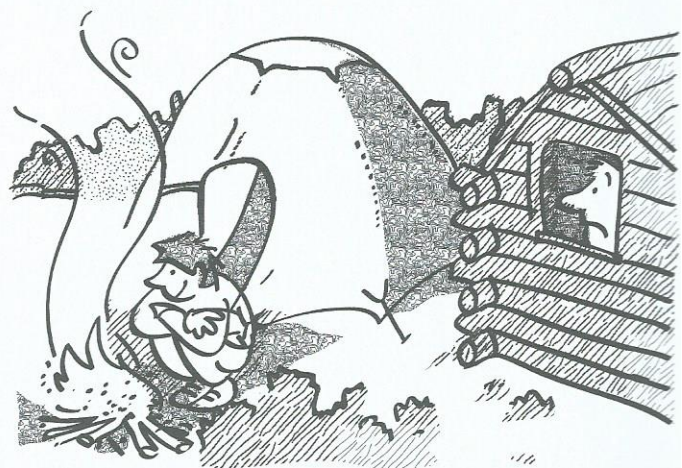
Read your exam answer through to check that you haven't repeated the same words too often. Replace them with other words if this does happen.

95

When writing quickly during the exam be careful not to leave out a word by accident.

Write in the missing words in these sentences.

- I was wondering the kind of clothes I will have to wear.  
.....
- When we arrived at the hospital, there were no doctors patients, there was nobody!  
.....
- I am looking to hearing from you.  
.....
- I just had to move my eyes from one side to the other and look as nothing had happened.  
.....
- He has named as the best Latin singer.  
.....
- So I can only pick the keys at 4 o'clock on the 5th.  
.....
- I think it is necessary have a coffee shop with takeaway food.  
.....
- I'd like sleep in a tent because a log cabin isn't as authentic as a tent.  
.....





96



Revise the meaning of the word *funny* and make sure you use it correctly, for example a *funny comedian*.

Shopping is a fun thing to do.  
NOT: Shopping is a ~~funny~~ thing to do.

97

Use linking phrases to add interest and to link ideas or opinions.

Find eleven linking phrases in the word square and group them under the headings for uses (1-5) below.

W	H	A	T	I	S	M	O	R	E	N	F
I	U	S	D	O	N	E	L	E	F	E	I
F	N	W	T	O	S	U	M	U	P	E	R
N	D	E	S	P	I	T	E	T	H	I	S
O	U	L	T	R	I	B	L	E	T	N	T
T	T	L	T	C	H	L	E	T	U	S	O
I	N	A	D	D	I	T	I	O	N	H	F
P	A	S	R	E	G	A	R	D	S	O	A
O	N	T	H	E	W	H	O	L	E	R	L
N	E	H	A	N	N	O	N	T	O	T	L
X	G	A	B	O	V	E	A	L	L	T	R
O	N	T	H	E	O	N	E	H	A	N	D

# 1 ADDING INFORMATION

Example: *What is more*

# 2 COMPARING OR CONTRASTING

# 3 CONCLUDING OR SUMMARISING

# 4 REFERRING TO SOMETHING

# 5 ORDERING INFORMATION

98

Check the position of adverbs in sentences, in particular *also* and *still*.

Correct the word order in the sentences below.

- Will the offer be still available in September?  
.....
- If someone lives near the school he even could go on foot.  
.....
- He probably will have problems with his heart.  
.....
- I hope to see you soon again.  
.....
- I'm writing to know if you still are interested in applying for the London job.  
.....
- They also may listen to the local orchestra or visit a pub.  
.....



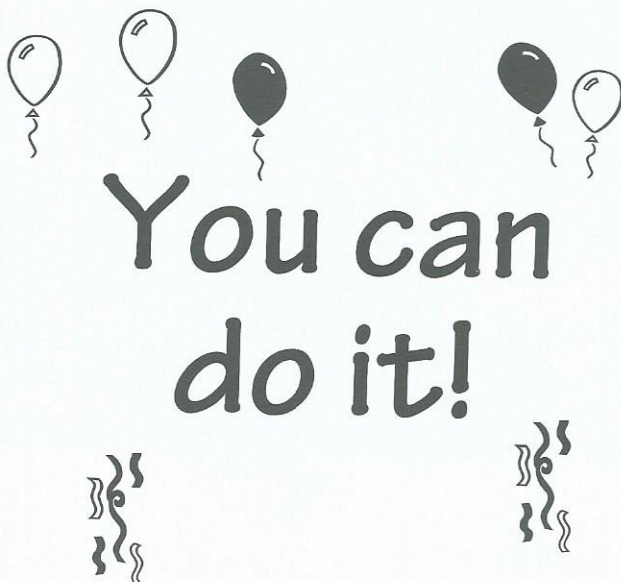


Use the adverb *just* to make your writing sound more natural.

Rewrite the sentences below including the word *just* where appropriate.

- 1 The play turned out to be as bad as I thought.  
.....
- 2 I've seen an interesting ad in an international newspaper.  
.....
- 3 Could it be real or a crazy dream?  
.....
- 4 I couldn't believe it and it was a big shock for my boyfriend too.  
.....
- 5 They are eight minutes from college.  
.....
- 6 The idea of doing an international arts festival was wonderful.  
.....
- 7 I was so embarrassed I ran to my room.  
.....
- 8 I will take my sleeping bag with me, in case.  
.....

Relax when you get into the examination room!  
Take several deep breaths and remind yourself to use  
an impressive variety of vocabulary and structures.





## Sample answers

29

Dear Sir

I recently stayed at your hotel for two nights and had a very unsatisfactory time there. My room was very small and it had no windows at all. This is completely unacceptable! Surely you would agree that it is essential to have natural light, even in a hotel room.

Furthermore, the hotel breakfast was appalling. The coffee wasn't warm enough to drink and it tasted awful. On top of that, there was no fresh fruit and the bread rolls were stale.

On paying the final bill, I found I had been charged more than the quoted rate for the room. However, when I queried this, your staff refused to alter the bill. Your hotel provided a very poor service and I am therefore writing to you to request a partial refund.

I look forward to hearing from you without delay.

Yours sincerely

Archibald Grimethorpe

30

This essay will consider the role of museums in the past and whether they are still of benefit to society today, when we have so much information available online. My own view is that museums definitely remain important.

In the 19th century, many museums were built and they provided an educational role to the public. Before the invention of television and the internet, museums gave ordinary people the chance to see rare and unusual objects from around the world, many of them thousands of years old and therefore priceless.

Nowadays, we rely on the Internet for much of our information and it is true that we can learn a lot about history online. By keying a word into a search engine we can visit different websites instantly. There are also many video clips that are relevant to history, such as films about ancient buildings.

However, it is still important to be able to go to a museum and see the actual objects in their glass cases. Information online is not always reliable, whereas museums are run by experts.

In addition, the best museums offer a great day out for families or a group of friends. They definitely have a part to play in modern society.



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