

Task 1

(City & Guilds B2 Writing Part 1)

Write an article for a magazine as requested in the notice below.

Win two theatre tickets every month for a whole year!

- Simply write an article commenting on the following quotation and giving a specific example, and we'll enter you in our fantastic competition. We'll even publish the winning entry in next month's *Entertainment* magazine.

'Watching a play at the theatre should be more than just entertainment. It should be a life-changing experience.'

Write between 100 and 150 words.

Task 2

(FCE Part 1)

Write your letter 120 – 180 words in an appropriate style.

You are planning to visit your penfriend, Donna, in Rome. Donna has written to you.

Read part of Donna's letter below and the notes you have made. Then write a letter to Donna, using all your notes.

Great idea!
Say which and why

It would be great if we could go to a concert or see a play while you're here. Which would you prefer, music or the theatre? I need to know, so that I can book the tickets. Also, as it's your first time in Rome, I'm sure that there are some things you really want to see. Can you let me know what they are, so that I can work out an itinerary? As you can see, I'm well organised!

By the way, when you arrive, my parents will be away, and we'll be in charge of the cooking! Are you a vegetarian or a vegan by any chance, or do you eat meat? I need to have some idea what to shop for. Also, is there any food you really don't like?

I can't wait to meet you. Please write soon.

Donna

Yes!
Give details

Explain

Tell
Donna

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

Do not write any postal addresses.

Task 3

(FCE Part 1)

You recently went on a 4-week English course in the United Kingdom. Unfortunately, it wasn't as good as you had expected it to be. Look at the notes you have made on the advertisement for the course, and write a letter, in an appropriate style, to the company that organised the course.

UK.E.F.L.
invites you to

IMPROVE YOUR ENGLISH AND ENJOY THE ENGLISH COUNTRYSIDE!

Wonderful heated accommodation in the English countryside near a very pretty mediaeval village.

Lessons every day from 9 o'clock until 3 o'clock with a one-hour break for a delicious home cooked lunch at 12 o'clock - the rest of the day and your weekends are free.

Study English with two experienced native-speaker teachers and have the chance to practise it every day in a real English environment!

Price of £500 includes: accommodation (2 people sharing), lessons and lunch on weekdays.

For further details, call Mr Emerson on 0044 (0)280 3479232 or send an email to ukefl@britbox.co.uk.

didn't work —————

awful! —————

there were 4 of us —————

one was Spanish —————

Write your letter (120 – 180 words) in an appropriate style.

Task 4

(FCE Part 2)

You read this announcement in a travel magazine and decide to respond.

We would like to receive short reports from our readers, describing airports that you have visited. Be sure to include both the good and bad points of the airport you describe.

The best reports will be published in future issues of **Travel Today**.

Write your report for the magazine in 120 – 180 words.

Task 5

(FCE Part 2)

You have seen this announcement on an international website.

MY FAVOURITE SCHOOL SUBJECT

Tell us what your favourite school subject is.

Tell us why you like it and what makes it important.

We will publish the most interesting articles next month.

Write your **article** in 120-180 words in an appropriate style.

Task 6

(PTE Level 3 Section 9 Writing)

Your teacher gives you the following statement and asks you to write an essay.

We all have to take responsibility for the problems of the environment; we can't expect the government or environmental organisations to do everything.

Write an essay agreeing or disagreeing with this statement, giving reasons and examples.

Write your answer in 150-200 words.

Sample Compositions and Writing Analysis Questions for Extra Writing Tasks

Task 1 Sample

A life-changing experience

The theatre is a very different medium from the cinema. For one thing, actors know exactly what the audience is feeling and how it is responding to them. Because of this interaction, audiences may be deeply touched by what they see on stage.

Of course, not all plays are memorable or capable of transforming the people in the audience. Many are simply entertaining. Some performances, however, can influence and inspire us, perhaps for the rest of our lives.

One such play was *The Phantom of the Opera*, which I saw in London in 2009. Apart from the fact that the performance was technically perfect in every way, and the singing was exquisite, the message of the play has stayed with me: we shouldn't judge anyone by their appearance.

I believe that the theatre at its very best should be a life-changing experience.

142 words

- 1 What is the purpose of each paragraph in the sample?
- 2 Explain in your own words why watching a play may be a more stirring experience than watching a film.
- 3 What did the writer like about *The Phantom of the Opera*, and how did it change her/him?

Task 2 Sample

Dear Donna,

Thanks for your letter. I'm really excited about meeting you, too.

I think that going to a concert or a play is a great idea! As my Italian isn't very good, though, I'd probably enjoy a concert more. Music is the international language, isn't it? As for sightseeing, of course I'd like to see the Colosseum where gladiators fought in ancient times, and St Peter's Basilica. I'm looking forward to seeing the famous Tiber River, too.

I'm glad that we will be in charge of the cooking! I enjoy cooking and I can prepare a traditional dish from my country for you while I'm there. Actually, I don't eat meat, but I do eat eggs, cheese, etc, so I'm not vegan. Apart from meat, there isn't any food that I don't like, but I absolutely love spaghetti and pizza, which are both Italian dishes, aren't they? I should fit right in!

See you soon,

Pam

153 words

- 1 Give some examples of informal language used in the letter.
- 2 Why doesn't Pam really want to go to the theatre?
- 3 Why does Pam think that she will 'fit right in' in Rome?

Task 3 Sample

Dear Mr Emerson,

I am writing to express my dissatisfaction with the four-week English course that I recently attended.

To begin with, your advertisement claimed that the accommodation was heated. However, the heating did not work. My room was really cold and nobody came to fix it all the time that I was there. Secondly, although the lunch was included in the price, the food was so bad that I had to buy food elsewhere every lunchtime, which was an unexpected additional expense.

To make matters worse, your advertisement stated that the classes would be taught by native speakers of English but, in fact, one of the teachers was from Spain and spoke with a Spanish accent. She also made grammatical mistakes. Finally, the price in the advertisement was based on two people sharing a room, but there were four of us in a very small room.

I hope you will take my complaints into consideration. I believe that I am entitled to a refund of at least half of the £500 I paid. I look forward to hearing from you.

Yours sincerely,

Robert Bonnick

178 words

- 1 What register is the letter in?
- 2 Which words does the writer use to begin each point of complaint?
- 3 What compensation does the writer ask for?
- 4 Which two complaints are mentioned in the third paragraph?
- 5 How does the writer close the letter? Why?

Task 4 Sample

Newtown Airport

Introduction

At first glance, Newtown Airport isn't very impressive. It's a small airport about 7 miles to the southeast of the city centre.

Good points

The terminal building is quite old, but all of the interior has recently been renovated with modern materials in bright colours. Most travellers are pleasantly surprised by the cheerful surroundings. Being a small airport, Newtown has the advantage of rarely being very crowded. As a result, visitors don't have to contend with hordes of other travellers, as they would in larger

airports. On the whole, the facilities at the airport are satisfactory, and the airport staff are polite and helpful.

Bad points

One serious problem that visitors face, however, is parking. The car park is small and nearly always full. In addition, travellers have a long walk from the car park, which is especially inconvenient when carrying luggage. It is preferable, therefore, to use the 24 hour bus service which is frequent and inexpensive.

Conclusion

Travellers will find Newtown Airport enjoyable and efficient as long as they avoid driving there in their own cars.

172 words

- 1 In what way is Newton Airport better for travellers than many larger airports?
- 2 What adjectives does the writer use in his/her report?
- 3 What are the advantages of using the bus service?

Task 5 Sample

My favourite school subject is history. While I enjoy learning about the history of my own country, what I find really interesting is the history of other countries, especially ones which are very different to mine. I don't like learning names and dates by heart, but I find it fascinating to read about the people and events that changed the world in a good or bad way!

I have never left my country because my family doesn't have much money. That's why, to me, learning about the history of other parts of the world is like travelling. It helps me understand different cultures. Studying history is also a good way of finding out what others think of my country and its people, and why.

In my opinion, history is one of the most important subjects because it teaches us a lot about human nature and human behaviour. Also, if we carefully examine historical events such as wars, we might be able to learn from the mistakes people made in the past, and hopefully avoid making them in the future.

179 words

- 1 Which part of the topic does each paragraph of the sample focus on?
- 2 What register does the writer use: informal or neutral? How do you know this?
- 3 Underline the phrase in the final paragraph which indicates the beginning of the conclusion.

Task 6 Sample

I agree that each one of us should play a role in trying to solve the problems of the environment. Everyone in our society has, in one way or another, either caused these problems or made them worse, so of course we are all responsible.

It would be unfair and unrealistic to expect only members of the government or green organisations to come up with solutions and carry them out as well. First of all, without the support of the public, very few environmental plans can be successful. For that reason, we must all find out about local ecological issues, make others aware of them, and try to come up with some practical and effective solutions. If we all do something, and work with the government and environmental organisations, the situation will definitely improve.

Clearly, some of us are in a better position than others to help. People who have a good understanding of the natural environment are obviously better prepared to think of ways to save the environment. However, each one of us must do something to support these ideas and programmes, otherwise they cannot succeed.

Whether we help by donating our time, our money, or both, we can each make a difference.

200 words

- 1 Which phrase in the second paragraph introduces an example that supports an opinion the writer expresses?
- 2 Which phrase in the second paragraph acts as a link between a reason explained by the writer and the suggestions then made by the writer?
- 3 What register is used in this piece of writing: informal or neutral? Why is it appropriate?
- 4 Which word in the third paragraph means 'but'?