

01. email, 02. letter, 03. essay, 04. article, 05. leaflet, 06. review, 07. report, 08. story

01. E-mail

Imagine that your name is Angelos/Angela . A good friend of yours has done something that has annoyed you. You didn't say anything at the beginning, but now you understand that if you keep it inside, it will hurt your friendship. So you have decided to write an e-mail. Your e-mail should include the following information:

- explain what annoyed you and why
- tell your friend what you expect of him/her now.

(Do NOT sign your email with your real name. Sign as Angelos/Angela

WRITE your e-mail in about 200 words.

02a. Letter of application

Imagine that you have seen an advertisement for a part time weekend job as a kitchen assistant at a restaurant in your town. You are very interested in becoming a chef when you finish school and would like some experience working in a kitchen. Write a letter of application for the job. Your letter should include the following information:

- say that you are interested in the job
- say why you are interested in the job
- say what skills you have that might be useful
- say why you think you should get the job

WRITE your letter in about 200 words.

02b. Letter of complaint

Imagine that you stayed at a hotel for your wedding anniversary but had a very bad experience. Write a letter of complaint to the manager of the hotel explaining why you were dissatisfied and what you would like them to do about the situation. Your letter should include the following points:

- the dates between which you stayed at the hotel
- details of the bad experience you had with the cleaning service
- details of your complaints about the room you stayed in
- what you would like the hotel to do about it

WRITE your letter in about 200 words

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03a. Essay (opinion essay)

You have had a class discussion on the following question:

‘Do we really need mobile phones or could we do without them?’

Now, your teacher has asked you to write an essay giving your opinion on this question.

WRITE your essay in about 200 words.

03b. Essay (providing solutions to problems)

Imagine that you have been discussing ‘homelessness’ with your teacher in class. For homework, you have been set to write an essay an essay. Your essay should include the following information:

- what the causes of homelessness are
- what problems homeless people face
- what can be done to help solve this problem

WRITE your essay in about 200 words.

04a. Article descriptive / opinion

Imagine that you work for your school newspaper. You have been asked to write an article about ‘Teenage Fashion’. Your article should include:

- what kinds of clothing are in fashion
- where the best places to go and buy nice clothes are
- why it is important to dress ell
- your predictions for what will be in fashion next year

WRITE your article in about 200 words.

04b. Article providing solutions to problems

You see this announcement in an international magazine:

Healthy Living in the City

Our city has a serious problem. The air quality is really poor and there is rubbish dumped everywhere – even in the rivers and streams. The situation is terrible. But what can be done?

What do you think? Write an article giving your suggestions. The best article will be published in our next edition.

WRITE your article in about 200 words.

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05. Leaflet

1.

Imagine that you work for a Tourist Agency and you have been asked to prepare a leaflet for foreign visitors about one of your country's tourist destinations. Choose the destination and write a text for this **leaflet promoting** the tourist destination. Your text should include the following information:

- Where this place is
- What time or period of the year it is better to visit this place
- What attractions this place is famous for
- What tourists can do there

WRITE your leaflet in about 200 words

2.

Imagine that a friend of yours is organizing a climb up Mount Everest to raise money for charity. You have decided to help him get people to participate. Write a leaflet promoting the climb. Your leaflet should include the following information:

- details of when the event is taking place and how long it lasts
- details of the minimum amount of money people who want to participate need to raise
- information about the charity the climb is raising money for
- information on what to do next if you want to get involved

WRITE your leaflet in about 200 words

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06. Review

1.

You work for a local newspaper as a food critic and have been asked to write a review of a restaurant that you have recently visited. Your review should include the following information:

- the name and the location of the restaurant
- the type of food served
- the good and bad things about your experience (i.e. good service etc.)
- if you would recommend the restaurant, who to and why

WRITE your review in about 200 words.

2.

You work for a local newspaper and have been asked to write a review of a new hotel in town called 'The Seaview Grand'. Your review should include the following information:

- the name, the location and the style of the hotel
- the hotel's facilities
- the standards of the room and service
- whether or no you would recommend a stay at the hotel and if so, for who i.e. families/business people/ couples.

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07. Report

1.

Imagine that the school principal has asked you to prepare a report on the school's sports facilities. Your report should include the following information:

- the good and bad points of the school's existing sports facilities
- what facilities urgently need to be upgraded
- what new facilities should be introduced this year
- why the new facilities are needed

WRITE your report in about 200 words.

2.

Imagine that you work in a cafe. Your employer has asked you to survey customers to find out if they are happy with the service provided. You have conducted the survey and now you have to write a report detailing your findings. Your report should include the following information:

- say what the customers liked about the hotel
- say what the customers disliked about the hotel
- detail any suggestions the customers made
- say what action you think should be taken next

WRITE your report in about 200 words.

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08. Story

1.

Imagine that a magazine you read is holding a short-story contest. Readers are invited to write a story about some kind of adventure holiday. The best three submissions chosen by the magazine's panel of judges will receive a laptop computer.

The title of the story must be *Adrenalin*.

WRITE your story in about 200 words.

2.

Imagine that a magazine you read is holding a short story contest with the theme:

'Unusual Childhood Experiences'.

Readers are invited to submit their short stories and the winner will receive a year's subscription to the magazine.

WRITE your story in about 200 words.