

LESSON 166

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General advice for writing

Please note: There are writing homework titles at the end of this book.

punctuation

linking words

When we create a piece of writing, we should:

- make a simple plan on paper before we start to ensure that we include all the information we need to, and that our information is clearly organized;
- check our punctuation, spelling and grammar when we've finished.

garment

entitle

From: Douglas Freeman
To: Samuel Bradley
Subject: Refund request

(1) Remember to have an introduction paragraph that tells the reader why you're writing and what they're going to read about.

Dear Mr Bradley

I am writing to complain about a T-shirt that I bought from your Kingsley Street store on 22nd November, and to make a request for a refund.

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The T-shirt in question is red, medium size, and from your "Forever" range. After wearing the garment once, I washed it at 40°C, the recommended temperature. However, during the wash, the T-shirt lost much of its colour and is now pink. Moreover, it shrank to almost half its original size and is therefore unwearable.

I returned to your store on 25th November but I was informed by a member of staff that I was not entitled to a refund owing to the fact that the T shirt had already been washed. I explained the situation but, although the lady was very polite, she did not offer me my money back. I was advised instead to contact you directly if I wished to take the matter further.

(3) Avoid using contractions when you want to use a formal style. To decide whether a piece of writing should be written in a formal style or not, think about who will read it.

I have been a loyal customer of Bradley & Co. for several years and have never had any issue with the products I have bought. However, I hope you are able to understand the frustration that I feel in this case, and that you will consider this request for a full refund.

(2) Separate your writing into different paragraphs so that the reader knows when you're changing subject, or starting a new point.

Yours sincerely

Douglas Freeman

(4) Use linking words and expressions to connect our ideas together clearly.

When we create a piece of writing, like a letter or an essay for example, how can we ensure that we've included all the information we need to, and that our information is clearly organized? When ... by making a simple plan on paper before we start

Why is it important to separate our writing into different paragraphs? It's ... so that the reader knows when we are changing subject, or starting a new point

What must we remember to put at the beginning of any piece of writing? We ... an introduction paragraph ...

Why? So that the reader knows why we're writing and what they're going to read about

When should we not use contractions in writing? We ... when we want to use a formal style

963 How can we decide whether a piece of writing should be written in a formal style or not? We can ... by thinking about who will read it

How can linking words and expressions help with writing? Linking ... because they connect our ideas together clearly

Give me four examples of linking words or expressions, please. However; consequently; in order to; owing to

When we've finished writing, what kinds of things should we check? When ... our punctuation, spelling and grammar

landscape**gorgeous**

Which region of your country is best known for its gorgeous landscape?
 ... is best known ...

off

If I was off sick (or took a day off) one day, would someone else come to teach this class or would the lesson be cancelled? If , someone else would ... - If , the lesson would be cancelled

If I say "I'm off now; see you later", what does the word "off" mean?
 If , - "leaving"

tablet**dose**

Do painkillers normally come in tablet form? Yes, painkillers ...
 And what's the normal dose? It depends, but - two tablets

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wink**blink**

What am I doing? You're winking

What's the difference between the verbs "wink" and "blink"?
 The difference ... winking involves closing only one eye, whereas blinking involves closing both eyes

distinct

Do you think it's a good idea to keep one's private life distinct from one's work life? Yes, . - No, ...

Why or why not?

Can a haircut make a distinct difference to a person's appearance? Yes, ...

occupy**occupant**

How do you usually occupy your spare time? I usually occupy ...

Who are the occupants of the house (or flat) next to yours?
 The occupants ...

clear up

mess

a good deal of

When teenagers have a party, is there normally a **good deal of** mess to clear up afterwards? Yes, when ...

If it were raining and I said "It looks as though it will clear up **soon**", what would I mean? If it were ... a stop raining soon

965 **aspect**

Which **aspect of your job** (or studies) do you like the most? The aspect ...

carry out

efficiency

tendency

Would you say you were **good** at carrying out instructions with great efficiency, or do you have a **tendency** to take too long getting things done? Yes, I'd say ... – No, I wouldn't say ...

by land

by air

Do you prefer to travel by land, by sea, or by air? I prefer ...

Why?

gaze

assume

If you were a teacher and saw **one** of your students gazing out of the window during a lesson, would you **assume** they were not paying attention? Yes, if I were ... – No, if I were ...

thrill

thrilling

suspense

spy

tedious

When we're describing films, what do we mean by a **thriller**?

When ... by a thriller we mean a film with an exciting story, full of mystery and suspense

966 Do you think the work of a spy would be mostly **thrilling** or often **tedious**?

I think ...

Which famous **person** would you be most thrilled to meet?

I'd be ...

nickname

Have you ever had a nickname? Yes, ... ~ No, ...

What?

How did you get that nickname? I got ... because ...

run

weekday

Do some buses in this town run more frequently on weekdays than at weekends? Yes, ... ~ No, ...

drop in

drop by

Do you like to be surprised by friends dropping in (dropping by) for a chat, or do you prefer them to give you a ring to let you know they're coming? Yes, I like ... ~ No, I don't like ...; I prefer ...

on business

holidaymaker

tip

At a hotel, how can you tell the difference between holidaymakers and those who are there on business? At a hotel, you can tell ...

- 967 What tip would you offer a holidaymaker who was visiting your country for the first time? The tip I'd offer ... would be ...

irritable

Do you get irritable if you go without food for a long time? Yes, ... ~ No, ...

sack

get the sack

fire

employment

react

What do we use sacks for? We use sacks for transporting and storing things like vegetables, especially potatoes

What does the expression "to get the sack" mean? The expression ... to be dismissed from employment

How would you react if you were unfairly fired from a job you liked, especially if there were mass unemployment at the time? If I were unfairly ..., I'd react by ...

deadline

What's a deadline? A deadline is a time or date before which something has to be finished

Give me an example, please. Our boss has moved the deadline back so we've got an extra week to get everything done

968 all at once

What can we say instead of "suddenly"? ... all at once ...

Give me an example, please. We'd just got to the beach when, all at once, it began to pour down

stale

oxygen

Why is it important to ensure that the air in a classroom doesn't become stale? It's ... because stale air lacks oxygen, which is essential for the brain to work properly

scar

What do we call the mark left on our skin after a wound has healed? We call ... a scar

get at

chemical

How can parents prevent their young children from getting at medicine bottles or containers with chemicals in them? Parents can ... by storing them on high shelves, or in locked cupboards

grandchild

grandson

granddaughter

Do your parents have any grandchildren? Yes, my parent shave a grandson, granddaughter etc.
- No, my parents don't have any grandchildren

969 **prescribe**

depressed

depression

If someone feels constantly depressed, can their doctor prescribe medicine to help relieve the depression? Yes, if ..., their doctor ...

blank

Why do people's minds sometimes go blank when they're trying to answer a question in a job interview? People's minds ... because they feel stressed

put off

Do you believe in the saying "Never put off until tomorrow that which you can do today"? Yes, ... ~ No, ...

Why or why not?

Would you be put off going to a restaurant with a good reputation if a friend told you they'd recently had an awful meal there? Yes, ... ~ No, ...

elementary

Name a sport for which the rules are fairly elementary. ... is a sport for which ...

fee

absurd

What kind of people (i.e. which professions) are well known for charging absurdly high fees for the work they do? ... are well known for ...

970 **genuine**

fake

assure

certificate

When buying an expensive painting or other work of art, how can you assure yourself that it is genuine and not a fake? When ... by asking to see a certificate, getting a second opinion from an expert etc.

Of course I don't approve/ of misbehaviour,/ but I can't monitor my children/ all the time,/ and it'd be unnatural/ if they never did anything wrong,/ wouldn't it? The sailor's refusal/ to associate himself with the plan/ to cross the channel at night/ had been expected;/ it was hardly logical / Walking into court,/ Pete felt both scared and embarrassed./ A climber's chief concern/ is always the quality/ of his equipment./ She has superior knowledge/ of the subject/ and we definitely aim/ to take advantage of that / The primary reason/ for baby pigeons/ being such a rare sight/ is that they tend to remain in the nest/ for such a long time / Image, slide, rude. click, anyway