

WRITING FUNCTIONS

Match the functions with the sentences

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|-----------------------------------|------------------------------|
| 1) Asking someone for something | 3) Apologising for something |
| 2) Asking someone to do something | |

- Ex.** a) *Can/Could I borrow your CD player for the party?* (1)
 b) *I'm sorry for breaking your glasses.*
 c) *Can you let me know if you find my key?*
 d) *I'm sorry I broke your glasses.*
 e) *Can/Could you come round and help me on Saturday*
 f) *Would you bring some CDs to the party?*

Match the functions with the sentences

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|-----------------------------|--------------------------------------|
| 1) Offering to do something | 4) Promising to do something |
| 2) Giving advice | 5) Accepting/ refusing an Invitation |
| 3) Inviting someone. | |

- a) *Would you like to come to the cinema/play football on Saturday?*
 b) *Would you like me to do the shopping?*
 c) *I'd love to come to your party.*
 d) *I'll make sure I return your book*
 e) *Shall I bring some CDs to the party?*
 f) *I'm sorry, but I can't come to your party. I've got to study for my exam?*
 g) *Don't worry. I'll return your book by Friday.*

Match the functions with the sentences

- | | |
|--------------------------------------|----------------------------------|
| 1) Making suggestions | 3) Recommending a book/film etc. |
| 2) Reminding someone to do something | 4) Thanking someone |

- a) *Remember to take the tickets with you.*
 b) *Why don't we meet on Friday instead?*
 c) *you could come next week, if you like.*
 d) *There's a really good film on. It's called ...*
 e) *What/How about going to the cinema?*
 f) *Thank you (very much) for helping me with my homework.*
 g) *Please don't forget to bring the book I lent you.*
 h) *I suggest you read this book.*
 i) *Let's have a holiday.*
 j) *I think we should go by train.*
 k) *You really should buy their new CD.*

LETTERS

Structure and form

There are generally 3 or 4 main parts to a letter

1. Beginning the letter
2. Replying to a letter
3. Saying why you are writing
4. Ending a letter

Beginning a letter

- Dear John (to a friend)
- Dear Mr Smith
- Dear Sir/Madam (*when you don't know the name*)

Replying to a letter

- Thank you very much for your last letter,
- I've just read your interesting letter.
- It was very nice to hear from you/get your letter.
- I hope that you and your family are well.

Saying why you are writing

- You asked me about my favourite TV programmes.
- You asked me for advice about travelling round my country.
- You asked me what I do at weekends.
- You want to know my opinion about ...

Ending a letter

- That's all for now.
- Write back soon and tell me all your news.
- I'm looking forward to receiving your next letter.
- I hope to hear from you soon.
- Love, / Lots of love, / Best wishes, / Cheers,
- Remember it is meant to be a short story not part of a story.

Starting a story

- I will never forget the day/time when ...
- From the very start, I knew ...
- One day, I was walking along the street, when...

Finishing a story

- After everything that had happened, I...
- It had been the most amazing day.
- In the end, everything/everybody was ...