

# WRITING SUPPLEMENT

This Supplement consists of 2 Sections

## Section A:

8 **double** Sample Writings (1 that passed, and 1 that failed) written by real FCE candidates and marked by experienced Cambridge examiners, followed by a detailed justification of the marks awarded, by the examiners.

All the writing scripts are taken from the new book **Succeed in Cambridge FCE**, by Betsis ELT.

## Section B:

This section consists of **30 Model Compositions** based on the **Writing Preparation Sections** of each of the 15 Tests in the **Succeed in Cambridge FCE** book.

Students are expected to do the equivalent exercises first, read the model compositions, and then proceed to produce their own writing.

These model compositions will function as guidance for the **Exam Practice Sections** which come right after the **Writing Preparation Sections** in each test.

# Section A

## EXAMPLE 1

### INFORMAL LETTER - TEST 1, PART 1 PAGE: 58

1. Your English speaking friend Timothy has sent you a letter suggesting that you go on holiday together to Euro Disney. Carefully read his letter and the notes you have made. Then write a **letter** to Timothy using **all** your notes.

Hi,  
..... I saw an advertisement about Euro Disney and thought we could go this summer! What do you think?

- yes, sounds fun!

- answer and give reasons

It says for every two adults, a child can go free and there is also a free meal a day. Do you want to bring your little sister? I have July off work. Are you free then?

- yes, but not first week. brother's wedding

The advertisement does not mention how many days the offer is for, so maybe it's up to us. I'm going to call them to find out some more information soon.

Is there anything you want more information about that you want me to ask them? I will be waiting to hear what you think!

need information about the accommodation

Please write back soon,  
Timothy

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

**1 A**

Dear Timothy,

Thank you for your letter. I think you have a very good idea and I think we should go for EuroDisney. It sound like fun.

I don't know if is good idea to bring my little sister. In fact she is too small and cries and gets upset when she goes away from our Mother. It would be therefore difficult.

Yes, I am free in July but not at first week because my brothers wedding is then. We could go on the 16th it is Friday. We could go maybe three or four days. A week is long, maybe we are bored. Do you agree?

I would like to hear some more information about the accommodation. What it is like?

I hope you will hear good information and we will go. It would be fun.

Your friend,

**Content:** All 4 content points included.

**Organisation and cohesion:** Effectively organised.

**Range:** Limited range of structures and vocabulary. E.g. most sentences simple with few clauses

**Accuracy:** Generally accurate, errors do not impede. E.g. "I don't know if is good idea"

**Appropriacy of register and format:** Appropriate to the task, although there are some inconsistencies. E.g. "therefore" more formal linkage word

**Target reader:** Would be informed.

**Marks awarded:** Band 3

**1 B**

Dear Timothy,

Good to hear you. It was a long time. I think the advertisement sounds like fun and that we should go to EuroDisney. I want to bring my little sister but my parents don't want because they are worried she is just little so they say no. Unfortunate I cannot go in July because my brother's wedding. Maybe we can go another week. Can you tell me information about the accommodation. We must to pay a lot for that? Well thank you for the letter and I wait to hear what you think.

**Content:** Some points not adequately covered, not enough words.

E.g. "cannot go the first week of July" is not correctly understood judging from the response.

**Organisation and cohesion:** Lacks paragraphing.

**Range:** Limited range of structures and vocabulary. E.g. short sentences and common words.

**Accuracy:** Generally accurate, a few non-impeding errors. E.g. "Good to hear you" "Unfortunate I cannot go"

**Appropriacy of register and format:** Appropriate register for an informal letter.

**Target reader:** Would not be fully informed. E.g. will be confused about when the writer can or cannot go .

**Marks awarded:** Band 2

## EXAMPLE 2

### ARTICLE - TEST 1 PART 2- PAGE: 59

2. You have been asked to write an article for a local paper about the positive and negative effects of tourism on your country. Write the **article**, giving your opinion on this subject.

#### Write an article for "The Times"

We need articles from our readers about the effect of tourism on their country.

So write your article now and send it to us at "The Times" as soon as possible!

## 2 A

Last week I waited for the bus and hear two people talking.

A woman said she hated tourists. She said the city centre was too crowded and the buses and trains too. I thought 'that's true - in summer it is crowded'. It is even bigger problem outside the city where much tourists hurt the environment and the nature. But I don't think is fair to hate the tourists.

On the other hand they bring many advantages to the city. They bring their money and give it to the shops and restaurants. Many people take their salaries from this. It should make us feel proud they want to see our city. And they make us the opportunity to talk to many different people from different places.

Overall, tourists make inconveniences but the city would not be the same with out them. We must remember this and not angry when we have not room on the bus.

**Content:** Good realisation of the task.

E.g. Both positives and negatives are mentioned and an opinion given.

**Organisation and cohesion:**

Effectively organised. Clear paragraphs with appropriate content. Linking devices attempted though not always entirely correctly. E.g. "On the other hand" follows a sentence it agrees with.

**Range:** Good range attempted but some awkwardness of expression. E.g. "We must remember this and not angry when we have not room". Some more complex structures attempted. Vocabulary appropriate to the task

**Accuracy:** A number of non-distracting errors. Some errors in tenses and articles. E.g. I waited for the bus and hear" "the nature"

**Appropriacy of register and format:**

Appropriate to the task. An attempt is made to engage the reader, examples from personal experience used.

**Target reader:** Would be informed.

**Marks awarded:** Band 3

## 2 B

Many tourists come in my town. At the summer see them. They are on the beach. They see the sight. They enjoy them the days. There are big hotels where they go and they sleep there and they eat in restaurants and cafes. Cafes are on the sea. They go to the bars at night and they go for dancing. In the days they go for shopping. They spend the money. They like the town because they spend the time good. Because it is funny for them. And for the town it is good.

You should come to my town. You will like that. You eat good food and go for swimming in the sea. You have the sun and hot. It is summer time. There are too much sun and hot.

**Content:** A limited attempt at the set task is made, however there is a large amount of irrelevant information. E.g. “You should come to my town. You will like that. You eat good food and go for swimming in the sea.”

**Organisation and cohesion:** Some attempt at organisation. Paragraphs present, but contain irrelevant information. Linking devices not used.

**Range:** Limited range of structures. E.g. short repetitive sentences

**Accuracy:** A number of distracting and some impeding errors. The reader may have some difficulty understanding. “At the summer see them” “There are too much sun and hot”

**Appropriacy of register and format:** Appropriate to the task. Informal article, register more or less consistent.

**Target reader:** May have difficulty following due to the number of errors.

**Marks awarded:** Band 2

## EXAMPLE 3

### STORY - TEST 1 PART 2 - PAGE: 59

3. You have been invited to write a short story for a magazine. The **story** must either begin or end with the words: “I knew it was going to be a long and difficult journey”.

## 3 A

I went to Paris with my class. The morning I had to go very early to the school. First I wake up. I brushed my teeth and my hair and I washed my face. I put my toothbrush in the bag. I eat toast with my parents. Then we go in the car and drive away.

Next, we stopped at the red light. Then, the car would not go after, so the others in cars go around us. We had no petrol. My father go out and pulled the car to the side of the road. My mother and I ran for a taxi to go to the school.

When we got at the school was crazy and the children were making noise and running. The bus was waiting for me. Now it was late. It had to run to arrive to the boat. The bus was noisy and crowded. I did not sit with my friends. I knew it would be a long and difficult journey.

**Content:** Story ends with the prompt sentence.

**Organisation and cohesion:** Effectively organised. Clear paragraphs with storyline evident. Linking words used. “next” “then” “when”

**Range:** Adequate range. Vocabulary appropriate to the task though rather limited.

**Accuracy:** A number of non-distracting errors. Some errors in past tense. E.g. “First I wake up”

**Appropriacy of register and format:** Appropriate to the task.

Informal narrative used consistently.

**Target reader:** Achieves the desired effect in spite of the many errors.

**Marks awarded:** Band 3

**3 B**

I knew it was going to be a long and difficult journey. I go to New York. My Uncle live in New York. He live with his child who are my relatives. I never see them. Going by airplane and I am scared I never go before by airplane. I go by myself from my parents home. They take me at airport and we are slow because there are traffics. My father is angry because we are slow. I am making the luggage and I don't know what to take and I wait till the night before. He is angry with me and told me irresponsible. I am little angry too. We are at the airport. I carry my bag and say my parents goodbye. I go put my luggage and the line is very long. I am scared I have half hour. I tell to the people on the desk and they tell me to go at the front of the other people and I put my luggage and running to the plane and very scared. And I do it. I was on the plane and I am very happy. I see my uncle and the child and they are my friends. We go to many places.

**Content:** The story continues from the prompt sentence.

**Organisation and cohesion:** Lacks paragraphing. Linking devices not attempted, and chronology is sometimes unclear. E.g. "They take me at airport and we are slow because there are traffics. My father is angry because we are slow. I am making the luggage"

**Range:** Limited range of structures and vocabulary. E.g. uses "put my luggage" for check-in my luggage

**Accuracy:** A number of distracting and some impeding errors. Particular errors with verb tenses. E.g. "And I do it. I was on the plane and I am very happy"

**Appropriacy of register and format:** Generally appropriate to the task. Informal narrative. However past tense lacking.

**Target reader:** May have some difficulty following storyline due to the lack of chronology.

**Marks awarded:** Band 2

**EXAMPLE 4****EMAIL - TEST 2 PART 1 - PAGE: 78**

1. You have received a fax from a colleague who works for your company but in the London office. You work in the Madrid office. You need to ask about some things that you did not understand, or that you need more details. Carefully read the fax and your notes. Then write an **e-mail** to him using **all** of your notes.

Hi Robert,

Good news on the latest deal with the Johnson company. I now have all the details about the deal which should get to you next month. It's important that you send the cassettes to someone in Paris as soon as possible. Keep in mind that they are fragile and could easily be broken. The Davies carpet company only want 2 colours this autumn, one being gold. They have made up their minds so don't try to send them any other colours.

I'm looking forward to my visit - it's very cold here. I'd like to stay at the usual hotel, as I think it's nice. Can you find out if they have rooms free for July?

OK Robert, that's all for today.

Please e-mail back to me after 6 as I may not be in the office.

Best wishes,

John

What's his name?

What other colour?

Which hotel?

When in July?

**4 A**

To: John Jones  
Subject: some questions

Hi John,

Your fax arrived but there are few things I need more information for. First of all what is the name of the person who I must send the cassettes? Do not worry I have got a box for them to mail in.

Second, you tell me one colour that they want is gold, but you don't tell me the other colour. What is it?

Also, I'm sorry but I don't remember the hotel that you usual to stay at. You like it so tell me please which hotel it is. Also when exactly in July do you want to know if a room is available? Tell me and I will find out for you.

It will be nice to see you when you visit. Here it is not cold it is warm!

Best wishes,

**Content:** Good realisation of task.

**Organisation and cohesion:**

Effectively organised. E.g. paragraphs for each prompt.

**Range:** Limited range of structures and vocabulary. E.g. not many sentences extended with clauses.

**Accuracy:** Generally accurate with a few non-distracting errors.

E.g. "the name of the person who I must send the cassettes"

**Appropriacy of register & format:**

Appropriate to the task.

**Target reader:** Would be fully informed.

**Marks awarded:** Band 3

**4 B**

To: John Jones  
Subject: some questions

Hi John,

Your fax received but I need to ask about some things I did not understand. What's his name in Paris I send cassettes to. I mind they are fragile and I sent them quick when I know it.

The Davis Carpet company only want two colours. What other colours one being gold? It is important to know to not sent the others and they will make their minds.

Which hotel is usual? There are many nice hotels here I will find one that they have rooms free for July and I will tell you right away and to do it all today. There are nice restaurants too you will enjoy. I think it is not difficult.

Sincerely,

**Content:** One prompt is not adequately addressed. E.g. the "which hotel" prompt is not correctly interpreted.

**Organisation and cohesion:**

Adequately organised. E.g. paragraphs for each prompt.

**Range:** Limited range of structures and vocabulary.

**Accuracy:** A number of distracting and some impeding errors. "I mind they are fragile and I sent them quick"

**Appropriacy of register and format:**

Register unclear due to errors.

**Target reader:** Would have a negative effect on the target reader.

**Marks awarded:** Band 2

## EXAMPLE 5

### REPORT - TEST 2 PART 2 - PAGE: 79

4. The editor of the local newspaper that you work for has asked you to visit a local industry and write a **report** about the working conditions there, what the workers do, and how both the workers and management feel about the industry.

#### 5 A

I write this report to you because you have concern for how is the fishing industry in this town. I visited the harbour and spoke to 10 fishermen on their boats.

##### The work

They have nets to bring the fish. They bring the fish and give to men who sell them in shops.

##### Working conditions

They go to work early in the morning and work for long hours. They have danger on the boat sometimes because they work outside in nature. When there is storms they can not work and they rest. They all must work together and help.

##### Employee attitudes

They most of them like the job. The men who control the ship all like the job and usually the other men but not always. They are afraid for lots of storms and no work and they are also afraid for no fishes.

##### Conclusions

They should not work if the weather is bad and should take care for their safety and they should not catch too many fish all at once so there are fishes left in the sea.

#### 5 B

##### Fashion Industry

Where they design clothes for people. It is very good. Many celebrities spend much money on fashion. They want to look glamorous and famous. I would like to do this work because it is interesting.

##### Working conditions

They make beautiful clothes and sell them and they are on TV. Some of them are very famous. It is good work. They take a lot of money. The clothes are sold in shops. The people all buy the clothes and they put together the different colors and the sheets. It is too interesting.

##### How they feel

They feel happy because they are famous and glamorous. They feel interesting because they make the clothes.

**Content:** Good development of the task. E.g. Mention made of where the information came from and why the report was written.

**Organisation and cohesion:** Effectively organised, however only the simplest linking devices are used.

**Range:** Adequate range. Vocabulary appropriate to the task but structure of sentences is rather limited.

**Accuracy:** Reasonable accuracy with a few non-distracting errors. "They most of them like"

**Appropriacy of register and format:** Appropriate to the task. E.g. an attempt is made at report format making use of headings.

**Target reader:** Would be informed.

**Marks awarded:** Band 3

**Content:** A poor attempt at the task set. E.g. the content does not match the headings and the topic is not addressed.

**Organisation and cohesion:** Some attempt at organization but little cohesion.

**Range:** Limited range of structures and vocabulary. A great deal of repetition.

**Accuracy:** Generally accurate with occasional errors.

E.g. "They feel interesting"

"the different colors and the sheets"

**Appropriacy of register and format:** An attempt at a report format.

E.g. headings used but they do not fit the content.

**Target reader:** Would have a negative effect on the target reader.

**Marks awarded:** Band 2

## EXAMPLE 6

### FORMAL LETTER - TEST 2 PART 2 - PAGE: 79

2. Reply to the job vacancy below, in a **letter**, saying why you think you would be good for the job and giving your qualifications and past work experience.

## TOUR GUIDE

### URGENTLY NEEDED!

- ➔ Can you speak two foreign languages?
- ➔ Do you know the history of the city?
- ➔ Are you friendly and sociable?

Then we are interested in you for our job as a tour guide.

Write to us now with information about yourself.

**YORK TOURIST BOARD**

## 6 A

Dear Sir or Madam

I saw your advertisement for a tour guide in a magazine and I am very interested in the job. I think it would be the ideal job for me.

One reason I am a good candidate is because I can speak Spanish and English and to my native language. Furthermore, I had experienced working in a summer camp for children in Spain for the last two summers, so I did real experience with my foreign language.

Second, I studied history at university and that is a subject I really love. I know all the history of this city, for my interest more than anything else, and I would have much of fun sharing this history with visitors. I am a very sociable person and looking for job where I can communicate others in a friendly environment.

I hope you will think of me for the job, and if you need any other information please contact me.

Yours faithfully,

**Content:** All points covered

**Organisation and cohesion:**

Effectively organised, linkage devices used. E.g. "one reason" "second"

**Range:** Adequate range. Some variety in sentence structure and vocabulary.

**Accuracy:** Generally accurate with some non distracting errors. E.g. "so I did real experience"

**Appropriacy of register & format:**

An attempt is made at formal register, though not completely consistent.

E.g. some phrases such as "and if you need any other information" could be more formal.

**Target reader:** Would be informed.

**Marks awarded:** Band 3

## 6 B

Hi,

I write with information about yourself for the job as a Tour Guide. Can I speak two foreign languages French and English. I do know the history of the city. I like it with many funny stories. This is why to do the job I am a very good person. I like to have job for the summer and take some money for the studies next year.

I am trusting and hard work. I am friendly and sociable. I have many friends and we do sociable we go out to cafes and we tell to each other stories. I like to make the people to laugh.

I hope you like to give to me the job.

Yours faithfully,

**Content:** Some content points missing.

E.g. does not mention past work experience.

**Organisation and cohesion:** An attempt made at organisation.

**Range:** Limited range of structures and vocabulary. A great deal of borrowing from the prompt. E.g. "write with information about yourself"

**Accuracy:** A number of distracting errors. E.g. "I am trusting and hard work"

**Appropriacy of register and format**

Inadequate attempt made at formal register.

E.g. the letter begins with "Hi,"

**Target reader:** Would have a negative effect on the target reader.

**Marks awarded:** Band 2

## EXAMPLE 7

### REVIEW - TEST 5 PART - PAGE: 139

3. A student magazine is running a series entitled “*Sports Films I have loved*”, which includes reviews of favourite films by its readers. Write a **review** of one of your favourite films, explaining what you like about it.

#### 7 A

The film I saw was a documentary about gymnasts. They are very young and work very hard always and the film ask if this is right. It is made all over the word. It talks to them and it talks to the parents and the people who train them. It shows us what they give up to do the sport.

I think the film was sad. But I like it very much. The reason is because it makes us to think. Also I like that it give voice to the children who is gymnast. They tell and what they love about it and what is the difficulties for them. I like it because it does not say to us good or bad but it make us to think about it. It is a film that has a good balance.

I would recommend you to see the film when you have opportunity. It will learn you a lot about the sport gymnastics and it will ask you to think about is it right for the children to be working so hard and competing in the demanding sport.

**Content:** Good realisation of the task

**Organisation and cohesion:** Adequately organised, but few linkage devices used.

**Range:** Adequate range.

**Accuracy:** A number of non distracting errors. E.g. “when you have opportunity”.

**Appropriacy of register and format:** Appropriate to the task. Attempts to engage the reader.

**Target reader:** Would be informed.

**Marks awarded:** Band 3

#### 7 B

This film is about baseball and the boy who really wanted to play baseball. It inspires this movie and has a really happy feeling. I like it for this reasons. The boy face many troubles and challenges and believed that he could never play. In school he was small and he not strong and the children picked on him and the home was not good but he had one teacher sympathetic who knew that he could. He encouraged him and kept trying until he was success a really good sympathetic man who cared about the children very much and the hero.

I will not tell the end because it is for a surprise. But it a happy one. I think you should see if for definitely if you find the opportunity and it is not to be missed and it will make you life to be richer and happy. The movie about baseball.

**Content:** Content points covered, but minimally.

**Organisation and cohesion:** Organisation not entirely successful. Ideas are not in a sensible order, some repetition.

**Range:** Range of vocabulary and more complex structure attempted but many mistakes present. E.g. “He encouraged him and kept trying until he was success a really good sympathetic man who cared about the children very much and the hero.”

**Accuracy:** A number of distracting and some impeding errors. E.g. “one teacher sympathetic” “it will make you life to be richer”.

**Appropriacy of register and format:** Appropriate to the task. Attempts to engage the reader.

**Target reader:** May have difficulty understanding due to the number of errors.

**Marks awarded:** Band 2

## EXAMPLE 8

### ESSAY - TEST 7 PART 2 - PAGE: 179

2. What is special about the traditional food of your country? Write an **essay** about food and drink in your country, stating why you think it is unique.

#### 8 A

Every country has unique foods. And we all from each country think that our traditional food is really special and the best. In Greece it is not exception. However, I think that Greek food is special and unique because it has a really large variety.

Therefore, you can travel to different places in Greece and eat different kinds of food. Each area has a tradition that is its only. The food in Crete is different from the food in the North. The islands have special seafood plates. A place in the North is famous for the giant beans they grow there.

In addition, the foods of each place all use many different kinds of ingredients. There are many kinds of vegetables and fruit that grow there and they are all use. It is a big variety. People also pick foods that grow in the nature. There are different kinds animals that come from the sea.

Concluding Greek foods are really unique. There are many things to try and you should try them all. This is why Greek food is special.

**Content:** Good realisation of the task.

**Organisation and cohesion:**

Adequately organised, linkage devices used though not always correctly. E.g. “Therefore” not the best choice for paragraph two, but “in addition” is an excellent choice.

**Range:** limited range of structures and vocabulary.

**Accuracy:** generally accurate, errors do not impede. E.g. “has a tradition that is its only”

**Appropriacy of register and format:**

Appropriate to the task.

**Target reader:** Would be informed.

**Marks awarded:** Band 3

#### 8 B

Greek food is special because it is unique. The most famous Greek food is Moussaka. It makes with ground meat and potatoes smashed and tomato and aubergine and much cheese. They go all together one on the other and then cook in the kitchen. My Grandmother makes it very good and a special food.

Also in Greece eat seafood very often. It is fish or octopus or the shells. In Greece drink the wine with the foods and the wine is different from different grapes.

We have a famous sweet food called Galactoborico. It makes with milk and pastry. I like it very much. And Greek coffee is and another speciality make in a special way. A special lamb it is roast at Easter.

In conclusion all of these foods are really special Greek foods. If you go to Greece you must taste them.

**Content:** The question is not fully answered. E.g. “Why is it unique?” is not addressed

**Organisation and cohesion:** Poorly organised. E.g. the paragraphs do not contain single ideas.

**Range:** Limited range of vocabulary and structures.

**Accuracy:** A number of distracting errors. E.g. “In Greece drink the wine with the foods”

**Appropriacy of register and format:**

Appropriate to the task.

**Target reader:** Would not be fully informed.

**Marks awarded:** Band 2

# Section B

This section consists of **16 Model Compositions** based on the **Writing Preparation Sections for Tests 1-8** in the **Succeed in Cambridge FCE** book.

Students are expected to do the equivalent exercises first, read the model compositions and then proceed to produce their own writing.

**I A**

**Test 1 - Pages: 56-57**

**I B**

Dear Sir or Madam,  
I am writing as I wish to make a complaint about a recent two-week holiday I had in Spain that was booked through your company. Please find my concerns outlined below.

Your holiday brochure advertised that the hotel had a swimming pool. Indeed it did. However, I regret to inform you that the pool was usually empty. What is more, the rooms did not have wonderful sea views as suggested in your advertisement. In fact, my balcony looked out onto a view which resembled a building site.

To add insult to injury, despite your brochure's claim that all meals were included in the package and were prepared by chefs, the majority of meals were sandwiches. This is hardly mouth-watering food. My final complaint stems from the fact that a range of excursions were supposedly offered, but, to my knowledge, only one trip was organised.

I do not believe I received value for money for the reasons outlined above and I would like to request a partial refund of the cost of my holiday. I trust you will cooperate and grant my request otherwise I will be forced to take this matter further.

Yours faithfully,  
Bill McDonald

Dear Sir or Madam,  
I am writing as I wish to apply for the position of Tour Guide which I saw advertised in The Daily Mail on Thursday 28th, February. I believe I am well-suited to this job for several reasons which I have outlined below.

Firstly, I have lived in Derby all my life and I know the area like the back of my hand. I am very familiar with the main sites and attractions and have visited them on numerous occasions. Secondly, I would like to add that I speak fluent German. This is advantageous as a lot of German tourists tend to visit Derby every summer.

Moreover, I am an extroverted and sociable individual, and I enjoy meeting new people and making new friends. It is also true to say that travel is one of my passions. I love to visit different places and experience diverse cultures and customs.

For all the reasons mentioned above, I believe I would make an excellent Tour Guide. It is my hope, therefore, that you will offer me the job. May I take this opportunity to thank you for your time. I look forward to hearing from you in the near future.

Yours faithfully,  
Tim Brown

Hi Jennifer,

It was lovely to receive your last mail and learn all your news. It just so happens that I worked at Shoreham Summer Camp last year, so before you apply for the job let me offer you some advice.

First of all, when I worked there the group sizes were not small at all. In fact, there were approximately 30 children in my group making it very difficult to manage. Secondly, the pay wasn't great, it was little more than pocket money. I think you could find better pay just working as a shop assistant.

Another thing is that you have to sleep in the same room as the kids. This means that you never really get a break as you're basically babysitting them all the time. What's more, I only got a half day off each week. And as for the expenses, the company only paid me back three months after I'd finished work. Also, don't believe the claim about the 'excellent facilities'. Three balls and a packet of cards is all I had to occupy the children - nightmare!

Look, if I were you, I would wait a while to see if a better job gets advertised, but only you can decide! Get in touch soon and let me know what you are going to do.

With love,  
Samantha

To: Mr. John Humphries  
From: Miss Rebecca Laos  
Subject: How To Make Our Shop More Popular With Young People  
Date: 25th July 2009

#### Introduction

The purpose of this report is to find ways to make the Fuddy Duddy clothes shop more appealing to teenagers and young people in general. To this end, some recommendations are presented below.

#### Prices Young People Can Afford

At the moment, Fuddy Duddy stocks a wide range of designer outfits which are very expensive. However, teenagers cannot afford to pay top-end prices. Therefore, I would suggest that the shop display a variety of less pricey clothing. I am quite convinced that this would attract more teenagers.

#### Accessories For Teens

Fuddy Duddy specializes in clothing and does not offer any lines of accessories, yet it is a well-known fact that teenagers spend a lot of money 'accessorizing'. I think there is a clear opportunity to sell inexpensive bracelets, necklaces, broaches, rings, belts and other accessories which would doubtless attract more teenagers to our shop.

#### Creating A Youthful Atmosphere

Teenagers love music and are very fashion conscious. A good idea would, therefore, be to redecorate the interior of Fuddy Duddy to make it more appealing to young people and play modern music over the speakers.

#### Conclusion

Should the measures recommended above be implemented, I am quite confident that Fuddy Duddy can attract more teenage customers.

Dear Sir or Madam,

I am in the process of organising a trip to an art gallery for my school. I received your leaflet and am considering London Central Gallery. With this in mind, I would be grateful if you could help me by answering some questions.

First and foremost, could you please tell me what type of art is featured in the exhibition aimed at young people? It would also be beneficial to find out what is contained in the free study pack for students that was mentioned in your leaflet. I was very interested to learn that free guided group tours are available, but could you please tell me how far in advance is it necessary to book to avail of this offer?

It was mentioned in your leaflet that a discount applies to groups visiting the gallery. I would be grateful to learn how much this discount is and what the total cost per person is likely to be. Additionally, could you please inform me whether or not there is a minimum group size in order to get the discount? Lastly, I was very pleased to learn that the gallery is centrally located, but would it be possible for you to advise me which train stations are nearest the gallery?

May I take this opportunity to thank you in advance for your time and assistance. I look forward to receiving your reply at the earliest convenience.

Yours faithfully,  
Keith Daltry

#### To Sussex or not to Sussex?

It had been a nightmare week for Mary. 18 years old and just finished school, she had been worrying about her interview last week at Sussex University - the best university in Britain. Mary so wanted to study there next year, but what if the interview had gone badly? She was about to find out.....

Mary heard the postman whistling at her door, leapt off her bed and ran down the stairs to collect the post. There it was, the letter she'd been expecting from The Admissions Officer. Mary's heart was beating fast and she looked ready to cry. She had been so nervous during the interview that she felt there was no way Sussex would accept her.

Her hands started shaking as she took the letter out of the envelope. Mary heard a sound from upstairs and turned around. It was her mother. She hid the letter behind her back and acted like everything was normal. Mary wanted no-one to know the letter had arrived. 'They'll be so ashamed of me', she thought.

Once her mum had left, Mary crept up to her room and lay on the bed. She looked at the letter again, unfolding it cautiously. Tears of joy started to trickle down her cheeks. She read the letter twice, but still couldn't believe her eyes.

Dear Editor,

I wish to refer to an article about our local hospital published in yesterday's edition of your newspaper. I read the article with interest, but was moved to write to you because I believe the article contained some serious factual mistakes.

First and foremost, I would like to make people aware of the fact that the hospital was built in 1987 and has not been open for more than 50 years as the article stated. Furthermore, not only is the hospital in very good condition overall but both the interior and exterior were painted less than two years ago. As regards the article's claim that the hospital is almost always empty, I beg to differ because I visited a friend at the hospital at Christmas and saw for myself that all the beds were full. The writer also says that many locals prefer to use the Prince of Wales hospital. May I remind him that this is more than 50 km away. What should people do in emergencies? Not to mention the fact that only people with cars can visit friends or relatives since there is no public transport service to the Prince of Wales.

We must keep our hospital open in the interests of the local community. I hope you will publish my letter to show the other side of the story portrayed in the article.

Yours faithfully,  
James Jenkins

Don't be a strawberry again this summer!

Summer is only just around the corner and many of us are rubbing our hands with delight because we are about to go on holidays, leaving the office behind for the turquoise seas and never-ending sunshine of the best foreign holiday destinations on offer. But before you go getting too excited, here are a few tips to help you avoid coming home looking like a strawberry on legs!

Don't, I repeat don't, forget to pack plenty of sunscreen and for those of a pale complexion, better make it factor 50! The sun is very strong in places like the Mediterranean and it can get as hot as 45 degrees. So remember, the sunglasses aren't just to help you look cool! Bring a good pair to protect your eyes from the sun's harmful rays.

Pack plenty of light clothing – shorts, t-shirts, sandals etc. – and bring a sunhat or sun-visor. I know it's a holiday and everyone wants to have fun, but please don't make a fool of yourself by drinking too much alcohol. It's only a good night if you can remember it! And for goodness' sake, always carry a bottle or two of water, otherwise you'll get dehydrated.

So to enjoy your vacation safely, take my advice and I guarantee you'll have a fantastic time. What's more, there'll be no 'strawberry head' comments when you go back to work!

Dear Magic Johnson,

I am very happy that you have agreed to accept our invitation to give a talk and I am pleased to confirm that the talk will be held on the 21st of July at 8 p.m in the local Community Centre, which is in the main square beside the Town Hall.

Many of the locals in our community are passionate about basketball so I expect the event to be very popular. It is probable that 50 to 60 people will attend. As for the length of the talk, I think one and a half hours is a good marker. After the talk has ended, we will have a buffet meal and we would be delighted should you wish to attend.

The audience will be aged from sixteen to seventy years old and the vast majority of attendees will be basketball and athletics fanatics and sports lovers generally. Although we have video equipment, unfortunately we will not be able to show slides.

I hope I have answered all your questions. Please do not hesitate to contact me on 210 999 9999 should you need to know anything else. On behalf of my community, thank you once again for accepting our invitation. We look forward to meeting you in person.

Yours sincerely,  
Nick Gallop

Winning is more important than taking part.

There are two types of people; those who say that winning is everything and those who say it's the taking part that counts. In any game there has to be a winner and a loser, but if you enjoy yourself does it really matter which one you are? It is true that competition is important. It prepares us for the 'big, bad world' in which we have to compete every day. So perhaps, in some ways, it's good to be competitive in our hobbies, too. If we want to do very well, we will train harder and be more motivated. We will be fitter and healthier and more successful.

On the other hand, haven't teenagers, and people generally, enough stress and pressure in their lives without having to compete in their free time as well? I am inclined to believe that taking part in games, sports and activities should just be about having a good time. When I play sports, I want to have fun, meet my friends and relax. If my team wins, then that's just a bonus!

It is very important to find a balance in life. Surely we have enough competition and pressure in our work and school days without adding more in our free time. That's why, so long as people have fun in their hobbies and are able to relax, I don't think it matters whether they are on the winning or losing side.

Dear Sir or Madam,

I was looking forward to attending a play with my friends at your company's theatre last night. However, on arrival there were a number of issues which made our theatre experience rather unpleasant and left us feeling anxious. My concerns are laid out below.

First of all, the lighting was very poor and as a result we were not able to see the actors on stage very well which took away from our enjoyment of the theatre performance. Secondly, my friends and I are in agreement that the orchestra was simply too loud and that as a consequence the voices of the singers were drowned out. More worrying perhaps was the fact that all the emergency exits were blocked. What would have happened to the audience if there had been a fire?

I should also add that the play started almost an hour late which only made us feel more apprehensive and uneasy. In addition, having paid 40 pounds each for our tickets, we were none too happy to find ourselves seated behind a pillar with a very poor view of the stage. To add insult to injury, the interval was a mere 10 minutes, meaning we could not even visit the snack bar for refreshments.

Taking everything into consideration, I am sure you will agree that my friends and I are justified in asking for a refund of the cost of our tickets. Please respond at the very earliest convenience.

Yours faithfully,  
Bob Haughton

Films I have loved:

Set 200 years into the future, the film 'Robotica', directed by Stephen Smirnoff, tells the story of a little robot boy who is determined to become more like a human. This is Smirnoff's first film and critics were surprised when it took the box office by storm in March.

But there was good reason for its success. This is a touching story and the plot is full of twists and excitement. The film begins with Jake, the robot boy played by David Davidson, crawling out of the rubbish dump where he was thrown by his human owners who didn't want him anymore. Soon after, Jake meets a little human girl called Polly, played by Annika Johnston, and falls in love with her. He spends the rest of his life trying to be more like a human so that she will love him back, but does he succeed?

This is a very futuristic film with wonderful special effects. It kept the audience captivated throughout because of its ingenious storyline and the heartbreaking final scene left many in the cinema in tears. David Davidson and Annika Johnston have fine acting careers ahead of them on this evidence. Their performances were brilliant for children so young and they had wonderful onscreen charisma.

I believe, beyond any doubt whatsoever, that this is the film of the year. It is a beautiful piece of storytelling made using the latest special effects technology. I would thoroughly recommend 'Robotica' to people of all ages.

Dear Bob and Sharon,

How are you both? It has been ages since we last spoke, we must catch up on each other's news soon. I'm hoping you might be able to offer me some advice as I am organizing a party for my classmates to celebrate the end of our course. Here's what I wanted to ask.

First of all, have you any tips on the best way to organize the food? There will be between 30 and 40 people at our party, five of whom are vegetarians. We'd like to have hot food and some soft drinks. Perhaps it's best to use a professional caterer; what do you think? We're hoping to rent out a club for the night from around 9 till 1. Do you know of any good clubs locally? We need to find somewhere easy to get to.

We reckon that if we use a club, there'll be music and dancing and the party will be a big hit with the guests. Do you think we're right to opt for a club? Any other suggestions? I'm a little worried to tell you the truth about how much it would cost to use a club; do you think it would be worth it?

Well, that's about all for now. Drop me a line soon, I need your help!!

Lots of love,  
Lucy

To: Miss Abby Markson, Group Leader  
From: Miss Judith Jones  
Subject: Places to Eat in Wicklow  
Date: 2nd June 2009

Introduction:

This report is being written in order to suggest dining venues suitable for a group of foreign visitors to our town.

Restaurants Serving Traditional Local Fare:

There are three excellent restaurants in our town serving local delicacies and specialties, The Blind Horse, The Black Swan and The King's Head. These restaurants showcase the best cuisine our town has to offer and dining at one of them would be a great way for foreign visitors to explore good local fare. On the other hand, all three restaurants are very expensive.

Coffee Shops and Snack Bars:

There are many coffee shops and snack bars lining the main square of our town. Snackathon is very popular with the locals and eating there would provide an excellent opportunity to get to know our townspeople. Prices at Snackathon are quite reasonable but the menu is very limited.

Bars and Pubs:

The Student Bar is a great place to meet young people and have a good time. However, it only serves a small range of snacks like peanuts and crisps. The Wanderers Bar is a better option since its menu is wide and it is known for giving customers great service and value for money.

Conclusion:

The visitors should sample local cuisine at least once on their holiday even though it is expensive. Apart from that, they will find excellent value for money at The Wanderers Bar and a great opportunity to socialize at Snackathon.

8 A

Dear Mr. Smith,

I recently saw your advertisement offering small group expeditions to Africa. I am a nature lover and wish to express my interest in taking part. However, I would like to ask for some more details before committing to the expedition.

As I am working for the month of July, I would very much like to know when the expedition is scheduled to take place and how long it will last. Moreover, as your advertisement mentions the groups will be small, I would greatly appreciate if you could tell me exactly how many there will be in each group. I am also interested in finding out where in Africa the tours take place.

As your advertisement asks for people with useful skills, I should also mention that I am an avid amateur photographer. However, I would like to know if there is any special equipment I would need as I am not by any means a professional or expert. Last of all, could you please inform me of the total cost of the expedition?

I am very excited at the prospect of going to Africa this summer with your expedition and eagerly anticipate your reply.

Yours sincerely,  
Sean Jacobson

8 B

It is true that pollution is a very serious issue nowadays, but is there really nothing we can do to combat this problem? Air pollution and littering are ruining our beautiful landscape and now global warming is also a threat. We must surely try to deal with the problem before it is too late.

Let us first look at the causes of air pollution. There are more cars than ever on the roads emitting exhaust fumes, and factories and power stations are burning dangerous fossil fuels, too. Moreover, we continue to cut down trees and not replace them. This means that there are fewer trees to absorb carbon dioxide and clean the air. But we can all do something to help solve this problem. If more people use public transport and if factories try to conserve energy and dispose of their waste safely this will make a huge difference.

Now, as for littering, clearly the ordinary members of society are to blame for this. People must become more environmentally conscious and learn to recycle their waste instead of throwing it away. The government can help, too, by placing more rubbish bins around the neighbourhood for people to use.

Pollution is a problem that concerns everyone and we must take steps to make our planet cleaner for future generations before it is too late. Now is the time to act.