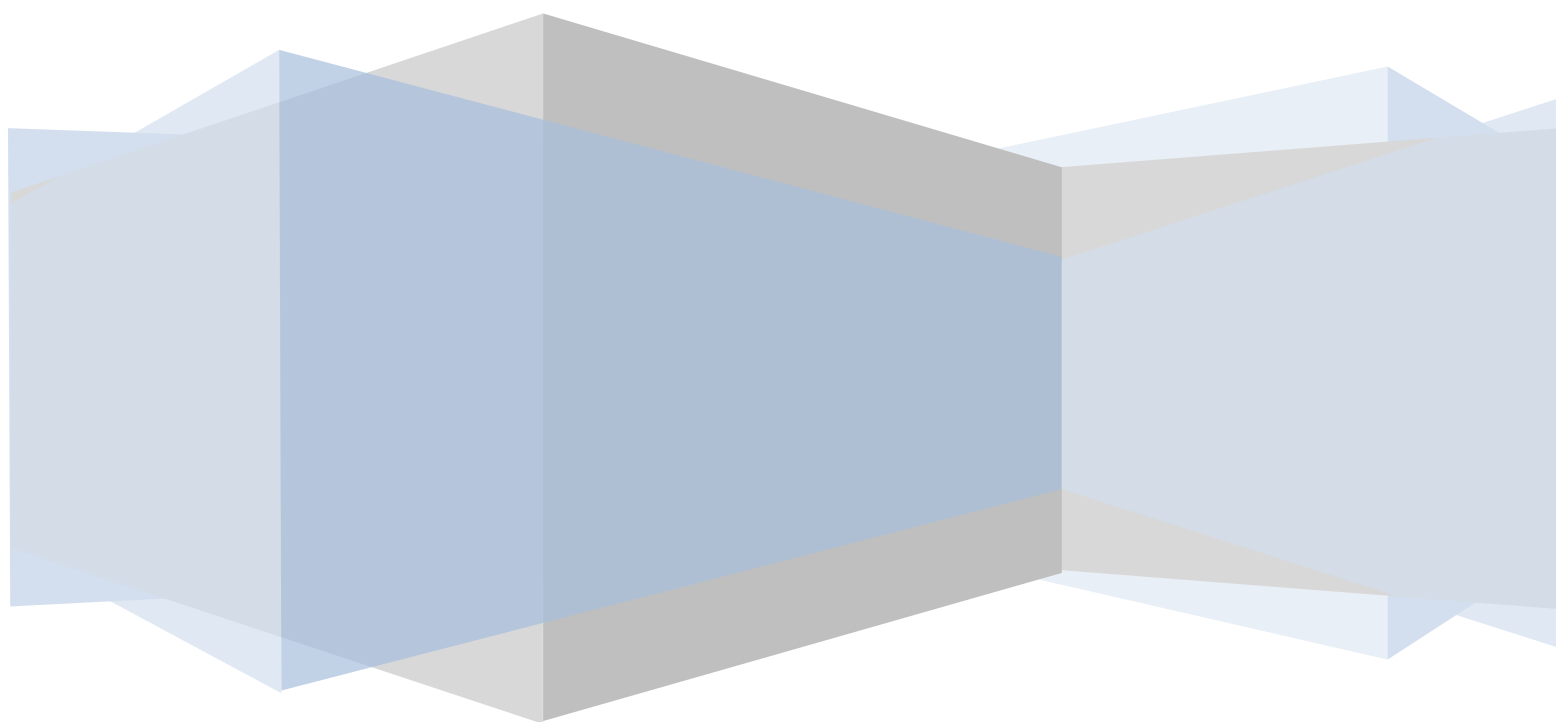


**Подготовка учащихся к  
сдаче ЕГЭ по  
английскому языку  
(раздел «Письмо»)**



## Подготовка учащихся к сдаче ЕГЭ по английскому языку (раздел «Письмо»)

### Общая характеристика формата и содержательного компонента раздела «Письмо»

#### 1. Формат теста ( в перспективе на будущее изменение формата)

Экзаменационный тест по письму может состоять из нескольких тестовых заданий:

- Написание почтовой открытки ( базовый уровень , 30-40 слов, время выполнения 15 минут)
- Написания письма личного характера ( повышенный уровень, 100-140 слов, время выполнения 20 минут)
- Написание делового письма (высокий уровень, 140-160 слов, время выполнения 30 минут)
- Написание эссе-мнение (200-250 слов, время выполнение 40 минут)

Формат теста может меняться, поэтому необходимо быть готовым к различным видам заданий.

#### Виды заданий

1. Заполнение анкет, бланков.
2. Написание открытки.
3. Личные письма ( поздравления, сообщения, впечатления и др.)
4. Официальные письма (жалоба, о приёме на работу / на учёбу, запрос с целью получения информации, и др.)
5. Описательные сочинения ( человека, места, предмета, события)
6. Дискуссионные сочинения
7. Обзоры и отзывы ( о книгах, фильмах и др.)
8. Рассказ / короткая история
9. Отчет
10. Статья в газету / журнал

#### 2. Критерии оценивания экзаменационного теста в разделе «Письмо» (разработка автора, которая может отличаться от официальной версии)

##### 1. Содержание и полнота выполнения задания

- Соответствие теме, указанной в задании, и полнота раскрытия темы;
- Правильный отбор материала с учётом адресата;
- Выбор правильного стиля высказывания;
- Соблюдение принятых в языке норм вежливости;
- Соответствие высказывания заданному объёму;

##### 2. Организация текста

- Высказывание логично и средства логической связи использованы правильно;
- Текст правильно разделен на абзацы, есть вступление и заключение;
- Выбор правильного формата высказывания;

##### 3. Лексика

- Используемый словарный запас соответствует поставленной задаче, употребление слов и выражений должно быть уместным и не вызывать недоразумения или неправильного понимания
- Разнообразие лексики ( синонимы, антонимы, фразеологизмы);
- Словарный запас должен соответствовать уровню Intermediate / Upper Intermediate;

##### 4. Грамматика

- Использование грамматических структур в соответствии с поставленной задачей;
- Разнообразие и сложность грамматических структур;

##### 5. Орфография и пунктуация

- Текст разделен на предложения с правильным пунктуационным оформлением;
- Почти нет орфографических ошибок

**Тренировочные типы заданий для подготовки учащихся к выполнению экзаменационного теста по письму.**

**I. Заполнение анкет. Filling in Forms.**

<i>№</i>	<i>Что требуется в анкете</i>	<i>Рекомендации</i>	<i>Примеры</i>
1	Полное имя / Full name	Пишется сначала имя, потом фамилия. Отчество можно не указывать, если оно не выделено в специальную графу.	Raisa (Alexandrovna) Kovalenko
2	Домашний адрес / Home address	<ul style="list-style-type: none"> <li>В принятом в Великобритании порядке: номер квартиры, корпуса, дома, улица, почтовый индекс, страна</li> <li>Слова Flat, Block, Street, Avenue, Prospect пишутся с заглавной буквы</li> <li>Можно пользоваться общепринятыми сокращениями, которые тоже пишутся с заглавной буквы.</li> </ul>	Flat 39 Block 1 20 Sofiyskaya St St Petersburg 196024 Russia  Fl, Apt, St, Ave, Pr
3	Дата / Date	<ul style="list-style-type: none"> <li>Можно писать цифрами или буквами</li> <li>Названия месяцев пишутся с заглавной буквы</li> <li>В зависимости от задания (адресата) можно писать британский вариант: дата/ месяц/ год или американский вариант: месяц / дата / год</li> </ul>	British: 4 January 1999 4 Jan 1999 4 <sup>th</sup> Jan 1999 4/1/1999; 04/01/1999 4-1-1999; 04.01.1999 American: January 4, 1999 Jan 4, 1999; Jan 4 <sup>th</sup> 1999 1/4/1999; 01/04/1999; 1-4-1999; 01-04-1999; 01.04.1999
4	Школа / School	<ul style="list-style-type: none"> <li>Слова "School / Gymnasium" пишутся с заглавной буквы.</li> <li>Знак «номер» может быть британским или американским в зависимости от задания.</li> </ul>	School # 102 Gymnasium No 105 # 102 (AE) No 105 (BE)
5	Школьные предметы / School subjects	<ul style="list-style-type: none"> <li>Названия языков всегда пишутся с заглавной буквы</li> <li>Названия отдельных предметов можно писать как с заглавной, так и с маленькой буквы</li> </ul>	French, English  History, Russian, Maths history, maths
6	Гражданство / Nationality	Английское слово "Nationality" соответствует русскому слову «гражданство» и не предполагает указания этнической принадлежности учащихся	Russian Russia Russian Federation
7	Религия / Religion	Название религии пишут с заглавной буквы	Orthodox / Catholic / Muslim/ Protestant/ Buddhist/ Jewish/ none
8	Место рождения / Place of birth	Географические названия пишут с заглавной буквы. Соблюдается общий принцип в порядке написания от меньшего к большему: город ⇒ страна Деревня ⇒ область ⇒ страна	St Petersburg, Russia  Utkino Village, Jaroslavl Region, Russia
9	Пол / Sex		Male/ Female; M/F; m/f

10	Интересы и увлечения Hobbies and Interests	При ответе используют существительные и герундий	History, cooking, travelling
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## II. Как написать записку или послать E-mail ?

### Writing an e-mail:

You received an e-mail from your British pen-friend. Write your reply , telling her/him all necessary information. Pay attention to the headings **From, To, Sent** and **Subject**. Use (25-35) words in your reply.

№	Возможные виды посланий по e-mail	Возможные виды ответных посланий
1.	<p>From: Sarah Oline sarah@hotmail.com To:..... Sent: Friday, 15 December, 2004, 5.30 pm Subject: Books</p> <p>Dear....., Hi! How are you? I forgot the names of the books you wanted me to send . If you e-mail me before 17 December, I can go and buy them , and you will get them before Christmas.</p> <p>Best wishes, Sarah</p>	<p>From: Name and e-mail address To: Sarah Hart sarah@hotmail.com Sent: Date and time Subject: Books</p> <p>Dear Sarah, Thanks for your e-mail. The books I asked for are called "Opportunities" by A. Millan and " Skippy" by M. Torn. I hope they aren't not sold out. Thanks very much for the favour.</p> <p>Love, .....</p>
2.	<p>From: <a href="mailto:lis@bk.ru">lis@bk.ru</a> To:..... Sent: Wednesday, 7 June , 2004 , 8.00pm Subject: Dinner</p> <p>Dear....., It was lovely to see you last weekend. I hope you enjoyed the dinner party. I had a wonderful time and was very happy to be able to spend some time with you.</p> <p>Love, Lisa</p>	<p>From: Name and e-mail address To: <a href="mailto:lis@bk.ru">lis@bk.ru</a> Sent: Date and time Subject: Dinner</p> <p>Dear Lisa, Thank you so much for the wonderful dinner party. The food was fantastic and it was great to meet some of your friends. I hope we can get together again soon.</p> <p>Love, .....</p>
3.	<p>From: Rachel Peters <a href="mailto:rachel@pe.ru">rachel@pe.ru</a> To:..... Sent: Monday, 15 September, 2004, 10.30am Subject: New house</p> <p>Dear....., I hope that you are well and you and your family are happy in your new house. Please write to me soon and tell me all about it. Does it have a garden?</p> <p>Best wishes, Rachel</p>	<p>From: Name and e-mail address To: Rachel Peters <a href="mailto:rachel@pe.ru">rachel@pe.ru</a> Sent: Date and time Subject: New house</p> <p>Dear Rachel, Thanks for your e-mail. My new house is fantastic and we are all very happy here. My room is big and I love it! And, yes, there is a big garden to play in.</p> <p>Love, .....</p>
4.	<p>From: Matthew Simmonds matt@ hot.com To:..... Sent: Monday, 2 September, 2004, 12am Subject: New pet</p> <p>Dear....., I was glad to hear that you have got a new dog.</p>	<p>From: Name and e-mail To: Matthew Simmonds matt@ hot.com Sent: Date and time Subject: New pet</p> <p>Dear Matthew, Yes, I love my new dog. His name is Buddy &amp; he's very</p>

<p><i>I hope you are happy with him. I really look forward to hearing all about him.</i></p> <p><i>Best wishes, Matthew</i></p>	<p><i>clever. He can do tricks and he always does as he is told. I'll send you some photos soon.</i></p> <p><i>Love, .....</i></p>
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**Writing a note:**

You found a note from .....(your mother/ your friend...). Write a reply, telling her/him all necessary information. Use (25-35) words in your reply.

№	Возможные виды посланий /записок	Возможные виды ответных посланий/записок
1.	<p>.....</p> <p><i>I have gone to the supermarket to get some food. Will you be here for dinner this evening? Let me know your plans for the evening. Don't be late home!</i></p> <p><i>Love, Mum</i></p>	<p><i>Mum,</i></p> <p><i>I won't be here for dinner this evening. I am going to the cinema with some friends. We will eat something in town. Don't worry, I won't be late home!</i></p> <p><i>Love, .....</i></p>
2.	<p><i>Hi.....,</i></p> <p><i>Do you want to meet me in the library this evening? We could do our homework together. I'll be at the library at 6 o'clock. Let me know if you'll be there.</i></p> <p><i>Love, Karen</i></p>	<p><i>Dear Karen,</i></p> <p><i>I can't meet you this evening because I have to go to the dentist. My tooth really hurts! I'll have to do my homework later.</i></p> <p><i>See you soon.</i></p> <p><i>Love, .....</i></p>
3.	<p>.....</p> <p><i>Why don't we get a video tonight? I really want to see Lord of the Rings 3. Can you rent it from the video shop for us?</i></p> <p><i>Adam</i></p>	<p><i>Adam,</i></p> <p><i>Sorry, I couldn't get the film you wanted because it was already rented out. I got Finding Nemo instead- I hear it's really funny! Hope you don't mind!</i></p> <p><i>.....</i></p>

**III. Как написать открытку ?. Writing a post- card .**

**1. Структура открытки:**

- Адрес получателя указывается на правой стороне открытки. Адрес отправителя не указывается.
- Текст открытки пишут на левой стороне, без указания своего адреса и даты.
- Стилль открытки, как правило, неформальный.
- Текст открытки начинается с обращения, после которого ставится запятая *Dear....*,
- После обращения следует вступление *Hi there! ..... Hello!.....*
- Далее следует основная часть открытки.
- Завершающая фраза открытки состоит из: *Best wishes, / Yours, ...../ Love,... + your first name*

**2. Образец написания открытки.**

<p>Dear N,</p> <p>Hi! How are you? I'm happy you can come to stay with us in summer . Please , let me know when you are going to come and what you would like to do.</p> <p>Best wishes, Ann.</p>	<div style="border: 1px solid black; width: 80px; height: 40px; margin: 0 auto;"></div> <p>N.N. 10 Sadovaya Str. St Petersburg , Russia</p>
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**HELP!****Возможные варианты заданий:****1) Write a holiday post card , telling smb. where you are and what you are doing....**

- *I'm on holiday in....! It's beautiful / great here! We are..... I have been ..... I hope you are enjoying....*
- *I'm having a wonderful holiday in Scotland. I'm staying in a hotel near the sea. It is..... Every day I.....*
- *We arrived in the middle of a terrible thunderstorm. The landing was very rough! I never want to fly again! We are staying at a new hotel near the centre of Lhasa.  
This afternoon we walked round the city. It's really fascinating.....*
- *Hello from Peru! This is a lovely country and have seen a lot. Yesterday I.....*
- *We've just arrived in Figuig South-east of Tangier. We're staying at the Desert Hotel tonight, and tomorrow we're going to start the main drive across the desert Tamanrasset. .... See you in four weeks.*

**2) Write a reply, thanking smb. for... and explaining why you like/enjoy...**

- *Thanks a lot for... / Thank you very much for...*
- *Thanks again! It was very good of you to...*
- *Thanks for all your help. I appreciate so much your kindness and your willingness to help me in everything I need during my studying in..... I hope our friendship will continue.*
- *(formal) I wish to thank you for.....*
- *(formal) I am writing to express my gratitude for... / I am extremely grateful for...*
- *(formal) I appreciate your thoughtfulness. I would like to express my gratitude. Your thoughtful gift / gesture was greatly appreciated.*
- *Thank you for inviting me to stay with you.... I had a wonderful time. It was great to....*
- *Thank you so much for having me to stay during the school exchange. It was wonderful to visit.... and learn about....! I loved....*
- *Thank you for the brilliant camera. I love it! Now I can....*
- *Thank you so much for the T-shirt. I love it and it is a perfect fit. What a great present!*
- *Thanks for the great photos. You are just like your dad! It was lovely to see what you and your family look like/ Now I feel like I know you all better!*
- *How nice of you to think of me. Thanks again. I won't forget your kind gesture.*

**3) Write a reply, apologizing for...**

- *I'm really sorry for/ about... Please say you'll forgive me...*
- *I am writing to apologise for... Please accept my apology...*
- *It wouldn't have happened if... I admit that it was my fault...*
- *(formal) I am writing to offer my sincere apologies regarding... Please accept my apologies for...  
Once again, please accept our sincerest apologies.... The fault is entirely mine...*

**4) Write a reply, expressing regret**

- *I regret to inform you that.....*
- *It is with regret that.....*
- *I cannot express how much I regret....*
- *Should you need my assistance.... I would be happy to..... If you need anything.....*
- *Unfortunately, I've got some bad news for you.*
- *I'm writing to tell you some bad news.*
- *I find it hard to tell you that.... Words can't express how much I regret.*
- *I can't find an easy way to tell you this.*

**5) Write a reply , congratulating smb. or wishing smth.**

- **Congratulations:** *I want to express my congratulations.  
Congratulations on making the school football team. You must be really proud.  
(formal) May I congratulate you on...  
Once again, congratulations.*
- **Wishes:** *I wish you luck in your new school. I am sure everything will be just fine.  
I wish you all success in your future endeavours.*

*We wish you the best of everything life has to offer.  
 My best wishes to you in your work and in all you do.  
 I hope that each year finds you happier than the one before.  
 Good luck (to you)! I wish you good luck!  
 Have a good time! Have a nice holiday!  
 Have a nice trip! Have a good flight!  
 Good luck with the....! Give my love / regards to....  
 I am confident that you will carry out your new duties with conscientiousness. .  
 May all your dreams come true!*

- Best wishes for a holiday: *Best wishes for the New Year! I wish you health and success.  
 Best wishes for a pleasant and successful New Year!  
 With Best Wishes for Christmas and the New Year!  
 I hope that the coming year will bring you peace, good health, good cheer and prosperity.  
 Lots of good wishes for Easter and many more for the rest of the year!  
 Love like yours is hard to find. Will you be my Valentine?  
 Thank you, the same to you.*
- It's someone's birthday : *Happy Birthday! Have a lovely day!  
 Many happy returns of the day!  
 Warm birthday greetings!  
 I wish you every happiness in the world.  
 I hope you will be very happy!  
 Make the most of life's opportunities... and have a lot of fun.*
- Some friends have had a baby: *That's really great news! What are they going to call her?  
 I was really happy / pleased to hear that....  
 Congratulations and best wishes to you and the newest member of your family.*
- Someone won the match: *Well done! You played brilliantly!  
 Good luck in tomorrow's match.*
- Someone has passed their exams: *Congratulations! You worked hard for it/them.  
 First of all, I want to wish you luck in your exam. I am sure you will get a good grade.  
 You really deserve (your) success  
 I'm happy for you. Good for you! You should be so proud of yourself.  
 Correct. Well done!*
- Someone is going to get married: *That's brilliant! When's the big day?*

#### 6) Write a reply, making an invitation

- *Please come to.....*
- *Come To My Party!  
 I'm having a party. Do, please come; It's sure to be a lot of fun!  
 Date..... Time..... Place..... Signed.....*
- *I'm writing to invite you to our wedding reception on 2 July at 6pm. We're looking forward to seeing you, so let us know if you are able to come.*
- *Let me tell you when & where... By the way, it's a fancy dress party /formal ceremony...*
- *There'll be plenty of food / drink... You won't need to bring anything.....*
- *These are the details of....*
- *Refreshments will be provided... It won't be necessary to.....*
- *(formal) The party / wedding / ceremony will be held on... at....  
 You will not be required to... The catering arrangements have been made...*
- *Just a quick note to tell you how to get to.....*
- *I hope that you can find your way alright.*
- *Joe and I are getting married! The ceremony is at Kensington Registry Office at 10 am on 2 July. We're inviting a few close friends and we'd love you and Mary to come. Can you let me know as soon as possible if you can come?*

#### 7) Write a reply, accepting an invitation

- *What a great way to celebrate...*                      *It's a wonderful way to celebrate...*
- *Can I bring my friend, Bob?*                              *Could I invite a friend to come too?*
- *By the way, if you need help with...*              *If you would like any help....*
- *(formal) I am sure it will be a wonderful occasion. Should you require assistance....Would it be possible for.... to accompany me?*

### 8) Write a reply, refusing an invitation

- *I'm sorry I can't make it because.....*    / *I've got plans for that weekend....*
- *I won't be able to come because.....*    / *I have already arranged to...*
- *I have to refuse.....*
- *I'm afraid I can't come..... because.....*
- *I'd love to come but.....*
- *(formal) I am unable to attend due to.....*    / *I am otherwise engaged...*
- *I'm afraid I won't be able to come to the meeting on Monday because I'll be away on holiday in France. I'll be back in the office in two weeks' time. I'll phone you as soon as I get back.*

### 9) Write a reply, asking for information

- *Do you know anything about...*    *I also need to know about....*
- *I want to find out about...as well.*    *Can you also let me know if.....*
- *Do you have information about.....*    *I would also like to know.....*
- *I would be grateful for...*
- *(formal) What information do you hold on...*    *Could you also provide details of.....*

### 10) Write a reply, giving information

- *I have sent you a...*    *Did you know that....?*
- *To answer your question about...*    *This information should help you...*
- *(formal) The following information may be of use to you...*

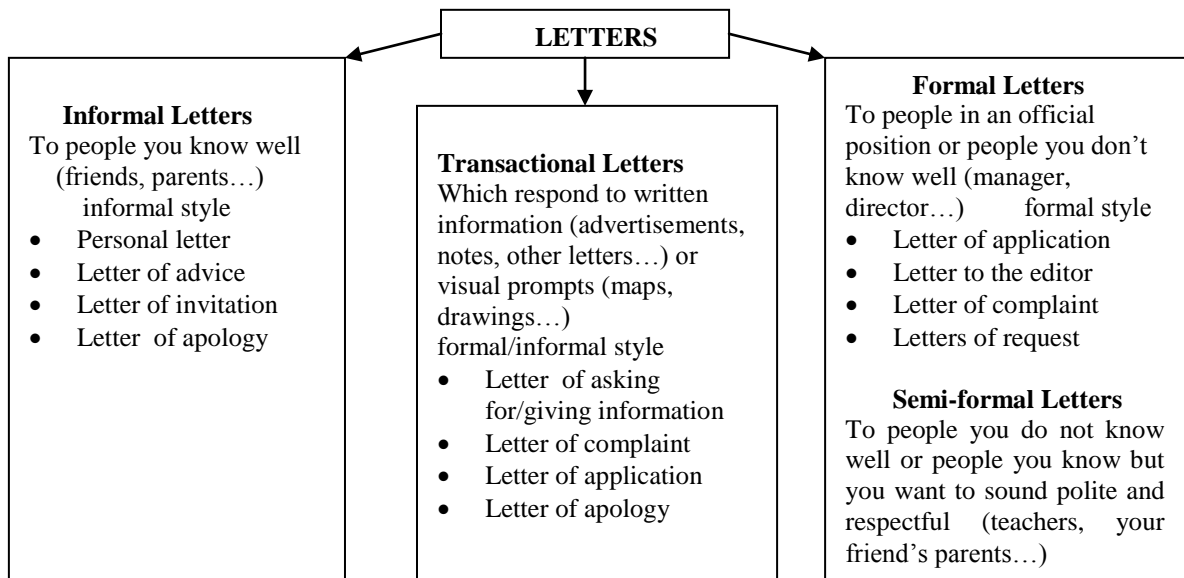
### 11) Write a reply, making requests

- *I really need...*    *Can I ask you to.....*    *Could I ask you to .....*
- *(formal) I wish to request....*    *Would it be possible for you to.....*
- *.....I'm afraid I left my book in your house. It must be somewhere in the bedroom or the sitting room. It could be on the bookcase in the sitting room or it might be by the bed. Sorry about that. Could you send it to me if you find it? Thanks.*

### 12) Write a reply, giving advice

- *Why don't you...*    *If I were you, I'd.....*
- *(formal) I would suggest that...*
- *If you are visiting my country, you have to remember that you are not allowed to.....*

## IV. Письма . Letter Writing.





## Структура письма

№	Что требуется в письме	Рекомендации	Примеры
1	Адрес Address	Адрес пишущего указывается в правом верхнем углу	2 Victoria street Oxford OX2 006
2	Дата Date	Под адресом дата (пропустив строку)	Saturday, March 1 <sup>st</sup> , 1999 9 September 1999
3	Обращение Greeting	Письмо начинается с обращения, после которого ставят запятую. (с новой строки, пропустив строку)	Dear Sally, Dear Mr Brown, My darling,
4	Начало письма Introduction	В начале письма автор обычно <ul style="list-style-type: none"> <li>• Благодарит адресата за ранее полученную корреспонденцию</li> <li>• Извиняется, что не писал раньше</li> </ul>	Thanks for..., Many thanks for..., How nice of you ..., I was awfully glad to get your letter...  I must apologise for not writing..., I really should have written sooner....
5	Основная часть письма Main Body	В ней должны быть раскрыты все аспекты, указанные в задании. Каждый параграф пишут с новой строки, пропустив строчку.	
6	Конец письма Conclusion	В конце письма автор упоминает о дальнейших контактах. (с новой строки, пропустив строку)	I'll write again soon. Looking forward to seeing you. Hope to hear from you soon.
7	Завершающая фраза письма Ending	Эта фраза зависит от степени близости автора и адресата, после неё всегда ставится запятая. (с новой строки, пропустив строку)	I love you so much, Lots of love,    Much love, Best wishes,    All the best, Yours.....,
8	Подпись автора	Личные письма подписывают без указания фамилии (с новой строки, пропустив строку)	Sally , David

## Образец написания письма

	2 Victoria Street 1 ⇒ Oxford OX2 006
	2 ⇒ January 1 <sup>st</sup> } пропустить строчку
3 ⇒ Dear Sally,	
	} пропустить строчку
4 ⇒ Thank you for your lovely birthday card, I have not written sooner as I wanted to invite you round and would never find a suitable time.	
	} пропустить строчку (каждый параграф начинать пропуская строчку)
5 ⇒ We are having a small party next Friday night to celebrate Tony's return from Canada , and we would be very happy if you and Simon could join us, around 8 p.m. Do come if you can.	
	} пропустить строчку
6 ⇒ Looking forward to seeing you.	
	} пропустить строчку
7 ⇒ Yours,	
	} пропустить строчку
8 ⇒ Margery	

Стиль письма может быть формальным и неформальным / нейтральным

<b>Formal style</b>	<b>Informal style</b>
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<b>Обращение / приветствие</b>	
Dear Sir/ Madam, Dear Mr and Mrs Green,	Dear Simon, Dear Miss Jones, Dear Mum,

<b>Начальные фразы (введение)</b>	
I am writing with regard to.... I am writing to inquire about.... With reference to my recent holiday...	Well, here I am in.... Thanks so much for your... I just wanted to let you know that... Great to hear from you again.... I don't know if you remember me but I.... It's ages since I heard from you

<b>Конец письма / заключительные фразы</b>	
I look forward to hearing from you soon. Yours faithfully (if you don't write the person's name) Yours sincerely (if you write the person's name) <i>Yours faithfully/ sincerely + full name</i>	Looking forward to seeing you in.... Looking forward to hearing from you. Good luck with the.....! Give your sister a big hug from me. Best wishes (for a close friend) Lots of love (for a member of the family or boyfriend/girlfriend) <i>Love/Yours/Best wishes + first name</i>

<b>Характеристика стиля</b>	
<ul style="list-style-type: none"> <li>Advanced vocabulary (<i>I am writing to enquire whether...</i>)</li> <li>Formal linking words / phrases (<i>however, for this reason...</i>)</li> <li>Passive voice (better : <i>I can be contacted.... than : You can contact me...</i>)</li> <li>Polite forms without contractions (<i>I would be grateful if,...</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Everyday vocabulary (<i>I had a great time</i>)</li> <li>Colloquial expressions/idioms (<i>drop me a line</i>)</li> <li>Phrasal verbs (<i>get on with...</i>)</li> <li>Short forms (<i>I'm...</i>)</li> </ul>

### Модели писем и основные рекомендации к написанию писем

#### Informal letters

#### *Личные письма (поздравления, сообщения, впечатления и др.) Personal Letters .*

Your address
The date
<b>Greeting</b> Dear....,
<b>Introduction (§ 1</b> -opening remarks)
<b>Main Body (§§ 2-3/4</b> - development of the subject )
<b>Conclusion (§ 5</b> - closing remarks)
<b>Ending</b> (say goodbye and sign your name)

- **Greeting**  
- never begin *Dear friend / Pen friend*; write the name *Dear Jane*,
- **Introduction**  
- reasons for writing;  
- an apology for a delay in writing  
- a thank you to the person for his last letter  
- questions / wishes about recent events
- **Main Body**  
- divide your letter into paragraphs and include 2-3 points in each paragraph
- **Conclusion**  
-an excuse to stop writing;  
- greetings to the person's family / friends  
- an invitation  
- a promise to write again soon,  
- a request to the person to reply soon
- **Ending**

### Useful Vocabulary

Вводные фразы	Заключительные фразы
<ul style="list-style-type: none"> <li>• It was great to get your letter....</li> <li>• Thanks for your letter. It was great / lovely to hear from you.</li> <li>• Thanks for your long letter. It was really great to hear all your news, after not hearing from you for ages.....</li> <li>• Sorry I haven't written for so long but.....</li> <li>• I'm very sorry about not replying to your letter sooner but I've been extremely busy.</li> <li>• Sorry for not writing earlier but I've.....</li> <li>• How are things with you? I'm sorry I haven't written for so long, but .....</li> <li>• I was really pleased to hear that....</li> <li>• I thought I'd better write and tell you about....</li> </ul>	<ul style="list-style-type: none"> <li>• I would really like you to visit me this summer. Write to me and tell me your plans.</li> <li>• Thanks for sending me... Please write to me again soon, and tell me all your news.</li> <li>• Please give/send my regards (love) to your.... And write and tell me your plans for....</li> <li>• I would really love to see you. Why don't you come and visit me this..... Write back soon!</li> <li>• If you want to know anything else, just drop me a line.</li> <li>• Well, that's all for now. Do write back soon.</li> <li>• That's all my news for now...</li> </ul>

### Письма с просьбой дать совет.

### Asking for advice

Вводные фразы	Заключительные фразы
<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I would appreciate it if you could give me some advice about...</li> <li>• I am writing to ask if you could help me with...</li> <li>• I am writing to ask for your advice.</li> <li>• Could you possibly offer your advice?</li> <li>• Could you please give me your advice?</li> <li>• I am writing to request some advice concerning...</li> <li>• I would be grateful if you could offer your advice.</li> <li>• I wonder if you could help me with a problem...</li> </ul> <p><i>Informal</i></p> <ul style="list-style-type: none"> <li>• I am writing to ask for your advice.</li> <li>• Can you give me your advice?</li> <li>• Give me your advice about....</li> <li>• Can you think of anything that...?</li> <li>• I've got a problem and I need your advice</li> <li>• I've got a problem, and I think you can help.</li> </ul>	<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I would be grateful if you could give me your advice as soon as possible</li> <li>• I look forward to receiving your advice.</li> <li>• It would be of great help if you could advise me.</li> <li>• I would greatly appreciate your assistance in this matter.</li> <li>• I would appreciate it if you could give me your advice as soon as possible.</li> </ul> <p><i>Informal</i></p> <ul style="list-style-type: none"> <li>• What do you think I should do?</li> <li>• Give me / Send me your advice soon.</li> <li>• Do you think I should...?</li> <li>• Do you have any idea about...?</li> <li>• Please let me know what to do</li> <li>• Please let me know what you think I should do</li> <li>• I'd like to know what you think about...</li> <li>• Write back soon and tell me what you think.</li> <li>• Your advice would help me a lot.</li> </ul>

### Письма-советы.

### Giving advice

Вводные фразы	Фразы основной части	Заключительные фразы
<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• Thank you for your letter requesting....</li> <li>• I am writing in reply to your letter asking for advice about.....</li> <li>• I am writing with regard to your letter requesting</li> </ul>	<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I strongly recommend that.....</li> <li>• I would suggest that.....</li> <li>• I believe the best course of action is....</li> <li>• I would advise you to.....</li> <li>• You should / ought to.....</li> <li>• If I were you I would.....</li> </ul>	<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I trust you will accept this advice</li> <li>• I hope this advice will be of help</li> <li>• I hope to have been of assistance to you/</li> <li>• I would very much like to</li> </ul>

<p>advice concerning....</p> <p style="text-align: center;"><i>Informal</i></p> <ul style="list-style-type: none"> <li>• I 'm sorry to hear .....and I think I can help.</li> <li>• Cheer up / Don't worry too much.</li> <li>• Don't let it get you down</li> <li>• I'm only too glad to help.</li> <li>• I just got your letter and I think.....</li> <li>• Here's what I think you should do.</li> </ul>	<p style="text-align: center;"><i>Informal</i></p> <ul style="list-style-type: none"> <li>• Why don't you.....?</li> <li>• If I were you / in your position, I'd..../ I wouldn't.....</li> <li>• Have you thought of / about .....+ Ving?</li> <li>• Don't forget to....</li> <li>• It would be a good idea to.....</li> <li>• What you should do is...</li> <li>• How about + Ving.....? What about + Ving.....?</li> <li>• I think you should.....</li> <li>• The best advice I can give you is.....</li> <li>• Another good idea is to.....</li> </ul>	<p>know if this advice was helpful / has been of some use.</p> <p style="text-align: center;"><i>Informal</i></p> <ul style="list-style-type: none"> <li>• I hope that this / my advice helps.</li> <li>• Let me know what happens.</li> <li>• Let me know how it went.</li> <li>• Let's hope that things get better</li> <li>• Let's hope that everything turns out all right.</li> <li>• Hope this helped.</li> <li>• If you do this, you would.....</li> </ul>
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### *Письма-извинения / сожаления. Letters of apology.*

Вводные фразы	Заключительные фразы
<p style="text-align: center;"><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I am writing to apologise for...</li> <li>• I must apologise for...</li> <li>• Please accept my sincere apologies for...</li> </ul> <p style="text-align: center;"><i>Informal</i></p> <ul style="list-style-type: none"> <li>• I'm sorry for...</li> <li>• I'm writing just to say how sorry I am about the delay in paying you back the money I owed you.</li> <li>• I just wanted to drop you a line to say how sorry I am for the way I behaved last Sunday night...</li> <li>• What can I say, except I'm sorry for...</li> <li>• I can't describe how sorry I am and how guilty I feel....</li> <li>• I hope you'll understand when I say that....</li> </ul>	<p style="text-align: center;"><i>Formal</i></p> <ul style="list-style-type: none"> <li>• Once again, sincerest apologies for...</li> <li>• I hope you will accept my apologies...</li> <li>• I hope my apologies will be accepted...</li> </ul> <p style="text-align: center;"><i>Informal</i></p> <ul style="list-style-type: none"> <li>• I hope you believe me when I say how sorry I am...</li> <li>• I can't tell you how sorry I am...</li> <li>• Of course I know this doesn't excuse my dreadful behaviour, but I do hope you can forgive me.</li> <li>• I beg you to forgive me...</li> <li>• There is no excuse for...</li> <li>• Anyway, I hope you will accept my apology and that you're not angry with me.</li> </ul>

### *Письма-приглашения. Letters of invitation.*

Вводные фразы	Фразы основной части	Заключительные фразы
<p style="text-align: center;"><i>Formal</i></p> <ul style="list-style-type: none"> <li>• We would be honoured if you could attend ...</li> <li>• I cordially invite you to...</li> <li>• Your presence would be appreciated at....</li> <li>• You are invited to attend....</li> </ul> <p style="text-align: center;"><i>Informal</i></p> <ul style="list-style-type: none"> <li>• I'm writing to invite you to.....</li> <li>• I'd love it if you could come to....</li> <li>• Why don't you come and spend some time....</li> <li>• We're organizing a..... and I'd love it if you could come</li> </ul>	<p style="text-align: center;"><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I have included some directions.....</li> <li>• I have enclosed some directions and a map</li> <li>• If you follow the directions below.... <ul style="list-style-type: none"> <li>- Catch a tram / bus No... to.....</li> <li>- Get off at...</li> <li>-Go as far as....</li> <li>-I live in an apartment building.</li> <li>-My flat is on the .... floor.</li> </ul> </li> <li>• I trust that you will find these directions helpful.</li> <li>• I hope that you are able to follow the directions given.</li> <li>• In case you do not know the exact location of the.....</li> </ul> <p style="text-align: center;"><i>Informal</i></p> <ul style="list-style-type: none"> <li>• In case you don't know the way, I'll give you some directions.....</li> </ul>	<p style="text-align: center;"><i>Formal</i></p> <ul style="list-style-type: none"> <li>• We would be grateful if you could notify us regarding whether .....</li> <li>• Please indicate whether you will be able to attend.....</li> </ul> <p style="text-align: center;"><i>Informal</i></p> <ul style="list-style-type: none"> <li>• I hope you'll be able to make it....</li> <li>• Hope you can come</li> <li>• Looking forward to seeing you then....</li> <li>• Please let me know as soon as possible</li> </ul>

	<ul style="list-style-type: none"> <li>• Here are a few directions , so you don't get lost.</li> <li>• I'll tell you how to get there.</li> <li>• I've written some directions , and drawn a map to help.</li> <li>• My directions shouldn't be too difficult to follow.</li> </ul>	
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**Как принять приглашение?    *Accepting an invitation***

Вводные фразы	Заключительные фразы
<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I am writing to thank you for the kind invitation.....</li> <li>• Thank you for the kind invitation which I would be honoured to accept.</li> <li>• We would be delighted to attend...</li> <li>• I am writing to accept your kind invitation....</li> </ul> <p><i>Informal</i></p> <ul style="list-style-type: none"> <li>• Thanks for the (kind) invitation to....</li> <li>• I'd love to come....</li> <li>• Your invitation sounds very lovely</li> <li>• The.....you invited me to sounds lovely</li> <li>• I'd be glad to....</li> </ul>	<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I look forward to seeing you</li> <li>• We await the event with great anticipation.....</li> <li>• Thank you once more for your kind invitation.</li> </ul> <p><i>Informal</i></p> <ul style="list-style-type: none"> <li>• See you then!</li> <li>• We're really looking forward to it.</li> <li>• I can't wait to see you again</li> <li>• Until next Saturday then!</li> </ul>

**Как отказаться от приглашения?    *Refusing an invitation***

Вводные фразы	Заключительные фразы
<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I am sorry to miss the opportunity of....</li> <li>• Thank you for your kind invitation. Unfortunately, we will be unable to attend....</li> <li>• I am afraid I am unable to fit it into my schedule.</li> <li>• Due to other commitments...</li> <li>• We were really pleased to receive your invitation to..... but.....</li> <li>• It will be impossible for me to attend...</li> </ul> <p><i>Informal</i></p> <ul style="list-style-type: none"> <li>• Thanks for the invitation, but I won't be able to make it...</li> <li>• Thanks for inviting me to...but I'm afraid I can't come</li> <li>• It's such a great pity we can't come, but.....</li> <li>• I'm sorry to tell you.....</li> <li>• I'd love to come but.....</li> <li>• I'm sorry I can't make it.</li> </ul>	<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I hope we can get together some other time</li> <li>• I hope that in the future we might have the opportunity to meet.</li> <li>• I am sorry to miss the opportunity of...</li> <li>• I hope to be given the opportunity to meet you at a later date.</li> </ul> <p><i>Informal</i></p> <ul style="list-style-type: none"> <li>• I'm really sorry we'll have to miss it.</li> <li>• Sorry again. Maybe next time!</li> <li>• It's a real shame...</li> <li>• I hope we can get together some other time</li> <li>• How about next week instead?</li> </ul>

## Formal letters

### Официальные письма о приёме на работу / на учёбу. Letters of Application.

<p>Name and address of the company</p> <p><b>Greeting</b> Dear .....,</p> <p><b>Introduction (§ 1</b>-opening remarks)</p> <p><b>Main Body (§§ 2-3-4</b> - development of the subject )</p> <p><b>Conclusion (§ 5</b> - closing remarks)</p> <p><b>Ending</b> ( say goodbye and sign your name)</p>	<p style="text-align: right;">Your address</p> <p style="text-align: right;">The date</p>
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- **Greeting**
- Dear Mr/Mrs/Ms Green or  
Dear Sir/ Madam,
- **Introduction**
- state the reasons for writing
- the name of the job / course
- where and when you saw it advertised
- **Main Body**
- age, present job /studies (use Present Perfect /Present Perfect Continuous)
- qualifications
- experience
- skills and personal qualities that are suitable for the job/course (use Present Simple)
- **Conclusion**
- when you are available for interview
- where and when you can be contacted
- references you can send
- a remark that you hope your application will be considered  
( I will be available for interview in May)
- **Ending**
- Yours faithfully /Yours sincerely + **your full name**

#### Useful Vocabulary (for a job) Only Formal style

Вводные фразы	Фразы основной части	Заключительные фразы
<ul style="list-style-type: none"> <li>• I am writing with regard to your advertisement....</li> <li>• I am writing to apply for the post / job / position of....., which I saw advertised in....</li> <li>• I am writing to enquire about the job advertised in.....</li> <li>• I am writing in response to your advertisement in... for....</li> <li>• With reference to your advertisement, I am writing to...</li> <li>• I am interested in applying for the position of.....</li> </ul>	<ul style="list-style-type: none"> <li>• As you can see from my CV, I....</li> <li>• Although I do not have a lot of experience in this field, I feel that I can....</li> <li>• For the last /past year I have been working as....</li> <li>• I am a good.... / I consider myself to be...</li> <li>• Since / for.... I have had experience of....</li> <li>• Two years ago I was employed as.....</li> <li>• I worked as ..... before.....</li> <li>• I have been working as a.... for the last two years.</li> <li>• My degree is in....</li> </ul>	<ul style="list-style-type: none"> <li>• I would appreciate a reply at your earliest convenience</li> <li>• Please contact me regarding any queries you may have....</li> <li>• I enclose my CV and would be glad to attend an interview at any time convenient to you.</li> <li>• I enclose references from ....</li> <li>• I look forward to meeting / hearing from you</li> <li>• I look forward to receiving your respond in the near future</li> <li>• I will be available for interview in....</li> <li>• I would be grateful if you would consider my application</li> </ul>

#### Useful Vocabulary (for a course) Only Formal style

Вводные фразы	Фразы основной части	Заключительные фразы
<ul style="list-style-type: none"> <li>• I would like to apply for</li> </ul>	<ul style="list-style-type: none"> <li>• I would like the opportunity to...</li> </ul>	<ul style="list-style-type: none"> <li>• I look forward to meeting /</li> </ul>

<p>admission to the.....beginning....</p> <ul style="list-style-type: none"> <li>• I am writing to apply for a place on the ..... course which commences....</li> <li>• I would like to be considered for.....</li> <li>• I am very interested in joining your.....classes /course</li> </ul>	<ul style="list-style-type: none"> <li>• I would be interested in...</li> <li>• I hold a certificate / degree in....</li> <li>• I am due to take examinations in.....</li> <li>• I have taken / passed the .....examination</li> <li>• I hold the following qualification</li> <li>• I have completed the following course</li> </ul>	<p>hearing from you</p> <ul style="list-style-type: none"> <li>• I would appreciate a reply at your earliest convenience</li> <li>• I hope that you will consider me for entry</li> <li>• I enclose further details of my education and qualifications .....</li> </ul>
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**Help!** ( Use: Present Perfect /Present Perfect Continuous to talk about recent work / studies or experiences;  
Past Simple to talk about past experiences;  
Present Simple to talk about your personal qualities )

### 1. Your interest in the job

- *I want a job that will give me satisfaction and good prospects*
- *I believe that I have the proper qualifications and experience for the position of....*
- *I believe I have the education, experience and personality that an excellent.....needs.*
- *I think I would be a good.....due to my experience.*
- *I would like to work for you because.....*  
- *I am very interested in.....*  
- *I enjoy helping people with their problems*
- *I hope that my experience coupled with the practical nature of my completed training would make me a good candidate for this job.*
- *Despite my lack of formal work experience, I feel that I would be well-suited for the position.*
- *I have studied English for six years but I want to spend some time in England in order to improve my spoken English.*
- *I would like to broaden my experience as a .....*

### 2. Your qualifications and training

- *I have...../I received..... last year*  
- *two A levels in maths and geography*  
- *a driving license*  
- *a degree in Media Studies*  
- *a certificate / a diploma in.....*  
- *top grades there, and.....*
- *I obtained.....*  
- *a degree in Sports Science at..... (place) in.....(date)*  
- *three A levels in History, Latin and Arts*
- *I have completed....*  
- *a Bachelor's degree in Archaeology at Drakeham University*  
- *my second year.....*
- *I passed the examination for the First Certificate in English with grade A.*
- *I have been awarded certificates in both English and French and I speak both fluently.*
- *I am fluent in spoken and written.....*
- *At present I am still studying at college, but I am taking my final exams in May.*
- *I am a competent.....as I have completed a course in.....*
- *I am a graduate of.....college and my degree is.....*
- *I graduated from.....University with a degree in.....*

### 3. Your experience

- *For the last six months I have worked as a .....*
- *For the past two years I have been working as a.....in.....*
- *I have spent two years working as a .....*
- *I have been working for.....since .....(date)*
- *I am good at organizing.....*

- *I have a good knowledge of.....(history, places of interest, tourist resorts...)*
- *I am experienced in ..... (doing something)*
- *I have three years experience in this position.*
- *I have done a number of training courses*
- *I had previous experience with..... My responsibilities included.....*
- *After graduating from the University I was employed as.....*
- *This has given me a lot of experience of working with different kinds of people.*
- *While studying, I worked on a part-time basis at.....as a .....*

#### 4. Your qualities and skills

- *I am considered to be...../ I consider myself to be...../ In my school report I was described as..../ I regard myself as...../ I think I am a.....person. For example, I have....*  
*- patient, alert, open-minded, dedicated, organized, approachable, understanding, calm, imaginative, creative, knowledgeable, kind, confident, polite, conscientious, tolerant, skilful, logical, able to cope in a crisis, able to work under pressure, punctual, hard-working, fair, enthusiastic, reliable, energetic, sociable, outgoing, a good listener.....*
- *I have.....*  
*- good communication skills, sense of humour, good manners, ability to cope in a crisis, leadership qualities, good organisational skills,*
- *I get on very well with people and I like making new friends*

#### 5. Your additional information and reference

- *I am available for an interview at your earliest convenience.*
- *I am available for interview any weekday morning.*
- *Since the school holidays include the months of July and August, I will have no other commitments and would be available to work at any time, excluding Saturdays, for as many hours as needed.*
- *I have enclosed my C.V. which lists my educational background and work experience.*
- *I enclose a detailed curriculum vitae in the hope that you will consider my application for entry.*
- *I enclose a reference from my present employer.*
- *I have enclosed my C.V. and would be glad to supply any further information required.*
- *I would appreciate a reply at your earliest convenience.*

### **Официальное письмо-жалоба. A Letter of Complaint.**

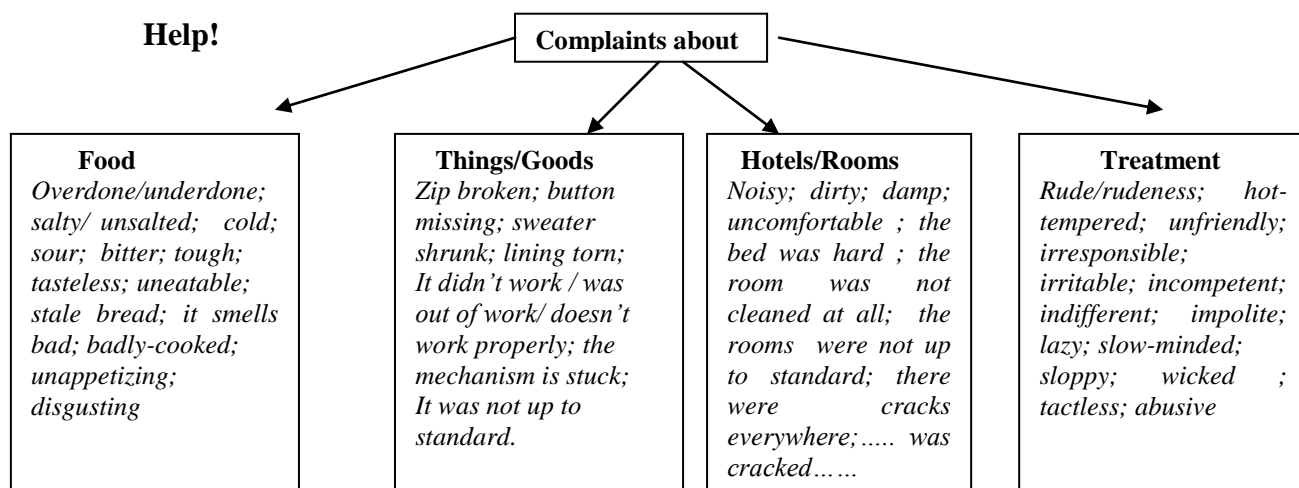
Your address
The date
Name and address of the company
<b>Greeting</b> Dear .....
<b>Introduction (§ 1</b> -opening remarks)
<b>Main Body (§§ 2-3-4</b> - development of the subject )
<b>Conclusion (§ 5</b> - closing remarks)
<b>Ending</b> ( say goodbye and sign your name)

- **Greeting**  
- Dear Mr/Mrs/Ms Green or  
Dear Sir/ Madam,
- **Introduction**  
- state the reasons for writing  
- state your complaint  
- details of what has happened  
- when and where the incident took place
- **Main Body**  
- present each of the specific points you are complaining about  
- give examples/ reasons
- **Conclusion**  
- what you expect to happen
- **Ending**  
- *Yours faithfully /Yours sincerely + your full name*



## Useful Vocabulary

Вводные фразы	Фразы основной части	Заключительные фразы
<ul style="list-style-type: none"> <li>• I am writing to draw your attention to... which.....</li> <li>• I am writing in connection with....., which I saw advertised....</li> <li>• I am writing to tell you about.....</li> <li>• I am writing to complain about...</li> <li>• I wish to express my strong / complete dissatisfaction with/at....</li> <li>• I was appalled at the fact that...</li> <li>• I feel I must complain about...</li> <li>• We were extremely disappointed with...</li> </ul>	<ul style="list-style-type: none"> <li>• The advertisement said...../ Your advertisement promised.....but to our surprise...</li> <li>• Your advertisement clearly stated that .....</li> <li>• According to your brochure.....but in fact....</li> <li>• I have to say that I was not at all satisfied with....</li> <li>• I am sorry to say that I was extremely disappointed with.... / I was disgusted by..../ I was extremely appalled at....</li> <li>• I am sorry to say that your company let us down.</li> <li>• I am really not happy about the situation.</li> <li>• It was not what we were expecting at all.</li> <li>• We expected ..... but....</li> <li>• Although ..../ Even though...</li> <li>• First of all .../ In addition....</li> <li>• To make matters worse.../ On top of everything...</li> <li>• You can imagine how upset I am at having spent a considerable amount of money on...</li> </ul>	<ul style="list-style-type: none"> <li>• What are you going to do about it?</li> <li>• I would be interested to know what you intend to do about this.</li> <li>• I would like to hear your explanation for this.</li> <li>• I would like to investigate this matter, and let me know your decision.</li> <li>• I demand a full refund...</li> <li>• I insist upon full compensation</li> <li>• I hope the situation will improve...</li> <li>• I hope the matter will be resolved...</li> <li>• I hope we will sort this matter out amicably...</li> <li>• I would like a full or partly refund</li> <li>• I would like a complete refund as soon as possible</li> <li>• I feel completely cheated and therefore demand a full refund .</li> <li>• Unless....., we shall take matters further</li> </ul>



### 1. to complain about the quality of the holiday and service:

- I am writing to tell you about the problem we had with.....
  - the tickets you arranged
  - service offered by your travel agency
- I am writing to complain about.....
  - the service I received during a visit to your restaurant on 8<sup>th</sup> October. Firstly, I had booked a table for eight o'clock, but when we arrived, our table was not ready and it was half an hour before we were seated. I was very annoyed.

- the quality of the service and food I received on Eagle Airways flight 723 from London to StPetersburg on 6<sup>th</sup> May.
- unpleasant evening at your café on 8 June.
- I am writing .....
  - to express my extreme dissatisfaction with the Caribbean holiday I booked with your agency
  - to express my disgust at the facilities and service offered by your travel agency
  - to make the strongest possible complaint about the way your ordering office works.
- I have to say it was the worst holiday I have ever had
- As you will realize, we are thoroughly disgusted with the holiday your company provided
- To begin with,.....
  - the hotel was not at all as we had been led to expect from your brochure.
  - we expected to be met at the airport but unfortunately nobody turned up...
  - I booked the room with a private bathroom. However, I had to share a bathroom with other guests.
- Your advertisement clearly stated that .....
  - everything was included in the price but we discovered that excursions were extras
  - all tours included the price of lunch in a traditional restaurant.....
  - all rooms had a view of the sea, mine had a view of a car park and dustbins....
  - all rooms had air-conditioning
  - all your guides spoke good Russian, but.....
  - your guides were very knowledgeable.....
- Your advertisement promised a stay in a top-class hotel. However, the lift was not working at any time during the weekend, despite my repeated requests to have it repaired.
- Contrary to what the advertisement stated, there was no swimming pool, the rooms were extremely small and there was no maid service
- Firstly, / Secondly.... / Moreover, .../ In addition, ...../ What is more,...../ Furthermore.....
  - the service was extremely slow
  - the resort was crowded with tourists but I had been told that it was quiet and unspoilt.
  - the hotel was near a construction site and the constant noise was very irritating.
  - it was really noisy as it was on a main road
  - the noise made by the children's portable radios was unbearable
  - I could not sleep all night because of the noise from the night club
  - the noise from the disco was so bad that getting to sleep before 2 am on any night was virtually impossible
  - the bed was hard ...
  - none of the hotels had a sports centre
  - my room was not cleaned at all during my stay...
  - the bedrooms , were not up to standard: in our room, the walls were damp, the basin was cracked.....
  - the .....in my room was broken, and despite my three/ repeated requests for it to be repaired, nothing was done
  - I had to take a long bus ride every day to get to the beach. However, the brochure said that the beach was only a ten-minute walk away
  - I went on the sightseeing tour, which I had been looking forward to. I was very disappointed to find that the guide clearly knew nothing about the area. / ..... the guide knew less about Scotland than I did.
  - I paid for a tour. However, the tour guide was sick, and no replacement guide was found.
- I was not at all satisfied with the service or the food.
  - Firstly, the service was very slow. We had to wait.....minutes to be seated although we had booked a table a week in advance.
  - Moreover, the food was badly cooked as our steak was tough and the chips were greasy.
  - Despite the restaurant's claim of fast service, we had to wait 20 minutes to give our order and a further 20 minutes for the food to be served
  - Furthermore,..... The advertisement describes the food at....as delicious. However, the chips were raw, the meat was still frozen in the middle and the tomatoes were rotten.
  - When the food arrived, it had not been properly heated. Apart from being unappetizing, this is extremely dangerous, as inadequate heating can result in severe food poisoning.
  - To make matters worse, the waiter was rude. He spilt coffee on my wife's dress and didn't even apologise.
- In view of all the problems we had, I feel your company should refund our money.
- I look forward to receiving a satisfactory reply. If I do not receive satisfaction, I am going to write to the TV programme 'Inform TV' and expose your operation.

## **2. to complain about the quality of the things you bought:**

- I am writing to complain about.....
  - a VGC stereo which I gave my son for Christmas. Almost immediately, things started going wrong...

- the poor quality of the items which I received from your company
  - a damaged.....I bought at your shop
  - the quality of an appliance I recently purchased from your company.
  - a faulty computer I bought in your shop, and also about your inadequate after-sales service.
  - You advertise “top quality”, I felt that the product I purchased was well below the standard I expected ...
  - Firstly,...../ Secondly,...../ Moreover, .../ In addition, ...../ What is more,.....
    - the product I was given was not the model I had asked for.
    - the model I received was not the model advertised on television. It was a huge , ugly, old-fashioned model.
    - .....worked perfectly for the first few days but now it has gone wrong.
    - the battery went flat after only two hours. However, the instructions said the battery lasted for 16 hours.
    - .....has broken in spite of the fact that I have only used it three times
    - .....has a scratch across the front.
  - In spite of the fact that I paid for a set of five compact discs, there were only three in the box.
  - Although / Even though.....
    - your advertisement says that the.....will run for 10 hours on the same batteries, this is not the case. I had to change the batteries after only 5 hours of use.
    - I have only used the..... once, it no longer works.
    - the bicycle was brand new, the chain came off the first time I rode it.
  - My two-year-old daughter cut herself on the toy even though you claim it is safe for children
  - The shirt’s bright red collar has turned pink, despite the fact that the label states that it can be washed at high temperatures without the colours fading
  - I still haven’t received the goods I ordered in spite of the fact that I sent you cheque three weeks ago.
  - I would like to hear your explanation for the above problems, and I would also like to have all or part of my money refunded
  - I have now been waiting a month for a replacement.
  - I trust that you will give this matter serious consideration and that this won’t be repeated
  - I insist that the product be replaced .
  - I would appreciate it if the faulty appliance could either be replaced or repaired as soon as possible
  - Unless I receive the equipment by the end of this week, I will have no choice but to cancel my order.
  - As you can imagine, I am extremely upset. I feel I am entitled to a full refund, in addition to a written apology from the local manager.
  - I am returning the..... with this letter and would be grateful if you could send me a new one or refund the money.
  - I demand that I should be given a full refund, or I will be forced to take legal action.
  - I should be grateful if you could arrange either for a technician to come and put the fault right, or for a substitute computer to be delivered to me immediately.
  - I have already written to you twice. Nevertheless , / However , you have not taken any action.
- 3. to complain about the disgraceful treatment you received from somebody:**
- I am writing to express my strong dissatisfaction at/ with .....
    - the disgraceful treatment I received from one of your shop assistants .
    - the terrible behaviour .....
    - attitude / rudeness of....
  - I was deeply offended by the behaviour of the sales assistant when I went to complain..... I find this behaviour unacceptable.
  - I am writing to inform you that I was absolutely horrified by the rudeness of ..... She/he was not only.....but also.....
  - The crew were totally indifferent to the passengers. A fellow passenger, an elderly man, required assistance and repeatedly pressed the call button. He received no attention whatsoever.

### Transactional Letters

Определение	Типы писем	Стиль	Задание
These are letters which respond to writing input (advertisements, other letters, notes, invitations, etc.) and	<ul style="list-style-type: none"> <li>• Letters of complaint</li> <li>• Letters of application</li> <li>• Letters giving / asking for</li> </ul>	<ul style="list-style-type: none"> <li>• Formal</li> <li>• Semi-formal</li> <li>• Informal</li> </ul> <p>(depending on who you are writing to)</p>	<ul style="list-style-type: none"> <li>• Include <b>all</b> the factual information given in the rubric</li> <li>• Give this information in full sentences, using <b>your own words</b>.</li> <li>• You may need to summarize some information, or explain the results /</li> </ul>

/or visual prompts (maps, drawings, etc.)	information <ul style="list-style-type: none"> <li>• Letters giving / asking for advice</li> <li>• Letters of invitation</li> </ul>		importance of some facts, but you <b>should not change the facts</b> you are given. <ul style="list-style-type: none"> <li>• Each paragraph deals with only one topic.</li> </ul>
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**Письма-запросы о предоставлении информации.**

**Asking for information**

Вводные фразы	Фразы основной части	Заключительные фразы
<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I am writing to inquire about.../ in connection with.../ regarding....</li> <li>• I'm writing in response to.../ ...for information about.../...to ask whether...</li> <li>• With reference to your advertisement in... (the title of the newspaper...), I am writing to ask for more information about.....</li> </ul> <p><i>Informal</i></p> <ul style="list-style-type: none"> <li>• I want you to tell me...</li> <li>• Can you tell me...</li> <li>• Can you send me....</li> <li>• Can you let me know...</li> </ul>	<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I would appreciate some information about...</li> <li>• Could you possibly send me... (further details)</li> <li>• Would it be possible to send me...</li> <li>• I would like some more information about....</li> <li>• First of all, I would like to know if.....</li> <li>• I would be grateful if you could give me some information about.../ ...if you could tell me.../ ...if you could send me this information ( details of the courses you offer) as soon as possible</li> <li>• Could you give me some more information about...?</li> <li>• I would also like to know if there is.....</li> <li>• Let me know how much it costs, could you?</li> <li>• Can/Could you tell me how many people will be in the group?</li> <li>• Would it be possible to add.....?( another name to the list of participants)</li> <li>• I would like to know whether/if we can hire the rooms for the whole weekend..</li> <li>• Finally, I would like to know if.../where.../what/...</li> </ul> <p><i>Informal</i></p> <ul style="list-style-type: none"> <li>• Can you send me.... / tell me...</li> <li>• I want to know.../I want you to tell me...</li> <li>• Can you also find out....</li> </ul>	<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I look forward to receiving your reply</li> <li>• I look forward to receiving....</li> <li>• I would appreciate it if you could inform me as soon as possible.</li> </ul> <p><i>Informal</i></p> <ul style="list-style-type: none"> <li>• Please let me know...</li> <li>• Please send me details.</li> <li>• Tell me soon.</li> <li>• Send me the details...</li> <li>• Thanking you for your help in this matter</li> <li>• I look forward to hearing from you</li> <li>• I hope to hear from you soon</li> </ul>

**Письма предоставляющие информацию . Giving information .**

Вводные фразы	Заключительные фразы
<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I am writing in reply.....</li> <li>- to your letter asking for information about...</li> <li>-to your query...</li> <li>• I am writing in response to your letter requesting information on...</li> <li>• I am writing to let you know about....</li> <li>• I am writing to inform you about....</li> <li>• I have managed to get some information about...</li> <li>• I am writing to tell you the possibilities for....</li> <li>• I am pleased to be able to assist in your enquiries...</li> <li>• The following information is what was requested...</li> </ul> <p><i>Informal</i></p> <ul style="list-style-type: none"> <li>• You wanted to tell you...</li> <li>• Remember the information you wanted?</li> <li>• This is what I found out.</li> <li>• This is what you asked me about.</li> <li>• I hope this is the information you were looking for.</li> </ul>	<p><i>Formal</i></p> <ul style="list-style-type: none"> <li>• I hope that I have been of some assistance / help to you.</li> <li>• Please inform me if I can be of any further assistance.</li> <li>• I trust that this is the information you require.</li> <li>• I hope I have answered all your questions.</li> <li>• Please do not hesitate to contact me if you have any further queries / if you require any further information</li> <li>• Do not hesitate to contact me should you require further assistance.</li> </ul> <p><i>Informal</i></p> <ul style="list-style-type: none"> <li>• I hope this will help you...</li> <li>• I'm glad I could help you.</li> <li>• Let me know if you need any more help.</li> <li>• I hope this will help you...</li> <li>• Hope this was what you wanted...</li> <li>• Write back and let me know what you think is best</li> <li>• Write and tell me your decision</li> <li>• Write back and let me know what you have decided</li> </ul>

## V. Сочинения. Compositions.

### *Описательные сочинения ( человека, места, предмета, события) Descriptive compositions.*

Тип сочинения и примерный план	Introduction	Main Body	Conclusion
<b>1. Describing People</b> ( Informal/semi-formal style)	§ 1 -name of the person; -why you know the person; -how you met; -how long you've known each other	§ 2-4 -describe the appearance and character; good/bad points about the character; -how he/she behaves; -interests and hobbies; -your personal attitude to the person ( reasons for liking/ disliking) ; -what other people think of her/him.	§ 5 -express your opinion and feelings about the person
<b>2. Describing places/ Buildings</b> (semi-formal style)	§ 1 -name the place/building - its location; - reasons for choosing it; -express your attitude to it	§ 2,3 -how it is used; -some more details about it (exterior /interior, historical facts); - some special features; -your feelings and emotions	§ 4 -your comments / feelings / recommendation; -if you would like to live/ work/ study there
<b>3. Describing events, festivals</b> (informal/ semi-formal)	§ 1 - name of festival/event; -time/place of event; -reasons for celebrating	§ 2,3 - preparations (decorations, rehearsal...) - description of the actual event (costumes, food, activities, other details)  *when you describe annual events , use present tenses; when you describe past events, use past tenses; to describe preparations, use passive.	§ 4 -comments; -feelings; -final thoughts
<b>4. Describing objects</b> (informal/ semi-formal)	§ 1 -name the object you are going to describe; -say how you got it/ why you chose it for description;	§ 2 -describe the important details (size, shape, colour etc.)	§ 3 -express your attitudes, feelings and emotions

## Useful Vocabulary

### 1. Describing People (it can be found in articles, letters, narratives, etc.)

Вводные фразы	Фразы основной части	Заключительные фразы
<ul style="list-style-type: none"> <li>• I met <b>X</b> and we have been friends ever since.</li> <li>• I have known <b>X</b> for....years / for a long time</li> <li>• <b>X</b> has been my neighbour for... years</li> <li>• <b>X</b> moved to our neighbourhood six years ago.</li> <li>• I often think about <b>X</b></li> <li>• I would like to name <b>X</b> as ....personality of the year.</li> <li>• The two people I admire most are <b>X</b> and <b>M</b>.</li> <li>• <b>X</b> is a person one cannot fail to admire.</li> <li>• I'll never forget the first time I met <b>X</b>.</li> <li>• <b>X</b> has been my close friend for...years. I first met <b>X</b> ....(on a school exchange trip to...)</li> <li>• <b>X</b> is a colleague who I first met two years ago while we were having..... ( a lunch break in the canteen.)</li> </ul>	<p><b>Appearance: height / build ⇨age ⇨facial features ⇨ hair ⇨ clothes</b></p> <ul style="list-style-type: none"> <li>• He/she is in her twentieth/ early/late fiftieth / in her teens/ is the same age as me/ is in his/her mid-twenties ...</li> <li>• Looking at <b>X</b>, it is difficult to believe he/she is in his/her late sixties.</li> <li>• He/she looks very smart.../like a pop star...</li> <li>• He/ she has got curly hair / small eyes with wrinkles around them / bad temper...</li> <li>• He/she seems to be... good looking / doing..../ dressed up to go out</li> <li>• As for his/her personality.....</li> <li>• As far as his/her character is concerned.....</li> <li>• Generally he is a kind person, but sometimes he tends to be .....</li> <li>• At first glance he can appear to be very..... but when you get to know him better you realize that. . .</li> <li>• He/she always wears ( is wearing) ... jeans and trainers/ wonderful hats...</li> <li>• He/she seems ( looks) as if he / she doesn't care about anything / she's a bit aggressive....</li> <li>• He/she' s the kind (sort) of person you can always have a laugh with / who has a big influence on others...</li> <li>• His /her most striking feature is... her deep voice..../</li> <li>• The most striking thing about her/him is...the way he walks.../ her height...</li> <li>• The best (worst, most interesting...) thing about her is ... her sense of humour /the way she dresses...</li> <li>• At first he can appear very confident... but when you get to know him better you realize that deep down, he's quite a shy person...</li> <li>• The reason why I (other people) like him/her is because he/she has always been very honest / never criticizes others...</li> <li>• He gives the impression of being...</li> <li>• What I like /appreciate most about him/ her is...</li> <li>• The best/worst thing about him/ her is...</li> <li>• The reason why I /people like him/ her is...</li> <li>• In my opinion.... To my mind.... It seems to me.... I really believe that....</li> <li>• On the other hand... I think it would be better if...</li> </ul>	<ul style="list-style-type: none"> <li>• In conclusion.../on the whole....</li> <li>• To sum up....</li> <li>• All in all, I'm glad to have <b>X</b> as my friend. It's a pleasure to be with <b>X</b> and I really enjoy his/her company. I'm sure we'll always be close friends.</li> <li>• All in all, <b>X</b> is the perfect next-door neighbour. Since the day she moved in, we have grown very close and I am very fond of her.</li> <li>• <b>X</b> is the best neighbour one could wish to have.</li> <li>• For all these reasons, I think....</li> <li>• On the whole, <b>X</b> is..... Therefore, I have no hesitation in recommending <b>X</b> as a candidate for any position he/she might apply for.</li> <li>• Although we never see him any more, I will always treasure those childhood memories of him.</li> </ul>

**2. Describing places/ Buildings** ( it can be found in tourists magazines, travel brochures, stories, letters, etc.)

Вводные фразы	Фразы основной части	Заключительные фразы
<p>1) <b>N</b> is situated .../ is located...</p> <ul style="list-style-type: none"> <li>on the south coast of...</li> <li>on the site of...</li> <li>on the outskirts of the town.....</li> <li>in the suburbs...</li> <li>in the city centre...</li> <li>in a pedestrian area...</li> <li>in (the) west of the...</li> <li>not far from the...</li> <li>quite close to the...</li> <li>on the 5<sup>th</sup> floor</li> <li>out of the way...</li> </ul> <p>2) <b>N</b> is surrounded by...</p> <p>3) Set in the heart of....., <b>N</b> is one of the.....</p> <p>4) Surrounded by mountains, <b>N</b> has a peaceful atmosphere.</p>	<ul style="list-style-type: none"> <li><b>N</b> attracts millions of visitors every year from all over the world.</li> <li>It's a place where people can.... / People can... there</li> <li>It offers... the opportunity to..., It has a wide range of things to look at</li> <li><b>N</b> has several tourist attractions which are worth visiting. Among these is /are.....</li> <li><b>N</b>'s most famous attraction is....</li> <li>The.....is quite expensive compared with the... It used to be a .....</li> <li>There you have a choice between.....and.....</li> <li>The leisure facilities are fantastic</li> </ul> <p><u>Прилагательные, описывающие положительные качества объекта:</u></p> <p>Lively, well-organised, picturesque, welcoming, impressive, cosy, spacious, friendly, comfortable, well-maintained...</p> <p><u>Прилагательные, описывающие отрицательные качества объекта</u></p> <p>Dull, old-fashioned, chaotic, depressing, sleepy, messy, dirty, untidy, dilapidated.....</p>	<ul style="list-style-type: none"> <li>It feels / seems / looks....., It looks as if..... It gives the impression of.....</li> <li>You get the feeling / impression that..... It makes you feel as if.....</li> <li>Generally... You are made to feel...</li> <li>There is a friendly/ uncomfortable atmosphere there.</li> <li>In general, it's a very welcoming place.</li> <li>All in all, .....is a truly magnificent building.</li> <li>You will never get bored because....</li> </ul>

**3. Describing events, festivals** (it can be found in magazines, newspapers, travel brochures, letters and stories)

Вводные фразы	Фразы основной части	Заключительные фразы
<ul style="list-style-type: none"> <li>People celebrate <b>H</b> (name of the holiday) every 5<sup>th</sup> November.</li> <li><b>H</b> takes place in....(where?) every year on .....(date)</li> <li><b>H</b> is held to remember/ commemorate .....(whom/ what?)</li> <li>It is customary for...</li> <li>...usually starts at the end of...</li> <li>Hundreds of thousands of visitors come every</li> </ul>	<ul style="list-style-type: none"> <li>Prior to the actual event, many people / organizations.....(rehearse for the parade)</li> <li>Preparations for the <b>H</b> begin months in advance</li> <li>It is obvious that people must have been preparing for months beforehand because....</li> <li>During the carnival, onlookers line the crowded streets, clapping and cheering as they watch brightly coloured floats and exotically dressed dancers go by as the sound of traditional Caribbean music fills the air.</li> <li>Nice costumes are designed and sewn, bands practice their music....</li> <li>.....(what things? ) are sold to the public and bright costumes are designed. They symbolize....(what?)</li> <li>On the actual day, ..... ( war veterans parade... hymns are sung, speeches are made...)</li> <li>Exotically dressed dancers compete for prizes...</li> <li>the sounds of traditional .....music fills the air...</li> <li>Everybody dances far into the night</li> <li>The main part of <b>H</b> takes place....</li> </ul>	<ul style="list-style-type: none"> <li>...is a very important event</li> <li>We should respect and feel proud of...</li> <li>Everyone has fun at the ...</li> <li>Lots of people look forward to this most impressive event every year.....</li> <li>It was definitely the best holiday I've ever had and I look forward to being able to go</li> </ul>

<p>year for the celebrations.....</p> <ul style="list-style-type: none"> <li>The most spectacular festival in..... must be....</li> <li>Many countries celebrate....</li> </ul>	<p><u>Описательные прилагательные, передающие атмосферу события</u></p> <p><i>Joyful faces..., Sparkling eyes..., Dazzling fireworks..., Enthusiastic crowd..., Blinding lights..., Grand occasion..., Most spectacular festival..., Delicious dinner..., Play very significant role..., Romantic white dress..., Glamorous sight..., Lively music..., Clapping and cheering visitors...</i></p>	<p>there again!</p>
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**4.Describing objects** ( it can be found in leaflets, catalogues, advertisements, letters, stories, reports or articles)

<p><u>Вводные фразы</u></p> <p><u>В письме, при описании потерянной вещи :</u></p> <ul style="list-style-type: none"> <li>I am writing to inquire about an item which was left on one of your buses. It was on...(date)</li> </ul> <p><u>В письме-жалобе, при описании купленной вещи:</u></p> <ul style="list-style-type: none"> <li>I am writing to complain about... which I bought...</li> </ul> <p><u>В личном письме, при описание предмета :</u></p> <ul style="list-style-type: none"> <li>The last time I saw you, I forgot to tell you about the lovely new..... that my dad got me for my birthday.</li> </ul> <p><u>Описание предмета в рассказе:</u></p> <ul style="list-style-type: none"> <li>As she walked into the grand dining room, the first thing she noticed was the huge.....</li> </ul> <p><u>Описание предмета в рекламной брошюре:</u></p> <ul style="list-style-type: none"> <li>With winter on the way, readers will want to take advantage of our special offer this month. It is.....</li> </ul>	<p><u>План описания предмета:</u></p> <ul style="list-style-type: none"> <li><b>Opinion:</b> elegant, extraordinary, remarkable, breathtaking, lovely ....</li> <li><b>Size:</b> tiny, enormous, compact, tall, medium-sized...</li> <li><b>Weight:</b> light, average , heavy....</li> <li><b>Age:</b> 20<sup>th</sup> century, ancient, modern, antique....</li> <li><b>Shape:</b> rectangular, square, oval, spherical...</li> <li><b>Pattern / Decoration:</b> carved, striped, polka-dot, emeralds, paintings, floral, plain...</li> <li><b>Colour:</b> light blue, dark red, purple, multicoloured</li> <li><b>Origin:</b> German, English, Chinese, Indian</li> <li><b>Material:</b> mahogany, granite, stone, plastic, paper, crystal, platinum, steel....</li> <li><b>Special features:</b> straps, handles, stickers, handmade, initials, carvings....</li> </ul>	<p><u>Заключительные фразы в зависимости от типа письма:</u></p> <p><u>В письме, при описании потерянной вещи :</u></p> <ul style="list-style-type: none"> <li>In the event of the ....(bag) being found, I can be contacted on ....(phone number) .</li> <li>I would be grateful if you could inform me at your earliest convenience whether the..... has been found. I can be contacted in the morning only on.....(phone number)</li> </ul> <p><u>В письме-жалобе, при описании купленной вещи:</u></p> <ul style="list-style-type: none"> <li>I would like to hear your explanation for the above problems, and I would also like to have all or part of my money refunded</li> </ul>
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HELP!

**Adjectives for describing people / objects**



	people	clothes	hairstyles	movement	buildings	rooms	furniture	views	works of art	decoration
Attractive	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Beautiful	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Breathtaking				✓				✓	✓	
Cheap		✓					✓			✓
Chic		✓					✓			✓
Classy	✓	✓				✓	✓			✓
Comfortable		✓				✓	✓			
Contemporary		✓	✓	✓	✓	✓	✓		✓	✓
Cosy		✓				✓				
Dated		✓	✓				✓			✓
Dramatic			✓	✓	✓			✓		
Effortless				✓						
Elegant	✓	✓	✓	✓	✓	✓	✓			✓
Enormous	✓	✓			✓	✓	✓		✓	
Exotic		✓	✓						✓	✓
Fashionable	✓	✓	✓			✓	✓			✓
Good-looking	✓	✓								
Gorgeous	✓	✓			✓	✓	✓	✓	✓	✓
Graceful	✓			✓			✓			
Handsome	✓men				✓					
Impressive	✓			✓	✓	✓	✓	✓	✓	✓
Magnificent		✓		✓	✓	✓	✓	✓	✓	✓
Messy	✓	✓	✓			✓				
Old-fashioned	✓	✓	✓			✓	✓			✓
Picturesque								✓		
Powerful	✓			✓					✓	
Pretty	✓women	✓				✓		✓		
Relaxed	✓			✓						
Scenic								✓		
Smart	✓	✓	✓			✓	✓			✓
Sophisticated	✓	✓				✓				
Spacious					✓	✓				
Spectacular		✓	✓		✓	✓		✓		
Striking	✓	✓	✓		✓					✓
Stunning	✓	✓	✓		✓	✓	✓	✓	✓	✓
Stylish	✓	✓	✓	✓	✓	✓	✓			✓
Tacky		✓				✓	✓		✓	✓
Tasteless		✓				✓	✓		✓	✓
Trendy	✓	✓	✓			✓	✓		✓	✓
Unightly			✓		✓	✓	✓	✓		✓
Unspoilt								✓		

🔗 HELP!

### Adjectives describing physical appearance

<b>Height</b>	Of medium height; of average height; tall; just over six foot; short;
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<b>Build</b>	Powerful; heavy; muscular; strong; stocky; slim; slender; graceful; thin; thick; fat / stout; well-built; bony; skinny; ill-made; clumsy; well-fed; plump; long-legged; round-shouldered
<b>Age</b>	Nearly sixteen; be a sixteen-year-old boy; be a man of sixty; under sixteen; over twenty; in one's middle twenties; long past forty; in one's early forties; in one's late forties; middle-aged; elderly
<b>Complexion</b>	wrinkled; freckled; pale; sunburn /tanned; rosy; clear; pale; spotty; dark
<b>Head</b>	Big; small; round; square; hold one's head high
<b>Face</b>	Oval; square; round; long; thin; wrinkled; freckled; pale; sunburn /tanned; clean shaven; stubby (unshaven) face; spotty
<b>Eyes</b>	Blue; brown; dark; grey; hazel; cross-eyed; bulging; wide-set; close-set; deep-set; almond-shaped; slanted <i>Eyebrows; eye-lashes;</i>
<b>Nose</b>	Long; thin; aquiline; hooked; crooked; freckled; straight; pointed; flat; snub; upturned; fleshy
<b>Mouth</b>	Large; small; wide; firm; stern; narrow
<b>Hair Hair-do</b>	Dark, red; reddish; ginger; blond; golden; fair; grey; jet-black; mop of hair; thick; thin; wavy; curly; silky; bald-headed; balding; disheveled; ruffled; hair-cut; hair-do; hair style; hair-set; wear one's hair short; braided; wear one's hair parted; wear one's hair in a knot; fringe; bow/ribbon;
<b>Special Features</b>	Moustache; beard; whiskers; mole; scar; dimples; glasses

### HELP!

### Adjectives describing personality

Adjective	Opposite
1) careful- заботливый, внимательный	1) careless- небрежный, невнимательный
2) cheerful- веселый, бодрый	2) sad- грустный, печальный
3) considerate- внимательный к другим	3) inconsiderate -не считающийся с остальными
4) courageous- смелый, отважный, храбрый	4) cowardly -трусливый
5) dependable - надежный	5) undependable - ненадежный
6) easy-going- беспечный, легкомысленный	6) serious -серьезный
7) energetic - энергичный, активный	7) lazy - ленивый
8) even -tempered - уравновешенный, спокойный	8) moody - легко поддающийся переменам настроения
9) generous - великодушный	9) mean - подлый
10) hard-working -трудолюбивый	10) lazy -ленивый
11) helpful -полезный	11) unhelpful - бесполезный
12) honest -честный	12) dishonest - нечестный
13) intelligent - умный, смышлённый	13) unintelligent -невежественный
14) interesting -интересный	14) uninteresting -неинтересный
15) likeable- милый, привлекательный	15) unlikable -непривлекательный
16) lively -веселый, оживленный, живой	16) dull -печальный, хмурый, подавленный
17) loyal -верный, преданный	17) disloyal -вероломный, предательский
18) neat- чистый, опрятный, аккуратный	18) untidy- неопрятный
19) patient- терпеливый	19) impatient- нетерпеливый
20) reliable -надежный	20) unreliable- ненадежный
21) selfish -эгоистичный	21) unselfish- бескорыстный
22) sensible-разумный, рассудительный	22) stupid -глупый
23) sensitive - чувствительный, нежный	23) insensitive- нечувствительный
24) sincere -искренний, неподдельный	24) insincere- неискренний
25) shy- застенчивый, робкий	25) confident- уверенный
26) talkative- болтливый	26) quiet- тихий, молчаливый
27) tactful- тактичный	27) tactless -бестактный
28) thorough- тщательный, основательный, законченный, совершенный	28) slapdash- поспешный, необдуманный, небрежный
29) thoughtful -вдумчивый, внимательный, заботливый	29) thoughtless- бездумный, беспечный, невнимательный (к людям)
30) tidy -опрятный, аккуратный, чистый	30) untidy- неопрятный
31) trustworthy -заслуживающий доверия, надежный	31) untrustworthy- не заслуживающий доверия

### Help!

### Describing the city/town

**Plan:**

**Introduction:** ( give the name and location of the place)

**Main Body:** (describe the main aspects of the place)

**Conclusion:** (describe your feelings and express your opinion)

- 1) I'd like to tell you about.....
- 2) .....is a large and interesting city which offers visitors a wide variety of sights to see and things to do.  
..... is a wonderful place for a holiday because it has lots of things to offer people of all ages.  
One of the major attractions of.... is....
- 3) .....is situated ..... on both banks of the river...../ in the centre of...../in front of / in the northern part of...../  
in the mountains.....
- 4) It's interesting to know that..... / N. is famous for..... / N. is known as...../ is the seat of..... / is  
very rich in...../ is the centre of.... / is a busy city full of character
- 5) .... was founded by.... in.../ was built by ..... in..... / was named / renamed after.....
- 6) When visitors come to.... they prefer sightseeing in.....
- 7) Both young and old can have fun while admiring the spectacular view of....  
If you are looking for a relaxing holiday, there are plenty of long sandy beaches to choose from.
- 8) You can hear .... (*the sound of church bells ringing*) / You can relax... / enjoy...
- 9) There are plenty of places to.... (*go shopping...*) / N. offers plenty of choice if you like....(*shopping*) /  
N. is full of exotic.... where you can enjoy....
- 10) Nightlife in N. will not disappoint visitors.
- 11) As for me, I saw this place only in films / video /TV programmes /in the picture
- 12) If you go to.... I advise you ....
  - to see the wonderful treasures of.... the wonderful cathedral....  
the memorial..... the monument to..... the ruins of.....  
many impressive places / churches / bridges.....
  - to go on a trip..... to go sightseeing.....
  - to take pictures of.....
  - to try some delicious food.....
- 13) N. is a town that has something to offer everyone. Whether you want to spend your time shopping and seeing  
the sights, or simply relaxing, and enjoying the fresh sea air , N. is the ideal choice for a few days away from the  
city.

Use these adjectives: *beautiful, magnificent, impressive, fascinating, mysterious, superb, magical,  
romantic, historic, ancient, wonderful, powerful, prosperous*

## **Help! Describing the school where you study.**

**Plan:**

**1.Introduction** ( give general description of the place and people, some background and history)

**2.Main body** (good/bad points now, your problems, how things will develop in the future)

**3.Ending** (the school you'd like, about some changes at school)

### **I. Vocabulary (positive/negative)**

1. **Building /classrooms:** (+)brightly painted/decorated, spacious, comfortable, contemporary,  
enormous, gorgeous, impressive, magnificent, stunning, cosy,  
(-) cramped, depressing, gloomy, noisy, unsightly, cluttered with, messy,  
old-fashioned, tasteless
2. **Classmates :** (+) friendly, funny, helpful, confident, highly-gifted,  
(-) boring, noisy
3. **Teachers:** (+) encouraging, helpful, motivating, stimulating, well organised, qualified,  
experienced, fascinating, lenient, popular with children  
(-) disorganised, boring, strict, demanding, irritable, lose one's temper
4. **Lessons :** (+) interesting, motivating, well organised, hard-working atmosphere,  
stimulating  
(-) long, boring, noisy, disorganised

### **II. Some models and useful patterns.**

**1. Building, facilities, location**

- not far from.../ within walking distance of the centre / quite close to.../ it is about 10 minutes walk from...
- it looks (seems) well-organised / as if nobody has looked after it for years
- it gives you the impression of being...../ you are made to feel very welcome
- in general, it is a very welcoming place
- it overlooks the garden / noisy street so.....
- the school is on a busy street, so noise is a problem
- it has excellent facilities including.....
- the chairs are very uncomfortable and the cafeteria sells terrible food!
- the worst thing is that the classrooms are very cramped and dark, so they are rather depressing

**2. Classmates**

- my classmates are friendly and we have a lot of fun together
- to gain experience, to experience joy / happiness/ excitement/ disappointment/ fear
- there are bullies at my school who hit and kick me and my mates
- we are victims of theft
- my problem is with...../ school discipline is a major worry

**3. Teachers and Lessons**

- the teachers are encouraging and motivating, so I'm learning a lot
- sometimes the teachers are very demanding and I have a lot of homework to do
- there is a friendly/ informal/ uncomfortable... atmosphere there
- different methods and activities are used / modern teaching techniques and aids are employed

**4. Possible changes at school**

- school and behaviour problems (negative influence of school environment/ bullies/ theft.....)
- the teachers wouldn't force their ideas on the pupils
- wearing a uniform would not be compulsory
- to be able to choose subjects and teachers / a student council makes the rules.....
- a lot of.....and less.....
- the atmosphere would be more relaxed

**Help! Describing a paintings**

1) The first time I set eyes on this painting I found it quite breathtaking.

One of my favourite paintings is...

2)

It was	painted drawn by a/an	unknown renowned celebrated	English Russian French	artist master painter	belonging to the... representing the...	realistic classic modern	school of tend in	art painting
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3) The first thing that caught my eye were the colours because they were so vivid and powerful.

The artist	depicts / portrays	.....	in the (near) foreground in the middle ground in the background in the (far) distance
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4) The picture

conveys the idea of...../ a sense of.....  
contains ..... / is made up of.....  
gives the impression.....

is executed mostly in bright / dark/ cold/ blue/ vague/ light colours (tones, hues)

vividly (realistically) portrays the hard life of...../ the conflict of...../the beauty of...../ the heroism of...../ the enjoyment of.....

6) The artist's use of..... creates the impression of.... / indicates that.....

- 7) The fact that the artist emphasises .....shows that.....
- 8) The artist paints/portrays | the details of the scenery | with | great expression  
 draws/depicts | the household articles | | tremendous skill  
 represents | the people's garments | | great feeling  
 | the movement of water | | convincing truth  
 | every fold of the table cloth | | great inspiration
- 9) What I find | interesting | | is.....  
 | confusing | |  
 | unbelievable | |
- 10) I find the | atmosphere | the artist creates | very | effective  
 | mood | | quite | powerful  
 | impression | | extremely | convincing
- 11) I feel a sense of peace and calm.

**Дискуссионные сочинения. Discursive essays.**

Тип сочинения и примерный план	Introduction	Main Body	Conclusion
<b>1 'For' and 'Against' essays (formal style)</b>	§ 1 -present the topic and state the problem -make a general remark about it <b>without giving your opinion</b>	§ 2,3 -Arguments "for" -Arguments "against" (support your arguments with examples)	§ 4 - your opinion based on the given arguments
<b>2. Opinion essays (formal style)</b>	§ 1 - introduce the subject and <b>state your opinion</b>	§ 2-4 – or more paragraphs - first viewpoint supported by reasons/ examples -second viewpoint supported by reasons/ examples - the opposing viewpoint supported by reasons/ examples	§ 5 - summarise what you've said -restate your opinion using different words
<b>3. Providing solutions to problems essays (formal/semi-formal style)</b>	§ 1 -state the problem and /or what has caused it	§ 2,3– or more paragraphs -suggestions and results/consequences (start a new paragraph for each suggestion)	§ 4 -summarise your opinion
<b>4. Letters to the editor (formal /semi-formal style)</b>	§ 1 -reason for writing and your opinion about the topic	§ 2,3– or more paragraphs -present the problems and their consequences or suggestions and results	§ 4 -summarise your opinion or restate it using different words

**Useful Vocabulary**

**'For' and 'Against' essays** ( you discuss the advantages and disadvantages of a specific topic)

Вводные фразы	Фразы основной части	Заключительные фразы
<u>Фразы, выражающие общее мнение:</u> <ul style="list-style-type: none"> <li>As a general rule,.....</li> <li>Generally,.....</li> <li>In general,.....</li> </ul>	<u>Фразы, характеризующие преимущества и недостатки обсуждаемой проблемы:</u> <ul style="list-style-type: none"> <li>The main/ most important / greatest advantage /disadvantage of.....is that.....</li> <li>One major advantage/disadvantage of...</li> </ul>	<u>Выражение личного мнения:</u> <ul style="list-style-type: none"> <li>In my opinion,.../in my view,.....</li> <li>To my mind ,.....</li> <li>To my way of</li> </ul>

<ul style="list-style-type: none"> <li>• It is popularly believed that....</li> <li>• People often claim that...</li> <li>• Some people argue that.....</li> <li>• A lot of people think that.....</li> <li>• It is often suggested / believed that....</li> <li>• Many people are in favour of / are convinced that...</li> <li>• Some / Many people are against....</li> </ul>	<ul style="list-style-type: none"> <li>• Another advantage/ disadvantage of.../ A further advantage / disadvantage of....</li> <li>• The first advantage / disadvantage of....</li> <li>• One point of view in favour of/ against...</li> <li>• The best/worst thing about.....is...</li> </ul> <p><u>Фразы, перечисляющие точки зрения и аспекты обсуждаемой проблемы:</u></p> <ul style="list-style-type: none"> <li>• Firstly,...../ First of all,.....</li> <li>• In the first place,.....</li> <li>• To start with,..... / to begin with,.....</li> <li>• Secondly,..... Thirdly,..... Finally,.....</li> <li>• Last but not least,.....</li> </ul> <p><u>Фразы, добавляющие новые аспекты обсуждаемой проблеме</u></p> <ul style="list-style-type: none"> <li>• Furthermore,..... / Moreover,..... / What is more,.....</li> <li>• As well as..... In addition to this / that....</li> <li>• Besides ,...../ ..... also.....</li> <li>• Not only....., but.....as well.</li> <li>• Apart from this / that,.....</li> <li>• .....not to mention the fact that.....</li> </ul> <p><u>Фразы, выражающие причины, уточняющие высказывание</u></p> <ul style="list-style-type: none"> <li>• .....because...../ owing to the fact that...../ due to the fact that....</li> <li>• The reason why.... is that.....</li> <li>• What I like/dislike about...is.....</li> <li>• This would mean..... By doing this.....</li> <li>• As a result of this.....</li> </ul> <p><u>Фразы, подчеркивающие контраст, связывающие различающиеся идеи:</u></p> <ul style="list-style-type: none"> <li>• ....., however,.../ .....yet.... / .....nevertheless ,.....</li> <li>• .....but..../ .....at the same time.....</li> <li>• On the other hand,.....</li> <li>• Although...../ Even though.....</li> <li>• In spite of the fact that...../ Despite the fact that.....</li> </ul> <p><u>Фразы, приводящие пример, доказательство, аргументацию:</u></p> <ul style="list-style-type: none"> <li>• For example,..... / For instance,.....</li> <li>• .....such as...../ .....like.....</li> <li>• .....in particular, ...../ particularly.....</li> <li>• .....especially.....</li> </ul>	<p>thinking, ...</p> <ul style="list-style-type: none"> <li>• Personally I believe that...</li> <li>• It strikes me that...</li> <li>• I feel very strongly that...</li> <li>• It seems to me that</li> <li>• As far as I am concerned,....</li> </ul> <p><u>Заключительные фразы:</u></p> <ul style="list-style-type: none"> <li>• In conclusion ,.....</li> <li>• On the whole,.....</li> <li>• To conclude ,.....</li> <li>• To sum up, .....</li> <li>• All in all,.....</li> <li>• All things considered</li> <li>• To put it in a nutshell</li> <li>• Finally,.....</li> <li>• Lastly,.....</li> <li>• Taking everything into account,..... / consideration,.....</li> </ul>
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**Opinion essays** ( you present your personal opinion on a particular topic)

Вводные фразы	Фразы основной части	Заключительные фразы
<p><u>Фразы, выражающие личное мнение:</u></p> <ul style="list-style-type: none"> <li>• I think that.....</li> <li>• I believe... that.....</li> <li>• In my opinion, .....</li> </ul>	<p><u>Фразы, перечисляющие точки зрения и аспекты обсуждаемой проблемы :</u></p> <ul style="list-style-type: none"> <li>• Firstly,...../ First of all,.....</li> <li>• In the first place,..... /To start with,..../ to begin with,...</li> <li>• Secondly,..... Thirdly,..... Finally,.....</li> <li>• Last but not least,.....</li> </ul> <p><u>Фразы, добавляющие новые аспекты обсуждаемой проблеме:</u></p> <ul style="list-style-type: none"> <li>• Furthermore,..... / Moreover,..... / What is more,.....</li> </ul>	<ul style="list-style-type: none"> <li>• In conclusion / On the whole</li> <li>• To sum up</li> <li>• All in all</li> <li>• All things considered</li> <li>• To put it in a nutshell</li> <li>• Taking everything into account...</li> </ul>

<ul style="list-style-type: none"> <li>• In my view, ...</li> <li>• To my mind ,...</li> <li>• It seems to me (that).....</li> <li>• As I see it.....</li> <li>• I doubt whether...</li> <li>• I (do not) agree that/with....</li> <li>• My opinion is that....</li> <li>• I (completely) agree that / with...</li> <li>• I (strongly) disagree that/ with...</li> <li>• I am totally against...</li> <li>• I am (strongly) in favour of...</li> </ul>	<ul style="list-style-type: none"> <li>• As well as..... In addition to this .....</li> <li>• Besides ,...../ ..... also.....</li> <li>• Not only....., but.....as well.</li> <li>• Apart from this / that,.....</li> <li>• .....not to mentionthe fact that.....</li> </ul> <p><u>Фразы, выражающие причины, уточняющие высказывание:</u></p> <ul style="list-style-type: none"> <li>• .....because...../ owing to the fact that...../ due to the fact that....</li> <li>• The reason why.... is that.....</li> <li>• What I like/dislike about....is.....</li> <li>• This would mean..... By doing this.....</li> <li>• As a result of this.....</li> </ul> <p><u>Фразы, подчеркивающие контраст, связывающие различающиеся идеи:</u></p> <ul style="list-style-type: none"> <li>• It is argued that..... People argue that.....</li> <li>• There are people who oppose.....</li> <li>• Contrary to what most people believe.....</li> <li>• Opponents of this way say.....</li> <li>• .....however,...../.....nevertheless,.....</li> <li>• On the other hand....</li> <li>• In spite of the fact that...../ Despite the fact that.....</li> <li>• Even though...../ Although.....</li> <li>• Nevertheless , Otherwise , Yet.....</li> </ul> <p><u>Фразы, приводящие пример, доказательство, аргументацию</u></p> <ul style="list-style-type: none"> <li>• For example,..... / For instance,.....</li> <li>• .....such as...../ .....like.....</li> <li>• .....in particular, ...../ particularly.....</li> <li>• .....especially.....</li> </ul>	
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***Providing solutions to problems essays*** ( you discuss a problem and its causes as well as the expected results or consequences of your suggestions)

Вводные фразы	Фразы основной части	Заключительные фразы
<p><u>Фразы, выражающие общее мнение:</u></p> <ul style="list-style-type: none"> <li>• Generally,....</li> <li>• In general,.....</li> <li>• It is popularly believed that....</li> <li>• People often claim that...</li> <li>• Some people argue that.....</li> <li>• A lot of people think that.....</li> <li>• It is often suggested / believed that....</li> <li>• Many people are in favour of / are convinced that...</li> <li>• Some / Many people are against....</li> <li>• It is a fact that...</li> </ul>	<p><u>Фразы, перечисляющие ваши предложения:</u></p> <ul style="list-style-type: none"> <li>• A useful suggestion would be to....</li> <li>• In the first place... First of all,,</li> <li>• To start /begin with... Secondly... Thirdly...</li> <li>• Finally...One way to...</li> <li>• The situation could be improved if /by.....</li> <li>• It has been suggested that....</li> <li>• Steps/Measures should be taken in order to solve.....</li> <li>• Last, but not least...</li> </ul> <p><u>Фразы, выражающие эффект:</u></p> <ul style="list-style-type: none"> <li>• .....; thus,...../ therefore,..... / as a result,....</li> <li>• and consequently,..... /so.... / as a consequence,....</li> </ul> <p><u>Фразы, выражающие ожидаемый результат:</u></p> <ul style="list-style-type: none"> <li>• ...would be / could be / may be / should be</li> <li>• By doing this, you/we would....</li> <li>• The result of.....would be.....</li> </ul> <p><u>Фразы, выражающие причину:</u></p> <ul style="list-style-type: none"> <li>• because of... due to... owing to...</li> <li>• due to the fact that... for this reason.....</li> </ul>	<ul style="list-style-type: none"> <li>• In conclusion,.....</li> <li>• On the whole ,...</li> <li>• To sum up,.....</li> <li>• All in all,.....</li> <li>• All things considered,...</li> <li>• Taking everything into account,.....</li> </ul>

<ul style="list-style-type: none"> <li>It is popularly believed that...</li> </ul>	<p><u>Фразы, выражающие реальное положение вещей:</u></p> <ul style="list-style-type: none"> <li>In fact,..... As a matter of fact,....</li> <li>Actually, .... In practice,.....</li> <li>It is a fact that.... To tell you the truth,.....</li> </ul> <p><u>Фразы, добавляющие новые аспекты:</u></p> <ul style="list-style-type: none"> <li>Furthermore,..... / Moreover,..... / What is more,.....</li> <li>As well as..... In addition to this / that.....</li> <li>Besides ,...../ ..... also.....</li> <li>Not only....., but.....as well.</li> <li>Apart from this / that,.....</li> <li>.....not to mention the fact that.....</li> </ul> <p><u>Фразы, особо подчеркивающие что-то в высказывании:</u></p> <ul style="list-style-type: none"> <li>Obviously,.... Clearly,.... Needless to say, ....</li> <li>In particular,.....</li> </ul> <p><u>Фразы, приводящие пример, доказательство либо аргументацию:</u></p> <ul style="list-style-type: none"> <li>For example,..... / For instance,.....</li> <li>.....such as...../ .....like.....</li> <li>.....in particular, ...../ particularly.....</li> <li>.....especially.....</li> </ul>	
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**Letters to the editor** ( you express your opinion about a topic that is of interest to the general public, show your agreement or disagreement , discuss a problem and suggest solutions)

Вводные фразы	Фразы основной части	Заключительные фразы
<p><u>Фразы, указывающие причину написания письма и ссылку на источник</u></p> <ul style="list-style-type: none"> <li>With reference to....</li> <li>According to....</li> <li>I am writing to express my approval/disapproval of....</li> <li>I am writing with regard to....</li> <li>I am writing about Council's decision to build.....</li> <li>I have just read a..... in your.....about.....</li> <li>I am writing in reply to a letter I read in....</li> <li>In my opinion...</li> <li>I (do not) feel/ believe/ think....</li> <li>I am (totally) opposed to ....</li> <li>I am in favour of....</li> <li>I agree/disagree with....</li> </ul>	<p><u>Фразы, перечисляющие точки зрения и аспекты обсуждаемой проблемы :</u></p> <ul style="list-style-type: none"> <li>Firstly,...../ First of all,.....</li> <li>In the first place,.....</li> <li>To start with,..... / to begin with,.....</li> <li>Secondly,..... Thirdly,..... Finally,.....</li> <li>Last but not least,.....</li> </ul> <p><u>Фразы, выражающие ожидаемый результат:</u></p> <ul style="list-style-type: none"> <li>As a result,.....</li> <li>If we do/did this.....</li> <li>Obviously,...../ Clearly,.....</li> </ul>	<ul style="list-style-type: none"> <li>I hope my comments.....</li> <li>I hope my suggestions will be taken into consideration....</li> <li>I hope the local authorities will.....</li> <li>I hope something will be done about this urgently</li> <li>To sum up, I am totally opposed to...</li> <li>I hope that the council will consider this decision</li> <li>To sum up, I have to state that I am in total agreement with the council's decision to build.....</li> </ul>

**HELP!** 1. "For and Against" Essays (pay attention to linking words)

- One advantage of using..... is that.....



- it saves time
- it is much quicker to make.....
- One major advantage of living in a flat is that you feel secure knowing that there is always somebody nearby to help you in emergency or watch your flat while you are away.....
- Being able to speak English is very useful when abroad. Furthermore./ What is more, / Moreover, it can be an advantage when looking for a job.
- Although / Despite the fact that / Even though living abroad can be an interesting experience, it can be difficult at times.
- Being self-employed means that you are your own boss. However, / On the other hand, / Nevertheless, it also means that you are responsible if things go wrong.
- Exercise can help you to lose weight. What is more, / Apart from this, / Moreover, it is very good for your health generally.
- Experimenting on animals is cruel, not to mention the fact that / in addition to this, / apart from this, in most cases it is unnecessary.
- Package holidays are cheap. On the other hand, / However, / Despite this, the accommodation provided is not always very comfortable.
- While / In spite of the fact that / Although living alone can be lonely, it can also be pleasant, as you can do what you want in your home.
- Keeping up with fashion takes a lot of effort. In addition, / Furthermore, / Also it can be very expensive.
- Watching television can be educational. Nevertheless, / On the other hand, / However, it is not good for children to watch too much every day.
- In conclusion, getting married has, to my mind, more advantages than disadvantages.
- To sum up, camping holidays do have advantages, the main one being that they are far cheaper than other holidays. In my opinion, however, there is too much hard work involved for them to ever feel like a real holiday.
- To conclude, by looking after animals and helping them to breed, zoos play an important part in protecting many species from becoming extinct. Therefore, the negative aspects of keeping animals in captivity are balanced out by the positive ones.
- All in all, computers have both advantages and disadvantages. They may have replaced humans in many jobs, but they have also made our lives considerably easier, and it is now difficult to imagine life without them.
- On the whole, while most people go on holiday to rest, this is one thing you are unlikely to do on an adventure holiday. In my opinion, this disadvantage outweighs all the advantages associated with this kind of holiday.
- Taking everything into account, there are both advantages and disadvantages in keeping pets. In the end it is up to the individual to decide whether the pleasure associated with owning a pet is worth the work that goes with it.
- Taking everything into account, whether living in a flat has more advantages or disadvantages depends upon the individual. For some people it may be an unpleasant experience, while for others it may be ideal. As the saying goes, "What is one man's meat is another man's poison".

## **2. Opinion Essays ( some problem situations + helpful ideas)**

- "Are you in favour of or against exams being abolished?"
  - Is too much emphasis placed on examination results today? In my opinion, far too much emphasis is placed on examination today. In my view, their role needs to be re-examined if they are to continue to play a part in the educational system.
  - Sleepless nights, cold sweats and headaches; these are just three of the symptoms experienced every year by thousands of students suffering from 'exam pressure'. In my opinion, far too much emphasis is placed on examinations by educational authorities today.
  - In the first place, exams do not actually test a person's knowledge of a subject but rather how much they can remember on the day of the exam. In addition, facts such as.....are not taken into consideration.
  - Furthermore, the exam system is unfair to people who..... It is argued that exams are the most efficient way of comparing the abilities of a group of people and.....
  - In conclusion, it seems to me unfair to give a person only one chance to show what they are capable of. I think that the whole educational system needs to be changed so that exams are not the only way of assessing a student's knowledge.
- "Cars are the greatest danger to human life today"
  - When asked about the safety of cars, most people think about traffic accidents. But have you ever thought about the dangers cars pose to the environment?
  - In my view the invention of the motor car has caused nothing but problems; from pollution to accidents and deaths. There are various facts and figures that support this opinion.
  - Every day, hundreds of people are killed in traffic accidents. The automobile can be a very dangerous machine. Yet, there are certain steps people can take to reduce the risk of car travel.

- I don't think cars are the greatest danger to human life. In my opinion, nuclear weapons, guns and wars pose a much greater threat to mankind.
- Cars therefore, are not one of the most serious threats to human life- the drivers are.
- Cars may be a serious threat to human life. However, how many drivers would be willing to abandon this convenience, which is now no longer a luxury but a necessity for most?
- All things considered, I believe that the motor car does endanger our lives in many ways. Only if action is taken to reduce the risks, will it become a safer and healthier form of transport.

- “People spend too much time and money on fashion. Do you agree or disagree?”

- I agree that people spend too much time and money on fashion. The way someone dresses shouldn't be the most important thing in life. It's also a waste of money as fashion changes so quickly.
- In my opinion, / The way I see it , one does not have to be a slave to fashion in order to look smart.
- To start with, following the latest trends in fashion can be extremely expensive. This is especially true for those who buy costly designer clothing.
- In addition to this, followers of fashion often give up their individuality for the sake of fashion. They choose clothes which suit neither their figures nor their personality.
- To conclude, I strongly believe that it is advisable to dress with style by choosing good quality clothes which suit you as an individual and have lasting elegance.

### 3. Providing Solutions to Problem Essays ( suggestions + results)

#### Suggestions ⇨ Results:

- One way to help reduce pollution in large cities would be to encourage people to only drive vehicles which run on lead-free fuel  
⇨ As a result, there would be less air pollution due to the reduction in harmful exhaust fumes.
- It has been suggested that one way of helping homeless people is for authorities to accommodate them in low-cost hostels.  
⇨ So they would have a secure base from which to rebuild their lives and perhaps find job.
- One way for people to use up excess energy is to take up a sport of some kind.  
⇨ Therefore, they would be more relaxed and suffer less stress.
- Another solution would be to save scrap metal in order to put it to further use.  
⇨ As a result, all discarded metal products such as vehicles, water tanks and machine parts could be melted down and used to make other products.
- To begin with, much more money could be raised by holding charity concerts and other money-raising events.  
⇨ In this way , international organizations would receive the money to help the victims.
- Another way of helping victims would be for wealthy countries to send food and medical supplies directly to areas affected by famine.  
⇨ Thus, supplies would be certain to reach those people who really need them.
- We could watch more films in the language we are trying to learn.  
⇨ By doing this, we would develop our comprehension skills.
- We should listen to and sing English songs.  
⇨ We would thus be able to improve our listening skills.

### 4. Letters to the Editor ( different tasks)

- Expressing your views on some problems  
- I strongly disagree with this decision and I believe it will have negative effects on the town.  
- Obviously, there will be an increase in the amount of traffic and the number of people coming into town. As a result, we will suffer from both air and noise pollution.  
- I am totally opposed to the Council's decision as I believe it will be disastrous for....  
- I hope my comments will be taken into consideration.
- Expressing suggestions and result.      Suggestions ⇨ Result  
- In my opinion, all companies should have flexible working schedules.  
⇨ This would mean that employees would be able to choose the hours that suit them.  
- In my opinion, pedestrians should always use zebra crossing.  
⇨ By doing this, they would avoid the risk of being hit by motorists.  
- I am totally in favour of all blocks of flats having security guards.  
⇨ In this way, tenants would be protected on a 24-hour basis.

**HELP! The Pros and Cons of parents educating children at home.**

**Advantages**

- Children can learn at their own speed, spending more time on the subjects which they find difficult.
- It is easier for them to concentrate since they don't have the distraction of noisy classmates.
- No bullying or teasing by classmates
- Don't have to share books/ etc.
- They learn more in a one-to-one situation, as they get the full attention of the teacher.

**Disadvantages**

- Children who do not go to school lack experience at making friends with other children. As a result, they do not learn the social skills needed in later life.
- They are less motivated to work hard, because they can't compare their progress with others.

**Advantages**

- Supermarkets are open longer hours than small shops. Therefore they are convenient for customers who work during the day.
- They provide a wide variety of products, which means it is easier for customers with special needs or tastes to find what they want.
- They are more economical than small shops since they offer goods at cheaper prices.

**Disadvantages**

- Because of the large number of staff required, supermarkets offer rather impersonal service. As a result, there is no real relationship between staff and customers.
- Supermarkets are very large shops and you can lose your naughty child while doing your shopping.

- such as exercise equipment.
- Living in a house can be quite expensive. For instance, there are bigger bills for things such as electricity and heating.
- A house needs more looking after than a flat. For example, the roof, outside doors and extra rooms all need mending from time to time, which results in more household repairs.
- If you live in a flat, you have to follow certain rules. For instance, in many flats no pets are allowed.

**🔔 HELP! What are the advantages and disadvantages of being your own boss?**

**Advantages**

- You are completely self-reliant
- You can make decisions on your own. This can give you a great sense of freedom and allows you to do exactly what you want without interference from anyone else.
- Your working day can be planned for your convenience.
- You can work when and where you want.
- Credit is given to you only.

**Disadvantages**

- You work long hours and sacrifice your personal life
- It's a big responsibility to run your own business. New business is in danger of failing
- You have a lot of responsibilities
- Many successful businessmen end up having nervous breakdowns because of stress. Some live in fear of being or having members of their family kidnapped.

**HELP! Should animals be used to test new products?**

**A Matter of opinion:**

- Many products must be tested on animals to ensure that they are safe for use by humans.
- Animals are used to test things like shampoo to see if it causes any irritation.
- The most important point in favour of animal testing is that it is aimed at finding cures for diseases such as cancer. Hardly anyone dies of smallpox, polio or rabies anymore. Why? Vaccines helped wipe them out. And without animal testing, we wouldn't have vaccines. We need animal testing to find vaccines and to let scientists try out new medical techniques, such as heart transplants. Yes, it does hurt some animals, but it saves thousands of human lives.

- Animals are used to test things like shampoo. Shampoo is put into the eyes of animals to see if it causes any irritation. Some animals go blind or even die from these tests.
- Animals have feelings, just like humans. It's wrong when they die to test our products- especially those that have no real medical purpose.

**HELP! Is graffiti art or crime? What should happen to people who draw graffiti on walls in public places?**

**A Matter of opinion:**

- (for) Graffiti can be colourful, humorous and vibrant. 'The right sort of graffiti can liven up the ugly part of cities', says Frank Coffield, Professor of Education at Durham University.
- (for) Graffiti has been a showcase for creative talents. It helps launch the careers of artists who use the streets as an unofficial art gallery. Some graffiti art is better than some official public art.
- (against) Costs of cleaning up graffiti are passed on to rail passengers in higher fares.
- (against) Some people find graffiti offensive.
- (against) It disrupts travel. Rail networks take trains out of service for cleaning when they have been sprayed.
- (against) Graffiti-painting can lead to other crimes. It is often the starting point for much more serious delinquent behaviour.

**HELP! Arguments for and against owning a mobile phone**

<b>For</b>
<ul style="list-style-type: none"> <li>• Mobile phones are very useful for people who are often on the move. They can easily be contacted no matter where they are.</li> <li>• Having a mobile phone increases your personal security. If you find yourself in a dangerous situation, you can call for help no matter where you are.</li> </ul>

<b>Against</b>
<ul style="list-style-type: none"> <li>• Using mobile phones can be dangerous. Talking on a mobile phone while driving reduces concentration by up to 30% and so greatly increases the chances of causing an accident.</li> <li>• They can be annoying. There is nothing worse than someone's cell phone ringing in the middle of something important.</li> </ul>

**VI. Написание рассказа. Writing a story.**

**1. First-person Narratives** ( they are written in the first person (I/we) about a series of events, real or imaginary events which happened to us)

**2. Third-person Narratives** ( they are written in the third-person (he/she/they) and are real or imaginary stories about another person or other people.)

Use **Past Continuous** to set the scene, to express an interrupted past action

Use **Past Simple** to describe the main actions which follow each other in a story

Use **Past Perfect** to express an action that happened before another action in the past

Тип сочинения и примерный план	Introduction	Main Body	Conclusion
<p><b>First-person Narratives or Third-person Narratives</b></p> <ul style="list-style-type: none"> <li>• Describing an accident (in the first person and formal style)</li> </ul>	<p>§ 1</p> <ul style="list-style-type: none"> <li>-set the scene describing the main action</li> <li>-identify the time and place;</li> <li>-who was involved;</li> <li>- introduce the characters</li> </ul>	<p>§ 2-4</p> <ul style="list-style-type: none"> <li>-develop your story , presenting events in the order they happened</li> <li>- describe the event in detail</li> </ul>	<p>§ 5</p> <ul style="list-style-type: none"> <li>-end of the story</li> <li>-people's feelings and emotions;</li> <li>-final comments or reactions</li> </ul>

<ul style="list-style-type: none"> <li>• A story beginning....</li> <li>• A story ending.....</li> </ul>			
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### Useful Vocabulary

Начало рассказа	Фразы основной части	Конец рассказа
<ul style="list-style-type: none"> <li>• Situation before the accident ( weather, surroundings, people)</li> <li>• Use direct speech</li> <li>• Ask a rhetorical question ( a question which expects no answer)</li> <li>• Create mystery or suspense</li> <li>• Refer to your feelings or moods</li> <li>• Address the reader directly</li> </ul> <p><u>Вводные фразы рассказа:</u></p> <ul style="list-style-type: none"> <li>• At first,....</li> <li>• In the beginning,.....</li> <li>• The first thing that happened was.....</li> <li>• One day / a few days ago....</li> </ul>	<p><u>Описание действий, происходящих одновременно:</u></p> <ul style="list-style-type: none"> <li>• As.../ while.../ when.../during...</li> <li>• While I was .....I did/learned/made....</li> </ul> <p><u>Описание последовательных действий:</u></p> <ul style="list-style-type: none"> <li>• First, .../before..../ at once.../ finally,....</li> <li>• When.../ after.../ later, .../ as soon as.../ by the time.../ it wasn't until...</li> <li>• After some time,.... After that,.....</li> <li>• The next thing.....</li> <li>• A few seconds / minutes/ hours later....</li> </ul> <p><u>Описание действия, прерванного другим действием</u></p> <ul style="list-style-type: none"> <li>• .....was/were just about to... when....</li> <li>• .....was/were in the middle of... when...</li> <li>• .....was/were doing... when....</li> <li>• I was about leaving the room when I heard...</li> </ul> <p><u>Описание изменений и развития событий:</u></p> <ul style="list-style-type: none"> <li>• At first,....</li> <li>• At the beginning, ...but then....</li> <li>• At that time....</li> <li>• After a while,...</li> <li>• Now and again...</li> <li>• and from time to time....</li> <li>• Suddenly,.... All of a sudden,.....</li> <li>• All at once,..... Immediately,.....</li> <li>• Soon,.....</li> <li>• In a few minutes,.....</li> <li>• In the next few hours,.....</li> <li>• To my surprise.....</li> <li>• (Un)fortunately,.....</li> </ul> <p><u>Фразы, приводящие примеры и аргументацию.</u></p> <ul style="list-style-type: none"> <li>• For example,..... / For instance,.....</li> <li>• One / Another example of.....is.....</li> <li>• In particular,.....</li> <li>• ....., such as.....</li> <li>• ....., like .....</li> </ul>	<ul style="list-style-type: none"> <li>• Use direct speech</li> <li>• Refer to your feelings or moods</li> <li>• Describe people's reactions to the events developed in the main body</li> <li>• Create mystery or suspense</li> <li>• Ask a rhetorical question</li> </ul> <p><u>Заключительные фразы рассказа:</u></p> <ul style="list-style-type: none"> <li>• But over the years....</li> <li>• From then on....</li> <li>• In the end,....</li> <li>• Eventually,.....</li> <li>• At last,.....</li> <li>• Finally,.....</li> </ul>

#### 1. Начало рассказа: самый интересный эпизод

- *It was very late. John couldn't see because it was dark. He was afraid.*
- *It was a typical day at the office. Phones were ringing, secretaries were rushing around and.... I sat at my desk, writing a report for the boss....*

- *On a rainy night I was trying to fall asleep but the sound of the howling wind kept me up. Just as I was dozing off, I heard someone knocking on the front door....*
- *It was a nice day. The sun was shining and the birds were singing. Tom and Mary were excited. They were going on holiday to Italy. They were looking forward to swimming in the sea and walking in the hills.*
- *The snow lay like frosty icing on a Christmas cake. It was still snowing, frozen crystals falling gently from the heavy grey sky.*
- *Ben and Betty had been driving along a lonely road in New Hampshire when an amazing thing happened.*
- *Why is it that the most important changes in our lives happen when we least expect them to? My life had settled into a comfortable, satisfying routine when suddenly everything changed.*
- *The aeroplane had only been in the air for about twenty minutes when suddenly it began to dive towards the ground. Immediately the passengers began to panic.*
- *As I was making my nightly rounds on Monday evening, I noticed a faint light coming from a third floor window of Scope Ltd. It must have been about 11.15pm because I had checked my watch just minutes earlier.*
- *As soon as I got off the train I knew this would be a special day in my life. As I was walking down the street, I found a wallet on the pavement. ....*
- *It was night. There was a full moon.....*

### 2. Продолжение рассказа: что происходило до этого эпизода и привело к нему

- *Bright morning sunlight shone through my bedroom window when I woke. I lay there lazily for a few minutes , then jumped out of bed and stepped under the cold water of the shower.*
- *It was a damp, chilly night when Caroline and I eventually left the house. As soon as I stepped outside I shivered, feeling that something strange was about to happen.*
- *The morning sun was blazing as we set out on our first trip into the jungle. ....We had been walking through the undergrowth for some time when our guide suddenly stopped in his track.*
- *I was waiting for the 7 o'clock bus to go to work on Tuesday morning when I saw.....*
- *As soon as we had started the long walk back we heard.....*
- *About two minutes later I heard a bomb explode and saw flames coming out of the third floor windows. The fire soon spread to other floors, and the whole building was in flames within minutes.*
- *As soon as I turned the corner I noticed a woman running down the street. All of a sudden a policeman came out of a building and ran after her.*
- *Suddenly , an enormous spaceship with flashing lights landed right in front of their car and a strange, glowing figure got out.*
- *Suddenly he lost his balance.....*

### 3. Заключение: подведение итогов, обобщение, вывод

- *Looking back at what happened I always feel a sense of wonder and awe. But then again, life's like that, isn't it?*
- *It was the worst flight I had ever experienced.*
- *I would never go back there again.*
- *I immediately called the police and the fire brigade who arrived at 11.30.*
- *Ever since then, Jane and I have been close friends. Who would have thought that everything would turn out like that?*
- *.....the thing that scared me most was .....*
- *Eventually they reached the ground safely and everyone was relieved.*
- *They cried when they realized they were safe.*
- *He had learned his lesson, and would never do anything so stupid again.*

## VII. **Обзоры и отзывы ( о книгах, фильмах и др.). Writing Reviews .**

### Структура обзора / отзыва:

Тип сочинения и примерный план	Introduction	Main Body	Conclusion
<b>I. A book review</b> is a short description of a book . Formal/ semi-formal/ informal style; use present tenses	§ 1 - basic information of the book: title, name of author, type, setting, central characters (good/bad characters)	§ 2,3 -main points of the plot, presented in chronological order -general comments on the plot / characters.....	§ 4 -your opinion (likes and dislikes) and your recommendation

<p><b>2. A film review</b> is a short description of a film.</p> <p>Formal/ semi-formal / informal style; use present tenses</p>	<p>§ 1 -basic information of the film: title, name of director, type, setting, main characters (good/bad characters)</p>	<p>§ 2,3 - main points of the plot -general comments on the plot, acting / character development / staging/ decorations.... ..</p>	<p>§ 4 -your opinion (likes and dislikes) and your recommendation</p>
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### Useful Vocabulary

#### 1. A book review (writing short descriptions of books)

Вводные фразы	Фразы основной части	Заключительные фразы
<p><u>Фразы, дающие основную информацию об объекте отзыва</u></p> <ul style="list-style-type: none"> <li>The book/ novel was written by....</li> <li>It is ... (<i>a love story</i>)</li> <li>The book tells the story of....</li> <li>The action takes place in...../ during.....</li> <li>The setting of the story is.....</li> <li>This story is based on a true story / the author's own experience</li> <li>The text is (can be) divided into....parts.</li> <li>I suggest the following headings for each part.....</li> <li>The author's (hero's) thoughts are reproduced in the form of inner speech.</li> <li>The author wishes to make a philosophical point /create the impression that....</li> <li>The writer satirizes / makes fun of..../ caricatures this kind of behaviour ( people who..../ upper-class people)</li> </ul> <p><u>Фразы, характеризующие язык и стиль текста</u></p> <ul style="list-style-type: none"> <li>The author's style is concrete /emphatic/ naturalistic/ rich in colour contrasts .....</li> <li>His method of description is mostly direct...</li> <li>He has an eye for detail and typical situation</li> <li>The language in this text is quite formal/informal / bookish / rich in terms borrowed from the sphere of art (philosophy, literary criticism) / close to the language of real life / full of colloquialism</li> <li>The author uses a lot of difficult / simple words</li> <li>Some sentences are hard/ easy to understand</li> <li>The extract abounds in humour</li> </ul>	<p><u>Фразы, комментирующие основные моменты изменений и развития событий</u></p> <ul style="list-style-type: none"> <li>The story begins... / is about....</li> <li>The first part is about.....</li> <li>The plot is... (<i>boring, thrilling...</i>)</li> <li>I find the plot of the story simple/realistic/far-fetched/absurd.....</li> <li>The plot has an unexpected twist</li> <li>The turning point in the story is .... when.....</li> <li>The first line (opening paragraph, fourth chapter, second act.....) reminds me of ...../ helps the reader to understand...../arouse our curiosity</li> <li>The story shows (some) positive/negative aspects of.....</li> <li>The story is told from..... point of view</li> <li>There are some details in the text which show that....</li> <li>The focus/ emphasis is on the nature of their relationship/ the problem of....</li> <li>I hadn't expected that....</li> <li>The beginning/ ending is (not) surprising (at all)</li> <li>The ending is quite disappointing</li> <li>I wouldn't call this a happy ending.</li> </ul> <p><u>Фразы, комментирующие характеры и действия главных героев произведения</u></p> <ul style="list-style-type: none"> <li>The way he/she (re) acts shows that.....</li> <li>In my opinion he/she should /shouldn't have.....</li> <li>His/her feelings are realistic /understandable/ hard to understand.....</li> <li>The relationship between the characters is....</li> <li>Their relationship changes/develops</li> <li>The characters in the story (don't) change</li> <li>At first..... but later.....</li> </ul>	<p><u>Фразы, выражающие мнение и рекомендации</u></p> <ul style="list-style-type: none"> <li>It's a bore to read.</li> <li>I find the story great /interesting/ exciting/ terrific/ sad/ awful/ funny.....</li> <li>It's terrible/ boring/far-fetched.....</li> <li>It reminds me of.....</li> <li>My point of view is that.....</li> <li>My first impression was.....but later.....</li> <li>I liked / enjoyed it. I didn't enjoy it because....</li> <li>It's OK but I have read better ones.</li> <li>I find it difficult to believe that...../ surprising that...../incredible that.....</li> </ul>

<p>/irony.....</p> <p><u>Фразы, знакомящие читателя с главными героями произведения</u></p> <ul style="list-style-type: none"> <li>• The main /minor characters in this story are....</li> <li>• I would describe her/him as....</li> <li>• She/he seems to be....(<i>stupid/boring/lazy/hard working/honest/dishonest/careless..</i>) because.....</li> </ul>		
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## 2. A film review (writing short descriptions of films, plays, TV programmes...)

Вводные фразы	Фразы основной части	Заключительные фразы
<p><u>Фразы, дающие основную информацию об объекте отзыва</u></p> <ul style="list-style-type: none"> <li>• The film is directed / produced by.....</li> <li>• It is a ..... -comedy/ horror film.... -film about present-day problems -film which keeps you thinking -film which keeps you in suspense</li> <li>• The film is set in.....</li> <li>• The film is based on....</li> <li>• The film tells the story of....</li> <li>•</li> </ul> <p><u>Фразы, знакомящие зрителя с главными героями фильма</u></p> <ul style="list-style-type: none"> <li>• The cast is excellent/ awful / weak....</li> <li>• A talented / famous / actor/actress..... plays the main part</li> <li>• The role of X is played by.....</li> <li>• X gives a superb / thrilling/disappointing performance.....</li> </ul>	<p><u>Фразы, комментирующие основные моменты развития событий в фильме</u></p> <ol style="list-style-type: none"> <li>1. The film shows ..... -struggle of....against..... -love among.... -complex relations between.... -the fate of.....</li> <li>2. The film deals with...../ depicts the events...../ gives a serious (humorous) description of....</li> <li>3. The plot focuses on..... -the problem.... -the nature of .....relationship</li> <li>4. The plot has an unexpected twist.....</li> <li>5. I find the plot rather weak / unconvincing</li> <li>6. Despite being very long, there isn't a dull moment.</li> <li>7. It is rather long/ boring/ confusing.....</li> <li>8. It has a tragic / surprising end</li> <li>9. The film reaches a dramatic climax.....</li> <li>10. The script is dull/ exciting / clever...</li> <li>11. It portrays / shows .....</li> <li>12. It conveys a scene of.....</li> <li>13. The ending is quite disappointing.</li> <li>14. I wouldn't call this a happy ending.</li> </ol> <p><u>Фразы, описывающие характеры главных героев, игру актёров, постановку фильма</u></p> <ol style="list-style-type: none"> <li>15. X has starred in many fine films, but.....</li> <li>16. The way he/she (re) acts shows that.....</li> <li>17. In my opinion he/she should /shouldn't have.....</li> <li>18. His/her feelings are realistic /understandable/ hard to understand....</li> </ol> <p><u>Прилагательные, описывающие</u></p> <ul style="list-style-type: none"> <li>• Содержание фильма: <i>Moving, confusing, original, thrilling, highly entertaining, gripping, shocking, involving, unimaginative, terrific, sad, funny, awful, boring</i></li> </ul>	<p><u>Фразы, выражающие мнение и рекомендации</u></p> <ul style="list-style-type: none"> <li>• My first impression was... but later....</li> <li>• It's OK but I have seen better ones.</li> <li>• I find it difficult to believe that...../ surprising that...../ incredible that.....</li> <li>• The film .....depresses me because.....</li> <li>• I can thoroughly recommend.....</li> <li>• If you want an exciting / boring/ frightening evening, then go and see.....(the name of the film)</li> <li>• If you like police dramas, then (the name of the film) is definitely the film for you</li> <li>• If you are wondering what to go and see on Saturday night, I suggest .....</li> <li>• Don't miss it. It is worth seeing.</li> <li>• I wouldn't recommend it because...</li> <li>• I'd recommend the film for everyone, although some scenes are quite violent.</li> <li>• All things considered, this is a real masterpiece.</li> </ul>



	<ul style="list-style-type: none"> <li>• Сценарий фильма: <i>Original, well-written, excellent, poorly-written, unimaginative</i></li> <li>• Героев фильма: + <i>well-developed, strong, humorous, realistic, convincing</i> - <i>boring, weak, unbelievable, frightening</i></li> <li>• Игру актёров: <i>Real, true to life, excellent, first-class</i></li> </ul>	
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### VIII. Написание отчёта. Writing a report.

#### Основные типы отчётов:

1. **News reports** ( describe a particular event or topic which is of interest to the public).
2. **Assessment reports** (present and evaluate the positive and negative qualities of a person or a building/place in order to make a judgment or recommendation about them)
3. **Survey reports** ( based on research)

#### Структура отчёта:

<p><b>To:</b> <i>Bob Prescott, Chairman of Council</i>  <b>From:</b> <i>Mary Scott</i>  <b>Date:</b> <i>5 September 2004</i>  <b>Subject:</b> <i>Big Shop Complex</i></p> <p><b>Introduction</b> (state the purpose of your report)</p> <p><b>Main Body</b> (list of good/bad points)</p> <p><b>Conclusion</b> (make suggestions)</p>
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- Heading**  
- To:..... From:..... Date: ..... Subject:
- Introduction**  
- the purpose of your report
- Main Body**  
- general information  
- positive points  
- negative points
- Conclusion**  
- state your opinion or evaluation  
- make suggestions and recommendations

Тип сочинения и примерный план	Introduction	Main Body	Conclusion
<ul style="list-style-type: none"> <li>• <b>News reports</b></li> </ul> <p>It consists of:</p> <ul style="list-style-type: none"> <li>- a short eye-catching headline which introduces the subject of the report</li> <li>- introduction</li> <li>- main body</li> <li>- conclusion</li> </ul> <p><b>Formal impersonal style</b></p> <p><b>About headlines:</b></p> <ul style="list-style-type: none"> <li>• They should both catch the reader's attention and inform the reader about the subject of the report.</li> <li>• Omit articles, parts of tenses</li> </ul>	<p>§ 1.</p> <p>Summary of the event-time, place, people involved</p>	<p>§ 2,3,4.</p> <ul style="list-style-type: none"> <li>- Description of the main events and people involved-give detailed facts</li> <li>- Information about the causes and results of the incident</li> </ul> <p><i>*do not write about your feelings or your point of view concerning the incidents</i></p>	<p>§ 5- final paragraph</p> <ul style="list-style-type: none"> <li>- people's comments on the event</li> <li>- reference to future developments</li> </ul> <p><i>*use passive voice and direct/reported speech to include people's comments</i></p>

<ul style="list-style-type: none"> <li>• <b>Assessment reports</b></li> </ul> <p>It consists of:</p> <ul style="list-style-type: none"> <li>- introduction</li> <li>- main body</li> <li>- final paragraph</li> </ul> <p><b>Formal style</b></p>	<p>§ 1.</p> <ul style="list-style-type: none"> <li>-state the purpose and content of the report</li> </ul>	<p>§ 2,3,4 .</p> <ul style="list-style-type: none"> <li>-general information of the place ( location, facilities, activities)</li> <li>-present each point in detail under suitable subheadings</li> <li>- give positive and negative points</li> </ul> <p><i>*Join the positive and negative comments using linking words: however, nevertheless, on the other hand, in contrast...)</i></p>	<p>§ 5- final paragraph</p> <ul style="list-style-type: none"> <li>-summarise the information from the main body</li> <li>-state your general assessment and /or recommendation</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Survey reports</b></li> </ul> <p>It consists of:</p> <ul style="list-style-type: none"> <li>- introduction</li> <li>- main body</li> <li>- final paragraph</li> </ul> <p><b>Formal style</b></p>	<p>§ 1.</p> <ul style="list-style-type: none"> <li>-state the purpose and content of the report</li> </ul>	<p>§ 2,3,4</p> <ul style="list-style-type: none"> <li>-all information is presented in detail</li> <li>- facts can be presented in the form of percentages (<i>ten per cent / three in ten</i>) or proportions (<i>the majority/minority</i>)</li> </ul> <p><i>*you can use sub-headings, numbers or letters to separate each piece of information.</i></p>	<p>§ 5- final paragraph</p> <ul style="list-style-type: none"> <li>-summarise the information from the main body</li> <li>- your recommendations or suggestions</li> </ul>

**HELP!**

**Useful Vocabulary**

**1. News reports.**

Вводные фразы	Фразы основной части	Заключительные фразы
<p><u>Фразы, знакомящие с происходящими событиями:</u></p> <ul style="list-style-type: none"> <li>• A hurricane hit.....yesterday morning, causing thousands of pounds worth of damage to buildings....)</li> <li>• Underground workers remained on strike yesterday as .....</li> <li>• Two people were seriously injured in....</li> <li>• Two people were killed and another person was seriously injured in a car crash ....</li> <li>• There was a large house fire early this morning.... One man is said to be in a critical condition.</li> <li>• Nine people died in a rail crash near London this afternoon. Two trains which were traveling in the same direction collided.....</li> </ul>	<p><u>Фразы, описывающие основные события в деталях:</u></p> <ul style="list-style-type: none"> <li>• ....started/ began / approached / reached.....</li> <li>• .... who was badly injured in a car crash....</li> <li>• The accident happened when N. lost control of his car....</li> <li>• The accident, however,.....</li> <li>• Kidnappers asked for ransom.....</li> <li>• Police traced .....</li> </ul> <p><u>Фразы, перечисляющие точки зрения и аспекты обсуждаемой проблемы:</u></p> <ul style="list-style-type: none"> <li>• Firstly,...../ First of all,.....</li> <li>• To start with,..... / to begin with,.....</li> <li>• Secondly,..... Thirdly,..... Finally,.....</li> <li>• There are also problems caused by.....</li> </ul> <p><u>Фразы, добавляющие новые аспекты обсуждаемой проблеме</u></p> <ul style="list-style-type: none"> <li>• Furthermore,..... / Moreover,..... / What is more,.....</li> <li>• As well as..... In addition to this / that.....</li> </ul>	<ul style="list-style-type: none"> <li>• “This is one of the worst natural disasters to hit the area for a long time....”, said.....</li> <li>• Transport authorities announced that.....</li> <li>• To sum up, the situation is.....</li> <li>• All things considered, there seems to be.....</li> </ul>

	<ul style="list-style-type: none"> <li>• Besides ,...../ ..... also.....</li> <li>• Not only....., but.....as well.</li> <li>• Apart from this / that,.....</li> <li>• .....not to mention the fact that.....</li> </ul> <p><u>Фразы, выражающие причины, уточняющие высказывание</u></p> <ul style="list-style-type: none"> <li>• .....because...../ owing to the fact that...../ due to the fact that....</li> <li>• The reason why.... is that.....</li> <li>• What I like/dislike about....is.....</li> <li>• This would mean..... By doing this.....</li> <li>• As a result of this.....</li> </ul> <p><u>Фразы, подчеркивающие контраст, связывающие различающиеся идеи:</u></p> <ul style="list-style-type: none"> <li>• However, things have improved recently.</li> <li>• .....but...../ .....at the same time.....</li> <li>• On the other hand,.....</li> <li>• Although...../ Even though.....</li> <li>• In spite of the fact that...../ Despite the fact that.....</li> </ul> <p><u>Фразы, приводящие пример, доказательство, аргументацию:</u></p> <ul style="list-style-type: none"> <li>• Despite these depressing figures, things have improved recently.</li> <li>• For example, the Russian Government has recently decided to.....</li> <li>• In this way they hope to....</li> <li>• They have introduced things such as...../ like.....</li> <li>• This is bad, particularly / especially in the area.....</li> </ul> <p><u>Фразы, показывающие эффект, результат:</u></p> <ul style="list-style-type: none"> <li>• As a result of this, people now expect.....</li> <li>• What this means is people now expect.....</li> </ul>	
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## 2. Assessment reports (Evaluating places / events/ arrangements)

Вводные фразы	Фразы основной части	Заключительные фразы
<ul style="list-style-type: none"> <li>• The purpose /aim of this report is to assess....</li> <li>• As requested I visited....., which is becoming increasingly popular with young people.</li> <li>• As requested, this report is to assess the suitability of the new.....for tourists.</li> <li>• The report consists of the results of...</li> <li>• This report was carried out to assess...</li> </ul>	<ul style="list-style-type: none"> <li>• There are several good/bad things about...</li> <li>• On the other hand, I find these things disappointing.....</li> <li>• There are not enough...</li> <li>• Another thing is....</li> <li>• However, ... nevertheless, ....</li> <li>• At the same time....</li> <li>• In contrast....</li> <li>• Although....</li> <li>• Despite the fact that.... In spite of the fact that.....</li> <li>• It may seem....</li> <li>• Apparently....</li> </ul> <p style="text-align: center;"><i>Positive points</i></p> <ul style="list-style-type: none"> <li>• The positive aspects of.....make it highly suitable</li> </ul>	<ul style="list-style-type: none"> <li>• In conclusion, it is recommended that....</li> <li>• .....need to do something to....</li> <li>• They should.....</li> <li>• On the whole, it is advisable that...</li> <li>• To sum up,....</li> <li>• In spite of the (dis)advantages, ...I would recommend...</li> <li>• Although there are certain drawbacks, I would recommend.....</li> </ul>

<ul style="list-style-type: none"> <li>This survey was carried out...</li> </ul>	<p>for.....</p> <ul style="list-style-type: none"> <li>The ...would appeal to many people.</li> <li>The facilities allow tourists to spend a whole day there.</li> <li>Many of the staff speak a second language.</li> <li>Good transport links to the city make the .....easily accessible.</li> <li>..... and can be easily reached by public transport.</li> <li>Wind-surfers and jet skis can be hired.</li> <li>Broad range of water sports would appeal to all kinds of people.</li> <li>The area is very beautiful , and the sea is perfect for swimming.</li> <li>All visitors are made to feel welcome.</li> </ul> <p style="text-align: center;"><b>Negative points</b></p> <ul style="list-style-type: none"> <li>Prices in general are quite high.</li> <li>The beach is not cleaned every day,..... - and so there is some rubbish near the tables; - so rubbish can be seen everywhere</li> <li>The toilets are not kept clean.</li> <li>The drawbacks of..... make it unsuitable for.....</li> <li>There isn't a very wide choice of different brands.</li> <li>It's quite a long way from the town centre, and it's hard to find a parking space.</li> </ul>	<ul style="list-style-type: none"> <li>There are no obvious disadvantages ; therefore, I would highly recommend.....</li> <li>The drawbacks outweigh the advantages, so I would not recommend.....</li> <li>I have no hesitation in recommending the.....</li> </ul>
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### 3. Survey report

Вводные фразы	Фразы основной части	Заключительные фразы
<ul style="list-style-type: none"> <li>The purpose /aim of this report is to analyse the results of a survey in which .... people were questioned about....</li> <li>The aim of this report is to outline the results of a survey which was carried out to assess....</li> <li>As requested, this report is to analyse the results of a survey.....</li> <li>The report consists of the results of...</li> <li>This report was carried out to analyse the results of...</li> </ul>	<ul style="list-style-type: none"> <li>.....% of the people we surveyed said.....</li> <li>only .....% actually admitted they.....</li> <li>.....per cent of the people questioned.....</li> <li>A large number of people who participated in the survey stated that....</li> <li>Many people do not find / think / suppose.....</li> <li>People are becoming increasingly concerned about....</li> <li>It's becoming increasingly popular....</li> <li>More and more people are getting involved / interested in.....</li> <li>This is illustrated by the fact that.....</li> <li>This shows / indicates / illustrates that the majority of people consider.....</li> <li>There were also comments on.....</li> <li>The results were quite interesting.....</li> <li>It turns out that....</li> <li>one in five / seven out of ten</li> <li>the majority of those questioned.....</li> <li>a large proportion of.... / the largest proportion of.../ a minority of.../ a small number....</li> <li>more than we expected...</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>all points considered, .....</li> <li>In conclusion, it is recommended that....</li> <li>.....need to do something to....</li> <li>They should.....</li> <li>On the whole, it is advisable that...</li> <li>To sum up, it seems that ....</li> </ul>

## IX. Статья в газету / журнал. Writing an article.

Структура статьи:

Headline	Introduction	Main Body	Conclusion
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<p>- suggests the topic of the article</p> <p><b>* Use Present Simple to describe events which have occurred very recently</b> ( Earthquake hits L.A.)</p> <ul style="list-style-type: none"> <li>• <b>Omit the verb “to be” when using the passive voice to describe a past event</b> ( Lost boy found = Lost boy was found)</li> <li>• <b>Use “to be + past participle” in the passive voice to describe a future event</b> ( Hospital to be opened by Queen = a hospital is going to be opened by the Queen)</li> <li>• <b>Use “to + Verb” in the active voice to describe a future event</b> (Queen to open hospital = The Queen is going to open a hospital)</li> <li>• <b>Omit articles</b></li> <li>• <b>Avoid prepositions (under, over, across, through)</b></li> </ul> <p>Use abbreviations (UFO, NATO)</p>	<p>§ 1</p> <p>- state the problem and content of the article</p> <p>-say why it is important or interesting</p>	<p>§2-4</p> <p>- the topic is presented in detail</p> <p>-provide some background about when it stated and major developments up to now</p> <p>- say what is happening at the moment</p> <p>-say how things will develop in the future</p>	<p>§ 5</p> <p>-summarise the main points and say again why you think your subject will continue to be important</p> <p>- gives an appropriate ending to the article</p>
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### Useful Vocabulary

Вводные фразы	Фразы основной части	Заключительные фразы
<ul style="list-style-type: none"> <li>• Would you like to....?</li> <li>• I'm sure you can imagine...</li> <li>• I'm sure you'd agree that...</li> <li>• Let's.....</li> </ul>	<p><u>Фразы, знакомящие с историей возникновения проблемы:</u></p> <ul style="list-style-type: none"> <li>• Since earliest times, ....</li> <li>• By the beginning of the century...</li> <li>• .....has its roots back in....</li> <li>• the age of....began in.....</li> <li>• the history of.....goes back to....</li> </ul> <p><u>Фразы, описывающие происходящее в настоящее время:</u></p> <ul style="list-style-type: none"> <li>• Recently, there has been renewed interest in.....</li> <li>• Recent developments in the field include.....</li> <li>• Other exciting developments have been.....</li> </ul> <p><u>Фразы, описывающие как могут происходить события в будущем:</u></p> <ul style="list-style-type: none"> <li>• The outlook is bright</li> <li>• The outlook is gloomy</li> <li>• The future looks rosy</li> <li>• The future looks grim</li> <li>• Who knows what will happen in the future, but.....</li> </ul>	<ul style="list-style-type: none"> <li>• I hope....</li> <li>• I suppose....</li> <li>• All in all,.....</li> <li>• In conclusion, .....</li> </ul>

	<ul style="list-style-type: none"> <li>• Many experts predict that.....</li> <li>• Some forecasts predict.....</li> </ul> <p><i>*Each paragraph should deal with one aspect of the topic.</i></p>	
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### Список использованной литературы

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