



普通高中课程标准实验教科书  
经全国中小学教材审定委员会2005年初审通过



# 写作教程 Functional Writing

(供高中阶段选修)

主 编: 陈 琳 Simon Greenall (英)

副主编: 张连仲

编 者: Mark Ellis (英) Simon Greenall (英)

学生用书

Student's Book

外语教学与研究出版社

FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

京权图字: 01 - 2005 - 2570

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出 版 人: 李朋义 Christopher Paterson (英)

项目策划: 蔡剑峰 徐秀芝 姚希勤 申 菁

项目负责: 申 菁(参加编写) 盖兆泉(参加编写) 王剑波(参加编写)

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## 写作教程

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\* \* \*

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购书电话: 010-88819928/9929/9930 (邮购部)

购书传真: 010-88819428 (邮购部)

出版发行: 外语教学与研究出版社

社 址: 北京市西三环北路 19 号 (100089)

网 址: <http://www.fltrp.com>

印 刷: 北京市鑫霸印务有限公司

开 本: 890×1240 1/16

印 张: 5.5

版 次: 2006 年 7 月第 1 版 2006 年 7 月第 1 次印刷

书 号: ISBN 7-5600-5804-3

定 价: 4.49 元

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# 前言

同学们，欢迎大家选用高中英语选修教材《写作教程》！

《写作教程》是外语教学与研究出版社依据教育部制定的国家《普通高中英语课程标准》，与英国麦克米伦出版公司合作编写的高中英语任意选修教材。大家知道，写作技能是语言的四大基本技能之一。良好的英文写作能力是一个英语学习者基本素养的重要标志，能写出语言通顺、逻辑清楚、结构合理文章是每一个英语学习者的追求。本教材按照《普通高中英语课程标准》对高中学生写作水准的描述和要求而开发，适合我国中学生语言能力和语用发展的需要，有助于学生今后真正用英语进行交往和工作。

本教材的编写突出实践性、真实性和语言的时代感，旨在帮助学生初步掌握常见的应用文的基本格式，并运用恰当的语言来表达，培养学生运用英语进行日常书面交流，为今后进入高等学校继续深造和走向社会打下良好的基础。因此，我们将该写作教材的英文名定为 *Functional Writing*。内容包括现代英语书面交际常用的各种写作任务和文体，如：一般社会交往和友人来往电子邮件、信函、明信片；日常短信和便条；个人简历和介绍；指令、警示说明；注释、总结以及图表与统计等。教材单元设计采用任务型教学思路，强调观察和模仿的体验学习方式。

本教材由9个模块构成，每个模块包含6个环节：

- (1) Introduction —— 基本文体知识介绍；
- (2) Writing Conventions —— 各种文体对应格式及用语规范的展示与讲解；
- (3) Guided Writing —— 范文、例句展示，情景交流任务与写作训练；
- (4) Language Function —— 不同文体中特有语言的功能介绍；
- (5) Information Transfer —— 解读不同信息并进行信息转换训练；
- (6) Module Tasks —— 拓展性“真实”写作任务实践。

本教材提供了大量英语实用的例句和范例，设计了各种情景和任务，给同学们充分的练习和运用语言的机会，帮助大家在语境和完成任务中提高实用写作能力。教材中选取的文本不论从形式还是从内容上都选自真正的英语交流样本，包括不同人际关系和语用场合的相应正式和非正式文体，并且在版式设计上尽可能提供真实的文本格式，使大家在设计的“真实语境”中，产生交流需要，学会使用规范语言，达到书面交流目的。

针对广大教师对写作教材的授课需要，我们特别组织编写了信息量大、实用性强的教师用书，针对各个授课环节的重点和需要注意的问题，设计了对应的内容分析和教学步骤建议，为教师提供最直接有效的教学支持。

我们希望通过《写作教程》的学习，同学们能够进一步扩展语言知识，提高英语写作素养，为用英语进行实际交流打下坚实的基础。

祝你们成功！

《英语》（新标准）系列教材  
高中阶段编委会



# Scope and sequence

| Module                                                      | Introduction                                                                                                                                                                                                        | Writing Conventions                                                                                                                                                         | Guided Writing                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> <b>P2</b><br>Social Emails                         | <ul style="list-style-type: none"> <li>• Reasons for sending and receiving emails, email addresses</li> <li>• Beginning and finishing messages</li> <li>• Use of formal and informal language</li> </ul>            | <ul style="list-style-type: none"> <li>• How to write email addresses</li> <li>• Ways of beginning and finishing messages</li> </ul>                                        | <ul style="list-style-type: none"> <li>• Inviting and making suggestions for a social occasion</li> <li>• Accepting</li> <li>• Apologising</li> </ul>                                                                                                                             |
| <b>2</b> <b>P10</b><br>Social Letters                       | <ul style="list-style-type: none"> <li>• Uses of social letters</li> <li>• Layout of letters and envelopes</li> <li>• Beginning and finishing social letters</li> </ul>                                             | <ul style="list-style-type: none"> <li>• Words to do with letters, the postal service</li> <li>• Abbreviations</li> <li>• Layout of letters and envelopes</li> </ul>        | <ul style="list-style-type: none"> <li>• Sending compliments</li> <li>• Describing events</li> <li>• Sending thanks and congratulations</li> <li>• Describing personal feelings</li> </ul>                                                                                        |
| <b>3</b> <b>P18</b><br>Notes, Messages and Memos            | <ul style="list-style-type: none"> <li>• Reasons for writing notes, messages and memos</li> <li>• Abbreviation</li> <li>• Language of text messages</li> <li>• What to include in or leave out of a memo</li> </ul> | <ul style="list-style-type: none"> <li>• Written abbreviations and what they mean</li> <li>• Common text message abbreviations</li> <li>• Writing a text message</li> </ul> | <ul style="list-style-type: none"> <li>• Reading and writing messages to give directions</li> <li>• Making arrangements</li> <li>• Making a brief comment and sending a personal message</li> </ul>                                                                               |
| <b>4</b> <b>P26</b><br>Pen Pal Letters and Cards            | <ul style="list-style-type: none"> <li>• Reasons for writing letters to pen pals</li> <li>• Occasions for sending cards</li> <li>• How to write postcards</li> </ul>                                                | <ul style="list-style-type: none"> <li>• Forms of address, both formal and informal</li> <li>• Use of commas and full stops</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Reading and writing letters</li> <li>• Describing a holiday</li> <li>• Expressing opinions</li> <li>• Describing the weather</li> <li>• Giving news</li> </ul>                                                                           |
| <b>5</b> <b>P34</b><br>Résumés and Information About People | <ul style="list-style-type: none"> <li>• Reasons for writing a résumé</li> <li>• Example of a résumé and the conventions it uses</li> <li>• What to include in or leave out of a résumé</li> </ul>                  | <ul style="list-style-type: none"> <li>• Headings in a résumé</li> <li>• Details to be included in a résumé</li> </ul>                                                      | <ul style="list-style-type: none"> <li>• Giving information about yourself</li> <li>• Talking about the future</li> <li>• Talking positively about yourself</li> <li>• Giving neutral personal information</li> <li>• Cultural note: understatement in British English</li> </ul> |



| Language Function                                                                                                                                                                                                                                             | Information Transfer                                                                                                                                                                                                                  | Module Tasks                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Inviting and making suggestions</li> <li>Accepting</li> <li>Apologising</li> <li>Thanking</li> <li>Requesting information</li> <li>Formal and informal emails</li> </ul>                                               | <ul style="list-style-type: none"> <li>Writing emails in answer to invitations</li> <li>Writing invitations and making suggestions</li> <li>Cultural note: friendly and polite language</li> </ul>                                    | <ul style="list-style-type: none"> <li>Comparing Chinese and English</li> <li>Expressions for asking someone for information</li> <li>Apologising for not doing something</li> <li>Accepting an invitation</li> <li>Thanking someone for an invitation</li> </ul> |
| <ul style="list-style-type: none"> <li>Complimenting</li> <li>Describing events</li> <li>Giving opinions</li> <li>Passing on messages</li> <li>Ending the letter</li> <li>Cultural note: complimenting people in the USA and in Great Britain</li> </ul>      | <ul style="list-style-type: none"> <li>Formal and informal letters</li> <li>Writing a letter based on a diary</li> </ul>                                                                                                              | <ul style="list-style-type: none"> <li>Writing a Chinese address for an Australian</li> <li>Writing a letter</li> <li>Asking about and describing past events and future plans</li> <li>Completing the middle and final paragraphs of letters</li> </ul>          |
| <p>Giving directions</p>                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Writing a message</li> <li>Giving instructions based on a map</li> <li>Completing a travel schedule</li> <li>Writing a letter</li> <li>Explaining a travel schedule</li> </ul>                 | <ul style="list-style-type: none"> <li>Sending text messages to friends</li> <li>Writing a memo</li> <li>Organising a trip</li> <li>Writing short notes</li> <li>Replying to text and answerphone messages</li> </ul>                                             |
| <ul style="list-style-type: none"> <li>Greetings and messages in cards</li> <li>Expressing feelings</li> <li>Offering congratulations and good wishes</li> <li>Giving condolences</li> <li>Cultural note: exchanging cards for different occasions</li> </ul> | <ul style="list-style-type: none"> <li>Writing a letter to a friend in another country</li> <li>Choosing good topics for letters to pen pals</li> </ul>                                                                               | <ul style="list-style-type: none"> <li>Writing messages for cards on different occasions</li> <li>Writing to a pen pal</li> <li>Replying to a letter from a pen pal</li> </ul>                                                                                    |
| <p>Sequence words</p>                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Looking at job adverts</li> <li>Making a list of skills needed for a job</li> <li>Writing a résumé applying for a job</li> <li>Writing about your personal history and achievements</li> </ul> | <ul style="list-style-type: none"> <li>Writing about an event in an exaggerated and understated way</li> <li>Giving neutral and positive information</li> <li>Applying for a job</li> <li>Writing a résumé</li> <li>Choosing someone for a job</li> </ul>         |



| Module                                                       | Introduction                                                                                                                                       | Writing Conventions                                                                                                                                                                  | Guided Writing                                                                                                                                                                                                              |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>6</b><br><b>P42</b><br>Notices, Warnings and Instructions | <ul style="list-style-type: none"> <li>• Uses of notices and warnings</li> <li>• Differences between instructions, notices and warnings</li> </ul> | <ul style="list-style-type: none"> <li>• Identifying the steps of a set of instructions</li> <li>• Commas, capital letters, full stops and new paragraphs in instructions</li> </ul> | <ul style="list-style-type: none"> <li>• Identifying different types of instructions</li> <li>• Giving directions</li> <li>• Identifying new information</li> <li>• Writing warnings</li> </ul>                             |
| <b>7</b><br><b>P50</b><br>Articles and Compositions          | Describing the main features of articles and compositions                                                                                          | Beginning new paragraphs                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Topic sentences</li> <li>• Reformulating</li> <li>• Showing an effect</li> <li>• Showing a cause</li> <li>• Exemplifying</li> <li>• Writing an article about the future</li> </ul> |
| <b>8</b><br><b>P58</b><br>Summaries                          | <ul style="list-style-type: none"> <li>• Features of a summary</li> <li>• The best way to write a summary</li> </ul>                               | Punctuation marks                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Matching headings with the correct paragraphs</li> <li>• Rewriting topic sentences</li> <li>• Writing a summary in 100 words</li> </ul>                                            |
| <b>9</b><br><b>P66</b><br>Charts and Statistics              | <ul style="list-style-type: none"> <li>• Uses of statistics and charts</li> <li>• Language used in statistics and charts</li> </ul>                | Numbers, abbreviations and expressions used in statistics and charts                                                                                                                 | <ul style="list-style-type: none"> <li>• Completing a passage using information from a chart</li> <li>• Completing a chart</li> <li>• Drawing a chart using statistics</li> </ul>                                           |

## Appendices

**Word List**     **P75**  
**Vocabulary**   **P79**

| Language Function                                                                                                                                                                | Information Transfer                                                                                                                                                                                                                  | Module Tasks                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Completing a passage with sequence words</li> <li>• Rewriting instructions and sequence words in short, easy language</li> </ul>        | <ul style="list-style-type: none"> <li>• Writing directions using a map</li> <li>• Following directions</li> <li>• Reading emails and text messages and writing directions</li> <li>• Drawing a map and writing directions</li> </ul> | <ul style="list-style-type: none"> <li>• Writing a recipe</li> <li>• Reading instructions</li> <li>• Writing instructions for using equipment</li> <li>• Making instructions clear and direct</li> <li>• Cultural note: direct and indirect language in American and British English</li> </ul> |
| <p>Linking words that indicate cause and effect</p>                                                                                                                              | <ul style="list-style-type: none"> <li>• Choosing an opening sentence for a composition</li> <li>• Sequencing points of the argument</li> <li>• Presenting contrasting arguments</li> <li>• Writing a conclusion</li> </ul>           | <ul style="list-style-type: none"> <li>• Deciding where to begin new paragraphs</li> <li>• Discussing newspaper topics</li> <li>• Writing a composition</li> <li>• Cultural note: balance of opinion in British and American newspapers</li> </ul>                                              |
| <ul style="list-style-type: none"> <li>• Reading short summaries</li> <li>• Writing a summary of a book or film</li> <li>• Cultural note: ways of presenting opinions</li> </ul> | <ul style="list-style-type: none"> <li>• Reading a newspaper article and giving it a title</li> <li>• Planning and writing a summary of an article</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>• Making notes of the most important events in a story</li> <li>• Writing a summary of a literary story</li> </ul>                                                                                                                                       |
| <ul style="list-style-type: none"> <li>• Describing quantities</li> <li>• Describing increases and decreases</li> <li>• Language of approximating</li> </ul>                     | <ul style="list-style-type: none"> <li>• Completing charts showing financial information</li> <li>• Completing a financial report</li> </ul>                                                                                          | <ul style="list-style-type: none"> <li>• Changing verbs into nouns</li> <li>• Drawing pie charts</li> <li>• Completing and writing descriptions of a chart</li> <li>• Cultural note: opinions about statistics</li> </ul>                                                                       |





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FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

北京 BEIJING



## Introduction

## 1 Work in pairs and answer the questions.

- 1 Do you send or receive emails?
- 2 Who do you send emails to, and why?
- 3 How do you begin and finish your emails?
- 4 Do you use emails for social purposes?
- 5 Do you use formal or informal language? For which occasions?

## 2 Read the passage and check your answers to Activity 1.

Email is a way of sending and receiving messages using the computer and the Internet. If you use email you need a personal email address, which will look something like this: Gaofei@sina.com. When you say the address aloud, you say "Gaofei at sina dot com." Remember to pronounce @ as "/æt/" (at) and "." as "/dɒt/" (dot).

When you send an email, you need to fill in a blank email message:

**To** write the address of the person you're sending the email to.

**From** write your address, or the address of the person who the message comes from.

**Subject** write what the email is about.

Begin your email with: *Dear Li Ming,*

OR *Li Ming,*

Finish your email with one of these expressions:

*Best wishes*

OR *With best wishes*

OR *With kind regards*

OR *With best regards*

and your name: *Gao Fei*

Many people use email for social purposes,

such as for keeping in touch with friends, or making invitations and arrangements to meet. It can be formal, for important occasions such as a wedding, or informal, for less important occasions, such as a date or a visit to the cinema. Formal language is different from informal language. For example:

Formal

*I am grateful for ...*

*I'm afraid I ...*

*I apologise for ...*

Informal

*Thank you for ...*

*Sorry but I ...*

*Sorry for ...*

|                |                 |
|----------------|-----------------|
| <b>From</b>    | Gaofei@sohu.com |
| <b>To</b>      | Liming@sina.com |
| <b>Subject</b> | Meeting         |

*Li Ming,*

*Best wishes*

*Gao Fei*

# Writing Conventions

- 1 Read these parts of email addresses out loud. Use the words in the box to help you.

underscore hyphen lower case at upper case dot

John\_Jones Barry-Miles @aol aol.com ROBERT Robert

- 2 Work in pairs. Read out the following addresses.

- |                                   |                            |
|-----------------------------------|----------------------------|
| 1 Liur78@aol.com                  | 6 ivanl@bookline.net       |
| 2 Pollyanna.76@pipex.com          | 7 choufanny@ghbooks.com.hk |
| 3 wangfang@nse.net                | 8 elliewang@126.com        |
| 4 Jones.Barnabyfamily@t-online.de | 9 minlibao@yahoo.com.cn    |
| 5 Dina_bright@ac.us               | 10 barbiezhao@sohu.com     |

- 3 Look at the beginning and end of the emails. Answer the questions.

- How are they the same or different?
- Do these differences mean anything in particular?
- How do you normally address other people?
- Are there differences in the way you address people in China to the examples below?

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      <p>Dear Mr Barron,</p> <p>Peter Noble</p> |        <p>Dear Lucy,</p> <p>Paul</p>         |
|      <p>Regards</p> <p>Sylvie Pyne</p>    |        <p>Alex,</p> <p>Cheers</p> <p>Ben</p> |
| <p>Dear Mrs Porter,</p> <p>Regards</p> <p>Mary Barnes (Ms)</p>                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



# Guided Writing

**1** Read the emails below and choose a subject for each one.

- (a) My aunt and uncle
- (b) This weekend
- (c) Meeting this Saturday
- (d) Apologising
- (e) Bad news

**1**

|                |                 |
|----------------|-----------------|
| <b>From</b>    | Liming@sina.com |
| <b>To</b>      | Gaofei@sohu.com |
| <b>Subject</b> |                 |

Dear Gao Fei,

I haven't heard from you for weeks. What have you been doing? Sorry I've been out of contact but as you know I've had to prepare for the examinations which start next week.

Anyway, can we get together before then? What are you doing this weekend? How about going to the cinema one evening?

Please get in touch.

Best wishes

Li Ming

**2**

|                |                 |
|----------------|-----------------|
| <b>From</b>    | Gaofei@sohu.com |
| <b>To</b>      | Liming@sina.com |
| <b>Subject</b> |                 |

Dear Li Ming,

It was great to hear from you. In fact I was thinking of emailing you today. We've had my aunt and uncle with us for a couple of weeks, so I've been really busy with the family.

Like you, I've been preparing for the exams next week. Yes, I'd really like to see you, and it would be great to see a film before the exams. I will be free this Saturday afternoon and evening. What about you? We could meet at about five o'clock. Email me and tell me where.

Best wishes

Gao Fei

**3**

|                |                  |
|----------------|------------------|
| <b>From</b>    | Mali123@sohu.com |
| <b>To</b>      | Gaofei@sohu.com  |
| <b>Subject</b> |                  |

Dear Gao Fei,

I've just heard from Li Ming. He told me you were going to meet up this Saturday and maybe go to the cinema, and asked if I would like to join you. You know, I would love to go with you, but I'm afraid I just can't. I know I haven't spent enough time preparing for these exams next week, so I really must do some work.

I'm sorry about this, but let's get together in a couple of weeks.

Best wishes

Ma Li

 **Answer the questions.**

- 1 How well do the writers know each other?
- 2 How do you know?
- 3 What else do you know about them?

 **Look at the sentences and match them with their functions.**

- 1 I'm afraid I just can't ...
- 2 Yes, I'd really like to see you.
- 3 How about going to the cinema one evening?
- 4 Let's get together in a couple of weeks.

- (a) making suggestions
- (b) accepting
- (c) apologising

 **Complete the email in your own words.**



**From**

**To**

**Subject**

Dear \_\_\_\_\_,

\_\_\_\_\_ see you on Wednesday evening, after all. I have to stay with my uncle in the country for a few days. However, next week when I am back at home, \_\_\_\_\_ getting together one evening? \_\_\_\_\_ at my place, if you like.

Best regards

\_\_\_\_\_

**Language Focus**

**Inviting and making suggestions**

- Can we get together ...?
- How about going to the cinema?
- Let's get together.
- We could meet at ...

**Accepting**

- Yes, I'd really like ...

**Apologising**

- I'm afraid I ...
- I'm sorry about this.
- Sorry I've been out of contact.



# Language Function

- 1 Complete the following emails, using some of the sentence patterns from the Language Focus box on this page.

1

**From** Brian1978@yahoo.com.cn  
**To** Fanyong@nse.net  
**Subject**

Dear Fan Yong,

It was very good to hear from you. \_\_\_\_\_ to your party next weekend, and of course I would like to come. \_\_\_\_\_ what time I should be at your house?

With kind regards  
Brian

2

**From** Caiying@163.com  
**To** Sallywang@263.net  
**Subject**

Dear Sally,

\_\_\_\_\_ be with you when your cousin arrived last weekend. We were so busy preparing for my father's birthday. But \_\_\_\_\_ the weekend of the 14th and 15th?

With best regards  
Cai Ying

3

**From** Liur78@aol.com  
**To** Robertgreen@aol.com  
**Subject**

Dear Robert,

\_\_\_\_\_ for your invitation to your brother's party on Friday. However, I will be away with my family and so \_\_\_\_\_.

I hope everything goes well.

With best wishes  
Liu Rui

## Language Focus

I'd really like to see you.  
I'd like to thank you very much ...  
I'm sorry about this.  
It was very kind of you to invite me ...  
I am very grateful for your invitation.  
I really enjoyed the party.  
I apologise for not being able to ...  
What about meeting on ...?  
Could you tell me at ...?  
I'm afraid I ...

- 2 Complete the table by putting the sentences from the Language Focus box on Page 6 in the correct column.

|                               | Formal | Informal |
|-------------------------------|--------|----------|
| Inviting / Making suggestions |        |          |
| Accepting                     |        |          |
| Apologising                   |        |          |
| Thanking                      |        |          |
| Requesting information        |        |          |

- 3 Change this informal email into a formal email. Use the phrases in this section.









Dear Mr Jenkins,

Thank you for asking me to come to your house on Wednesday. I'm sorry but I can't be there as I am going to be visiting my aunt and uncle for a few days.

Best wishes  
John Palmer

- 4 Change this formal email into an informal email. Use the phrases in this section.









Dear Brian,

I apologise for not being able to see you when you were here last week. I was very grateful for your invitation to go out to the cinema that day, but unfortunately I was unable to meet you.

With kind regards  
Pat



# Information Transfer

**1** Answer the emails. Include the information below.

1

Hi,

It was good to meet you last week at the party. Did you enjoy yourself? I saw you talking to some of my friends. I was wondering if you'd like to join us next Friday. We're going to the cinema and then to have some pizza after the film.

Do say you can come!

Frank

You'd like to meet them but the day is not convenient for you.

2

Dear (your name),

A quick message to thank you very much for giving me a lift home last week. I was very grateful because it was raining so heavily and there were no taxis.

I hope I didn't take you too far from your usual way home.

Best wishes

Kieran

Say that it was no trouble, and that it was on your way home. Suggest you meet next week after work for some coffee and a conversation.

3

Hello!

I'm planning a weekend walking along the Great Wall. Would you like to come with me?

The autumn colours are so beautiful at the moment.

What do you think? Write soon.

Teresa

Explain that you'd like to come to the Great Wall, but that you had a bicycle accident recently and cannot walk very far.

4

Hi!

Finally, I'm coming to China next month, and it would be really nice to see you. I will arrive from London on Thursday 3 March. Is there any chance we can meet? Could I stay with you or can you recommend a cheap hotel?

I'm really looking forward to seeing you again.

Anna

Tell your friend she can stay with you and your parents. Ask her when she arrives so you can meet her at the airport. Make some suggestions about what you're planning to do.

**2 Work in pairs and compare the emails you wrote in Activity 1. Answer the questions.**

- 1 What phrases have you used?
- 2 What reasons have you given?
- 3 How similar are the subjects that you have chosen?

**3 Write two emails to your English teacher. Use the information below.**

- 1 You left your homework on your computer at home.
  - Explain your mistake and ask if you can email a copy of your homework to him / her when you go home this evening.
  - Apologise again and end with a suitable greeting.
- 2 You and a friend would like to find an email pen pal to write to.
  - Ask your teacher if he / she has any suggestions for finding students in England you could write to.
  - Thank him / her for helping you.

### Cultural note

In English email language can appear to be quite informal. But it's important to be friendly and polite, and to use expressions of politeness, such as *Pls* for *please*, and *Regards* at the end of the message. If you don't, email can sometimes appear to be slightly rude.

## Module Tasks

**1 Work in pairs. Write down expressions in Chinese which you could use in an email to do the things below. Then write out expressions in English which you could use.**

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| 1 ask someone for information       | 3 accept an invitation            |
| 2 apologise for not doing something | 4 thank someone for an invitation |

**Now discuss whether there are any differences in the way the two languages express these ideas.**

**2 Write two emails to an English friend. Use the information below.**

- 1 Your English friend has just stayed with your family. He has sent you an email saying he wants to write a thank-you message to your family, but he is not sure what to say. He stayed for one week. He visited many places.
  - Send him an email telling him what to say.
  - Say whether he should send an email or a letter.
- 2 Your English friend has received an invitation from another person in China to stay with him / her. This will be difficult, as he has so little time.  
Send him an email telling him what to say.

**3 Use the information below to write an email.**

- Write the subject.
- Write to a close friend.
- You meet this person nearly every weekend.
- Unexpectedly you cannot meet him / her this weekend. Suggest an alternative.



## Introduction

## 1 Work in pairs and answer the questions.

- 1 Do you ever send or receive letters?  
2 When do you send letters?

- 3 How do you begin and finish letters?  
4 What do you put on the envelope?

## 2 Read the passage and check your answers to Activity 1.

Even though email is faster, people still like writing letters to send compliments, thanks, congratulations, as well as to describe feelings and talk about events in their life. Because it's slower to send and receive than email, it's sometimes called *snail mail*.

There are some common features to remember for the layout of the letter and the envelope. When you write a letter, make sure you include your address and the date in the top right-hand corner. If it's a formal letter, you also write the name and the address of the person you're sending it to on the left-hand side.

Begin your letter with *Dear Mr Wang* or *Dear Sir / Madam* if you don't know the name of the person. Remember to put a comma at the end of this line, and begin a new line.

Finish your letter with *Best wishes* or *Kind regards* for someone you know or *Yours sincerely* for a formal letter, or *Yours faithfully* if you don't know his / her name. Then sign your name, and if it's not clear, print it as well.

Write the name and address of the person you're sending the letter to in the middle of the envelope.

You can write your name and address in the top left-hand corner or on the back of the envelope.

Put the stamp in the top right-hand corner.

203 Thames Street  
Oxford, OX4 1LF  
Monday 20 May

Wang Li  
19, Xisanhuan Beilu  
100089 Beijing

Dear Mr Wang,

I'm writing to ask you ...

Yours sincerely

Tim Hurst  
Tim Hurst

Tim Hurst  
203 Thames Street  
Oxford, OX4 1LF

Mr Wang Li  
19, Xisanhuan Beilu  
100089 Beijing