

剑桥实境英语

2

Real

写作 Writing

with answers

Graham Palmer



西安交通大学出版社
XI'AN JIAOTONG UNIVERSITY PRESS

CAMBRIDGE

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Map of the book

Unit number	Title	Topic	How to ...
1	Buy it online	Shopping	<ul style="list-style-type: none"> complete an online order form correctly spell plurals correctly
2	Book it online	Plane tickets and car hire	<ul style="list-style-type: none"> complete online booking forms correctly predict what information a booking form will ask for
3	Complete this, please!	Travelling	<ul style="list-style-type: none"> complete travel forms correctly indicate your preference on forms spell /eɪ/ words correctly
4	I'll be arriving on Friday	Hotels	<ul style="list-style-type: none"> enquire about accommodation confirm accommodation bookings use <i>as</i>, <i>since</i> and <i>so</i> to link reasons and results
5	Don't forget to feed the fish!	Living with other people	<ul style="list-style-type: none"> write instructions for a housemate, guest or friend use sequencers (<i>First</i>, <i>Then</i>, <i>Next</i>, etc.) show how two important steps are linked by using <i>before</i> or <i>after</i> link similar things using <i>and</i>, <i>also</i>, <i>too</i> / <i>as well</i> and <i>as well as</i>
6	how r u?	Using mobile phones and computers	<ul style="list-style-type: none"> write personal SMS (text messages) edit for essential information write IM (instant messages)
7	Missing you	Using letters and email to keep in touch	<ul style="list-style-type: none"> write personal letters and email write your own news, ask for other people's news and comment on it use apostrophes correctly
8	Jo's blogs	Using the Internet	<ul style="list-style-type: none"> write a personal blog add comments to a blog write headings write for a specific reader

Work and Study	Unit number	Title	Topic	How to ...
	9	What can I do?	Making study arrangements	<ul style="list-style-type: none"> listen and take notes about study arrangements link positive and negative comments complete feedback forms
	10	Taking notes	Learning in a study centre	<ul style="list-style-type: none"> make notes from the Internet, books and magazines check new sources of information for opinions and facts use symbols and abbreviations to make short, easy-to-understand notes
	11	My story	Creative writing	<ul style="list-style-type: none"> write a personal story add symbolism to give a story extra meaning use time sequencers (<i>Later / Then / Afterwards</i>, etc.) to show when things happened in a story
	12	How it works	Processes and technology	<ul style="list-style-type: none"> describe a business or scientific process use present simple passive forms link ideas and thoughts in complete pieces of writing
	13	I'm going to talk about ...	Music	<ul style="list-style-type: none"> plan a presentation write notes for a presentation write slides for a presentation
	14	Urgent!	In the office	<ul style="list-style-type: none"> complete an order form correctly note special requests use ditto marks (") appropriately use some spelling patterns for words that contain silent consonants
	15	Thank you for your letter	Business letters and email	<ul style="list-style-type: none"> reply to an enquiry find and correct punctuation mistakes and capital letters find and correct common spelling mistakes choose the best way to learn spellings you regularly get wrong
	16	Can you make the 17th?	Meetings	<ul style="list-style-type: none"> write emails inviting people to a meeting write emails to confirm arrangements order information logically in an email check that your language is appropriate for the reader

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Introduction

To the student

Who is *Real Writing 2* for?

You can use this book if you are a student at pre-intermediate level and you want to improve your English writing. You can use the book alone without a teacher or you can use it in a classroom with the teacher.

How will *Real Writing 2* help me with my writing?

Real Writing 2 contains everyday writing tasks. These include writing email and letters and filling in forms. It is designed to help you with the writing you will need to do when visiting or living in an English-speaking country.

The exercises in each unit help you develop useful skills such as planning, thinking about the reader and checking your work. It is designed to help you with writing you will need to do when communicating in English at home or when visiting another country.

How is *Real Writing 2* organized?

The book has 16 units and is divided into two sections:

- Units 1–8 – social and travel situations
- Units 9–16 – work and study situations

Every unit has:

- *Get ready to write*: to introduce you to the topic of the unit
- *Extra practice*: an extra exercise for more practice
- *Can-do checklist*: to help you think about what you learnt in the unit

Most units also have:

- *Did you know?*: extra information about vocabulary, different cultures or the topic of the unit
- *Focus on*: to help you study useful grammar or vocabulary
- *Learning tip*: to help you improve your learning
- *Class bonus*: an exercise you can do with other students or friends

After each section there is a review unit. The reviews help you practise the skills you learn in each section.

At the back of the book you can find:

- *Appendices*: contain more ideas on how to improve your writing and lists of *Useful language*.
- *Audioscript*: includes everything that you can hear on the MP3 and gives information about the nationalities of the speakers.
- *Answer key*: gives correct answers and possible answers for exercises that have more than one answer. It also gives sample answers for some exercises.

How can I use *Real Writing 2*?

The units at the end of the book are more difficult than the units at the beginning of the book. However, you do not need to do the units in order. It is better to choose the units that are most interesting for you and to do them in the order you prefer.

There are many different ways you can use this book. We suggest you work in this way:

- Identify what areas you want to focus on by using the *Contents* list and/or the *What can I improve?* questions in *Appendix 2*. These questions will direct you to the units that will be most useful to you.
- Go to *Appendix 1: Useful language* and look at the wordlist for the unit you want to do. You can use a dictionary to help you understand the words.
- Use the *Get ready to write* section of each unit to help you understand the context.
- Complete the other sections of the unit. At the end of each section check your answers with your teacher or at the back of the book.
- Try to do the listening exercises without looking at the *Audioscript*. You can read the *Audioscript* after you finish the exercises.
- If your answers are not correct, study the section again to see where you made mistakes.
- When you have completed the *Write* exercise use the *Check* questions to correct your writing. You can also use the *Check your writing* checklist in *Appendix 3*.
- If you want to do more work on this topic, do the *Extra practice* activity.
- At the end of the unit, think about what you learnt and complete the *Can-do checklist*.

Introduction

To the teacher

What is Cambridge English Skills?

Real Writing 2 is one of 12 books in the *Cambridge English Skills* series. The series also contains *Real Reading* and *Real Listening & Speaking* books and offers skills training to students from elementary to advanced level. All the books are available in with-answers edition.

Level	Book	Author
Elementary CEF: A2 Cambridge ESOL: KET NQF Skills for life: Entry 2	Real Reading 1 with answers	Liz Driscoll
	Real Writing 1 with answers and MP3	Graham Palmer
	Real Listening & Speaking 1 with answers and MP3	Miles Craven
Pre-intermediate CEF: B1 Cambridge ESOL: PET NQF Skills for life: Entry 3	Real Reading 2 with answers	Liz Driscoll
	Real Writing 2 with answers and MP3	Graham Palmer
	Real Listening & Speaking 2 with answers and MP3	Sally Logan & Craig Thaine
Intermediate to upper-intermediate CEF: B2 Cambridge ESOL: FCE NQF Skills for life: Level 1	Real Reading 3 with answers	Liz Driscoll
	Real Writing 3 with answers and MP3	Roger Gower
	Real Listening & Speaking 3 with answers and MP3	Miles Craven
Advanced CEF: C1 Cambridge ESOL: CAE NQF Skills for life: Level 2	Real Reading 4 with answers	Liz Driscoll
	Real Writing 4 with answers and MP3	Simon Haines
	Real Listening & Speaking 4 with answers and MP3	Miles Craven

Where are the teacher's notes?

The series is accompanied by a dedicated website containing detailed teaching notes and extension ideas for every unit of every book. Please visit www.cambridge.org/englishskills to access the *Cambridge English Skills* teacher's notes.

What are the main aims of *Real Writing 2*?

- To help students develop writing skills in accordance with the ALTE (Association of Language Testers in Europe) Can-do statements. These statements describe what language users can typically do at different levels and in different contexts. Visit www.alte.org for further information.
- To encourage autonomous learning by focusing on learner training.

What are the key features of *Real Writing 2*?

- It is aimed at pre-intermediate learners of English at level B1 of the Council of Europe's CEFR (Common European Framework of Reference for Languages).
- It contains 16 four-page units, divided into two sections: Social and Travel and Work and Study.
- *Real Writing 2* units contain:
 - *Get ready to write* warm-up exercises to get students thinking about the topic
 - *Focus on* exercises which provide contextualized practice in particular grammar or vocabulary areas
 - *Learning tips* which give students advice on how to improve their writing and their learning
 - *Did you know?* boxes which provide notes on cultural or linguistic differences between English-speaking countries, or factual information on the topic of the unit
 - *Class bonus* communication activities for pairwork and group work so you can adapt the material to suit your class
 - *Extra practice* activities which give students a chance to put into practice the skills learnt and find out more information about the topic for themselves
 - *Can-do checklists* at the end of every unit to encourage students to think about what they have learnt
- There are two review units to practise skills that have been introduced in the units.
- It can be used as self-study material, in class, or as supplementary homework material.
- *Real Writing 2* has an international feel and contains a range of native and non-native English accents.

What is the best way to use *Real Writing 2* in the classroom?

The book is designed so that the units may be used in any order, although the more difficult units naturally appear near the end of the book, in the Work and Study section.

You can consult the unit-by-unit teacher's notes at www.cambridge.org/englishskills for detailed teaching ideas. However, broadly speaking, different parts of the book can be approached in the following ways:

- *Useful language*: You can use the *Useful language* lists in *Appendix 1* to preteach or revise the vocabulary from the unit you are working on.
- *Get ready to write*: It is a good idea to use this section as an introduction to the topic. Students can work on these exercises in pairs or groups. Many of the exercises require students to answer questions about their personal experience. These questions can be used as prompts for discussion. Some exercises contain a problem-solving element that students can work on together. Other exercises aim to clarify key vocabulary in the unit. You can present these vocabulary items directly to students.
- *Learning tips*: You can ask students to read and discuss these in an open class situation. An alternative approach is for you to create a series of discussion questions associated with the *Learning tip*. Students can discuss their ideas in pairs or small groups followed by open-class feedback. The *Learning tip* acts as a reflective learning tool to help promote learner autonomy.
- *Class bonuses*: The material in these activities aims to provide freer practice. You can set these up carefully, then take the role of observer during the activity so that students carry out the task freely.
- *Extra practice*: These activities can be set as homework or out-of-class projects for your students. Alternatively, students can do some activities in pairs during class time.
- *Can-do checklists*: Refer to these at the beginning of a lesson to explain to students what the lesson will cover, and again at the end so that students can evaluate their learning for themselves.
- *Appendices*: You may find it useful to refer your students to the *Check your writing* and *Check your mistakes* sections. Students can use these as general checklists to help them with their writing.

Unit 1

Buy it online

Get ready to write

- Have you ever bought anything on the Internet? If you have, what types of things have you bought?
- Write three pieces of information that an online store might ask for.
 - a your phone number
 - b _____
 - c _____
- Maria Sigala is 25 and enjoys travelling. Choose the best present for her from the online store opposite.



http://www.myonlinestore.com

Home | about us | view cart

My online store

Perfect birthday gifts

a

Solar battery charger

Recharge your mobile phone anywhere.

b

Electronic sudoku

The fun game with numbers. How clever are you?

c

Walkie talkies

Hold secret conversations with your friends.

go to Useful language p. 82

Completing an online order form

Look at an example

One of Maria's friends, Aiko, has decided to order her a present from the online store above. This is what she ordered.

- 1 Look at Screen 1 and find an expression that means *Do you want to pay now?*
- _____

- 2 Look at Screen 2 and find an expression that means *Type it again.*
- _____

Screen 1

http://www.myonlinestore.com/order

Your order

You have 1 item in your cart.

Item	Price	Quantity	TOTAL
Solar battery charger	\$59.99	1	\$59.99

Proceed to checkout? ☒ Yes ☐ No

Screen 2

http://www.myonlinestore.com/account

Create an account

Email address

Password Confirm password

New Customers

3 Look at Screen 3 and find the expressions or words that mean:

- a the address where things will be sent

- b not necessary

- c the address where your credit card bills are sent

4 Why do you think Aiko has chosen to send the solar battery charger by airmail? Circle the best answer.

- a She is sending it to a different country.
- b The postage does not cost very much.
- c It is a present.

5 Where do you type the information below? Write the green number from the billing address.

- a your phone number ☐
- b your apartment/house number and street ☐

Learning tip

When you come across two similar or confusing words, make them easier to remember by drawing pictures, for example:



shipping address

Ships take things to places.



billing address

Bills tell you how much money you must pay.

Screen 3

http://www.myclonestore.com/shipping

Shipping address

First name Last name

Address 1

*Address 2 *Optional

City/Town

Zip/Postcode

Country

Phone

Is this address the same as the billing address? ☒ Yes ☐ No

Shipping options

☒ Surface mail

☐ Airmail

Billing address

¹ First name Last name

² Address 1

³ *Address 2 *Optional

⁴ City/Town

⁵ Zip/Postcode

⁶ Country

⁷ Phone

Did you know ...?

Addresses are written differently in different parts of the world. For example:

UK/US

Person's name
House number + street
City
Postcode/zip code

Japan

Postcode
City
Area + building number
Person's name

Italy

Person's name
Street + house number
Postcode
City

- 6 Look at Screen 4 and the credit card below. Where can you find this information on the credit card? Write one letter in each box.

- 1 type of card ☒ c
 2 card number ☐
 3 cardholder's name ☐
 4 expiry date ☐

- 7 Look at Screen 4 again and find the abbreviation (short form) for number.
-

- 8 What is different about the Card number in Screen 4 compared with the number on the credit card?
-

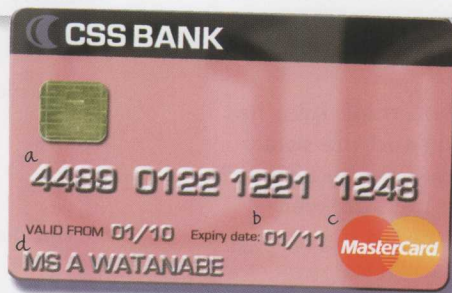
Screen 4

http://www.myonlinestore.com/payment

Payment method

Type of card: Card No. Cardholder's Name

Expiration Date



Focus on ... spelling plurals

Aiko is returning some things to *My online store* because they are not the things she ordered.

Returns and Exchanges form

Date of return: 23 March	
Description	Reason for return
Remote control toy car	I didn't order this. I ordered two DVDs.
Blue dress	I ordered two green dresses, not a blue one.

Singular

One DVD
One dress

Plural

→ Two DVD**s**
→ Two dress**es**

- 1 Make these nouns plural.
 a book b box c bike d toy bus e watch
 f TV g computer
- 2 Underline the nouns in this catalogue description.

This diary is ideal for the busy businessman or woman. Now you can buy two diaries for the price of one!

- 3 Look: diary → diari**es**. Make these nouns plural.
 a university b story c city d memory e baby

Plan

Maria is very friendly with a family who live in Egypt. They live at 5 El Gezira El Wosta Street, Apartment 6, 1511, Zamalek, Cairo. Their telephone number is 002027372481. The family has a son called Mahmoud Boutaleb who is six years old. He likes football and playing games with his friends.



- 9 Read the information in the box above and answer these questions.

- a What city does Mahmoud live in?
- b What area does he live in?
- c What's his postcode?

- 10 Look at the 'Perfect birthday gifts' from the online store on page 10 again. Choose a good present for Maria to buy Mahmoud for his birthday.

Write

11 Complete this online form for Maria. Use information from the exercises you have already done in this unit.

The screenshot shows a web browser window with the URL <http://www.myonlinestore.com/shipping>. The form is titled "Shipping address" and contains the following fields:

- First name:
- Last name:
- Address 1:
- *Address 2: *Optional
- City/Town:
- Zip/Postcode:
- Country:
- Phone:

Below the fields is a checkbox question: "Is this address the same as the billing address?" with radio buttons for "Yes" and "No".

The form is titled "Shipping options" and contains two radio buttons: "Surface mail" and "Airmail".

12 Use information from Maria's credit card to complete this part of the online form.

The screenshot shows a web browser window with the URL <http://www.myonlinestore.com/payment>. The form is titled "Payment method" and contains the following fields:

- Type of card:
- Card No.:
- Cardholder's Name:
- Expiration Date:

Check

- Have you completed all the necessary boxes?
- Have you chosen a shipping option?
- Have you completed the payment details?
- Have you removed all spaces in the telephone number and credit card number?

Extra practice

- Go online and visit an international gift store.
- Search for a birthday present for your teacher or an English-speaking friend.
- Add it to your cart and then go to the checkout.
- As you complete each screen, print it out.
- **Do NOT complete payment details online!** Print out the screen and write in your details. Use Aiko Watanabe's credit card details from page 12.
- Ask your friend or teacher to check the forms you printed out and tell you whether they like the present you chose for them!



Can-do checklist

Tick what you can do.

I can complete an online order form correctly.

I can spell plurals correctly.

Can do

Need more practice

Unit 2

Book it online

Get ready to write

- Look at the picture and answer the questions.
 - a Where is Soren?
 - b What is he doing do you think?
- Soren booked his airline tickets on the Internet. Imagine you are booking a flight online. Look at the website below and put the information (a–e) in the correct section.
 - a your name
 - b your credit card number
 - c where you want to go
 - d your phone number
 - e when you want to go



Soren Hedegaard

Address

Go Links

Search for a flight **Passenger details** **Payment details**

a

go to Useful language p. 82

Completing online booking forms

Look at an example

- 1 Soren is Swedish. He was on holiday in the UK when he booked his flight to Canada. This is the first part of the online form that he completed. Look at Screen 1 and answer these questions.

- a When is Soren going to Canada?
.....
- b Is Soren planning to return to London?
.....
- c Is anybody travelling with him?
.....
- d How do you know which information it is necessary to complete?
.....
- e Look at the return date. What do DD, MM and YYYY mean?
.....
.....

Screen 1

Address

Go Links

Search ▶ Select ▶ Passengers ▶ Payment

Search for a flight

Round-trip ☒ One way ☐

Departing from*

Going to*

Departure date* Time*

Return date

Adults

Children 2–11 yrs

Infants <2 yrs

Country of Residence*

*Required information

SEARCH

Screen 2

Address

Go Links

Search ▶ Select ▶ Passengers ▶ Payment

Search Results

Flight	From	To	Date	Depart	Arrive	Fare type	Fare	
X8976	London (LHR)	Toronto	Sep 27	08.20	11.30	Economy	\$806.67	<input checked="" type="radio"/>
X8996	London (LHR)	Toronto	Sep 27	11.20	14.30	Executive	\$1252.67	<input type="radio"/>

SELECT

2 Look at Screen 2 and answer the questions.

- a What time does flight X8976 arrive in Toronto?
.....
- b Which flight has Soren chosen?
.....

3 Look at Screen 3 and write down where on the form (1–8) you can make a choice from a list.

.....

4 Look at Screen 3 again and decide if these statements are true (T) or false (F).

- a A pre-flight phone number is the number the airline can phone you on before the flight.
- b A destination phone number is your home phone number.

5 Soren has made some mistakes on the payment part of the online form (Screen 4). Match the error numbers 1–4 to the error explanations a–d below.



Did you know ...?

Some words and expressions are different in British English and American English. Here are some words and expressions in this book that are often different in the UK and the US.

US	UK
zip code	post code
expiration date	expiry date
billing address	invoice address

Screen 3

Search ▶ Select ▶ Passengers ▶ Payment

Passenger details

Your booking is for 1 passenger (1 adult)

¹Title* ²First Name* ³Initial*

⁴Last name*

⁵Seat preference*

⁶Meal preference*

⁷Please supply contact numbers in case of emergency.

⁸Pre-flight phone number *

Destination phone number*

CONTINUE

Screen 4

Search ▶ Select ▶ Passengers ▶ Payment

Payment

Card type* Card number* Expiry date* △(1)

Title* Initials* △(2) Last name*

Credit card invoice address

House/apartment number/street *

City/town*

Postal/zip code *

Country *

*I have read and accept the fare rules and conditions. △(3)

Receipt

An electronic ticket will be issued. Please provide an email address to which we will send your e-ticket.

Email *

Verify email * △(4)

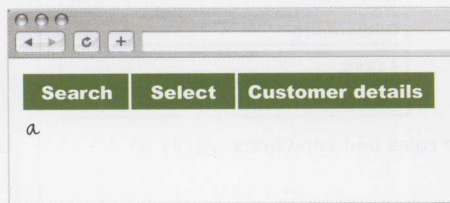
PURCHASE

△ Error!

- a Please read and accept the terms and conditions. ☐ 3
- b The expiry date you entered has passed. ☐
- c Your title, initials and last name must be entered. ☐
- d Your email address is invalid or incorrect. ☐

Plan

- 6 Soren wants to book a car for his stay in Canada. Tick ✓ the information you think the car-hire website will ask for.
- a the date he wants to collect the car ☒
 - b his credit card number ☐
 - c his address ☐
 - d how much he wants to spend on renting the car ☐
 - e the make of the car he wants to rent ☐
 - f the colour of the car he wants to rent ☐
 - g if he has had any driving accidents ☐
 - h how long he has had a driving licence ☐
- 7 Write one other piece of information you think the website will ask for.
-
-
- 8 Look at the list (a–h) in Exercise 6. Put each piece of information (a–h) under the correct heading on the website.

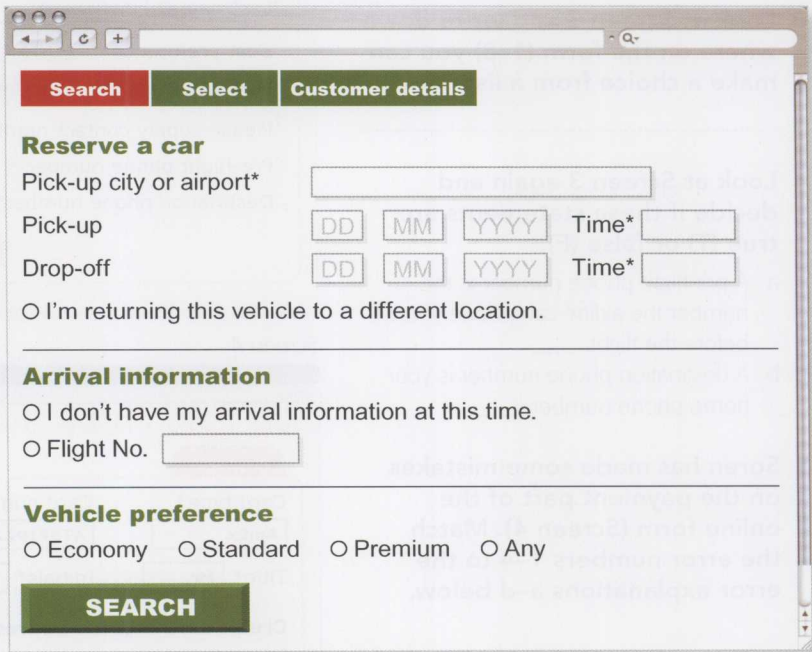


- 9 Write one choice that you think the form will ask him to make.
-
-
- 10 Below are five words from a car-hire website. Match the words on the left with their definitions on the right.
- | | |
|------------|-------------|
| a economy | 1 collect |
| b standard | 2 cheap |
| c premium | 3 return |
| d pick up | 4 expensive |
| e drop off | 5 normal |

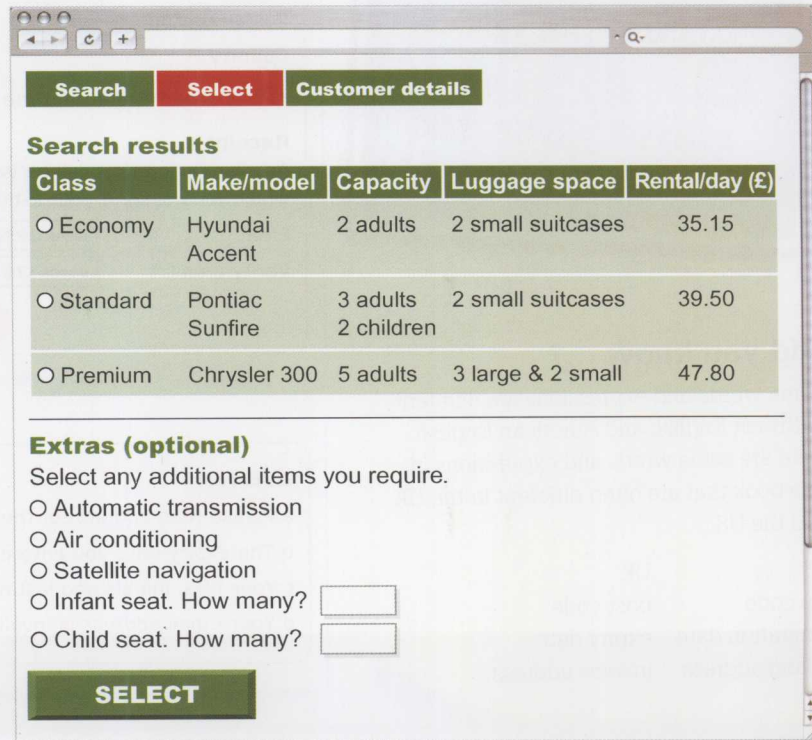
Write

- 11 Complete this online car-rental form for Soren (Screens 1, 2 and 3). He does not mind what type of car he has but would prefer a cheap one with satellite navigation. Use information from his flight booking form to help you. He wants to return the car to Toronto airport at midday on 11 October.

Screen 1



Screen 2



Class	Make/model	Capacity	Luggage space	Rental/day (£)
<input type="radio"/> Economy	Hyundai Accent	2 adults	2 small suitcases	35.15
<input type="radio"/> Standard	Pontiac Sunfire	3 adults 2 children	2 small suitcases	39.50
<input type="radio"/> Premium	Chrysler 300	5 adults	3 large & 2 small	47.80