

# Real

## Writing 1

with answers

**Graham Palmer**

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# Contents

|  |    |
|--|----|
| <b>Map of the book</b>   | 4  |
| <b>Acknowledgements</b>  | 6  |
| <b>Introduction</b>  | 7  |
| <b> Social and Travel</b> |    |
| <b>Unit 1 At a hotel</b>   | 10 |
| <b>Unit 2 Post</b>   | 14 |
| <b>Unit 3 At the bank</b>  | 18 |
| <b>Unit 4 My name's ...</b>  | 22 |
| <b>Unit 5 Back at 6.00</b>   | 26 |
| <b>Unit 6 Congratulations!</b>   | 30 |
| <b>Unit 7 Let's party!</b>   | 34 |
| <b>Unit 8 Having a great time ...</b>  | 38 |
| <b>Unit 9 How are you?</b>   | 42 |
| <b>Review 1</b>  | 46 |
| <b> Work and Study</b>  |    |
| <b>Unit 10 Timetables</b>  | 50 |
| <b>Unit 11 Wanted</b>  | 54 |
| <b>Unit 12 At the library</b>  | 58 |
| <b>Unit 13 No time!</b>  | 62 |
| <b>Unit 14 Out of the office</b>   | 66 |
| <b>Unit 15 Can you help me?</b>  | 70 |
| <b>Unit 16 I would be grateful if ...</b>  | 74 |
| <b>Review 2</b>  | 78 |
| <b>Appendices</b>  |    |
| <b>Appendix 1 Useful language</b>  | 82 |
| <b>Appendix 2 What can I improve?</b>  | 85 |
| <b>Appendix 3 Check your writing</b>   | 87 |
| <b>Appendix 4 Check your mistakes</b>  | 88 |
| <b>Appendix 5 Talk about your writing</b>  | 89 |
| <b>Appendix 6 Abbreviations</b>  | 90 |
| <b>Appendix 7 Think about style</b>  | 92 |
| <b>Audioscript</b>   | 93 |
| <b>Answer key</b>  | 96 |

# Map of the book

|                   | Unit number | Title                   | Topic                    | How to ...   |
|-------------------|-------------|-------------------------|--------------------------|--|
| Social and Travel | 1           | At a hotel              | Staying at a hotel       | <ul style="list-style-type: none"> <li>complete hotel forms</li> <li>write words when people spell them</li> <li>write dates correctly</li> <li>use capital letters correctly</li> </ul>   |
|                   | 2           | Post                    | Sending special post     | <ul style="list-style-type: none"> <li>complete post office forms</li> <li>write addresses correctly</li> <li>write weights correctly</li> </ul>   |
|                   | 3           | At the bank             | Opening a bank account   | <ul style="list-style-type: none"> <li>complete bank forms</li> <li>write email addresses when people say them</li> </ul>  |
|                   | 4           | My name's ...           | Introductions            | <ul style="list-style-type: none"> <li>write an email introducing yourself</li> <li>write a description of your family and hobbies</li> <li>write names and titles of people correctly in emails</li> <li>use sentences correctly</li> </ul> |
|                   | 5           | Back at 6.00            | Living with other people | <ul style="list-style-type: none"> <li>write short messages</li> <li>complete a calendar</li> </ul>  |
|                   | 6           | Congratulations!        | Celebrations             | <ul style="list-style-type: none"> <li>write cards for celebrations</li> <li>write about sad and happy events</li> <li>write thank you letters</li> </ul>  |
|                   | 7           | Let's party!            | Invitations              | <ul style="list-style-type: none"> <li>write an invitation</li> <li>accept or decline an invitation</li> <li>use <i>because</i> in explanations</li> <li>write about arrangements</li> </ul>   |
|                   | 8           | Having a great time ... | Holidays                 | <ul style="list-style-type: none"> <li>write a postcard</li> <li>express opinions</li> <li>make bad things sound better</li> </ul>   |
|                   | 9           | How are you?            | Keeping in touch         | <ul style="list-style-type: none"> <li>write personal letters</li> <li>address envelopes correctly</li> <li>use paragraphs correctly</li> </ul>  |

## Map of the book

|                | Unit number | Title                      | Topic                          | How to ...  |
|----------------|-------------|----------------------------|--------------------------------|---|
| Work and Study | 10          | Timetables                 | Study schedules                | <ul style="list-style-type: none"> <li>complete a timetable</li> <li>make notes about homework</li> </ul>   |
|                | 11          | Wanted                     | The things you need at college | <ul style="list-style-type: none"> <li>write a short advertisement</li> <li>write sentences in note form</li> </ul>   |
|                | 12          | At the library             | Writing book reviews           | <ul style="list-style-type: none"> <li>write book reviews</li> <li>link sentences using <i>and</i> and commas</li> </ul>  |
|                | 13          | No time!                   | Organizing yourself            | <ul style="list-style-type: none"> <li>make short notes for your own use</li> <li>make notes for appointments</li> </ul>  |
|                | 14          | Out of the office          | Writing short messages         | <ul style="list-style-type: none"> <li>leave a message at work</li> <li>use <i>from</i>, <i>until</i> and <i>for</i> correctly</li> <li>correct common spelling errors</li> </ul>                         |
|                | 15          | Can you help me?           | Asking for things (1)          | <ul style="list-style-type: none"> <li>write a friendly and informal request</li> <li>use <i>yes/no</i> questions and statements</li> <li>use full stops, question marks and exclamation marks</li> </ul> |
|                | 16          | I would be grateful if ... | Asking for things (2)          | <ul style="list-style-type: none"> <li>write a more polite and formal request</li> <li>use <i>could</i> and <i>would</i> appropriately</li> <li>begin and end formal emails</li> </ul>                    |

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# Introduction

## To the student

### Who is *Real Writing 1* for?

You can use this book if you are a student at elementary 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 a teacher.

### How will *Real Writing 1* help me with my writing?

*Real Writing 1* contains everyday writing practice, for example writing emails and letters and filling in forms. It is designed to help you with 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 1* organised?

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

- Units 1–9 – social and travel situations
- Units 10–16 – work and study situations

Every unit has:

- *Get ready to write*: to introduce you to the topic of the unit
- *Learning tip*: to help you improve your learning
- *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
- *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 lists of *Useful language* for every unit and more ideas about how to improve your writing
- *Audioscript*: includes everything that you can hear on the audio CD and gives information about the nationalities of the speakers.
- *Answer key*: (only in the with answers edition) gives correct answers and possible answers for exercises that have more than one answer.

### How can I use *Real Writing 1*?

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:

- Look in the *Contents* list and find a unit that interests 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.
- Or look at *Appendix 2: What can I improve?* and find a unit that is useful for you.
- Do the *Get ready to write* section at the start of the unit. This will help you think about the topic of the unit.
- Do the other exercises in the unit in order. At the end of each exercise check your answers with your teacher or in the *Answer key*.
- 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 wrong, study the section again to see where you made mistakes.
- After you finish the *Write* exercise use the *Check* checklist to correct your writing. You can also use *Appendix 3: Check your writing* and *Appendix 4: Check your mistakes* to check your writing.
- 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*.
- Go to *Appendix 1* and look at the *Useful language* for the unit again.

# Introduction

## To the teacher

### What is *Cambridge English Skills*?

*Real Writing 1* is one of 12 books in the *Cambridge English Skills* series. The series also contains *Reading* and *Listening & Speaking* books and offers skills training to students from elementary to advanced level. All the books are available in with-answers and without-answers editions.

| Level  | Book  | Author                     |
|--|---|----------------------------|
| Elementary<br>CEF: A2<br>Cambridge ESOL: KET<br>NQF Skills for life: Entry 2                         | Real Reading 1 with answers                           | Liz Driscoll               |
|  | Real Reading 1 without answers                        | Liz Driscoll               |
|  | <b>Real Writing 1 with answers and audio CD</b>       | <b>Graham Palmer</b>       |
|  | Real Writing 1 without answers                        | Graham Palmer              |
|  | Real Listening & Speaking 1 with answers and audio CD | Miles Craven               |
|  | Real Listening & Speaking 1 without answers           | Miles Craven               |
| Pre-intermediate<br>CEF: B1<br>Cambridge ESOL: PET<br>NQF Skills for life: Entry 3                   | Real Reading 2 with answers                           | Liz Driscoll               |
|  | Real Reading 2 without answers                        | Liz Driscoll               |
|  | Real Writing 2 with answers and audio CD              | Graham Palmer              |
|  | Real Writing 2 without answers                        | Graham Palmer              |
|  | Real Listening & Speaking 2 with answers and audio CD | Sally Logan & Craig Thaine |
|  | Real Listening & Speaking 2 without answers           | Sally Logan & Craig Thaine |
| Intermediate to upper-intermediate<br>CEF: B2<br>Cambridge ESOL: FCE<br>NQF Skills for life: Level 1 | Real Reading 3 with answers                           | Liz Driscoll               |
|  | Real Reading 3 without answers                        | Liz Driscoll               |
|  | Real Writing 3 with answers and audio CD              | Roger Gower                |
|  | Real Writing 3 without answers                        | Roger Gower                |
|  | Real Listening & Speaking 3 with answers and audio CD | Miles Craven               |
|  | Real Listening & Speaking 3 without answers           | Miles Craven               |
| Advanced<br>CEF: C1<br>Cambridge ESOL: CAE<br>NQF Skills for life: Level 2                           | Real Reading 4 with answers                           | Liz Driscoll               |
|  | Real Reading 4 without answers                        | Liz Driscoll               |
|  | Real Writing 4 with answers and audio CD              | Simon Haines               |
|  | Real Writing 4 without answers                        | Simon Haines               |
|  | Real Listening & Speaking 4 with answers and audio CD | Miles Craven               |
|  | Real Listening & Speaking 4 without answers           | 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](http://www.cambridge.org/englishskills) to access the *Cambridge English Skills* teacher's notes.

### What are the main aims of *Real Writing 1*?

- 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](http://www.alte.org) for further information.
- To encourage autonomous learning by focusing on learner training

### What are the key features of *Real Writing 1*?

- It is aimed at elementary learners of English at level A2 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 1* units contain:
  - *Get ready to write* warm-up exercises to get students thinking about the topic
  - *Learning tips* which give students advice on how to improve their writing and their learning
  - *Focus on* exercises which provide contextualised practice, in particular language or vocabulary areas
  - *Class bonus* communication activities for pairwork and group work so you can adapt the material to suit your class
  - *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
  - *Extra practice* exercises which give students a chance to 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.
- *Real Writing 1* has an international feel and contains a range of native and non-native English accents.
- It can be used as self-study material, in class or as supplementary homework material.

### What is the best way to use *Real Writing 1* in the classroom?

The book is designed so that there is no set way to work through the units. 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 teachers' notes at [www.cambridge.org/englishskills](http://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 the Appendices 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 the exercises in pairs or groups. Many of these 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 exercise freely.
- *Extra practice*: These can be set as homework or out-of-class projects for your students. Alternatively, students can do some exercises 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 in their written work.