

Review 2

Units 7–16

A Abbreviating

How could you shorten these when making notes?

- | | | | |
|-----------------------------|--------------------|---------------------|---------------------------|
| a frequently ...freq... | d department | g compare | j the same as |
| b that is to say | e number | h therefore | k and so on |
| c kilometres per hour | f good | i for example | l Managing Director |

B Summarizing

Reduce this extract from a newspaper article to about 40 words by completing the gaps in the summary.

MONEY CAN'T BUY HAPPINESS

The Beatles told us that money can't buy love, but it takes an economist to tell us that it can't buy happiness. A new index of well-being shows that the world's wealthiest countries do very badly when it comes to true contentment.

The index attempts to measure how well countries use their resources to deliver longer lives, greater physical well-being and satisfaction. It finds that true happiness can be had on the Pacific island of Vanuatu which comes out as number one.

By contrast the Group of Eight (G8) rich nations, whose leaders gather for their annual summit in St Petersburg this weekend, languish near the bottom of the list.



Some research published this week shows that you don't
 (maximum 7 words). On the
 list of the world's (maximum
 2 words) the richest countries
 (maximum 4 words) and the tiny Pacific island of Vanuatu
 (maximum 2 words).

C Writing a letter of complaint

This is a semi-formal letter of complaint. Underline the best alternative.

I am writing to (a) *tell you / complain* about the poor level of service (b) *you've given to me / provided by your company.*

Two months ago I signed up for a deal for cable TV, cable internet and telephone, but since then (c) *I have had nothing but problems / you've made my life very difficult.*

(d) *Right, first / First of all* the initial installation was cancelled, resulting in me waiting a whole day for (e) *your technician to arrive / one of your guys to turn up*. Then when he didn't arrive, I spent ages on your (f) *uncooperative / very unhelpful* telephone support line, with a mechanical voice telling me to check your website, which was impossible since I had no web access.

(g) *Eventually, / At last* the installation was rescheduled for two weeks later but when the technician arrived he didn't have the necessary tools to do the job. (h) *However / On top of that*, two weeks and many mobile phone calls later, my modem still hasn't arrived, even though I have begun to pay for internet access. (i) *Overall, / Furthermore*, I am still waiting for my telephone connection.

It goes without saying that I am extremely (j) *fed up / dissatisfied* and wish to cancel my contract with immediate effect.

D Writing instructions

Listen to someone describing how to cook Venetian rice and bean soup. Make notes and write a set of simple instructions for a recipe book.

VENETIAN RICE AND BEAN SOUP

Ingredients

- 300 g
- beans
- ½ l
- (chopped)
- butter
- bacon (diced)
- olive oil
- Salt and

- 1 the beans and, then
- 2 the oil and butter in and
- 3 After a few minutes,, cover and
- 4 and on a moderate heat
- 5 stock and
- 6



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E Writing up notes

These are some notes taken during a Climate Change Conference. Write them up as a permanent record.

CLIMATE CHANGE CONFERENCE
 November 16th
 10.30 Guy Richard's opening lecture
 Recent devels. Main concs: greenhouse gases → climate change; global temps. likely to ↑ 1.4 – 5.8°C this cent.; risks more serious than prev. thought.

Guy Richard's Plenary on
 opened the conference and his main conclusions were that
 1 climate change
 2 global temperatures
 3

F Making an itinerary

Listen to a travel agent giving you some details of the first part of your holiday and complete this itinerary.

MULTI-ACTIVITY HOLIDAY IN SOUTH AFRICA

ITINERARY (Draft)

Monday:
Tuesday:
Wednesday:
Thursday:
Friday:

G Reporting

This is part of a report about current shopping habits in a town. Complete the sentences with words and phrases from the box.



significant	gave out questionnaires	interviewed
majority of	included	convenience
disappointed	although	purchases
savings		

The vast (a)majority of..... shoppers questioned said they still used shops in the town centre but a (b) percentage (40%) said they had also made (c) on the Internet in the last three months. The reasons they gave (d) :

1 (e) : it was easier to shop online than to shop in town
 2 cost: they were able to make (f) by shopping online, (g) some said they had been (h) by high shipping costs.

H Writing accurately

Correct the mistakes in this extract from a student's composition.

To live (a *Living*) in another country is a really intresting
 (b) experience but it can have very important affects
 (c) on ones (d) life.

The worse (e) thing that, (f) most people finds
 (g) is that they miss there (h) family and all the
 facilites (i) that they were used (j) have
 (k) back home. It's only then that they start to apreciate
 (l) everything they had.

Second (m) you soon realize that you have to be responsible
 (n) for everything you do if you will want (o)
 to acheive (p) your goals. Nobody else are going to clean
 (q) your room or wash your cloths (r)
 – only you.

I Sentence construction

Combine the sentences using the word(s) in brackets.

- a Theo carried on working. He wasn't feeling well. (*despite*)
Despite not feeling well, Theo carried on working.
- b I've applied for a job with an export company. I know nothing about it. (*about which*)

- c I hadn't eaten for 24 hours. I felt very hungry. (*Not having*)

- d I'm going to write to your parents. You haven't been to class for the last two weeks! (*Since*)

- e I'll post the letter today. I want to make sure it gets there for your brother's birthday. (*to*)

- f We decided to take the flat. We knew we couldn't afford the rent. (*While knowing*)

- g I entered the room. I realized something was wrong. (*After*)

- h I was attacked by Tania's dog. I didn't want to go round to her house again. (*Having*)

- i Marco wore a raincoat. He didn't want to get wet. (*so that*)

- j You saw your old friend. What was your reaction? (*on*)

J Reflecting

- a What are the most important things you learnt in Units 7–16?

- b Which units/sections did you find the most useful?

- c Which of your writing skills have you improved most since starting this book?

- d Which writing tasks do you still need more practice in?
