

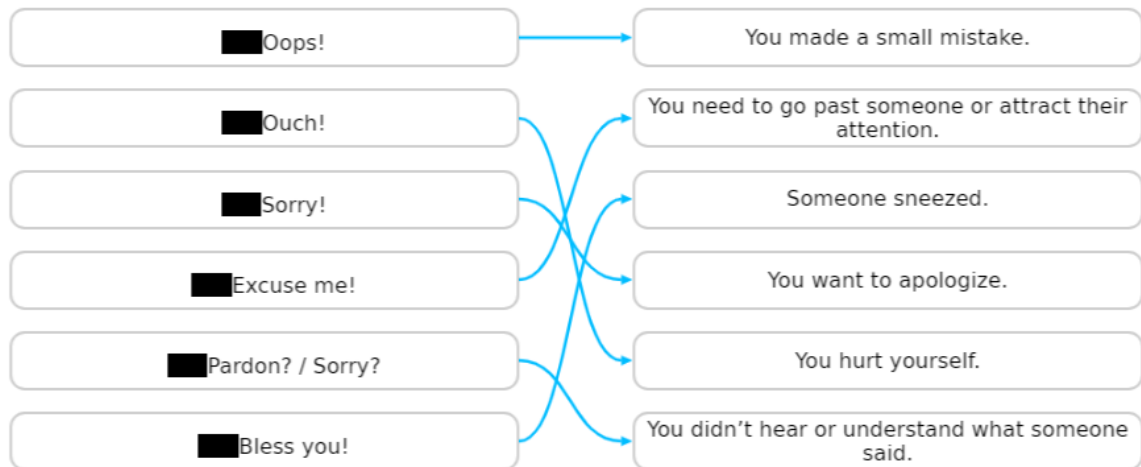
(deben realizarse en folio o libreta, no en el libro)

- Autocorrección ejercicios semana 5

Week 5 ANSWERS

- **p.64:**
Copy “the blue” words and phrases from the text and translate them into Spanish
Exercise 3

3 Match. What do you say in your country in these situations?



- **P. 142: 2 y 3**

2 Copy and complete the table with the noun forms of the adjectives in the box.

bold generous impatient independent innocent intelligent lazy
modest nervous reliable safe sincere

<i>-ity</i>	<i>-y / -ty</i>	<i>-ness</i>	<i>-ce</i>
generosity	modesty	nervousness	innocence
reliability	sincerity	boldness	impatience
sincerity	safety	laziness	independence

3 Complete the sentences in your notebook with words from the table in exercise 2.

bold generous impatient independent innocent intelligent lazy
modest nervous reliable safe sincere

- 1 Some people have guard dogs for their own **safety**.
- 2 Biting your nails and playing with your hair are signs of **nervousness**.
- 3 Young adults are usually keen to have **independence** from their parents.
- 4 He tried to prove his **innocence**, but the court found him guilty of murder.
- 5 Out of **laziness**, they left the dirty dishes in the sink overnight.
- 6 Your IQ is a measure of your **intelligence**.
- 7 **Reliability** is really important if you work as a team.

• **P.143: 7 y 8**

7 Describe the photos using six of the words and phrases in the box.

bow catch someone's eye greet hold hands hug
interrupt queue shake hands sneeze wave



shake hands



bow



sneeze



wave



interrupt



hug

8 Find the bold phrases in the dictionary. What would you be doing if you were ...

receiving a **golden handshake**?

You'd be receiving a present or money usually in return for loyalty.

wearing **eye-catching** trousers?

You'd have on trousers that have an unusual pattern and / or colour that make people want to look at them.

using a **touchpad**?

You'd be using your finger to manipulate the screen of a mobile phone / computer, etc.

giving the **kiss of life**?

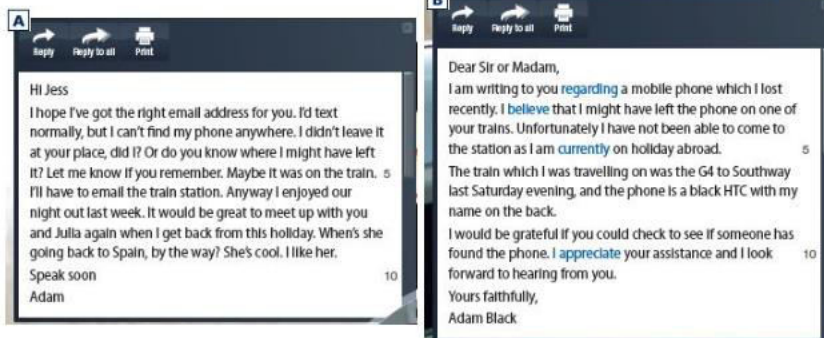
You'd be trying to revive someone by giving them oxygen orally.

doing a **Mexican wave**?

You'd be part of a large crowd that raises their hands one after the other.

• **P.66: 1 y 2**

1 Read the emails. Who are they to and what are they about? Which is formal?



A

This email is to Jess, a friend of Adam's. It is to ask about Adam's missing phone and about meeting up again soon.

B

This email is to a train company. Adam is writing to ask if the train company has his phone. This email is formal.

2 Read the emails again and answer the questions in the Text analysis in your notebook.

Email A

How does the email start and finish?

Hi; Speak soon: informal greeting and closing phrase

How many paragraphs has it got?

One

What are the contracted forms in the email?

I've, I'd, can't, didn't, I'll, When's, She's

Which two of these phrases could you also use to finish the email?

- A Cheers!
- B Bye for now.
- C With my very best wishes,
- D All the best

A or B

Email B

How does the email start and finish?

Dear Sir or Madam; Yours faithfully: formal greeting and closing phrase

What is the purpose of each paragraph?

Paragraph 1: to explain why he is writing.

Paragraph 2: to give more detail about what he lost, and where he thinks he lost it.

Paragraph 3: to conclude and express his thanks for any help.

Are there any contracted forms?

No.

Which of the blue phrases mean these things?

- A Thanks for *appreciate*
- B about *regarding*
- C think *believe*
- D at the moment *currently*

• **P.67:3**

3 Choose the correct options in the rules.

Rules for formal style

Layout and paragraphs **are** / **aren't** important. Divide your email into clear sections.

Use **full** / **contracted** forms and **long** / **short** sentences.

Do / **Don't** use colloquial language.

Start **with** / **without** 'Dear'.

Finish your message **with a closing phrase** / **only with your name**.

(Seguimos a la espera de instrucciones definitivas respecto al 3er trimestre. Mientras no tengamos nuevas instrucciones continuaremos trabajando vocabulario y textos)

• Lee esta guía sobre cómo escribir un email formal

A formal email

In a **formal email** you write to a person in an official role (for example, an employee at a company) for a particular purpose (for example, to make an enquiry).

Example task: Write a formal email to Mr Colin Blackwell, Head of Customer Services, to complain about a product you have bought online recently and ask for your money back.

A Get ideas

- Think about *why* you are writing. For example, to find out information (what?), to apply for a job (which?), etc.
- Make notes of key things to include (e.g. statements or questions to ask).

B Plan

- Organize your ideas into paragraphs. Use a new paragraph for each new main idea. For example:

	Greeting (Dear ...)
Paragraph 1	Why you are writing
Paragraphs 2–3	Your main ideas or queries
Final paragraph	What you would like to happen next (e.g. <i>I look forward to hearing from you.</i>)
	Closing expression (e.g. <i>Best regards, Yours sincerely, etc.</i>)

- Now think about layout. Formal emails do not need to include any addresses or dates. However, if you are writing a formal letter, you usually include addresses and dates at the top like this:

The address of the person you are writing to

Your address

The date

C Write

always include a name if you are given one

use a range of tenses and structures

organize your ideas with sequencers

use formal verbs and expressions

use modal verbs to make polite requests

use an appropriate closing expression to match the greeting

Dear Mr Blackwell,

I **am writing** to complain about a games console which I **bought** recently from your online store. **Although** I set up the console using the instructions included, it did not work properly. **As a result**, I called your helpline and spoke with one of your technicians who asked me to send the console back to be tested. He **explained** that the company **had been experiencing** problems with the specific model and that if they could not **repair** it, they would **replace** it.

I received the replacement this morning and I **have attempted** to set it up. **However**, the new console does not work either. I have also **attempted** to call the helpline again, but have not been able to get through.

Therefore, I **would like** you to **refund** my money as I have lost confidence in this product. I look forward to hearing from you.

Yours sincerely,
Jan Krakowicz

Useful language

Greetings and endings

If you know their name:

Dear Mr / Mrs / Miss / Ms (+ surname),

Yours sincerely, (your full name)

If you do not know their name:

Dear Sir or Madam,

Yours faithfully, (your full name)

You can end formal emails with:

Best wishes, (your full name)

(*Best / Kind*) regards, (your full name)

(use with either greeting)

Giving a reason for writing

I am writing to enquire about / apply for / complain about ...

... which I read about in ...

... which was advertised in ...

... which I purchased (*from*) ...

Polite requests

Could you (*possibly*) ... ?

I would like to know more about ...

Would it be possible to ... ?

I would be grateful if you could ...

Adding and sequencing ideas

In addition, ... Moreover, ...

Furthermore, ... First of all, ...

Firstly, ... Secondly, ...

Finally, ...

Including other documents

I have attached (email) / enclosed (letter) a CV / photo / sample of work for your reference.

Next stages

Please contact me if you require any further information.

I look forward to hearing from you.

Thank you in advance for your help.


Tips for ... formal emails

- ✓ Use appropriate greetings and closing expressions.
- ✓ Use full forms (*I am*) not short forms (*I'm*).
- ✓ Use indirect structures to sound more polite.
- ✓ Use formal structures, expressions and linkers, and avoid chatty, colloquial language.

- Realiza estas tareas

Writing: A formal email

- 1 Read the formal email. What is the purpose of Sam's email?

 Subject: Saturday job application

Dear Sir or Madam,

I am writing to you regarding the position of a Saturday sales assistant at your bakery. I would like to apply for the **position**, which I saw advertised recently in a local newspaper. I believe that I am an **ideal candidate** for the **post** as I am very hard-working and confident with other people. I am also patient and enjoy helping others. Furthermore, I have experience of working in a shop situation. Last summer I worked part-time as a sales assistant in a local newsagent's. My previous employer was very pleased with my work and she can **provide** a reference if you need one. I would be grateful if you would consider me for the post. I am available at any time you wish to come for an interview.

Yours faithfully, Sam Lewis

Text analysis

- 2 Look at the email again and answer the questions.

- 1 Number the main points made in the letter to show the order they come in.

- A asking to be considered for a job
- B details of the job she's applying for
- C details of previous experience
- D discussion of relevant character traits
- E availability for interview
- F why she's writing

- 2 Which of the **bold** words mean:

- A give?
- B job (x2)?
- C terrific person?

- 3 What has Sam forgotten to do?
-

Writing skills

- 3 Add 'p' to the email to show where Sam's paragraphs should begin.

- 4 Which formal phrases and structures does Sam use?

.....

.....

.....

.....

.....

.....

- Libro de texto, página 67, ejercicios 4 y 6

El ejercicio 6 es un WRITING que me tenéis que enviar con fecha límite el 3 de mayo

En word o pdf al siguiente correo

susanagarciaiesleiras@gmail.com

RECUERDA: si conoces el nombre de la persona a quien va dirigido el email, el encabezamiento es **Dear Mr (apellido),** o **Dear Ms (apellido),**

la despedida es **Yours sincerely,** y tu nombre y apellidos debajo

PERO si NO conoces el nombre de la persona a quien va dirigido el email, el encabezamiento es **Dear Sir or Madam,**

la despedida es **Yours faithfully,** y tu nombre y apellidos debajo

- Descarga en tu móvil la aplicación “Key VocApp” – en settings: choose language - choose level -1 (1º de BAC)- OK selecciona “quizzes”- “words in context”- number of questions “twenty”- Unit 5 Behaviour – start
- Aquí os dejo 4 nuevos enlaces para practicar “listening”

Hay 3 niveles (basic-intermediate-advanced): <https://www.talkenglish.com/listening/>

Seguimos con “intermediate”

- esta semana podéis hacer uno cada día([Intermediate Listening Lessons](#))

Monday: <https://www.talkenglish.com/listening/lessonlisten.aspx?ALID=209>

Tuesday: <https://www.talkenglish.com/listening/lessonlisten.aspx?ALID=210>

Wednesday: <https://www.talkenglish.com/listening/lessonlisten.aspx?ALID=211>

Thursday: <https://www.talkenglish.com/listening/lessonlisten.aspx?ALID=212>

Friday: national holiday (1st May This holiday is most commonly associated as a commemoration of the achievements of the labour movement. The holiday may also be known as **International Worker’s Day** or **May Day** and is marked with a public holiday in over 80 countries.)

- (el lunes 4 de mayo os enviaré las respuestas de los ejercicios para autocorrección)

Un cariñoso saludo

Teacher Susana

https://www.youtube.com/watch?v=0ggg_iCrE6I