

- Family entertainment: waterslide, races and competitions, DJ, face-painting
- Food and drinks stalls
- Summer market
- Concert and special guests
- Educational exhibitions



- 5 Read the **WRITING FOCUS** and compare the rules with your ideas from Exercise 4.

WRITING FOCUS

Formal style

- Use full forms rather than contractions.
I am NOT ~~I'm~~
you would NOT ~~you'd~~
- Choose single verbs rather than phrasal verbs or colloquial phrases.
writing NOT ~~getting in touch~~
organising NOT ~~putting together~~
- Avoid colloquial phrases and question tags.
It is hoped that ... NOT ~~We've got our fingers crossed that ...~~
We would be greatly honoured ... NOT ~~that would be awesome~~
I think both your charity and our community will benefit from your participation. NOT ~~It sounds like a good deal, doesn't it?~~
- Use formal quantifiers and qualifiers.
numerous/a significant number of NOT ~~lots of/loads of~~
partially/in part NOT ~~sort of~~
- Avoid spoken discourse markers.
well/anyway/actually
- Address the reader less directly.
Should you agree to help us ... NOT ~~Do you want to help us?~~

- 6 **USE OF ENGLISH** In your notebook, complete the second sentence so it has a similar meaning to the first sentence but is more formal. Use the **WRITING FOCUS** to help you. Write no more than six words, including the word in capitals.

- There are lots of charitable ventures which have become major annual events. **NUMBER**
There is a significant number of charitable ventures which have become major annual events.
- I'm writing to ask if you'd like to join our 'Clean the Earth' event. **WILLING**
I am writing to ask if you would like to participate in our 'Clean the Earth' event.
- We can't wait to see you on the day. **FORWARD**
We look forward to seeing you on the day.
- We want to raise money for the local orphanage. **AIM**
The aim of the event is to raise money for the local orphanage.
- We'll be so grateful if you agree to help us. **SHOULD**
We would be extremely grateful if you would help us, we would be extremely grateful.

- 7 In your notebook, complete the **LANGUAGE FOCUS** with the less formal underlined words and phrases in Julia's email.

LANGUAGE FOCUS

Formal vocabulary

- fellow students – classmates
- deliver a speech – give a speech
- value your presence – appreciate you
- the aim of the event is to – the purpose of the event is
- contend with – deal with
- raise awareness of – highlight
- attend – be present at
- be willing to collaborate with – be prepared to work with
- extremely grateful – very grateful
- plight – situation
- consider – think about
- in this venture – in this project

- 8 In your notebook, rewrite Julia's email to make it more formal. Use the **WRITING FOCUS** and **LANGUAGE FOCUS** to help you.

SHOW WHAT YOU'VE LEARNT

- 9 **Do the writing task in your notebook. Use the **WRITING FOCUS** and the **LANGUAGE FOCUS** to help you.**

Jesteś wolontariuszem/wolontariuszką w ośrodku, który organizuje zajęcia i wydarzenia dla nastolatków. Poproszono cię o zorganizowanie cyklu spotkań z osobami, które wykonują interesujący lub niezwykły zawód. Napisz **list** do osoby, która twoim zdaniem powinna być pierwszym gościem. W liście:

- przedstaw powody organizacji cyklu spotkań,
- wyjaśnij, dlaczego zapraszasz właśnie tę osobę,
- przekaż szczegóły dotyczące przebiegu wydarzenia.

Write a composition following the conventions of the genre indicated in the topic. Use between 300 and 350 words.