



WRITING

A formal email/letter

I can write a formal email/letter in response to a particular situation.

- 1 **SPEAKING** Look at the titles of newspaper articles about the Internet. Discuss what main points each writer might make.

① **MOBILE DEVICES AND YOU – TAKE THEM OR LEAVE THEM? NOT ANY MORE SAYS CAREY JONES**



② **10 TRIED AND TESTED WAYS TO DEAL WITH CYBERBULLYING**



③ **How much harm does hacking really do? James Knight investigates and looks at recent events**



- 2 Read the task and the email. Are any of the points you discussed in Exercise 1 mentioned in the email?

You have read an article about our use of the Internet in the online edition of a British newspaper. You decide to respond to the article by writing a letter to the editor, giving your own views. Your letter should include responses to these points from the article.

- We all use the Internet far too much nowadays.
- What about the hours young people spend staring at friends on screen instead of actually meeting them?
- And how safe is our personal information anyway?

Dear Editor,

I am writing in response to Lucy McKay's article *Online/Offline*. While the article made many **pertinent** points regarding the Internet, overall I found it too pessimistic. In particular,
5 I would like to **take issue with** her **assertion** that we are too dependent on the Internet.

It is certainly true that we use the Internet in many **aspects** of our daily lives. It is used **extensively** in schools to access **untold** amounts of information, thus allowing students
10 to go far beyond their own knowledge. Working people would be lost without the ease of communication that the Internet provides. Furthermore, since **increasing numbers** of transactions can be carried out online, people no longer need to queue at banks and post offices, thus saving hours
15 of time. No one could argue that these developments do not represent progress.

Another view that was put forward in the article was that online communication has replaced face-to-face communication. Once again I would disagree. There is no
20 doubt that many young people spend a lot of time chatting online and on social media. Is this necessarily a bad thing? Nowadays, few people spend their whole lives in their home town and **thus** they form friendships in many places. No matter how far away they are, now people can maintain
25 relationships with contact **on a daily basis, at little or no cost**.

To sum up, it is true that there are problems with the Internet. Hacking is a risk and data protection is a headache. But these are not insoluble problems and we all have a **vested**
30 **interest** in finding the answers. It comes down to deciding whether to bury your head in the sand and refuse to participate, or to **embrace** what the Internet has to offer. My head is staying out of the sand!

Yours faithfully,
35 Matt Oakley
Forest Gate Sixth Form College