

- 3 Read Part 1 of the WRITING FOCUS. For each point, find examples in the email.
- 4 Read Part 2 of the WRITING FOCUS. Find five sentences/questions in the email where the writer tries to persuade the reader to agree with his point of view.

WRITING FOCUS

A formal letter

Organisation

- Use an appropriate salutation. (Dear Sir/Madam/Mrs Smith)
- Inform the reader what the letter is responding to.
- Briefly state your general reasons for writing.
- Introduce your first point and support it with examples.
- Introduce your second point and support it with examples.
- Conclude and reiterate your point of view.
- Sign off appropriately. (Yours sincerely/faithfully)

Being persuasive

- To persuade people, present your view and then encourage them to agree with you.

It goes without saying that ...

Of course, it is true that ...

It would be difficult to argue that ...

It is a given that ...

Above all, there should be ...

Is it not the case that ...?

Having said that, ...

Should we not ...?

Despite this, such issues are not ...

However far from this we are, ...

Were ..., would ...?

For more information, see the WRITING FOCUS on page 13.

- 6 In your notebook, complete the LANGUAGE FOCUS with the more formal words in purple from the email on page 96.

LANGUAGE FOCUS

Formal vocabulary

- | | |
|--|----------------------|
| 1 too many/much to count = <u>untold</u> | 7 a lot = ? |
| 2 in this way = ? | 8 every day = ? |
| 3 suggestion = ? | 9 parts = ? |
| 4 accept enthusiastically = ? | 10 more and more = ? |
| 5 relevant = ? | 11 disagree with = ? |
| 6 personal reason = ? | 12 cheaply = ? |

- 7 In your notebook, write a word or phrase from the box for each gap in the text below.

assertion basis certainly embrace increasing issue
little matter no one pertinent untold were

USING SOCIAL MEDIA SITES: a good thing or a social disaster?



It is ¹certainly true that most people make use of social media sites to keep up friendships. But that is your writer's only ²? remark. I take ³? with his ⁴? that ⁵? numbers of young people live in a virtual world and cannot maintain real relationships. ⁶? could argue that there is only one way of creating a relationship. There are ⁷? ways. Social media sites provide one way of contacting friends at ⁸? or no cost, on a daily ⁹?, but that does not mean that we do not meet when we can. ¹⁰? it not for the Internet, we would have far less contact with friends. No ¹¹? how much your writer dislikes it, social media is here to stay. Refusal to join in and ¹²? it simply means being out of touch.

- 5 In your notebook, rewrite the sentences replacing the underlined words with phrases from the WRITING FOCUS. Use the words in capitals.

- 1 It is unnecessary for me to tell you that we have to do this. **GOES**
It goes without saying that we have to do this.
- 2 I think we'd all agree that these attitudes need to change. **CASE**
- 3 It would be hard to say that this issue doesn't need to be addressed. **ARGUE**
- 4 What is most important is that there should be a consensus of opinion. **ABOVE**
- 5 Given that we have accepted this situation, would it not be better to end the matter? **HAVING/SHOULD**
- 6 No matter how far apart our views are, it is time to compromise. **HOWEVER**
- 7 Yes, it is true that there are problems with the plan. **COURSE**
- 8 If the cost were lower, would usage not be higher? **WERE**

SHOW WHAT YOU'VE LEARNT

- 8  In your notebook, complete the writing task. Use the WRITING FOCUS and LANGUAGE FOCUS to help you.

W brytyjskiej gazecie ukazał się artykuł poświęcony wolności wypowiedzi w Internecie. Zostały w nim wyrażone następujące opinie:

- Limiting exposure to extreme viewpoints is more important than preserving freedom of speech.
- As most people don't have enough self-control to censor their language on the Internet, Internet providers should do it for them.
- People under the age of eighteen are especially vulnerable and their access to the Internet should be severely limited through a reliable proof-of-age scheme.

Napisz **list** do redakcji tej gazety, w którym przedstawisz swoją opinię na temat wolności wypowiedzi w Internecie, odnosząc się do trzech kwestii poruszonych w artykule.

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