

U 11
L 1
SB P84



MODULE 4:
Fact and fiction
Unit 11 Messages
Grammar
Passive verbs (mixed tenses)

1 Look at the messages below and discuss these questions with a partner.

- a Where could you find each message?
- b Who do you think wrote them and why?
- c Who were they written to?
- d Who do you send messages to? Who do you receive messages from?

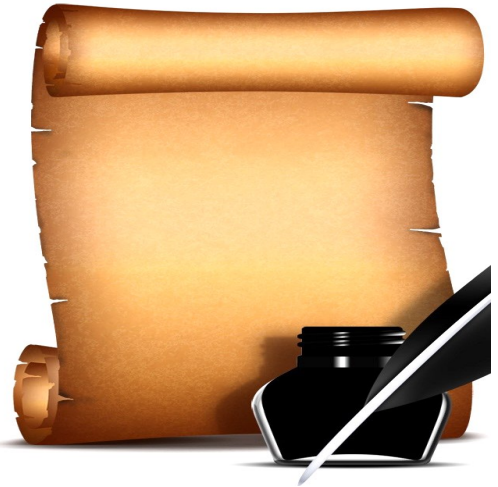
1

2

3

4

84



Ways of sending messages in the past

Well-Sealed Bottles



Drums



Pigeons



Messengers Men on horses



Fire and smoke



Ways of sending messages in the past

Drums

well-sealed bottles

**Messengers
Men on horses**

Pigeons

Fire and smoke

- They survive hurricanes.
- Glass lasts forever.

- They are much more quickly than people.
- They always found their way home.
- They were reliable during wartimes.
- They could deliver a message and return with another.

Sending messages in the modern world

Advantages

Communication has become easier and faster.

- It saves time
- People can share ideas and cultures.

Ways of sending message

- Computers
- Apps
- e-mails
- Cell Phones
- Faxes

Why do you think people send messages?

To communicate and exchange information.

To apply for a job.

to **rearrange** a meeting, a schedule or important things with a **colleague**.



rearrange

v.

to change the position, time or order of something



colleague



a person with whom one works especially in profession or business



urgent

Adj.

requiring immediate action or attention



asp

exp.

as soon as possible



Locations, Regional & international

ASP

means

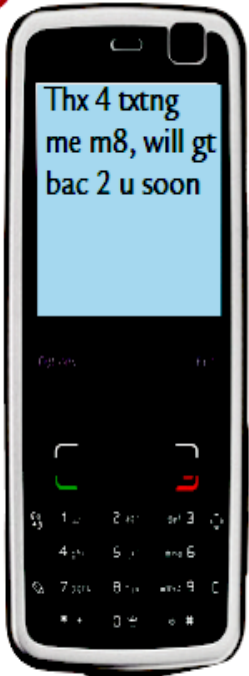
As Soon As Possible

by [acronymsandslang.com](https://www.acronymsandslang.com)

Look at the pictures and say what kind of messages they are.

They are text message, e-mail, post-it note and message in a bottle.

1



2

To: _____
Cc: _____
Subject: _____

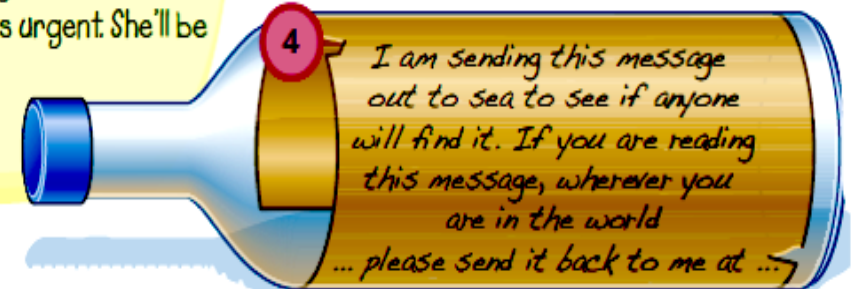
Hussein
Thanks for letting me know in advance. I actually have the same problem as you, and was just about to contact you. Let's rearrange things then. How about 27th March? My schedule is pretty free that day so I will be able to travel to your office instead.
Ahmed

Original message
Dear Ahmed,
I'm afraid I can't make our meeting tomorrow afternoon. A colleague is out of the office and I have to take his place. If we could reschedule asap I would really appreciate it, as there are many things to discuss about our forthcoming project.
Hussein

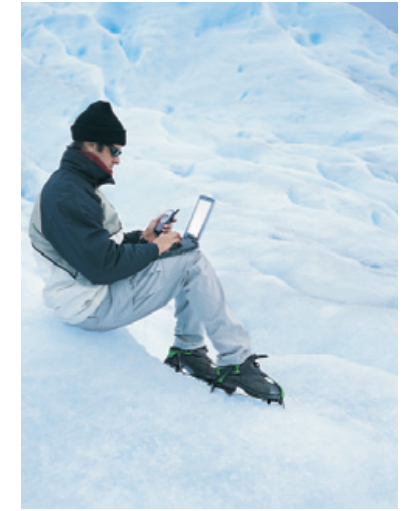
3

Nadia
Reem phoned. Can you get back to her as soon as possible - it's urgent. She'll be at home until 4.30.
Dalia

4



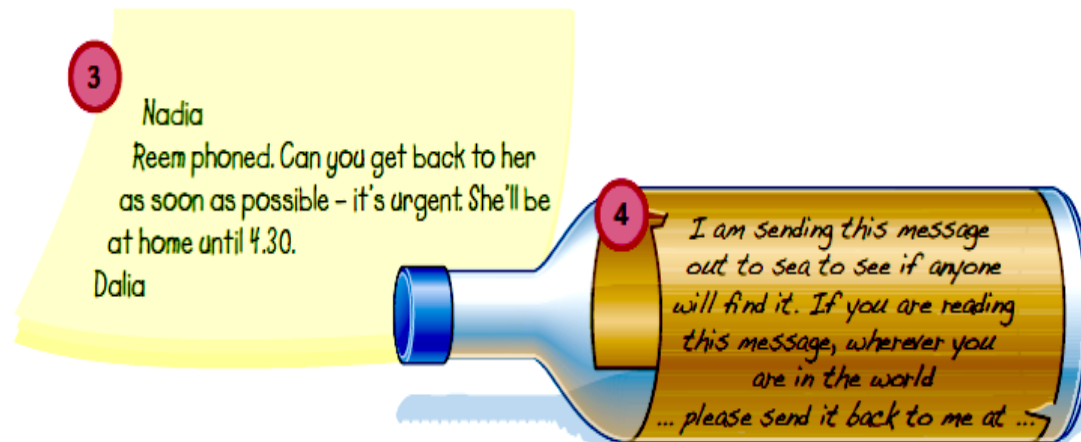
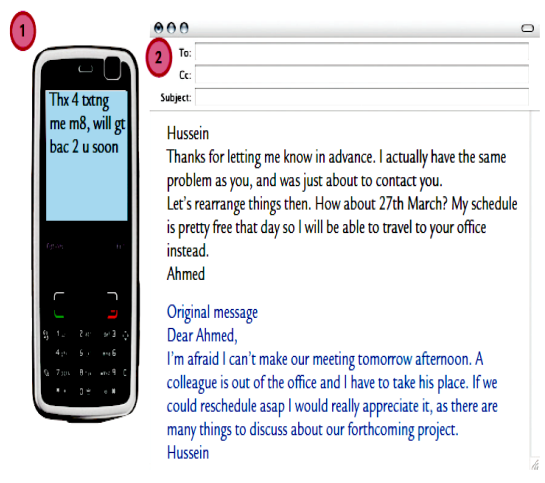
1 Look at the messages below and discuss these questions with a partner.



a Where could you find each message?

1. a mobile phone
2. a computer

3. next to any telephone
4. on a beach



b Who do you think wrote them and why?

- 1. A young person wrote a text message to tell his friend that he will get back soon.**
- 2. A businessman wrote an e-mail to another one to rearrange a meeting in his office.**
- 3. Dalia wrote a post-it note to tell Nadia to get back.**
- 4. A passenger on a ship wrote an urgent message.**

c Who were they written to?

- 1. A young person wrote it to a friend.**
- 2. The e-mail was written to a businessman.**
- 3. The post-it note was written to a friend or a family member.**
- 4. A passenger wrote the message to anyone at all.**

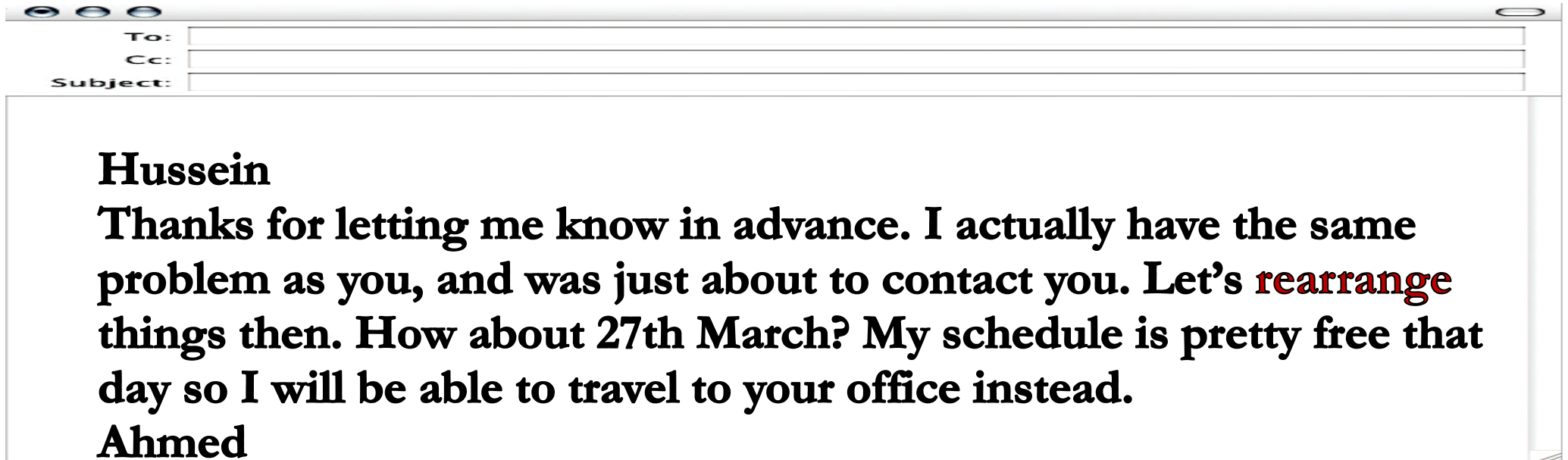
d Who do you send messages to? Who do you receive messages from?

1



Thanks for texting me my mate (friend), I will get back to you soon.

2



2

To:

Cc:

Subject:

Original message

Dear Ahmed,

I'm afraid I can't make our meeting tomorrow afternoon. A **colleague** is out of the office and I have to take his place. If we could reschedule **asap** I would really appreciate it, as there are many things to discuss about our forthcoming project.

Hussein

3

Nadia

Reem phoned. Can you get back to her as soon as possible – it's **urgent. She'll be at home until 4.30.**

Dalia

4



I am sending this message out to sea to see if anyone will find it. If you are reading this message, wherever you are in the world ... please send it back to me at ...

What other ways do you use to send messages?

Which type of sending messages is your favourite? Why?



Thank you

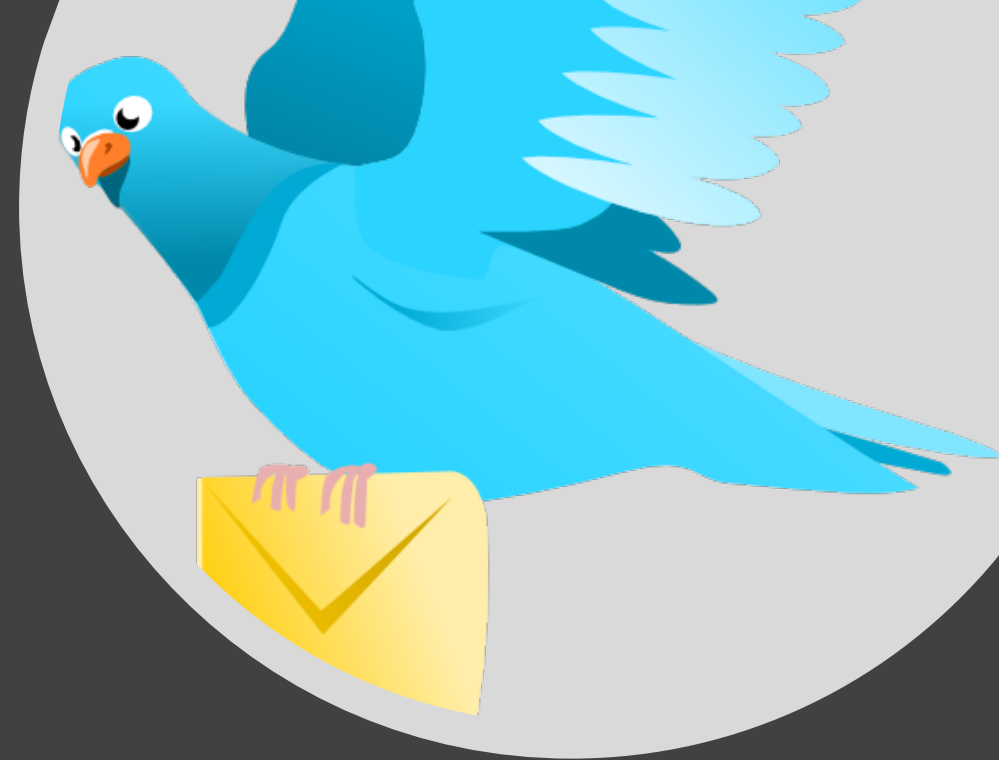
Nasser Al-Saeed Sec. School For Boys

Hawalli Educational District

English Department

Under the auspices of :

HOD Mr. Hesham Al- Sakhawi





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U 11 L 2

Unit 11 Messages

2 (11) You are going to hear part of a radio programme called 'Strange Stories'. Listen and answer these questions.

- How many strange stories do you hear?
- What nationalities are the people in the stories? (We do not know the nationality of one person.)
- When does each story take place?

3 (11) Which of the information in the Facfile below does the radio programme give you more details about? Read the Facfile, then listen again.

Facfile: Messages in bottles

- A well-known bottle message has been found on an old ship. And plans to be forever.
- It is impossible for you to find the direction a bottle will travel.
- The longest bottle message ever was 25,000 kilometres a journey that took six and a half years.
- If you and your friends are good, a bottle will travel nearly 200 kilometres a day.

Words to remember: swap, colleague, current, impromptu, rearrange, starvation, verifiable, urgent, well-sealed

4 Choose the correct answer, A or B, for each question about the stories.

- How did Matsuyama and his men die?

A They drowned.	B They had no food.
-----------------	---------------------
- What happened to the Lustrans in May 1912?

A It ended its voyage.	B It started its voyage.
------------------------	--------------------------
- The people who found the German scientists' bottle didn't break it. Why not?

A The glass was too strong.	B They could read the message through the glass.
-----------------------------	--
- Why did Paulina reply to the sailor's message?

A As a joke.	B Because she wanted to please her father.
--------------	--

Task and think! (visualising)

5 Imagine you are on the beach and you find an empty bottle.

- What message would you send in the bottle?
- Where could your bottle go to?
- Would you like the finder to contact you?
- Why are 'message in a bottle' stories so memorable?

QUOTE "It usually takes me more than three weeks to prepare a good impromptu speech."
Mark Twain

85

SB P85

Ways of sending messages in the past

Drums

well-sealed bottles

**Messengers
Men on horses**

Pigeons

Fire and smoke

- They survive hurricanes.
- Glass lasts forever.

- They are much more quickly than people.
- They always found their way home.
- They were reliable during wartimes.
- They could deliver a message and return with another

unreliable

Adj.

untrustworthy irresponsible



starvation

n.

lack of food



well-sealed

Adj.

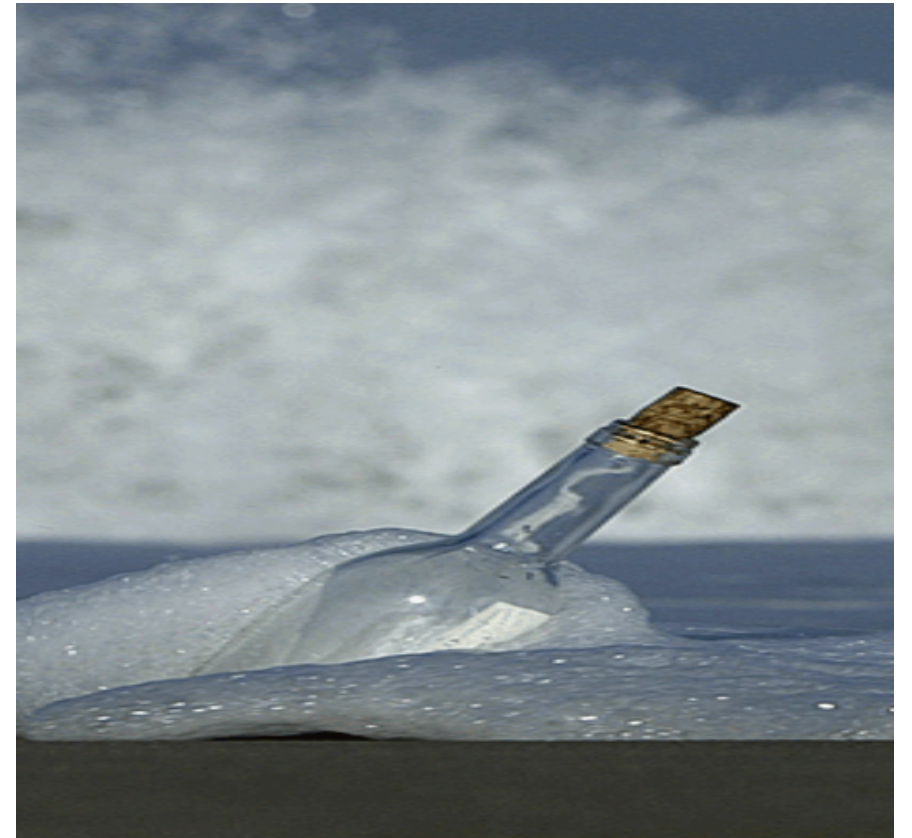
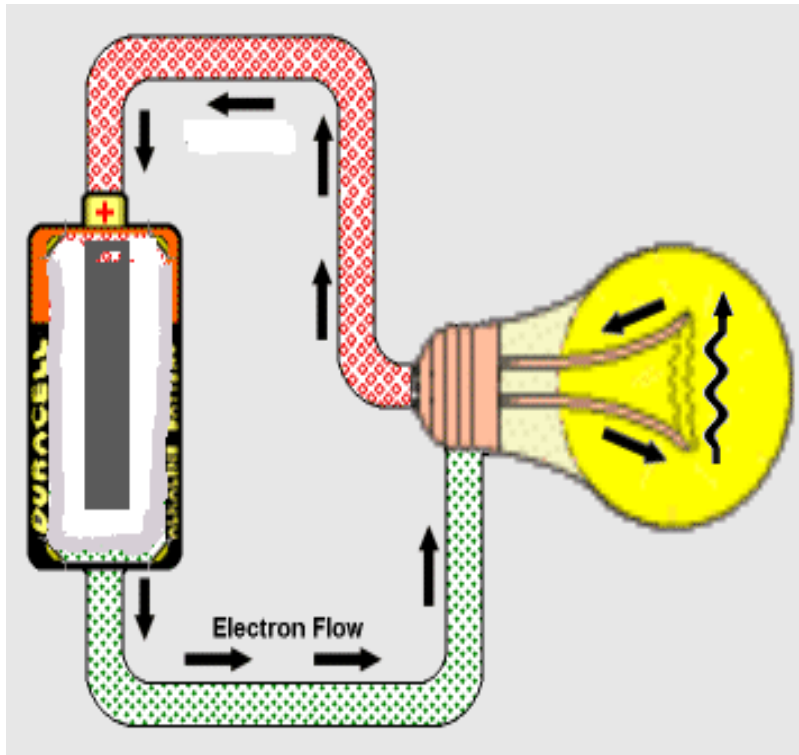
closed very securely



current

n.

body of water or air moving in a definite direction



impromptu

Adj.

done without being planned, organised or rehearsed



Fill in the spaces with words from the list

{ **current** / **unreliable** / **asap** / **well-sealed** / **impromptu** / **starvation** }

1- They passed electric **current** to the machine to test it.

2- The boss ordered, 'I want two good engines down here..... **asap**.....'

3- Make sure that the bottles are **Well-sealed** before distributing them.

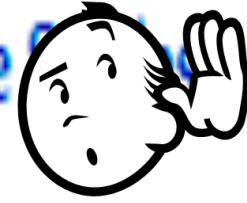
4- It's embarrassing to be asked to give a/an **impromptu**...speech on a certain occasion.

5- Some internet websites are **unreliable**. We should never trust them.

6- Millions of poor people face **starvation**, because of shortage of food.



(11.1) You are going to hear part of a radio programme called 'Strange Stories'. Listen and answer these questions.



Four

- a How many strange stories do you hear?
- b What nationalities are the people in the stories? (We do not know the nationality of one person.)
- In the first story: Japanese**
 - In the second story: we don't know**
 - In the third story: German**
 - In the fourth story: Swedish and Italian**

c When does each story take place?

The first story: 1784-1935

The second story: 1915

The third story: 1929-1935

The fourth story: 1956-1958

3 (11.1) Which of the information in the Factfile below does the radio programme give you more details about? Read the Factfile, then listen again.



Factfile: Messages in bottles

- A well-sealed bottle can survive hurricanes that can sink ships. And glass lasts forever.
- It is impossible to predict the direction a bottle will travel.
- The longest bottle voyage ever was 25,000 kilometres, a journey that took six and a half years.
- If wind and current conditions are good, a bottle can travel nearly 200 kilometres a day.

Check your understanding

4 Choose the correct answer, A or B, for each question about the stories.

a How did Matsuyama and his men die?

A They drowned.

B They had no food.

b What happened to the Lusitania in May 1915?

A It ended its voyage.

B It started its voyage.

c The people who found the German scientists' bottle didn't break it. Why not?

A The glass was too strong.

B They could read the message through the glass.

d Why did Paolina reply to the sailor's message?

A As a joke.

B Because she wanted to please her father.

Think and speak (visualising)

5 Imagine you are on the beach and you find an empty bottle.

- ▶ What message would you send in the bottle?
- ▶ Where could your bottle go to?
- ▶ Would you like the finder to contact you?
- ▶ Why are 'message in a bottle' stories so memorable?

Quote

“It usually takes me more than three weeks to prepare a good impromptu speech.”

Mark Twain

Thank you

Nasser Al-Saeed Sec. School For Boys

Hawalli Educational District

English Department

Under the auspices of :

HOD Mr. Hesham Al- Sakhawi



MODULE 4: Fact and fiction Messages

U11 L 3 P 82-83


11 MODULE 4: Fact and fiction
Messages

Key words
fasten, homing, illegally, instinct

Reading

1 Read the text about carrier pigeons and find out what these numbers and dates refer to.

a 20,000 _____
b 15-20 _____
c 1,000 _____
d 30 _____
e 5,000 _____



Five thousand year-old postal service

Pigeons have carried messages for humans for over 5,000 years. The Egyptians were probably the first to use them in 3000 BCE. Between 770 BCE and 390 BCE, the Greeks used them to carry news of the early Olympic Games. The first regular pigeon post service was in 1146 CE when the Caliph used pigeons to carry mail all over the Arab world. In the Mamluk period in Egypt, there were thousands of pigeons in the postal service. In more recent times, pigeons have been used in wartime to send military reports back to leaders when it was too dangerous or impossible to use normal postal services. During the First World War, 20,000 pigeons were killed, and 30 British pigeons were given medals for bravery. Pigeons have even been used to smuggle diamonds illegally out of South Africa.

10 Pigeons are unique birds. A healthy pigeon can live for 15-20 years and can travel up to 1,000 km in one flight. Most important of all, pigeons have a natural instinct to fly back to their nests or homes from wherever they are. This is why they are sometimes called 'homing pigeons'. This ability makes them perfect for carrying messages over long distances. They are trained and fed in one area, then taken to other areas where they are used when someone wants to send a message to their 'home'. Normally messages are written on light paper and then fastened to the feet of the pigeon. When they are released they always return home. There are even 'boomerang' pigeons which are trained to deliver one message and return with another.

2 Find words with these meanings in the text. Check your answers in a dictionary or in the glossary.

Paragraph 1

a adjective to describe soldiers and the army _____
b like a round metal coin / soldiers are given this for being brave _____
c take things in and out of a country against the law _____

Paragraph 2

d particularly remarkable, special or unusual _____
e home where birds lay their eggs _____
f not heavy _____
g let (someone) go / allow (someone) to be free _____

82



fasten
to fix or join securely

v.



instinct

n.

a natural or intuitive way of behaving



homing

Adj.

relating to an animal's ability to fly home from a great distance.



illegally
against the law

adv.



1 Read the text about carrier pigeons and find out what these numbers and dates refer to.

- a 20,000
- b 15-20
- c 1,000
- d 30
- e 5,000

pigeons were killed

years - healthy pigeon's life

km - maximum distance a healthy pigeon flies in one flight

British pigeons - they were given medals for bravery in the First World War

year-old postal service



Five thousand year-old postal service

Pigeons have carried messages for humans for over 5,000 years. The Egyptians were probably the first to use them in 3000 BCE. Between 770 BCE and 390 BCE, the Greeks used them to carry news of the early Olympic Games. The first regular pigeon post service was in 1146 CE when the Caliph used pigeons to carry mail all over the Arab world. In the Mamluk period in Egypt, there were thousands of pigeons in the postal service. In more recent times, pigeons have been used in wartime to send military reports back to leaders when it was too dangerous or impossible to use normal postal services. During the First World War, 20,000 pigeons were killed, and 30 British pigeons were given medals for bravery. Pigeons have even been used to smuggle diamonds illegally out of South Africa.

- 5
- 10 Pigeons are unique birds. A healthy pigeon can live for 15-20 years and can travel up to 1,000 km in one flight. Most important of all, pigeons have a natural instinct to fly back to their nests or homes from wherever they are. This is why they are sometimes called 'homing pigeons'. This ability makes them perfect for carrying messages over long distances. They are trained and fed in one area, then taken to other areas where they are used
- 15 when someone wants to send a message to their 'home'. Normally messages are written on light paper and then fastened to the feet of the pigeon. When they are released they always return home. There are even 'boomerang' pigeons which are trained to deliver one message and return with another.

2 Find words with these meanings in the text. Check your answers in a dictionary or in the glossary.

Paragraph 1

- a adjective to describe soldiers and the army **military**
- b like a round metal coin / soldiers are given this for being brave **medal**
- c take things in and out of a country against the law **smuggle**

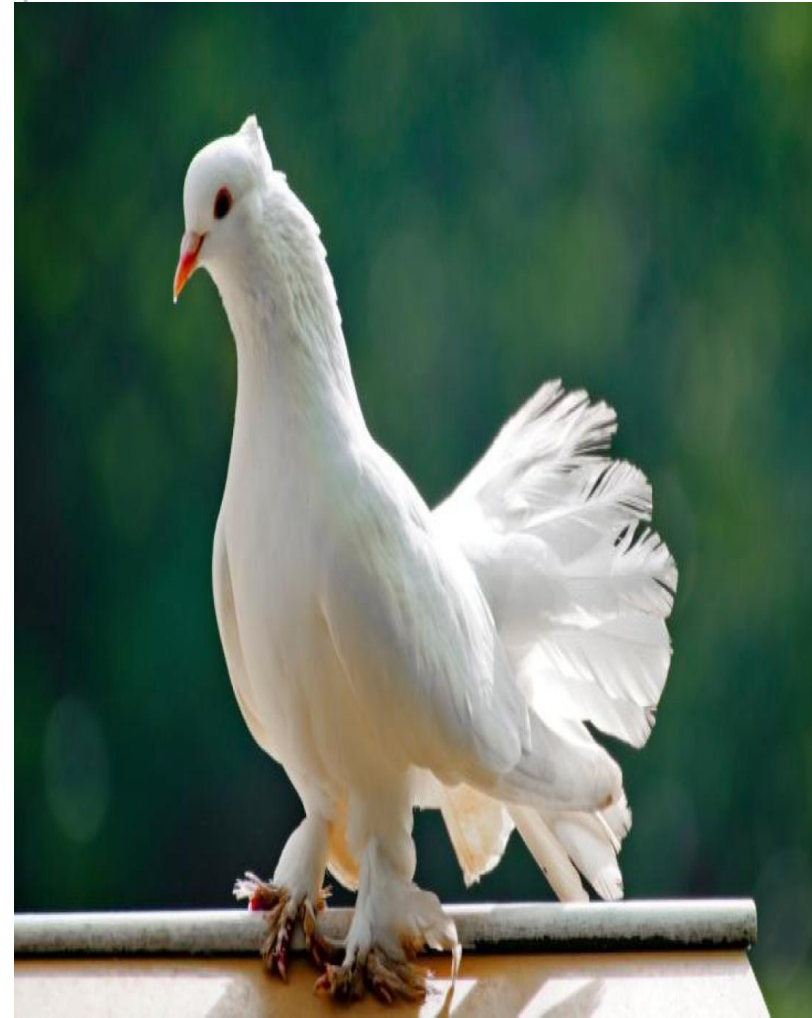
Paragraph 2

- d particularly remarkable, special or unusual **unique**
- e home where birds lay their eggs **nest**
- f not heavy **light**
- g let (someone) go / allow (someone) to be free **release**
-

3 Complete the sentences with one, two or three words.

Pigeons first carried messages 5,000 years ago.

- a The first regular pigeon post service was started in the Arab world in 1146 CE.
- b In wartime, it may be too dangerous or impossible to use normal postal services.
- c Healthy pigeons can live to between fifteen and twenty years old.
- d Pigeons have a natural instinct to fly back to their nests.
- e Light paper messages are tied to their feet.



4 Choose the most appropriate endings to create true sentences.

a Pigeons...

- 1 are only used to carry messages.
- 2 have been used to smuggle goods.
- 3 fought against enemies during the First World War.
- 4 carry messages on their backs.

b Pigeons...

- 1 are trained to fly home when they are released.
- 2 have many different homes.
- 3 fly away from home.
- 4 have an innate impulse to return home.

c Messages are...

- 1 attached to the pigeon's feet.
- 2 fastened round the pigeon's neck.
- 3 written on the pigeon.
- 4 attached to the pigeon's wing.



5 Write your own factfile about carrier pigeons with information from the text and any facts you already know.

Factfile

A large grey rounded rectangle containing 15 horizontal dashed lines for writing.

6) Write a paragraph expanding on the information you have included in your factfile. Make sure you paraphrase any information that is also contained within the reading text, rather than simply repeating it.

Over to you

7) In what ways has sending messages changed since the first carrier pigeons?



Thank you

Nasser Al-Saeed Sec. School For Boys

Hawalli Educational District

English Department

Under the auspices of :

HOD Mr. Hesham Al- Sakhawi



Grammar

• **Passive verbs (mixed tenses)** Grammar reference pages 135–136

1 Read the story and choose the best title:

- ▶ Faisal and Ahmed ▶ Mixed messages ▶ Home alone

It's the last lesson of the day and Faisal is hungry. He can't wait for the family dinner at 3 o'clock. 'I hope Mum makes a chicken curry, he thinks. As he leaves school, he sees his twin brother Ahmed at the entrance. 'I have to stay an hour late for football practice this afternoon. So I'll miss dinner,' Ahmed tells Faisal.

^a 'Don't worry, I'll ask Mum to keep a plate warm for you.' Faisal replies.

Faisal takes a long walk home, but when he arrives the house is empty. The answer machine light is flashing red. 'I hope it's not bad news,' he worries, and plays the message.

'Hi, it's Mum. I went to the supermarket but now I'm stuck in traffic. My phone battery is nearly dead, too. I'll be home at 5 o'clock.'

^b In his office, Faisal's dad is really worried. He has a project deadline tomorrow, but he doesn't want to miss dinner. 'Really sorry. Emergency conference call. I'll be an hour late. Love Dad,' he types.

'I hope somebody reads this e-mail,' Dad thinks.

At exactly 5 o'clock, Ahmed, Mum and Dad all arrive at the house. 'Sorry I'm late, did you get my message?' They apologise in perfect harmony. Faisal laughs and laughs.

2 The first in each pair of sentences below is active and the second is passive.

- | | |
|---------------------------------------|---|
| ▶ Dad sent an e-mail. | The e-mail was sent by Dad. |
| ▶ Mum left an answer machine message. | The answer machine message was left by Mum. |

a What is the difference between the two sentences in each pair?

b Are these statements True (T) or False (F)? Justify your answer in your notebooks.

- | | |
|--|--------------------------|
| 1 Active and passive sentences give different information. | <input type="checkbox"/> |
| 2 Active and passive sentences use different verb forms. | <input type="checkbox"/> |
| 3 Active and passive sentences have different subjects or focuses. | <input type="checkbox"/> |

3 How is the passive formed? Rewrite each sentence using the word in brackets.

- | | |
|--|-------|
| a Last year, I painted my room. (had) | _____ |
| b My father is upgrading his phone tomorrow. (having) | _____ |
| c We've just installed an AC unit. (had) | _____ |
| d Nader will finish the construction project. (have) | _____ |
| e Mum had cooked a large meal for the family. (been) | _____ |
| f By the end of this year, I will have read ten books. (been) | _____ |



flash

v.

to shine a bright light on and off



conference call

V.

a linking of several telephones, so that people in different places speak



deadline



the latest time or date by which something should be completed



upgrade

v.

to raise (something) to a higher standard



harmony

n.

agreement or concord



- **Passive verbs (mixed tenses)** Grammar reference pages 135–136

Active / Passive Overview

Tense	Active	Passive
Simple Present (<u>is</u> – are)	The maid cleans the house. The maid cleans the houses.	The house is cleaned by the maid. The houses are cleaned by the maid.
Simple Past (<u>was</u> – were)	Sam repaired the car. Sam repaired the cars.	The car was repaired by Sam. The cars were repaired by Sam.
Present Continuous (<u>is</u> being – are being)	Sarah is writing the letter. Sara is writing some letters.	The letter is being written by Sarah. Some letters are being written by Sara.
Past Continuous (was being – <u>were</u> being)	She was using a computer. She was using some computers.	A customer was being used . Some computers were being used .

<p>Present Perfect</p> <p>(has been – have <u>been</u>)</p>	<p>Ali has visited the castle.</p> <p>Ali has visited the castles.</p>	<p>The castle has been visited by Ali.</p> <p>The castles have been visited by Ali.</p>
<p>Past Perfect</p> <p>(had been)</p>	<p><u>Haidi</u> had received a gift.</p> <p><u>Haidi</u> had received some gifts.</p>	<p>A gift had been received by <u>Haidi</u>.</p> <p>Some gifts had been received by <u>Haidi</u>.</p>
<p>Modals</p> <p><i>will- would- can- could- may- might- must- <u>have</u> <u>to</u> – has to – had to (<u>be</u>)</i></p>	<p>He will finish the work.</p> <p>She would bring the papers.</p> <p>She has to prepare the lessons.</p> <p>We must bring the ladders.</p>	<p>The work will be finished.</p> <p>The papers would be brought.</p> <p>The lessons have to be prepared.</p> <p>The ladders must be brought.</p>
<p><i>be going to (<u>be</u>)</i></p>	<p>He is going to <u>make</u> a party.</p> <p>He is going to make parties.</p>	<p>A party is going to be made.</p> <p>Parties are going to be made.</p>

1 Read the story and choose the best title:

- ▶ Faisal and Ahmed
- ▶ **Mixed messages**
- ▶ Home alone

It's the last lesson of the day and Faisal is hungry. He can't wait for the family dinner at 3 o'clock. 'I hope Mum makes a chicken curry, he thinks. As he leaves school, he sees his twin brother Ahmed at the entrance. 'I have to stay an hour late for football practice this afternoon. So I'll miss dinner,' Ahmed tells Faisal.

⁵ 'Don't worry, I'll ask Mum to keep a plate warm for you.' Faisal replies.

Faisal takes a long walk home, but when he arrives the house is empty. The answer machine light is flashing red. 'I hope it's not bad news,' he worries, and plays the message.

'Hi, it's Mum. I went to the supermarket but now I'm stuck in traffic. My phone battery is nearly dead, too. I'll be home at 5 o'clock.'

¹⁰ In his office, Faisal's dad is really worried. He has a project deadline tomorrow, but he doesn't want to miss dinner. 'Really sorry. Emergency conference call. I'll be an hour late. Love Dad.' he types.

'I hope somebody reads this e-mail,' Dad thinks.

At exactly 5 o'clock, Ahmed, Mum and Dad all arrive at the house. 'Sorry I'm late, did you get
¹⁵ my message?' They apologise in perfect harmony. Faisal laughs and laughs.

2 The first in each pair of sentences below is active and the second is passive.

▶ Dad *sent* an e-mail.

The e-mail *was sent* by Dad.

▶ Mum *left* an answer machine message.

The answer machine message *was left* by Mum.

active

passive

a What is the difference between the two sentences in each pair?

The active sentences tell us about the person who performed the action, and the action itself.

The second sentences focus on the action and the person who performed it isn't so important.

b Are these statements True (T) or False (F)? Justify your answer in your notebooks.

1 Active and passive sentences give different information.

2 Active and passive sentences use different verb forms.

3 Active and passive sentences have different subjects or focuses.

FALSE

true 

true 

1- (although passive sentences might not tell us who performed the action)

3 How is the passive formed? Rewrite each sentence using the word in brackets.

a Last year, I painted my room. (had)

Last year, I **had** my room painted.

b My father is upgrading his phone tomorrow. (having)

My father is **having** his phone upgraded tomorrow.

c We've just installed an AC unit. (had)

We've just **had** an AC unit installed.

d Nader will finish the construction project. (have)

The construction project will **have** been finished by Nader.

e Mum had cooked a large meal for the family. (been)

A large meal had **been** cooked for the family by Mum.

f By the end of this year, I will have read ten books. (been)

Ten books will have **been** read by the end of this year.

 **Change into passive**

1- The boys play chess weekly.

.....

2- They collect shells by the seashore.

.....

3- I changed my address last year.

.....

4- They arranged the files properly.

.....

5- The students are writing Arabic in class now.

.....

6- The Government is planting trees all over Kuwait.

.....

7-My mom was making a big cake.

.....

8- She was cleaning the carpets when we entered the house.

.....

9- She has already bought a new film.

.....

10- He has fulfilled the aims of the project.

.....

11-By 11 a.m. the students had finished the exam.

.....

12- They had ordered three meals before we arrived.

.....

13- They can illustrate the lesson to their colleagues.

.....

14-The citizens have to respect law.

.....

15- She will give him a present.

.....

16- She is going to bring me some books to read.

.....

Thank you

Nasser Al-Saeed Sec. School For Boys

Hawalli Educational District

English Department

Under the auspices of :

HOD Mr. Hesham Al- Sakhawi



U 11 L 5 SB P87



Vocabulary Verbs with more than one meaning: take, make

1 We often need to read words in a sentence to understand the right meaning.

a What does the verb **take** mean in sentences 1–4? Choose meanings from this list.

carry steal (remove without permission) swallow travel by

- 1 He takes his father's car without asking. _____
- 2 I'm too tired to walk - let's take a taxi. _____
- 3 You'd better take your coat. It might be cold later. _____
- 4 I've got a bad headache so I'm going to take some tablets. _____

b What does the verb **make** mean in sentences 1–4?

attend earn force someone to produce

- 1 My parents made me tidy my room before I went to bed. _____
- 2 They make Volvo cars in Sweden. _____
- 3 How much does he make a year? _____
- 4 I'm sorry, but I can't make the meeting tomorrow. _____



2 Read the text. Fill the gaps with the correct form of the verbs below. One verb is used twice.

upgrade hold slide activate run out unlock switch

TEXT ME

A SIM card or Subscriber Identity Module is a portable memory chip. The SIM card makes it easy to (1) _____ to a new phone by simply (2) _____ the SIM out of one phone and into another. The SIM (3) _____ personal identity information, your phone book, text messages, photos and other data. It can be thought of as a mini hard disk that automatically (4) _____ the phone into which it is inserted. A SIM card can come in very handy. For example, when your phone (5) _____ of battery power at a friend's house. Also, if you (6) _____ your phone there's no hassle involved. Just (7) _____ it into the new phone and you're good to go. You must (8) _____ the phone first, however, and operate on the carrier's frequency or band. This is great for international travellers.

Pronunciation /spe/, /skr/ or /str/

3 (11.2) Listen to six words. How many syllables do they have?

Example: **strong** has one syllable **surprise** has two syllables

4 (11.2) Repeat these one-syllable words.

5 (11.4) Now listen and repeat the sentences.

Words to remember
activate, band,
conference call,
deadline, flash,
frequency, handy,
harmony, hassle,
portable, slide,
unlock, upgrade

From a, b, c and d choose the best answer:

1- The house**was**..... destroyed by the fire last month.

a- has been b- was c- were d- is

2- The letters**have been written**..... by Ali. I can recognize his writing.

a- was written b- have been written c- is being written d- has been writing

3- The car will**be**..... repaired by the mechanic tomorrow.

a- is b- be c- are d- is being

4- Shells**are being**..... collected by the kids by the seashore now.

a- is b- be c- is being d- are being

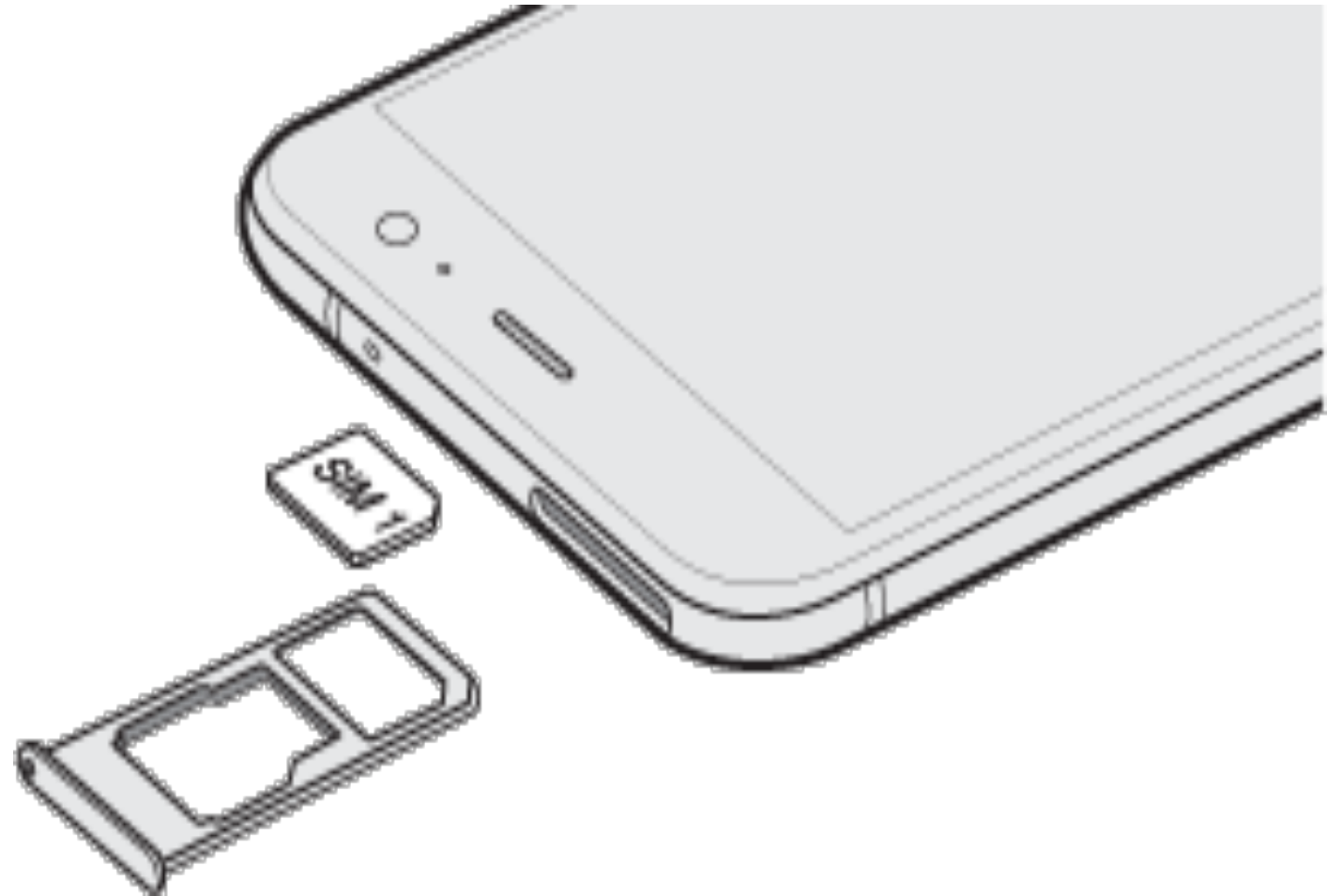
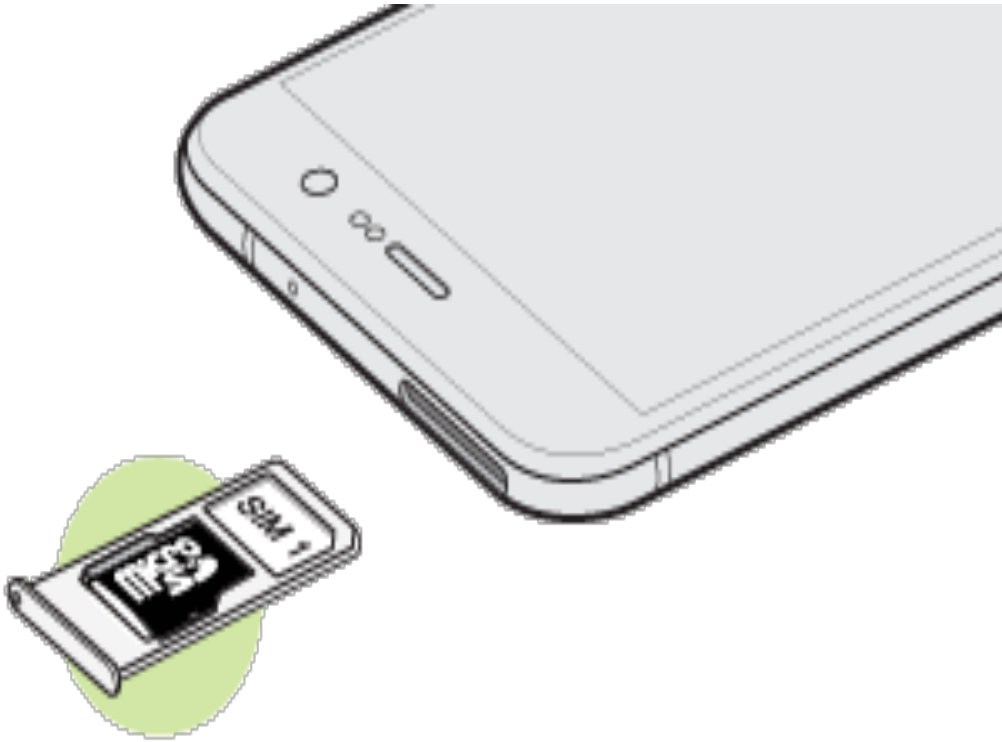
portable

Adj.

easily carried



The SIM card makes it easy to switch to a new phone by simply **sliding** the SIM out of one phone and into another.



slide

v.

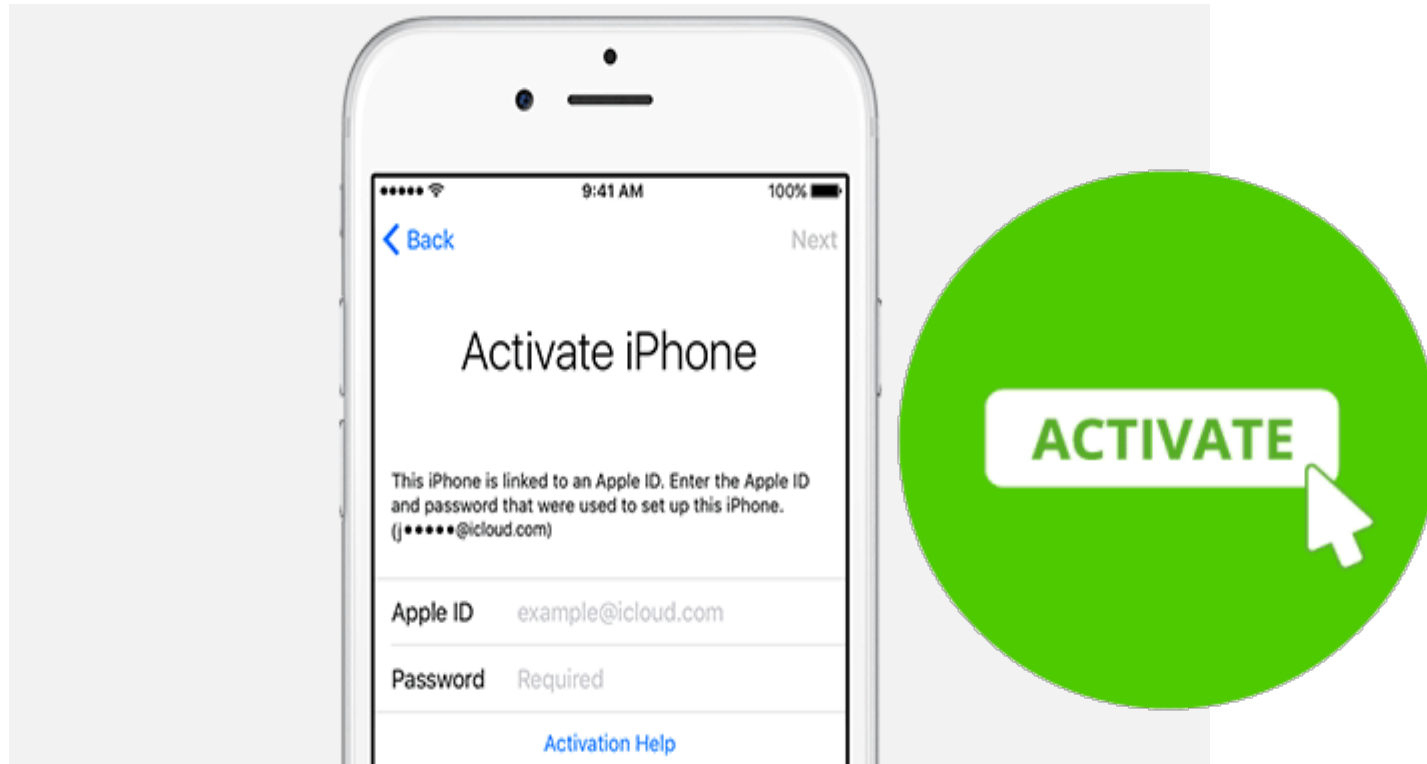
to move smoothly over a surface



activate

v.

to make something active and able to operate



handy

Adj.

convenient to handle or use, useful



hassle

Adj.

irritating inconvenience



unlock

v.

to make a phone accessible to user

Reset



frequency



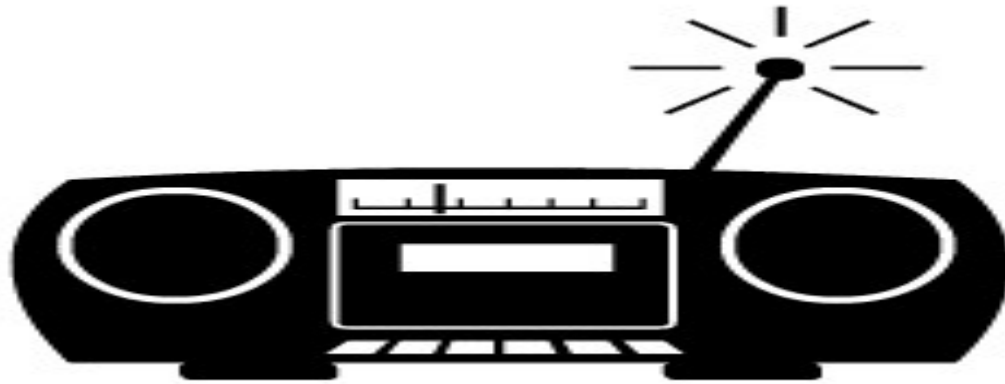
the wavelength of a radio or digital signal (see band)



band

n.

the wavelength of a radio or digital signal



example

MAKE

Subject + MAKE + Person + Verb



Meaning

to force or require someone to take an action

Example

My parents always make me do my homework before I go out.

TAKE

Meaning to move something or someone from one place to another

Example Don't forget to take an extra pair of shoes.
Remember to take a pen with you.

Vocabulary Verbs with more than one meaning: *take, make*

1 We often need to read words in a sentence to understand the right meaning.

a What does the verb *take* mean in sentences 1–4? Choose meanings from this list.

carry steal (remove without permission) swallow travel by

1 He takes his father's car without asking. **steal**

2 I'm too tired to walk – let's take a taxi. **travel by**

3 You'd better take your coat. It might be cold later. **carry**

4 I've got a bad headache so I'm going to take some tablets **swallow**

b What does the verb *make* mean in sentences 1–4?

attend earn force someone to produce

- 1 My parents made me tidy my room before I went **forced me to**
- 2 They make Volvo cars in Sweden. **produce**
- 3 How much does he make a year? **earn**
- 4 I'm sorry, but I can't make the meeting tomorrow. **attend**



2 Read the text. Fill the gaps with the correct form of the verbs below. One verb is used twice.

upgrade hold slide activate run out unlock switch

TEXT ME

A SIM card or Subscriber Identity Module is a portable memory chip. The SIM card makes it easy to (1) switch to a new phone by simply (2) sliding the SIM out of one phone and into another. The SIM (3) holds personal identity information, your phone book, text messages, photos and other data. It can be thought of as a mini hard disk that automatically (4) activates the phone into which it is inserted. A SIM card can come in very handy. For example, when your phone (5) runs out of battery power at a friend's house. Also, if you (6) upgrade your phone there's no hassle involved. Just (7) slide it into the new phone and you're good to go. You must (8) unlock the phone first, however, and operate on the carrier's frequency or band. This is great for international travellers.

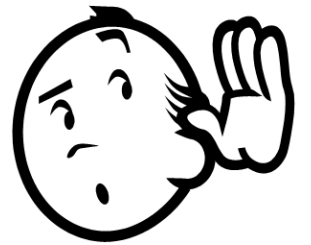
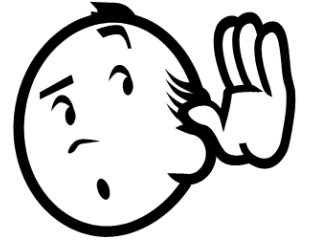
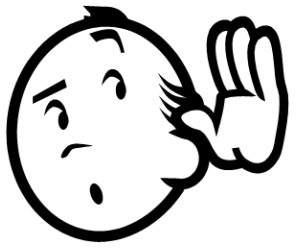
Pronunciation /spr/, /skr/ or /str/

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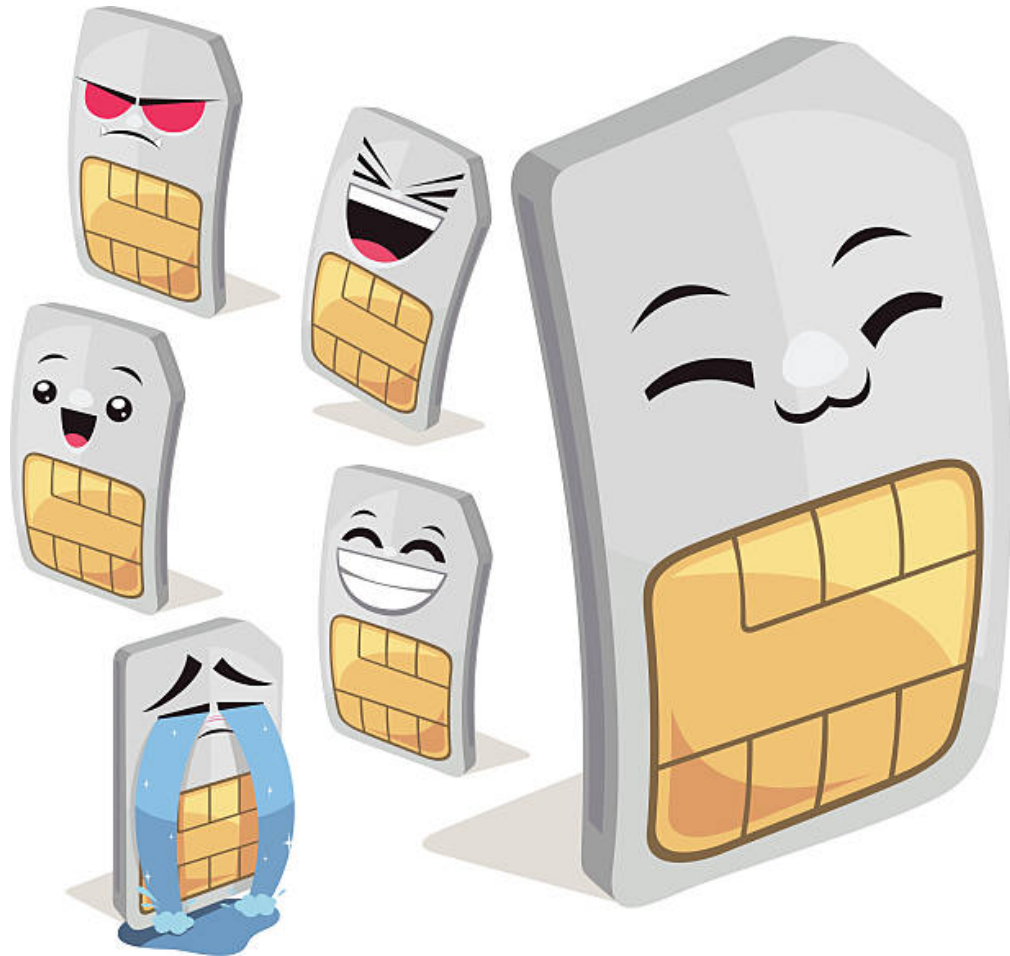
**Do you agree in saving your personal data on the SIM card or not ?
Why? Why not?**



Whenever you need this data, it will be available at your hand anytime .

The phone which is the SIM card inserted in could be stolen or lost, so confidentiality of the data could be lost or stolen .

Thank you



**Nasser Al-Saeed Sec.
School For Boys**

**Hawali Educational
District**

English Department

**Under the auspices
of :**

**HOD Mr. Hesham
Al- Sakhawi**

U 11 L 6 WB P 84 - 85

Language practice

Grammar assistant

Past simple passive

- Use the past simple passive to talk about past processes and facts. Use it when the focus is on the action, not on who does it.
The first telephones were used in 1876.
- We normally make passive forms of a verb by using tenses of the auxiliary **be**. For the past simple passive **was** or **were** is used.
- You need to know the past participles for the past passive, too.
I wasn't invited, but I went anyway.

- 1 Rewrite the sentences about early postal services. Start with the words given and change the underlined verbs into the passive form.

The Chinese introduced a postal service in about 1200 BCE.

A postal service was introduced by the Chinese in about 1200 BCE.

- a At first, the Chinese used this service mainly for official documents.
At first, this service _____
- b Originally, they sent messages using fire and smoke.
Originally, messages _____
- c The Romans organised an advanced postal system.
An advanced postal system _____
- d They developed a system of post roads with many places where tired riders passed messages to other fresh riders.
A system of post roads _____, where _____

messages _____

- e The Romans sent messages 270 kilometres in 24 hours by this system.

- f Britain introduced the first postage stamps in 1840.

- g The Greeks used homing pigeons to deliver messages.

- 2 Rewrite the sentences about modern communication. Start with the words given and change the underlined verbs into the active form.

In the 21st century, mobile phones are used for phone calls and text messages.

In the 21st century, people are available phones for phone calls and text messages.

- a Phone calls are made to friends wherever they are.
People _____
- b Text messages are sent over very long distances very cheaply.
People _____
- c These messages are written very quickly and are received by their friends a few seconds later.
People _____
- d E-mail is being used by more and more businesses.

- e In some organisations, traditional letters or memos have been replaced by e-mail.

- 3 Complete the sentences with the correct form of **make** or **take**.

- If you are going to the post office, could you take this letter for me?
- a Nobody _____ pigeons fly home - it's a natural instinct.
- b They _____ special food for homing pigeons.
- c 'Oh no! Someone has _____ our best pigeon.'
- d If you've missed your bus, you could _____ a taxi instead.
- e You look exhausted, why don't you _____ a five minute break.
- f I was too busy _____ lunch to notice the phone ringing.
- g He was _____ district manager after his excellent performance.

- 4 Match the expressions to their responses. There are more responses than you need.

- a Hi, is Aisha there please?
b Could you take a message for me?
c I'll call you back in five minutes.
d I think you have the wrong number.
e I called earlier but no one answered.

- 1 Sorry, isn't this 4744421?
2 Ok, speak to you soon.
3 We don't have voicemail.
4 Did you leave a message?
5 No she's not, sorry.
6 He can't come to the phone right now.
7 Sure, I'll just get a pen.

- 5 Read the following text messages and match them with their meanings.

- a alrite m8. do u wnt 2 meet ltr?
b sry had 2 leave. brb asap.
c on way bk from hols now. c u in Q8

- d did ne1 c my coat after football?
e g2g. bout 2 eat.
f cnt tlk now. spk soon.

- 1 I'm busy and can't talk at the moment. I'll call you when I'm less busy.
2 Hello. Would you like to meet up later?
3 I think I left my coat at football practice. Has anyone seen it?
4 I have to leave. It's dinner time.
5 I'm sorry I had to leave suddenly. I'll be back as soon as possible.
6 I'm on my way back from holiday. I'll see you when I get to Kuwait.

- 6 What would you say in the following situations. Write full sentences.

- a One of your friends has just called you to cancel a prearranged study meeting. You and your other friends are already there.

- b Your network provider has charged you for calls you didn't make. You are phoning their helpline.

- c A new phone you bought last week has stopped working. You are talking to a salesman in the shop you bought it from.

- d Your parents have decided you are using your mobile phone too much. They have decided to confiscate it from you for a few weeks. You think this is unfair.

Change into passive

1- **Our neighbour gave me a lift.**

I was given a lift by our neighbours.

2- **His father punished him for what he did.**

He was punished for what he did by his father.

3- **The children gave Fatma a lovely birthday card.**

Fatma was given a lovely birthday card by the children.

4- **The restaurant prepared the meal for five persons.**

The meal was prepared for five persons.

5- **The mechanic repaired the car.**

The car was repaired by the mechanic.

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At first, this service _____

At first, this service **was used** by the Chinese mainly for official documents.

b Originally, they sent messages using fire and smoke.

Originally, messages _____

Originally, messages **were sent** using fire and smoke.

c The Romans organised an advanced postal system.

An advanced postal system _____

An advanced postal system **was organised** by the Romans.

d They developed a system of post roads with many places where tired riders passed messages to other fresh riders.

A system of post roads _____

_____, where

A system of post roads **was developed** with many places, where messages **were passed** by tired riders to other fresh riders.

e The Romans sent messages 270 kilometres in 24 hours by this system.

Messages were sent by the Romans 270 kilometres in 24 hours by this system.

f Britain introduced the first postage stamps in 1840.

The first postage stamps were introduced in Britain in 1840.

g The Greeks used homing pigeons to deliver messages.

Homing pigeons were used by the Greeks so that messages could be delivered.

2 Rewrite the sentences about modern communication. Start with the words given and change the underlined verbs into the active form.

In the 21st century, mobile phones are used for phone calls and text messages.

In the 21st century, people use mobile phones for phone calls and text messages.

a Phone calls are made to friends wherever they are.

People _____

People **make** phone calls to friends wherever they are.

b Text messages are sent over very long distances very cheaply.

People _____

People **send** text messages over very long distances very cheaply.

c These messages are written very quickly and are received by their friends a few seconds later.

People _____

People **write** these messages very quickly and their friends receive them a few seconds later.

d E-mail is being used by more and more businesses.

More and more businesses **are using** e-mail.

e In some organisations, traditional letters or memos have been replaced by e-mail.

In some organisations, e-mail **has replaced** traditional letters or memos.

3

Complete the sentences with the correct form of *make* or *take*.

If you are going to the post office, could you ~~take~~ this letter for me?

- a Nobody ~~.....~~ **makes** pigeons fly home – it's a natural instinct.
- b They ~~.....~~ **make** special food for homing pigeons.
- c 'Oh no! Someone has ~~.....~~ **taken** our best pigeon.'
- d If you've missed your bus, you could ~~.....~~ **take** a taxi instead.
- e You look exhausted, why don't you ~~.....~~ **take** a five minute break.
- f I was too busy ~~.....~~ **making** lunch to notice the phone ringing.
- g He was ~~.....~~ **made** district manager after his excellent performance.

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- d I think you have the wrong number.
- e I called earlier but no one answered.

- 1 Sorry, isn't this 4744421?
- 2 Ok, speak to you soon.
- 3 We don't have voicemail.
- 4 Did you leave a message?
- 5 No she's not, sorry.
- 6 He can't come to the phone right now.
- 7 Sure, I'll just get a pen.

5. No she's not, sorry.

7. Sure, I'll just get a pen.

2. Ok, speak to you soon.

1. Sorry, isn't this 4744421?

4. Did you leave a message?

5 Read the following text messages and match them with their meanings.

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- b sry had 2 leave. brb asap.
- c on way bk from hols now. c u in Q8
- d did ne1 c my coat after football?
- e g2g. bout 2 eat.
- f cnt tlk now. spk soon.

2

5

6

3

4

1

- 1 I'm busy and can't talk at the moment. I'll call you when I'm less busy.
- 2 Hello. Would you like to meet up later?
- 3 I think I left my coat at football practice. Has anyone seen it?
- 4 I have to leave. It's dinner time.
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Hawalli Educational District

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HOD Mr. Hesham Al- Sakhawi

Speaking Taking messages

Listen

1 (11.5) Listen to four answerphone messages and complete a form like this for each message.

Phone message
Name of caller: Day / Time of call:
Message:
Action:

Speak

2 Work in pairs. Choose who is student A and who is student B.

a You are going to leave messages on each other's answerphones.

- A Make up a message that callers will hear when they phone you.
- B Make up a message to leave on your partner's answerphone. Use the information below.

Situation 1

You arranged to go to the library with your friend this afternoon, but you cannot go because you have to look after your little sister. Apologise to your friend and suggest going tomorrow.

Situation 2

You are a doctor in a hospital and an emergency patient has arrived. Phone their next of kin and leave a message. Ask him / her to ring back, and make sure not to alarm them.

Situation 3

You have seen an advert for a summer job in a restaurant in Kuwait City. Leave a message for the restaurant manager. Ask for more details and describe yourself briefly. Be confident.

b Sit back to back with your partner.

- B Make a ringing noise. When you hear the answerphone message, say your message.
- A Say your answerphone message. Then when your partner speaks, make a note of his / her message.

c Exchange roles and repeat steps a and b.

USEFUL LANGUAGE

Giving information in an answerphone message
This is ..., I can't come to the phone at the moment. Please leave a message after the tone.
Message received on (day and date) at (time + a.m. or p.m.)

Leaving a message
This is a message for (Anwar).
Hi (Anwar) - this is (YOUR NAME).
Can you give me a ring?

U 11 L 7 SB P 88



answerphone

n.



another term for “answer machine”

tone

n.

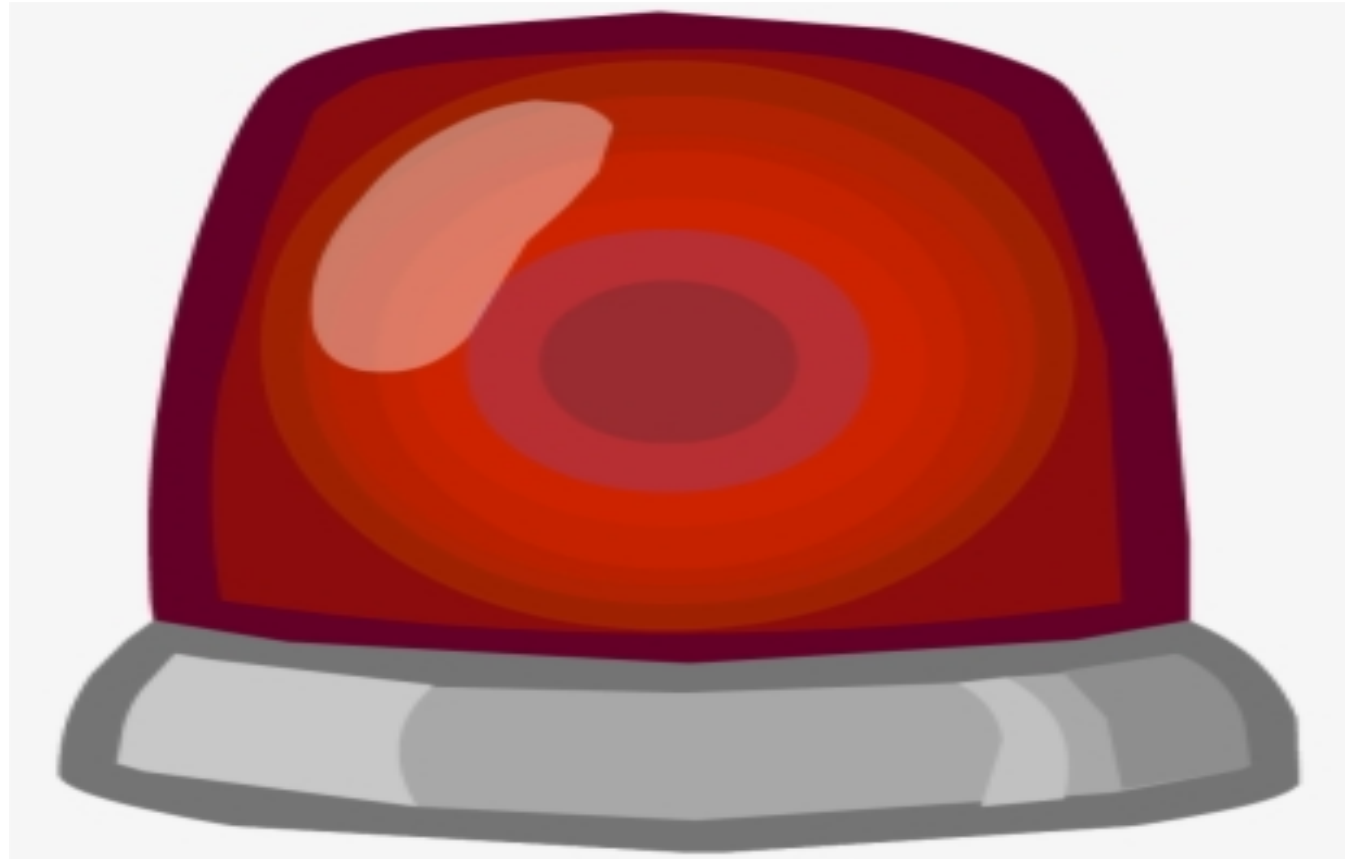
a musical note or sound used as a particular signal



alarm

v.

to cause someone to feel frightened, disturbed or in danger



Briefly

adv.

of short duration



next of kin

n.

a person closest living relative



ring

n.

an informal term for a telephone call



confident

adv.

feeling assured about something

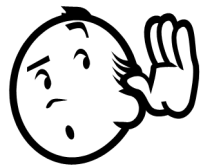


tutor

n.

a private teacher, typically one who teaches a single student or a very small group





(11.5) Listen to four answerphone messages and complete a form like this for each message.

Message :1

Phone message

Name of caller: _____

Faris

Day / Time of call: _____

**Monday 17th
May 11.25 a.m.**

Message: _____

**He can't play tennis tomorrow – he's hurt his wrist –
has to rest it. Mayplay at the weekend?**

Action: _____

Ring him



(11.5) Listen to four answerphone messages and complete a form like this for each message.

Message : 2

Phone message

Name of caller: **Reem**

Day / Time of call: **Wednesday 7th July 8.05 a.m.**

Message: **Can you bring the CD she lent you to school today she needs it.**

Action: **Take CD to school**



(11.5) Listen to four answerphone messages and complete a form like this for each message.

Message : 3

Phone message

Name of caller: **Music Unlimited**

Day / Time of call: **Friday 22nd
November 3.15 p.m.**

Message: **Guitar ready for collection. They are open until 6.00 p.m. today and all day tomorrow.**

Action: **Collect guitar**



(11.5) Listen to four answerphone messages and complete a form like this for each message.

Message : 4

Phone message

Name of caller: University Chemistry Department

Day / Time of call: Tuesday 31st
January 3.15 p.m.

Message: Time of interview changed from 10.30 a.m. to 3.45 p.m.

Action: If new time is inconvenient, call them on 03572 564635.

Speak

2 Work in pairs. Choose who is student **A** and who is student **B**.

a You are going to leave messages on each other's answerphones.

A Make up a message that callers will hear when they phone you.

B Make up a message to leave on your partner's answerphone.
Use the information below.

Situation 1

You arranged to go to the library with your friend this afternoon, but you cannot go because you have to look after your little sister. Apologise to your friend and suggest going tomorrow.

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A Say your answerphone message. Then when your partner speaks, make a note of his / her message.

c Exchange roles and repeat steps **a** and **b**.

USEFUL LANGUAGE

Giving information in an answerphone message

This is ..., I can't come to the phone at the moment.

Please leave a message after the tone.

Message received on (day and date) at (time +
a.m. or p.m.)

Leaving a message

This is a message for (Anwar).

Hi (Anwar) – this is (YOUR NAME).

Can you give me a ring?



Thank you

Nasser Al-Saeed Sec. School For Boys

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Under the auspices of :

HOD Mr. Hesham Al- Sakhawi



Writing Notes and messages

task

You are going to write a reply to an e-mail and a phone text message.



Emails

- 1 Read the original e-mail and the reply to it.
 a Is Nasser going to meet Anwar?

<p>Dear Nasser, Good to see you again yesterday. Thanks for the lunch. Must meet up again soon. Would you like to come to us next Sunday? Let me know. Anwar</p>	<p>Dear Anwar, Thanks for your e-mail. Yes, we enjoyed your visit very much. Very kind of you to invite me over. Great idea! Will have to ask my parents. Will let you know as soon as possible. Nasser</p>
---	---

- b In e-mails, words are often left out for speed. What words have Anwar and Nasser left out of their e-mails? Show where words are missing.
- | | |
|-----------------------------|---------------------------------|
| 1 ▲ Good to see you again | 3 ▲ Will have to ask my parents |
| 2 ▲ Must meet up again soon | 4 ▲ Great idea! |

- 2 Now reply to this e-mail.

☹ ☹ ☹ ☹ ☹

🗑️ 📧 📧 📧 📧 📧

Delete Reply Reply All Forward Print

Dear ...

> Having a party next weekend. Hope you can make it.
 > Starts at 5.30 and should end about 10. Is that OK?
 > Most of the students in our class will be there.
 > Let me know ASAP.
 > Your friend

Words to remember
 alarm, answerphone,
 briefly, confident,
 next of kin, ring,
 tone, tutor

Mobile text messages

- 3 Read and 'translate' these phone text messages.
 a THX 4 CALLN. _____ b IM WSNG 4 U. _____ c CU LBR. _____

IM - I am	PLZ - please	2DAY - today
LBR - later	RU - are you	4 - for
THX or TKS - thanks	CU - see you	WS - wait

- 4 Now write your own text messages and send them to a partner.
-

 Fill in the spaces with words from the list:

briefly / ring / tutor / next of kin

1-What a strange.....**ring**..... tone of your mobile phone!

2-I think your child needs a good**tutor**....., he is a low achiever.

3- He is my dearest and nearest. Actually, he' s my.....**next of kin**.....

4- You need to answer the questions.....**briefly**....., don't give details.

 **Choose the correct answer from a, b, c and d:**

1-All Muslims know the fact that strong faith in Allah makes people feel more.....

a- unreliable

b- portable

c- confident

d- frequent

2-Tom keeps some dogs on his farm tohim in case of any danger of robbers.

a- alarm

b- flash

c- unlock

d- overtake

3-Can you tell me what happenedI have no time to waste.

a- urgently

b- currently

c- confidently

d- brietly

4- Do you know how this.....works, I want to wind it up.

a- frequency

b- answerphone

c- tutor

d- conference



1 Read the original e-mail and the reply to it.

a Is Nasser going to meet Anwar?

Dear Nasser,
Good to see you again yesterday.
Thanks for the lunch.
Must meet up again soon. Would you
like to come to us next Sunday?
Let me know.
Anwar

Dear Anwar,
Thanks for your e-mail.
Yes, we enjoyed your visit very much.
Very kind of you to invite me over.
Great idea! Will have to ask my parents.
Will let you know as soon as possible.
Nasser

b In e-mails, words are often left out for speed. What words have Anwar and Nasser left out of their e-mails? Show where words are missing.

1 ▲ Good to see you again

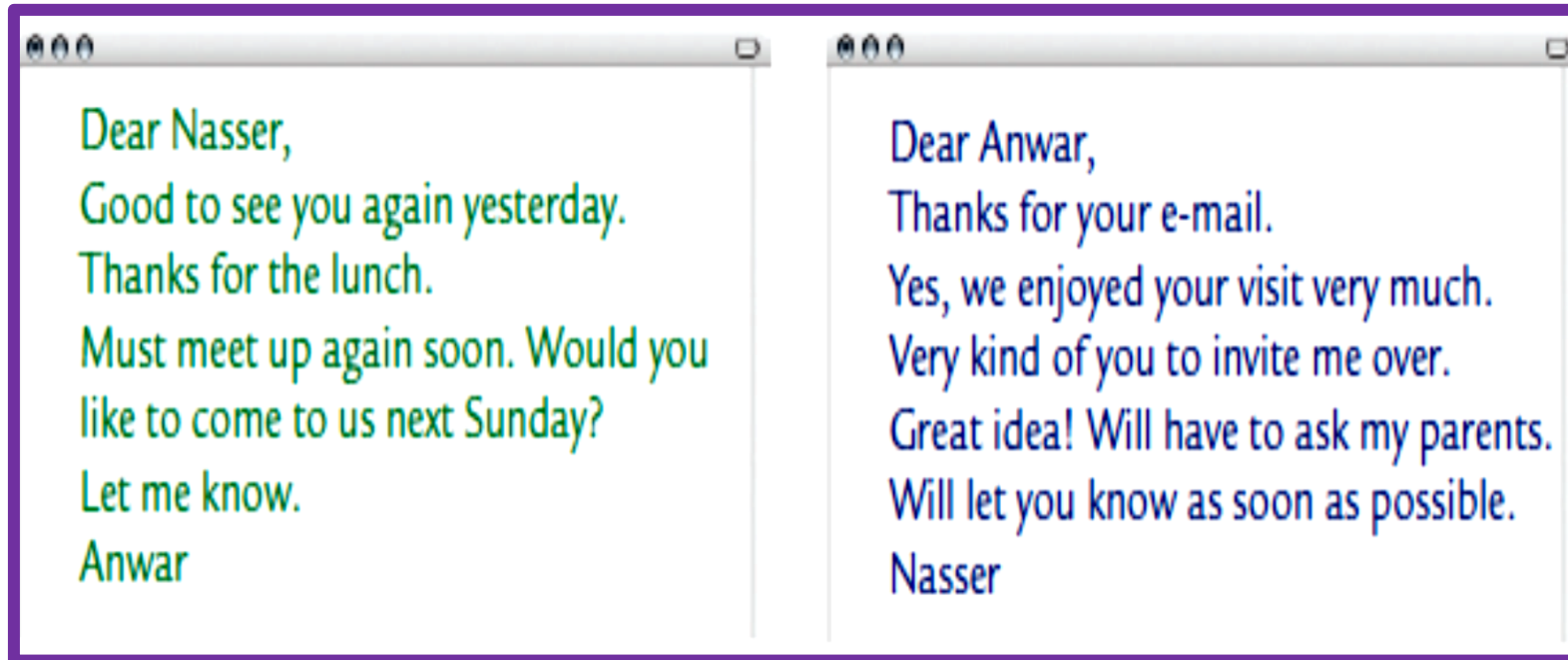
2 ▲ Must meet up again soon

3 ▲ Will have to ask my parents

4 ▲ Great idea!

Read the original e-mail and the reply to it.

a. Is Nasser going to meet Anwar?



We don't know if Nasser is going to meet Anwar – it depends on his parents.

b. In e-mails, words are often left out for speed.
What words have Anwar and Nasser left out of their e-mails? Show where words are missing.

1. Good to see you again

It was

It was good to see you again.

The background is a solid blue color. In the lower right, a hand is holding a white smartphone. Numerous white outline icons of envelopes are scattered across the background, some appearing to float or be sent from the phone.

2. Must meet up again soon

We

We must meet up again soon.

3. Will have to ask my parents

I

I will have to ask my parents.

4. Great idea!

That's a / What a

That's a great idea!
What a great idea!

Writing

Notes and messages



You are going to write a reply to an e-mail and a phone text message

2 Now reply to this e-mail.



Delete



Reply



Reply All



Forward



Print

Dear ...

- > Having a party next weekend. Hope you can make it.
- > Starts at 5.30 and should end about 10. Is that OK?
- > Most of the students in our class will be there.
- > Let me know ASAP.
- > Your friend



Mobile text messages

3 Read and 'translate' these phone text messages.

a THX 4 CALLN.

b IM W8NG 4 U.

c CU L8R.

IM = I am

L8R = later

THX or TKS = thanks

PLZ = please

RU = are you

CU = see you

2DAY = today

4 = for

W8 = wait

a. **THX 4 CALLN: Thanks for calling.**

b. **IM W8NG 4 U: I'm waiting for you.**

c. **CU L8R: See you later.**

4 Now write your own text messages and send them to a partner.

Are you for or against the new language which developed because of the abbreviated text messages. Why?

I am for because it is easier and faster. It saves time and effort.

I am against because day after day we lose our language.



Nasser Al-Saeed Sec. School For Boys

Hawalli Educational District

English Department

Under the auspices of :

HOD Mr. Hesham Al- Sakhawi

read



write

3 Read Nada's letter. Then, answer the following questions:

Al-Maarri Street
Kuwait City
Kuwait
16th February

Dear Salma,

This is Nada Ahmed. Remember me? We were friends in primary school. We haven't seen each other for about ten years - right?

Anyway, how are you? I got your address from Dalia. What are you doing now? Are you working? You always wanted to be a translator!

At the moment, I'm studying medicine at the university here. I think I've changed a lot over the years. I don't like history anymore - I prefer maths and science now. Do you remember Layla? She's on the same course as me, and guess what - we're best friends now!

Well, I must finish now because I've got an exam tomorrow. Write back soon and tell me all your news.

All the best,
Nada

1 Match each paragraph with one of the following:

- a a reason to end the letter
- b questions about the other person
- c information about Nada's life
- d saying who you are

2 Find examples of informal style:

- a contractions (e.g. isn't) _____
- b punctuation (e.g. exclamations ! and dashes -) _____
- c informal words and phrases (e.g. anyway, well) _____

3 Write a paragraph giving instructions on how to write a letter. Describe the following stages, and add other details.

Stage 1: deciding who to write to

Stage 2: making notes

Stage 3: writing the letter

Writing

1 What are the purposes of the three e-mail messages below? Write the message letter (A-C) next to the appropriate purpose. (There are more purposes than you need.)

- Purposes**
- a request for information
 - b apology
 - c complaint
 - d congratulations
 - e giving information
 - f request for a meeting

B

To: Maha

Subject:

Dear Maha,

Well done! It'll be a fantastic job - sure you'll enjoy it. Lucky you! When does it start?

All the best!
Huda

A

To: Riadh

Subject:

Riadh,

Can we get together 4.00 p.m. Wednesday Room 293? Need to discuss yesterday's sales figures. Get back to me as soon as possible.

Abdelhameed

C

To: Dear All,

Subject:

Will be in Turkey Nov 9 to Jan 4.

Contact details:
Phone: 00 66 7187 4243 (mobile)
Text messages: Jaber 07795 203498; Abbeer 07795 203499
Email: abbeerjaber@blah.com

See you in the new year
Jaber and Abbeer

2 The messages have been written in a hurry and some words have been left out. Choose two messages to rewrite from exercise 1, adding any missing words and making them sound more polite.

A

To: _____

Subject: _____

.....

.....

.....

.....

.....

.....

B

To: _____

Subject: _____

.....

.....

.....

.....

.....

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U 11 L 9

W B

86-87

Writing

1 What are the purposes of the three e-mail messages below? Write the message letter (A–C) next to the appropriate purpose. (There are more purposes than you need.)

Purposes

- a request for information _____
- b apology _____
- c complaint _____
- d congratulations _____
- e giving information _____
- f request for a meeting _____

B **d. congratulations**

Subject:

Dear Maha,

Well done! It'll be a fantastic job - sure you'll enjoy it. Lucky you! When does it start?

All the best!
Huda

A **f. request for a meeting**

To:

Subject:

Riadh,
Can we get together 4.00 p.m. Wednesday Room 293? Need to discuss yesterday's sales figures. Get back to me as soon as possible.

Abdelhameed

C **e. giving information**

New Message

Subject:

Dear All,
Will be in Turkey Nov 9 to Jan 4.
Contact details:
Phone: 00 66 7187 4243 (mobile)
Text messages: Jaber 07795 203498;
Abeer 07795 203499
Email: abeerjaber@blah.com

See you in the new year
Jaber and Abeer

2 The messages have been written in a hurry and some words have been left out. Choose two messages to rewrite from exercise 1, adding any missing words and making them sound more polite.



A
Dear Riadh,
Can we get together at 4.00 p.m. on Wednesday, in Room 293?
We need to discuss yesterday's sales figures.
Please get back to me as soon as possible.
Hameed



B
Dear Maha
Well done! It'll be a fantastic job - I'm sure you'll enjoy it. Lucky you!
When does it start?
I wish you all the best!
Huda

C
Dear All,
We'll be in Turkey from Nov 9 to Jan 4. Our contact details are:
Phone: 00 66 7187 4243 (mobile)
Text messages: Jaber 07795 203498; Abeer 07795 203499
E-mail: abeerjaber@blah.com
We're looking forward to seeing you in the new year.
Jaber and Abeer

3 Read Nada's letter. Then, answer the following questions:

Al-Maarri Street
Kuwait City
Kuwait
16th February

Dear Salma,

This is Nada Ahmed. Remember me? We were friends in primary school. We haven't seen each other for about ten years – right?

Anyway, how are you? I got your address from Dalia. What are you doing now? Are you working? You always wanted to be a translator!

At the moment, I'm studying medicine at the university here. I think I've changed a lot over the years. I don't like history anymore – I prefer maths and science now. Do you remember Layla? She's on the same course as me, and guess what – we're best friends now!

Well, I must finish now because I've got an exam tomorrow. Write back soon and tell me all your news.

All the best,
Nada

1 Match each paragraph with one of the following:

- | | | | | | |
|---|-------------------------------|---|---|----------------------------------|---|
| a | a reason to end the letter | 4 | b | questions about the other person | 2 |
| c | information about Nada's life | 3 | d | saying who you are | 1 |

2 Find examples of informal style:

- a contractions (e.g. *isn't*)
- b punctuation (e.g. exclamations ! and dashes -)
- c informal words and phrases (e.g. *anyway, well*)

3 Write a paragraph giving instructions on how to write a letter. Describe the following stages, and add other details.

Stage 1: deciding who to write to

.....

Stage 2: making notes

.....

Stage 3: writing the letter

.....

.....

.....

.....



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