

B1 ENGLISH

CHAPTER 4 Practice 1

In this practice you will learn

B1 ENGLISH CHAPTER 4 Practice 1		Completed <i>Yes No</i>		Your Score
B1 Writing	• A class forum	☐	☐	/24
	• A professional profile	☐	☐	/26
	• A report on a student meeting	☐	☐	/26
<i>Read this magazine</i>	➤ <i>The International Day of Peace</i>	☐	☐	/24

Learn how to write a post on a class forum.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. to plot
2. to blow up
3. an explosive
4. a bonfire
5. to torture
6. a tradition

Definition

- a. something that people have done for many years
- b. a big fire that people build outside
- c. to destroy something in an explosion
- d. a substance that explodes if it catches fire
- e. to make a secret plan with other people to do something bad or illegal
- f. to cause great pain to someone, normally to get them to share information, to punish them or to be cruel

Reading text: A class forum

Add your comment below:

So cool to read about everyone's home tradition they miss the most! I'm from England but I've been living in the States for five years and the thing I miss the most is Bonfire Night on November 5th.

The best thing about Bonfire Night is the fireworks, oh, and the bonfires! ... and the history behind it. Basically, Guy Fawkes and his friends tried to blow up the Houses of Parliament and kill King James I. They nearly did it too – they hired a room under the Houses of Parliament and filled it with explosives. But someone told the royal palace. The authorities found Guy Fawkes in the room guarding the explosives, and he was sentenced to torture and death.

So it's a tradition that celebrates the fact that the king survived. It also means people don't forget what happens if you plot against your country. There's a kind of poem about it that starts 'Remember, remember the fifth of November, gunpowder, treason and plot.' That's why we build a 'guy' – a life-size model of Guy Fawkes – and burn it on the bonfire. Pretty dark and horrible when you think about it!

.....

Tips

1. It's nice to start by saying something that shows you have read other people's posts.
2. In a class forum you can be quite informal.
3. In informal writing you can sometimes miss out the beginning of a phrase:
So cool to read about everyone's home tradition ...
4. Remember, in a forum you are part of a long conversation with a lot of other people so they might ask you questions.

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. The writer is American.	True	False
2. Bonfire Night is celebrated in autumn in the UK.	True	False
3. Guy Fawkes wanted to blow up the royal palace.	True	False
4. Guy Fawkes's plan worked.	True	False
5. Bonfire Night is a warning as well as a celebration.	True	False
6. Guy Fawkes wanted people to remember him on 5 November.	True	False

Task 2

Circle the best answer.

1. What is the purpose of the first sentence in this post?
 - a. To show the writer has read other posts.
 - b. To say what the post is going to be about.
 - c. For the writer to introduce themselves.
2. Which word is missing from the first sentence?
 - a. They're
 - b. I'm
 - c. It's
3. What does the writer describe as *dark and horrible*?
 - a. Trying to blow up the Houses of Parliament.
 - b. Burning a model of Guy Fawkes.
 - c. Having a party in Britain in November.

4. Which thing does NOT show the writing is informal?
 - a. The writer talks directly to the reader using *you*.
 - b. The writer sometimes uses sentences that are not complete.
 - c. The writer gives some information about the history.
5. What does the word *Basically* mean at the beginning of a sentence?
 - a. The writer is going to give a summary.
 - b. The writer is going to give a lot of details.
 - c. The writer doesn't know all the details.
6. It's not OK for readers of the post to ...
 - a. be rude to the writer.
 - b. ask questions about Bonfire Night.
 - c. ask questions about July 4th.

Task 3

Write one word to fill each gap.

1. I'm Australian but I've living in the UK for two years.
2. Bonfire Night is celebrated 5 November.
3. The most interesting thing Bonfire Night is the history behind it.
4. Guy Fawkes tried to blow the Houses of Parliament.
5. He caught guarding the explosives.
6. Bonfire Night reminds people of happens if you plot against your own country.

Discussion

What tradition do you like best from your country?

A professional profile

Learn how to write a professional profile.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. brand loyalty
2. brand awareness
3. sector
4. a proven track record
5. to drive engagement
6. strategic

Definition

- a. evidence of all the successes you have had in the past
- b. customers' habit of always buying the same product from the same company
- c. to encourage people to be interested
- d. how much customers know about a product
- e. helping to achieve a plan
- f. an area of economic or professional activity

Reading text: A professional profile

David Beddingfield

Digital Marketing Manager

Summary

Over the past six years I have held various roles in the field of digital marketing and communication and currently lead a small team in the Fast-Moving Consumer Goods (FMCG) sector. I have a proven track record of planning and implementing successful digital marketing campaigns across a range of channels.

Experience

Digital Marketing Manager

Krunch Ltd

Jan 2017 – Present

My role involves strategic focus on all areas of digital marketing within the company and working closely with the main marketing and communications teams. I design and lead all our digital marketing campaigns.

Digital Marketing Executive

Krunch Ltd

June 2014 – Dec 2016

I was responsible for overall social media strategy. I worked on many campaigns to drive engagement with the customers of our breakfast cereals and bars to build brand loyalty. I also led on three key product launches.

Digital Marketing Assistant

Food2Grab Ltd

Sept 2013 – May 2014

In this role I developed my existing knowledge and skills in the fields of social media and consumer goods. I supported the design of multi-channel marketing campaigns to promote brand awareness of our healthy snack range.

Tips

1. Your online profile needs to be concise, engaging and convincing.
2. State a clear title/role under your name.
3. Your summary should be in short paragraphs.
4. Think about who you want to read your profile and write in an appropriate style for them.
5. Add links to examples of your work if you have them.
6. Check it carefully and get feedback from a friend or colleague.

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. David Beddingfield specialises in marketing products via the internet.	True	False
2. David manages people.	True	False
3. He joined Krunch Ltd in 2017.	True	False
4. He is responsible for creating new digital marketing campaigns.	True	False
5. The objective of the breakfast cereal and bars campaign was to tell people about the new product.	True	False
6. The objective of the healthy snack range campaigns was to make sure people knew about the product.	True	False

Task 2

Circle the best verb to complete each sentence.

1. Over the past 18 months, I have ____ different roles across the telecommunications sector.
 - a. done
 - b. held
 - c. worked
2. I have a proven ability to ____ strong relationships with customers and key stakeholders.
 - a. meet
 - b. support
 - c. build
3. I ____ project teams from other departments.
 - a. worked
 - b. supported
 - c. produced
4. During this role I ____ specialist knowledge and skills in the area.
 - a. developed
 - b. supported
 - c. made
5. I was responsible for ____ marketing campaigns.
 - a. creating
 - b. performing
 - c. drawing
6. I worked with the communications team to ____ customer engagement with our brand.
 - a. make
 - b. drive
 - c. force
7. I designed campaigns to ____ brand loyalty among customers.
 - a. make
 - b. do
 - c. build
8. The first objective was to ____ brand awareness for the new range of healthy snacks.
 - a. work
 - b. recommend
 - c. promote

Task 3

Complete the sentences with words from the box.

have	am	an	with	to	of
for	for	In	in	on	on

- I currently editor and team leader for Chestnut Books.
- Over the past four years I held various roles the field of publishing.
- I'm currently responsible managing book projects from initiation to completion.
- My role involves strategic focus new books for children and teens, working closely the editorial team.
- In my previous role, I worked several non-fiction books adult readers and developed my knowledge marketing.
- my current role, I have also organised two book launches with authors promote their new books.

Discussion

Do you have an online profile? Which other tips for profile writing can you share?

A report on a student meeting

Learn how to write a report.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

Definition

- | | |
|-----------------------------|---|
| 1. a hall of residence | a. work needed to keep a building in good condition |
| 2. a process | b. a building where university students live |
| 3. a budget | c. a piece of wood or metal instead of steps to go up or down |
| 4. maintenance | d. a formal system to do something |
| 5. a concern | e. a worry |
| 6. a ramp | f. an amount of money that is available to spend on something |

Reading text: A report on a student meeting

Introduction

This report aims to describe problems in Oak Hall of Residence and discuss possible maintenance work to solve them. The two biggest issues were discussed at a meeting on 12 May, which was attended by 165 of the 250 students who live in the building.

Issue 1: temperature in rooms

A number of students complained that the second-floor bedrooms are too hot. Concerns were raised about lack of sleep and students finding it hard to study in their rooms. Air conditioning was suggested as a possible solution.

However, there is no budget left for installing air conditioning this academic year. Also, installation can only be carried out during holidays as students cannot be present in the building while the work takes place.

Issue 2: improving wheelchair access to Oak Café

It was noted that wheelchair users can only access Oak Café from the back and not the front entrance nearer the lifts. This makes access to the café difficult for wheelchair users. The university is looking to improve its wheelchair access in general by installing ramps in key areas and work can take place during term time with no issues for staff or students.

Conclusion and recommendations

Taking the factors mentioned into account, August would be the best time for the installation of air conditioning. Until then, the university could consider supplying fans to each second-floor room so students can sleep and study comfortably.

The front of the café is recommended as an ideal place to install a wheelchair ramp. This work can take place immediately and should be a priority.

.....

Tips

1. Start with the aim of the report and say where the information comes from.
2. Use subheadings to make the layout clear. Follow a logical structure, e.g.:
 - Introduction
 - The problem(s) (Give each issue a separate section)
 - Conclusion and recommendations
3. Assume the person reading the report has asked you to write it and needs only a brief introduction to the situation.
4. Use an impersonal, formal style.
5. Use the passive to keep the focus off individual people:
Concerns were raised about ...
... was suggested ...
6. You should also use objective language for recommendations and conclusions:
... would be the best ...
the university could consider ...
... is recommended ...

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. You should begin a report with your most important recommendation.	True	False
2. You should explain the context of the report in detail.	True	False
3. You should use sub-headings.	True	False
4. This sentence is in the right style for a report: <i>In this report I'm going to talk about a few problems in Oak Hall of Residence, where we live.</i>	True	False
5. This sentence has the right tone for a report: <i>I think air conditioning is the best solution for me and my friends.</i>	True	False
6. This sentence has the right tone for a report: <i>Some building work is needed at Oak Hall.</i>	True	False

Task 2

Write the phrases in the correct group.

A number of people complained that ...	I suggested a solution.
My housemates and I think ...	Concerns were raised that ...
Maya mentioned that ...	A range of solutions were suggested.
It would be better to avoid major building work during term time.	We do not think it is a good idea to do the work in term time.

Impersonal/Objective	Personal/Subjective

Task 3

Complete the second sentence using the passive (in the same tense) so that it has the same meaning as the first.

1. Oak Hall needs maintenance work.

Maintenance work at Oak Hall.

2. People raised concerns about the temperature of the rooms.

Concerns about the temperature of the rooms.

3. Someone suggested air conditioning.

Air conditioning

4. They can only install air conditioning during the holidays.

Air conditioning can only during the holidays.

5. They can complete the ramp installation during term time.

The ramp installation can during term time.

6. People have made complaints about the budget.

Complaints about the budget.

Discussion

Have you ever had to write a report? What for?

The International Day of Peace

The International Day of Peace is on 21 September. It's a day that aims to reduce violence and to strengthen the ideals of peace around the world.

Before reading

Do the preparation task first. Then read the article and do the exercises.

Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

Vocabulary

1. unity
2. meditation
3. awareness
4. hostilities
5. to commemorate something
6. bullying
7. a ceasefire
8. to combat something

Definition

- a. an agreement to stop fighting, especially between two armies
- b. fighting in a war
- c. to remember officially and give respect to something
- d. to try to stop something bad from happening or increasing
- e. an activity in which you give your attention to only one thing, to become focused and relaxed
- f. the state of being joined together or in agreement
- g. when someone hurts you or makes you feel bad again and again
- h. knowing that a situation exists and understanding it based on information

The International Day of Peace

With so many people around the world suffering as a result of war and violence, the International Day of Peace is as important as ever. This special day, which was declared by the United Nations in 1981, is observed on 21 September every year.

The International Day of Peace at the United Nations

On International Peace Day, the United Nations asks for a 24-hour ceasefire of all hostilities around the world. It also asks people to observe one minute of silence at noon to honour victims of war and violence. The day begins with the Peace Bell Ceremony at the United Nations headquarters. The Peace Bell was donated by the United Nations Association of Japan in June 1954 and is made of metal that includes coins contributed by people from 65 member countries. The bell is a symbol of hope for peace and is rung several times a year, including on International Peace Day. After the bell has been rung, the UN Secretary-General delivers a message.

The purpose of the International Day of Peace

The International Day of Peace is for ‘commemorating and strengthening the ideals of peace within and among all nations and peoples’. Put simply, it aims to build a more peaceful world for everyone who lives in it. Peace affects almost every aspect of our lives. Each year, the United Nations chooses a different theme for this special day, for example ‘End racism: build peace’ or ‘Climate action for peace’. This helps us to see that true peace can only be achieved when all people are treated equally, or that we must combat the climate emergency, which threatens all of our lives.

International Day of Peace events

As well as taking part in a one-minute silence at midday (local time), people in cities, towns and villages worldwide can get involved in many different events on this special day. This could be in the field of the arts, with photography, film, music or dance. It could be sports activities such as a football match for peace. Or it could be yoga, meditation and prayer. Children and teenagers also take part in a wide range of activities related to peace and unity, often focusing on preventing school violence and bullying.

International Day of Peace online

With the internet and social media, there is a lot more awareness of International Peace Day than back in 1981. Social media posts sharing information, ideas and peace messages reach millions of people all over the globe. There are many online events which people can register for on the day, such as live shows, conferences and workshops.

What we can all do for peace

The International Day of Peace isn’t just about ending international conflicts. It is also about changing our behaviour towards each other and our environment. For example, we can try to bring peace to our personal lives by saying sorry and making peace with someone we know. Individual actions add up to great things when they are multiplied by millions of people all over the planet, and we can all contribute to making the world a more peaceful place.

Tasks

Task 1

Match the information (1–6) to the explanations (a–f).

Information

1. 21 September
2. the internet and social media
3. 1981
4. 1954
5. racism and climate action
6. films, meditation and football matches

Explanation

- a. the year when the International Day of Peace began
- b. the date when the International Day of Peace takes place every year
- c. the year when the Peace Bell was given to the United Nations
- d. some of the themes for the International Day of Peace
- e. some of the events that take place
- f. technology that has helped increase awareness of this day

Task 2

Complete the sentences.

events	bullying	silence	ceasefire
peaceful	peace	theme	coins

1. The United Nations asks for a of 24 hours.
2. It also asks people to observe one minute of
3. The Peace Bell is made of metal that includes from different countries.
4. The Peace Bell is a symbol of hope for
5. Each year there is a different for the International Day of Peace.
6. Activities for young people often focus on the problem of
7. You can register for online for the International Day of Peace.
8. By changing our behaviour, we can help to make the world more

Discussion

Did you learn anything new from this article?

B1 ENGLISH

CHAPTER 4 Practice 2

In this practice you will learn

B1 ENGLISH CHAPTER 4 Practice 2		Completed		Your Score
		Yes	No	
B1 Writing	• A restaurant review	☐	☐	/
	• A thank-you message	☐	☐	/
	• An email giving holiday advice	☐	☐	/
Read this magazine	➤ UN World Humanitarian Day	☐	☐	/

A restaurant review

Learn how to write a restaurant review.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Which words would you see in a restaurant review? Choose the six correct answers.

- _____ mains
- _____ side order
- _____ receptionist
- _____ service
- _____ tip
- _____ check out
- _____ reservation
- _____ order

Vega, New York

Reviewed yesterday

★ ★ ★ ☆ ☆

Great mains, pity about the chips

Came for lunch with my sister. We loved our Thai-style mains which were amazing with lots of flavour, very impressive for a vegetarian restaurant.

But the service was below average, and the chips were too terrible to finish.

When we arrived at 1.40, we had to wait 20 minutes while they got our table ready. OK, so we didn't have a reservation, but the restaurant was only half full. There was no reason to make us wait at all.

We ordered the chips as a side dish and they looked delicious. But, when we tasted them, they were overcooked and swimming in oil so we left most of them. We expected a lot more for \$10!

When the waiter asked if everything was OK, we said we really didn't like the chips and he said 'That's funny, I love them' and that was it. He didn't offer us anything else or take them off our bill. Also, when we didn't leave a tip, he looked annoyed.

I was really excited about visiting Vega, and the mains were just fantastic, but the rest of the experience was really disappointing.

.....

Tips

1. Use an informal or semi-formal style.
2. In the title, give the main idea or opinion.
3. Write about the important parts of the experience, not every detail.
4. Organise your ideas into paragraphs.
5. Write about the good and the bad.

Tasks

Task 1

Choose the correct answer.

1. The review overall is ...
 - a. very positive.
 - b. partly positive, partly negative.
 - c. very negative.
2. When they arrived at the restaurant, the problem was ...
 - a. they had to wait.
 - b. they didn't have a reservation.
 - c. the restaurant was already full.
3. The best thing was ...
 - a. the service.
 - b. the side dish.
 - c. the mains.
4. The chips were ...
 - a. delicious.
 - b. overcooked and oily.
 - c. more than \$10.
5. They didn't leave a tip because the waiter was ...
 - a. annoying.
 - b. slow.
 - c. unhelpful.

Task 2

Put the words in the correct group.

amazing	overcooked	below average	fantastic
impressive	disappointing	terrible	delicious

Positive	Negative

Task 3

Complete the review.

arrived	service	menu	try
bill	delicious	ordered	dishes

Sandy's café: a good option for a quick lunch

My colleague and I decided to try out this café near our office.

The staff gave us a warm welcome. We asked about the ingredients of the (1)..... , because my colleague can't have anything with nuts in, and they were helpful.

He (2)..... a vegetable curry and I went for a toasted sandwich. Unfortunately, that was off the (3)..... , so I had a four-cheese pizza instead. The food

(4)..... fast! The pizza was (5)..... .My colleague liked his curry too

but it was quite spicy for him. The (6)..... for both of us came to £20 including the

(7)..... charge, which we thought was reasonable. I'll be back to

(8)..... that toasted sandwich some time.

Discussion

Have you ever had a bad meal in a restaurant?

Writing: B1

A thank-you message

Learn how to write a thank-you message to a colleague.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Write the sentences in the correct group.

I'll be in touch again soon.	We couldn't have finished it on time without you.	We hope to work with you again on future projects.
Thank you for your help on the project last month.	I look forward to working with you more closely this year.	You stepped in to support us.

About the past	About the future

Reading text: A thank-you message

From: Paco

To: Maria

Subject: Thanks

Hi Maria,

I hope you're well.

I'm just writing to say thanks for your help on the project last month. We really appreciate you stepping in to support us. I know you had to put in extra hours to catch up on your own work, so thank you very much.

Your expertise was vital for this project and we couldn't have finished it successfully without you. You really helped us and we hope to work with you again on future projects.

I'll be in touch again soon about possible future collaborations. I look forward to working with you more closely this year.

All the best,

Paco

Tips

1. Start with a friendly comment:
I hope you're well.
2. It's usually best to use an informal style with colleagues:
Hi Maria, ...
Thanks for your help.
3. Keep it short.
4. Mention the good work they did and the positive effect of it:
Your expertise was vital for this project.
We couldn't have finished it successfully without your help.
5. End with a positive comment about future collaboration:
I hope to work with you more closely in future.
I look forward to working with you again.

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. Paco and Maria are both working on the same project at the moment.	True	False
2. Paco and Maria usually work on the same team.	True	False
3. Maria helped Paco and his team finish a project on time.	True	False
4. When Maria helped Paco, she also completed her own work very easily.	True	False
5. Maria has specialist knowledge which helped the project.	True	False
6. Paco wants to work with Maria again.	True	False

Task 2

Complete the sentences with phrases from the box.

work with you

just writing

thanks again

very helpful

forward to hearing

a lot of expertise

1. I'm to say thanks for your help.
2. Your work on this was
3. I know you had to catch up on your own work, so
4. You have in this area.
5. I hope to more closely this year.
6. I look your thoughts on the new project.

Task 3

Write one word to fill each gap.

1. I'm just writing say thanks your help with the presentation last week.
2. Thank you so much for stepping to help.
3. I know you had to put extra hours to catch on your own work.
4. We hope to work you again future projects.
5. I'll be touch again soon.
6. I look forward working with you more closely.

Discussion

When was the last time you thanked a colleague for something?

Writing: B1

An email giving holiday advice

Learn how to write an email to give holiday advice.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Put the phrases in the correct group.

Regards, Clive	Dear Claude,	See you soon, Clive	Hi Claude!
Lovely to hear from you.	Thank you for your email.	I look forward to meeting you.	I hope we can meet up!

Informal	Formal

An email giving holiday advice

From: Janet Hill

To: Sunny Chen

Subject: Hi!

Hi Sunny!

How are you?

We're finally coming to Singapore so I wanted to ask your advice on what we should do while we're there. What shouldn't we miss? We'll have our two kids aged 6 and 8 with us so ideally we want to do things we can enjoy as a family.

We've already got a hotel booked in Marina Bay and we arrive on 12 May for a week.

I hope you're around so we can meet up!

See you soon,

Janet

From: Sunny Chen

To: Janet Hill

Subject: Re: Hi!

Hi Janet!

Lovely to hear from you and how exciting that you're coming!

You've picked a great area to stay in as it's right next to a must-see attraction, Gardens by the Bay. They light them up at night and the kids will love it. Another place to take the little ones is the zoo, and the Night Safari is really worth doing. The animals are much more active at night than during the day, so it's pretty special.

As for food, there's quite a variety here. I'd recommend trying laksa and kaya toast – they're both really typical Singaporean foods. You can also eat well and cheaply at street markets. You should definitely check them out.

Can't wait to see you all!

Sunny

P.S. My number here is +65 1234 1234.

.....

Tips

1. Start informal emails with *Hi + name* instead of *Dear + name*.
2. An informal email can be like a conversation, so you can start with *How are you?*
3. If you're replying, you can start with *Lovely to hear from you*.
4. Use these phrases to make recommendations:
 - ... *is worth doing / seeing / going to*.
 - ... *is a must-see (attraction)*.
 - *I'd recommend ...*
 - *You can ...*
 - *You should ...*
5. Say why you recommend those things.
6. You can add something at the end using *P.S.*

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. The two people don't know each other well.	True	False
2. Janet has wanted to visit Singapore for a long time.	True	False
3. They're having a two-week holiday.	True	False
4. The hotel is near a tourist attraction.	True	False
5. Sunny recommends going to the zoo in the morning.	True	False
6. Sunny thinks the street markets would be good places for Janet and her family to eat.	True	False

Task 2

Complete the sentences with the words from the box.

will	doing	must-see
recommend	worth	should

- I'd staying in the city centre.
- You try the local food while you're here.
- The National Museum is going to.
- Your kids love it.
- The castle is a attraction.
- Another thing that's worth is a walking tour of the old town.

Task 3

Write the words to complete the email.

Hi Sam,

(1)..... are you?

Guess what, we're coming to Manchester in April! Will you be there then? What's your advice on what we (2)..... see and do while we're there?

See you soon,

Adil

Hi Adil!

(3)..... to hear from you! Yes, I'll be here in April so let's meet up ☺

I'd (4)..... staying in the city centre so you're close to everything. I know you like football so you (5)..... definitely go to a match, and the Football Museum is another must-(6)..... The Northern Quarter is (7)..... seeing as well.

It's a really cool place.

Looking forward to it!

Sam

(8)..... Let me know your flight details!

Discussion

What would you recommend to tourists near where you live?

UN World Humanitarian Day

What risks do people face when they are in countries at war? And why are humanitarian workers a target for attacks? The UN's World Humanitarian Day puts the focus on these important questions.

Before reading

Do the preparation task first. Then read the article and do the exercises.

Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

Vocabulary

1. a humanitarian
2. a civilian
3. to commit
4. a shortage
5. aid
6. shelter
7. to target
8. a petition

Definition

- a. to promise that you will do something; to make a strong decision to do something
- b. to direct an attack at a specific person or group
- c. a document which people sign asking a leader to do something
- d. a temporary place to live
- e. a person who helps other people living in difficult conditions
- f. a situation in which you don't have enough of something
- g. a person who is not a member of the military or the police
- h. money, food or other items for people in need

UN World Humanitarian Day

'No one is winning these wars. We are all losing.'

UN Secretary-General, António Guterres

At the United Nations, 19 August is a day to reflect. It was on this day in 2003 that the UN building in Baghdad was hit by an enormous terrorist bomb. Most of the 22 people who died in the attack had been involved in humanitarian missions in Iraq. Among the dead was Sergio Vieira de Mello, the UN's top representative in the country. Every year, the UN commemorates the loss by observing World Humanitarian Day.

What is the objective of World Humanitarian Day?

This is a day to remember the brave humanitarian workers whose daily work can involve terrible dangers and even a risk to their lives. However, it is also a day to build public support for the people at the centre of this humanitarian work: the many millions of civilians around the world whose lives have been affected by conflict. Therefore, 19 August is a day to ask

world leaders to commit to protecting vulnerable civilians and to do more to end conflicts in the world.

Where do these conflicts exist?

The UN has recently reported that, at the time of writing, the world's worst humanitarian crisis is in Yemen. Due to war and a shortage of food, it is said that up to 75 per cent of the population (that's about 22 million people) are in need of humanitarian aid and protection. Meanwhile, wars continue in Syria and South Sudan and these are just a few of the countries where conflict is forcing people to live in extreme difficulty or to become refugees.

What risks do humanitarian workers face?

Humanitarian workers must often risk their own lives to provide civilians with food, shelter or healthcare. Sometimes these workers are attacked by people who want to steal food or medicine. Many conflict zones also have big problems with political or terrorist groups who see humanitarian workers as an ideal target to get international attention.

What is #notatarget?

In recent years, the UN has promoted this online hashtag. Its message is very clear. Humanitarian workers have just one mission: to help people in need. And they should be able to do this in safe conditions. They should not be a target. At the same time, these workers travel to very dangerous places to provide aid for innocent civilians who have not chosen to live in conflict. The hashtag also implies that civilians should not be a target.

What can I do?

It may seem as if the problems of the world are impossible to fix, but there are a few things that you can do to help in some way. As a first step, inform yourself about the major humanitarian problems that the world is facing at the moment. With a quick online search, you will probably also find online petitions asking global leaders to increase their help for civilians in conflict zones and for the refugees that come from these situations. Or if you would prefer to help in a more practical way, try following the advice from previous campaigns for World Humanitarian Day: do something good, somewhere, for someone else.

Sources:

<http://www.un.org/en/events/humanitarianday/>

<http://interactive.unocha.org/publication/globalhumanitarianoverview/>

Tasks

Task 1

Write a number (1–6) to put the ideas in the order they are mentioned in the text.

- _____ The origins of World Humanitarian Day
- _____ The reasons why humanitarian workers have a dangerous job
- _____ It's not necessary to be a humanitarian worker to help
- _____ Wars are terrible for all of us
- _____ An online campaign to keep humanitarian workers safe
- _____ Three countries which have extreme conflicts

Task 2

Are the sentences true or false?

	Answer	
1. In 2003, something terrible happened at the UN.	True	False
2. On World Humanitarian Day, the UN asks leaders to make a promise.	True	False
3. In Yemen, many people don't have enough to eat.	True	False
4. According to the UN, the conflict in Syria is the biggest humanitarian crisis at the moment.	True	False
5. It is not common for humanitarian workers to be a target for attacks.	True	False
6. One way to help is to sign your name to online campaigns.	True	False

Discussion

Describe a simple way that we can 'do something good, somewhere, for someone else'. Would you like to work as a humanitarian worker?

B1 ENGLISH

CHAPTER 4 Practice 3

In this practice you will learn

B1 ENGLISH CHAPTER 4 Practice 3		Completed		Your Score
		Yes	No	
B1 Writing	• An email to explain an accommodation problem	☐	☐	/
	• An email to invite someone to a job interview	☐	☐	/
	• Describing a bar chart	☐	☐	/
Read this magazine ➤	International Day of Friendship	☐	☐	/

An email to explain an accommodation problem

Learn how to write an email to explain a problem with your accommodation.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

Vocabulary

1. on behalf of someone
2. occasionally
3. a flatmate
4. to run
5. to cause something
6. to cut out
7. a landlord or landlady
8. an (electrical) appliance

Definition

- a. someone you share a flat with
- b. for someone you share a flat with
- c. (for an electrical item) to stop working suddenly
- d. to be working or using electricity
- e. to make something happen
- f. sometimes
- g. the owner of a flat or house that is rented
- h. an electrical item for the home, like a washing machine or an iron

An email to explain an accommodation problem

From: Eloisa Marr

To: Sam Matthews [landlord]

Subject: 32 Acacia Avenue electricity problem

Dear Sam,

I'm writing on behalf of myself and my flatmates about Number 32 Acacia Avenue as we've been having problems with the electricity.

We noticed that if we use more than one appliance at night when the lights are on, the power cuts out. This means that we can't use the dishwasher at the same time as the oven, for example. For a while we have been careful but recently we have found that even in the daytime, more than one machine running can cause a power cut. Occasionally, the power cuts out for no obvious reason.

We know the electrician who came before couldn't find anything wrong, but please can someone come again as the problem is getting worse? If it would be easier, we can arrange an electrician ourselves and send you the bill.

Kind regards,

Eloisa

Tips

1. To email someone who's not a friend, use a neutral style and polite tone.
2. Start the email with *Dear ...* , not *Hi*. End it with *Kind regards* or just *Regards*.
3. Organise your email in three paragraphs: 1. why you're writing, 2. the problem and 3. what you want the solution to be.
4. Keep it short and simple. Only include the important information.
5. Put specific information in the subject line. Don't just put *Problem*.

Tasks

Task 1

Choose the correct answer.

1. The problems have ...
 - a. just started.
 - b. been happening for a while.
2. The main problem is with ...
 - a. the lights.
 - b. the electricity.
3. They first noticed the problem ...
 - a. at night.
 - b. in the day.
4. The last electrician ...
 - a. didn't find the cause.
 - b. fixed the problem.
5. Eloisa offers to ...
 - a. find an electrician.
 - b. pay for the repairs.
6. The writer seems ...
 - a. calm and polite.
 - b. angry.

Task 2

Circle the correct answer.

1. Which option has the right style and tone?
 - a. Dear Mike,
 - b. Hi Mike,
 - c. Mike!
2. Which option has the right style and tone?
 - a. The Wi-Fi's stopped working – yet again!
 - b. We've been having problems with the Wi-Fi.
 - c. The wireless internet service is, regrettably, malfunctioning.
3. Which option has the right style and tone?
 - a. When I go into the kitchen, guess what? No Wi-Fi!
 - b. It's especially bad in the kitchen.
 - c. The kitchen is experiencing the worst of the problem.

4. Which option has the right style and tone?
- a. It has been found that the Wi-Fi is periodically disconnected, the cause of which cannot be determined.
 - b. The Wi-Fi just goes off, totally randomly, you know? We've got no idea why.
 - c. Occasionally, the Wi-Fi just cuts out for no obvious reason.
5. Which option has the right style and tone?
- a. Send a technician ASAP.
 - b. Please can you send someone to have a look?
 - c. We would be profoundly grateful if it is possible to arrange for a technician to visit.
6. Which option has the right style and tone?
- a. The problem seems to be getting worse.
 - b. It's just getting worse and worse. We can't live like this!
 - c. With every passing day, the problem grows.
7. Which option has the right style and tone?
- a. We can call the internet company ourselves, OK?
 - b. We are prepared to, if necessary, communicate with the internet company to arrange for a technician to visit.
 - c. If it would be easier, we can arrange it ourselves with the internet company.
8. Which option has the right style and tone?
- a. Cheers,
 - b. Kind regards,
 - c. Yours sincerely,

Task 3

Put the sentences in order to make the email.

_____ We've been having problems with the central heating since last week.

_____ I'm writing on behalf of myself and my flatmates about Flat 12, 3 Hanley Place.

_____ George

_____ Kind regards,

_____ The radiators in the kitchen and living room aren't working at all. Also, the radiators in the bedrooms feel cold at the bottom.

_____ Please can you send someone to have a look at them? If it would be easier, we can call a plumber ourselves and send you the bill.

_____ Dear Lisa,

Discussion

Have you ever had a bad experience in rented accommodation?

An email to invite someone to a job interview

Learn how to write an email to invite someone to a job interview.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. to be located in/on somewhere
2. to get to know someone
3. a reference
4. scheduled
5. inconvenient
6. to rearrange something

Definitions

- a. planned to happen at a fixed time
- b. difficult or causing problems
- c. to change the time, position or order of something
- d. to learn more about a person
- e. a recommendation from a person who knows you
- f. to be in a particular place

An email to invite someone to a job interview

From: Maja Jakobsson, HR Officer

To: Sanjay Chaudhary

Subject: Invitation to interview at Purple Cloud

Dear Mr Chaudhary,

Thank you for applying for the position of software engineer at Purple Cloud. We would like to invite you for an interview at our Stockholm office.

Your interview is scheduled for Thursday 3 April, at 2 p.m. If this time or date is inconvenient for you, please contact me as soon as possible to rearrange the interview.

At the interview, you will meet our head of HR, Mr Liam Andersson, and our head of IT, Ms Elsa Wallin. They will be telling you more about the job and getting to know you better. You will also have the opportunity to ask questions about the position and the company, and to see the office. The interview will last for about 60 minutes. Please bring two references with you for the interview.

Our offices are located on Kungsbron 2, which is a six-minute walk from Stockholm Central Station. When you arrive, please ask for Mr Liam Andersson at the reception.

We look forward to hearing from you soon.

Best regards,

Maja Jakobsson
HR Officer

.....

Tips

1. In your email, remember to thank the candidate for their application.
2. Remember to include information about:
 - **What** position the interview is for and what will be discussed at the interview.
 - **When** the interview will take place.
 - **Who** to contact if there is a problem, who will be interviewing them and who the candidate should ask for when they arrive.
 - **Where** the interview will be.
 - **How long** the interview will last.
 - **What to bring** – IDs (proofs of identity), references, etc.
3. Write the date in words, e.g. *Thursday 3 April*. Don't write the date in numbers – in some countries 3 April, for example, is 3/4 and in other countries it's 4/3.
4. You can end the email with a set phrase like *We look forward to meeting / hearing from / seeing you soon.*

Tasks

Task 1

Match the answers with the questions.

Kungsbron 2	Mr Andersson and Ms Wallin	Ms Jakobsson	60 minutes
2 p.m. on Thursday 3 April	Software engineer	Mr Andersson	Two job references

1. What position is the interview for?
2. When will the job interview be?
3. Who should Sanjay contact if he can't be in Stockholm on 3 April?
4. Who will be interviewing Sanjay?
5. Who should Sanjay ask for when he arrives?
6. How long will the interview last?
7. Where will the interview take place?
8. What should Sanjay bring to the interview?

Task 2

Write the phrases (1–9) in the correct groups in the box.

1. Dear Mr Chaudhary,
2. Your interview is scheduled for Thursday 3 April at 2 p.m.
3. Thank you for applying for ...
4. You will be able to see the office.
5. It is a six-minute walk from Stockholm Central Station.
6. You will have the opportunity to ask questions about the position.
7. We look forward to hearing from you soon.
8. They will be telling you more about the job and getting to know you better.
9. Our offices are located on Kungsbron 2.

Useful polite phrases	Essential practical information	Telling the candidate what to expect

Task 3

Write the word to fill the gaps.

Dear Sandra,

Thank you for (1) for the position (2) customer service assistant. We (3) like to arrange an interview with you at our offices at 9 a.m. on Thursday 20 December. (4) interview will be with our HR Assistant, Ms Cecil Dubois, and will (5) approximately 30 minutes. During this time, we would like to find out more about your experience and background. The interview will take (6)..... in our offices on 20 rue de Rivoli. When you (7), please ask for me at reception. Please remember to (8) an ID so that you can get a visitor's pass.

We look forward (9) meeting you soon.

Best (10) ,

Charles Bennett

Discussion

What are your tips for doing well in job interviews? What type of questions have you been asked?

Describing a bar chart

Learn how to write about trends in a bar chart.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

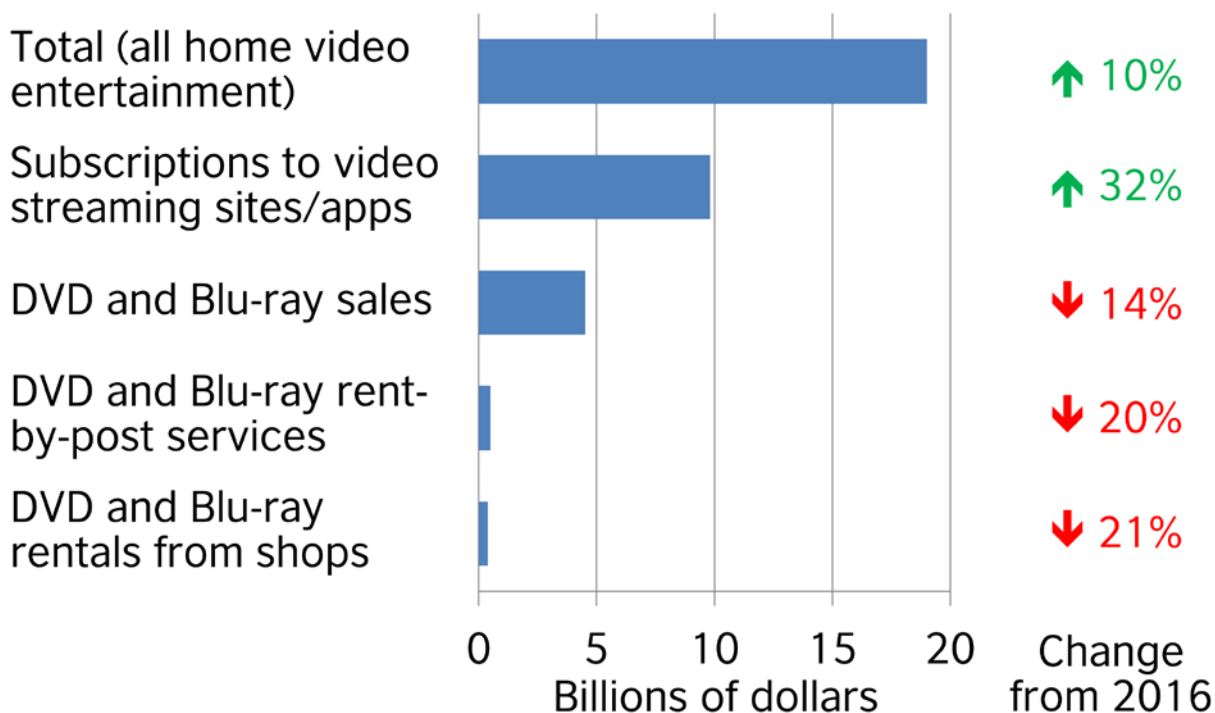
Put these words in the correct group.

to grow	to fall	to remain at (+ number)
to be steady	to increase	to jump up
to drop	to be unchanged	to decrease
to rise	to decline	to be constant

to go up	to go down	to stay the same

Reading text: Describing a bar chart

Consumer spending on home video entertainment (selected categories: USA, 2017)



The chart shows the sales revenue of a selection of home video entertainment formats in the USA in 2017. It also shows the percentage change from the previous year.

Online video streaming was the most popular format in 2017. US consumers spent \$9.8 billion on services such as Netflix, which was a rise of 32 per cent from the previous year. For the average American, this accounted for nearly half of their spending on video entertainment at home.

At the same time, customers were moving away from the three physical formats in the chart. DVD and Blu-ray sales dropped by 14 per cent over the twelve-month period to \$4.5 billion in 2017, and rent-by-post revenues went down by 20 per cent to \$0.5 billion. DVD rental shops saw the largest decline, as spending fell by 21 per cent to just \$0.4 billion.

Overall, there was a clear downward trend in spending on physical video formats, as they all showed relatively low sales and they were all in decline. However, there was an upward trend in paying for streaming.

Please note: This page was designed for writing practice only. Information in the charts may not be accurate.

Tips

1. In the first paragraph, give basic details about the chart including what it shows, where it refers to and when.
2. When you describe chart data, be specific. Mention the category and figure, e.g. *Online video streaming was the most popular format in 2017. US consumers spent \$9.8 billion ...*
3. A trend is a change over time. To describe trends, focus on what is increasing or decreasing compared to some time in the past, e.g. ... *which was a rise of 32 per cent from the previous year.*
4. If several categories show the same trend, talk about them together, e.g. *customers were moving away from the three physical formats in the chart.*
5. State the units of measurement, e.g. *US consumers spent \$9.8 billion.*
6. Many of the verbs for up and down trends can also be used as nouns, e.g. *Spending fell by 21 per cent = There was a 21 per cent fall in spending.* (You can write % or per cent, but be consistent.)
7. Write a conclusion. Say what we learn from the data overall.

Tasks

Task 1

Circle the best answer.

1. In 2017, what percentage of the average American's home entertainment expenses was spent on streaming services?
 - a. 14 per cent
 - b. 31 per cent
 - c. about 50 per cent
 - d. not stated
2. How much did American consumers spend on buying DVDs and Blu-rays in 2016?
 - a. under \$4.5 billion
 - b. \$4.5 billion
 - c. over \$4.5 billion
 - d. not stated
3. Which of the following saw the biggest drop in spending in 2017?
 - a. Streaming services
 - b. DVD and Blu-ray sales
 - c. DVD and Blu-ray subscriptions
 - d. DVD and Blu-ray rental shops

4. Which of the following saw the only growth in 2017?
- Streaming services
 - DVD and Blu-ray sales
 - DVD and Blu-ray subscriptions
 - DVD and Blu-ray rental shops
5. What does the writer conclude from the data?
- Physical video formats will eventually disappear.
 - Video streams were becoming more popular, while physical formats were becoming less so.
 - Digital distribution is cost-effective.
 - American consumers will spend more on home entertainment in the future.

Task 2

Choose the correct answer.

1. Which is the best first sentence?
- The bar chart shows spending on entertainment.
 - In 2017, US consumers spent \$9.8 billion subscribing to streaming services, which was 32 per cent higher than the previous year.
 - The bar chart shows American consumer spending on various home video entertainment formats in 2017.
2. Which of these sentences describes a trend?
- Spending at DVD rental shops fell by 21 per cent over the twelve-month period.
 - Spending at DVD rental shops was \$0.4 billion.
 - Spending at DVD rental shops was the lowest of all the categories in the chart.
3. Which is the correct way to write this amount of money?
- In 2017, US consumers spent 9.8 billion.
 - In 2017, US consumers spent \$9.8 billion.
 - In 2017, US consumers spent 9.8 billion \$.
4. Which sentence gives a more complete description?
- Rent-by-post revenues were \$0.5 billion.
 - Rent-by-post revenues went down by 20 per cent.
 - Rent-by-post revenues went down by 20 per cent to \$0.5 billion.

5. Which is the best conclusion?

- a. Spending on video entertainment in the home was growing overall, thanks to streaming.
- b. For DVD rental shops, spending fell by 21 per cent to just \$0.4 billion.
- c. In total, spending on home video entertainment reached \$19 billion.

Task 3

Complete the second sentence so that it has the same meaning as the first. Write a noun or verb related to the verb or noun in the first sentence.

1. There was a 31 per cent rise in spending.

Spending by 31 per cent.

2. DVD sales dropped 14 per cent.

There was a 14 per cent in DVD sales.

3. There was a 60 per cent fall in prices.

Prices by 60 per cent.

4. The temperature increased by 15 degrees.

There was a 15-degree temperature

5. There was no decline in sales revenue.

The sales revenue did not

6. The population grew by 20 per cent.

There was population of 20 per cent.

Discussion

What trends do you notice in the way people spend their money in your country?

International Day of Friendship

July 30 is the United Nations International Day of Friendship. Read about the importance of friendship and find out why the UN decided to give it a special day.

Before reading

Do the preparation task first. Then read the article and do the exercises.

Preparation task

Match the expressions that have the same meaning.

- | | |
|--------------------------------|--|
| 1. to be based on | a. for one person |
| 2. to cross borders | b. for the whole world |
| 3. to spread | c. lots of different kinds |
| 4. on a global level | d. to develop from |
| 5. all shapes and sizes | e. to become larger and move to new places |
| 6. a greeting | f. the main idea or meaning doesn't change |
| 7. on an individual level | g. to exist in more than one country |
| 8. the spirit is the same | h. something you say when you begin speaking or writing to someone |

International Day of Friendship

The importance of friends

Friends come in all shapes and sizes. They may be someone we met as a child, a classmate at school, someone we met at work or through other friends. They may be friends who live at a distance in another country or virtual friends we've made online. Whoever they are, however we met them, there is a special connection based on a shared history and interests, enjoying doing things together or simply talking and understanding each other. Friends are there to help us at difficult times and to celebrate the good times. Doctors say that friends are very important for both our physical and mental health at all stages in life.

Declaring an international Friendship Day

But friends are not only important on an individual level. Friendship can also be important on a global level. Friendships that cross borders can help bring peace and avoid war. Learning to think of other people, people who are different from us, as our friends helps us work together to build a culture of peace. That's why the UN declared 30 July as its official International Day of Friendship.

The origins of the day

An international celebration was first suggested by the World Friendship Crusade. This organisation was founded by Dr Ramón Artemio Bracho and his friends in Puerto Pinasco, Paraguay, in 1958. They wanted to support the power of friendship and its importance in creating a culture of peace. So, in the same year, they decided to celebrate Friendship Week in Puerto Pinasco and other places in Paraguay. The following year, they repeated the week and finished on 30 July, which they declared as Friendship Day. From there, celebrations of friendship grew and spread across the Americas, then the world, and eventually the UN declared an International Day of Friendship in 2011.

Friendship Days around the world

The International Day of Friendship on 30 July is not the only day celebrating friendship around the world. A number of countries, such as Paraguay, also celebrate on 30 July, but other countries have different dates. For example, Argentina, Brazil and Spain celebrate Friend's Day on 20 July, while in India and the US, they celebrate it on the first Sunday in August. In Finland and Estonia, Friendship Day is celebrated on the same day as Valentine's Day, 14 February.

What do people do on the International Day of Friendship?

Wherever it's celebrated, the celebrations are very similar. Friends meet up to spend time together. They may eat out or have a meal at home. They give each other small gifts: books, flowers, simple jewellery such as a friendship band (a simple bracelet). Some people send each other cards and greetings online. Whatever form the celebration takes, the spirit is the same – to remember the importance of friends and the power of friendship.

Source

<https://www.un.org/en/events/friendshipday>

Tasks

Task 1

Circle the best answer.

1. What is the date of the United Nations International Day of Friendship?
 - a. 20 July
 - b. 30 July

2. In what year was the UN International Day of Friendship officially declared?
 - a. 1958
 - b. 2011

3. Who first thought of declaring an international Friendship Day?
 - a. Dr Ramón Artemio Bracho
 - b. the UN

4. Why is it important to celebrate friendships across borders?
 - a. Because they help create a culture of peace
 - b. Because people make friends online

5. What gifts do people usually give each other?
 - a. Money and expensive jewellery
 - b. Simple gifts like flowers and books

6. How do people usually celebrate the day?
 - a. People go to a public meeting
 - b. Friends spend time together

Task 2

Write the countries in the correct group.

Spain	Paraguay	Brazil	India
Finland	Argentina	Estonia	the USA

This country celebrates on 30 July	These countries celebrate on 20 July
These countries celebrate in August	These countries celebrate on 14 February

Discussion

Do you agree that friends are important?

B1 ENGLISH

CHAPTER 4 Practice 4

In this practice you will learn

B1 ENGLISH CHAPTER 4 Practice 4		Completed		Your Score
		Yes	No	
B1 Writing	• Describing charts	☐	☐	/
	• New Year's resolutions	☐	☐	/
	• Reflective writing	☐	☐	/
Read this magazine ➤	The Eurovision Song Contest	☐	☐	/

Describing charts

Learn how to write about charts.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Put these words in the correct group.

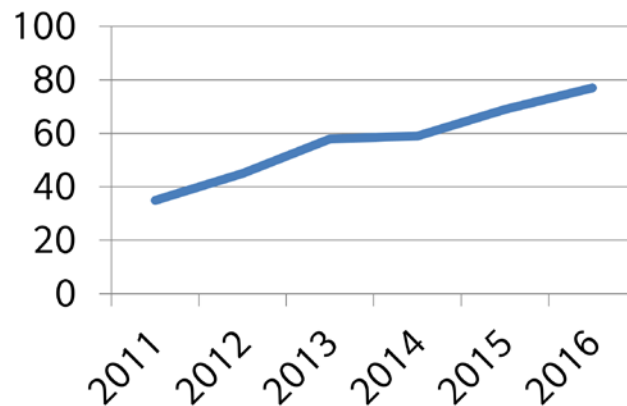
suddenly	steadily	to fall
to go up	to grow	to rise
to go down	to shrink	gradually

verbs that mean <i>to decrease</i>	verbs that mean <i>to increase</i>	adverbs that describe change

Reading text: Describing charts

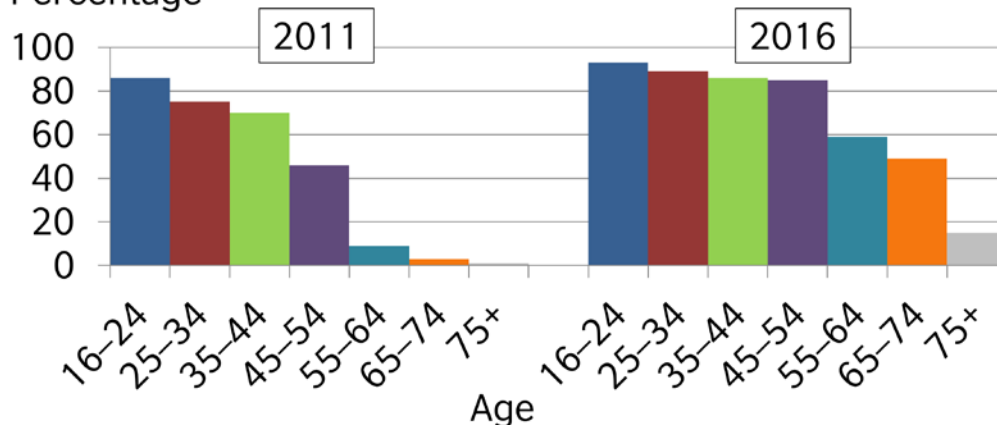
**Smartphone ownership
(percentage of population)**

Percentage



Smartphone ownership by age group: 2011 and 2016

Percentage



The first chart illustrates the percentage of the population who owned a smartphone from 2011 to 2016, and the second breaks the percentages down by age for 2011 and 2016.

Overall, smartphone ownership increased during the six-year period. In general, the younger people were, the more likely they were to own a smartphone. However, the most significant increases in smartphone ownership between 2011 and 2016 came from people aged 45 to 54, from 46% to 84%; from those in the 55 to 64 category, from 9% to 59%; and from those aged 65 to 74, from 5% to 50%.

The percentage of people who owned a smartphone rose steadily, starting at around 35% in 2011 and reaching about 77% by 2016. People aged 16 to 24 represented the greatest percentage of smartphone ownership in both 2011 and 2016. 75% of people aged 25 to 34 and 72% of those aged 35 to 44 owned a smartphone in 2011, rising to 88% and 86% respectively by 2016.

Although almost nobody in the 75+ age category owned a smartphone in 2011, 15% of this group owned smartphones in 2016.

Please note: This page was designed for writing practice only. Information and statistics in the charts may not be accurate.

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Tips

1. If you are doing an exam task, read the instructions and make sure you write according to the word and time limits.
2. Start by saying what the charts show. In an exam, change the words in the question to write the first sentence of your answer, e.g. *These charts show* = *These charts illustrate*.
3. The second paragraph should provide an overview of the key features of the information.
4. The other paragraphs should describe the patterns or trends in more detail. However, only select the most important ones to write about, and don't write about your own ideas.
5. Use linking words and a range of vocabulary to describe what you see in the charts. (You can write % or per cent, but be consistent.)
6. Be careful to use the correct tenses to describe the time periods shown.

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. The first sentence should explain what the charts show.	True	False
2. The detailed information should go after the description of the main trends or findings.	True	False
3. It is a good idea to repeat words to show you know how to use them.	True	False
4. If you write over the word limit in an exam you may lose marks.	True	False
5. It's a good idea to bring in your own general knowledge of the world to explain the trends shown in the charts.	True	False
6. You should try to use a range of language to describe the charts accurately.	True	False

Task 2

Match the sentences or phrases with the same meaning.

Sales grew in 2002.	Sales rose steadily.	Sales increased the most in 2002.
The charts illustrate the changes in ...	Overall, ...	2002 had the highest sales.

1. The graphs show the trends in
2. In general,
3. The biggest increase in sales was in 2002.
4. There was a steady rise in sales.
5. Sales saw growth in 2002.
6. The highest sales come from 2002.

Task 3

Write the word to fill the gap.

1. The charts illustrate the percentage of the population who owned their homes 1995 to 2015.
2. Overall, home ownership increased the first eight years of the period.
3. The younger people were, less likely they were to own their homes.
4. The most significant increase home ownership came from people aged 75 and over.
5. From 2005, home ownership fell most for people aged 18 29.
6. The percentage of people owning their homes started around 64% in 1995.
7. The total percentage of people who owned their homes rose 69% in 2004.
8. Home ownership fell again 69% to 64% by 2015.

Discussion

Do you ever have to write about charts at work or for your studies?

New Year's resolutions

Learn how to write about your New Year's resolutions.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. to invest in something
2. savings
3. to track something
4. to aim to do something
5. a resolution
6. in public

Definition

- a. a promise to yourself to do something
- b. in a place where people can see it
- c. to record and pay attention to something
- d. to plan to do something
- e. to put money into something that will increase in value over time
- f. money you keep in the bank for the future

Write about your New Year's resolutions for the coming year. Before you start, plan what you are going to include and think about who is going to read it.

My New Year's resolutions

by Darren

I like to start every year with my New Year's resolutions. Then I read them next 1 January and see how well I did!

Here are my resolutions this year.

1. Get fit!!

I say this every year but I hope writing it in public will make it more real. I'm aiming for three runs a week – I think I can do it! I think a fitness tracking app might help me achieve it. Or I could find a running partner. If anyone who's reading this wants to be my partner, let me know!

2. Save 10 per cent of my salary a month

Having no savings is starting to worry me and 10 per cent is realistic. It's not too much, but it's not too little that I won't see it add up. I'll put the money into a special bank account that will make it grow ... Actually, I don't know much about that so maybe my next resolution should be to find out how to invest money!!

3. Cook more

I'd like to start inviting friends for dinner and cooking for them. I think once a month is a good plan. By the end of the year I want to have five dishes I can cook really well so people will say, 'Have you ever had Darren's delicious cooking?' Who wants to be my first guest?

.....

Tips

1. Before you start a writing task, make a plan. First, write down lots of ideas you could include. Then choose the best and most interesting ones.
2. Don't write all your ideas in one section. Make one section for each idea. Write a heading for each section to show the reader what it's about.
3. Think about *who* is going to read the text and choose the style accordingly. For your classmates, use an informal and clear style.
4. Keep your reader interested by talking directly to them, e.g. by asking a question.
5. When you have finished your writing, read it and check it for mistakes.

Tasks

Task 1

Write the phrases in the correct box.

Read more	Save money regularly	Save enough money to buy something	Find a new job	Study hard
Find someone to run with	Run three times a week	Eat healthier food	Cook for his friends	Learn how to cook five dishes

Things the writer wants to do	Things the writer doesn't mention

Task 2

Are the sentences true or false?

	Answer	
1. The text has a formal style.	True	False
2. The text is organised as three main sections.	True	False
3. The writer's plan may have had more than these three ideas in it.	True	False
4. The writer didn't use any headings.	True	False
5. The writer talks directly to the reader.	True	False
6. There are lots of mistakes, so the writer didn't check his work.	True	False

Task 3

Complete the sentences.

often	by	every day
a	once	twice

1. I'm going to cook for my friends (one time) a month.
2. I want to be able to run 10 kilometres the end of the year.
3. I'm planning to go running three times week.
4. I'm going to watch a film in English (two times) a week.
5. I'm aiming to revise my English notes for ten minutes
6. I want to cook food at home more

Discussion

Do you make New Year's resolutions? What will next year's be?

Reflective writing

Learn how to write a reflective text about a learning experience.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. an individual
2. to volunteer
3. a challenge
4. focus
5. in general
6. to adapt

Definition

- a. to work for an organisation without being paid
- b. to change something to make it suit different conditions
- c. a single person, not a group
- d. something new and difficult to do
- e. a point to think about or concentrate on
- f. overall

Reading text: Reflective writing

In January I spent three weeks volunteering as an English teacher in my town. I've been thinking about becoming an English teacher for a while so it was a good opportunity to see what it's like. The students had all just arrived to start a new life in the UK and they had a range of levels from beginner to intermediate. They came from a variety of countries and had very different backgrounds and experiences.

For me, the most important thing was the relationship with the students. I was nervous at first and did not feel confident about speaking in front of people. However, I found it easy to build good relationships with the students as a class and as individuals and I soon relaxed with them. It was a challenge to encourage the lower-level students to speak in English, but at least they understood a lot more at the end of the course.

At first, planning lessons took a really long time and I was not happy with the results. Classes seemed to be too difficult for some students and too easy for others, who finished quickly and got bored. I found it was better to teach without a course book, adapting materials I found online to suit their needs. I learned to take extra activities for students who finished early and that was much better.

I still need to continue improving my lesson planning. I would like more ideas for teaching mixed-ability groups and I want to plan the whole course better next time. That way students have a focus for each lesson and a sense of progress and of what they've covered. I'm also

going to put more confident students with beginners when they work in pairs so conversation activities give everyone more chance to speak and students can help each other.

Overall, it was a really positive experience and I learned a lot. I've decided that I would like to become an English teacher in the future.

Tips

1. Reflective writing is more personal than other types of academic writing. You can use the first person (*I ... , My ... , etc.*) and explain how you felt.
2. Think about the experience in detail. Explain what went well and what was challenging, and say what you learned in the process.
3. Use a structure:
 - Short introduction to the situation
 - Evaluate the most important things about the experience, including solutions to problems
 - Say what you would do differently next time
 - Say what you learned overall.
4. Keep the focus on your learning process and what you will do better in future.

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. You should keep your writing impersonal.	True	False
2. It is better not to say if something was difficult.	True	False
3. You should say what went well and what could be improved.	True	False
4. You do not have to describe the experience in detail – just the important bits.	True	False
5. You should include solutions to problems you had.	True	False
6. You should finish by describing exactly what you did.	True	False

Task 2

Write the sentences in the correct group.

I was nervous at first.	At first, planning lessons took a really long time.	I found it was better to teach without a course book.
I did not feel confident about speaking in front of people.	I learned to take extra activities for students who finished early.	It was a challenge to encourage the lower-level students to speak in English.
I'm going to put more confident students with beginners so they can help each other.	I spent three weeks volunteering as an English teacher.	I soon relaxed with them.

Experience	Feelings	Solutions/Learning

Task 3

Write one word in each gap to complete the sentences.

- I spent two months volunteering a medical assistant.
- I helped with a variety tasks.
- They had a range of patients young children to adults.
- It was a challenge finish all the work in one day.
- There were a lot of things I didn't know, but least I could help the nurse, who was on her own most of the time.
- I would like more first-aid training I can help in a medical emergency.

Discussion

What was your last challenging learning experience?

The Eurovision Song Contest

Before reading

Do the preparation task first. Then read the article and do the exercises.

Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

Vocabulary

Definition

- | | |
|--------------------|--|
| 1. to compete | a. to organise an event and provide a building and services for it |
| 2. live | b. to get something after working hard for it |
| 3. a viewer | c. to bring together people who have the same objective |
| 4. a jury | d. to participate in a competition |
| 5. to host | e. a song which is very popular |
| 6. to unite | f. somebody who is watching a TV programme |
| 7. a hit | g. an expert group of people who decide the winner(s) of a competition |
| 8. to achieve | h. performed in front of an audience (not recorded in a studio before the performance) |

The Eurovision Song Contest

Every year on a certain Saturday night in May, something quite unique happens in Europe. Millions of people turn on their TVs and prepare to watch their nation compete. But this is no ordinary international competition. It has no footballs, athletes or fast cars. This is a contest based on something much more important: finding the perfect pop song.

What is the Eurovision Song Contest?

In short, the Eurovision is an enormous, televised concert which is full of fireworks, wonderful dancing, lots of colours and shiny clothes. Oh, and pop songs, of course! Each participating country sends a singer or group to perform a song live at the Eurovision semi-final. From these performances, 26 are chosen for the Saturday-night Grand Final.

Which countries participate?

Most of the participating countries are within Europe or are nearby (e.g. Israel, Azerbaijan, etc.). However, due to the popularity of the competition with TV viewers in Australia, this country has been included since 2015.

How do they choose the winner?

After the performances at the Grand Final, each country votes for the best song. TV viewers can vote using their mobile phones, but each country also has an official jury who decide 50

per cent of the votes. Obviously, it is not permitted to vote for your own country. In the end, the song with the most votes wins. The winning country will then host the Eurovision the following year.

What is the origin of the competition?

Although it might seem like a normal TV talent show like *The X-Factor* or *The Voice*, the Eurovision has quite historical origins. The Second World War ended in 1945, leaving Europe very divided. In the 1950s, the European Broadcasting Union started to think of an event which would both entertain and unite Europeans. This led to the first European song contest in 1956. It happened in Switzerland and included just seven countries. Decades later, it has grown into an enormous international event with hundreds of millions of viewers.

What are the rules?

The competition's central rule is that each song needs to be a maximum of three minutes. This is shorter than most commercial pop songs, but the organisers decided that this limit was necessary so that the entire Grand Final (including voting) can happen within three hours. While performing the song, there is another rule that the maximum number of people on the stage is six. This includes the singer(s), musicians and dancers. Songs can be in any language, even though most countries choose to sing in English.

Are there any Eurovision stars?

The competition has certainly had some success stories. The Swedish super-group ABBA won the Eurovision in 1974 and then became huge stars with hits like 'Dancing Queen' and 'Mamma Mia'. In 1988, Céline Dion won for Switzerland before finding world fame with songs like 'My Heart Will Go On' from the film *Titanic*. In 2006, Finnish rockers Lordi won the competition and captured the world's imagination with their metal music and monster suits. Other winning songs which became international hits were the electro-hit 'Euphoria' by Swedish singer Loreen (2012) and 'Heroes' by another Swede, Måns Zelmerlöw (2015).

What next?

The popularity of the Eurovision has grown more and more each year. Outside of Europe and Australia, the Grand Final is now also watched by viewers in the USA and many other countries. Organisations in certain countries like China and Qatar have even expressed an interest in participating in the competition. So, who knows? Perhaps international unity will finally be achieved not through governments but through three-minute pop songs.

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. At the Eurovision, the audience always hear the singer's real voice.	True	False
2. Australia is the only non-European country which participates.	True	False
3. In every country, a group of experts decide half the votes.	True	False
4. The first Eurovision was in 1945.	True	False
5. Céline Dion won the Eurovision with the song 'My Heart Will Go On'.	True	False
6. The text suggests that pop music can be very powerful.	True	False

Task 2

Put the sentences in the order the topics are mentioned in the text.

- _____ How they decide where to have the final every year
- _____ The number of countries which compete in the final
- _____ A hope for the future
- _____ Famous people who are connected to the Eurovision
- _____ A country that competes but which is not European
- _____ The number of people who watch the Eurovision every year

Discussion

What is your opinion of the Eurovision Song Contest? Which singer from your country would be a good performer at the Eurovision?