

# Study Guide

## *English for Work – Essential Writing*

### Upper Intermediate (B2)

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# 1. The structure of the “Writing” module

The “Writing” module contains six sections, six tests and a final test. You will improve your writing skills in English by studying different writing conventions, text types and features of written language.

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## Writing

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- 1. Text types and writing tips
- Test 1
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- 3. Formal writing
- Test 3
- 4. An informative email
- Test 4
- 5. Writing conventions
- Test 5
- 6. Requesting, explaining, apologising and complaining
- Test 6
- Final test
- Feedback



## Writing

Improve your writing skills in English by studying different writing conventions, text types and features of written language.

- [1. Text types and writing tips](#)  
Study language associated with different text types.
- [2. Improving your writing](#)  
Study useful language and strategies for writing an email or letter.
- [3. Formal writing](#)  
Practise words used in formal writing, synonyms, and noun and verb forms.
- [4. An informative email](#)  
Practise using modal verbs, referring back and connecting ideas.
- [5. Writing conventions](#)  
Read about writing conventions and etiquette for emails, discussion groups and chats.
- [6. Requesting, explaining, apologising and complaining](#)  
Practise writing to request, explain, apologise and complain.
- [Final test](#)  
Check what you have learnt.
- [Feedback](#)  
Send us your feedback on this module.

## Section 1: Text types and writing tips

### 1. Text types and writing tips

In this section you will study language associated with different text types.

1 2 3 4 5 6 7

#### 1. Different things we write.

- Watch the video. Put the different text types in the order they are mentioned.



In this section you will study language associated with different text types.

## Test 1

### Test 1

Check what you have learnt so far.

1

- Choose the correct option to complete each sentence.

1. After you write something it's important to \_\_\_ that it makes sense and doesn't have any mistakes.

- prove       copy       check       tick

2. There's a \_\_\_ on the information board about evening classes.

- inform       file       announce       notice

3. Please complete this application \_\_\_\_\_ to become a member.

- form       report       brochure       proposal

4. It's necessary to \_\_\_ at the bottom of each page of the contract.

- form       sign       fill       write

*This section tests what you have studied in section 1, "Text types and writing tips". You will receive a mark out of 10 for this test which will contribute to your final assessment.*

## Section 2: Improving your writing

### 2. Improving your writing

In this section you will study useful language and strategies for writing an email or letter.

1 2 3 4 5 6 7 8 9

#### 1. Writing quiz.



• Do the "writing" quiz.

1. The \_\_\_\_ of a piece of writing is the style it is written in, for example, whether it is formal or informal.

- register       spelling       grammar

In this section you will study useful language and strategies for writing an email or letter.

**Test 2**      *This section tests what you have studied in section 2, "Improving your writing". You will receive a mark out of 10 for this test which will contribute to your final assessment.*

## Section 3: Formal writing

### 3. Formal writing

In this section you will practise words used in formal writing, synonyms, and noun and verb forms.

1 2 3 4 5 6 7 8 9 10

#### 1. Referring back in a general way.

We can refer back to what has already been said in a text by using a noun. These nouns refer to an action, for example: **question**, **description** or **suggestion**. For example:

Thank you for your reply to my email.  
 With reference to your query, please read the following information.  
 I was pleased to receive your suggestion for enlarging my terrace.

• In both of the exercises below, match the nouns to the statements they refer to. For example:  
 Why don't you try sending him an email? → suggestion

In this section you will practise words used in formal writing, synonyms, and noun and verb forms.

**Test 3**      *This section tests what you have studied in section 3, "Formal writing". You will receive a mark out of 10 for this test which will contribute to your final assessment.*

## Section 4: An informative email

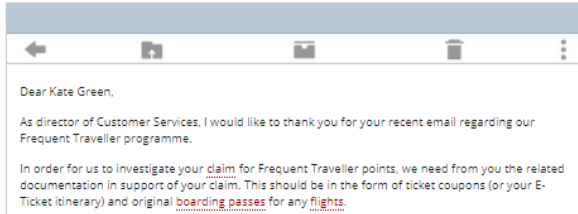
### 4. An informative email

In this section you will practise using modal verbs, referring back and connecting ideas.

1 2 3 4 5 6 7 8 9 10

#### 1. An informative email.

- This is an email to a customer about bonus points for Jet Sun's Frequent Traveller programme. On this programme, travellers who fly with Jet Sun receive discounts on future flights. Read the email and then choose the best summary of it.



In this section you will practise using modal verbs, referring back and connecting ideas.

**Test 4** *This section tests what you have studied in section 4, "An informative email". You will receive a mark out of 10 for this test which will contribute to your final assessment.*

## Section 5: Writing conventions

### 5. Writing conventions

In this section you will read about writing conventions and etiquette for emails, discussion groups and chats.

1 2 3 4 5 6 7 8 9

#### 1. Quiz.



- Do the quiz and find out how much you know about netiquette.

In this section you will read about writing conventions and etiquette for emails, discussion groups and chats.

**Test 5** *This section tests what you have studied in section 5, "Writing conventions". You will receive a mark out of 10 for this test which will contribute to your final assessment.*

## Section 6: Requesting, explaining, apologising and complaining

### 6. Requesting, explaining, apologising and complaining

In this section you will practise writing to request, explain, apologise and complain.

1 2 3 4 5 6 7 8 9 Language Review

1. Reasons for writing.



- Read the sentences. Choose the option that best describes the function of each sentence: a complaint, an apology, an explanation or a request.

In this section you will practise writing to request, explain, apologise and complain. You will also find a summary of language practised in the module in the Language Review tab.

1 2 3 4 5 6 7 8 9 10 Language Review

### Language Review

Here you can see and print the **Language review** for this unit or module. The Language review is a summary of the vocabulary, grammar and useful phrases you have studied.



**Test 6** *This section tests what you have studied in section 6, "Requesting, explaining, apologising and complaining". You will receive a mark out of 10 for this test which will contribute to your final assessment.*

## Final test

### Final test

In this section you will check what you have learnt.

1 2 3 4

#### SECTION 1

- Choose the correct option to complete each sentence.







- \_\_\_ I arrived early, I'm going to leave early.  
 Why       Like       As       Then
- It has been \_\_\_ to my attention that this bill has not been paid.  
 brought       told       shown       done
- You can \_\_\_\_\_ the information by post or email.  
 book       deliver       forward       reply
- I have received your message. I will read it and send a \_\_\_\_\_ as soon as possible.  
 forward       reply       point       shortcut

The final test contains four sections that test what you have learnt in the module. This test is marked out of 40 and contributes to your final assessment.

## 2. Tools and resources


To see the resources available in your course, click on “My resources”.

My courses **My resources** ←

<p><b>Text to speech</b></p>  <p>This very useful tool allows you to select and listen to words or text anywhere on the page. Alternatively, you can copy in your own text and listen to it.</p>	<p><b>Record yourself tool</b></p>  <p>Record and listen to yourself speaking English and practise your pronunciation.</p>	<p><b>Dictionary</b></p>  <p>Use the interactive dictionary to see the definitions of words or translate English words into different languages.</p>
<p><b>Grammar reference</b></p>  <p>A complete and easy-to-use grammar reference to help you with any area of grammar you don't understand.</p>	<p><b>Business centre</b></p>  <p>Business tips, useful language for different business situations, and templates for a variety of texts like memos, reports and job applications.</p>	<p><b>Translate into any language</b></p>  <p>If you want to translate a word or text into your own language, just select the word or text and click on translate.</p>

### Text to speech

**Text to speech**



This very useful tool allows you to select and listen to words or text anywhere on the page. Alternatively, you can copy in your own text and listen to it.

**2. Reading**  
In this section you will read three diary pages.

1 2 **3** 4 5 6 7

3. Dear diary...


- Read these three diary pages. Choose the picture that goes with each one.

1. Sheryl's diary entry  
Tuesday, 23 May  
It was the best day of my life. I got up early. I was so


**Listen** Translate




## Record yourself tool

Record yourself tool



Record and listen to yourself speaking English and practise your pronunciation.

 Record yourself tool






To record your work:

1. Click the record button. Speak into the microphone. Click the stop button to finish.
2. Click the play button to listen.
3. Click on the download button to save the file.

## Dictionary

Dictionary



Use the interactive dictionary to see the definitions of words or translate English words into different languages.

Translation Box - Google Chrome

netlanguages.com/platform/player/diction...


Translate...

English

Go

## Grammar reference

Grammar reference



A complete and easy-to-use grammar reference to help you with any area of grammar you don't understand.

Search

Grammar reference

Contents

- Adjectives
- Comparatives and superlatives
- ed, -ing
- Opposites with un-
- So, such + adjective
- Too, enough
- Word order
- Adverbs

Adjectives

Comparatives and superlatives

Comparative sentences compare two things.

- Moon Rock is **smaller than** Pittsville.
- The train is **more expensive than** the bus.
- I like the train, but the bus is **cheaper**.
- Jill is **better than** Wendy at languages.
- Jill is **the better** learner of the two. (Sometimes we use the in comparative sentences when it is understood which two people or things are being compared: the + comparative + noun)


Superlative sentences compare more than two things.

- Sydney is **the biggest** city. (= of all the other cities)
- The plane is **the most expensive** way to travel.
- Of all the forms of transport, the plane is **the most expensive**.
- Alison is **the best** swimmer.



## Business centre

Business centre




Business tips, useful language for different business situations, and templates for a variety of texts like memos, reports and job applications.

Business centre
Useful business language
Business tips
Useful business links
Interesting reading
Interesting videos
Writing templates for business
Phone message samples

## Translate into any language

- You can select any text on a page, listen to it spoken, and translate it into any language.

Translate into any language



If you want to translate a word or text into your own language, just select the word or text and click on translate.

2. Reading

In this section you will read three diary pages.

1 2 3 4 5 6 7

3. Dear diary...

- Read these three diary pages. Choose the picture that goes with each one.

1. Sheryl's di... Listen Translate

Tuesday, 23 May

It was the best day of my life. I got up early. I was so

## Pronunciation tool

Pronunciation tool



Improve your pronunciation with Net Languages' interactive phonemic chart of all the sounds in English.

Pronunciation tool netlanguages<sup>o</sup>

[Home](#)      [About](#)      [Help](#)

### All the sounds of English

- Click on a sound and do the exercises.

Vowels

i:	ɪ	ʊ	u:
e	ə	ɜ:	ɔ:
æ	ʌ	ɑ:	ɒ

Consonants


p	b	t	d
f	v	θ	ð
m	n	ŋ	h

Pronunciation tool netlanguages<sup>o</sup>


[Home](#)    [Sounds](#)    [Words](#)    [Sentences](#)    [Contrasts](#)    [Help](#)

/i:/


- Listen to the word. Repeat the word. Record yourself. Compare.




sheep




Stopped




beach



Stopped



eagle



Stopped

## Interactive English

### Interactive English



Get even more practice of English with our monthly fun interactive publication. Available online or as an app at three levels: Basic, Intermediate and Advanced.

### Interactive English



Issue 243 - Lockdown challenge

< Back



Basic  
Vocabulary: Actions  
News story: Lockdown challenge



Intermediate  
Comprehension: Instructions - Lockdown challenge  
News story: Lockdown challenge



Advanced  
Comprehension: Instructions - Lockdown challenge  
News story: Lockdown challenge



## Fun and games

### Fun and games



Get more useful practice of vocabulary, expressions and pronunciation with our flip cards games.

Fun and games


Collocations

What's the word in the centre? It can be used with all the other words in the wheel. Click on the card to see the answer.

Click to flip

## Forums

Forums



Share your experiences and opinions with other Net Languages students from all over the world.

## Audio speed control

Audio speed control

x1

If you find the audio exercises difficult, you can slow down the speed.

## Additional resources

### Additional resources



Access useful online resources and practise listening and reading with learning materials and authentic sources.



### Additional resources

Video material

Listening material

Online reading

For elementary learners:

#### Pick of the month

- **Star Wars Day**  
May 4th is Star Wars day. Find out why.

#### Food

- **Pink chocolate**  
A new colour for chocolate.
- **Insect ice cream**  
A new flavour for your ice cream. Would you eat it?

### 3. Assessment

Marks are awarded as follows:

<b>Module tests</b>	<b>Marks for each test</b>
<b>Section 1</b>	10
<b>Section 2</b>	10
<b>Section 3</b>	10
<b>Section 4</b>	10
<b>Section 5</b>	10
<b>Section 6</b>	10
<b>Final test</b>	40
<b>Total score</b>	100