

English for Work – Essential

(untutored version)

Writing

Upper Intermediate (B2)

Study Guide

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1. The levels

English for Work	Common European Framework	University of Cambridge ESOL exams	IELTS	TOEFL (paper)	TOEFL (computer)	TOEIC
	C1 Proficient user	CAE (BEC 3)	6.0 - 7.0	560 - 600	220 - 250	900+
	B2+ Independent user		5.5 - 6.0	520 - 560	190 - 220	800 - 900
Upper Intermediate (B2)	B2 Independent user	FCE (BEC 2)	5.0 - 5.5	480 - 520	160 - 190	725 - 800
	B1+ Independent user			440 - 480	130 - 160	605 - 725
Lower Intermediate (B1)	B1 Independent user	PET (BEC 1)		400 - 440	100 - 130	405 - 600
	A2 Basic user	KET				255 - 400
	A1 Basic user					

2. 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.


ENGLISH FOR WORK Upper Intermediate: Writing
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Writing

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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 different text types, useful language and general writing tips, and watch a video.
2. Improving your writing
Study useful language for writing an email or a letter, and listen to writing tips from a tutor.
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 in a text, and different uses of *as*.
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.

Section 1: Text types and tips


1. Text types and writing tips

In this section you will study different text types, useful language and general writing tips, and watch a video.

1 2 3 4 5 6 7

1. Different things we write.

Watch the video. Click and drag the different text types in the order they are mentioned.



In this section you will study different text types, useful language and general writing tips, and watch a video.

Test 1

Test 1

Check what you have learnt so far.

1

Choose the best word to complete each sentence.

- A company that produces automobiles is a car _____.
 - maker
 - network
 - chain
 - manufacturer
- This is a major magazine _____. It produces more than 20 different magazines.
 - editor
 - publisher
 - appliance
 - print
- We provide a transport and shipping service. We are a ____ company.
 - weight
 - flight
 - fright
 - freight
- Our company ____ banking services.
 - manufactures
 - provides
 - produces
 - publishes
- This company ____ mail and packages to national and international destinations.
 - does
 - brings
 - provides
 - delivers


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

Section 2: Improving your writing

2. Improving your writing

In this section you will study useful language for writing an email or a letter, and listen to writing tips from a tutor.

1 2 3 4 5 6 7 8 9



In this section you will study useful languages for writing an email or a letter, and listen to writing tips from a tutor.

Test 2

This section tests what you have writing". You will receive a mark out of 10 for this test which will contribute to your final assesement.

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 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 assesement.*

Section 4: An informative email

4. An informative email

In this section you will practise using modal verbs, referring back and connecting ideas in a text, and different uses of *as*.

1 2 3 4 5 6 7 8 9 10



In this section you will practise using modal verbs, referring back and connecting ideas in a text, and different uses of *as*.

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 assesement.*

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**.

1. The word *netiquette* refers to ____.
- the technique of keeping your computer free from viruses
 - the accepted behaviour, conventions or rules used when writing on the Internet
 - a way of communicating via the Internet

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 assesement.*

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.

1. I have sent you five emails, but I still haven't received a reply.

2. I'm sorry you find our service unacceptable.

In this section you will practise writing to request, explain, apologise and complain. You will send **Writing Tutorial 6** to your tutor. You will also find a summary of language practised in the module in the Language Review tab.

6. Presenting your work

In this section you will practise writing about your company or organisation.

1 2 3 4 5 6 7 Language Review

Language Review

[See and print the Language Review.](#)



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 best word to complete the sentence.

1. I work in the marketing ____.

area department district field

2. The head office is in the banking ____ of Paris.

district department field area

3. The company ____ 500 workers.

produces manufactures employs develops

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.

3. Tools and resources

Grammar

You will find a "Grammar" link at the top of each page. This opens up a level-specific Grammar Reference which you can use at any time.

Glossary

The "Glossary" link opens up a list of words with definitions which are linked to highlighted words in the module.

Pronunciation

Pronunciation

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Click on the symbol once to hear the sound and the word.

i: sheep	ɪ ship	ʊ book	u: blue	ɪə ear	eɪ train		
e egg	ə banana	ɜ: bird	ɔ: wall	ʊə fuel	ɔɪ boy	əʊ boat	
æ apple	ʌ maney	ɑ: car	ɒ dog	eə chair	aɪ light	aʊ cow	
p paper	b baby	t ticket	d duck	tʃ teacher	dʒ bridge	k cake	g goat
f coffee	v driver	θ three	ð feather	s snake	z zebra	ʃ fish	ʒ television
m mouse	n nose	ŋ ring	h horse	l ladder	r rose	w worm	j yacht

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The "Pronunciation" link opens up the phonemic chart. You can click on each phoneme to hear the sound of the phoneme in isolation as well as in a word.

Record yourself



On each page of the course you have access to the "Record yourself" tool, which allows you to record yourself and save these files. This tool is designed to help you to improve your pronunciation. You can listen to yourself and compare your recording to the original.

Dictionary



The dictionary is an online dictionary which allows you to translate words from English to other languages on the list.

Other resources

Forums

GENERAL COURSE	TOPICS	POSTS	LAST POST
Pre-Elementary Course The noticeboard for students on the Pre-Elementary course at Net Languages SubForum: D General	1934	2375	by Net Languages D on Wed Jan 26, 2011 3:00 pm
Elementary Course The noticeboard for students on the Elementary course at Net Languages SubForum: D General	1339	1578	by Net Languages D on Wed Jan 26, 2011 3:07 pm
Lower Intermediate Course The noticeboard for students on the Lower Intermediate course at Net Languages SubForum: D General	2028	2310	by Net Languages D on Wed Jan 26, 2011 3:15 pm
Mid-Intermediate Course The noticeboard for students on the Mid-Intermediate course at Net Languages SubForum: D General	2704	3134	by ainerag D on Thu Jan 27, 2011 11:55 am
Upper Intermediate Course The noticeboard for students on the Upper Intermediate course at Net Languages SubForum: D General	983	1250	by Net Languages D on Wed Jan 26, 2011 3:48 pm
Pre-Advanced The noticeboard for students on the Pre-Advanced course at Net Languages SubForum: D General	602	872	by pjanecsek D on Wed Jan 26, 2011 6:30 pm
Advanced Course The noticeboard for students on the Advanced course at Net Languages SubForum: D General	263	340	by Net Languages D on Wed Jan 26, 2011 4:01 pm

You can use the Forums to contact other students studying the same level as you.

Interactive English

Interactive English – November 2011
 Note: *Interactive English is mobile-friendly!*
Mum-to-be passes driving test in labour
 This month's Interactive English
 Saying times
 Ability
 Pregnancy and birth
 PDF worksheets
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 For iTunes users, use this link; for other programs here is the podcast URL:
<http://lms.netlanguages.com/discovia>

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Interactive English is a monthly Net Languages publication available at three levels: Basic, Intermediate and Advanced. Each issue contains an interesting news text, vocabulary and language exercises, and discussion tasks. You can listen to native speakers talking about the topic (also available as a podcast), and you can access previous issues.

Interactive English is mobile friendly and available as an app for Android and IOS smartphones.

Additional Resources

Additional Resources

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Online reading

Listening and video material



In "Additional Resources" you can find links to useful listening and video material as well as online reading material suitable for language learners.

Listening and video material

For learners (intermediate +):

- **BBC Learning English**
Authentic listening material for learners of English, with transcripts and a glossary.
- **VOA Learning English**
American and international news and current affairs in simplified English.

General news:

- **BBC Radio**
British news, feature reports, interviews and more.
- **C-SPAN**
American politics and public affairs. Videos, articles and podcasts.

Videos and music:

- **YouTube**
User-created videos of all kinds, including music, interviews, humour and more.
- **Rolling Stone**
Video clips and interviews with rock and pop stars.

Radio selection:

- **BBC World Service**
Programmes from the United Kingdom designed for listeners around the world.
- **CBC Radio**
National radio from Canada.
- **NPR: Fresh Air from WHYY**
Popular U.S. radio talk show of contemporary arts and issues.

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4. Assessment

Marks are awarded as follows for a module:

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