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# **English for Work – Essential**

(untutored version)

# Writing Upper Intermediate (B2)

# Study Guide

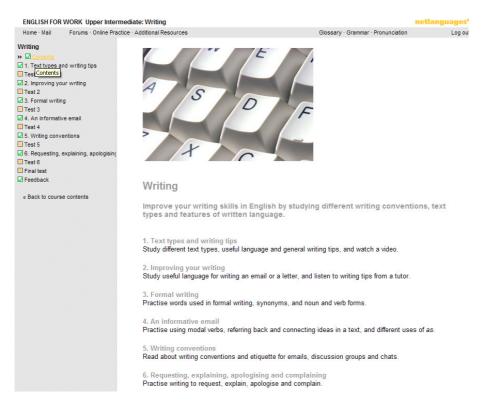
- 1. The levels
- 2. The structure of the "Writing" module
- 3. Tools and resources
- 4. Assessment

# 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.



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# 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.



#### Test 1

#### Test 1 Check what you have learnt so far

1				
Choose the best w	ord to complete each sent	ence.		
1. A company th	nat produces automobiles i	s a car		
C maker	C network	chai	n C	manufacturer
2. This is a majo	or magazine It prod	uces more than 20 different	ent magazines.	
C editor	C publish	er C appl	iance C	print
3. We provide a	transport and shipping ser	vice. We are a co	mpany.	
C weight	C flight	O frigh	t O	freight
4. Our company	banking services.			
C manufac	ctures C provide	s O prod	luces C	publishes
5. This company	/ mail and packages	to national and internat	ional destinations.	
C does	O brings	C provi	ides O	delivers
U uues	C brings			

# Section 2: Improving your writing



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 assessement.

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

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 assessement.



## Section 3: Formal writing

I was pleased to receive your suggestion for enlarging my terrace

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.
Wh reference to your query, please read the following information.

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 assessement.

#### Section 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*.

**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 assessement.

### 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 guiz 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.

1. The word netiquette refers to \_\_\_\_\_.

- C the technique of keeping your computer free from viruses
- C the accepted behaviour, conventions or rules used when writing on the Internet
- $\mathbb{O}$  a way of communicating via the Internet

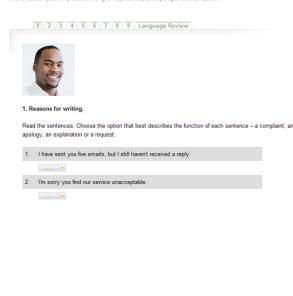
**Test 5** This section tests what you have studied in section 5, "Writing conventions". You will receive a mark out of 10 for this test which will contribute to your final assessement.

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#### 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

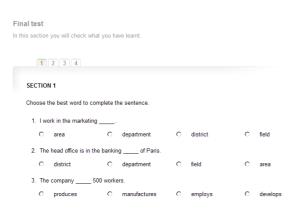


In this section you will practise writing to request, explain, apologise and complain. You will send **Writing Tutorial 6** to your tutor. You will also find a summary of language practised in the module in the Language Review tab.

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

**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 assessement.

### **Final test**



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.

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#### 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

ronunciation			netlanguage				
k on the	symbol once	to hear the	sound and th	ie word.			
i: sheep	I ship	U book	U: blue		IƏ ear	e I train	
e	Э	3:	O:		ປອ	OI	ටට
egg	banana	bird	walk		fuel	boy	boat
æ	Λ	CL	D		eə	a I	au
apple	money	car	deg		<sub>chair</sub>	light	
р	b	t	d	t∫	dz	k	g
paper	baby	ticket	duck	teacher	bridge	cake	goat
f	V	θ	ð	S	Z	∫	3
coffee	dri <b>v</b> er	three	feather	snake	zebra	fish	television
m	n	1)	h	l	Г	W	j
mouse	nose	ring	horse	Iadder	rose	worm	yacht

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

netlanguages <sup>•</sup> Forum			Q. Search Search Advanced search
🛆 Board index			
			It is currently Thu Jan 27, 2011 4:42 pr
/iew unanswered posts • View active topics			
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 Lang Subforum: D General	uages 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 Languages Subforms: D General	Net 2028	2310	by Net Languages G on Wed Jan 26, 2011 3:15 pm
Mid-Intermediate Course The noticeboard for students on the Mid-Intermediate course at Ne Subforms: D General	2704	3134	by ainarag D on Thu Jan 27, 2011 11:55 am
Upper Intermediate Course The noticeboard for students on the Upper Intermediate course at Subforms: D General	Net 983	1250	by Net Languages 🖟 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 pjanecek G on Wed Jan 26, 2011 6:30 pm
Advanced Course The noticeboard for students on the Advanced course at Net Langu Subforum: D General	ages 263	340	by Net Languages G 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**

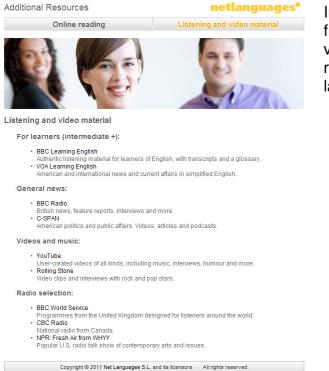


Interactive English is a monthly Net Languages publication available at three levels: Basic, Intermediate and Advanced. Each issue contains an interesting news text, vocabulary and language exercises, and discussion tasks. You can listen to native speakers talking about the topic (also available as a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

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



### **Additional Resources**



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

#### 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