

# Writing

## (Upper Intermediate B2)

### *Study Guide*

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# 1. The structure of the “Writing” module

The “Writing” module contains six sections, 6 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.

## Writing

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- 1. Text types and writing tips
- Test 1
- 2. Improving your writing
- Test 2
- 3. Formal writing
- Test 3
- 4. An informative email
- Test 4
- 5. Writing conventions
- Test 5
- 6. Requesting, explaining, apologising and complaining
- Test 6
- Language review
- 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.

## 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 best word to complete each sentence.

1. Our store has a wide \_\_\_\_ of sports equipment.

- view     
  selected     
  type     
  range

2. Why \_\_\_\_ for less when you can have all of this and more?

- content     
  take     
  settle     
  stand

3. Then I'll \_\_\_\_ on to our exciting new products for this spring.

- put     
  get     
  move     
  do

This section tests what you have studied in section 1, "Text types and writing tips".

## Section 2: Improve 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

2. A "\_\_\_\_ friend" is a word in one language that looks the same or very similar to a word in another language but that has a different meaning.

- mistake                       wrong                       false

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, "Improve your writing".*


## 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".*

## Section 4: An informative email

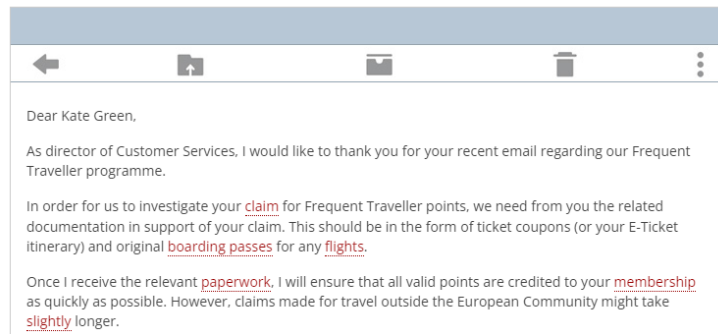
### 4. An informative email

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".

## 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.

**Practice 5** This section tests what you have studied in section 5, "Writing conventions".

## 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

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

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.

..... ▾


**Test 6** This section tests what you have studied in section 6, "Requesting, explaining, apologising and complaining".

## Language review

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.



You will also find a summary of the Language practised in the modules in the Language Review tab.

## Final test

### Final test

In this section you will check what you have learnt.

1 2 3 4

The final test contains 4 sections that test what you have learnt in the module. The test is marked out of 40.

#### SECTION 1

● Choose the best word to complete the sentence.

1. \_\_\_ where can you buy this great new product?

- So                       How                       Also                       However

2. Now I would like to \_\_\_ the advantages of our service.

- mention                       detail                       tell                       say

3. This new policy \_\_\_ I can have more free time.

- means                       makes                       ables                       enables

## 2. Tools and resources

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

The screenshot shows the top navigation bar with 'Home', 'Mail 2', 'My tutor', 'My resources' (highlighted with a red box), 'Help', and 'Logout'. Below the navigation bar, a dropdown menu for 'My resources' is open, listing the following options: Text to speech, Record yourself tool, Dictionary, Grammar reference, Business centre, Translate into any language, Pronunciation tool, Interactive English, Fun and games, and Additional resources. A red arrow points from the 'Dictionary' option in the dropdown to the 'Dictionary' card on the page. The page also features several other tool cards: 'Text to speech', 'Grammar reference', 'Pronunciation tool', 'Interactive English', and 'Fun and games', each with a brief description and an icon.

### 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  
Tuesday, 23 May  
It was the best day of my life. I got up early. I was so

The 'Listen' button is highlighted with a red box, and a red arrow points to it from the instruction text. Another red arrow points to the instruction text itself.







## Record yourself tool

Record yourself tool



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

 Record yourself tool






To record your work:

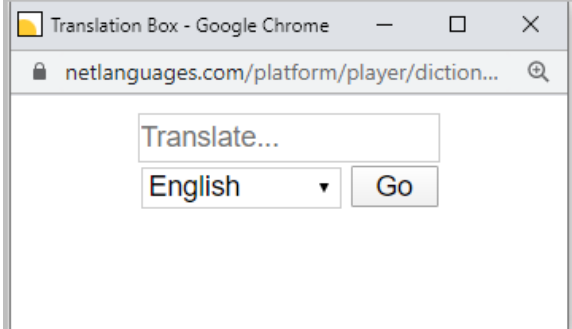
1. Click the record button. Speak into the microphone. Click the stop button to finish.
2. Click the play button to listen.
3. Click on the download button to save the file.

## 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...

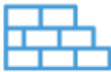
Translate...

English

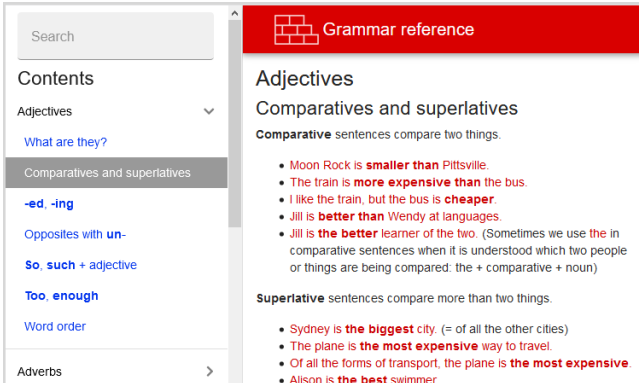
Go

## 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®

Home
About
Help

---

All the sounds of English

- Click on a sound and do the exercises.

Vowels

ɪ	ɪ	ʊ	u
e	ə	ɜ	ɔ
æ	ʌ	ɑ	ɒ

ɪə
ʊə
eə

Consonants

p	b	t	d
f	v	θ	ð
m	n	ŋ	h


tʃ
s
l

Pronunciation tool netlanguages®

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

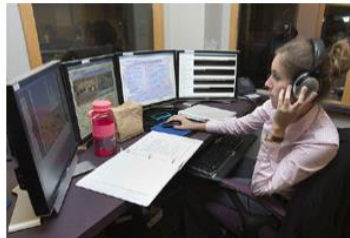


Get even more practice of English with our monthly fun interactive publication. Available online or as an app at three levels: Basic, Intermediate and Advanced.

## Interactive English


Issue 267 - The ups and downs of multitasking

- **Basic**  
 Vocabulary: Activities  
 Podcast: The ups and downs of multitasking
- **Intermediate**  
 Podcast: The ups and downs of multitasking  
 Comprehension: Check your understanding
- **Advanced**  
 Podcast: The ups and downs of multitasking  
 Comprehension: Check your understanding



## Fun and games

Fun and games




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

Fun and games
Back

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

<

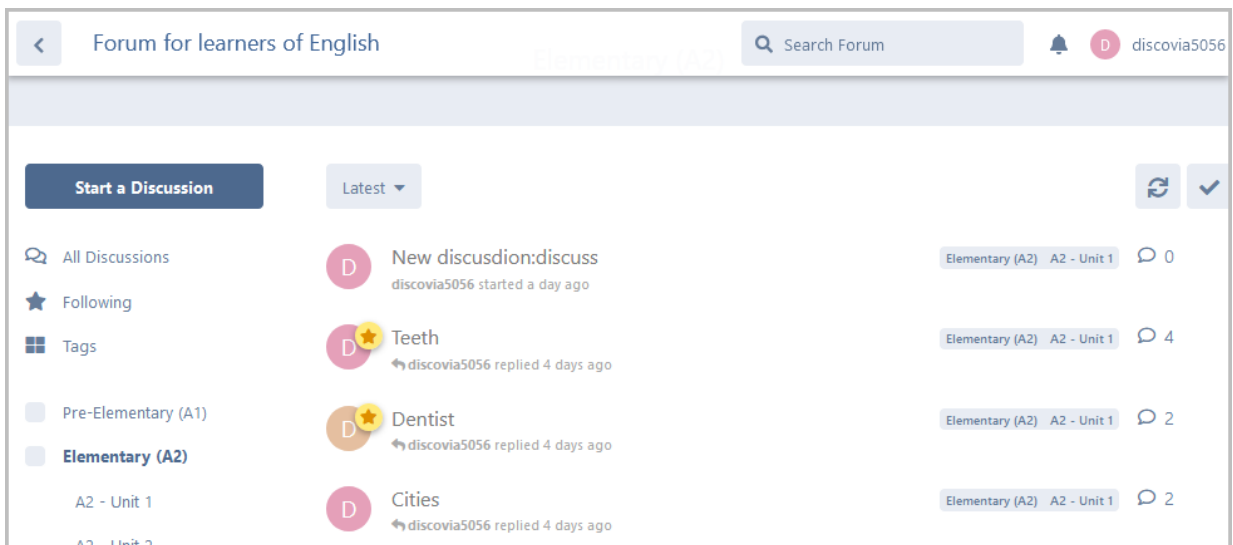
|
>

## Forums

### Forums



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




The screenshot shows a forum page with a search bar, a 'Start a Discussion' button, and a list of discussions. The discussions are filtered by 'Elementary (A2)' and 'A2 - Unit 1'. The list includes:

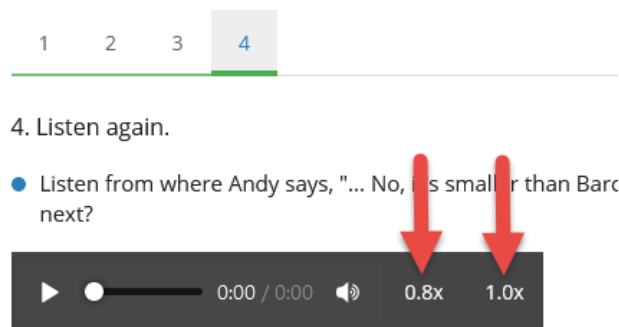
- New discussion:discuss** by discovia5056, started 4 days ago, 0 replies.
- Teeth** by discovia5056, replied 4 days ago, 4 replies.
- Dentist** by discovia5056, replied 4 days ago, 2 replies.
- Cities** by discovia5056, replied 4 days ago, 2 replies.

## Audio speed control

### Audio speed control



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



The screenshot shows an audio player with a progress bar and speed control options. The speed is currently set to 1.0x. Two red arrows point to the 0.8x and 1.0x options.

4. Listen again.

- Listen from where Andy says, "... No, it's smaller than Barcelona next?"

## 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?

## 4. Assessment

Marks are awarded as follows for this module:

<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