

Lower Intermediate – Writing

VOCABULARY

Text types

a notice
a memo
a sign
a shopping list
a message
a text message
an email
a letter
a reminder
a profile

Text message abbreviations

2moro = tomorrow
4 = for
C u = see you
@ = at
info = information
thx = thanks
b = be
& = and

Formal vs. informal expressions

In response to your letter (= About your letter)
I am afraid (= I am sorry)
They request help (= They ask for help)
I am unable to (= I can't)
The reason being that (= Because)
Therefore (= So)
and provide (= and include)
I look forward to hearing from you (= I hope to hear from you)

Reporting verbs

suggest
apologise
ask
say

Magazine production

a deadline
a journalist
a proofreader
an appointment
an article
listings
a cover
to publish
to proof

Professional profiles

a degree
a university graduate
an editor
a producer
a journalist
marketing
entertainment
social networking
a CEO
a brand

GRAMMAR

Tenses vs. time

We're **working** very hard. (**now**)

The computers **crashed** last week. (**finished past**)

We've **had** a few problems recently.

The weather **has been** good. (**from the past until now**)

Next week Jonathan **is flying** to New York.

I **am about to start** that report.

The telephone company **are to come** next week. (**the future**)

Using infinitive forms

I'm **happy to hear** from you. (adjective + infinitive)

We **are** about **to start** the report. (*be + to + infinitive: future*)

I phoned **to find** out the arrival time. (*to + infinitive: purpose*)

Because and so

Because / the reason being that + a reason:

I went to bed early **because** I was tired.

She cancelled the dinner, **the reason being that** she had a lot of work.

So / therefore + a result:

I was tired, **so** I went to bed early.

The offices were very small, **therefore** we decided to move to bigger ones.

Reporting what was said

Direct speech: "I **have** the photo."

Reported speech: He **said** (that) he **had** the photo.

Direct question: "**Do** you **have** permission?"

Reported question: She **asked if** he **had** permission.

Direct question: "Why don't we **phone** the office?"

Reported question: She **suggested phoning** the office.

Direct speech: "I'm sorry, I **can't come** to the meeting."

Reported speech: She **apologised for not being able to come** to the meeting.

Or: She **apologised for not being** at the meeting.

Or: She **apologised for not coming** to the meeting.

Relative pronouns

Jerry is a business executive **who** has worked in different companies.

This is a program **that** allows people to do video conferencing.

This is the university **where** I studied economics.

USEFUL PHRASES

Writing messages

Lydia from ... phoned about She wants you to

Ana phoned to say she can't Can you phone her to ...?

Prepositions

Lydia **from** Net Bank phoned.

She phoned **about** the credit you requested.

She wants you **to** sign some papers.

She has arranged a meeting **for** Wednesday.

Phone her **to** confirm the appointment.

She'll be **in** the office all day.

Professional profiles

I am a ... with a special interest in I've been active in ... and in participating in

I am also My current interests include