

Real Writing 2

without answers

Graham Palmer

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Frontmatter
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Map of the book

	Unit number	Title	Topic	How to ...
Social and Travel	1	Buy it online	Shopping	<ul style="list-style-type: none">complete an online order form correctlyspell plurals correctly
	2	Book it online	Plane tickets and car hire	<ul style="list-style-type: none">complete online booking forms correctlypredict what information a booking form will ask for
	3	Complete this, please!	Travelling	<ul style="list-style-type: none">complete travel forms correctlyindicate your preference on formsspell /eɪ/ words correctly
	4	I'll be arriving on Friday	Hotels	<ul style="list-style-type: none">enquire about accommodationconfirm accommodation bookingsuse <i>as, since</i> and <i>so</i> to link reasons and results
	5	Don't forget to feed the fish!	Living with other people	<ul style="list-style-type: none">write instructions for a housemate, guest or frienduse sequencers (<i>First, Then, Next</i>, etc.)show how two important steps are linked by using <i>before</i> or <i>after</i>link similar things using <i>and, also, too / as well</i> and <i>as well as</i>
	6	how r u?	Using mobile phones and computers	<ul style="list-style-type: none">write personal SMS (text messages)edit for essential informationwrite IM (instant messages)
	7	Missing you	Using letters and email to keep in touch	<ul style="list-style-type: none">write personal letters and emailwrite your own news, ask for other people's news and comment on ituse apostrophes correctly
	8	Jo's blogs	Using the Internet	<ul style="list-style-type: none">write a personal blogadd comments to a blogwrite headingswrite for a specific reader

Map of the book

Work and Study	Unit number	Title	Topic	How to ...
	9	What can I do?	Making study arrangements	<ul style="list-style-type: none">listen and take notes about study arrangementslink positive and negative commentscomplete feedback forms
	10	Taking notes	Learning in a study centre	<ul style="list-style-type: none">make notes from the Internet, books and magazinescheck new sources of information for opinions and factsuse symbols and abbreviations to make short, easy-to-understand notes
	11	My story	Creative writing	<ul style="list-style-type: none">write a personal storyadd symbolism to give a story extra meaninguse time sequencers (<i>Later / Then / Afterwards</i>, etc.) to show when things happened in a story
	12	How it works	Processes and technology	<ul style="list-style-type: none">describe a business or scientific processuse present simple passive formslink ideas and thoughts in complete pieces of writing
	13	I'm going to talk about ...	Music	<ul style="list-style-type: none">plan a presentationwrite notes for a presentationwrite slides for a presentation
	14	Urgent!	In the office	<ul style="list-style-type: none">complete an order form correctlynote special requestsuse ditto marks (") appropriatelyuse some spelling patterns for words that contain silent consonants
	15	Thank you for your letter	Business letters and email	<ul style="list-style-type: none">reply to an enquiryfind and correct punctuation mistakes and capital lettersfind and correct common spelling mistakeschoose the best way to learn spellings you regularly get wrong
	16	Can you make the 17th?	Meetings	<ul style="list-style-type: none">write emails inviting people to a meetingwrite emails to confirm arrangementsorder information logically in an emailcheck that your language is appropriate for the reader

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Introduction

To the student

Who is *Real Writing 2* for?

You can use this book if you are a student at pre-intermediate level and you want to improve your English writing. You can use the book alone without a teacher or you can use it in a classroom with the teacher.

How will *Real Writing 2* help me with my writing?

Real Writing 2 contains everyday writing tasks. These include writing email and letters and filling in forms. It is designed to help you with the writing you will need to do when visiting or living in an English-speaking country.

The exercises in each unit help you develop useful skills such as planning, thinking about the reader and checking your work. It is designed to help you with writing you will need to do when communicating in English at home or when visiting another country.

How is *Real Writing 2* organized?

The book has 16 units and is divided into two sections:

- Units 1–8 – social and travel situations
- Units 9–16 – work and study situations

Every unit has:

- *Get ready to write*: to introduce you to the topic of the unit
- *Extra practice*: an extra exercise for more practice
- *Can-do checklist*: to help you think about what you learnt in the unit

Most units also have:

- *Did you know?*: extra information about vocabulary, different cultures or the topic of the unit
- *Focus on*: to help you study useful grammar or vocabulary
- *Learning tip*: to help you improve your learning
- *Class bonus*: an exercise you can do with other students or friends

After each section there is a review unit. The reviews help you practise the skills you learn in each section.

At the back of the book you can find:

- *Appendices*: contain more ideas on how to improve your writing and lists of *Useful language*.
- *Audioscript*: includes everything that you can hear on the audio CD and gives information about the nationalities of the speakers.

How can I use *Real Writing 2*?

The units at the end of the book are more difficult than the units at the beginning of the book. However, you do not need to do the units in order. It is better to choose the units that are most interesting for you and to do them in the order you prefer.

There are many different ways you can use this book. We suggest you work in this way:

- Identify what areas you want to focus on by using the *Contents* list and/or the *What can I improve?* questions in *Appendix 2*. These questions will direct you to the units that will be most useful to you.
- Go to *Appendix 1: Useful language* and look at the wordlist for the unit you want to do. You can use a dictionary to help you understand the words.
- Use the *Get ready to write* section of each unit to help you understand the context.
- Complete the other sections of the unit. At the end of each section check your answers with your teacher.
- Try to do the listening exercises without looking at the *Audioscript*. You can read the *Audioscript* after you finish the exercises.
- If your answers are not correct, study the section again to see where you made mistakes.
- When you have completed the *Write* exercise use the *Check* questions to correct your writing. You can also use the *Check your writing* checklist in *Appendix 3*.
- If you want to do more work on this topic, do the *Extra practice* activity.
- At the end of the unit, think about what you learnt and complete the *Can-do checklist*.

Introduction

To the teacher

What is *Cambridge English Skills*?

Real Writing 2 is one of 12 books in the *Cambridge English Skills* series. The series also contains *Real Reading* and *Real Listening & Speaking* books and offers skills training to students from elementary to advanced level. All the books are available in with-answers and without-answers editions.

Level	Book	Author
Elementary CEF: A2 Cambridge ESOL: KET NQF Skills for life: Entry 2	Real Reading 1 with answers	Liz Driscoll
	Real Reading 1 without answers	Liz Driscoll
	Real Writing 1 with answers and audio CD	Graham Palmer
	Real Writing 1 without answers	Graham Palmer
	Real Listening & Speaking 1 with answers and audio CDs (2)	Miles Craven
	Real Listening & Speaking 1 without answers	Miles Craven
Pre-intermediate CEF: B1 Cambridge ESOL: PET NQF Skills for life: Entry 3	Real Reading 2 with answers	Liz Driscoll
	Real Reading 2 without answers	Liz Driscoll
	Real Writing 2 with answers and audio CD	Graham Palmer
	Real Writing 2 without answers	Graham Palmer
	Real Listening & Speaking 2 with answers and audio CDs (2)	Sally Logan & Craig Thaine
	Real Listening & Speaking 2 without answers	Sally Logan & Craig Thaine
Intermediate to upper-intermediate CEF: B2 Cambridge ESOL: FCE NQF Skills for life: Level 1	Real Reading 3 with answers	Liz Driscoll
	Real Reading 3 without answers	Liz Driscoll
	Real Writing 3 with answers and audio CD	Roger Gower
	Real Writing 3 without answers	Roger Gower
	Real Listening & Speaking 3 with answers and audio CDs (2)	Miles Craven
	Real Listening & Speaking 3 without answers	Miles Craven
Advanced CEF: C1 Cambridge ESOL: CAE NQF Skills for life: Level 2	Real Reading 4 with answers	Liz Driscoll
	Real Reading 4 without answers	Liz Driscoll
	Real Writing 4 with answers and audio CD	Simon Haines
	Real Writing 4 without answers	Simon Haines
	Real Listening & Speaking 4 with answers and audio CDs (2)	Miles Craven
	Real Listening & Speaking 4 without answers	Miles Craven

Introduction

Where are the teacher's notes?

The series is accompanied by a dedicated website containing detailed teaching notes and extension ideas for every unit of every book. Please visit www.cambridge.org/englishskills to access the *Cambridge English Skills* teacher's notes.

What are the main aims of *Real Writing 2*?

- To help students develop writing skills in accordance with the ALTE (Association of Language Testers in Europe) Can-do statements. These statements describe what language users can typically do at different levels and in different contexts. Visit www.alte.org for further information.
- To encourage autonomous learning by focusing on learner training.

What are the key features of *Real Writing 2*?

- It is aimed at pre-intermediate learners of English at level B1 of the Council of Europe's CEFR (Common European Framework of Reference for Languages).
- It contains 16 four-page units, divided into two sections: Social and Travel and Work and Study.
- *Real Writing 2* units contain:
 - *Get ready to write* warm-up exercises to get students thinking about the topic
 - *Focus on* exercises which provide contextualized practice in particular grammar or vocabulary areas
 - *Learning tips* which give students advice on how to improve their writing and their learning
 - *Did you know?* boxes which provide notes on cultural or linguistic differences between English-speaking countries, or factual information on the topic of the unit
 - *Class bonus* communication activities for pairwork and group work so you can adapt the material to suit your class
 - *Extra practice* activities which give students a chance to put into practice the skills learnt and find out more information about the topic for themselves
 - *Can-do checklists* at the end of every unit to encourage students to think about what they have learnt
- There are two review units to practise skills that have been introduced in the units.
- It can be used as self-study material, in class, or as supplementary homework material.
- *Real Writing 2* has an international feel and contains a range of native and non-native English accents.

What is the best way to use *Real Writing 2* in the classroom?

The book is designed so that the units may be used in any order, although the more difficult units naturally appear near the end of the book, in the Work and Study section.

You can consult the unit-by-unit teacher's notes at www.cambridge.org/englishskills for detailed teaching ideas. However, broadly speaking, different parts of the book can be approached in the following ways:

- *Useful language*: You can use the *Useful language* lists in *Appendix 1* to preteach or revise the vocabulary from the unit you are working on.
- *Get ready to write*: It is a good idea to use this section as an introduction to the topic. Students can work on these exercises in pairs or groups. Many of the exercises require students to answer questions about their personal experience. These questions can be used as prompts for discussion. Some exercises contain a problem-solving element that students can work on together. Other exercises aim to clarify key vocabulary in the unit. You can present these vocabulary items directly to students.
- *Learning tips*: You can ask students to read and discuss these in an open class situation. An alternative approach is for you to create a series of discussion questions associated with the *Learning tip*. Students can discuss their ideas in pairs or small groups followed by open-class feedback. The *Learning tip* acts as a reflective learning tool to help promote learner autonomy.
- *Class bonuses*: The material in these activities aims to provide freer practice. You can set these up carefully, then take the role of observer during the activity so that students carry out the task freely.
- *Extra practice*: These activities can be set as homework or out-of-class projects for your students. Alternatively, students can do some activities in pairs during class time.
- *Can-do checklists*: Refer to these at the beginning of a lesson to explain to students what the lesson will cover, and again at the end so that students can evaluate their learning for themselves.
- *Appendices*: You may find it useful to refer your students to the *Check your writing* and *Check your mistakes* sections. Students can use these as general checklists to help them with their writing.