


**WRITING EXERCISES 1.1 - 1.7**
**1.1 SENTENCE INSERTION:** Practice for Writing Task 1:

First, insert the statistical information from the table below in the twenty numbered blank spaces in the model answer and in the 'missing' sentences labelled 'a' to 'e'. Then insert the missing sentences into the model answer.

*The table below summarises some data collected by a college bookshop for the month of February 2000.*

*Write a report describing the sales figures of various types of publications, based on the information shown in the table.*

	<i>Non- Book Club Members</i>			<i>Book Club Members</i>	<b>Total</b>
	College Staff	College Students	Members of Public		
<b>Fiction</b>	44	31	-	76	151
<b>Non-Fiction</b>	29	194	122	942	1287
<b>Magazines</b>	332	1249	82	33	1696
<b>Total</b>	405	1474	204	1051	3134

**WRITING TASK 1 - Model Answer:**

*para.1* The table shows the sales figures of fiction books, non-fiction books, and magazines in a college bookshop for February (1)\_\_\_\_. (i).....

*para.2* The non- Book Club member figures comprise sales to college staff, college students, and members of the public. (ii)..... College students bought (2)\_\_\_\_\_ magazines, (3)\_\_\_\_\_ non-fiction and (4)\_\_\_\_\_ fiction books. (iii)..... Although no fiction books were sold to members of the public, they purchased (5)\_\_\_\_\_ non-fiction books and (6)\_\_\_\_\_ magazines.

*para.3* (iv)..... On the other hand, magazine sales to Club members (7)\_\_\_\_\_ ) were fewer than for any other type of customer.

*para.4* The total number of publications sold for the month was (8)\_\_\_\_\_ ( (9)\_\_\_\_\_ to college students, (10)\_\_\_\_\_ to staff, (11)\_\_\_\_\_ to the public, and (12)\_\_\_\_\_ to Book Club members). (v)..... Therefore, magazines accounted for the greatest number of sales ((13)\_\_\_\_\_ ).

- |   |
|---|
| <p>a. College staff bought (14)_____ magazines, (15)_____ fiction and (16)_____ non-fiction books.</p> <p>b. More magazines were sold to college students than to any other group of customers.</p> <p>c. The figures are divided into two groups: sales to non- Book Club members and to Book Club members.</p> <p>d. Of this figure, (17)_____ items were fiction books and (18)_____ were non-fiction.</p> <p>e. Book Club members bought more fiction ((19)_____ ) and non-fiction books ((20)_____ ) than other customers.</p> |
|---|

**1.2 PASSIVE CONSTRUCTION PRACTICE:** Writing Task 1:

Identify the number of instances of the passive voice in the completed model answer on the previous page. Some are in the present and some are in the past. Can you explain why?

Next, rewrite the sentences below with the **underlined** verbs in the **passive**:

- a. The data in the graph give figures for both males and females.  
.....
- b. The table shows information regarding TV sales to various age-groups.  
.....
- c. The statistics displayed by the bar chart include data on radio listeners.  
.....
- d. The chart denotes figures for the rate of vocabulary acquisition at various ages.  
.....
- e. The diagram divides into four sections, one for each language.  
.....
- f. The user places the CD into the CD-ROM and the program loads into memory.  
.....
- g. The music store sold 2000 CDs in the month of May to persons aged 20-25.  
.....

**1.3 THE TOPIC & THE TOPIC QUESTION:** Writing Task 2:

Circle the topic and write the topic question as a 'wh' or yes/no question:

*Example:* Studying the English language in an English-speaking country is the best but not the only way to learn the language.'

*(It) is the best... but is it the only way to learn a language?.....*

- a. Compare the success of various methods of learning a foreign language. Give advice to students intending to learn another language.  
.....
- b. To what extent does television have a negative effect on society? Discuss the effect of widespread television viewing.  
.....
- c. The Arts should be better funded by the government, but there must be more control over where the money goes. Discuss.  
.....

**1.4 LINKING AND SEQUENCING WORDS:** Writing Task 2:

Your college tutor has asked you to write a short essay on the following topic:

*‘Studying the English language in an English-speaking country is the best but not the only way to learn the language.’*

**WRITING TASK 2 - Model Answer:** Add linking and sequencing words from the box below:

- para.1* Studying a language in a country where it is widely spoken has many advantages. It is (1) \_\_\_\_\_ a good idea to study English in a country such as Britain. (2) \_\_\_\_\_, I believe it is not the only way to learn the language.
- para.2* (3) \_\_\_\_\_, most students in non-English-speaking countries learn English at secondary school and sometimes at university nowadays. (4) \_\_\_\_\_ their spoken English is not usually of very high standard, their knowledge of grammar is often quite advanced. This is certainly useful when students come to an English-speaking country to perfect the language.
- para.3* (5) \_\_\_\_\_, studying the basics of English at secondary school is less stressful than learning the language while overseas. This is because students living at home do not have to worry about problems such as finding accommodation, paying for their study and living costs, and trying to survive in a foreign country where day to day living causes much stress.
- para.4* (6) \_\_\_\_\_, there are obvious advantages of learning English in Britain. Every day there are opportunities to practise listening to and speaking with British people. (7) \_\_\_\_\_, students can experience the culture first-hand, which is a great help when trying to understand the language. This is especially true if they choose to live with a British family, as exchange students for example. (8) \_\_\_\_\_, if students attend a language school full-time, the teachers will be native speakers. In this case, (9) \_\_\_\_\_ will students speaking and listening skills improve, (10) \_\_\_\_\_ attention can be given to developing reading and writing skills as well.
- para.5* (11) \_\_\_\_\_, (12) \_\_\_\_\_ it is preferable to study English in an English-speaking country, a reasonable level of English can be achieved in one’s own country, if a student is gifted and dedicated to study.

<b>therefore</b>	.....	<b>however (x2)</b>	.....	<b>although</b>	.....
<b>in general</b>	.....	<b>also</b>	.....	<b>furthermore</b>	.....
<b>secondly</b>	.....	<b>even though</b>	.....	<b>but</b>	.....
<b>in the first place</b>	.....	<b>not only</b>	.....		

**1.5 ARTICLES:** Next, cover the model answer above and add the missing articles where necessary to the following sentences taken from the answer:

- a. Studying (1) \_\_\_\_\_ language in (2) \_\_\_\_\_ country where it is widely spoken has many (3) \_\_\_\_\_ advantages. It is therefore (4) \_\_\_\_\_ good idea to study (5) \_\_\_\_\_ English in (6) \_\_\_\_\_ country such as (7) \_\_\_\_\_ Britain. However, I believe it is not (8) \_\_\_\_\_ only way to learn (9) \_\_\_\_\_ language.
- b. Secondly, (10) \_\_\_\_\_ studying (11) \_\_\_\_\_ basics of (12) \_\_\_\_\_ English at (13) \_\_\_\_\_ secondary school is less stressful than learning (14) \_\_\_\_\_ language while overseas.

- c. Every day there are (15) \_\_\_\_\_ opportunities to practise (16) \_\_\_\_\_ listening to and (17) \_\_\_\_\_ speaking with (18) \_\_\_\_\_ British people. Also, (19) \_\_\_\_\_ students can experience (20) \_\_\_\_\_ culture first-hand, which is (21) \_\_\_\_\_ great help when trying to understand (22) \_\_\_\_\_ language.
- d. In general, even though it is preferable to study (23) \_\_\_\_\_ English in (24) \_\_\_\_\_ English-speaking (25) \_\_\_\_\_ country, (26) \_\_\_\_\_ reasonable level of (27) \_\_\_\_\_ English can be achieved in (28) \_\_\_\_\_ one's own country, if (29) \_\_\_\_\_ student is gifted and dedicated to (30) \_\_\_\_\_ study.

**1.6 SCRAMBLED SENTENCES:** Without looking at Exercise 1.4, unscramble the following sentences taken from the model answer:

- a. of learning | English | there are | in Britain | obvious advantages  
.....
- b. to understand | when trying | a great help | which is | the culture first-hand  
| can experience | the language | students  
.....
- c. native speakers | if | will be | attend | the teachers | full-time | students  
| a language school  
.....
- d. English | to | English-speaking | an | study | country | in | it | preferable | is  
.....
- e. of | reasonable level | gifted and dedicated | can be achieved | study | to  
| one's own country | English | is | a | a | in | student | if  
.....

**1.7 PREPOSITIONS AND PUNCTUATION:** Add the missing prepositions and punctuate these sentences from the passage in Exercise 1.4:

- a. although their spoken english is not usually (1)\_\_\_ a very high standard their knowledge (2)\_\_\_ grammar is often quite advanced
- b. students living (3)\_\_\_ home do not have (4)\_\_\_ worry (5)\_\_\_ problems such as finding accommodation paying (6)\_\_\_ their study and living costs and trying (7)\_\_\_ survive (8)\_\_\_ a foreign country where day to day living causes much stress
- c. there are obvious advantages (9)\_\_\_ learning english (10)\_\_\_ britain every day there are opportunities (11)\_\_\_ practise listening (12)\_\_\_ and speaking (13)\_\_\_ native speakers
- d. this is especially true if they choose (14)\_\_\_ live (15)\_\_\_ a british family as exchange students (16)\_\_\_ example

(ANSWERS ON PAGE 112)