

11.4 Speaking and writing

Speaking offering to do something

- 1 Put the words in the right order to make offers.
- I / a text / send / Shall / him ?
Shall I send him a text?
 - I / a lift / you / Why / don't / give ?

 - help / you / I'll / for / to look / them .

 - help / Let / you / me / it / with .

 - like / me / to show / you / Would / you ?

 - Shall / phone / for / I / a pizza ?

- 2 Match these situations to the offers from exercise 1.
- I forgot to tell Patric about the meeting.
Shall I send him a text?
 - I can't find the key to the games cupboard.

 - I need to get to the youth club before seven.

 - I don't know how to use this printer.

 - I'm too tired to cook tonight.

 - This box of sports equipment is very heavy.

3a Complete the conversation about the youth club trip with the offers from the list.

- Shall I make a drink?
- Shall I write that down?
- Let me help you.
- I'll email the design to you when it's ready.
- Why don't I do that?
- Would you like me to print the posters?

- A This is the list of the things for the youth club trip to the coast.
- B OK, this looks fine, but we'll need some sports equipment, too, so we can play football and volleyball on the beach.
1 *Shall I write that down?*
- A Good idea. Use my pen. Right, let's go through the list. First, we'll need to organize a bus to take everyone there.
- C 2 _____
I've got more time than you and I can phone the bus company this afternoon.
- A Perfect. Now what about a poster to tell everyone about the trip? I can write the text, but I'm not very good at art.
- C 3 _____
We can design the poster together on my new tablet.
- A Thanks, Carlos.
- B 4 _____
I can use the printer at the university.
- A OK. 5 _____
Now, what's next?
- C It looks like it's going to be a long evening.
6 _____
- B Oh, I'd love a coffee.

b 11.4))) Listen and check.

Writing a notice

- 4a Read the lines from two notices. Which are formal (F) and which informal (I)?
- Come to Room 5 on Friday at 1 p.m.! I
 - Would you like to live close to the university with a friendly group of people? ___
 - Join the office chess club. ___
 - We are looking for a fourth person to share a student house. ___
 - If you are interested, call Naomi Brandon on 08952 727445. ___
 - Want to do something different at lunchtimes and make new friends? ___
 - Wanted: chess players ___
 - Do you need a cheap room to rent for next year? ___

b Put the lines in the two notices in a suitable order.

I can ...

	Very well	Quite well	More practice
make adjectives stronger.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
offer to do something.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
write a formal/informal notice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>