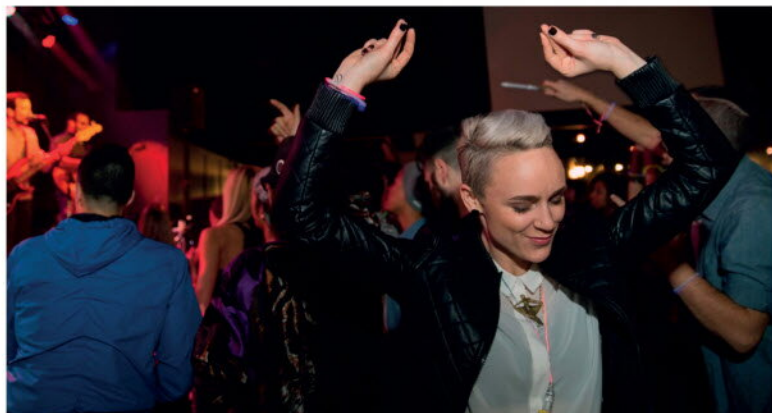


9.4 Speaking and writing

GOALS ■ Interrupt appropriately ■ Write a report

Speaking & Listening interrupting appropriately

- 1a Work in small groups. Look at the photos. Which kind of evening entertainment do you prefer? Why?



- b Discuss the questions with your group.
- How often do you go out in the evening? What do you usually do?
 - How late do you usually stay out? Does it matter to you if you have to get up early the next day?
 - How good is the nightlife or evening entertainment in your town or city? How could it be improved?

- 2a Read the headline. How would you feel if you lived nearby? Pleased or annoyed? Why?

News Business

Regent Court to be redesigned as late-night food quarter

Plans to create a food quarter in the street have been given the go-ahead despite objections by people living there. At a recent town council meeting ...

- b 9.6))) Listen to part of the town council meeting about the plans. Which of the following people do you hear giving their opinion? How do you know?
- A student aged about twenty
 - The parent of two small children
 - A restaurant owner
 - A local councillor for the Eco Party
 - The councillor who is chairing the meeting. The food quarter was his idea.
- 3 9.6))) Listen again. Write three phrases you hear being used to interrupt people.
- 4a Divide the following ways of interrupting people into a) more formal, polite ways and b) more informal or direct ways.
- If I could just interrupt a second, ...
 - Excuse me for interrupting, but ...
 - I'd like to comment on that ...
 - Can I just say ...
 - Can I say something here?
 - I'd like to say something, if I may.
 - Just a second, ...
 - Hang on a minute ...
- b Check your answers in the Language for speaking box.

LANGUAGE FOR SPEAKING interrupting

More formal/polite

If I could just interrupt a second, ...

Excuse me for interrupting, but ...

I'd like to comment on that ...

I'd like to say something, if I may.

Less formal/more familiar

Can I say something here? Hang on a minute, ...

Can I just say ...

Can I just come in here?

Just a second, ...

PRONUNCIATION polite intonation – interrupting

- 5a 9.7))) Intonation also affects how polite an interruption sounds. Listen to five pairs of phrases and, in each case, write down whether you think A or B sounds more polite.
- b 9.8))) Listen and repeat the polite intonation.
-
- 6 **TASK** Work in groups of 4–5. Turn to page 130 and choose a role card each. Look at the arguments on your card and add any others you can think of.
- 7a Carry out a role-play of the town council meeting about the food quarter in exercise 2. Each student must use *at least two* of the ways of interrupting people in the Language for speaking box during the role-play.
- b Decide together who made the best arguments and say why.

Writing a report

- 8 Look at the report on a different meeting, written by a committee member giving recommendations, and label sections 1–4 with headings a–d.
- Recommendations
 - Why the report has been written
 - Benefits of the proposed scheme
 - Drawbacks of the proposed scheme

- 9 Complete the Language for writing box with the underlined examples in the report in exercise 8.

LANGUAGE FOR WRITING writing a report

Note that a report is usually written in quite formal language.

Introductory paragraph

1 _____
2 _____
3 _____

This report is intended to ...

Reporting what was said and what happened

... 4 _____ / 5 _____ / 6 _____ that ...
7 _____

Giving recommendations

8 _____
9 _____
10 _____

The council might like to consider ...

I would suggest that ...

- 10 Work with a partner. Make a list of the benefits and drawbacks to the planned food quarter which were mentioned in your meeting.
- 11 **TASK** Use the information to write a report on your meeting using the report in exercise 8 as a model. You should write about 250 words.

Proposed new housing**TOPIC: REGENT'S COURT DEVELOPMENT DATE: THURSDAY 9 APRIL**

1 The purpose of this report is to give an account of the outcomes of the recent meeting about the scheme to build new housing on the parkland to the east of the town. Around fifty people attended the meeting, including many local residents. The report summarizes some of the main arguments made during the meeting and concludes with some recommendations.

2 Councillor Smith began the meeting by summarizing some of the reasons for proposing the new scheme. With several new companies opening up in the town,

he pointed out that there has been an influx of new people to the area and housing is now in short supply. This is affecting everyone in the town as housing is becoming less affordable. According to Mr Mackay, who represented the construction company, the new apartment blocks would include large outdoor play areas, which, he argued, would compensate for the loss of parkland.

3 However, when discussing the issue, the majority of local residents who attended felt that it was more important to keep the natural parkland. Ms Parker,

a councillor for the Green Party, also reminded the meeting that the parkland is a haven for wildlife, which would be displaced by the new buildings.

4 In conclusion, it was evident that there is quite a lot of negative feeling about the proposed scheme. I would recommend that further research is done into how the new housing could be made as green as possible, perhaps keeping a 'wild' area to support the local birds and insects. It might also be helpful to have a scale model made up for people to view at the council offices.