

11.4 Speaking and writing

GOALS ■ Write a formal/informal notice ■ Offer to do something

Reading & Writing a notice

- 1 Work with a partner. Answer the questions.
 - 1 How do you describe yourself?
a really organized b organized c not very organized
 - 2 Which of these do you sometimes organize?
holidays meetings parties study groups
- 2 Read notices 1 and 2 and discuss the questions with a partner.
 - 1 Who do you think wrote them?
 - 2 What type of person is going to answer them?
- 3a Work with a partner. Which notice in exercise 2 is ...
 - 1 more friendly and informal? Why?
 - 2 more formal? Why?
- b Check your ideas in the Language for writing box.

LANGUAGE FOR WRITING addressing your reader

- When you write something, it is important to know your reader and to write in a suitable way. Ask these questions: Who is the reader? What information does the reader need?
- Use formal language in notices with people you don't know very well, and informal language with people you know.
- To sound informal ...
 - 1 use ellipsis, e.g. ~~Are you~~ Tired of studying alone?
 - 2 use exclamation marks, e.g. Working together is more fun!
- To sound more formal ...
 - 1 write full sentences.
 - 2 don't use contractions, e.g. we are and not we're.
 - 3 use more formal expressions, e.g. Would you like ...?
NOT ~~Do you want ...?~~

- 4a Read lines 1–8 from two notices. Decide which are formal (F) and which are informal (I).
 - 1 Come to the university gym at 7.00 p.m. on Sept 15th. *I*
 - 2 Join the Maastricht University Basketball Club.
 - 3 Do you want to help your community and do you have some free time?
 - 4 If you are interested, call Mae Fox on 01110 8485576.
 - 5 Want to get fit and make new friends?
 - 6 Are you interested in working with young people?
 - 7 We are looking for friendly people to help organize a youth club on Thursday evenings.
 - 8 Wanted – basketball players
- b Put the lines in the two notices in a suitable order.

1

Are you a resident of East Harfield?

Are you worried about the local area? Would you like to help us keep it clean and tidy? The East Harfield Neighbourhood Committee spends every weekend doing jobs to improve our community and we are looking for new members. If you are interested, please email us at eastharfield@yahoo.com and tell us about yourself and how you would like to help.

2

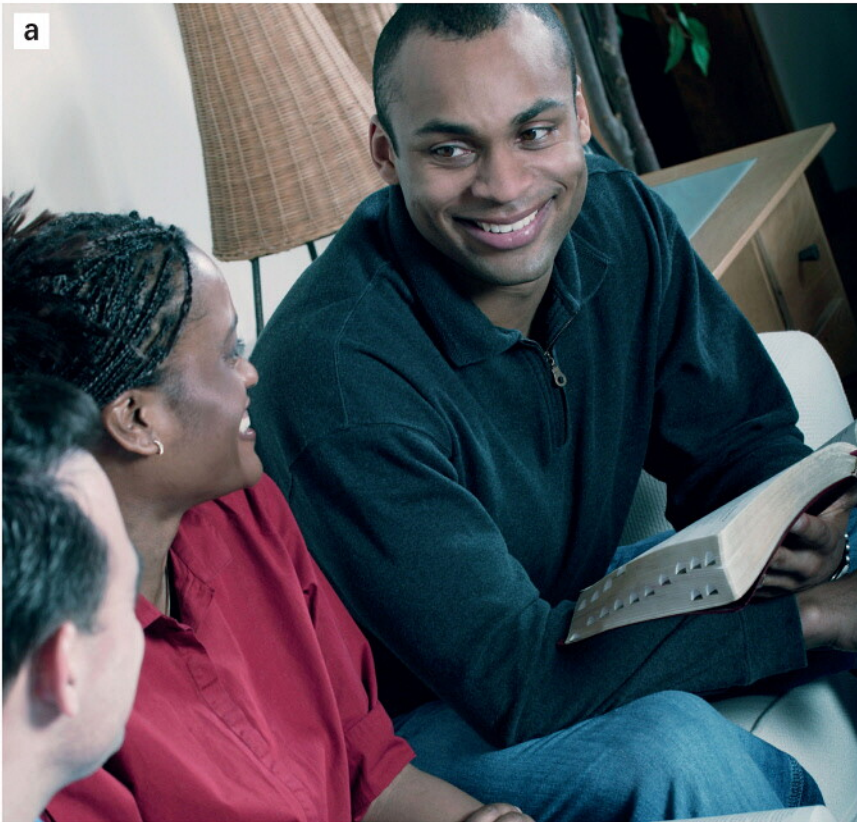
Wanted – Year 2 English students!

Tired of studying alone? Want to study with other people and make new friends?

Come to our study group in Room 246 every Friday at 6.30 p.m.

Improve your English and have fun!

- 5a Work with a partner. Plan a notice. Choose one of the ideas below or use your own ideas. Answer questions 1–4 to help you plan your notice together.
 - sell something
 - organize a charity event
 - start a study group/book club/dance class, etc.
 - rent a room in your house/flat
 - start a football team/running group, etc. at work
 - 1 Who is the reader, e.g. students, parents, colleagues, local people, etc.?
 - 2 How well do you know them? How formal/informal should you be?
 - 3 How can you make them 'notice' your notice?
 - 4 What information do they need to know? Think of at least five things to ask/tell them, e.g. times, places, what you want, what to bring, etc.
- b Write your notice.
- 6 Work in small groups and read each other's notices. Which notices are the most interesting?

Listening & Speaking offering to do something

7a Work with a partner. Match photos (a) and (b) to notices 1 and 2 in exercise 2.

b 11.11))) Listen to two conversations from the photos. Are the statements true (T) or false (F)?

Conversation 1

- 1 Dr Pedersen is at the meeting.
- 2 They are going to talk about the questions tomorrow.

Conversation 2

- 3 The local park is very small.
- 4 They want to paint the school.

c Compare your answers with a partner.

8a Work with a partner. Complete the sentences from the conversations with a word from the box.

Why Would I'll Shall Let

- 1 _____ I write that down?
- 2 _____ don't I give him the list then?
- 3 _____ take notes, so we don't forget.
- 4 _____ me help you with that.
- 5 _____ you like me to ask them?

b 11.12))) Listen, check and repeat.

9a Match a situation 1-5 to an offer a-e.

- 1 It's really hot in here!
 - 2 Excuse me, this fork is dirty.
 - 3 These bags are heavy.
 - 4 Are you still coming for dinner tonight?
 - 5 I'm going to walk into the city centre.
- a Why don't I give you a lift?
 - b Would you like me to open a window?
 - c I'm sorry. I'll bring you another one.
 - d Let me carry them for you.
 - e Of course! Shall I bring a dessert?

b Work with a partner. Take turns to practise the conversations in exercise 9a.

10a Read the information in the Language for speaking box about making offers.

LANGUAGE FOR SPEAKING making offers

When we offer to do something, we use:

Shall I (do) ...?

Why don't I (do)?

Would you like me to (do) ...?

I'll (do)

Let me (do)

b Work with a different partner. Choose a situation: work, study or social. Take turns to explain your problems and offer help, using the Language for speaking box to help you. Student A, turn to page 131. Student B, turn to page 135.