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Writing: Part 2



TIP: Make sure you practise writing different text types such as letters, reports, proposals and articles. Check that you know the conventions for writing these.

Example

Here is an example of a Part 2 task.



You see this announcement on your mobile phone company's website.

As you use our services, we want to hear what *you* think. How has having a mobile affected the way you work or socialise? Also, give us an example of a time when having a mobile really helped you, and say what might have happened if you hadn't had one.

Send us your article. The best ones will appear on this website, and win you a year of free calls!

Explanation: Look at the sample answer below.

Dear Sir or Madam,

I am writing in reply to your announcement on your company website.

I am pleased to tell you that having a phone from your company has helped me many times both in work and social situations ...

This reply is in the form of a letter rather than an article, and is addressed to the wrong target audience – the mobile phone company rather than readers of the website.

Compare it with this sample answer.

MY MOBILE - CAN'T LIVE WITHOUT IT!

I simply can't remember a time when I didn't have a mobile phone! How on earth did I manage? I rely on it completely these days to arrange my social life - in fact if I didn't have a phone, I'd probably never get to meet up with friends!

Use of English: Part 2 open cloze



TIP: Sometimes you may need to read a large chunk of text to see which word is required – reading what goes before and after the gap will not be enough to give you the answer.

Examples

- 1 It may be necessary to complete a **structure**, the two parts of which are separated in the text.

'Fully-shielded lights not ...**only**... help preserve the beauty of the starry sky,' maintains David Crawford of the International Dark Skies Association, 'but they also illuminate far more efficiently.'

Explanation: The missing word is 'only', as it is part of the structure 'not only ... but also', which is spread across the chunk of text.

- 2 It is important to read and understand the text before the gap in order to select a word with the correct **meaning**.

Researchers found that identical twins, who share the same genes, tended to have the same levels of musical ability. ...**However**... , non-identical twins, who share just 50% of the same genes were less likely to have the same level of musical talent.

Explanation: From reading the chunk of text, it becomes clear that a link is needed that contrasts the abilities of the identical and non-identical twins.