**Read the questions first. Then read the text and answer the questions.**

Dear Sir,

I am writing with regard to the upcoming reception which is to be held on 2nd June to welcome foreign VIPs. As a tax-payer, I consider this event an extravagant waste of money, and would like to offer a little constructive criticism.

Officials took the hasty decision to spend outrageous amounts of money organising a two-hour event, while our school and roads are badly in need of repair. At the local council meeting held last month our honourable judge, Mr Peter Stevens, stated that the local government did not have the funds to repair **these** facilities. At the same time, they were arranging for foreign dignitaries to visit our town, at our expense.

As a result, our children face a cold winter without proper heating in their classrooms, and as motorists, we will risk our lives driving on roads which require resurfacing.

While I understand the significance of providing an appropriate function for these officials, I do not believe that the needs of our town and **its** residents should be overlooked.

To sum up, I believe that a compromise could be made **(**by scaling down this expensive reception party**)** and spending some of the money to meet our community's needs. What better way to greet visitors than by proudly showing off our town and its citizens?

Yours faithfully,

Alison BROWN

1. Are the following statements true or false? **2pts**
2. The letter is written to someone close to the sender. False
3. The letter is very formal. False
4. Alison Brown is writing to apologize. False
5. She suggests cancelling the reception. False
6. Outline the main ideas of the letter. **3 pts**

* **§1 : writing to complain; Give opinion.**
* **§§ 2&3: Arguments to support your opinion/ to suggest what can be done.**
* **§4: Opposing opinion & contradict it.**
* **§5: closing remarks**

1. What do the bold-typed parts refer to? **1pt**

These **→** **School and roads** / Its **→ our town**

1. To what class does each of the underlined words refer to? **2pts**

Hasty ( adjective) repair (noun) up (adverb)

1. Pick from the letter two inappropriate (informal) expressions? **2 pts**

Extravagant waste of money / outrageous amounts / Badly in need of / …

1. What is the function of the part between brackets? **1pt**

Adverb (ial)

1. What type is the sentence of the 3rd paragraph? Justify your answer **2 pts**

Compound- complex sentence ( two independent clauses and one subordinate)

1. What logical connector can replace that used in §3? What does it express? **2 pts**

Consequently, therefore, as a consequence (Result, consequence)

All the Best of Wishes

**Read the questions first. Then read the text and answer the questions.**

Dear Madam,

I am writing with regard to the upcoming reception which is to be held on 3rd July to welcome foreign VIPs. As a tax-payer, I consider this event an extravagant waste of money, and would like to offer a little constructive criticism.

The local hospital has stated time and time again that as **they** do not have the medical equipment to tend to patients properly, they feel they are fighting a losing battle. It is unbelievable that the town's needs are being sacrificed for a few hours of rubbing shoulders with VIPs. If the council can spend thousands of pounds welcoming a handful of officials, then surely **it** can spend some money on improving the standards of services within our community - or do we not qualify as a worthy cause?

While I understand the significance of providing an appropriate function for these officials, I do not believe that the needs of our town and its residents should be overlooked.

To sum up, I believe that a compromise could be made by scaling down this expensive reception party and spending some of the money to meet our community's needs. What better way to greet visitors than **(**by proudly showing off our town and its citizens?**)**

Yours faithfully,

Alice JAKE

1. Are the following statements true or false? **2pts**
2. Alice Jake is writing to authorities. True
3. The letter is not very informal. True
4. Alice is writing to give suggestions. True
5. She has a positive attitude regarding the event. False
6. Outline the main ideas of the letter. **3 pts**

* **Expressing opinion/ complaint**
* **Giving arguments to support opinion and suggestions of what can be done.**
* **Opposing opinion and contradicting it.**
* **Closing remarks/**

1. What do the bold-typed parts refer to? **1pt**

They → Hospital (responsible) It → the council.

1. To what class does each of the underlined words refer to? **2pts**

Upcoming (Adjective) waste (Noun) Within (Preposition) down(Adverb)

1. Pick from the letter two inappropriate (informal) expressions? **2 pts**

extravagant waste / fighting a losing battle / rubbing shoulders with VIPs / … rubbing shoulders with VIPs

1. What is the function of the part between brackets? **1pt**

Adverb (ial)

1. What type is the sentence of the 3rd paragraph? Justify your answer **2 pts**

Complex sentence ( One independent clause and two dependent ones)

1. What logical connector can replace that used in §3? What does it express? **2 pts**

Contrast, concession ( Whereas, although, (even) though …

All the Best of Wishes

**Read the questions first. Then read the text and answer the questions.**

Dear Mr Stevenson,

I am writing in response to the decision to open **(**an adult education centre**)** in our area.

Firstly, let me state that I was delighted when I heard the news that such a centre was to be established in our comunity. In my view, it will provide valuable services not normally available to most people. It is not often that **one** has the chance to go back to school due to responsibitities such as work and child-rearing.

I believe that the centre should have had as many courses and activities as possible. For example, by providing facilities such as a science laboratory, computer and arts centres, a fully-equipped gymnasium and a library, not only will students benefit, but the centre will as well.

Regarding location, I would suggest that the centre be built along the riverside, overlooking Sunset Bay. It is a most inspiring place and very convenient as it is close to the bus and train stations. Alternatively, the centre could be built in the park beside the Museum of Fine Arts.

All in all, I think that an adult education centre will help to enhance our community both culturally and financially. I am looking forward to taking advantage of **the wonderful opportunity** that is being offered.

Yours Sincerely,

Jake SALOMON

1. Are the following statements true or false? **2pts**
2. Mr Salomon is writing to a friend. False
3. The letter is very informal. False
4. Mr Salomon is writing to give opinion. True
5. The writer does not appreciate the decision. False
6. Outline the main ideas of the letter. **3 pts**

* **Writing to give opinion/ suggestions**
* **Expressing delight**
* **Suggesting activities to be planned**
* **Suggesting a location for the centre**
* **Stating the benefits of the centre to community**

1. What do the bold-typed parts refer to? **1pt**

One → a person (people) – the wonderful opportunity → opening an adult education centre

1. To what class does each of the underlined words refer to? **2pts**

Our ( adjective/ premodifier) – back (adverb) – work (noun) - close(adjective)

1. Pick from the letter two mistakes and correct them? **2 pts**

Community ( community) – should have had ( should have)

1. What is the function of the part between brackets? **1pt**

Object/ complement

1. What type is the 2nd sentence of the 3rd paragraph? Justify your answer **2 pts**

Compound sentence ( Two independent clauses coordinated by not only … but … as well)

1. What logical connector can replace that used in the 3rd sentence of **§2**? What does it express? **2 pts**

Cause/ Reason ( Due to = because of)

All the Best of Wishes

**Read the questions first. Then read the text and answer the questions.**

Dear Mr Connelly,

I am writing in response to the decision to open an adult education centre in our area.

Firstly, let me state that I was delighted when I heard the news that such a centre was to be established in our community. In my view**, it** will provide valuable services not normally available to most people. It is not often that one has the chance to go back to school due to responsibitity's such as work and child-rearing.

In order for people to be able to use the centre effectively, I think that the most suitable opening hours would be from 8.30 am to 8.30 pm, Monday to Friday. For those of us who cannot attend during the week, the centre could open on Saturdays from 8.30 am to 1.00 pm.

**(**As far as people with children are concerned**)**, perhaps the centre could set up a day-care unit so that youngsters could be looked after while their parents attend classes.

All in all, I think that an adult education centre will have helped to enhance our community both culturally and financially. I am looking forward to taking advantage of **the wonderful opportunity** that is being offered.

Yours Sincerely,

Martha FLOWERS

1. Are the following statements true or false? **2pts**
2. Martha Jake is writing to a relative. False
3. The letter is not very formal. False
4. Martha is writing to give suggestions. True
5. She has a positive attitude regarding the event. True
6. Outline the main ideas of the letter. **3 pts**

* **Writing to give opinion;**
* **Expressing delight;**
* **Suggesting time of work;**
* **Suggesting setting a day care unit;**
* **Stating the benefits of the center to the community**

1. What do the bold-typed parts refer to? **1pt**

It → the centre / the wonderful opportunity → opening an adult education centre/ going back to school

1. To what class does each of the underlined words refer to? **2pts**

Back (adverb) - child-rearing (noun) - during (preposition) - both( adverb)

1. Pick from the letter two mistakes and correct them? **2 pts**

responsibitity's (responsibilities) - will have helped (will help)

1. What is the function of the part between brackets? **1pt**

Adverb (ial)

1. What type is the 1st sentence of the 3rd paragraph? Justify your answer **2 pts**

Complex sentence ( One subordinate clause and one independent clause.)

1. What logical connector can replace that used in §3? What does it express? **2 pts**

Purpose / aim/ objective ( To/ so as to ….)

all the Best of Wishes

Dear Mr Seward

It is with regret that I feel I must write to express my disappointment at the quality of food and service I received at your restaurant yesterday evening.

**(**Although your food is usually of a very high standard I felt that**)**, on **this** occasion, the meal left a lot to be desired. The preparation and presentation seemed hurried and careless. In addition, the waiter was slow and inattentive. As a result, neither my guest nor I felt inclined to finish our meal.

Might I suggest that, as the manager, it would be advisable for you to oversee the preparation of food personally. While I realise the work involved in running a restaurant is very demanding, I nevertheless feel that the standard of the food served is of **utmost** importance. I would recommend, **therefore**, that you give this matter your urgent attention.

Regarding the service, I would suggest that you speak to the waiter concerned to ensure that other customers are not similarly inconvenienced. This would help your restaurant maintain its well-deserved reputation.

I look forward to hearing from you as soon as possible. At the meantime , I hope you will take my comments **into** consideration.

Yours sincerely,

M. A. Jake

1- Answer the questions as concisely as possible. **3 pts**

1. To whom is the letter sent? Specify.

Mr Steward, a restaurant manager

1. What does the letter sender complain about?

The bad quality of food: preparation and presentation.

1. What suggestion(s) does the writer provide?

Personally overseeing the preparation and speaking to the waiter

1. Outline the main ideas of the letter. **3 pts**

* **Writing to express disappointment;**
* **Bad quality of food/ slow, inattentive waiter**
* **Advising the manager to oversee food preparation;**
* **Suggesting talking to the waiter;**
* **Hoping comments are considered.**

1. To what class does each of the bold-typed words belong? **2pts**

This (adjective) - utmost (adverb) - therefore (adverb) - into(preposition).

1. Pick from the letter three signs of formality? **3 pts**

* Use of the passive (are not similarly inconvenienced);
* Using formal expressions (that I feel I must write to express my disappointment…);
* Use of polite expressions (it would be advisable for you …);
* Use of complex sentences ( any example) …

1. What is the function of the part between brackets? **1pt**

Adverb (ial clause)

1. What type is the first sentence of the last paragraph? Justify your answer **2 pts**

A simple sentence (One clause)

1. What subordinating connector can replace that used in the second sentence of 3rd paragraph? What does it express? **1 pt**

Although,( even) though … (Concession)

All the Best of Wishes

Dear Mr Seward

It is with regret that I feel I must write to express my disappointment at the quality of food and service I received at your restaurant yesterday evening.

The service was not what I have come to expect from your establishment. our waiter was **rather** inattentive and slow, not only in taking our order, but also, in bringing the dishes. Since the reason for my visit was to entertain a client. I was somewhat disturbed at the apparent **fall** in standards. On the basis of my previous experience of your restaurant. I had promised my guest **an** especially memorable dinner, and was thus deeply embarrassed to be proved entirely wrong.

**(**Regarding the service**)**, I would suggest that you speak to the waiter concerned to ensure that other customers are not similarly inconvenienced. **This** would help your restaurant maintain its well-deserved reputation.

I look forward to hearing from you as soon as possible. At the meantime, I hope you will take my comments into consideration.

Yours sincerely,

P. A. Hogan

1- Answer the questions as concisely as possible. **3pts**

2- To whom is the letter sent? Specify.

Mr Steward, a restaurant manager.

1. What does the letter sender complain about?

The bad quality of service: food preparation and presentation.

1. What suggestion(s) does the writer provide?

Talking to the waiter.

1. Outline the main ideas of the letter. **3 pts**

* **writing to complain about food and service;**
* **complaint about the service / justification;**
* **suggestion to improve service;**
* **Hoping comments/ suggestions are considered.**

1. To what class does each of the bold-typed words belong? **2pts**

Rather (adverb) - Fall (noun) - an (determiner, article)-

This( pronoun)

1. Pick from the letter three signs of formality? **3 pts**

* Use of complex sentences (any example);
* The passive (was thus deeply embarrassed to be proved entirely wrong) …
* Polite/ formal expressions ( any example)

1. What is the function of the part between brackets? **1pt**

Adverb (ial clause)

1. What type is the last sentence of the letter? Justify your answer **2 pts**

Complex sentence (it contains a subordinate clause)

1. What logical connector can replace that used in the last sentence of the 2nd paragraph? What does it express? **1 pt**

Consequence, result ( therefore)

All the Best of Wishes

Dear Sir/Madam,

I am writing to bring to your attention the dangerous state of the road junction **between** Ellis Road and Wiltshire Avenue in the village of Hazlemere. During the last year there have been **(**a large number of accidents**)** at this junction and it seems to me that something must be done.

The basic problem is the lack of road signs on Ellis Road warning drivers of the junction. In particular, **for** traffic approaching from the north, there are no warning signs at all until they have reached the junction. Since the speed limit on this road is 60 mph, drivers do not have time to slow down, with the result that they go through the stop sign directly into the lane of east-bound traffic on Wiltshire Avenue.

One solution to the problem would be to install signs on Ellis Road. **These** should be clearly visible and large enough to make drivers aware of the junction. Also, the speed limit must be reduced to make sure that cars travel at a speed at which they are able to slow down and stop safely.

I hope you will give this matter your urgent consideration and that suitable measures will be taken **before** more accidents occur.

Yours faithfully,

K. J·Right

1- Answer the questions as concisely as possible. **3 pts**

1. To whom is the letter sent?

The authorities / The mayor.

1. What does the letter sender complain about?

A dangerous road junction causing accidents;

Lack of signs / high speed limit

1. What suggestion(s) does the writer provide?

* Installing road signs/ reducing the speed limit

1. Outline the main ideas of the letter. **3 pts**

* **Writing to complain about the dangerous road junction;**
* **Problems caused by the lack of road signs;**
* **Suggesting installing road signs and reducing speed limit;**
* **Hoping suggestions is urgently considered.**

1. To what class does each of the bold-typed words belong? **2pts**

Between (preposition) - for (preposition) - These (pronoun) - before ( preposition )

1. Pick from the letter three signs of formality? **3 pts**

* Use of complex sentences (any example);
* Use of the passive ( something must be done …)
* Polite and formal expressions: would be to install …
* Use of full forms (any example)

1. What is the function of the part between brackets? **1pt**

Complement

1. What type is the last sentence of the first paragraph? Justify your answer **2 pts**

Compound-complex sentence (Two coordinate independent clauses and a subordinate clause)

1. What logical connector can replace that used in the 2nd sentence of the 2nd paragraph? What does it express? **1 pt**

Till (time)

All the Best of Wishes

Dear Sir/Madam,

I am writing to bring to your attention the dangerous state of the road junction between Ellis Road and Wiltshire Avenue in the village of Hazlemere. During the last year there have been a large number of accidents at **this** junction and it seems to me that something must be done.

The basic problem is the lack of road signs on Ellis Road warning drivers of the junction. Furthermore, the junction **also** presents a danger to the children walking to and from the local primary school. Due to the fact that there is no safe place to cross, several children have been injured in minor accidents. Yet more accidents have been caused by the fact that drivers have swerved to avoid children stepping **off**the pavement.

To solve the problem, a proper crossing must be provided for pedestrians at the junction. Doing so would ensure that drivers were not distracted by people **(**crossing the road**)**. Moreover, flashing lights would act as a further warning, forcing drivers to slow **down** even more, thus reducing the danger to local people.

I hope you will give this matter your urgent consideration and that suitable measures will be taken before more accidents occur.

Yours faithfully,

L. J·Jefferson

1- Answer the questions as concisely as possible. **3 pts**

1. To whom is the letter sent?

The authorities / the mayor.

1. What does the letter sender complain about?

A dangerous road junction causing accidents;

Lack of signs / high speed limit

1. What suggestion(s) does the writer provide?

……………………………………………………………………………………………………………………………………………………

1. Outline the main ideas of the letter. **3 pts**

* **Writing to complain about the dangerous road junction;**
* **Problems caused by the lack of road signs;**
* **Suggesting the provision pedestrian crossing and flashing lights;**
* **Hoping suggestions is urgently considered.**

1. To what class does each of the bold-typed words belong? **2pts**

This (adjective) - also ( adverb) - off ( adverb ) -down ( adverb)

1. Pick from the letter three signs of formality? **3 pts**

* Use of complex sentences (any example);
* Use of the passive (must be provided …)
* Polite and formal expressions: would be to install …
* Use of full forms (any example)

1. What is the function of the part between brackets? **1pt**

Post-modifier

1. What type is the sentence of the last paragraph? Justify your answer **2 pts**

Compound-complex sentence.

1. What logical connector can replace that used in the 3rd paragraph? What does it express? **1 pt**

* Purpose/ aim/ objective (in order to, so as to)
* OR, consequence ( therefore, consequently) .

All the Best of Wishes