

Writing 2



Some teenagers game in English communities. Chatting in English is no big deal to them. Other teens respond in English to a Facebook post or Instagram story. All of this means that, nowadays, we communicate in English more and more. More practice means better writing!

In this file you will learn many different types of writing. Writing that you will need to do when travelling or studying abroad. You'll send postcards, leave notes, fill in forms, chat, write emails and even letters. Enough talking about writing, let's start writing!

This Is What You Will Do

You will communicate in English by email, pen and paper, the Internet, cards and short informal letters. All of the exercises focus on a holiday or study abroad.

This Is What You Will Need

You will need:

- rules for writing;
- knowledge of the irregular verbs;
- knowledge of all the tenses in English;
- knowledge of word order;
- a dictionary;
- your imagination.

This Is What You Will Learn

You will learn:

- how to fill in a form with your personal information;
- how to ask formal and informal questions; (formal / informal);
- how to write a card to invite some friends to a party (informal);
- how to write a card to thank someone and say goodbye (informal);
- how to write a short personal letter (informal);
- how to write an email with a complaint (formal);
- how to write a formal email (formal);
- how to write an email requesting information (formal);
- how to write about yourself, an event and your stay abroad (informal);
- how to use the right tenses in English writing (past simple, present perfect, past continuous and future).

ERK

Je werkt in deze module aan het onderdeel schrijven op A2-niveau.

Je kunt:

- een eenvoudig, persoonlijk briefje schrijven;
- aan een eenvoudige chatsessie deelnemen;
- standaardformulieren invullen;
- korte notities maken voor jezelf en voor anderen over (persoonlijke) zaken;
- korte berichten schrijven over zaken die jou persoonlijk aangaan;
- in eenvoudige zinnen dingen die je kent en kunt beschrijven;
- een kort verhaaltje schrijven dat over iets uit jouw dagelijkse leven gaat;
- kort iets schrijven over wat je hebt meegemaakt.

A

Planning to Go Abroad

1 An Email from Anthony

Read the text **Email from London**. Answer the questions in Dutch.

1 Welke plek vond Anthony adembenemend?

.....

2 Wat is de lievelingskleur van Anthony?

.....

3 Welke dieren komen voor in Hyde Park?

.....

4 Wat vind je op elke hoek van de straat in Londen?

.....

Email from London

From: AnthonyJames@gmail.com

To: myemail@gmail.com

Cc / Bcc:

Subject: An Irishman in England

Hi,

How are you? My road trip through the UK is absolutely fantastic! I saw Stonehenge and the white cliffs of Dover. I also saw the lavender fields in Surrey. Absolutely breath-taking, you see purple everywhere. And you know that's my favourite colour.

I am in London now, which is the best city ever! Piccadilly Circus is amazing and so is Hyde Park, with it's cute little squirrels. There's a Costa at almost every corner, you'd love it here ;)

Tomorrow I am finally going to see the Tower Bridge, can't wait!

I'll email you again when I get back home in Ireland and I'll let you know what it was like!

See you soon,
Anthony



2

Answer Anthony

Use **Email from London** and **How to Write an Informal Email**. Write a reply to Anthony's email.

Neem de volgende onderdelen op in de e-mail:

- 1 vertel hoe het met jou gaat;
- 2 zeg dat je het fijn vindt dat Anthony het zo naar zijn zin heeft;
- 3 zeg dat je zelf ook heel graag naar Londen zou willen gaan;
- 4 zeg dat je een beetje jaloers bent omdat ze in Nederland bepaalde Engelse winkels niet hebben;
- 5 vraag of hij tips heeft over wat je absoluut in Londen moet gaan zien;
- 6 vraag wanneer hij precies teruggaat naar Ierland.

Choose the correct sentence from the following list:

- I would love to visit London as well.
- I am a bit jealous because certain British shops don't have stores in the Netherlands.
- I am doing great.
- When will you be back from England?
- It's good to hear you are having such a great time in London.
- What places should I visit in London?

From: myemail@gmail.com
 To: AnthonyJames@gmail.com
 Subject: re: An Irishman in England

Hi Anthony,

How are you?

- 1
- 2
- 3
- 4
- 5
- 6

Well that's all for today. I would love to hear from you soon.

Love,

.....

How to Write an Informal Email

Deze e-mail is bedoeld voor vrienden, familie en mensen die je persoonlijk kent en heet een informele e-mail.

Jouw e-mailadres	From:	myemail@gmail.com
E-mailadres aan wie je stuurt	To:	AnthonyJames@gmail.com
Cc	Cc / Bcc:	
Onderwerp van de e-mail	Subject:	My plans / Your homework / The concert tickets / Bad news
Aanhef	Hi Anthony, / Hello Anthony, / Dear Anthony,	
Regel overslaan	What's up?	
Reden van schrijven	I just wanted to ask if you can come to my farewell party. Are you in the Netherlands or in Ireland then? I really hope you will come. Let me know, okay?	
Regel overslaan	Talk to you later!	
Slotzin	Bye,	
Regel overslaan	your name	
Groet		
Naam		

In een informele e-mail mag het taalgebruik ook best wat informeel zijn. Je schrijft dan in dezelfde stijl als wanneer je tegen de persoon zou praten.

3 Where Were You?

Read the text **Back in Ireland** and answer the questions in Dutch.

- 1 Wat betekent 'hear' in de zin: 'Nice to hear from you.'?
.....
- 2 Wat betekent 'were' in de zin: 'We were there for two days.'?
.....
- 3 Wat betekent 'its' in het zinsdeel: 'the Big Ben and its scaffolds'?
.....
- 4 Wat betekent 'where' in de zin: 'That's where they have those billboards.'?
.....
- 5 Wat betekent 'we're' in de zin: 'We're planning on going back someday.'?
.....
- 6 Wat betekent 'here' in de zin: 'There's not much to do around here.'?
.....
- 7 Wat betekent 'it's' in de zin: 'But it's home!'
.....

Back in Ireland

From: AnthonyJames@gmail.com
 To: myemail@gmail.com
 Cc / Bcc:
 Subject: No place like home

Hi!

Nice to hear from you! I've been back for a week now. The trip through the UK was amazing!
 You must visit London someday!
 I was there together with a few friends I met during my trip. We were there for two days and believe me: it's not enough time to see everything.
 It's just such an amazing city! You must go and see the Tower Bridge, the Big Ben and its scaffolds and Piccadilly Circus, that's where they have those billboards.
 You should also visit Buckingham Palace. The Changing of the Guard is great fun!

We're planning on going back someday, there is too much we still have to see. Anyway, make sure you have plenty of time.

I can't wait to go back to London because there's not much to do around here, compared to a big city like London. The park here is tiny and my town doesn't even have a bridge. But it's home!

I have attached a few of my favourite pictures, because seeing is believing! And yes, I have made these pics myself. I borrowed my dad's camera 📷.

Talk to you soon!

Love,
 Anthony

📎 attachment 1



A squirrel in Hyde Park

📎 attachment 2



The Big Ben and its scaffolds because it was being restored

📎 attachment 3



Picadilly Circus by night

4 A Small Difference

Choose the correct form of **where - were - we're** or **it's - its** or **hear - here**.

- 1 looking for a place to stay.
- 2 can I find the elevator?
- 3 easy to get lost there.
- 4 Thomas was last week.
- 5 Listen, don't you the bells of Big Ben chime?
- 6 Hyde Park hasn't lost beauty over the years.
- 7 Piccadilly Circus is you can find a great number of billboards.
- 8 Being on holiday is great, but always good to be back home.
- 9 We right in time for the Changing of the Guard.
- 10 Did you the national anthem there too?
- 11 Does Anthony know waiting for him here?
- 12 Yes, we discussing it when he suggested to meet here.
- 13 I don't think I'll ever get used to London and busy streets.

5 Great Sights to See

Door de e-mail van Anthony wil jij nu ook heel graag naar Londen. Lees **London: Best for Teenagers** en beantwoord de volgende vragen. Bij welke bezienswaardigheden horen deze activiteiten?

- | | | | |
|---|--|---|--|
| 1 | Hier leer je iets over de ruimte. | A | London Transport Museum |
| 2 | Hier kun je beroemdheden spotten. | B | Changing of the Guard |
| 3 | Dit is een schip. | C | Big Ben |
| 4 | Hier zie je mannen met hoeden van berenbont. | D | Science Museum |
| 5 | Hier kun je geheime schuilplaatsen bekijken. | E | HMS Belfast |
| 6 | Hier kun je met beroemdheden op de foto. | F | Piccadilly Circus and Leicester Square |
| 7 | Dit is onderdeel van een groter gebouw. | G | Madame Tussauds |

1	2	3	4	5	6	7

London: Best for Teenagers



Science Museum

The sensational presentations about space, information technology, flying and more will have teenagers fascinated. Step on the flight simulator and experience flying through space. Each month kids aged 7 to 13 get the chance to experience a night of hands-on workshops, science shows and an IMAX 3D film.

Madame Tussauds

With its celebrity waxworks this museum is selfie heaven. Among the wax figures are Luke Skywalker from Star Wars, David Beckham and Lady Gaga. You can take pictures of every wax figure in the museum. All figures look just like the real-life person, so to get an idea of how tall Kim Kardashian is in real life: go and see for yourself! Entry tickets are fairly expensive though.



London Transport Museum

Lots of fun information of London transport told in normal everyday language. Twenty London Transport buses and trains are on display and available for touching, climbing on and general handling at this museum. The museum also stages Hidden London tours (from 14 years) taking you down into secret shelters and disused tunnels across London (book early).

HMS Belfast

HMS Belfast is a warship, shown at the Imperial War Museum. It served in WWII and the Korean War. The amazing displays bring those history lessons to life. Veterans tell all about their experiences aboard the ship: about sleeping in hammocks side by side and supporting the Allied troops on D-Day.



Changing of the Guard

Every day, at 11 o'clock sharp, soldiers in bearskin hats and red uniforms take each other's place in guarding Buckingham Palace. Lots of tourists hang around the Palace during this time but you can actually join the complete ceremony as the guards will also move through other places.

Big Ben

Big Ben is actually part of the Houses of Parliament, so where the government is. On the north of the building is a clock tower, complete with a bell that chimes every 30 minutes. You cannot visit inside the Tower but you surely want to see this important sight in London from a distance as well.



Piccadilly Circus and Leicester Square

Piccadilly Circus is no more than a square where Londoners usually agree to meet so they can go shopping or drinking afterwards. There is a huge billboard and a statue, but that's it. Leicester Square is the area where you can find theatres, cinemas, red carpets and celebrities. If that doesn't do it for you, the M&M World shop will.

6 Just a Few Questions

Read **How to Write a Formal Email** on page 10.

Na het lezen van de e-mail van Anthony heb je besloten ook naar Londen te gaan. Je hebt nog wat vragen over jouw reis. Schrijf een e-mail aan het onlinereisbureau waar jij jouw reis wilt gaan boeken.

Neem de volgende onderdelen op in de e-mail:

- 1 vraag of je een paspoort nodig hebt of een identiteitskaart;
- 2 vraag hoe lang je erover doet om naar Londen te vliegen;
- 3 vraag of je meer dan één koffer mag meenemen;
- 4 vraag of je de reis kunt annuleren als je ziek wordt;
- 5 vraag of je te eten en drinken kunt krijgen tijdens de vlucht;
- 6 vraag of je een plekje bij het raam kunt krijgen.

Choose the correct sentence from the following list:

- can I get a window seat?
- do I need to have a passport for London or will an ID do as well?
- how long does flying to London take?
- Will there be something to eat and drink during the flight?
- can I bring more than one suitcase?
- if it is possible to cancel my trip if I am ill?

From: myemail@gmail.com
 To: TravelAgency@London.co.uk
 Subject: A few questions

Dear Sir/Madam,

The reason for writing this email is that I have a few questions about my trip to London.

1 My first question is:

.....

2 My second question is:

.....

3

4 Could you also tell me

5

6 And my last question is:

Could you please inform me if you have received this email?

I hope to hear from you soon.

Kind regards,
 First name and last name

How to Write a Formal Email

Een formele e-mail is bedoeld voor mensen die je niet persoonlijk kent, zoals bijvoorbeeld mensen die werken bij een bedrijf. Met een formele e-mail kun je onder andere informatie opvragen of een klacht schrijven.

Jouw e-mailadres	From: myemail@gmail.com
E-mailadres van ontvanger(s)	To: info@workaway.com
Cc (extra ontvanger)	Cc / Bcc:
Onderwerp van de e-mail	Subject: My application
Aanhef	Dear Sir/Madam,
Regel overslaan	
Reden van schrijven / Inleiding	I am writing to ask if you have received a copy of my email.
Regel overslaan	
Kern	I have asked to stay with host family number BC3072. I wrote this host family an email with some inquiries. I also sent this email to you as a CC.
Regel overslaan	
Conclusie of vraag	Could you please inform me if you have received this email?
Regel overslaan	
Slotzin	I hope to hear from you soon.
Regel overslaan	
Groet	Yours faithfully,
Naam	your full name

In een formele e-mail gebruik je nette en beleefde taal en geen afkortingen of spreektaal.

7 Information Needed

Read the **Reservation Form London Youth Hostel** and answer the questions in Dutch.

- 1 Waar gebruik je dit formulier voor?
.....
- 2 Wat betekent 'block capitals'?
.....
- 3 Welke drie dingen moet je met dit formulier doen?
.....
- 4 Wat betekent 'holiday party'?
.....
- 5 Wat wordt er bedoeld met 'please specify' achter het woordje 'pets'?
.....
- 6 Welk bedrag moet je als aanbetaling overmaken?
.....
- 7 Wat wordt bedoeld met de zin 'Balance due 6 weeks before arrival'?
.....