

Writing 2



Writing in English is not something you do every day. However, in a digital world we do get more accustomed to it. Booking a holiday online and writing a review on an English website is not a big deal anymore. As well as communicating with people from around the world in an online game.

Some forms of writing will not be as common though. Think of an application letter or responding to an invitation in English. This file will focus on many different types of written communication that you could come across when travelling or studying abroad. You'll send postcards, leave notes, fill in forms, chat, write emails and even letters. Enough talking, let's start writing!

This Is What You Will Do

You will communicate in English by email, pen and paper, the Internet, cards and formal 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 short personal letter (informal);
- how to write an email with a complaint (formal);
- how to write a formal letter (formal);
- how to write a letter of application (formal);
- how to write a short story about yourself 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-, B1- en B2-niveau.

Je kunt:

- een persoonlijke brief of e-mail schrijven waarin ervaringen, gevoelens en gebeurtenissen enigszins gedetailleerd worden beschreven;
- aan een discussie deelnemen via sociale media;
- formulieren uitgebreid en gedetailleerd invullen;
- notities maken voor jezelf en voor anderen over zaken die van direct belang zijn;
- korte berichten schrijven over zaken die jou persoonlijk aangaan;
- in eenvoudige zinnen en gedetailleerd dingen die je kent en kunt, beschrijven;
- in eenvoudige zinnen een persoon beschrijven;
- verslag doen van ervaringen en daarbij gevoelens beschrijven;
- ingaan op de persoonlijke betekenis van ervaringen en gebeurtenissen.

A Planning to Go Abroad

1 Email from Chris

Read the text **Email from New York**. Chris is your friend from England and he is on a road trip through the USA. Answer the questions in English.

- 1 Which places has Chris visited so far?
.....
- 2 Which two places did Chris visit in the city where he is staying at this moment?
.....
- 3 What hasn't Chris seen yet?
.....
- 4 Which phrases point out that Chris is having a good time? Write down two phrases and one word he uses.
.....

Email from New York

From: ChrisPeters@gmail.com

To: myemail@gmail.com

Cc / Bcc:

Subject: An Englishman in New York

Hi,

How are you? My road trip through the USA is absolutely fantastic! I saw the Grand Canyon and I have never seen anything so breathtaking. Seeing the Grand Canyon brought tears to my eyes.

I am currently in New York, which is the best city ever! Madison Square Garden is amazing and so is Central Park. There's a Starbucks in almost every street, you'd love it here ;)

Next stop is Niagara Falls, can't wait! I'll email you again when I get back and let you know how it was!

See you soon,
Chris



2 Answer Chris

Write a response to Chris's email. Read **How to Write an Informal Email** and the **Phrases You Can Use**. Include the following information in your email:

- vertel hoe het met jou gaat;
- schrijf dat je het fijn vindt dat Chris het zo naar zijn zin heeft;
- schrijf dat je zelf ook heel graag eens naar New York zou willen;
- vraag of hij tips heeft over wat je absoluut moet bezoeken;
- vraag wanneer hij precies terugkomt uit Amerika.

From: myemail@gmail.com
 To: ChrisPeters@gmail.com
 Subject: re: An Englishman in New York

Hi Chris,

How are you?

.....

.....

.....

.....

.....

Well that's all for today. Would love to hear from you soon!

Love,

.....

Phrases You Can Use

They are doing a great job.	Ze doen het heel goed.
It's good to hear that he is doing so well at his new school.	Fijn om te horen dat hij het zo goed doet op zijn nieuwe school.
I have never felt better.	Ik heb mij nog nooit zo goed gevoeld.
Can you send me that picture too / as well?	Kun jij mij die foto ook sturen?
Do you have any tips for getting a decent cup of coffee?	Heb jij nog tips voor waar we een redelijke kop koffie kunnen krijgen?
They have just visited grandma in hospital.	Zij hebben net oma in het ziekenhuis bezocht.
I am not going home yet, I am having a great time!	Ik ga nog niet naar huis, ik heb het erg naar mijn zin.
When will you be back from your walk?	Wanneer ben je terug van je wandeling?
Dinner is almost ready.	Het eten is bijna klaar.

How to Write an Informal Email

Een informele e-mail is bedoeld voor vrienden, familie, mensen die je echt kent.

Jouw e-mailadres
 E-mailadres aan wie je stuurt
 Cc
 Onderwerp van de e-mail
 Aanhef
 Regel overslaan
 Reden van schrijven
 Regel overslaan
 Slotzin
 Regel overslaan
 Afsluiting
 Naam

From:	myemail@gmail.com
To:	ChrisPeters@gmail.com
Cc / Bcc:	
Subject:	My plans

Hi Chris,

What's up?
 I just wanted to ask if you are able to come to my farewell party? Are you in the Netherlands then or in the UK? I really hope you will be able to come.
 Let me know, okay?

See you Baboon!

Bye,
 ...

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 Some Good Advice

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

- 1 Wat betekent 'were' in de zin: 'We were there for two days.'?
.....
- 2 Wat betekent 'where' in de zin: 'that's where they have those huge billboards'?
.....
- 3 Wat betekent 'we're' in de zin: 'we're planning on going back someday'?
.....
- 4 Wat betekent 'it's' in de zin: 'it's too little time to see everything'?
.....
- 5 Wat betekent 'its' in de zin: 'you should also visit Central Park in all its beauty'?
.....
- 6 Wat betekent 'hear' in de zin: 'Nice to hear from you.'?
.....
- 7 Wat betekent 'here' in de zin: 'there's not much to do around here'?
.....

4 Little Differences

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

- 1 looking for a place to stay.
- 2 easy to get lost there.
- 3 We there this summer.
- 4 Listen, don't you the bells chime?
- 5 Central Park hasn't lost beauty over the years.
- 6 Times Square is you can find a great number of billboards.
- 7 you are, keep the change.
- 8 Holiday is great, but always good to be back home.

5 Where Were We?

Fill in the correct words by translating the words between brackets in English.

- 1 Hurry up, (we zijn) already late.
- 2 (Het is) always nice to be here.
- 3 I think we should look over (hier).
- 4 Can you tell me (waar) Staten Island is?
- 5 Yesterday, we (waren) in Boston.
- 6 Times Square is known for (zijn) billboards.
- 7 (Waar) would you like to spend your holiday?

Back Home

From: ChrisPeters@gmail.com

To: myemail@gmail.com

Cc / Bcc:

Subject: New York

Hi!

Nice to hear from you! I've been back for a week now. Like I said before, the trip through America was amazing! You should definitely visit New York 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 too little time to see everything. It's just such an amazing city!

You should absolutely go and see the Statue of Liberty, the Empire State Building and Times Square, that's where they have those huge billboards, you've probably seen it on TV before. And you should also visit Central Park in all its beauty. It looks great any time of season! Anyway, make sure you have plenty of time.

Me and my friends didn't have that much time so we're planning on going back someday and do all the things we didn't get to do this time. Can't wait to go back, because there's not much to do around here compared to a big city like New York. The park here is a laugh and my town doesn't even have a small statue. 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 father's camera 📷.

Talk to you soon!

Love,
Chris

📎 attachment 1



📎 attachment 2



📎 attachment 3



6 Highlights

Chris's email has peaked your interest, so you read **Travel Deal** in a travel guide and answer the questions in Dutch.

1 Welk gebouw biedt onvergetelijke uitzichten?

.....

2 Welke twee voorbeelden worden er gegeven om Fifth Avenue te omschrijven?

.....

3 Waar staat de dame met de fakkel symbool voor?

.....

4 Welke plek in New York is een verademing tussen al het beton van de stad?

.....

5 Waar heb je weken nodig om alle schatten te zien?

.....

6 Welk gebouw is zelf een kunstwerk?

.....

7 Staying Abroad

Answer the questions in English.

1 Have you ever been to a big city? Which city?

.....

2 Have you ever been abroad for over three weeks? Where did you go?

.....

3 Would you consider staying abroad for a longer period of time? Explain your answer.

.....

4 If you could choose any place, where would you go to stay abroad for an extended period of time? Why would you do so? Explain your answer.

.....

Travel Deal

10 » Top 10 New York Highlights

TOP 10 New York Highlights

With its skyscrapers, great museums, and bright Broadway lights, New York is a city of superlatives. There are countless sights that have to be seen, but a handful are truly definitive of the city. The following chapter illustrates the very best of these.

1 Empire State Building

This Art Deco skyscraper is one of the most widely recognized symbols of the city. It offers unforgettable panoramas (see pp12-13).

2 Fifth Avenue

Fashionable shops and world-class architecture define this avenue, one of New York's best-known addresses (see pp14-15).



3 Rockefeller Center

An urban wonder, with gardens, restaurants, stores, over 100 artworks, offices, and a skating rink (see pp16-19).



4 Statue of Liberty

The lady holding the torch is the symbol of freedom for millions seeking a new life in the US (see pp20-21).



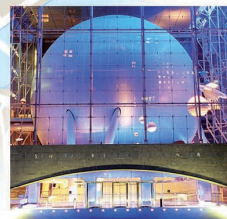
5 Ellis Island

Carefully restored buildings bring to life the experience of the immigrants who have poured into New York over the years (see pp22-5).



8 Metropolitan Museum of Art

It would take weeks to see all the treasures of this museum. It houses one of the greatest collections of the Western world and spans 5,000 years of culture (see pp34-7).



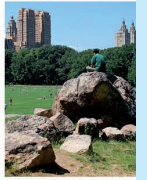
6 Times Square and the Theater District

An explosion of neon illuminates Broadway and Times Square, where more than 40 famous theaters play host to a changing parade of hit shows (see pp28-31).



7 Central Park

The swath of green gives respite from the city's concrete. It took 16 years and over 500,000 trees to complete (see pp32-3).



9 Solomon R. Guggenheim Museum

This Frank Lloyd Wright building is a work of art in itself, and a fitting frame for such a major collection of contemporary art (see pp38-9).

10 American Museum of Natural History

Long famous for its dinosaurs, the museum moved into the space age with the dramatic Rose Center for Earth and Space (see pp40-43).

