

Unit 1	
p.11	Write a paragraph about another cultural events, for example: at your school or college in your town or city in your country in another country you know
p.14	Write about your interest. Think about these questions. 1. When and how did your interest start? 2. How did you feel about it when you started? 3. How do you feel about it now? Why do you like it? 4. How much time does it take? When do you do it? Where?
p.16	Write short emails for these situations. Invite a friend to meet you somewhere. Give the date, time and place. Change the time of an appointment with a client. Give the reason and suggest a new time.
Unit 2	
p.23	Write a mini history of a school, university or company.
Unit 3	
p.29	Write a paragraph about a meal you had recently. 1. Where did you have the meal: In a restaurant or cafe? at a party? at a friend's house? 2. When did you have it? Who with? 3. What did you eat? How was the food? 4. What was the place like? 5. Did you have a good time?
p.32	Think of a snack or quick dish that you know how to make. Write the ingredients and the instructions for your recipe.
Unit 4	
p.38	Think of a time in your life when you met someone interesting. Think about these questions. 1. Where were you? When was it? 2. What were you doing? 3. What was the person like? 4. What did you talk about? 5. Did you spend much time together? 6. Are you in contact now?

Unit 5	
p.48	Plan an email or letter to a friend who's going to visit you. 1. Which topics do you want to talk about? Use this list and your own ideas. -the weather -clothes -money -transport -where to meet -phone numbers 2. What do you want to say about each topic? 3. How many paragraphs will you write? 4. What will you say in each paragraph? 5. How will you start and finish your email or letter?
Unit 6	
p.56	Speak more politely by being less direct You bought a phone, but it's not working. Make a complaint.
Unit 7	
p.59	Write a paragraph about your country or city. Which places: -have the worst traffic? -sometime have problems with flooding? -have the most popular green area? -are the most polluted? -might have problems if sea levels go up?
p.64	Plan a posting describing a place you know well. 1. Decide what things you want to talk about. 2. Organise the things into three or four paragraphs. 3. Think of words and expressions to use in each paragraph.
Unit 8	
p.70	Write about your favourite possessions. Think about how to describe: 1. what it looks like. <b>It's made of...</b> 2. how long you've had it. <b>I've had it...</b> 3. how you got it. <b>It was given to me by...</b> 4. how you feel about it. <b>I like it because...</b> 5. any other details.
Unit 9	
p.75	Try to think of a time when you were: -delighted -exhausted -amazed -freezing -furious When was it? What happened? <b>The last time I was delighted was when I passed my driving test...</b>
p.80	You're going to write an email of apology. Choose one of the situations. 1. You've been invited to an event by a friend or relative. You can't go because you have other things to do on that day. 2. You were invited to an event by someone from another company. You didn't go because you had to do something important, or something you didn't expect.

	<p>Then think about:</p> <ol style="list-style-type: none"> <li>Who invited you? What is the event? When is it? Why can't you go?</li> <li>Who invited you? What was the event? When was it? Why didn't you go?</li> </ol>
Unit 10	
p.87	Write a review of a sightseeing spot. Mention your own experiences. Describe what visitors can see and do there.
Unit 11	
p.93	<p>Choose one of these topics and give your opinions:</p> <p>-tower blocks    -living outside the city    -modern architecture    -living in the city</p> <ol style="list-style-type: none"> <li>The good/best thing about ...is...</li> <li>The bad/worst thing about ... is...</li> <li>The thing is, ...</li> <li>The trouble/problem is, ...</li> </ol>
p.95	Write a description of your home and favourite room.
p.96	<p>You're going to write a letter or email of complaint. Think about:</p> <ol style="list-style-type: none"> <li>What's the reason for writing?</li> <li>What are the problems?</li> <li>What do you want to happen?</li> </ol>
Unit 12	
p.102	<p>Choose a person and a place in your country that you think are important or interesting, and prepare to talk about them. Think about these questions.</p> <p>The person:</p> <ol style="list-style-type: none"> <li>Why do you think they're important or interesting?</li> <li>When and where were they born?</li> <li>What do you know about their life?</li> </ol> <p>The place:</p> <ol style="list-style-type: none"> <li>Why do you think it's important or interesting?</li> <li>Where is it exactly? Have you been there? What's it like?</li> <li>What do you know about its history?</li> </ol>

Unit 13	
p.109	Think about things you used to do in your childhood, and things you used to believe. -things you did: games you played school friends places you went on holidays... -beliefs about: food nature machines animals toys science transport people money...
p.112	a. Do a class survey about people's ownership of different gadgets today and ten years ago. b. Use the data in your table to write a short report. Think about the structure of your report. Remember to include background information, the survey results with your evaluation and a conclusion.
Unit 14	
p.117	"If we all managed our homes better, our cities would soon be cleaner and greener." Write about things people could do to reduce their carbon footprint. Think about: the home (heating, air conditioning, waste, ...) travelling (long-distance, fuel, public or private transport, ...) shopping (local products, packaging, second-hand, ...) free time activities (cycling, walking, ...) work (machines, recycling, working from home, ...)
p.119	Write a paragraph describing a sport or contest. Include some information about rules. They have to / need to... They have a chance to... They are allowed to... They must / should / can / may...