

CAMBRIDGE

English Skills

with audio CD

4

Real

Writing

with answers

Simon Haines

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Real

Writing 4 with answers

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CAMBRIDGE
UNIVERSITY PRESS

CAMBRIDGE UNIVERSITY PRESS

Cambridge, New York, Melbourne, Madrid, Cape Town, Singapore, São Paulo, Delhi

Cambridge University Press

The Edinburgh Building, Cambridge CB2 8RU, UK

www.cambridge.org

Information on this title: www.cambridge.org/9780521705943

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First published 2008

Printed in the United Kingdom at the University Press, Cambridge

A catalogue record for this publication is available from the British Library

ISBN-13 978-0-521-70594-3

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Map of the book

	Unit number	Title	Topic	How to ...
Social and Travel	1	Somewhere to stay	Holiday accommodation	<ul style="list-style-type: none"> write an email in concise, polite, businesslike English, stating your accommodation requirements and asking for further information complete a booking form stating your requirements and asking about the availability of accommodation understand and use a range of accommodation vocabulary and expressions
	2	Let's keep in touch	Contacting friends	<ul style="list-style-type: none"> distinguish between letters and emails in terms of style and structure plan and write personal letters and emails write emails using features of informal English typically associated with email writing
	3	Forms and more forms	Dealing with bureaucracy	<ul style="list-style-type: none"> understand language commonly used on forms complete forms using appropriate language identify and correct inappropriate language on a form
	4	Dear Sir,	Letters to newspapers	<ul style="list-style-type: none"> write a structured letter to a serious newspaper, using formal English use a range of words to qualify your opinions
	5	It's not good enough	Letters of complaint about goods and services	<ul style="list-style-type: none"> write a formal letter of complaint avoid repetition when using formal language use a range of expressions appropriate to formal letters of different kinds
Work and Study	6	This is my life	Writing a CV / résumé	<ul style="list-style-type: none"> write a CV write a covering letter to accompany a CV reduce full sentences to notes
	7	Private and confidential	Writing job references	<ul style="list-style-type: none"> recognize the differences between different types of job references write job references in two different formats use relative clauses in formal writing
	8	According to our survey	Customer surveys	<ul style="list-style-type: none"> write a report in clear sections and include appropriate sub-headings incorporate reduced relative clauses into your writing
	9	The product for you	Taking notes from a product presentation	<ul style="list-style-type: none"> write a note-taking framework take notes from a product presentation reduce complete sentences to noun phrases