

Bloque 9. Unit 5.

Regulations

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0. Introduction

En este tema vamos a aprender a usar matices como la obligación, la falta de obligación o la prohibición, para lo que usaremos verbos modales. Además vamos a ver cómo se expresa la cantidad, repasando contenidos que ya conocemos (some, any y no) y ampliándolos. Añadiremos vocabulario relacionado con cuestiones de salud, medio ambiente, tiempo atmosférico y estudios. Todo ello a través de las cuatro destrezas básicas: reading, listening, writing and speaking, además de ejercicios de gramática y vocabulario.

1. Grammar

Antes de entrar en materia, vamos a conocer algunas de las normas británicas relativas a pubs (public houses). Lee el siguiente texto con atención:

Age Restrictions

In Britain, if you want to go to a pub, you **don't have to** be over 18 years old. You can go to a pub with the permission of the owner. However, to buy or consume alcohol in a pub you **have to** be at least 18 years old. Some city pubs, clubs and bars, set their own entry age, usually 21 years old. Under 16's can go into pubs (with the permission of the manager) but they **have to** be with an adult (a person at least 18 years old).

- 16 and 17 year olds can drink alcohol (beer, cider or wine) with a table meal and of course, they **have to** be accompanied by an adult. Only the adult can buy alcohol.
- Under age people **mustn't** buy alcohol, it is illegal.

Drunkenness

People who are drunk **mustn't** buy alcohol. The pub **mustn't** sell alcohol to them. It is also illegal to drink alcohol in some designated areas, such as city centres.

Drink Driving

It is well known that drivers in Britain **mustn't** drink alcohol. Most people do not drink any alcohol if they are driving. Some pubs offer free, non-alcoholic drinks to 'designated drivers'.

Smoking

Since July 1st 2007, you **mustn't** smoke in any pubs, bars or restaurants. Some pubs have special smoking areas outside which **have to** meet strict guidelines on enclosures. People under 18 **mustn't** buy tobacco and people under 16 **mustn't** smoke, it is illegal too.

Adapted from http://www.pubs.com/pub_history.cfm

Actividad nº 1

Read the text and say if the next sentences are true or false.

a. You have to be 18 years old to go into a pub in Britain.



Verdadero



Falso

b. You can buy or consume alcohol in a pub if you are less than 18 years old.



Verdadero



Falso

c. Under 16's can go into pubs with an adult.



Verdadero



Falso

d. 16's and 17's mustn't drink any alcohol.

☐ Verdadero ☐ Falso

e. Drivers mustn't drink alcohol.

☐ Verdadero ☐ Falso

f. People under 18 mustn't smoke.

☐ Verdadero ☐ Falso

Para saber mas

If want to know more things about British public houses, click the following [link](https://en.wikipedia.org/wiki/Pub).

<https://en.wikipedia.org/wiki/Pub>

1.1. Modal Verbs: obligation and prohibition

The **modal verbs** include **can, must, may, might, will, would, should**. They are used with other verbs to express ability, obligation, possibility, and so on.

Modal verbs are unlike other verbs.

1. They do not change their form (spelling)
2. They have no infinitive or participle (past/present).
3. Modals are auxiliary verbs. They do not need an additional auxiliary in negatives or questions. For example: **Must I come?** or: **He shouldn't smoke.**

Prohibition, Obligation, No obligation

To express prohibition, obligation and no obligation we usually use **modal verbs**.

1. Obligation

Have to and **must** are both used to express obligation. There is a slight difference between the way they are used.

- **Have to** shows us that the obligation comes from somebody else. It's a law or a rule and the speaker can't change it.

Do you have to wear a uniform at your school?

John can't come because **he has to work** tomorrow.

In Britain **you have to buy** a TV licence every year.

- **Must** shows us that the obligation comes from the speaker. It isn't a law or a rule.

I must call my dad tonight.

You must hand in your homework on Tuesday or your mark will be zero.

You must come and visit us the next time you come to London.

2. Prohibition

Mustn't is used to show that something is prohibited – it is not allowed.

You mustn't speak when the teacher is speaking.

3. No obligation

We use **don't have to** to show that there is no obligation. You can do something if you want to but it's not compulsory.

You don't have to wear a tie in our office. You can wear a tie if you want to but it's OK if you don't.

It'll be nice if you do but **you don't have to come** with me if you don't want to.

You don't have to dress up for the party. Wear whatever you feel comfortable in.

Actividad nº 2

Complete these sentences with mustn't or don't/doesn't have to.

1. It is forbidden. You _____ do that.
2. You _____ ask my permission. You can do what you want.
3. You _____ speak to the driver when the bus is moving. It's dangerous.
4. You _____ park here. There is a double yellow line.
5. Pay me back when you can. You _____ do it immediately.
6. It's optional. We _____ go if you don't want to.
7. I'll tell you a secret. You _____ tell anybody else. Promise?
8. Be on time. You _____ be late or we will leave without you.
9. He's a millionaire. He _____ work but he does because he enjoys it.
10. I like Saturdays because I _____ go to work.
11. This is very important. You _____ forget what I said.
12. It's very informal here. You _____ wear a tie unless you want to.
13. In athletics, you _____ start before the gun is fired.

Actividad nº 3

Complete these sentences with must, mustn't or the correct or the correct form of have to.

- 1.- At our school we _____ wear a uniform.
- 2.- You _____ cross the roads without looking. It's dangerous.
- 3.- You _____ turn on the central heating. It's automatic.
- 4.- The exams are next week. I _____ work harder.
- 5.- You _____ forget your umbrella. It's going to rain.
- 6.- Students _____ listen to the teacher or they won't understand.
- 7.- You _____ cross the road when the red light is showing.

- 8.- We _____ leave now or we'll miss the plane.
- 9.- Soldiers _____ obey orders.
- 10.- Sorry, I _____ go now. I don't want to be late.
- 11.- Shop assistants _____ deal with the public.
- 12.- You _____ come with us if you don't want to.
- 13.- I was late this morning because I _____ wait a long time for the bus.
- 14.- In Spain, teachers _____ wear uniforms.
- 15.- You _____ take food in your room.
- 16.- You _____ use the elevators in case of fire.
- 17.- I _____ wear glasses because I can't see very well.
- 18.- You _____ read this book. It's really good.
- 19.- You _____ go shopping today. We don't need anything.
- 20.- You _____ a mobile phone in class.
- 21.- We _____ feed the animals. It's forbidden.
- 22.- We _____ book the tickets before it's too late.
- 23.- In Spain, teachers _____ work on Saturdays.
- 24.- In Britain you _____ drive on the left.
- 25.- Every player in a football team _____ have a number.
- 26.- You _____ forget his birthday again.
- 27.- Doctors sometimes _____ work at the weekend.
- 28.- Nowadays in Spain pupils _____ learn Latin at school.
- 29.- You _____ smoke on public places.
- 30.- My wife _____ go to work today. It's a holiday.
- 31.- You _____ shout. I can hear you.
- 32.- We _____ be quiet in the library.
- 33.- You _____ use a computer on the plane.
- 34.- She _____ come to the dentist's with me.

Para saber más

ONLINE ACTIVITIES

1. Visita el siguiente enlace para conocer la estructura de MUST.
<https://www.englishclub.com/grammar/verbs-modals-have-to-must-not.htm>
2. Visita el siguiente enlace para empezar a practicar MUST.
<http://www.better-english.com/easier/must.htm>
3. Visita el siguiente enlace para seguir practicando MUST.
<http://www.aulafacil.com/cursos/l15482/idiomas/ingles/ingles-a1/verbos-modales-ii-must-ejercicios>

4. Visita el siguiente enlace para practicar la diferencia entre MUST – HAVE TO.

<https://www.englishpage.com/modals/interactivemodal2.htm>

5. Visita el siguiente enlace para practicar HAVE TO en distintos tiempos verbales.

<https://www.tolearnenglish.com/exercises/exercise-english-2/exercise-english-27303.php>

6. Visita el siguiente enlace para practicar la diferencia entre MUSTN'T – DON'T HAVE TO.

<http://www.better-english.com/easier/must2.htm>

7. Visita el siguiente enlace para practicar la diferencia entre MUSTN'T – DON'T HAVE TO.

<http://perso.wanadoo.es/autoenglish/gr.mustnt.i.htm>

8. Visita el siguiente enlace para practicar MUST y HAVE TO.

<https://www.englishclub.com/grammar/verbs-modals-have-to-must-not-quiz.htm>

1.2. Quantifiers



Imagen nº 1. Fuente: Materiales ESPA-LOE

There are some books and **there is a** computer on the desk. **There is an** armchair behind the desk, and **there is a** woman cleaning it. **There is a** picture above the armchair, but **there aren't any** photographs. **There are no** CDs, but **there are a lot of** files on a bookshelf. **How many plants are there** in the office?

RECUERDA QUE...

Ya has visto estos contenidos en módulos anteriores:

Módulo I: A / An

Módulo II: There is / There are

Modulo II: How much / How many

Modulo II: Some / any

Repasemos antes de empezar los sustantivos contables e incontables.

a. **Sustantivos contables** se refieren a aquellas cosas que podemos contar de forma unitaria: mesas, naranjas, horas, personas, casas, etc.

b. **Sustantivos incontables** son los que no podemos contar de forma unitaria, y por ello los tenemos que dividir en unidades más pequeñas para poderlos contar:

- el tiempo cronológico lo dividimos en años, meses, semanas, días, horas, etc. No esperamos 'tiempos', sino durante horas.
- el dinero lo dividimos en monedas según el país: euros, dólares, yenes, etc. No decimos tengo dos 'dineros', sino tengo dos euros.
- los líquidos los dividimos en litros, vasos, etc. Cuando nos tomamos 'un zumo', nos referimos a 'un vaso de zumo'.

Actividad nº 4

Coloca las siguientes palabras en la columna correspondiente:

beef lamb egg burger milk coffee watermelon pineapple bread
cocoa orange apple pasta potato crisp cheese cereal tea
butter rice banana meat tuna sugar

COUNTABLE	UNCOUNTABLE	OPCIONES
		beff/egg/butter
		rice/lamb/burger
		watermelon/meat/milk
		tuna/bread/pineapple
		coffee/orange/sugar
		apple/cocoa/tea
		pasta/potato
		crisp/cheese
		cereal/banana

SOME, ANY, NO

SOME y **ANY** son cuantificadores que se utilizan para indicar cantidades indeterminadas, es decir, que no podemos medir sino decir de forma aproximada (algo de, algunos, algunas, etc.). Van siempre delante de los sustantivos a los que acompañan, ya sean contables o incontables.

SOME se utiliza en oraciones afirmativas:

- **I want some sugar - Quiero algo de azúcar**
- **I need some time to think - Necesito algo de tiempo para pensar**
- **There were some people at the party - Había algunas personas en la fiesta**
- **I have some apples - Tengo algunas manzanas**

ANY se utiliza en oraciones interrogativas:

- **Do you need any time to think? - ¿Necesitas algo de tiempo para pensar?**
- **Were there any people at the party? - ¿Había alguna persona en la fiesta?**
- **Do you have any apples? - ¿Tienes alguna manzana?**

ANY se utiliza también en oraciones negativas con el verbo en negativa:

- **I don't want any sugar, thank you. - No quiero nada de azúcar, gracias.**
- **I don't need any time to think... - No necesito nada de tiempo para ...**
- **There weren't any people at the party. - No había ninguna persona en la fiesta.**
- **I don't have any apples. - No tengo ninguna manzana.**

NO se utiliza en oraciones negativas cuando el verbo va en afirmativa:

- **I want no sugar, thank you - No quiero azúcar, gracias.**
- **I need no time to think - No necesito tiempo para pensar.**
- **There were no people in church - No había nadie en la iglesia.**
- **I have no apples - No tengo manzanas.**

!!!OJO!!! Cuando hacemos preguntas y esperamos un “Sí” por respuesta, podemos utilizar **SOME**:

- **Do you want some water? ¿Quieres algo de agua?** (Vemos que la persona está sedienta)
- **Do you need some time to think? ¿Necesitas algo de tiempo para pensar?** (Vemos que la persona está indecisa)

Actividad nº 5

Completa con SOME, ANY o NO:

- There isn't _____ food in the fridge.
- My wallet is empty. I have got _____ money left.
- I bought a kilo of apples and _____ cheese yesterday.
- Is there _____ sugar for the cake?
- Would you like _____ tea?
- I'm very busy. I have _____ time to talk to you.

Para saber más

ONLINE ACTIVITIES.

Pulsando aquí aparecerán 3 ejercicios para que repases lo que sabes sobre SOME, ANY, NO.

1. Visita el siguiente enlace para practicar There is, There are, There isn't much y There aren't many

<http://www.better-english.com/easier/count3.htm>

2. Visita el siguiente enlace para practicar some y any

<http://www.better-english.com/easier/someany.htm>

3. Visita el siguiente enlace para practicar some, any, someone, anything, etc.

<http://www.better-english.com/easier/some.htm>

MUCH, MANY, A LOT OF

Siguiendo en la línea de lo que comentábamos al principio sobre sustantivos contables e incontables, veremos ahora el uso de estos tres cuantificadores, que sirven para indicar una cantidad grande pero indeterminada de algo, es decir mucho, muchos, muchas, etc.

A LOT OF se utiliza para cosas contables e incontables, generalmente en afirmativa:

- **There are a lot of students at school - Hay muchos alumnos en el colegio**
- **I have a lot of problems - Tengo muchos problemas**
- **I spent a lot of money yesterday - Gasté mucho dinero ayer**
- **There is a lot of water in the sea - Hay mucha agua en el mar**

MANY se utiliza para cosas contables, en afirmativa, negativa o interrogativa:

- **There are many people at the party - Hay muchos alumnos en la fiesta**
- **I don't have many problems - No tengo muchos problemas**
- **Do you have many brothers? - ¿Tienes muchos hermanos?**

MUCH se utiliza para cosas incontables, generalmente en negativa:

- **I don't have much time - No tengo mucho tiempo**
- **I didn't spend much money yesterday - No gasté mucho dinero ayer**

Actividad nº 6

Choose the best answer:

Opciones	
<u>could you lend me some?</u>	<u>much noise in the pub?</u>
<u>many questions.</u>	<u>much milk for the cake?</u>
<u>a lot of homework to do.</u>	<u>much tea?</u>
<u>many people in the street?</u>	<u>a lot of shops.</u>
<u>a lot of books and magazines</u>	<u>a lot of money to buy a house.</u>

- a. Do you need _____
- b. I haven't got much money, _____
- c. I have got _____
- d. Are there _____
- e. Is there _____
- f. Do you drink _____
- g. I like reading. I have got _____
- h. They didn't ask me _____
- i. It costs j. Madrid is a beautiful city, and it has got _____

Para saber más

ONLINE ACTIVITIES

1. Visita el siguiente enlace para practicar **There is, There are, There isn't much y There aren't many**

<http://www.better-english.com/easier/count3.htm>

2. Visita el siguiente enlace para practicar **much y many**

<http://www.better-english.com/easier/much.htm>

3. Visita el siguiente enlace para practicar **a lot of, not much y not many**

<http://www.better-english.com/easier/notmuch.htm>

2. Vocabulary: health and medicine

accident	cold	home remedy	relax
ambulance	contagious	illness	runny nose
aspirin	cough	infection	sneeze
bandage	dentist	insomnia	sore
bleed	diabetes	insurance	sickness
blood	diet	medical	sprain
blood pressure	disease	nurse	stitches
bone	doctor	operation	stomachache
broken	emergency	operate	stress
bruise	exercise	overweight	sunburn
burn	fever	pain	temperature
cancer	first aid	patient	thermometer
cavity	flu	phobia	toothache
check-up	headache	pill	underweight
clinic	heart attack	prescription	virus
			vitamin
			weight
			x-ray

Listen to the words and learn their pronunciation

Health and medicine

Audio: ACING_3_Bloque_09_Tema_5_Audio_1.mp3 (Portal de Educación de personas adultas)

Actividad nº 7

Answer these fourteen questions to score your vocabulary knowledge.

1. Which of the following things can an 'ambulance' do?

- ☐ a) help you to fall asleep
- ☐ b) help you to lose weight
- ☐ c) make you sick
- ☐ d) take you to a hospital

2. In which of the following situations should you use a 'bandage'?

- ☐ a) when you can't sleep well
- ☐ b) when you don't eat enough
- ☐ c) when you are afraid of something
- ☐ d) when you cut your finger

3. In which of the following situations might you get a 'bruise'?

- ☐ a) when get too close to a fire
- ☐ b) when you have a cold
- ☐ c) when somebody hits you
- ☐ d) when you have to pay the doctor

4. Which of the following things can be 'contagious'?

- ☐ a) an ache
- ☐ b) a clinic
- ☐ c) a flu
- ☐ d) a sprain

5. How does your body feel if you have 'fever'?

- ☐ a) too hot
- ☐ b) hungry
- ☐ c) too heavy
- ☐ d) healthy

6. Which of the following words best describes a 'flu'?

- ☐ a) diet
- ☐ b) illness
- ☐ c) clinic
- ☐ d) insurance

7. Which of the following things can a 'home remedy' do?

- ☐ a) help you to relax
- ☐ b) take you home
- ☐ c) help you to feel better
- ☐ d) make you afraid

8. Which of the following activities CAN'T you do if you have 'insomnia'?

- ☐ a) sleep
- ☐ b) breathe well
- ☐ c) lose weight
- ☐ d) exercise

9. Who is the best person to see if you need an 'operation'?

- ☐ a) a friend
- ☐ b) a patient
- ☐ c) a dentist
- ☐ d) a surgeon

10. Which of the following things should you do if you are 'overweight'?

- ☐ a) go on a diet
- ☐ b) eat more food
- ☐ c) try to relax
- ☐ d) get an x-ray

11. Which of the following words best describes a 'pill'?

- ☐ a) dangerous
- ☐ b) small
- ☐ c) painful
- ☐ d) hot

12. What should you take if you get a 'prescription'?

- ☐ a) a virus
- ☐ b) a home remedy
- ☐ c) medicine
- ☐ d) an x-ray

13. In which of the following situations do most people feel 'stress'?

- ☐ a) when they take a test
- ☐ b) when they sleep
- ☐ c) when they watch too much TV
- ☐ d) when they sneeze

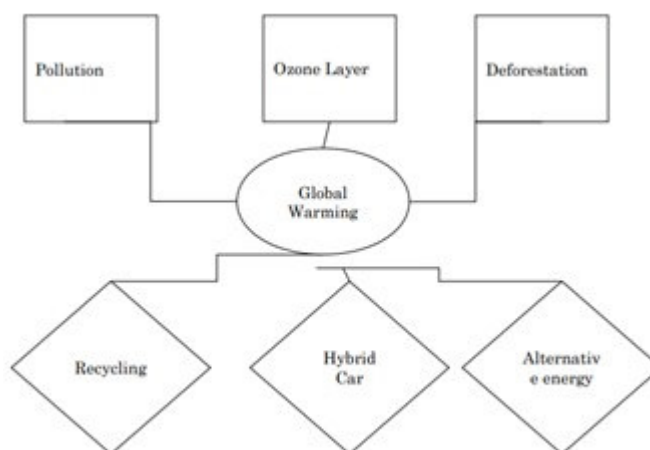
14. When do many people use a 'thermometer'?

- ☐ a) when they take a vitamin pill
- ☐ b) when they have a fever
- ☐ c) when they relax
- ☐ d) when they eat dinner

3. Speaking and Reading: environmental issues

SPEAKING: Can you talk about Environmental issues in English?

Try to explain the terms in the diagram below. Why are the words divided into two groups –those in squares and those in diamonds?



READING: How much do you know Environmental Problems that face the world today? Read the next text and answer the questions.

Global Warming

Scientists say the temperature of the earth could rise by 3°C over the next 50 years. This may cause drought in some parts of the world, and floods in others, as ice at the North and South poles begins to melt and sea levels rise. Global warming is caused by the greenhouse effect. Normally, heat from the sun warms the earth and then escapes back into space. But carbon dioxide and other gases in the atmosphere trap the sun's heat, and this is slowly making the earth warmer.

The Ozone Layer

The Ozone layer is a layer of gas high above the surface of the earth that helps to protect it from the sun's ultraviolet radiation, which can damage our skins and cause cancer. Scientists have recently discovered holes in the Ozone Layer, caused by substances called CFCs (clorofluorocarbons) CFCs are used in refrigerators, aerosol cans and in the manufacture of some plastic products. Some companies now make aerosols that do not contain CFCs, and these are often marked "Ozone Friendly"

Deforestation

Rainforests help to control global warming because they absorb carbon dioxide. In recent years, large areas have been destroyed, as the trees are cut down for wood or burned to clear the land for farming. The burning releases large amounts of carbon dioxide into the atmosphere. Many rainforests grow on poor soils, and when they are cut down or burned, the soil is washed away in the tropical rains, so that the area may turn to desert. Many plant and animal species that live there could become extinct.

Pollution

Factories, power stations and motor vehicles pump large quantities of carbon dioxide and other gases into the air. This is a major cause of the greenhouse effect. A lot of petrol contains lead, which is very poisonous and can cause brain damage in children. Most cars use unleaded petrol today and hybrid cars use batteries and petrol to use less petrol. Some poisonous gases dissolve in water in the atmosphere and then fall to the earth as acid rain. Acid rain also damages trees and buildings, and can kill fish in lakes and rivers. Rivers can also be polluted by industrial waste from factories and chemical fertilizers and pesticides used by farmers.

Alternative Energy

Most of the energy we use today comes from coal, oil and gas. But these will not last for ever, and burning them is slowly harming the atmosphere. We need to look for other ways of supplying energy. Solar Power is a way of using the sun's energy as heat or to make electricity. We can also use wind-power by building modern windmills that spin in the wind. There are several types of water-power: river water in mountainous areas can be used to generate hydroelectric power, and we can also create electricity from sea water flowing in and out with the tides.

Recycling

Recycling is the processing of used objects and materials so that they can be used again. About 60% of rubbish from homes and factories contain materials that could be recycled. Recycling saves energy and raw materials, and also reduces damage to the countryside. Glass, paper and aluminium cans can all be recycled very easily. Many towns have special bins for bottles and cans where people can leave their empty bottles and cans for recycling. A lot of paper bags, writing paper and greeting cards are now produced on recycled paper.

Actividad nº 8

A partir del párrafo anterior, complete las palabras que faltan

1. What are CFCs and how do they affect the environment?

2. What alternative forms of energy are mentioned in the text? _____, _____ and _____

3. What is the Ozone Layer? What does it do?

4. How are forests good for the environment?

5. What is acid rain?

6. What is recycling? How does it help the environment? _____

4. Listening: stress, rhythm and intonation.

Listen to the pronunciation of the next school subjects:

School subjects

Audio: ACING_3_Bloque_09_Tema_5_School_Subjects.mp3 (Portal de Educación de personas adultas)

Maths	Science	Chemistry	Religious studies		Handicrafts
Language	Physics	Natural Science	History	Physical Education (PE)	Art
Literature	Biology	Geography	Information Technology (IT)	Cookery domestic/food science	Music

Actividad nº 9

Now match the school subjects and the questions.

1. Foreign languages		a) What's 15 times 99?
2. Geography		b) Who wrote Macbeth?
3. History		c) How do you say "Thank you" in German?
4. Literature		d) How do you select a program?
5. Maths		e) When did Queen Victoria die?
6. Physical Education		f) How many metres is one lap of an athletics track?
7. Science		g) Who painted "Three Musicians"?
8. Information Technology		h) What's the capital of Sweden?
9. Art		i) What's the chemical symbol of water?

Actividad nº 10

Listen and fill in the gaps.

Education

Audio: ACING_3_Bloque_09_Tema_5_education.mp3 (Portal de Educación de personas adultas)

_____ is one of the most important things in our lives. Don't you agree? It can make the difference between _____ and _____. An education can bring us _____ and make us rich. In rich countries, people are lucky to have good _____. Children start _____ from a very young age. They can further their education and go to _____ education or _____. In Japan, there are even _____ schools for babies to learn _____. It's a shame that in many rich countries, many children don't want to learn. Perhaps schools need to find better ways to _____ so children want to learn. It's sad that in many parts of the world, children want to learn but can't. Make sure you never stop learning. Education is the _____ to a better future.

Actividad nº 11

Listen and fill in the gaps.

Studying

Audio: ACING_3_Bloque_09_Tema_5_studying.mp3 (Portal de Educación de personas adultas)

Love it or hate it, _____ is one of the most important things we do in life. We all _____ school around the age of four and then it's study, study, study. Some of us are _____ at it and like it. Some people even become _____ learners and study into their _____ age. I know one woman who's over _____ and is doing her fifth Master's _____. Other people hate studying. Many people _____ school at the age of 15 or 16 and get a _____. They like the idea of getting _____ and not having _____. The truth is, however, studying is one of the _____ ways to make sure you do well in _____. The more you study, the more _____ you have and the better job you can get. I really think everyone would love studying if they studied something interesting.

5. Writing: formal letters

What is a formal letter?

The formal letter is a standard genre in professional and academic settings. While the function and purpose of the document may change based on the circumstances in which you are writing, many of the formatting and organizational conventions will be consistent. Be sure to read your assignment prompt carefully to determine the larger goal of the letter. In some cases, your purpose will be to inform or persuade, to apply for a job/position, or to introduce another document (or set of documents).

How should the letter be organized?

Typically, formal letters follow a consistent set of genre expectations. Again, be sure to note any specific request made by your teacher in the letter assignment. Common formal letter conventions include (see an example below):

- Sender's address
- Reference
- Date
- Recipient's name and address
- Greeting
- Subject
- Main body
- Closing
- Signature
- Your name
- Enclosure (if applicable)

Your tone should be formal and appropriate for the audience to which you are writing.

Examples of assignments that might use the formal letter format include:

- Job application cover letter (w/ Resume)
- Graduate school cover letter (w/ CV)
- Letter to the Editor
- Reflective letter
- Project proposal...

Layout of formal letters

Letters are made up of different parts:

1. The Greeting

If you know the name of the person you are writing to, begin:

- Dear Mr Jones, (to a man)
- Dear Mrs Jones, (to a married woman)
- Dear Ms Jones, (to a woman)
- Dear Miss Jones (not used much these days)

If you don't know the name of the person you are writing to, begin:

- Dear Sir, (to a man)
- Dear Madam, (to a woman)
- Dear Sir or Madam, (when you don't know which)

2. The opening paragraph

This paragraph (1 or 2 sentences) contains a clear statement of your reason for writing. Some typical openings are:

- I am writing in/with reference to.....
- I am writing in response to....
- I am writing to complain about...

3. The body of the letter

The body can contain 1-3 paragraphs, very rarely would it contain 4 or more paragraphs. The body contains all relevant information.

4. Signalling the end

The final sentence or paragraph often indicates that the letter is going to finish. Some typical sentences are:

- I look forward to receiving your reply
- Thanking you in advance for your consideration
- I look forward to hearing from you
- Please find enclosed a copy of my CV for your perusal

5. The closing

This phrase puts an end to the letter. If you know the name of the person you are writing to, end with

- Yours sincerely,

if you don't know the name of the person you are writing to, end with

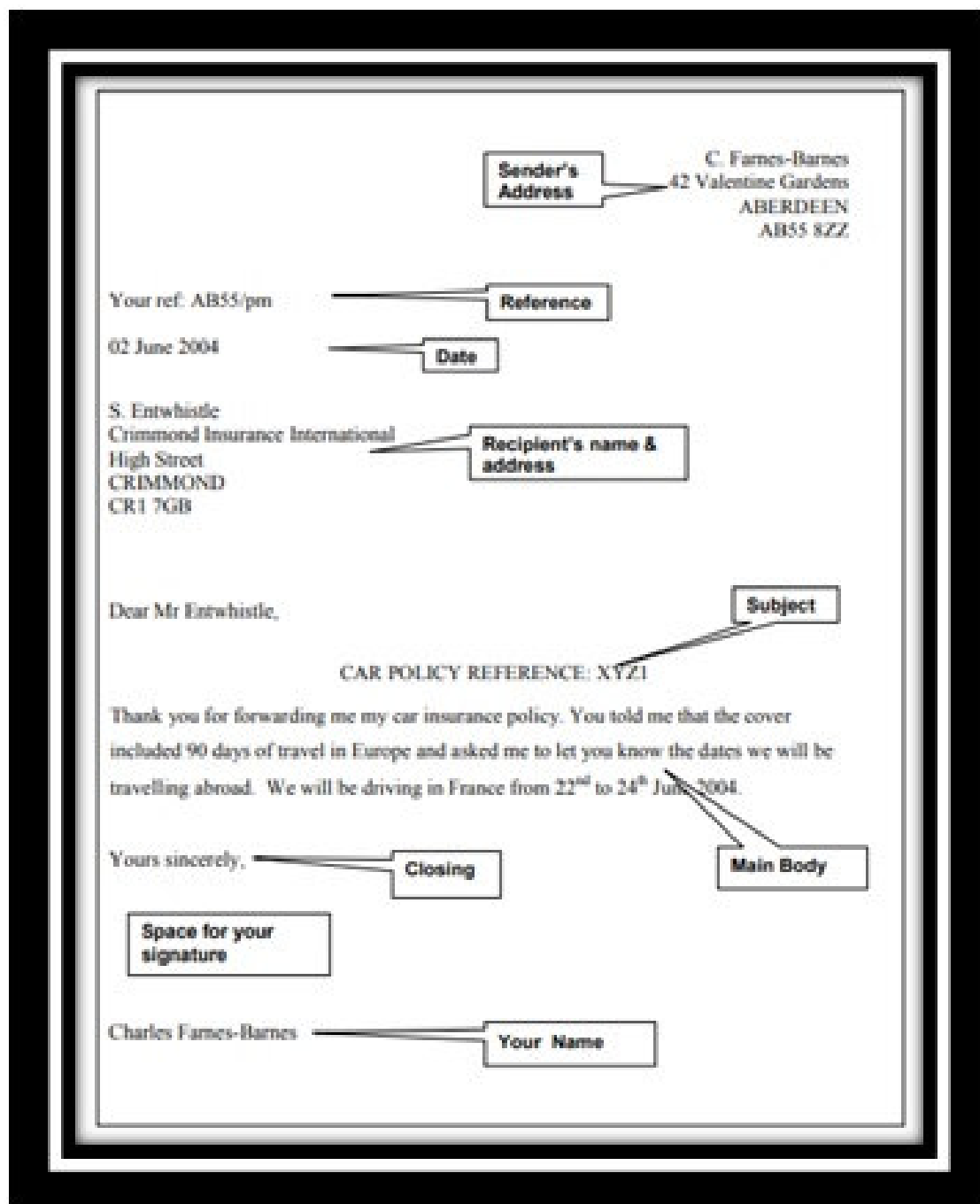
- Yours faithfully,

6. The signature

In a formal letter it is common to print your name under your signature.

Example of formal letter

Formal letters



An example of formal letter

Imagen nº 2. Example of formal letter. Author: unknown

Write a formal letter:

You are keen to study English in Canada. Read the advertisement on the Rockland School Of English and the notes that you've written. Then write a letter to Ms Peabody at the Rockland School asking for details about the school. The letter should be between 150 and 180 words. Do not write any addresses.

Writing a formal letter

**Summer language courses in Ottawa
at the Rockland School of English**

Our well-equipped school offers English language courses in this beautiful city. The school offers a full day study programme and organises a full range of sporting and social activities as well as excursions.

The Rockland School is conveniently situated for the amenities in Ottawa. Accommodation can be arranged with families carefully selected by the school or directly on campus.

Contact Ms Peabody for further details

Imagen nº 3. Formal letters. Author: unknown

Writing plan

- Mention that you saw the advertisement and that you want to attend a course.
- Ask for more information and prices
- Questions:
 - students: how many?
 - staff: qualified teachers (native tongue / bilingual / etc)
 - resources at school: (self access computer rooms / libraries / language laboratory /etc)
 - sports and social programmes (what is offered) + accommodation included in price?
 - amenities in the city (discothèques / cinemas / internet cafés / theatres / etc)
- End the letter in an appropriate manner
- **Layout**
 - Start the letter by using an appropriate greeting. Do you know the name of the person you are writing to?
 - Opening paragraph: you should give a clear statement of your reason for writing. (you want more details and information regarding the language course)
 - Body of the letter: it can contain 1-3 paragraphs. Here you state everything you have to say and ask all questions
 - Signalling the end: use an appropriate phrase. Do you want that person to contact you, to write to you, etc.
 - The closing: use an appropriate ending
 - The signature: write your signature
- **Language Notes**

Some expressions that can be used when asking for information:

- I would particularly like to know...
- I would be interested in having more details about...
- Could you tell me something about...?
- Does the school organise...?
- I would be (most) grateful if....
- Use formal conjunctions: furthermore / moreover / in order to / therefore / nevertheless
- Do not use object pronouns in place of noun phrases

Ejercicio resuelto

Robert Black
42 Valentine Gardens
ABERDEEN
AB55 8ZZ

02 June 2018

Ms. Peabody
Rockland School of English
High Street
OTTAWA
CR1 7GB

Dear Ms Peabody,

I am writing in reference to the advertisement I saw about the language courses you offer abroad. I would like to attend a course for the first two weeks in July and need more detailed information.

I would particularly like to know how many students attend the school, and how many students there are in a class. I would also like to know something more specific about the resources the school has. Is there a language laboratory and a library where I could study in the evenings? Do students have free access to internet? Are students permitted to use all the learning facilities available even on weekends? Moreover, are all the teachers on staff qualified native tongue speakers?

Furthermore, I would like to receive more details of the social and sports programmes you offer. I am keen on football and tennis. Are these activities part of your sports programme? If so, are they included in the price of the course? Could you tell me about the cost of accommodation and what it includes?

Finally, could you tell me what amenities there are near the school? For instance, is there an Internet café and a theatre within walking distance of the school?

I look forward to receiving your reply.

Yours sincerely,

Robert Black

Soluciones a los ejercicios propuestos

Actividad nº 1

a. You have to be 18 years old to go into a pub in Britain.



Falso

b. You can buy or consume alcohol in a pub if you are less than 18 years old.



Falso

c. Under 16's can go into pubs with an adult.



Verdadero

d. 16's and 17's mustn't drink any alcohol.



Falso

e. Drivers mustn't drink alcohol.



Verdadero

f. People under 18 mustn't smoke.



Verdadero

Actividad nº 2

1. It is forbidden. You mustn't do that.

2. You don't have to ask my permission. You can do what you want.

3. You mustn't speak to the driver when the bus is moving. It's dangerous.

4. You mustn't park here. There is a double yellow line.

5. Pay me back when you can. You don't have to do it immediately.

6. It's optional. We don't have to go if you don't want to.

7. I'll tell you a secret. You mustn't tell anybody else. Promise?

8. Be on time. You mustn't be late or we will leave without you.

9. He's a millionaire. He doesn't have to work but he does because he enjoys it.

10. I like Saturdays because I don't have to go to work.

11. This is very important. You mustn't forget what I said.

12. It's very informal here. You don't have to wear a tie unless you want to.

13. In athletics, you mustn't start before the gun is fired.

Actividad nº 3

- 1.- At our school we have to wear a uniform.
- 2.- You mustn't cross the roads without looking. It's dangerous.
- 3.- You don't have to turn on the central heating. It's automatic.
- 4.- The exams are next week. I must work harder.
- 5.- You don't have to forget your umbrella. It's going to rain.
- 6.- Students must listen to the teacher or they won't understand.
- 7.- You mustn't cross the road when the red light is showing.
- 8.- We must leave now or we'll miss the plane.
- 9.- Soldiers have to obey orders.
- 10.- Sorry, I must go now. I don't want to be late.
- 11.- Shop assistants have to deal with the public.
- 12.- You don't have to come with us if you don't want to.
- 13.- I was late this morning because I had to wait a long time for the bus.
- 14.- In Spain, teachers don't have to wear uniforms.
- 15.- You mustn't take food in your room.
- 16.- You mustn't use the elevators in case of fire.
- 17.- I have to wear glasses because I can't see very well.
- 18.- You must read this book. It's really good.
- 19.- You don't have to go shopping today. We don't need anything.
- 20.- You mustn't a mobile phone in class.
- 21.- We mustn't feed the animals. It's forbidden.
- 22.- We must book the tickets before it's too late.
- 23.- In Spain, teachers don't have to work on Saturdays.
- 24.- In Britain you must drive on the left.
- 25.- Every player in a football team has to have a number.
- 26.- You mustn't forget his birthday again.
- 27.- Doctors sometimes have to work at the weekend.
- 28.- Nowadays in Spain pupils don't have to learn Latin at school.
- 29.- You mustn't smoke on public places.
- 30.- My wife doesn't have to go to work today. It's a holiday.
- 31.- You don't have to shout. I can hear you.
- 32.- We have to be quiet in the library.
- 33.- You mustn't use a computer on the plane.
- 34.- She doesn't have to come to the dentist's with me.

Actividad nº 4

COUNTABLE	UNCOUNTABLE		OPCIONES
<u>egg</u>	<u>beef</u>	<u>butter</u>	beff/egg/butter
<u>burger</u>	<u>lamb</u>	<u>rice</u>	rice/lamb/burger
<u>watermelon</u>	<u>milk</u>	<u>meat</u>	watermelon/meat/milk
<u>pineapple</u>	<u>bread</u>	<u>tuna</u>	tuna/bread/pineapple
<u>orange</u>	<u>coffee</u>	<u>sugar</u>	coffee/orange/sugar
<u>apple</u>	<u>cocoa</u>	<u>tea</u>	apple/cocoa/tea
<u>potato</u>	<u>pasta</u>		pasta/potato
<u>crisp</u>	<u>cheese</u>		crisp/cheese
<u>banana</u>	<u>cereal</u>		cereal/banana

Actividad nº 5

- There isn't any food in the fridge.
- My wallet is empty. I have got no money left.
- I bought a kilo of apples and some cheese yesterday.
- Is there any sugar for the cake?
- Would you like some tea?
- I'm very busy. I have no time to talk to you.

Actividad nº 6

- Do you need much milk for the cake?
- I haven't got much money, could you lend me some?
- I have got a lot of homework to do.
- Are there many people in the street?
- Is there much noise in the pub?
- Do you drink much tea?
- I like reading. I have got a lot of books and magazines.
- They didn't ask me many questions.
- It costs a lot of money to buy a house.
- Madrid is a beautiful city, and it has got a lot of shops.

Actividad nº 7

1. Which of the following things can an 'ambulance' do?
☐ d) take you to a hospital
2. In which of the following situations should you use a 'bandage'?
☐ d) when you cut your finger
3. In which of the following situations might you get a 'bruise'?
☐ c) when somebody hits you
4. Which of the following things can be 'contagious'?
☐ c) a flu
5. How does your body feel if you have 'fever'?
☐ a) too hot
6. Which of the following words best describes a 'flu'?
☐ b) illness
7. Which of the following things can a 'home remedy' do?
☐ c) help you to feel better
8. Which of the following activities CAN'T you do if you have 'insomnia'?
☐ a) sleep
9. Who is the best person to see if you need an 'operation'?
☐ d) a surgeon
10. Which of the following things should you do if you are 'overweight'?
☐ a) go on a diet
11. Which of the following words best describes a 'pill'?
☐ b) small
12. What should you take if you get a 'prescription'?
☐ c) medicine
13. In which of the following situations do most people feel 'stress'?
☐ a) when they take a test
14. When do many people use a 'thermometer'?
☐ b) when they have a fever

Actividad nº 8

1. What are CFCs and how do they affect the environment? Clorofluorocarbons
2. What alternative forms of energy are mentioned in the text? Solar Power , wind-power and water-power
3. What is the Ozone Layer? What does it do? The Ozone layer is a layer of gas high above the surface of the earth that helps to protect it from the sun's ultraviolet radiation
4. How are forests good for the environment? Rainforests help to control global warming
5. What is acid rain? Poisonous gases dissolved in water in the atmosphere
6. What is recycling? How does it help the environment? Recycling is the processing of used objects and materials so that they can be used again

Actividad nº 9

1. Foreign languages	C	a) What's 15 times 99?
2. Geography	H	b) Who wrote Macbeth?
3. History	E	c) How do you say "Thank you" in German?
4. Literature	B	d) How do you select a program?
5. Maths	A	e) When did Queen Victoria die?
6. Physical Education	F	f) How many metres is one lap of an athletics track?
7. Science	I	g) Who painted "Three Musicians"?
8. Information Technology	D	h) What's the capital os Sweden?
9. Art	G	i) What's the chemical symbol of water?

Actividad nº 10

Education is one of the most important things in our lives. Don't you agree? It can make the difference between success and failure. An education can bring us knowledge and make us rich. In rich countries, people are lucky to have good schools. Children start learning from a very young age. They can further their education and go to higher education or university. In Japan, there are even private schools for babies to learn English. It's a shame that in many rich countries, many children don't want to learn. Perhaps schools need to find better ways to teach so children want to learn. It's sad that in many parts of the world, children want to learn but can't. Make sure you never stop learning. Education is the key to a better future.

Actividad nº 11

Love it or hate it, studying is one of the most important things we do in life. We all start school around the age of four and then it's study, study, study. Some of us are good at it and like it. Some people even become lifelong learners and study into their old age. I know one woman who's over seventy and is doing her fifth Master's degree. Other people hate studying. Many people leave school at the age of 15 or 16 and get a job. They like the idea of getting money and not having homework. The truth is, however, studying is one of the best ways to make sure you do well in life. The more you study, the more qualifications you have and the better job you can get. I really think everyone would love studying if they studied something interesting.