

## **Bloque 10. Unit 1.**

### **The future**

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#### **ÍNDICE**

- 0. Introduction
  - 1. Grammar and reading
    - 1.1. The future: will
    - 1.2. The future: be going to
    - 1.3. Present simple with future meaning
    - 1.4. Present continuous with future meaning
  - 2. Vocabulary
    - 2.1. Interrogative pronouns
  - 3. Pronunciation
  - 4. Listening and speaking
    - 4.1. Festivities and traditions in English speaking countries
  - 5. Writing
    - 5.1. Writing a formal letter
- 

#### **0. Introduction**

Vamos a comenzar el último módulo, al final del cual habrás conseguido tus objetivos. ¿Has pensado qué vas a hacer cuando acabes la ESPA? Seguro que tienes alguna idea. Por eso, esta primera unidad va a tratar sobre el uso y estructura del futuro en inglés. Siguiendo en la línea de mostrarte el mundo anglosajón, esta unidad te vamos a presentar a dos amigas: Karen y Marta.

Karen es de Albuquerque, en el estado de Nuevo México, Estados Unidos. Ha estudiado lengua y literatura española en la Universidad de Nuevo México y ha venido a España para perfeccionar su español y familiarizarse con la vida y costumbres de nuestro país. Para que te hagas una idea, Nuevo México es el quinto estado más grande de Estados Unidos (como sabes, el país es la unión de 50 estados más el estado asociado de Puerto Rico). La población de Nuevo México es una mezcla diversa, donde predominan comunidades y culturas de origen diverso: hispanos, anglosajones y por supuesto aborígenes (las personas que habitaban la zona ya antes del descubrimiento de América) que conviven en una sana integración de distintas culturas. Las ciudades más importantes del estado son: Albuquerque y Santa Fe, que es la capital.

Ahora vas a leer una conversación entre Karen Smith y su amiga española Marta. Karen ha decidido vivir en Toledo durante un año. Ha alquilado un pequeño apartamento en el casco antiguo y asiste a una escuela de español. Mediante esta escuela ha contactado con Marta, que estudia inglés y con la que queda dos o tres días a la semana. Un día hablan sólo en inglés y otro sólo en español. Así se ayudan mutuamente y perfeccionan el idioma al tiempo que se van haciendo amigas.

### 1. Grammar and reading

**Read the following dialogue. All the phrases in bold have future meaning. In this unit you will study different ways to express future in English.**

Karen: Hi Marta!

Marta: Hi Karen! What's up?

Karen: It's very hot today and I'm thirsty. **Shall we have** a beer?

Marta: A beer? No, thanks. I don't like beer, but **I will have** a coke.

Karen: Well, Marta, what are your plans for next year?

Marta: **I am going to study** at university.

Karen: Here in Toledo?

Marta: I don't know. **I will stay** here in Toledo or **I will go** to Madrid.

Karen: Oh, and **what are you going to study?**

Marta: **I am going to study** Medicine.

Karen: Is there a Medicine school in Toledo?

Marta: **There will be one soon.** What about you, Karen?

Karen: Me? Oh, **I will... I will be** a mother next year.

Marta: Really? You're joking!!

Karen: No, I'm not. I am pregnant and **I am going to have** a baby in 6 months.

Marta: Wow! Congratulations! That's very good news.

Karen: Thank you!

Marta: **Are you going to work?**

Karen: Of course! **I am going to be** a teacher back in the USA. **I will teach** Spanish or Spanish Literature, I'm not sure.

Marta: That's very interesting!

Karen: Well, and what are your plans for next weekend?

Marta: **I'm going** to a concert on Friday. Look! I have the tickets here.

Karen: **I'm visiting** a friend in Salamanca and **I'm going** by train.

Marta: **What time does it leave** from Toledo?

Karen: **It leaves** at 5 in the afternoon.

Marta: Ok, **I will go** to the station with you!

Karen: You are a very good friend, Marta (laughing)

Marta: And **you will be** an excellent mother! (laughing too)

### 1.1. The future: will

#### **FUTURE WITH WILL**

**1. USE:** The future with will is used to talk about:

- Decisions taken at the moment of speaking, in other words, spontaneous decisions.

*Example:* Oh, what a mess in here! Come on, **I'll help** you sort the files.

- Opinions, wishes, uncertainty and suppositions about the future.

*Example:* **You won't finish** it in just one day.

**It will rain** tomorrow anyway.

- Promises.

*Example:* **I will do** it tomorrow.

- Conditionals.

*Example:* If I need help, **I will tell** you.

#### **2. FORM**

(+) SUBJECT + WILL + VERB (bare infinitive) + COMPLEMENTS

*Example:* Paul will pass his English exam

(-) SUBJECT + WILL NOT + VERB (bare infinitive) + COMPLEMENTS

*Example:* Paul will not pass his English exam

(?) WILL + SUBJECT + VERB + COMPLEMENTS + ?

*Example:* Will Paul pass his English exam?

#### **SHORT ANSWERS**

(+) YES, + SUBJECT + WILL

*Example:* Yes, he will

(-) NO, + SUBJECT + WON'T

*Example:* No, he won't

#### **3. SHORT FORMS**

WILL = 'LL

WILL NOT = WON'T / 'LL NOT

#### **4. TIME EXPRESSIONS**

Time expressions go in the end of the sentence, they are complements.

*Examples:* Tonight, tomorrow, next Sunday, next weekend, next summer, next year, etc.

### Para saber más

If you link here, you will find more information about will, as well as extra activities:

a) [Future: will](#)

<http://www.ompersonal.com.ar/ELEMENTARY/unit18/page2.htm>

b) [Online activity](#)

[http://www.isabelperez.com/happy/tenses/exercises/will\\_2.htm](http://www.isabelperez.com/happy/tenses/exercises/will_2.htm)

c) [Online activity](#)

[http://www.isabelperez.com/happy/tenses/exercises/will\\_1.htm](http://www.isabelperez.com/happy/tenses/exercises/will_1.htm)

### Note

**WILL**, entre otros, pertenece al grupo de los verbos modales.

Características de los verbos modales:

- son verbos auxiliares (es decir, no pueden ir nunca solos)
- no tienen significado (por eso mismo no pueden ir nunca solos)
- siempre acompañan a un verbo principal (que será quien lleve el significado)
- son invariables (es decir, no añaden “-s” en 3ª persona de singular – he, etc.)
- siempre van seguidos de infinitivo sin “to”. Es decir,
  - no añade “-s” de 3ª persona singular
  - no añade “-ing”
  - no añade “-ed” de pasado si es regular
  - no se pone en pasado simple (segunda columna) si es irregular
  - no lleva “to” delante
  - tampoco va seguido nunca de “to”

## 1.2. The future: be going to

### **FUTURE WITH BE GOING TO**

**1. USE:** We use **be going to** to talk about:

- Plans.

*Example:* **She is going to have a baby next winter**

- Intentions.

*Example:* **I am going to buy a car next year** (I am saving money to buy a new car)

- Predictions based on an evidence.

*Example:* **I am going to pass the exam** (I am studying a lot and I am sure of it)

### **2. FORM**

(+) SUBJECT + AM/IS/ARE + GOING TO + VERB (bare infinitive) + COMPLEMENTS

*Example:* **Mary is going to have a baby**

(-) SUBJECT + AM NOT/ISN'T/AREN'T + GOING TO + VERB (bare infinitive) + COMPLEMENTS

*Example:* **Mary isn't going to have a baby**

(?) AM/IS/ARE + SUBJECT + GOING TO + VERB + COMPLEMENTS + ?

*Example:* **Is Mary going to have a baby?**

### **SHORT ANSWERS**

(+) YES, + SUBJECT + AM/IS/ARE

*Example:* **Yes, she is**

(-) NO, + SUBJECT + AM NOT/ISN'T/AREN'T

*Example:* **No, she isn't**

### **3. SHORT FORMS**

AM = 'M      ARE = 'RE      IS = 'S

AM NOT = 'M NOT      ARE NOT = AREN'T      IS NOT = ISN'T

### **4. TIME EXPRESSIONS**

Time expressions go in the end of the sentence as they are complements.

*Examples:* Tonight, tomorrow, next Sunday, next weekend, next summer, next year, etc.

### Para saber más

If you link here, you will find more information about will, as well as extra activities:

a) [Be going to. Exercise 1](#)

<http://a4esl.org/q/h/0101/sv-goingto.html>

b) [Be going to. Exercise 2](#)

<http://www.better-english.com/grammar/goingto4.htm>

c) [Be going to or will. Exercise 3](#)

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

### Actividad nº 1

**Choose the best option, will or be going to**

1. 'I haven't got my phone.' 'That's OK. \_\_\_\_\_ you mine.'

I'll lend

I'm going to lend

2. It's Julia's birthday next week, so \_\_\_\_\_ her some flowers.

We'll buy

We are going to buy

3. Will you lend me £10? I promise \_\_\_\_\_ it back to you tomorrow.

I'll give

I'm going to give

4. \_\_\_\_\_ a barbecue tomorrow. It's all planned, so I hope it won't rain.

We'll have

We're going to have

5. 'Jim's starting university tomorrow.' 'What \_\_\_\_\_ study?'

will he

is he going to

6. You \_\_\_\_\_ that film. It's very frightening. Let's choose another one.

won't like

aren't going to like

7. Do you think they \_\_\_\_\_ the presents we got for them?

- will like
- are going to like

8. Look! The coach \_\_\_\_\_! Run or we'll miss it.

- will leave
- is going to leave

### Actividad nº 2

**Fill in the gaps using *will* or *be going to***

1- A: Did you buy bread?

B: Oh, no! I forgot to buy it. I \_\_\_\_\_ go back to buy some.

2- A: Why have you put on your coat?

B: I \_\_\_\_\_ take dog out.

3- If I meet him, I \_\_\_\_\_ tell him the good news.

4- The phone is ringing. I \_\_\_\_\_ answer it.

5- I've bought a new book. Tonight I \_\_\_\_\_ stay at home and start reading it.

6- What \_\_\_\_\_ happen to her children if she doesn't find a job?

7- What \_\_\_\_\_ do tomorrow? \_\_\_\_\_ see the doctor?

8- I am so tired. I need some rest. I think I \_\_\_\_\_ take a week off.

9- A: Coffee or tea?

B: I \_\_\_\_\_ have coffee, please.

10- A: Where are you going?

B: I \_\_\_\_\_ do some shopping.

### 1.3. Present simple with future meaning

**1. USE:** The Present Simple with future meaning is used in the following situations:

- Official timetable.

*Example:* The train **leaves** at 11:00 am.

- Formal appointments.

*Example:* My **appointment with the doctor is** tomorrow

### **2. FORM**

(+) SUBJECT + VERB (3rd person singular => -s/-es) + COMPLEMENTS

*Example:* The train leaves at 11:00 am.

(-) SUBJECT + DON'T/DOESN'T + VERB + COMPLEMENTS

*Example:* The train doesn't leave at 11:00 am.

(?) DO/DOES + SUBJECT + VERB + COMPLEMENTS + ?

*Example:* Does the train leave at 11:00 am.?

### **SHORT ANSWERS**

(+) YES, + SUBJECT + DO/DOES

*Example:* Yes, it does

(-) NO, + SUBJECT + DON'T/DOESN'T

*Example:* No, it doesn't

### **3. SHORT FORMS**

DO NOT = DON'T

DOES NOT = DOESN'T

### **4. TIME EXPRESSIONS**

Time expressions go in the end of the sentence, they are complements.

*Examples:* Tonight, tomorrow, next Sunday, next weekend, next summer, next year, etc.



### Note

Some verbs add -ES instead of -S when the subject is third person singular. This is due to phonetical reasons.

- a. DO, GO add -ES → She goes, He does
  
- b. Verbs ending in s or a sound similar to s add -ES
  - ss miss – missES → She missES, He passES.
  - sh wash – washES → He washES, She wishes
  - ch watch – watchES → She watchES, He catchES
  
- c. Verbs ending in consonant + y add -ies
  - Study – study + i + es → I study English, she studIES with me
  - Carry – carry + i + es → I carry boxes, he carrIES bags

### 1.4. Present continuous with future meaning

**1. USE:** We use the Present Continuous with future meaning in the following situations:

- Specific plans near in time.

*Example: I'm watching a film in the cinema tonight*

- Dates.

*Example: I am visiting the doctor this evening at 8:00 pm.*

### **2. FORM**

(+) SUBJECT + AM/IS/ARE + VERB-ING + COMPLEMENTS

*Example: Mary is going to a party tonight*

(-) SUBJECT + AM NOT/ISN'T/AREN'T + VERB-ING + COMPLEMENTS

*Example: Mary isn't going to a party tonight*

(?) AM/IS/ARE + SUBJECT + VERB-ING + COMPLEMENTS + ?

*Example: Is Mary going to a party tonight?*

### **SHORT ANSWERS**

(+) YES, + SUBJECT + AM/IS/ARE

*Example: Yes, she is*

(-) NO, + SUBJECT + AM NOT/ISN'T/AREN'T

*Example: No, she isn't*

### 3. SHORT FORMS

AM = 'M      ARE= 'RE      IS = 'S

AM NOT = 'M NOT      ARE NOT = AREN'T      IS NOT = ISN'T

### 4. TIME EXPRESSIONS

Time expressions go in the end of the sentence as they are complements.

*Examples:* Tonight, tomorrow, next Sunday, next weekend, next summer, next year, etc.

#### Note

Some verbs suffer changes when they add -ING.

a. When verbs end in silent *e*, the *e* drops out.

Come – Come + ING → He is comING by car

Smoke – Smoke + ING → She is smokING a cigar

Write – Write + ING → I am writING a postcard

b. Verbs ending in *consonant + vowel + consonant* double the last consonant.

Sit – SittING → She is sitting on a chair

Swim – SwimmING → I am swimming in the sea

WATCH OUT, verbs ending in -X don't double the last consonant.

Fix – Fixing → The mechanic is fixING my car

Mix – Mixing → The baby is mixING colours

c. One syllable verbs ending in -IE change -IE by -Y before adding -ING.

Lie – Lie + y + ING → I am not lyING to you!

Die - Die + y + ING → The fish is dyING out of water

### Actividad nº 3

**Complete the conversation with the verbs in the box in the Present Simple or Present Continuous. Some verbs are used twice. Both verbal tenses have future meaning.**

**The Big Day:** take start leave go do depart get come

A Have you heard of Brad and Mimi?

B Brad and Mimi? What's happened?

A They \_\_\_\_\_ married on Saturday.

B You're joking. I didn't know that Mimi fancied Brad. When \_\_\_\_\_ the wedding \_\_\_\_\_ place?

A It \_\_\_\_\_ place on Saturday. Didn't you listen to me?

B Of course I did. But what time \_\_\_\_\_ it \_\_\_\_\_ ?

A The wedding ceremony \_\_\_\_\_ at 11 o'clock in the All Saints church.

B \_\_\_\_\_ you \_\_\_\_\_ ?

A Yes, I am. They've invited me.

B Do you think I could join you?

A Why not? I'm sure the church is going to be full. But I \_\_\_\_\_ early in the morning, because my dad \_\_\_\_\_ to work by car on Saturday and he can take me to the All Saints.

B If your dad doesn't mind...

A No problem. The more, the merrier, he always says. By the way, \_\_\_\_\_ you \_\_\_\_\_ anything tomorrow morning? We could buy some present for them.

B Good idea. We can get the bus to the Macy's Shopping Gallery. It \_\_\_\_\_ at 9.35.

A All right. See you at the bus stop. Bye.

B Bye-bye.

### Actividad nº 4

**Use the verbs in brackets to complete sentences in the present simple or continuous.**

1. I \_\_\_\_\_ Peter tonight. He \_\_\_\_\_ us to a restaurant. (meet, take)

2. The ferry \_\_\_\_\_ at 9.00 from Dover and \_\_\_\_\_ at 10.45 in Calais. (leave, land)

3. My parents \_\_\_\_\_ their wedding anniversary next Sunday. They \_\_\_\_\_ to Paris. (celebrate, go)

4. I \_\_\_\_\_ a lecture this afternoon. And I \_\_\_\_\_ tomorrow either. (give, teach)

5. How \_\_\_\_\_ to the party tonight? \_\_\_\_\_ a bus? (get, catch)

## 2. Vocabulary

### 2.1. Interrogative pronouns

#### What Is an Interrogative Pronoun?

An **interrogative pronoun** is a pronoun which is used to make asking questions easy. There are several interrogative pronouns. Each one is used to ask a very specific question or indirect question. Once you are familiar with interrogative pronouns, you'll find that it's very easy to use them in a variety of situations.

The basic interrogative pronouns are **what, where, who, why, when**.

- **What** – Used to ask questions about people or objects. Examples:

*What do you want for dinner?*

*What is your friend's name?*

- **Where** – Used to ask questions about places. Examples:

*Where do you live?*

- **Who** – Used to ask questions about people. Examples:

*Who was driving the car?*

*Who is going to take out the trash?*

- **Why** – This interrogative pronoun is used to ask for reason. Examples:

*Why didn't you come to the party?*

- **When** – Used to ask questions about time. Examples:

*When are you going to finish your exercise?*

Other interrogative pronouns are: **which, whose, whom, how, how long, how often, how far, how much, how many**.

- **Which** – Used to ask questions about people or objects. Examples:

*Which color do you prefer?*

*Which of these ladies is your mother?*

- **Whom** – This interrogative pronoun is rarely seen these days, but when it shows up, it is used to ask questions about people. Examples:

*Whom did you speak to?*

*Whom do you prefer to vote for?*

*Whom do you live with?*

- **Whose** – Used to ask questions about people or objects, always related to possession. Examples:

*Whose sweater is this?*

*Whose parents are those?*

- **How**- It is used to ask for processes, states or the way to do things. Examples:

*How is Susan after the accident?*

*How did you come here?*

- **How long**- It is used to ask for periods of time. Examples:

*How long have you lived in New York?*

*How long have you studied English?*

- **How often**- It is used to ask for frequency. Examples:

*How often do you travel abroad?*

- **How far**- It is used to ask for distance. Examples:

*How far is Cuenca from Madrid?*

- **How much**- It is used to ask for quantity when we refer to uncountable nouns. Examples:

*How much milk do you need?*

- **How many**- It is used to ask for quantity when we refer to countable nouns. Examples:

*How many students are there in this class?*

### Para saber más

La estructura de una pregunta, en general, sería la siguiente:

Pronombre Interrogativo	Auxiliar	Sujeto	Verbo	Complementos
What	are	you	doing	now?
Where	does	he	live?	
Why	did	she	break	the window?
When	will	you	come	back?
Who	can	open	this?	

Como ves, esta estructura sirve para cualquier tiempo verbal (presente, pasado, futuro) y para todos sujetos, incluso la 3ª persona de singular.

Imagen nº 1. Pronombres interrogativos. Autor: JCCM.

Fuente: materiales ESPAD JCCM

If you want to learn more about interrogative pronouns, press the following links

- [Interrogative pronouns](#)

<http://www.isabelperez.com/qwords.htm>

- [How much or how many](#)

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

- [Extra practice](#)

<https://www.englishgrammar.org/interrogative-pronouns-exercise/>

### Actividad nº 5

Complete the next sentences with **who**, **whose**, **what** or **which**.

- a) ' \_\_\_\_\_ time is it?' 'It's half past three.'
- b) ' \_\_\_\_\_ jacket is this?' 'It's mine.'
- c) 'I've got chocolate ice cream and vanilla ice cream, \_\_\_\_\_ do you prefer?'
- d) ' \_\_\_\_\_ is that man with your wife?' 'It's her boss.'
- e) ' \_\_\_\_\_ did you say?' 'I didn't say anything.'

### Actividad nº 6

Complete using **How much** or **How many**.

- a) \_\_\_\_\_ birds are there? There are two birds.
- b) \_\_\_\_\_ money is there? There are three thousand dollars.
- c) \_\_\_\_\_ dolphins are there? There are two dolphins.
- d) \_\_\_\_\_ pencils are there? There are thirteen pencils.
- e) \_\_\_\_\_ books are there? There are three books.
- f) \_\_\_\_\_ milk is there? There are four litres of milk.

### Actividad nº 7

Choose the correct interrogative pronoun.

- a) \_\_\_\_\_ threw the football?

- Who
- What
- Which
- Whose

b) \_\_\_\_\_ would you prefer, coffee or tea?

- Who
- Whom
- Which
- Whose

c) \_\_\_\_\_ time do we need to be at the airport?

- Which
- What
- Whose
- Whom

d) \_\_\_\_\_ car is that?

- Whom
- Whose
- What
- Who

e) \_\_\_\_\_ is your sister's name?

- Who
- Whom
- What
- Whose

f) \_\_\_\_\_ did you tell?

- Whom
- What
- Whose
- Which

g) \_\_\_\_\_ of these books have you read?

- What
- Whom
- Whose
- Which

h) \_\_\_\_\_ wants ice cream?

- What
- Whom
- Who
- Which

## 2. Pronunciation

Sonido	Equivalente en castellano	Grafía en inglés	Algunos ejemplos
<b>/ɑ/</b>	Una "a" larga	a + r a final de sílaba a + l a final de sílaba	<i>Car, park, bar, far, bark</i> <i>Palm, balm,</i>
<b>/æ/</b>	Abre la boca para decir "e" y luego di "a"	Sílabas donde la única vocal es "a"	<i>Cat, pat, matt, hat, lap</i>
<b>/ʌ/</b>	Equivalente a nuestra "a"	Sílabas donde la única vocal es "u"	<i>Cut, but, plug,</i>
		En algunas ocasiones, sílabas a principio de palabra donde la única vocal es "o"	<i>Others, love</i>

Imagen nº 2. Phonetics. Author: JCCM

Fuente: materiales módulo 4 ESPAD

If you need help to identify these sounds, please click [here](http://s.mound.free.fr/skyblues67/sounds/phonetics1.htm)

<http://s.mound.free.fr/skyblues67/sounds/phonetics1.htm>



#### 4. Listening and speaking

##### 4.1. Festivities and traditions in English speaking countries

Listen to the following podcast about **unusual British festivities** and do the exercises. If you don't understand everything, take it easy! You can listen again and read the transcription at the same time.

- [Unusual British festivals](#)

Audio: ACING\_4\_Bloque\_10\_Tema\_1\_Audio\_B2\_British\_festivals.mp3 (Portal de Educación de personas adultas)

- [Transcription unusual British festivities](#)

ACING\_4\_Bloque\_10\_Tema\_1\_Audio\_B2\_British\_festivals\_Transcription.pdf (Portal de Educación de personas adultas)

#### Actividad Nº 8

##### **Are these sentences true or false?**

1. Many of these festivals are actually races or competitions.

Verdadero  Falso

2. The Burning of the Clavie brings good luck for the new year.

Verdadero  Falso

3. On Shrove Tuesday in Scarborough people dance with ropes.

Verdadero  Falso

4. Cheese rolling involves running away from a big, round cheese.

Verdadero  Falso

5. Snail racing started in the UK.

Verdadero  Falso

6. The competition to pull the ugliest face is an old tradition.

Verdadero  Falso

7. The Burning of the Clocks festival marks the summer solstice.

Verdadero  Falso

8. The Burning of the Clocks festival ends with people throwing water.

Verdadero  Falso

**Actividad nº 9**

1. The Clavie is ...

- a whisky container
- a wooden cross
- a bonfire made of things people don't need

2. In the Up Helly Aa festival, they burn ...

- a wooden man
- a Viking boat
- a line in the grass

3. During a pancake race, you have to ...

- eat as many pancakes as possible
- run as fast as possible while tossing a pancake in a pan
- run and jump over the ropes without dropping the pancake

4. Nowadays, the people who win the cheese rolling competition are usually...

- top athletes
- people from the village
- visitors from all over the world

5. The fastest snail in the Snail Racing is

- cooked with garlic and butter
- rescued from the barbecue
- given a prize of extra lettuce

6. Black pudding throwing is ...

- similar to pancake tossing
- Olympic sports like javelin and shotput
- bowling

7. To win the best gurner competition, one man ...

- had all his teeth removed
- grew a really long beard
- had a lot of facial piercings

8. The Burning of the Clocks festival is ...

- 2 years old
- 20 years old
- 200 years old

### **Curiosidad**

Would you like to know more about festivities and traditions? Click on the following links.

- [Valentine's day](#)

<http://www.history.com/topics/valentines-day/history-of-valentines-day>

- [Guy Fawkes day](#)

<http://www.history.com/news/guy-fawkes-day-a-brief-history>

- [Thanksgiving day](#)

<https://www.timeanddate.com/holidays/us/thanksgiving-day>

- [St. Patricks day](#)

<http://www.history.com/topics/st-patricks-day>

- [April Fool's day](#)

<https://learnenglish.britishcouncil.org/en/magazine/april-fools-day>

### **SPEAKING**

Which of these traditions would you like to take part in?

Do they remind you of any other festivals that you know about?

## 5. Writing

### 5.1. Writing a formal letter

#### Formal letters

Formal letters are business like and get quickly to the point. Formal letters are different to personal letters. You do not write in a chatty manner or use slang. For example, you would write a different letter to your Principal inviting him to your class JCSP graduation as you would to your friend.

Formal letters are usually written for some of the following:

- To apply for a job.
- To make a complaint.
- To order goods.
- To the editor of a newspaper.
- To ask for something – a form, an appointment.
- To ask for information.
- To make a booking for a holiday etc.
- To invite someone to an event or to visit such as a school open day or a JCSP celebration.

Points to note:

- \* The **sender's address** (your address), is on the top right hand corner.
- \* The **address of the company/person to whom the letter is being sent** is written on the left-hand side.
- \* When you do not know the name of the person to whom you are writing, you may start with '**Dear Sir/Madam**'.
- \* If you begin with 'Dear Sir/Madam', you end the letter with '**Yours faithfully**', and your full name.
- \* If you know the name of the person you are sending the letter to e.g. **Dear Ms Smith**, you end the letter with '**Yours sincerely**' and your full name.
- \* Remember to use **capital letters, full stops** and **commas**.
- \* Use **paragraphs** in your letter – at least 3.

#### Useful phrases for the opening

- ♣ I would like to apply for one of the scholarships I saw advertised in your prospectus. [applying for a scholarship]
- ♣ I am looking for an outdoor work during the summer holidays and I would like to apply for the position of hotel lifeguard assistant which I saw advertised in my university's student newspaper. [applying for a job]

♣ I have seen your advertisement for the post / vacancy / job of... advertised in the local newspaper on 16 June. I am writing because I would like to apply for the job. [applying for a job]

♣ I am the secretary of my college Science Club. I saw your advertisement for the exhibition "The Next 100 Years" and I am interested in organising a group visit. I was wondering if I could ask you some questions about it. [requesting information]

♣ I am writing (in order) to complain about the advertisement for your new game. Having just played the game, I realise that the advertisement is misleading. [complaint letter]

♣ I am writing with regard to ... I am writing with reference to... I am writing in response to...

♣ Thank you for /your letter of 9 May... /for your letter regarding...

♣ In reply to your letter of 8 May, ...

### Other useful phrases

#### Asking politely

♣ Could you tell me... ?

♣ I would be grateful if you could ...

♣ I would be interested in having more details about...

♣ I would like to know if/when/when/...

♣ I would like information on...

♣ Do you know if...?

#### Complaining

♣ I would like to complain about + noun or -ing

♣ ... is not what I expected / was expecting

♣ I am not satisfied with...

♣ I would be grateful if my money was refunded / if you could give me a refund

The end of your letter is as important as the beginning. You usually state what you would like the recipient to do, make a reference to a future event, offer to help...

♣ I look forward to hearing from you soon / I look forward to receiving your reply

♣ I look forward to receiving a full refund (in a complaint letter)

♣ I would like to know what you are going to do about this situation (in a complaint letter)

♣ I would like to thank you in advance for this information (in an enquiry letter -requesting information)

♣ If you require/Should you need further information, please do not hesitate to contact me/feel free to contact me.

## OTHER THINGS TO CONSIDER

**Range:** It is important that you use grammatical expressions and vocabulary appropriate to the level of the exam. Even if there are no mistakes in your writing, you will not be able to get a good grade if you use only the language and vocabulary that you learnt at elementary level.

### Formal language

- ♣ Use full verb forms and not contractions (do not instead of don't, would like instead of 'd like...)
- ♣ Formal vocabulary, usually not using phrasal verbs.
- ♣ More complex sentence structure.

**Connectors:** All good writing makes good use of connectors. You need to use some of the connectors that are more specific to formal language.

## WRITE A FORMAL LETTER

You have bought a pair of trainers which are faulty – the sole of the trainer has become unglued after one day. In your copy, write a letter of complaint to the company/shop from which you bought it, giving all the details and asking them to replace or refund your money.

Ejemplo:



Imagen nº 3. Example of formal letter. Autor: JCSP Literacy Strategy

Fuente: [Letter Writing published by Junior Certificate School Programme Support Service](#) Licencia: Desconocida

[http://pdst.ie/sites/default/files/7590\\_Letter\\_Writing\\_Book.pdf](http://pdst.ie/sites/default/files/7590_Letter_Writing_Book.pdf)

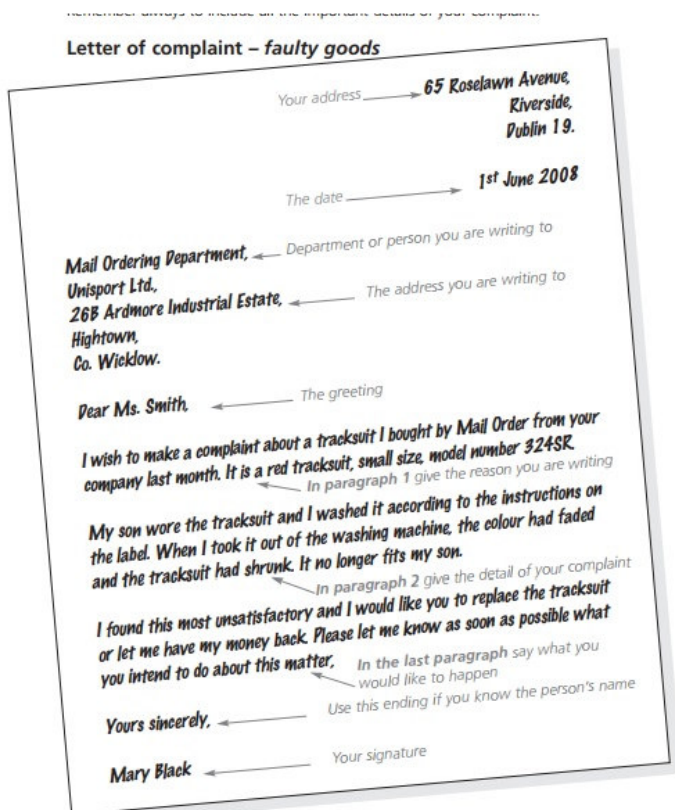


Imagen nº 4. Letter of complaint. Autor: JCSP Literacy Strategy

Fuente: [Letter Writing published by Junior Certificate School Programme Support Service](#) Licencia: Desconocida

[http://pdst.ie/sites/default/files/7590\\_Letter\\_Writing\\_Book.pdf](http://pdst.ie/sites/default/files/7590_Letter_Writing_Book.pdf)

### Soluciones a los ejercicios propuestos

#### Actividad nº 1

##### **Choose the best option, will or be going to**

1. 'I haven't got my phone.' 'That's OK. \_\_\_\_\_ you mine.'  
 I'll lend
2. It's Julia's birthday next week, so \_\_\_\_\_ her some flowers.  
 We are going to buy
3. Will you lend me £10? I promise \_\_\_\_\_ it back to you tomorrow.  
 I'll give
4. \_\_\_\_\_ a barbecue tomorrow. It's all planned, so I hope it won't rain.  
 We're going to have
5. 'Jim's starting university tomorrow.' 'What \_\_\_\_\_ study?'  
 is he going to
6. You \_\_\_\_\_ that film. It's very frightening. Let's choose another one.  
 won't like
7. Do you think they \_\_\_\_\_ the presents we got for them?  
 will like
8. Look! The coach \_\_\_\_\_! Run or we'll miss it.  
 is going to leave

#### Actividad nº 2

- 1- A: Did you buy bread?  
B: Oh, no! I forgot to buy it. I will go back to buy some.
- 2- A: Why have you put on your coat?  
B: I am going to take dog out.
- 3- If I meet him, I will tell him the good news.
- 4- The phone is ringing. I will answer it.
- 5- I've bought a new book. Tonight I am going to stay at home and start reading it.
- 6- What will happen to her children if she doesn't find a job?
- 7- What are you going to do tomorrow? Are you going to see the doctor?
- 8- I am so tired. I need some rest. I think I will take a week off.
- 9- A: Coffee or tea?  
B: I will have coffee, please.
- 10- A: Where are you going?  
B: I am going to do some shopping.



### Actividad nº 3

A Have you heard of Brad and Mimi?

B Brad and Mimi? What's happened?

A They are getting married on Saturday.

B You're joking. I didn't know that Mimi fancied Brad. When does the wedding take place?

A It takes place on Saturday. Didn't you listen to me?

B Of course I did. But what time does it start ?

A The wedding ceremony starts at 11 o'clock in the All Saints church.

B Are you coming ?

A Yes, I am. They've invited me.

B Do you think I could join you?

A Why not? I'm sure the church is going to be full. But I am leaving early in the morning, because my dad is going to work by car on Saturday and he can take me to the All Saints.

B If your dad doesn't mind...

A No problem. The more, the merrier, he always says. By the way, are you doing anything tomorrow morning? We could buy some present for them.

B Good idea. We can get the bus to the Macy's Shopping Gallery. It departs at 9.35.

A All right. See you at the bus stop. Bye.

B Bye-bye.

#### Actividad nº 4

1. I am meeting Peter tonight. He is taking us to a restaurant. (meet, take)
2. The ferry leaves at 9.00 from Dover and lands at 10.45 in Calais. (leave, land)
3. My parents are celebrating their wedding anniversary next Sunday. They are going to Paris. (celebrate, go)
4. I am not giving a lecture this afternoon. And I am not teaching tomorrow either. (give, teach)
5. How are you getting to the party tonight? Are you catching a bus? (get, catch)

#### Actividad nº 5

- a) ' What time is it?' 'It's half past three.'
- b) ' Whose jacket is this?' 'It's mine.'
- c) 'I've got chocolate ice cream and vanilla ice cream, which do you prefer?'
- d) ' Who is that man with your wife?' 'It's her boss.'
- e) ' What did you say?' 'I didn't say anything.'

#### Actividad nº 6

- a) How many birds are there? There are two birds.
- b) How much money is there? There are three thousand dollars.
- c) How many dolphins are there? There are two dolphins.
- d) How many pencils are there? There are thirteen pencils.
- e) How many books are there? There are three books.
- f) How much milk is there? There are four litres of milk.

#### Actividad nº 7

- a) \_\_\_\_\_ threw the football?  
 Who
- b) \_\_\_\_\_ would you prefer, coffee or tea?  
 Which
- c) \_\_\_\_\_ time do we need to be at the airport?  
 What
- d) \_\_\_\_\_ car is that?  
 Whose
- e) \_\_\_\_\_ is your sister's name?  
 What

f) \_\_\_\_\_ did you tell?

Whom

g) \_\_\_\_\_ of these books have you read?

Which

h) \_\_\_\_\_ wants ice cream?

Who

### Actividad nº 8

#### **Are these sentences true or false?**

1. Many of these festivals are actually races or competitions.

Verdadero

2. The Burning of the Clavie brings good luck for the new year.

Verdadero

3. On Shrove Tuesday in Scarborough people dance with ropes.

Falso

4. Cheese rolling involves running away from a big, round cheese.

Falso

5. Snail racing started in the UK.

Falso

6. The competition to pull the ugliest face is an old tradition.

Verdadero

7. The Burning of the Clocks festival marks the summer solstice.

Falso

8. The Burning of the Clocks festival ends with people throwing water.

Falso

**Actividad nº 9**

1. The Clavie is ...

a whisky container

2. In the Up Helly Aa festival, they burn ...

a Viking boat

3. During a pancake race, you have to ...

run as fast as possible while tossing a pancake in a pan

4. Nowadays, the people who win the cheese rolling competition are usually...

people from the village

5. The fastest snail in the Snail Racing is

given a prize of extra lettuce

6. Black pudding throwing is ...

bowling

7. To win the best gurner competition, one man ...

had all his teeth removed

8. The Burning of the Clocks festival is ...

20 years old