

Unit 1

1. Benefits of travelling:

No one can deny that travelling is very important in our life to see the world and different cultures. It lets us experience life in exciting different ways.

To start with, travelling gives us the opportunity to disconnect from our regular life. We need to forget our problems for a few weeks. Another great benefit is the relaxation we need to recharge our "batteries". It's a very good stress remover.

Add to this, travelling increases our knowledge and widens our perspective. To view new customs, different ways of living is fantastic for the mind. It gives us a new perspective about life and especially our life, it can help us change some of our habits or even create new ones.

Last but not least, when travelling with friends or family it creates memories for a lifetime. These memories will create a bond that nothing can erase no matter what happens with the friendship

2. Holidaying - A Letter of Complaint

Dear Sir/ Madam;

I've just come back from the most horrible 7-day vacation I've ever spent in my whole life at your miserable hotel. I was extremely dissatisfied at all levels.

To start with, the room was not at all as we had been promised. It was not only dirty and untidy but also lacked any natural view. Worse, we couldn't even enjoy sleeping for the whole stay due to the unbearable noise coming from the main street.

Add to this, though we had been assured that food would be varied and luscious, it was honestly inedible. Once, we were served such a disgusting dinner that my son got terribly sick and I had to take him to the doctor, costing me dearly.

Last but not least, the advertised schedule of our vacation in your brochure was a big lie. On the one side, we were offered a very old coach that broke down more than once making us wait for repairing in the blistering heat of summer and you may imagine what happened to our skin. On the other side, the guide was a real jerk who did nothing for us but asking for tips.

I hope you agree that our vacation did not reach our expectations at all. I, hereby, look forward to receiving a convenient compensation; otherwise I'll feel free to take the case to the court.

With Regards,

Tom Jerry.

3. Holidaying - A Letter of recommendation

Dear Tom;

I heard you were planning to go on holiday but still hesitating about your destination. I've just come back from the best 7-day vacation I've ever spent in my whole life (at hotel / in place). It was really awesome!!!

First of all, as soon as we arrived we had an amazing feeling of being so welcomed by our hosts. Everything was perfect. The room had a great big window view to the sea. The food was luscious and varied. Their cuisine is the place where you can taste all the goodness that nature has to offer.

Besides, the personnel were great, and everyone was so helpful and friendly! They make you feel so at home and nothing is too much trouble for them. We were offered the best quality of services either inside the room, at the restaurant or even by the poolside.

Most fascinating of all was the awesome entertainment. Staying there gave us the opportunity to explore and become familiar with the natives and feel so welcomed! We mainly enjoyed the cruise to the nearby islands where the scenery was magnificent! We took great pictures and we were so excited that we want to go back next year and take both our children and a few other family members.

(Name of place) is definitely a paradise and it makes everything so accommodating!! I would earnestly recommend this (hotel/ agency/ place) if you are eager to spend a memorable holiday.
Yours Sincerely,
Jerry.

4. Benefits of Space Tourism

No one can deny that travelling to space is very important in our life to see the outer world. It lets us experience life in exciting different ways.

To start with, space tourism satisfies the human desire of adventure. There are many brave people who wish to take risks in life. They love accepting challenges, and they love making the impossibilities possible.

Add to this, this type of travelling will surely offer us great fun and excitement through experiencing the weightlessness and seeing the planet from miles above.

Last but not least, space tourism may help us discover the undiscovered facts about space and resolve mysteries that surround the outer space. It may bring about a dramatic change to our lives.

5. Blemishes of Space Tourism:

No one can deny that travelling to space is very important in our life to see the outer world. It lets us experience life in exciting different ways. Yet, it has never been blemishless.

To start with, space tourism is still dangerous and space tourists risk their life. They might face deadly accidents in an unfriendly environment.

Add to this, this type of travelling is still costly. Therefore, only the well-to-do can enjoy the beauty of this trip. However, millions of ordinary people would be deprived of such fun.

Last but not least, it's really unfair to spend millions of dollars on silly adventures; while millions of poor children around the world are starving to death and suffering from illiteracy, ignorance and deadly diseases.

Unit 2

6. Virtual learning / Pros

Nowadays, it is more than evident that virtual learning is increasingly becoming one of the most important issues that may positively transform the educational system all over the world for several reasons.

First of all, a virtual course is as close as a computer with an Internet connection. Hence, students can take online courses whenever they need them. Students themselves decide when to study, do homework or even sit for the exam. They personally set the pace.

Added to this, prices are often cheaper for online courses than traditional college and students don't have to worry about housing or meals. Moreover, Students don't feel the necessity to travel or move far away from home for learning.

Last but not least, virtual school offers up-to-date references and books. It may also provide audio-visual learning aids such as clips, lectures, pictures and exam research papers.

I personally think that virtual learning can prepare students for real professional career via training courses on the net in world that is becoming more and more digital and globalized.

7. Virtual learning / Cons

Nowadays, it is more than evident that virtual learning is increasingly becoming one of the most important issues that may negatively affect the educational system all over the world for several reasons.

First of all, a virtual course requires high budgets for computer, software programs, and the Internet connection. Such a fact may deprive poor families and even countries of the right of new educational tools which would be restricted and monopolized by the most industrialized nations.

Moreover, virtual students may experience feelings of isolation or a sense of detachment from

the real school due to the lack of face-to-face interaction or difficulty in developing relationships with classmates.

To cap it all, students will be required to be able to work unsupervised and they will have to problem solve solutions independently. So, if they are not self-motivated and disciplined, success will be highly farfetched.

Generally speaking, virtual learning as a new method of schooling surely imports its benefits; but it wouldn't reach its pragmatic and realistic features overnight.

8. Out-of-school children / School Drop-outs (solutions)

Dropping out of school is a serious problem in the world, especially in poor and developing countries. Each year, millions of children leave school before completing their primary education. Yet, it's never too late to find possible solutions to combat this phenomenon.

To start with, parents should be aware of the importance of sending and keeping their children at school and do their best to help them finish their education to get high degrees; otherwise they will never be able to combat their miserable life.

Add to this, teachers and schools have to assume their responsibilities to sensitize students of the negative consequences of dropping out and the necessity of being well educated.

Besides, governments of developing countries ought to work hard to decrease the level of illiteracy and fight back the issue of dropping out of school at an early age through strict laws.

Moreover, they must provide the basic needs of education at schools and offer free meals for these deprived children to support them morally and psychologically.

Last but not least, rich and developed countries are highly recommended to help poor nations with tools, expertise and equipments in order to ensure that children would not be forced to quit school.

9. Tips to a student who wants to drop out of school

Yes, I do agree with you that school can be sometimes hard. It's a lot of work, and there are lots of rules that you may not like.

But understand this – THE MORE YOU LEARN, THE MORE YOU EARN. Education is your key to financial security, and dropping out of school now will affect you for the rest of your life. It is a really bad idea, if things are bad at school because you are being harassed or bullied try changing schools rather than quitting.

Besides, Drop outs have a harder time getting good, secure, decent paying jobs because more and more jobs require a minimum of high school graduation. Not to forget, too, that dropping out gives you a lot of free time, even if you get a full time job, you are more likely to get in to a self destructive rut including drugs or alcohol.

Think again my friend. Dropping out is not cool, it does not make you a tough guy, nor does it mean you are grown up or more mature - in fact it makes you the exact opposite of all these things. And while you're at it, think about going to college. People who have gone to college, even just for two years, have more job opportunities and make more money than high school graduates.

So, are you still thinking of dropping out? Think again – dropping out is not a very good option. Talk with your parents, teachers, friends, or anyone else you trust to help you make a good decision. Do what you need to do and get the help you need to finish high school. Remember, the more you learn the more you earn!

10. A speech of Philanthropy at school

Distinguished guests! Ladies and gentlemen!

It is my honour to be invited as a speaker in a charity event at this respectful school. It is a great pleasure for me to be here today. I would like to seize the opportunity to congratulate us on launching this outstanding fundraising campaign in which many people are involved.

Our donations in this year have amounted to 50, 000 dollars - the sum that will be endowed to poor families of our dear schoolmates. The money will be donated for medical care, education expenses, and indispensable life amenities. Our goal is to decrease the level of poverty. To

achieve this noble goal, we have organized this Open Day. I am honoured to thank all sponsors, organizations and private persons, who care for our needy siblings.

Mahatma Gandhi once said: "The best way to find yourself is to lose yourself in the service of others." We all know that some students are in a desperate economic condition. One can hardly imagine that all this may be possible in the first decade of the 21st century. We are living in the world that needs great changes. We are responsible for the future of the world as well. Our charity organization has been constantly working on fundraising. Our mutual efforts, our support - Together, we will fulfil our duty of cherishing every human life.

In closing, I wish to thank all of you, our sponsors and donors, for your donations. Let's go on building the bonds of friendship and goodness through cooperation and mutual respect.

Thank you all for being with us, joining us, and supporting us.

Thank you all!

11. The importance of learning/ education – Life Long Learning

"Seek knowledge from the cradle to the grave"

No one can deny that learning is one of the most important life issues that can positively affect human life in different ways.

On the one side and at the vocational level, every one of us has to ensure a comfortable life for oneself as well as for others. That's why, we have to study hard and get the highest degrees and qualifications which allow us to apply for the best jobs and highest salaries to live a happy and comfortable life.

On the other side and at the non-vocational level, learning is not only money and job. It's more, much more than that. It's the strong weapon to combat ignorance and illiteracy and get a good knowledge about the world and acquire useful skills which are necessary for our daily life.

Besides, non-stop learning is necessary as the proverb goes: "Never stop learning; knowledge doubles every fourteen months."

Unit 3

12. Technology - Pros

Technology has radically changed our lifestyles by leaps and bounds. It has made life very comfortable for us at various aspects and levels.

To start with, technology has totally transformed the concept of distance and improved our means of transportation. Who had thought in the age of chariots that horses would be replaced by "The Bullet" (World's fastest train in service)? Today, time and distance are defeated by certain inventions like the car, the plane and the rocket allowing us to explore not only our space but also the outer space.

Added to this, technology in communication has turned the globe into a small village thanks to modern inventions such as cell phones, computers, internet and satellites. Now, you may find that you no longer have to dial a ten digit number to call someone; speed dialling on mobile phones saves you your precious time. Just 1 click and your letter travels across continents in 2 minutes rather than 2 weeks.

Most important of all, technology has made our life at home easier and better. No more wasting your money on music or movies. With just a click of a button you can have anything your restless heart desires. Even coffee makers are now so much more efficient, quick and easy to use for most people. We've got robots vacuuming our carpets and scrubbing our floors.

Last but not least, thanks to the advancements in the field of medicine and health, doctors and researchers all over the world are working hard to introduce new medicines and treatments which can cure even the deadliest of diseases. Modern technology has been efficiently used to diagnose, detect and treat the tiniest particles of our bodies using cameras, scanners and x-rays.

13. Technology - Cons

There is no doubt that modern science and technology have made our life easier, better and

more comfortable. Nevertheless, certain inventions have never been blemishless.

First of all, modern inventions and techniques are not for everyone. It's only a rich man's dream to fly a personal jet with all the latest gadgets fitted in it. Today, we feel technological advances are also widening the gap between the various classes of the society. I fear that this might cause unrest amongst the underprivileged or the less privileged section of society and lead to more crimes and disparity.

Besides, various inventions have proved that technology can be turned from a blessing into a deadly curse. How can we forget Hiroshima? Throughout most of the world, the name Hiroshima has come to represent man's technological capacity for massive destruction. What is unfortunate is that Hiroshima seems to be recreated every day with more and more scientist squandering their talent to improve weapons of mass destruction.

Other inventions, though less destructive in nature, can turn into killing monsters that threaten our life at all levels. Video games, for example, are meant to be entertaining; but if ever misused they may cause incurable health problems, inevitable educational hardships especially among teenagers. Cars, planes and ships are taking us to far distances fast and comfortably; yet they are meanwhile turning our planet into a suffocating greenhouse.

Truth be told, the problem is if technology is mastered by wrong powers, it will destroy everyone.

14. Video Games / Cons

Video games have been very popular among children and teenagers. Where on one hand the games do prove to be beneficial to an extent, at the same time, their ill effects cannot be ignored.

Starting with, specialists have confirmed that children who spend too much time playing computer games are easily susceptible to long-term health problems such as obesity, poor eyesight as well as neck and back pain. The situation may get worse with deadly heart attacks or blood clots.

Add to this, being addicted to electronic games might result in some educational difficulties when students neglect their homework and studies, lose concentration in class or even fail in their exams. It has been proved that excessive gaming may weaken learning motivation and mental development.

Last but not least, spending many hours in front of the monitor and not going out enough could also cause social problems thus resulting in them becoming shy and introvert. Apart from that the games developed nowadays happen to be a lot more violent thus the gamers do have a tendency to lose control and become more aggressive.

Undoubtedly, parents need to keep track of how much time their children spend in front of the screen playing games and also as to what type of games they play.

15. Brain Drain

- Definition: The emigration of highly trained or intelligent people from a country or other place. The loss of skilled intellectual and technical labour through the movement of such labour to more favourable geographic, economic, or professional environments.

- What are the drawbacks of 'Brain Drain' on poor countries?

One of the main problems facing poor countries today is the so-called brain drain. Such a movement of highly skilled, talented individuals is becoming so acute that many are worrying about its effects on the economic development of the region.

More and more educated professionals such as engineers, doctors and scientists are looking for better job opportunities and higher incomes in western countries. Also more students from developing nations receiving an education in Britain, the US, or France stay after completing their studies.

Hence, it's not surprising that serious drawbacks are becoming more and more apparent and social, economic as well as political conditions are getting worse. Poor countries are wasting efforts and energies in favour of the western countries, while they are in need for their contribution in economics, education, health, planning, scientific research and technology.

Moreover, we may notice a financial loss as a lot money is spent on education and training of

students who are favourable by the western countries for free. To make matters worse, scientific research in the developing countries is declining compared to the contribution of migratory brains in the west.

- How to help reduce 'Brain Drain'? (Solutions)

Knowledge is power. Knowledge is more powerful than jet fighters and bombers. Alas, poor developing countries are losing their bright brains to the most industrialized nations. The poor is getting poorer; while the rich is getting richer.

To reduce brain drain requires that the developed and developing nations reach a mutual agreement on how to reduce the pull and push factors that make scientists flee Africa and Asia to Europe and America. The United States should stop using its special visas to lure talented professionals from their native countries. Also, African nations should try and understand the contributions of scientists by improving their working conditions.

Africa could also reduce its internal brain drain by updating its school curricula to reflect its needs for the 21st century. African schools produce more graduates in the arts and humanities than in science and engineering. It does not come as a surprise that there are only 20,000 scientists and engineers in Africa. Since science and technology can increase the standard of living, it makes more sense to produce more scientists and engineers.

Also important is that scientists should be employed as scientists. The deteriorating economy in Africa has forced some professors, medical doctors and scientists to accept minor blue-collar jobs to survive. It is an internal brain drain to have many architects, accountants and pharmacists unemployed.

Unit 4

16. How to keep a healthy diet?

Don't expect to remain healthy if you do not have a balanced diet. You cannot eat whatever you like and stay in good health.

Firstly, you must eat the right things containing the necessary food substances such as carbohydrates, proteins, fats, vitamins and mineral salts. So, you should eat bread, rice and fruits and drink milk for carbohydrates. Proteins are found in meat, fish and eggs. Vitamins are found mainly in fresh fruit and vegetables.

Secondly, you should know why you eat these things. Carbohydrates, for example, give you the energy you need to move and grow. Proteins are essential for growth and repair. Vitamins are required to keep you healthy. Minerals like Calcium and Iron are essential for teeth, bones, muscles and nerves.

Yet, you should know that too much or too little of these substances may lead to various health problems such as obesity, inappropriate growth, tiredness and several other incurable diseases. That's why, you are highly recommended to eat the right amounts of each kind of food.

I hope that you find my tips useful and fruitful. Never forget the proverbs which say that "Your stomach shouldn't be a waste basket" and that "an apple a day keeps the doctor away."

17. Smoking (Drawbacks)

There are literally countless health reasons to quit smoking. Simply put, smoking affects every aspect of a person's health.

Practically no one can claim that they are unaware that smoking is bad for your health. We shall admit that smoking creates an addiction that is hard to defeat and endangers the lives and quality of living of those who smoke. When people consider the dangers of smoking, lung cancer is what first comes to mind.

That is not to say that the only concern of smokers should be that their personal health is the only part to in jeopardy. Research also directly ties smoking to the onset of asthma in children of parents who smoke in the home. Therefore, all of those horrible afflictions can be spread to non-smokers who are subjected to constant second-hand smoke.

More than just health consequences, smoking has psycho-social side effects that hinder one's

quality of life. The urge to smoke requires smokers to lose time finding an acceptable place to smoke during work hours or public places. Moreover, being a smoker can cause feelings of shame, especially when in group settings where the smoker's desire to smoke becomes unwelcome for others.

Further, smoking decreases the ability to smell and taste, taking pleasure out of things like fresh air and delicious foods. Smokers themselves cannot smell the scent on themselves and in their homes, but their friends and neighbours can, just as they can smell it on their breath.

18. How can we stop smoking?

For smokers, to stop Smoking is really a tough action to take. Majority of smokers want to quit smoking, but find it difficult to do so as nicotine is very addictive and hard to get rid of. Yet, it's never impossible if several measures are taken into consideration.

There are three factors that will determine your success in quitting smoking for good- strong will to quit, deep conviction of its drawbacks and finding the right alternatives.

First, you must have the desire to give up your filthy habit of smoking. If you're thinking about quitting or have stopped smoking but failed to quit, don't lose hope because smokers often try to quit more than once before they actually succeed. Be strongly determined this time to win the challenge over such a disgusting behaviour.

Second, you must learn about the effects of smoking, understand its consequences. You have to admit that smoking creates an addiction that is hard to defeat and endangers the lives and quality of living of smokers and non-smokers as well. On the one side, your health is extremely jeopardized due to long-term smoking which may bring about lethal diseases such as cancer, asthma and heart failure. On the other side, smoking has psycho-social side effects that hinder one's quality of life. Smokers may feel stigmatized after being rejected or belittled by society due to their filthy habit and smell.

Finally, you ought to face the fact that you need to follow, finish and maintain a quit smoking plan. New alternatives are necessary to replace that sense of addiction to cigarettes. You can start a healthy diet as well as a sporting exercise programme to heal your mind and body and to help you regain your health and energy. Besides, it's highly recommended that you stop frequenting or getting exposed to smoking reminders like attending public places or drinking coffee.

19. How can we help reduce the effects of 'global warming'?

Not surprisingly today, it is more than evident that global warming is alarmingly becoming one of the most crucial debated controversial issues that may jeopardize the welfare and pure existence of all species on earth. Nevertheless, options are still available to combat such a lethal disaster in a variety of simple actions.

Initially, we shall admit that individuals, governments and international organizations are all concerned about the environment. Individuals don't need to wait for governments to find a solution for this problem and each one can bring an important help adopting a more responsible lifestyle starting from little everyday things. We can follow RRR theory-Reduce, Reuse, and Recycle. Let's do our part to reduce waste by choosing reusable products instead of undegradable disposables.

Society, as well, represented by the government and environmentalist organizations ought to think of more efficient sensitizing campaigns to make people more ecology conscious.

Moreover, strict laws should be passed to reduce or at least regulate the number of vehicles and factories. Besides, trees which absorb a large amount of carbon dioxide should be planted. Also, existing forests should be saved.

Most important of all, the United Nations Organization is required to assume its noble and human responsibilities to make all nations- especially the super powers- agree, sign and respect the protocols and think seriously of banning all types of deforestation and nuclear experiments and dumps, looking for an alternative non polluting source of energy and last but not least stopping the production of ozone-damaging chemicals

I do believe it's high time we seriously thought about practical measures to stop the incoming ecological dangers.

20. Eco-driving

It doesn't matter what you drive; nevertheless it really matters how you drive. There are things you can do to save money and reduce energy use, CO2 emissions and pollution. They are simple ideas that really will make a difference.

To start with, regular maintenance of your vehicle is the key to keep your machine ecologically 'green'. You should get the car serviced regularly according to the manufacturer's schedule to maintain engine efficiency. Besides, you'd better make sure you use the right specification of engine oil and check tyre pressures regularly and before long journeys.

Add to this, your driving habits ought to be minded. While you are en route, you're highly recommended to drive smoothly, accelerate gently and read the road ahead to avoid unnecessary braking. Moreover, if you can keep the car moving all the time, so much the better; stopping then starting again uses more fuel than rolling. Furthermore, some unnecessary options should be avoided as much as possible such as air-conditioning, higher speeds, open windows which increase fuel consumption.

Last but not least, it's certainly still possible to change your lifestyle and think twice before you decide to get your car out of the garage. Is it really indispensable? Think of the proverb that says: 'if it's not far don't take the car.' If ever you find the alternative, never hesitate to walk short distances, enjoy cycling, or use public transport. That would be cheaper, healthier and most important of all less polluting.

21. Benefits of Living in the Country

Rural living has its advantages over urban sprawl and big cities. Families are moving to smaller towns and out of the city at alarming rates, many with the same reasons.

First of all, the country offers peace and quiet you can't get in the city. Sit outside any time of the day or night; you will be the audience to nature playing its tune. It's not unlikely to hear birds singing. The noisiest sounds will often be the sounds of your own children's laughter.

Adding to this, life in the country means your home isn't packed on top of your neighbours. Your children have room to run, play, jump and be kids without worry of treading through the neighbour's yard or flowers. For people who love gardening.

Moreover, parents looking for security that they can't find in the city anymore often look to small communities and rural living to find peace of mind. It's very frightening to live in an area that is corrupt with theft and crime or dangerous schools. Rural families find relief in knowing that statistically living in the country does have less reported crime.

Most important of all, families that live in the country have the benefit over crowded cities and industrial areas of having clean air. Sitting outside at night and being able to view the stars and moon in all their glory is clear evidence of the air quality in the country. Bright blue clouds and sun are able to be seen clearly and pollutants from crowded highways, exhaust fumes and manufacturing companies are nowhere in sight.

22. Applying for a job

Dear Sir/Madam

I am applying for the position of receptionist, which was advertised in 'The Courier Mail' on Saturday 14 April 2018.

I have over 5 years experience working in a busy office environment as a Receptionist and general office administrator. I have recently completed a Certificate II in Business Administration at Sarina Russo Schools | Australia.

In all my previous employment positions, I have been required to operate a 10 to 15 line switchboard and general commander systems. I am competent in the use of Microsoft Word, Excel and PowerPoint and have a current typing speed of 40 words per minute with 100% accuracy.

Since beginning my working career I have gained many skills in the area of customer service and

feel that I would be a valuable asset to your organisation.

I have enclosed my resume and can be contacted at anytime for an interview on 333 3333 33.

Yours faithfully, Mary Brown

23. Employment Morale

Employment Morale is the spirit, or tone, of an organization. It is an effect, or end result, of workplace conditions, relationships, changes or other elements. Employers should care for the emotions, attitude, satisfaction, and overall outlook of employees during their time in a workplace environment. Part of effective productivity is thought to be directly related to the morale of the employees. Employees that are happy and positive at work are said to have positive or high employee morale. Companies that maintain employees who are dissatisfied and negative about their work environment are said to have negative or low employee morale.

No matter how smart, talented and experienced the employees are, if they are not happy with their jobs, their work will suffer. Keeping employee morale high is important because it will boost the company's success.

Good luck