

Writing Part 4: Car club

There will be a car program taking place across Europe. The program invites the car club to nominate two representatives – one as the main driver and the other as a passenger – both of whom must possess strong driving skills. Do you have any suggestions for these positions?

1. Write an email to your friend about your feelings and what you would like to do

Hi Jane,

Did you know that there will be a car program happening across Europe and the organizers are looking for two representatives from our club? I am so excited to hear this news. With our excellent driving skills, I believe that we can be the best choices for the two positions. What do you think? I'm writing to the manager to express my idea.

Bye.

0. Write an email to the manager of the club

Dear Manager,

My name is Jane. I have been an active member of the club for the last two years. I am writing this email regarding the upcoming program.

I have been informed that there will be a car program happening across Europe and the organizers are looking for two representatives. To be honest, I am so excited to hear that news because this is a great opportunity for our club.

Being a member of the club, I would like to offer some ideas. I think we should choose members who are good drivers and can work well together. The main driver should have experience, focus, and confidence on the road. The passenger should be someone who can help with navigation and support the driver during the program.

I would like to suggest Mr. John as the main driver. He has great driving skills and a lot of experience. For the passenger role, I highly recommend Mr. David because he is good at navigation and staying calm under pressure.

Hopefully, my ideas will be helpful to our club

Best regards

TRAVEL CLUB

Part 1: (1-5 words)

1. What is your favourite animal? – I love cats and dogs.
2. What time do you get up every day? – I get up at 6AM
3. What language do you speak? – I speak English.
4. How many people are there in your family? – There are 4 people.
5. Do you like drink coffee? – I really like coffee.

Part 2: Why are you interested in travel? (20-30 words)

B1: I am interested in travel because it is interesting and useful. It helps me relax and reduce stress. Besides, it allows me to broaden my mind. I can improve my knowledge.

B2: I find a lot of interest in travel due to the fact that travelling is really enjoyable and beneficial/useful. It enables me to relax and reduce stress after hard-working days. Additionally, it allows me to broaden my mind and improve my knowledge about many aspects of life.

Part 3: (30-40 words/each)

1. Tell me a time you had a trip in bad weather

I am going to share with you about a time that I had a trip in bad weather. It was 2 years ago when I visited Ha long Bay with my family. It was a July day. When we were going to the island, it started to rain heavily. We were very scared, but the tour guide reassured us. Then, it stopped raining and we arrived safely.

0. Travelling a long distance by some means of transportation is not good for the environment? Do you agree?

I totally agree with this statement. Some kinds of transportation for long distance like airplanes, trains, ships or cars can seriously pollute the air and water, which can directly affect people's health.

release a lot of carbon dioxide, causing air pollution.

What are the most interesting places to visit in your country?

There are many popular travel destinations/ tourist attractions in my country including Halong Bay, Dat Lat and Hanoi. Here they can enjoy the beauty of the nature, local food, explore new places and meet hospitable people.

Part 4: Version 1

Dear members

The club is preparing to welcome a group of foreign tourists visiting our country for the first time. Do you have any suggestions to welcome them and communicate with them because they do not speak Vietnamese?

1. Email to the friend

Hi Jane.

Have you got/ read the email from our club that we are preparing to welcome a group of foreign tourists visiting our country? I am so excited about this news because I can/ will have chance to practice my English with them. I think we should hire an interpreter to help us communicate with them? A party to welcome them is also a good idea. What do you think? **I am writing an email to give the manager my suggestions to welcome them and communicate with them.**

Catch you later.

Bye

0. Email to the manager

Dear Sir/Madam,

My name is Mary. I have been a member of our club for six months, since May. I got the email from our club that we are preparing to welcome a group of foreign tourists visiting our country for the first time. I am so excited about this news. **I am writing this email to give you my suggestions** to welcome them and communicate with them.

About the way we welcome them, I think we should pick them up at the airport and then have a warm welcome party. We can help them book the best hotel in our city and give them necessary information when they stay here. Regarding the communication with them, it is a good idea for us to hire an interpreter to help us during their stay in Vietnam.

I hope that my suggestions are useful for club. If you have any questions or need any further information, feel free to contact me.

Thank you/ Best regards.

Part 4: Version 2

“Dear members

Our club is planning to encourage tourists to visit an area. We also want visitors coming to our areas to behave politely. Please raise your voice and give some suggestions for this plan.”

1. Write to your friends and share your suggestions
2. Write to the President of the club for and give your suggestions

TECHNOLOGY CLUB

Part 1: You want to join a technology club.

1. Where are you from?
2. What's the weather like today?
3. What do you do in your free time?

4. First language?
5. Who do you usually go to the movies with?

Part 2: You are a new member of a technology club. Fill in the form. Write in sentences.

What do you usually use your laptop for?

I usually use my laptop to learn online, watch movies on Youtube or send emails to my teachers or friends. Sometimes, I use it to search for information and chat with my friends.

Part 3: You are a new member of a technology club. Fill in the form. Write in sentences.

A: Do you often watch movies on your laptop or go to the theater?

I prefer to watch movies on my laptop because I can watch at home. I do not have to go out. It's more relaxing and convenient. Also, it helps me save a lot of money in comparison with going to the theatre.

B. Please give your opinion?

However, watching a movie at the cinema is much more interesting as we can see the best films in the world and on a large screen with a wonderful sound system

Part 4: You are a member of a technology club. You received this email from the club.

Dear member,

Members often post on the website's club. But lately there's been a few negatives on the other member's post. Please give your opinion to fix the situation.

1. Write an email to your friend. Write about 50 words.

Hi Jane,

It's Susan. Have you got the latest email from our club that some people post negatives on other member's post? It's unacceptable for those rude people. What do you think we can do to stop this? I am going to write an email to the manager to give my opinion about this.

See you later.

Bye.

0. Write an email to the manager. (120-150 words)

Dear Manager,

My name is Susan. I have been the member of our club for six months. I have got the email from our club regarding the negative posts of some members. Personally, I cannot agree with this. I am writing this email to give you some of my opinions as well as suggestions to deal with this problem.

There are some solutions that we can consider to fix this situation. We should give clear rules about this on our website or newsletters. In addition, we can encourage people to be understanding and respect others' opinion as people are different and so they have different thinking. Last, it is a good idea to give them a place so that they can give feedback or opinion about anything in our club.

I hope my suggestions are useful for our club.

Best regards

FITNESS CLUB

Task 1: Answer the questions (1-5 words)

1. How many people are there in your family? – There are four people.
2. Who is your favourite person in your family? – I love my mother most.
3. How do you go to work every day? – I drive to work.
4. What is your favourite season? - I like summer best.
5. Do you do exercise in the morning? – yes, I do.

Task 2: What sport do you want to take part in the club? (20-30 words)

I would like to participate in soccer because it is the most popular sport and easy to play. It is fun because I can play with my friends in the club

Task 3: (30-40 words)

1. Why did you join the club?

- **I joined the tennis club because I am really keen on playing tennis. It helps me relax and reduce stress after hard-working days. Additionally, I can have more friends when I am a member of this club. I often play tennis with other members of the club three times a week**
- 0. I don't have much time to join. Can you give me some advice?**
- **It is advisable for you to spend about thirty minutes after work playing tennis at your office or the place nearby. Another way is that you should get up earlier in the morning and play tennis for about thirty minutes, you will feel healthy and relaxed**
- 0. Why do more people like keeping fit nowadays? –**
More and more people are becoming interested in keeping fit these days as it brings them some benefits. First, it allows people to improve their health mentally and physically. Second, (it enables them to look more beautiful so) they become more confident.

Task 4: You received an email from the club.

Dear members,

We have spent so much money on our club and buying facilities. In order to cut costs, we have to reduce the facilities that the club provides to the members. Some members suggested closing the **club shop** where supporting equipment is sold; Other members suggested closing **the café** which sells bread and soft drink. We would like you to give your suggestions and the reasons for that.

- 1. Write an email to your friend who is also a member of the club. (50 words)**

Hi Jane.

Have you got the email from our club about cutting costs? (Have you got the email from our club that in order to cut costs, we have to reduce the facilities that the club provides to the members.). I am really sad about this news. What do you think is the best choice? I think we should close the shop. Let's discuss it over lunch

I am going to write an email to the manager to give my suggestions about this.

Love/ Yours. Bye

0. Write an email to the manager. (120-150 words)

Dear Manager/ Sir,

My name is Susan. I have been a member of our club for three months. I have got the email from our club regarding cutting costs. I feel very sad about this news. But this is the best way to cut costs. I am writing this email to give you some of my suggestions about this.

In my opinion, it is advisable to close the club shop where supporting equipment is sold because the café is more important. It is the place where we can eat snack and enjoy coffee after our workout. This is very necessary. Besides, the café is the place which connects all the members of the club. Here we can meet and share our experiences about our hobby or we can improve the relationship between members and members.

I hope that my suggestions will be helpful for our club. If you have any questions or need further information, please contact me.

I am looking forward to hearing from you.

Thank you

PHOTOGRAPH CLUB

Part 1:

1. Where do you live? _ I live in Hanoi_
2. Do you get married? _ Yes, I do.
3. How long have you studied English? _ 2 months.
4. What do you like to do in your free time? _ I always watch TV.
5. What did you do last night? _ I practiced some English lessons.

Part 2: Tell me the last time you took a photo?

The last time I took a photo was yesterday. I took some nice photos with my best friend when we had a trip to Ho Guom Lake.

Part 3:

1. Some people usually upload their pictures on their laptop to store. Where do you store your photos? _ I usually store my photos in my laptop because it is convenient and easy for me to watch them when I want to recall the happy moments with my best friends and my relatives.

0. Sometimes, I have no idea when taking photos. Can you share some tips to make photographer have more inspirations to make more interesting pictures? _ I think photographers can have more inspirations to make more interesting pictures by using the Internet to get some ideas. Because a lot of people post many videos and pictures on it.

0. There are many skills that a photographer needs to have. What do you think about some factors that make photographers successful. _ I think photographers need to be creative and hard-working to make them successful. Because if they have those factors, they can have more interesting ideas to create amazing photos and then a lot of people will know more about their brand.

Part 4:

“Dear members,

Last year the club held a contest but there was only one category. This year the club will be divided into several categories including women, men and children under 16 years old.

1. Email to your friend.

Hi Jane,

It's Mary. How's it going? Did you know that our club is going to have a contest next week? There is a big change. The club will be divided into some groups including women, men and children. What do you think about this? I think the

contest will be more interesting and attract more people to join. Let's discuss it over lunch.

See you later

0. Email to the club.

Dear Sir/ Madam,

My name is Jane, I have been a member of photograph club for 3 months. I am writing this letter to express my feelings about the upcoming contest.

According to the news, our club is going to have a contest with a big change. Our club will be divided into some categories including women, men and children. To be honest, I feel excited about the change and I think this is reasonable because men, women and children are very different. They have different views, abilities, situations and it is unequal for children to have contest with adults.

I believe this change can attract more people to take part in the contest and I hope that the test will be super successful. This is a chance for people to meet and make friends with those who have the same hobbies. They can share their experience and knowledge about photos, paintings and art.

Hopefully, we will have a successful contest

Best regards

PHOTOGRAPHY CLUB (Version 2)

Part 1: You want to join a photography club. Fill in the form. Use 1 – 5 words.

1. Where are you from?
2. What's the weather like today?
3. What do you do in the free time?
4. First language?
5. Who do you usually go to the movies with?

Part 2: You are a new member of a photography club. Fill in the form. Write in sentences. Use 20 – 30 words.

What is your favorite time and place to take pictures?

I really enjoy taking pictures in spring because the weather is very nice. It is warm, sunny and the nature is really beautiful with green trees and flowers. Taking pictures in the parks or mountainous areas is wonderful because I can enjoy fresh air and watch the beauty of the nature.

Part 3: You are a member of a photography club. You are talking to three other members in the photography club chat room. Talk to them using sentences. Use 30 – 40 words.

A: Hi! Welcome to the club. What is your favorite photo?

I really like the picture I took in Dalat last year when I visited a flower garden in the city centre of Dalat. I love the colors and the background of the picture. It's so deep.

B: Hi! What kind of photos do you like to take?

I love natural landscapes in mountainous areas and animals so I often go on a picnic in some wild places with my friends and take a lot of photos there. Sometimes, I take photos of sunrise or sunset on the beach.

C: Is it good to take pictures with the phone?

Although cameras can take better pictures than smart phones, many people prefer to use their phones because it is much more convenient. With a smart phone, we can take pictures easily and we can send them to our friends quickly.

Part 4: You are a member of a photography club. You received this email from the club.

Dear member,

Our club is organizing an exhibition to show people's best photos. We will have a talk. Please give some suggestions to attract all of ages to join.

0. Email to your friend. (informal letter – 50 words)

Hi Jane.

Long time no see. How's it going? Did you know about the upcoming exhibition of our club? The manager need our suggestions. Any ideas to make it a hit? Do you think we should offer free tickets for students and residents nearby? Let's chat and share our thoughts over lunch.

Catch you later.

0. Email to the club. (formal – 120-150 words)

Dear Sir,

My name is Susan. I have been a member of our club for 6 months. I am writing this mail to give you my suggestions about the photo exhibition so that we can attract more audience.

To be able to attract diverse people to join in our exhibition, we need to promote the exhibition on social media like the Internet, flyers or local newspaper. The content of the exhibition must be interesting and useful. We can invite a professional and well-known photographer to share their experiences or tips to have more beautiful photos. One important factor that we should consider is that the entrance fee must be free.

I hope my ideas will be somewhat useful to our club

Thank you.

PHOTOGRAPHY CLUB (Version 2)

Part 1: You want to join a photography club. Fill in the form. Use 1 – 5 words.

1. Where are you from?
2. What's the weather like today?
3. What do you do in the free time?

4. First language?
5. Who do you usually go to the movies with?

Part 2: You are a new member of a photography club. Fill in the form. Write in sentences. Use 20 – 30 words.

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Part 4: You are a member of a photography club. You received this email from the club.

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0. Email to your friend. (informal letter – 50 words)

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Catch you later.

0. Email to the club. (formal – 120-150 words)

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To be able to attract diverse people to join in our exhibition, we need to promote the exhibition on social media like the Internet, flyers or local newspaper. The content of the exhibition must be interesting and useful. We can invite a professional and well-known photographer to share their experiences or tips to have more beautiful photos. One important factor that we should consider is that the entrance fee must be free.

If you have any question or need further information, please contact me at 66778899 or via susan@gmail.com.

I am looking forward to hearing from you.

Thank you.

BOOK CLUB

Part 1:

1. What is your favorite color? - I like pink .
2. Where is your hometown? - My hometown is Yen Bai.
3. What is your favorite season? - I love spring.
4. What is your favorite place? – I love my house.
5. How old are you?- 19 years old.

Part 2: You are a new member of the BOOK club. Fill out the form. Answer the question in 20-30 words. You have 7 minutes

Why did you join the club?

I really like reading books. It is fun and useful. It helps me relax after work, reduce stress and broaden my mind because there are numerous interesting stories and books and useful lessons.

Part 3: You are a new member of the BOOK club. You are talking to other members in the chat room. Talk to them, using sentences. You have 10 minutes in total. Answer all three questions

1. What is your favorite kind of book?

I am really interested in science books which help me understand more about the world around us. I am so curious about how things work. Moreover, science allows us to have inventions to make our life better

2. When and where do you read books?

I usually read books after studying or at the weekend when I have free time. I often go to the library near my house because I can borrow many good books there or sometimes I go to a café in the outskirts where I can enjoy coffee at the same time.

3. Many people are busy and they do not have time to read books? What do you think?

I agree that many people are too busy to read books. However, it is not good for both mental and physical health. They should have some time to relax and reading books is the best way for these people because they can read anywhere at any time.

Part 4: you are a member of the club book, you received this email from the club.

Dear members,

The local authorities have announced that the public library may close next year because there are few people going there to read books. This may affect communities who like reading. What do you think about this? Do you have any other suggestions?

1. Email to your friend

Hi Jane,

It's Mary. How's it going? Do you know that club is going close the public library? What do you think? It's bad news for all the members because it's the only place we can read and borrow books. I am going to write an email to the manager to express my ideas.

See you later

Bye

2. Email to the club

Dear Manager,

My name is Mary. I have been a member of our club for 6 months. I am writing this in response the latest announcement from our club.

According to this email, we are going to close the library next year because there are few people going there to read books. To be honest, I feel so sad and disappointed and I believe other members of our club will share my sentiments because no longer have a place to read books and interact with book lovers

To encourage more people to come the library, there are some solutions we can consider. First, it is advisable for offer some free books for those who are interested in reading books and collect more books. Another solution is that we can organize some events to attract more people's attention. Another solution is

to raise people's awareness of the importance of reading books. I believe this is the most effective long term solution.

Hopefully, my suggestions will be useful to our club.

Regards,

SPORTS CLUB

Part 2: Why did you decide to join the club?

I joined the club because I loved playing sports and I could meet some people who have the same hobbies as me

Part 3:

1. When was the last time you played sports?

The last time I played sports was last week. I played football with my friends for about one hour at the park near my house. After that we had some beer in the canteen nearby

0. I usually play sports with my friends and watch sports programs. What about you?

I love sports, too. I often play sports in my free time because it helps me relax and improve my health. Besides, it allows me to keep fit and prevent health problems. I love watching football on TV, too. It's interesting

0. I like playing sports with my friend but my brother likes playing sports alone. What do you think about this issue?

I think it depends on people's preference. Personally, I think that playing alone is boring. I love playing sports with my friends because it is much more enjoyable. Besides, we can have make more friends.

Part 4

Dear members,

The club needs suggestions about the organization of a sports competition for young members.

1. Write an email to your friend.

Hi Jane,

It's Mary. Did you know that we are going to organize a sports campaign to attract more members to play sports and join our club? I feel so excited about this news. I think it is better to post the announcement on the website of the club for members to express their ideas. What do you think? Let's discuss it over lunch.

See you later

0. Write an email to the manager of the club.

Dear Manager,

My name is Mary. I have been a member of our club for six months. I am writing this email in response to the latest announcement from the club about the sports campaign.

According to the announcement, we are going to organise a sports campaign to attract more members to play sports and join our club. Honestly, I feel so excited about this news and I believe that most of the members in our club will share my sentiments.

To encourage young people to join our club, it is advisable for us to upgrade the facilities because some of these are old and outdated. We can get advice from trainers because they have experience and expertise. In addition, I suggest we should vary the activities including some interesting competitions or games with big prizes. It is better to post these on social networking sites including Facebook or Instagram.

I hope that these ideas will be useful to our club.

Best regards