

# Table of Contents

## Supercourse Level 4 *Composition Book*

<b>Lesson 1</b>	<b>Letter to the Editor</b>	Do we need to learn English?	<b>2</b>
<b>Lesson 2</b>	<b>Letter of Application</b>	Cinema and music	<b>6</b>
<b>Lesson 3</b>	<b>Narrative</b>	Mobile telephones	<b>10</b>
<b>Lesson 4</b>	<b>Formal Letter</b>	Requesting information from organisations	<b>14</b>
<b>Lesson 5</b>	<b>Story</b>	Holidays with a difference	<b>18</b>
<b>Lesson 6</b>	<b>Semi-formal Letter</b>	Days out and weekend trips	<b>22</b>
<b>Lesson 7</b>	<b>Letter of Advice</b>	Drinking, smoking and teenagers	<b>26</b>
<b>Lesson 8</b>	<b>Letter of Advice</b>	Eating problems	<b>30</b>
<b>Lesson 9</b>	<b>Letter of Complaint</b>	Disappointing meals	<b>34</b>
<b>Lesson 10</b>	<b>Opinion Essay</b>	Zoos, animals and people	<b>38</b>
<b>Lesson 11</b>	<b>Opinion Letter</b>	Animal experiments and research	<b>42</b>
<b>Lesson 12</b>	<b>Letter of Advice</b>	Pets	<b>46</b>
<b>Lesson 13</b>	<b>Article</b>	Character and friendship	<b>50</b>
<b>Lesson 14</b>	<b>Letter of Application</b>	Part-time employment	<b>54</b>
<b>Lesson 15</b>	<b>Semi-formal Letter</b>	High school excursions	<b>58</b>
<b>Lesson 16</b>	<b>Opinion Essay</b>	Fairy tales	<b>62</b>
<b>Lesson 17</b>	<b>Description (Event)</b>	A recent celebration	<b>66</b>
<b>Lesson 18</b>	<b>Suggesting Solutions to a Problem</b>	Young people and stress	<b>70</b>

**Writers:** Stella Stephens  
Sarah Yu  
Helen Cooke

**Editor:** Peter Pappas

**ISBN:** 960-6606-12-0

**Copyright:** Supercourse Publishing

For more information, visit our website:

<http://www.supercourse.gr>

**e-mail:** sales@supercourse.gr



All rights reserved; no part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means without the prior written permission of the publisher.

# Lesson 1

## Letter to the Editor

### *Do we need to learn English?*

[Coursebook Lesson 3]

## Writing Task

1 Read this excerpt from a magazine article and the writing task that follows:

“...I want to say that I don't think it's important for people in my country to learn English at school. English is a language with no history and it is not as useful as people believe. I also think that other languages, such as Italian, are easier to learn.”

You have read this article in the magazine “The Super Student”. The editor has asked readers to write in and give their opinion. Write a letter answering the points mentioned in the extract, saying whether you agree or disagree.

2 Read the task carefully and answer the following questions:

- |  |   |
|--|---|
| a. Who are you going to write to? .....        | d. Does it matter if you disagree with the opinion in |
| b. Who will read your letter? .....            | the extract? .....                                    |
| c. Do you have to give your own opinion? ..... | e. Should the style be formal or informal? .....      |

## Model Letter

3 Read the model letter, ignoring the gaps and the words in bold:

Dear Editor,

A.

I am writing in reply to the letter about the importance of learning English at school. I agree with the writer as I do not feel there are enough important reasons to make us study English when we live in foreign countries.

B.

....., English is a strange language with a short history and in many ways it is very difficult to learn. **This is because** it is full of grammar rules, and it is difficult for non-native speakers because it has so many idioms and phrasal verbs. There are other languages which are also widely spoken and much easier to learn, for example, Italian.

C.

....., it may be useful for those interested in technology, business or tourism. Personally, **however**, I want to be an architect, so English is not important for me. **In other words**, you only need to speak the English language for some specific jobs.

D.

....., we already have so many subjects to learn at school. If we are forced to learn English, it is just too much work for the average student. **Therefore**, I believe that if English is offered at school, it should be an optional course. No one should be forced to learn it if they do not want to.

E.

Thank you for taking my opinion into consideration.

Yours faithfully,  
Mary Brown

# Organisation

4. Write the letter of the paragraph beside the description:

discussing an additional point

saying what the purpose of the letter is

closing the letter politely

discussing the last point

discussing the first point



## Linking words / phrases

### NOTE

Paragraphs are introduced by special expressions so that your letter is easier to understand and better organized.

5. Categorize the following links by saying whether they introduce the first point (F), the second or additional points (A) or the last point (L). Then put them into the model letter. More than one answer may be correct:

1. Moreover

5. Last but not least

2. Finally

6. First of all

3. In addition to this

7. Furthermore

4. To begin with

### NOTE

The words in bold are important to introduce and link ideas within paragraphs.

6. Choose the correct word or phrase from the box to complete the sentence:

*this is because*

*for example*

*however*

*in other words*

*therefore*

1. It is difficult to learn English. .... it is full of grammar rules.

2. I think that English should be made an optional subject. ...., we won't have to take it if we don't want to.

3. I don't enjoy English classes. Some of my classmates, ....., love learning a new language.

4. Our English teacher gives us too much homework. ...., we don't find enough time for extracurricular activities.

5. I'd rather play football or go to the cinema, ....., than do homework for my English class.



## Synonyms

### NOTE

It is important not to repeat key words throughout your writing.

7. Group the similar words / expressions together into 5 groups:

*worthwhile*

*widely*

*considerably*

*very*

*drawbacks*

*greatly*

*significant*

*useful*

*highly*

*negative aspects*

*benefits*

*significantly*

*positive aspects*

**advantages**

**disadvantages**

**important**

**extremely**

**a lot**

.....

.....

.....

# Homework



8. Your task will be to write a letter disagreeing with the original letter in the magazine.

Note the following:



## Decide what to write

When you write a composition, whether it is a letter or essay, for every point you make you must explain or illustrate it.

9a. Look at the following points and match them to their explanations / illustrations. There may be more than one explanation / illustration for each point.

1. It is useful for many careers.

2. You may not need English for your career, but it is useful in other areas of life.

3. It has many qualities that make it easier to learn.

4. It has a rich history, making it an interesting language.

5. Like it or not, it is the accepted international language.

a. Thus, it should be taught at schools, and should be a basic part of every student's education.

b. It has become the language of technology and business.

c. English is necessary when we travel to other countries.

d. Its basic grammar isn't so hard as there are no genders and verb endings are not changed significantly.

e. It has gone through many stages since the sixth century - from Old English to modern English.

f. Much of the music we listen to, the news we watch, and the films we see are in English.

g. Its roots are in Latin and Greek, so it is related to many European languages.

9b. Which points are similar and could be grouped together in paragraphs?

.....

10. Now write your letter, using the linking words as in the model (exercise 4) and the useful vocabulary and plan given.

## Useful Vocabulary

*I am writing in reply to the letter about...*

*I agree with the writer as I do not feel...*

*Thank you for taking my opinion into consideration.*

## Plan

### Paragraph 1:

State the reason for writing the letter.

### Paragraph 2:

The first main points together and their explanation / illustration.

### Paragraph 3:

The next main points together and their explanation / illustration.

### Paragraph 4:

The last main point and its explanation / illustration.

### Paragraph 5:

Politely end the letter.

