

# CONTENTS

<b>Introduction</b>	6
<b>Section 1 – Correspondence</b>	
Unit 1 <b>Invitations:</b> personal and public	8
Unit 2 <b>Requests at work:</b> memos, emails and formal letters	12
Unit 3 <b>Online forums:</b> looking for advice	16
Unit 4 <b>Sharing news:</b> short updates and longer letters	20
<b>Section 2 – Product and service information</b>	
Unit 5 <b>Adverts:</b> services and special offers	26
Unit 6 <b>Online shopping:</b> descriptions and reviews	30
Unit 7 <b>Detailed information:</b> operating instructions and warranties	34
Unit 8 <b>Health and safety:</b> warning labels, leaflets and letters	38
<b>Section 3 – Travel information</b>	
Unit 9 <b>Holiday plans:</b> trip itineraries and details	44
Unit 10 <b>Updates:</b> traffic and weather information	48
Unit 11 <b>Guides:</b> sightseeing information	52
Unit 12 <b>Tales of adventure:</b> blogs and forums	56
<b>Section 4 – Factual information</b>	
Unit 13 <b>News reports:</b> newspaper articles	62
Unit 14 <b>Formal discussion:</b> academic essays and journals	66
Unit 15 <b>Opinion pieces:</b> a newspaper column	70
Unit 16 <b>Textbooks:</b> fact-filled educational articles	74
<b>Section 5 – Reading for pleasure</b>	
Unit 17 <b>Creative descriptions:</b> poetry	80
Unit 18 <b>Interests and hobbies:</b> 'how to' guides	84
Unit 19 <b>Humour:</b> jokes and word play	88
Unit 20 <b>Inspirational accounts:</b> an autobiography	92
<b>Appendix 1</b> CEF Standards	98
<b>Appendix 2</b> Reading study tips	101
<b>Appendix 3</b> Improving speed	103
<b>Appendix 4</b> Abbreviations	105
<b>Mini-dictionary</b>	106
<b>Answer key</b>	112
<b>Acknowledgements</b>	126