

# CONTENTS

<b>Introduction</b>	6
<b>Section 1 – Writing to share information</b>	
Unit 1 Short emails	8
Unit 2 Longer emails	12
Unit 3 Postcards	16
Unit 4 Text messages	20
Unit 5 Sharing news online	24
<b>Section 2 – Writing to get things done</b>	
Unit 6 Filling in forms	28
Unit 7 'To do' lists	32
Unit 8 Invitations and directions	36
Unit 9 Advertising a room	40
Unit 10 Giving and getting advice	44
<b>Section 3 – Writing for work and study</b>	
Unit 11 Course applications	48
Unit 12 Asking for help	52
Unit 13 Job applications	56
Unit 14 Taking notes	60
Unit 15 Problems at work or school	64
<b>Section 4 – Writing for pleasure</b>	
Unit 16 Personal profiles on networking sites	68
Unit 17 Blogging	72
Unit 18 Twitter	76
Unit 19 Social media	80
Unit 20 Online reviews	84
<b>Appendix 1 Useful phrases</b>	88
<b>Appendix 2 Sentence structure</b>	94
<b>Appendix 3 Conjunctions</b>	96
<b>Appendix 4 Punctuation</b>	97
<b>Appendix 5 Short forms</b>	100
<b>Appendix 6 Proofreading</b>	102
<b>Mini-dictionary</b>	103
<b>Answer key</b>	109