

COMPLETING A DIALOGUE

Here are some suggestions to help you complete a dialogue.

- To have an idea of what the dialogue is about, read the parts of the dialogue that are given.
- To write the missing sentences, decide if you need to write a question or an answer by observing the sentences already present.
- When you write a question, pay attention to the structure.
- When you answer a question, pay attention to the verb tense used in the question.

3 Complete the dialogue with appropriate expressions.

JULIA: Hello, Mark.

MARK: (1)

JULIA: (2)

MARK: Yesterday? I was at home.

JULIA: (3)

MARK: Because I was ill. I had the flu.

JULIA: (4)

MARK: Yes, I feel fine now. (5)

JULIA: Me? Yesterday? I was at a fair.

MARK: Really? (6)

JULIA: It was in the Lake District.

MARK: That's a very beautiful area.

JULIA: (7)

MARK: No, I haven't, but I'd love to visit it.

JULIA: Well, (8)

MARK: Next weekend? That would be great! Thanks for the invitation.

(9)

JULIA: It's half past four. Why?

MARK: I have to go now. I've got a meeting at a quarter to five.

JULIA: See you next weekend then. I'll call you to arrange a time to leave.

MARK: OK. Thanks again! (10)

JULIA: Bye!



WRITING A DIALOGUE GIVEN THE SITUATION

Here are some suggestions to help you when you must write the entire dialogue given only the situation.

- Read the situation carefully to get an idea of the characters and what they are speaking about.
- Write only what is required in the situation.
- When you write the sentences, pay attention to the verb tenses and to the structure of the sentence.
- Write short sentences and use contractions when possible.
- Do not write long dialogues.

4 Read the following situation and write a dialogue between the two friends. You can use some of the expressions in the box.

Situation:

Two friends, Mira and Sharon, are talking in their classroom. Mira wants to know what Sheila did last summer, and she asks a lot of questions: where Sheila went, who she went with, how she travelled, how long she stayed and where she stayed. Sheila had a wonderful three-week holiday with her family in Italy. They went by train, visited a lot of interesting places and stayed in cheap hotels. Finally, Sheila asks Mira about her summer holidays. Mira stayed at home and worked all summer. She says it wasn't a very exciting holiday.

- How were your summer holidays?
- Where did you go?
- Did you have a good time?
- How long did you stay there?
- Who did you go with?
- Etc.



Writing Letters and Emails

1 Pre-reading

a. Answer the following questions.

1. Which type of mail do you and your family usually get? Letters, emails, parcels, magazines, postcards?
2. Which member of your family receives the most mail during the week? Can you give any explanation for this?
3. Which type of mail do you open first?
4. What kind of mail do you read carefully and what kind do you read quickly?
5. What mail gives you the most pleasure?
6. Have you got a pen friend?
7. How do you communicate with him/her?

b. Discuss your answers with your classmate and then with the class.

2 Reading

Read the paragraphs below and take the following notes:

- the main forms of communication;
- the difference/s between personal letters and formal letters;
- what you should write about.

WRITING LETTERS

There are different forms of communication: **phone**, **fax**, **video/audio conferences**, **email** (electronic mail) and the **letter**.

There are two different types of letters: a **formal letter** which is a formal way of communicating between two or more people who do not know each other and a **personal letter** which is the way of communicating between two people who are usually well acquainted¹.

In writing letters, the first paragraph of the letter usually consists of an introduction which gives the recipient² an idea of what you're writing about.

The next few paragraphs usually contain the message you want to give along with³ any details you want to communicate.

The last paragraph is generally the conclusion. You can sum up⁴ your main⁵ idea in this paragraph, thank the recipient, and/or ask any questions.

When your correspondent is unknown, when he comes from a different country and speaks a different language, when you do not know his interests or his opinions (this is the case of a new pen friend), try to follow these suggestions⁶:

1. In the first letter you must provide your correspondent with⁷ information about you, and discover something about him. Do not put "everything" in the first letter. You may write about yourself, your family and home, your hometown⁸, your country.
2. Write about things you know about, not things you have heard of⁹.
3. Ask intelligent questions. Make sure¹⁰ you ask one or two and reply to the ones your friend asks, but do not ask too many¹¹.
4. Magazines¹², books and maps can help you see your pen friend in his environment¹³.
5. The unusual is always a source¹⁴ of interest. Drawings¹⁵, newspaper cuttings¹⁶, bus tickets, post cards, photos and stamps are not difficult to send with a letter.
6. Always say what you feel¹⁷.
7. Do not write when you feel miserable¹⁸.

3 Reading comprehension

Answer these questions.

1. What are the main forms of communication?
2. If you are writing to a pen friend for the first time, what should you write about?
3. What can help you see your pen friend in his environment?



Glossary

1 acquainted si conoscono personalmente **2 recipient** destinatario **3 along with** insieme a **4 sum up** riassumere **5 main** principale **6 suggestions** suggerimenti **7 provide ... with** fornire al tuo corrispondente **8 hometown** città di origine **9 heard of** sentito parlare **10 make sure** assicurati **11 too many** troppe **12 magazines** riviste **13 environment** ambiente **14 source** fonte **15 drawings** disegni **16 newspaper cuttings** ritagli di giornale **17 feel** senti **18 miserable** giù di morale

LETTERS

4 Reading

The following are pieces of a letter and two addresses. Use the "writing paper" and the "envelope" on the right, and write each one in the appropriate space.

April 6

Love,
Ashley

Hi! My name's Ashley Morgan. I got your name from my English teacher. Do you want to be my pen friend?
What year are you in school? I'm in the first year of secondary school. What's your favourite subject? My favourite subject is History. I've got a pet. It's a dog named Laddie. Do you have a pet? I'm including a picture of me and my dog.

Write soon and send me a picture of you.

Ashley Morgan
84 Clifton Hill 18P
NW8 London
England

Jennifer Parsons
25 Ranch Road
El Paso, Texas
USA



5 Vocabulary

Match the English expressions with their Italian equivalents.

- | | |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 1. <input type="checkbox"/> Thank you for your letter. It was really great to hear from you. | a. Non vedo l'ora di rivederti. |
| 2. <input type="checkbox"/> Sorry not to have written before. | b. Sono felice di sentire che... |
| 3. <input type="checkbox"/> I am sorry I haven't answered your letter earlier. I was so busy with... | c. Mi dispiace di non aver scritto prima. |
| 4. <input type="checkbox"/> I'd just like to apologise for... | d. Mi manchi tanto. |
| 5. <input type="checkbox"/> I am writing to tell you about... | e. Scrivimi presto e fammi sapere... |
| 6. <input type="checkbox"/> I am happy to hear that... | f. Grazie per la tua lettera. È stato veramente bello sentirti. |
| 7. <input type="checkbox"/> I miss you so much... | g. Mi dispiace di non aver risposto alla tua lettera prima. Sono stato così occupato con... |
| 8. <input type="checkbox"/> Well, that's all for now. | h. Vorrei scusarmi per... |
| 9. <input type="checkbox"/> Write me soon and let me know... | i. Molte grazie per... |
| 10. <input type="checkbox"/> Thanks very much for... | j. Bene, è tutto per adesso. |
| 11. <input type="checkbox"/> I look forward to seeing you again. | k. Ti scrivo per parlarti di... |

6 Writing

Write a letter to your pen friend. Thank him/her for the letter and pictures he/she sent you. Tell him/her about your summer holidays, where you went, with whom and what you did. Invite him/her to spend next summer holidays with you.

