

Vantage: Writing Key

Key

Writing Part 1

1

1. D
2. A
3. B
4. C
5. A
6. C
7. D
8. B

2

Dear Colleagues

I'm really sorry to inform you that the staff meeting ~~what that~~ was scheduled for 10.00 a.m. tomorrow ~~is having~~ has had to be cancelled. Unfortunately, a training course ~~were was~~ planned for the same day and time without my knowledge~~s~~, so many staff will be unavailable for ~~the~~ meeting.

The meeting will ~~be~~ held on Friday at the same time instead.

In preparation ~~on for~~ the meeting, please could you prepare a short report on the contracts you ~~work are working~~ on at the moment, with a brief summary of their progress and any issues you ~~had have~~ encountered.

Many thanks and best regards,

Fiona Fullerton

3

1. G
2. D
3. E
4. **B**
5. F
6. H
7. C
8. A

4

1. Recommendation/suggestion
2. explanation
3. suggested/recommended
4. refusal
5. invitation
6. apology

Commented [MB1]: Also E?

Vantage: Writing Key

5

1. On balance
2. Firstly
3. Unfortunately
4. In addition
5. However
6. In conclusion/On balance

6

1. Hi or Dear
2. thanks
3. Unfortunately
4. due or owing
5. place
6. been
7. it
8. However
9. of
10. best

Commented [MB2]: Or 'owing'

7 Yes it would.

- All the content points have been covered.
- It is presented in a logical order and has good linking between the sections.
- It uses a typical email format.
- The grammar and spelling are accurate.
- There is a good range of vocabulary used.
- It would achieve its purpose.
- It would have a positive effect on the target reader.
- There is appropriate use of paragraphs.
- It is all relevant to the task.
- It expresses ideas in a clear and effective way.

8

You are the Administration Manager of a manufacturing company. You have organised some IT training for all of your staff for some new software you will shortly introduce.

Write an email to your staff:

- explaining what the new software is for
- giving details of the training
- saying that attendance is compulsory.

Commented [MB3]: Unclear why the input is here (and it's not the same as in the material).

Dear Colleagues

I am mailing to inform you about some new software we will soon be installing and the training for using this.

Commented [MB4]: Sample doesn't cover 2nd bullet or 'where' in 3rd bullet.

Commented [MB5]: 'emailing'

The new package is for dealing electronically with staff expenses. Currently, expense claims are submitted on paper but this process is very inefficient.

The three-hour training session is scheduled to take place on Tuesday 8 June at 10 a.m. All staff must attend.

Best wishes

Wendy Hill

Writing Part 2

1

1. tiny
2. superb
3. chaotic
4. furious
5. exhausted
6. fascinating
7. filthy
8. essential

Commented [MB6]: 'chaotic' is normally used of a situation, not people.

2

1. absolutely tiny
2. absolutely fantastic
3. absolutely/very/quite/totally/completely/extremely/utterly chaotic
4. absolutely furious
5. absolutely/totally/completely/utterly exhausted
6. absolutely/totally/completely/utterly fascinating
7. absolutely/totally/completely/utterly filthy
8. absolutely/totally/utterly essential

Vantage: Writing Key

4

1. Although
2. despite
3. even
4. However
5. spite

6

1. Alexandra Witton
2. A venue for a company convention
3. These are the requirements that the venue must meet.
4. Send details of which of their hotels match the requirements for the convention

7

1. Manley Park and Chichester House
2. Manley Park and Chichester House
3. Chichester House and The Manor
4. Chichester House because it meets all of the requirements specified in Exercise 6.

8

1. A 10% discount if the hotel is booked within a week.
2. Suggest that Chichester House is a better option **that** Manley Park.
3. That Chichester House also has extensive gardens to relax in, a pool and a gym.
4. That even though there are two halls, both are **both** slightly too small, and that there isn't enough parking to meet the requirements.

Commented [MB7]: 'than'

Commented [MB8]: Delete

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9 Sample response:

To: Alexandra Witton
From: David Garcia
Subject: Venue for the company convention

Dear Ms Witton

Many thanks for your email and for confirming your interest in booking one of our hotels.

I have pleasure in attaching details about three of our hotels. As you will see, The Manor has two halls, but both are slightly smaller than you were looking for. Manley Park meets many of your requirements but unfortunately there is only catering for up to 200 guests, and you indicated in your email that you may require more than this.

With this in mind, I would therefore recommend Chichester House, which not only meets all of your requirements, but also has extensive grounds that guests would have full access to, a swimming pool and a gym.

Whichever hotel you choose, I would like to offer you a discount of 10% on your booking should you make your reservation within the next seven days.

I look forward to doing business with you.

Yours sincerely

David Garcia