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1 It's personal! (Task 7, page 15)

Hi Tim,

It was good to hear that you're enjoying your course. It sounds really interesting and I'm happy to help you with your project.

To start with, my family doesn't have much of a routine during the week. Every one leaves home in the morning and gets back in the evening at different times, so we don't usually spend much time together. At the weekends, though, we make sure we eat Sunday lunch together. Sometimes we go out to a restaurant and sometimes we cook a meal together. It's always fun.

As for housework, everyone has their own chores to do. Dad dusts the furniture and mops the floors. My brother does the washing up and I take out the rubbish. Mum is in charge of the laundry and she does most of the cooking, too.

When we have free time, we like to go to the cinema or the theatre. We went to see a play last Saturday, actually. I hope this has given you some ideas for your project. Let me know if you need any more information.

Good luck!

Andrew

2 Life's Great Mysteries (Task 7, page 27)

As Mark was about to throw away the old bottle, he saw that there was a piece of paper inside it. He'd been packing in his room because he was going away to college, but he'd never seen this bottle before. 'How strange!' he said to himself.

He tried to get the piece of paper out, but his fingers weren't small enough. He realised he'd have to break the bottle. He went outside and dropped it. It broke. He carefully picked up the piece of paper and read: *Come to the park at 8 pm tonight*. He was confused. 'It can't be for me, can it? *Tonight* isn't *this* night, is it?' he thought.

All afternoon, Mark kept thinking about the bottle and the message. He felt silly, but he decided to go to the park at 8 o'clock anyway. When he arrived, he got such a surprise; his friends were there and they'd organised a barbecue to wish him luck with college. They had asked his mum to put the bottle in his bedroom that morning, so he'd find it. What great friends he had!

3 The World of Sport (Task 6, page 41)

A great deal of government money is being spent to create top-class sports facilities for young people who are gifted at one or more sports. Some people feel that this is not the right way to spend government money. However, I disagree with them.

Firstly, it is important to encourage young people to participate in sports. It is part of a healthy lifestyle. If we provide them with top-class facilities, it will encourage them to exercise on a regular basis.

Secondly, talented young people need top-quality equipment and facilities in order to be the best they can be. If they have access to this, then they may reach the top of their chosen sport and do well against sportsmen and women from other countries in international competitions.

However, these facilities should not only be available to young people who are talented; everyone should have access to good sports facilities.

To sum up, I think spending government money on top-class sports facilities is a good idea, but the facilities should be available to everyone and not just to young people who are gifted.

4 Shopping Therapy (Task 6, page 53)

Relaxation for teenagers in the 21st century

How much time do you spend on your computer? It seems that not all of the time we spend using it is really for school work; some of the time, it is just a way to relax.

In most teenage bedrooms, you can find a computer, whether it's a desktop or a laptop. Many of us turn our computer on every day. Although some of the time is spent researching for assignments and typing up essays, a lot of it isn't. We enjoy playing online games, listening to music videos or catching up with our friends on social media. We also surf the Net reading about celebrities, or the latest trends in fashion and technology.

Why is using a computer the form of relaxation we enjoy most? I think the main reason is that a computer brings the outside world into our lives and helps us feel connected. We can keep in touch with our friends, keep up to date on what is happening in the world and all kinds of other things.

All in all, using a computer seems to be the most enjoyable form of relaxation among teenagers.

5 The Environment (Task 6, page 67)

On the news, we often hear stories about the dangers connected to the food we buy. For this reason, more and more people are growing their own fruit and vegetables. I think this is a good thing.

First of all, shop-bought food often contains preservatives. The fruit and vegetables on sale look perfect, but often chemicals have been used to help them stay fresh longer. These preservatives can't be good for our health.

In addition, shop-bought food is often quite expensive. It might be cheaper to grow some of our own food. People who have a garden could easily grow fruit and vegetables in it. Others who don't have a garden could still grow some of the food they eat on their balconies.

Furthermore, food that is home-grown is much tastier than food bought in a shop. A salad made with lettuce and tomatoes from the garden is sure to be more delicious than one made with shop-bought ingredients.

In conclusion, I think that growing some of the food we eat is a good thing both in terms of cost and our health.

6 Crime (Task 6, page 79)

Some people say that it would be a good idea to send young people who have broken the law to an army camp rather than to prison. In general, I agree with them.

Firstly, punishment is not always best. A young person may have committed a crime that is not very serious, such as vandalism. In this case, sending them to prison is probably not the best solution. They might feel angry and frustrated if they are locked up and they may commit more serious crimes when they come out of prison.

Secondly, spending time in an army camp instead will teach them life skills. They will learn to obey orders and become more disciplined. It will build their self-confidence and they will become more responsible.

However, some young offenders commit serious crimes. If someone has murdered another person, for example, they should be punished with a prison sentence. Hopefully, they will be able to follow an education programme that will help them when they get out of prison.

To sum up, I think that sending young offenders to army camp is better than sending them to prison providing they haven't committed a serious crime.

7 The Media (Task 8, page 93)

New monthly student magazine

Introduction

The aim of this report is to describe the kind of regular features and articles the new monthly student magazine should include.

Regular features

Students often complain that they are not kept up to date with college news. One regular feature of the new magazine could be a news page, where information about college activities, students' achievements and so on can be included. Similarly, an events page with details of upcoming concerts, meetings, exhibitions and so on would also be of interest to many.

A variety of articles should also be included each month. New students would find articles about things to do locally or how and where to meet other students very useful. Students who are in the final year of study may like to see articles on different careers, local businesses as employers or areas of further study. Something more light-hearted would also be appreciated; articles on trends in fashion, music and technology are always popular.

Recommendation

I recommend including a number of regular features as well as interesting and varied articles so that students will enjoy reading the monthly magazine and it will become popular.

8 A Hard Day's Work (Task 6, page 105)

Dear Ms Swann,

I am writing to apply for the position of winter shop assistant which I saw advertised recently in the local newspaper.

I am a 17-year-old student at Greenwich High School and I have always enjoyed the variety of sports this school has to offer its students. I have been a member of the athletics team for the last three years and before that, I was on the football team. Last summer, I worked as an assistant at the Busy Bee Sports Camp and I am hoping to do the same this summer.

In my spare time, I enjoy being active and I have recently joined a cycling club. I particularly enjoy the social aspect of it and meeting new people.

I would enjoy working in your sports shop over the New Year holiday period because I am very interested in sports. My experience of different kinds of sports would, I believe, help me to be a useful member of staff at a time when the shop must be very busy.

I look forward to hearing from you.

Yours sincerely,

Jacob Horn

9 Getting Away (Task 9, page 119)

Summer sun

Wouldn't it be great to spend two weeks in the mountains near a beautiful lake with people your own age? Then you should go to the Summer Sun camp for teenagers.

Located in a beautiful area, the camp consists of log cabins and there are also central buildings with bathrooms, games rooms and the dining room,

The food is fantastic! There's an enormous breakfast buffet! Lunch is simple; sandwiches or salads and then there is pasta or pizza in the evening. Delicious! Twice a week, there is a barbecue down by the lake. After burgers and hot dogs, there is music and dancing until late.

Don't worry about eating too much – there are so many activities, you won't sit still for a minute. You can try water sports, like water skiing and windsurfing, and there is horse riding and mountain biking for those who don't want to get wet. There are also indoor activities such as art, music and dance classes. There's so much to do that it's hard to choose.

This camp is perfect for anyone who likes to learn new things and meet new people. You won't be disappointed.

Where on earth? (Task 7, page 131)

Finding a job and leaving home are two major steps that a young person takes towards independence. However, I don't think that young people should leave home as soon as they find a job.

First of all, there are a lot of things a person must learn to do when they start living alone. They must organise their lives, look after themselves and do all the housework. While a young person is still at home, they are probably well looked after by their parents. The life skills that are necessary to live alone take time to learn.

Secondly, leaving home can be very expensive. The young person will have to find a house or a flat, buy furniture and electrical appliances as well as start paying bills. It is a good idea for the young person to start saving some money towards these expenses while they are still living at home.

To sum up, although leaving home is a natural step to take, I believe it should be planned carefully, so the change is as smooth as possible.

11 High-Tech World (Task 6, page 145)

Home-cooked meals are best

Would you rather have a posh meal in a quiet, but expensive restaurant or sit around a noisy table with the people you love, and eat something homemade? Personally, I enjoy getting together with family and friends to share a meal.

The best thing about eating with family and friends is that everyone is there; young and old sit around the same table. The atmosphere is relaxed, everyone's talking and there's plenty of laughter. It's a time when we can all catch up with each other. If you go to an expensive restaurant, you often have to speak quietly and young children may not be welcome.

Apart from that, the food is always delicious. When my family gets together, we usually go to my grandparents' house because it's very big and there's room for everyone. My grandma cooks our favourite dishes and makes traditional sweets. I can smell the wonderful aromas before I even get inside.

So, if you ask me whether I want to go out to eat or whether we should stay in, I'll always suggest we go over to my grandparents' house.

12 Happy to help! (Task 6, page 157)

Dear Mayor,

I have just read an article in our local newspaper about an incident that took place in our town last night where a lady was mugged and injured. This has happened before and it is wrong that the streets of this town are not safe. I am writing to ask that you take action immediately.

First of all, the street lighting is inadequate. This means that members of the public are vulnerable and, in the event of a crime, there are very few eyewitnesses. More lights should be installed because if the streets were better lit, muggers would be deterred and pedestrians would be safer.

Moreover, citizens have complained that the bus service is also inadequate; buses run less often late in the evening. I suggest you arrange for an extended service, so there is an alternative to walking, and citizens feel safer.

Finally, if the police were seen regularly on the streets, crime would be prevented and our town would be less dangerous.

I am sure you agree that these measures will help to improve the situation and I hope you put my ideas into action.

Yours faithfully,

Sharon Winters