

# Writing for SQA ESOL **National 5**

*Student's Book*

# **SAMPLE UNIT**



**Dave Butler**

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# 2: How's it going?

## *Introduction to informal e-mails*



### A. Speaking

Finish these sentences.

If I meet my best friend, we usually ....

If a friend from my country visits me, I take him/her to ...

If I go out on my own, I usually ...

### B. Content

Read the e-mail – what is Jamie's plan? Don't fill in the gaps yet.

(1) \_\_\_\_\_ Bobby,

Thanks (2) \_\_\_\_\_ your email. It was great to (3) h \_\_\_\_\_ from you again after all this time. I'm so happy to hear that everything's (4) g \_\_\_\_\_ so well.

I haven't seen you for (5) a \_\_\_\_\_, we really should try to meet (6) \_\_\_\_\_! I'm working really hard just now but I'm planning to take a break this weekend. Do you (7) f \_\_\_\_\_ meeting up on Saturday? How (8) a \_\_\_\_\_ meeting for lunch in the city centre? I know a great café, what do you think? (9) \_\_\_\_\_ me know if you're (10) f \_\_\_\_\_ and then we can arrange where and when to meet.

(11) H \_\_\_\_\_ to see you on Saturday.

All (12) \_\_\_\_\_ best,

Jamie

### C. Structure

How many paragraphs are there? What's the purpose of each paragraph?

### D. Language

1. Fill in the gaps.
2. How does the writer start and finish the e-mail?
3. Are the features below typical of formal or informal writing? Write F or I.
  - a) shorter sentences
  - b) longer sentences
  - c) contractions (I'm, she's etc.)
  - d) phrasal verbs (pick up, sort out etc.)
  - e) the modal verbs could and would
  - f) Hi Bobby,
  - g) exclamation marks (!)
  - h) Yours faithfully / Yours sincerely

### E. Practice

Fill in the gaps.

1. \_\_\_\_\_ for your email.
2. It \_\_\_\_\_ great to hear from you again.
3. We \_\_\_\_\_ seen each other for \_\_\_\_\_!
4. Do you fancy \_\_\_\_\_ to the cinema on Sunday?
5. \_\_\_\_\_ about meeting \_\_\_\_\_ on Friday?
6. Let me \_\_\_\_\_ if you're free.
7. Can't \_\_\_\_\_ to see you tomorrow.
8. \_\_\_\_\_ the best,

## F. Planning

You're going to write an informal email to a friend (the question is below). Before you start writing, plan what you are going to include in your e-mail. Think of some advanced language to include.

Write an informal e-mail to a friend. In your e-mail:

- Tell him/her any interesting news from your life.
- Ask your friend some questions about his/her life.
- Invite him/her to meet you this weekend. Suggest an interesting activity that you can do together.

## G. Writing

Write about 150 words. You can look at the model answer and your notes while you write. Check your work for spelling, punctuation and grammar after you finish. Can you add any more advanced grammar/vocabulary?



# 9: I was extremely disappointed....

*Formal e-mails 3: writing complaints*

## A. Speaking

Have you bought something recently that you were disappointed with? Did you complain? How? My friend Brian bought a laptop recently but he wasn't happy with the order. What could be wrong with it?

## B. Content

Read the e-mail on the following page – what's wrong with the laptop Brian bought? What does he want from this company?

## C. Language

1. Fill in the gaps with the correct form of the word in brackets.
2. Find at least 3 phrases which you could use in **any** email of complaint.
3. Which synonyms can you see for 'very'?



Dear Sir/Madam,

I (1) \_\_\_\_\_ (write) to complain about a laptop which I (2) \_\_\_\_\_ (buy) from your website last week. Unfortunately, there are several problems with this order and with your customer service, which was terrible.

Firstly, I (3) \_\_\_\_\_ (send) a silver MPX laptop. However, this was not the device which I (4) \_\_\_\_\_ (order). Although my friends have told me that your customer service is very reliable, I found it to be extremely disappointing. After (5) \_\_\_\_\_ (wait) for over 15 minutes before I could speak to someone, I (6) \_\_\_\_\_ (put) on hold for another ten minutes. Not only (7) \_\_\_\_\_ (be) the call centre agent unhelpful, but he was also incredibly rude.

I would be most grateful if you could (8) \_\_\_\_\_ (collect) this device and send me the black Seko laptop which I ordered. I look forward to (9) \_\_\_\_\_ (hear) from you soon as I need this device for my job.

Yours faithfully,

Brian Stevens



# 17: Healthy student lives

## Reports 2

### A. Speaking

Your college would like to organise a day of activities to promote good health among its students. Which of the ideas below are the best? Why?

- hill walk
- park run
- aerobics class
- guest speakers
- healthy food buffet
- Anything else?

### B. Content

Look at the model answer on the following page but don't fill in the gaps yet. Which ideas are recommended in the report?

### C. Useful language

1. Fill in the gaps using the correct form of the words in brackets.
2. Can you see any examples of useful phrases, advanced grammar and vocabulary?  
Can you see any synonyms for 'respondents'?

### D. Writing

Make a plan and then write a report in response to the question below.

The company you work for is planning a staff training day. The day will include two sessions for all of the staff to attend. Write a report for your manager suggesting which two sessions would be most suitable. Give reasons for your suggestions. Use some/all of the following points. You may also use your own ideas.

- IT training
- Managing stress
- Health and safety
- Communication skills
- Time management

Write about 200 words.

This task is based on a question from the 2019 SQA ESOL National 5 external exam.

## Report on activities for the 'Healthy lifestyle' day

### Introduction

The aim of this report is (1) \_\_\_\_\_ (make) suggestions for the college's 'Healthy lifestyle' day. The information (2) \_\_\_\_\_ (base) on a survey which asked the students to choose which activities they would prefer. The college (3) \_\_\_\_\_ (try) to raise awareness regarding health for some time now.

### Popular activities

The majority of the respondents stated that they would like to have a healthy buffet. If the college (4) \_\_\_\_\_ (organise) this, the students would (5) \_\_\_\_\_ (learn) which food is more nutritional for them. In addition, many of those surveyed feel that an aerobics class is a good idea. (6) \_\_\_\_\_ (do) some exercise on this day would (7) \_\_\_\_\_ (show) us all the importance of fitness. Furthermore, many students would like (8) \_\_\_\_\_ (participate) in some sporting events, such as football and basketball matches. Although many learners favour the idea of a hill walk, (9) \_\_\_\_\_ (hire) a coach would be rather expensive. Guest speakers could visit us to give advice on how to lead a healthy lifestyle. However, most of the interviewees would rather have more interactive activities.

### Recommendations

It is (10) \_\_\_\_\_ (recommend) that the college offers a variety of sessions. (11) \_\_\_\_\_ (organise) a healthy buffet and aerobics class would help us to promote the benefits of (12) \_\_\_\_\_ (eat) a healthy diet and (13) \_\_\_\_\_ (do) physical exercise. As long as the events are well-promoted, the day should be a success.

This task is based on a question from an SQA ESOL National 5 external exam past paper.



# 19: School uniforms

## *Introduction to writing essays*

### **A. Speaking**

Do you think kids should wear school uniforms? Why/why not?

### **B. Content and structure**

1. Look at the model answer on the following page. Does the writer mention the same ideas that we discussed? Would you say that this is a balanced response?
2. What is the purpose of each paragraph?
3. True or false?
  - a. The writer uses formal English.
  - b. You should write a title and sub-headings, as we do in reports.
  - c. Don't give your own opinion in essays.
  - d. Try to give examples.
  - e. Most essays use linking words, e.g. however, furthermore etc.

### **C. Useful language**

1. Fill in the gaps. Some of these words will need to begin with capital letters and some words/phrases need to be followed by a comma. Find useful phrases, e.g. 'On one hand.' Can you see any advanced language?
2. Which synonyms can you see for 'children'?

### **D. Practice**

1. Write a plan for the question below and compare it with your partner.
2. Write an essay for the question below. You can look at the model answer and your notes while you write. Write 200-220 words.

Some people say that TV can have a good influence on children while others say it has only negative effects. Write an essay to discuss these two perspectives.

on the other hand firstly in conclusion another advantage although  
in my opinion on one hand pros and cons as a result in addition

Children have been wearing school uniform for many years. (1) \_\_\_\_\_ some people argue this is essential, many others claim that it is unnecessary nowadays. So what are the (2) \_\_\_\_\_ of uniforms in schools?

(3) \_\_\_\_\_ uniforms are advantageous for various reasons.

(4) \_\_\_\_\_ some pupils come from much wealthier families than others. If everyone wears the same clothes, then poorer students feel more comfortable as they don't look any different from anyone else. (5) \_\_\_\_\_ is that pupils do not spend too long preparing for school in the morning. If my son had to choose what he wears in the morning, he would be late every day.

(6) \_\_\_\_\_ this saves families a lot of time and effort.

(7) \_\_\_\_\_ others claim that parents should be allowed to send their children to school in any clothes they like. This helps schoolchildren to feel more relaxed in class. (8) \_\_\_\_\_ they enjoy wearing the latest fashions in front of their fellow classmates. It is often argued that creativity should be encouraged among young people.

(9) \_\_\_\_\_ there are valid points on both sides of this debate.

(10) \_\_\_\_\_ the advantages of wearing school uniform outweigh the disadvantages. Therefore, I would prefer to see schools continue to insist on uniforms for all pupils.