

ESOL BOOKS

Sample unit

Writing for SQA ESOL National 5 Student's Book



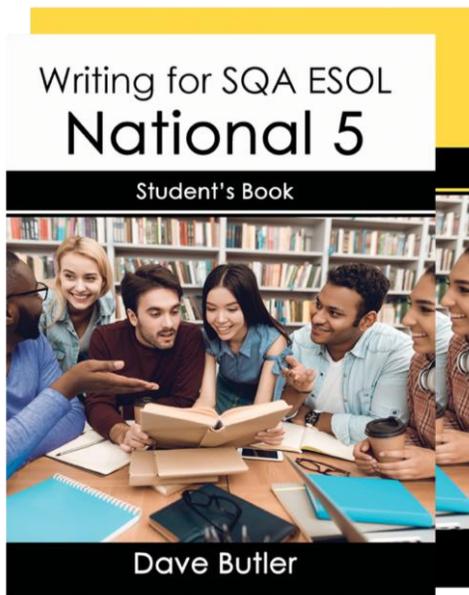
Upper
intermediate

Dave Butler

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Essential tasks to boost your learners' writing



“It’s a great tool for providing students with the skills they need to master exam tasks such as formal and informal emails, reports and essays.”

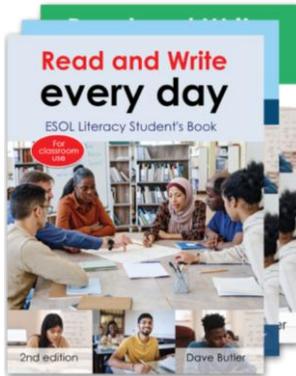
Tanja Baxter
ESOL Teacher,
Glasgow Kelvin College





ESOL BOOKS

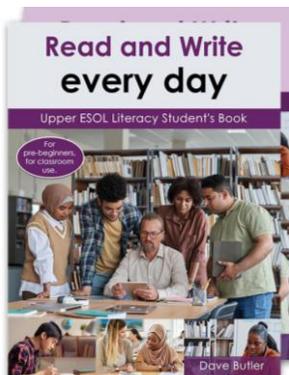
Current titles



Read and Write every day

ESOL Literacy Student's Book,
Workbook and Teacher's Book

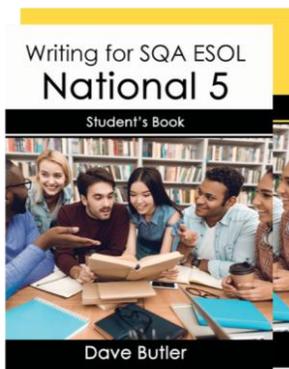
- ✓ For pre-entry level.
- ✓ 14 units based on contexts relevant to students' lives.
- ✓ Enables reading aloud, personalised writing, phonics and numeracy work.



Read and Write every day

Upper ESOL Literacy Student's Book and Workbook

- ✓ For low beginners / Entry Level 1.
- ✓ Gives support with literacy / numeracy plus more advanced areas, e.g. grammar.
- ✓ Teacher's Book coming in September 2025.



Writing for SQA ESOL National 5

Student's Book and Teacher's Book

- ✓ For upper intermediate / Level 1 learners (B2).
- ✓ Preparation for writing assessments.
- ✓ Focus on key task types: formal / informal e-mails, reports and essays.

Introduction



Hi, I'm Dave. I'm an ESOL teacher and teacher trainer based in an FE college in Glasgow. I have been teaching groups of ESOL learners for 25 years. Many of my students cite writing as the most difficult of the skills for them. While preparing my Upper intermediate group for their external exam I developed material to guide them as regards the structure, content and key language to use. Although this book has been written with the SQA ESOL National 5 exam in mind (a Scottish exam), much of its content will be relevant to ESOL Level 1 / Upper intermediate / B2 learners in general.

Sample units from the **Writing for SQA ESOL National 5 Student's Book** are included in this booklet. Please feel free to photocopy any of the samples from our website and use them with your class.

How to order

- ✓ Look at the following page to see our current prices.
- ✓ **Discounts of up to 25%** plus a **free webinar** are possible when ordering in bulk.
- ✓ Go to **www.esolbooks.com** to order copies.
- ✓ If you prefer to order via invoice and Purchase order, please email me: **davebutler@esolbooks.com**

Feedback

We'd love to know what you think of these sample units! Please contact me to give me your feedback: **davebutler@esolbooks.com**.



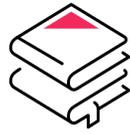
ESOL BOOKS

Titles and prices (June 2025)

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E-mail davebutler@esolbooks.com to arrange your discount.

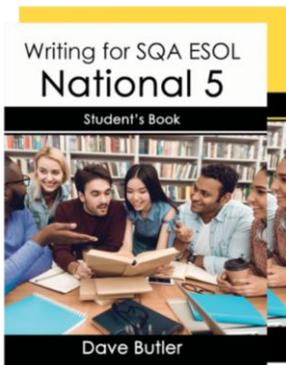
Title	Price
Read and Write every day ESOL Literacy (pre-entry) series	
Student's Book	£29.99
Workbook	£19.99
Teacher's Book	£19.99
Read and Write every day Upper ESOL Literacy (Entry Level 1) series	
Student's Book	£29.99
Workbook	£19.99
Teacher's Book (coming September 2025)	£19.99
Writing for SQA ESOL National 5 (Upper Intermediate)	
Student's Book	£19.99
Teacher's Book	£19.99



ESOL BOOKS

Writing for SQA ESOL National 5

Student's Book and Teacher's Book
For Upper intermediate level / Level 1



Boost your learners' writing skills

Do your students' writing skills lag behind their speaking level? Or perhaps they lack the language needed for formal or academic writing? Do they struggle with the structure and layout of reports? This book provides model answers and analysis to help your learners upgrade their writing skills and prepare for assessments and exams.

- ✓ Models of key task types (informal/ formal e-mails, reports, essays).
- ✓ Guidance on structure, content and key language to use.
- ✓ Practice tasks to get students using more advanced language.
- ✓ Exam writing tasks.

“This book’s explanations are easy and clear to understand. I highly recommend this student.”

Shaymaa Kadhim
ESOL student



Contents

<i>Lesson</i>	<i>Focus</i>	<i>Page</i>
1: Nice to meet you!	Writing about yourself	11
2: How's it going?	Introduction to informal e-mails	16
3: We've run out of milk!	Phrasal verbs 1	19
4: I've just watched The Meg!	Focus on apostrophes	22
5: Flat share	Informal e-mails 2	24
6: Volunteering	Introduction to formal e-mails	27
7: Review and practise	Formal English revision tasks	30
8: Applying for a Summer Job	Formal e-mails 2 Introduction to linking words	32
9: I was extremely disappointed....	Formal e-mails 3	37
10: Review and practise	Linking words 2	39
11: Review and practise	Formal e-mails revision tasks	42
12: I am writing to ...	Spelling: when to keep or lose the final e	44
13: The Staff common room	Introduction to writing reports	46

14: Review and practise	Linking words	49
15: They should be banned!	Spelling: double letters	51
16: Staff who make a mess....	Focus on relative clauses in writing tasks	52
17: Health college lives	Reports 2	54
18: Review and practise	Focus on punctuation	56
19: School uniforms	Introduction to writing essays	57
20: Online versus face-to-face	Essays 2	59
21: Review and practise	Essays revision tasks	63
22: This could be beneficial	Word formation	66
23: Company reports	Reports 3 Understanding exam questions Focus on articles	68
24: Variety while writing	Using synonyms	71
25: Happy New Year!	Informal e-mails 3	72
26: Review and practise	Informal e-mails revision tasks	75
27: The company cafeteria	Reports 4	78
28: Thank you for the information	Countable and uncountable nouns	81

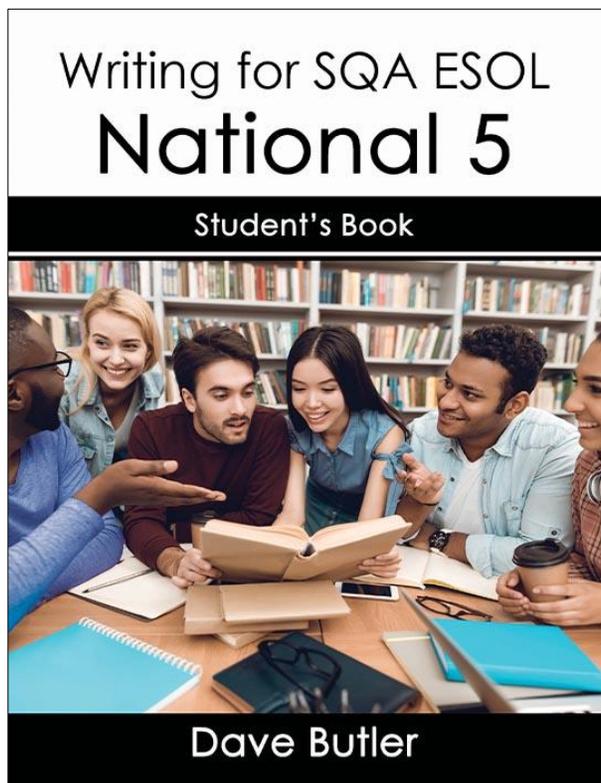
29: The staff were so friendly!	Vocabulary focus: staff	83
30: Should you get a job while studying?	Essays 3	84
31: Review and practise	Formal e-mails revision tasks	86
32: College visit	Formal e-mails 4	87
33: Do you need a teacher?	Essays 4	92
34: I've gained so much confidence	Vocabulary focus: obtain/acquire/gain	94
35: Checking your work	Correcting errors after writing	96
36: Tidy it up!	Phrasal verbs 2	98
37: Review and practise	Formal and informal e-mails revision	100
38: How weird!	Spelling: i before e except after c	103
39: Guess what?	Informal e-mails 4	105
40: Spelling list	Revise your spelling	107
Useful phrases bank	Revise useful phrases for the four tasks	109
Correction Code	Understanding your teacher's feedback	117
Exam overview	Understanding the different papers of the National 5 exam	119

Writing for SQA ESOL National 5

Student's Book

For classroom use | Upper Intermediate level

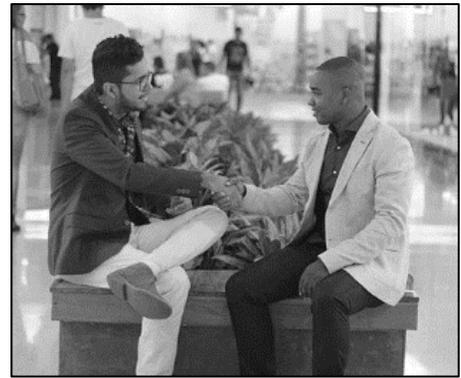
SAMPLE UNITS



PHOTOCOPIABLE SAMPLE UNIT © Dave Butler 2025

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.