

# To Students and Teachers:

---

## Introduction

*Writing Plus!* is aimed at college or university students whose English is at the pre-intermediate to intermediate level. Units 1 to 12 cover various aspects of writing, from description to narrative to the expression of opinions, and from paragraphs to short essays. The Appendix introduces journal writing, which students can either try once or twice, or continue throughout the year. Task types are generally highly practical and include personal e-mails, business letters, notices and cards. There is a Language Review lesson after Units 3, 6, 9 and 12 to provide further practice.

## Acknowledgements

I would like to thank Mr. Kazunari Shimada and Ms. Machiko Nakano of Kinseido for their many valuable suggestions and assistance in making this textbook. I would also like to thank Ms. Hiroko Uchida for her help in writing instructions and vocabulary notes in Japanese.

---

## General Notes

The following advice applies to Units 1-9, which have the same basic structure.

### **Reading and Vocabulary**

This introduces the topic and provides an opportunity for teacher-student discussion. Answers to vocabulary exercises can be written in the textbook. In most cases the reading passage acts as a model for the Writing Task.

### **Answer / Ask / Tell**

This provides both basic Q and A writing practice and serves to check comprehension of the reading. Selected students can be asked to write their answers on the blackboard.

### **Writing Tips**

Key expressions are presented in a chart and practiced in the exercise that follows. These expressions will be useful in the Writing Task.

### **Wordplay**

As the title suggests, this section is meant as a break from the main activity of the unit. It introduces interesting expressions somehow related to the unit content in a “playful” way.

### **Writing Task**

This is the culmination of the unit and usually requires a written response of between 70 and 120 words. Students should write a first draft on notepaper or in a notebook, have it checked by the teacher, and then layout and word-process a final version for submission.

# Contents

Text Type	Title and Topic	Language Focus	Writing Task	Page
1. Description	<b>Keeping in Touch</b> – Recent news about family and friends	Informal mail opening and closing, present activities	E-mail in response to a card	6
2. Description	<b>Tourist Information</b> – A place you have visited	Geography, facilities, leisure activities, addition	E-mail from questions	12
3. Description	<b>Celebration</b> – Events and festivals	Activities – active and passive	3-paragraph essay from notes	18
<b>Language Review 1</b>	Vocabulary J-E translation Cloze			24
4. Narrative	<b>The Last Time</b> – Past events	Narrative tenses – past, past progressive and past perfect	Short paragraphs from topic sentences	26
5. Narrative	<b>Memories</b> – Recalling childhood	Remembering, past habits, purpose	Photo essays from topic sentences	32
6. Interaction	<b>I'd Love to Come</b> – An invitation to visit a friend	Invitation, acceptance, polite refusal, plans	E-mail and reply	38
<b>Language Review 2</b>	Vocabulary J-E translation Cloze			44
7. Interaction	<b>Cards for All Occasions</b> – Writing greeting cards	Expressing regret and condolence, pleasure and congratulation, gratitude, wishes, hopes and salutations	Greeting cards	46
8. Opinion	<b>Living Abroad</b> – Impressions of life in another country	Feelings, impressions, likes and dislikes	3-paragraph essay	52
9. Opinion	<b>A Social Problem</b> – Issues and answers	Problems and consequences, causes, solutions	3-paragraph essay	58

<b>Language Review 3</b>	Vocabulary J-E translation Cloze			64
<b>10.</b> Business	<b>Study Abroad</b> – Contacting a language school overseas	Formal request and reply, application form	Self-introduction	66
<b>11.</b> Business	<b>A New Employee</b> – Dealing with a staff member from abroad	Formal letter layout, directions, instructions, giving useful information	Information notices	72
<b>12.</b> Business	<b>Getting a Job</b> – The application and interview process	Job ads, experience and qualifications, applications	Employment interview	78
<b>Language Review 4</b>	Vocabulary J-E translation Cloze			84
<b>Appendix</b>	Journal Writing			86

# CHAPTER ONE

## Keeping in Touch



### I. Reading and Vocabulary

- Check the words in bold in this mail using a dictionary. For each word find two meanings—the meaning as used in the mail, and a different meaning.

(辞書を使って太字部分の意味を調べなさい。それぞれの語についてメールで使われている意味と、それとは別の意味を見つけなさい。)

To: maureen201@hotmail.com

Cc: \_\_\_\_\_

Subject: Thanks for the photos



Dear Maureen,

Many thanks for your letter and the photos you **enclosed**. It was so nice to see the pictures of the children. I'm glad to hear that all are so well. Philip has really grown up, hasn't he? I **suppose** he's going to be like his Dad!

Everybody here is fine, though there's not much news to report. Sally has gone on a class trip to London. She's still enjoying her new school very much and she's made quite a few new friends. She's also joined the tennis club and she's been **attending** training 3 or 4 times a week since the beginning of **term**. I wish I had her energy!

George is much busier than before at the **printing** office and always feels very tired when he comes home in the evening. He doesn't get along with his

boss, either, so he's not very happy at the moment. I really wish he could take it easy.

As for me, I've just started a part-time job in Honiton Way shopping center, and I'm also taking an evening class in Indian cooking. I don't know why I chose this—I just wanted to start something new.

Anyway, I'd better say goodbye now—I have to start getting dinner ready. I hope you have a nice time in Spain—don't get too sunburnt, and don't forget to send me a postcard!

Say hello to Rob for me.

BFN, Wendy

Notes \_\_\_\_\_

**well** 「健康な、元気な」 **grown up** 「成長して」 **quite a few** 「かなりたくさん」 **term** 「学期」  
**take it easy** 「無理をしない」 **As for me** 「私はどうかと言えば」 **sunburnt** 「日焼けして」  
**BFN** = Bye for now 「それではこれでさよなら、それではまたね」

1. enclosed

\_\_\_\_\_ (Same meaning)  
\_\_\_\_\_ (Different meaning)

2. suppose

\_\_\_\_\_ (Same meaning)  
\_\_\_\_\_ (Different meaning)

3. attending

\_\_\_\_\_ (Same meaning)  
\_\_\_\_\_ (Different meaning)

4. term

\_\_\_\_\_ (Same meaning)  
\_\_\_\_\_ (Different meaning)

5. printing

\_\_\_\_\_ (Same meaning)  
\_\_\_\_\_ (Different meaning)

## 2. Answer / Ask / Tell

1. What did Maureen send to Wendy?

---

2. Who is visiting London right now?

---

3. Why is George so tired?

---

4. Does Sally \_\_\_\_\_ ?

Yes, she does. She loves tennis.

5. Is George \_\_\_\_\_ moment?

No, I'm afraid he isn't. He's too busy.

6. Is Wendy \_\_\_\_\_ class?

Yes, she is. She's doing Indian cooking.

7. Tell me about your family.

---

---

---

8. Tell me about your part-time job.

---

---

---

9. Tell me about your junior high school club.

---

---

---

### 3. Writing Tips

- ▶ Read this list of useful sentences, and then complete the **Sentence Starters** below.  
(次の文を読み、**Sentence Starters** の文を完成しなさい。)

#### *Informal Mail—Opening*

Many thanks for your letter.

It was so nice to hear from you.

I'm glad to hear that you've got over the flu.

#### *Informal Mail—Closing*

I have to go shopping, so I'd better stop now. / I'll say goodbye now.

I hope you have a nice time in Hawaii.

Don't get too sunburnt. / Don't work too hard.

Don't forget to send me a card. / Don't forget to phone me.

Have a nice weekend!

Love to you and the family.

Bye for now. / See you soon. / Good luck.

#### *Present Activities*

Sally is still enjoying her new school.

Wendy is taking an evening class.

George always feels tired. / He doesn't get along with his boss.

Sally has made friends. / Wendy has just started a part-time job.

George has been working very hard recently.

## Sentence Starters

(ex.) Many thanks for helping us to move house last week.

1. It was good to \_\_\_\_\_
2. I'm glad to hear that \_\_\_\_\_
3. I have to \_\_\_\_\_,  
so I'll say goodbye now.
4. I hope you \_\_\_\_\_
5. Don't forget to \_\_\_\_\_
6. My mother is still \_\_\_\_\_
7. I always feel tired when \_\_\_\_\_
8. I've been \_\_\_\_\_ recently.



### Wordplay

英語のメールでは“hello”や“goodbye”はめったに使われません。その代わりに使われる言葉がたくさんあります。

(<<http://news.bbc.co.uk/1/hi/uk/3125891.stm>>を参照)

次の語で“hello”を意味するものには(H)を、“goodbye”を意味するものには(G)を各語の右隣に書きなさい。

<i>Hey</i>	<i>Cheers</i>	<i>Au revoir</i>	<i>Howdy</i>	<i>Hasta la vista</i>
<i>G'day</i>	<i>Hola</i>	<i>See you</i>	<i>Ciao</i>	<i>Hi</i>



