



ACTIVITY SHEET

EPISODE 26: GENERAL TASK WRITING

Practise and consolidate your learning about General Task Writing by completing our activities.

Remember you can refer to the study notes for this episode if you need help.

ACTIVITY 1

Match the purpose on the left with the correct statement on the right.

	Purpose		Statement
1	Giving information	a	I am writing to report an accident.
2	Requesting information	b	Please excuse the behaviour of the group at the restaurant last night. I apologise for any inconvenience
3	Giving instructions	c	I regret to inform you that
4	Relating an event	d	The house you are looking for is rather old....
5	Giving good news	e	I am writing in response to your call for ideas for the new recreation park. I would like to suggest
6	Giving bad news	f	There will be a Project Management Training Program beginning
7	Complaining	g	It gives me great pleasure to
8	Describing	h	Please follow these directions when
9	Advising or suggesting	i	I am interested in your Computing Course and would like further information
10	Apologising	j	The service in your hotel is not up to standard and I am writing to



ACTIVITY 2

Choose the best word to complete the sentence.

1. I am writing to your office rectify several mistakes in your recent newspaper article about our language courses.
a. for b. so as to c. to
2. My payment was delayed a fault with my on-line account.
a. for b. because of c. by
3. You suggest I arrive on 1 January. this is a public holiday, I think transport might be a problem.
a. since b. owing to c. unfortunately
4. I enclose a photocopy of the main page in my passport requested.
a. since b. as c. because
5. The noise in the restaurant that night was a large group celebrating a birthday.
a. due to b. because c. since
6. I this does not happen again.
a. hope b. want c. wish
7. something is done about the noise, I will be forced to take further action.
a. when b. unless c. if
8. something is not done about the garbage in the street, I will be forced to take the matter further.
a. when b. unless c. if
9. I receipt of your letter and I gratefully accept your kind offer.
a. appreciate b. acknowledge c. take
10. Unfortunately your application arrived after the due date. we cannot allow you to enrol in this semester.
a. as a result b. that is because c. for this



ACTIVITY 3

Choose the best word to complete the sentence.

1. you require any further information, please do not hesitate to contact me.
a. should b. unless c. when
2. Would you forward information on all language courses you offer.
a. to b. please c. like
3. Please arrange have the air conditioning fixed before we return from holidays.
a. to b. for c. someone
4. you don't mind, could we please meet earlier – at 9.00 am rather than 10.00?
a. would b. could c. if
5. It would be if you could arrive on time in future.
a. appreciative b. appreciated c. appreciate
6. I have a copy of the latest student handbook please.
a. should b. may c. shall
7. I would be if you could forward a copy of the latest handbook.
a. gratefully b. greatfully c. grateful
8. I to advise you that tonight's concert has been cancelled.
a. sorry b. regretfully c. regret
9. Would you be so kind to advise all passengers of the cancellation.
a. as b. if c. for
10. I like to remind you that smoking is not permitted in any part of the college.
a. will b. would c. do



ACTIVITY 4

Complete the letter giving directions to a friend's house by choosing the correct word from the box.

cross	divides	when	take	immediately
follow	at	south	opposite	further

To get to my house, I'd suggest you 1. _____ a train.
 Get off the train at Central Station and exit from the 2. _____ end of the platform.
 When you come out of the tunnel, the path 3. _____ into two.
 Take the right path and 4. _____ it through the park.
 5. _____ you come to the road, turn left and walk three blocks.
 At the traffic lights, 6. _____ the road to the other side.
 7. _____ the Post Office on the corner, turn right.
 About a hundred metres 8. _____ on you will see the local public school.
 9. _____ after that, take the turn on the right.
 My house is 10. _____ the pharmacy.

ACTIVITY 5

Match the informal choice on the left with the formal choice on the right.

	Informal		Formal
1	Here is	a	It would be appreciated if you ...
2	you asked for	b	Should you require
3	I'd like you to	c	Due to
4	If you need	d	I suggest that you
5	Because of	e	Please provide
6	If you don't do anything ...	f	Attached please find
7	Why don't you	g	I apologise that I ...
8	I'm sorry that I	h	Please forward
9	Give me ...	i	you requested
10	Send me	j	Unless something is done about

ANSWERS ACTIVITY 1

Match the purpose on the left with the correct statement on the right.

	Purpose		Statement
1	Giving information	f	There will be a Project Management Training Program beginning
2	Requesting information	i	I am interested in your Computing Course and would like further information ...
3	Giving instructions	h	Please follow these directions when
4	Relating an event	a	I am writing to report an accident.
5	Giving good news	g	It gives me great pleasure to ...
6	Giving bad news	c	I regret to inform you that
7	Complaining	j	The service in your hotel is not up to standard and I am writing to
8	Describing	d	The house you are looking for is rather old....
9	Advising or suggesting	e	I am writing in response to your call for ideas for the new recreation park. I would like to suggest
10	Apologising	b	Please excuse the behaviour of the group at the restaurant last night. I apologise for any inconvenience

ANSWERS ACTIVITY 2

Choose the best word to complete the sentence.

- I am writing to your office **to** rectify several mistakes in your recent newspaper article about our language courses.
- My payment was delayed **because of** a fault with my on-line account.
- You suggest I arrive on 1 January. **Since** this is a public holiday, I think transport might be a problem.
- I enclose a photocopy of the main page in my passport **as** requested.
- The noise in the restaurant that night was **due to** a large group celebrating a birthday.
- I **hope** this does not happen again.
- Unless** something is done about the noise, I will be forced to take further action.



8. **If** something is not done about the garbage in the street, I will be forced to take the matter further.
9. I **acknowledge** receipt of your letter and I gratefully accept your kind offer.
10. Unfortunately your application arrived after the due date. **As a result** we cannot allow you to enrol in this semester.

ANSWERS ACTIVITY 3

Choose the best word to complete the sentence.

1. **Should** you require any further information, please do not hesitate to contact me.
2. Would you **please** forward information on all language courses you offer.
3. Please arrange **to** have the air conditioning fixed before we return from holidays.
4. **If** you don't mind, could we please meet earlier – at 9.00 am rather than 10.00?
5. It would be **appreciated** if you could arrive on time in future.
6. **May** I have a copy of the latest student handbook please.
7. I would be **grateful** if you could forward a copy of the latest handbook.
8. I **regret** to advise you that tonight's concert has been cancelled.
9. Would you be so kind **as** to advise all passengers of the cancellation.
10. I **would** like to remind you that smoking is not permitted in any part of the college.

ANSWERS ACTIVITY 4

Complete the letter giving directions to a friend's house by choosing the correct word from the box.

cross	divides	when	take	immediately
follow	at	south	opposite	further



To get to my house, I'd suggest you **take** a train.
 Get off the train at Central Station and exit from the **south** end of the platform.
 When you come out of the tunnel, the path **divides** into two.
 Take the right path and **follow** it through the park.
When you come to the road, turn left and walk three blocks.
 At the traffic lights, **cross** the road to the other side.
At the Post Office on the corner, turn right.
 About a hundred metres **further** on you will see the local public school.
Immediately after that, take the turn on the right.
 My house is **opposite** the pharmacy.

ANSWERS ACTIVITY 5

Match the informal choice on the left with the formal choice on the right.

	Informal		Formal
1	Here is	f	Attached please find
2	You asked for	i	You requested
3	I'd like you to	a	It would be appreciated if you ...
4	If you need	b	Should you require
5	Because of	c	Due to
6	If you don't do anything ...	j	Unless something is done about ...
7	Why don't you	d	I suggest that you
8	I'm sorry that I	g	I apologise that I ...
9	Give me ...	e	Please provide
10	Send me	h	Please forward