

## Unit 1

### NEW EMPLOYEE ANNOUNCEMENT

#### Before You Write

- Announcement, Education, Work experience, Welcome

## Unit 2

### LETTER TO THE EDITOR

#### Before You Write

- few traffic lights
- few safe crosswalks
- dangerous
- slow traffic
- few bus lines
- many cars on the road
- many traffic jams
- more noise
- more pollution

## Unit 3

### EMAIL ABOUT YOUR HOME

#### Before You Write

- Advantages: in a nice area, not as expensive as the old place/the rent is lower
- Disadvantages: smaller than the old place, not as many windows, not enough closet space
- Wishes: bigger living room, more space for furniture, didn't have to sell the sofa

## Unit 4

### ARTICLE WITH TIPS

#### Before You Write

#### A

- c
- e
- b
- a

## Unit 5

### EMAIL WITH PLANS FOR VACATION

#### Before You Write

- Possible plans
- Possible plans
- Plans
- Advice
- Advice

## Unit 6

### NOTES WITH REQUESTS

#### Before You Write

#### A

- c
- a
- b

#### B

- take the garbage out tomorrow (before you go to work); garbage collector only comes Tuesdays
- put things back in the refrigerator (after you use them); had to throw the milk out

## Unit 7

### NOTE WITH INSTRUCTIONS AND ADVICE

#### Before You Write

- Items 1, 2, and 3 are about things in the house.  
Items 4, 5, and 6 are about the neighborhood.

## Unit 8

### ARTICLE ABOUT HIGH SCHOOL STUDENTS

#### Before You Write

Answers will vary.

## Unit 9

### ADVICE LETTER

#### Before You Write

#### A

Answers will vary.

#### B

- Accept the offer/new job.; You will feel less secure.
- Ask for time to think about it.; Someone else may get the job.

## Unit 10

### AD FOR A JOB

#### Before You Write

- Answers will vary.
- a
- b
- Answers will vary.

**Unit 11****BROCHURE ABOUT A LANDMARK****Before You Write****A**

1. History
2. Attractions
3. Location

**B**

1. was built; was opened; was damaged; were killed; wasn't damaged
2. is visited
3. is located

**Unit 12****COVER LETTER****Before You Write**

- 3 request for an interview
- 1 job he's applying for
- 2 relevant experience

**Unit 13****BOOK REVIEW****Before You Write**

1. Title, Author, Story, Reviewer's opinions

**Unit 14****TRAFFIC RULES****Before You Write**

1. c, e
2. a, f
3. b, d

**Unit 15****EMAIL WITH ADVICE FOR A FRIEND****Before You Write**

1. Bob
2. Andrea
3. Andrea

**Unit 16****NOTES WITH DIFFERENT PURPOSES****Before You Write**

2. to ask for information
3. to make an offer
4. to give a warning
5. to invite
6. to ask for a favor