

M.M. Tursunov, M.O'. Ubaydullayeva

# BOOST YOUR WRITING



ISBN 978-9910-9777-3-2



O'quv qo'llanma

O'ZBEKISTON RESPUBLIKASI OLIY TA'LIM, FAN VA  
INNOVATSIYALAR VAZIRLIGI

BUXORO DAVLAT UNIVERSITETI

*M.M.Tursunov, M.O'.Ubaydullayeva*

# BOOST YOUR WRITING

*(O'qish va yozish amaliyoti)*

O'QUV QO'LLANMA

BUXORO – 2023  
«DURDONA» nashriyoti

**81.2Ingl-8**

**811.111'35(075.8)**

**T 87**

**M.M.Tursunov, M.O'.Ubaydullayeva**

“Boost your writing” “O’qish va yozish amaliyoti” [Matn] : o’quv qo’llanma / M.M.Tursunov, M.O'.Ubaydullayeva - Buxoro: "Sadridin Salim Buxoriy" Durдона, 2023.-104 b.

**UO'K 811.111'35(075.8)**

**KBK 81.2Ingl-8**

**TAQRIZCHILAR:**

Z.I. Rasulov

- f.f.n., BuxDU ingliz tilshunosligi kafedrasini mudiri, dotsent

N.F.Qosimova

- f.f.n. BuxDu tarjimashunoslik va lingvodi-daktika kafedrasini mudiri, dotsent

Mazkur o’quv qo’llanma “o’qish va yozish amaliyoti” fanining “yozish” moduli bo’yicha oliy o’quv yurtlarining xorijiy tillarga ixtisoslashgan yo’nalishlarining II hamda III bosqich, nofilologik yo’nalishlarning III, IV bosqich talabalari hamda magistrantlar uchun mo’ljallangan.

O’quv qo’llanmada talabalarining yozma nutqlarini shakllantirish hamda rivojlantirish bo’yicha bir qator yangi texnik vositalardan foydalanilgan. Turlimashqlar yordamida talaba u yoki bu mavzu bo’yicha to’liq tasavvurga ega bo’lishi, mavzuga oid yetarli leksik birliklar bilan tanishishi, yozish mavzusi bo’yicha namunaga asosan o’z yozma materialini yaratishi mumkin.

*Ushbu “Boost your writing” o’quv qo’llanmasi BuxDU Ingliz tilshunosligi kafedrasining “2023- yil, 1-mart” kungi yig’ilishida muhokama qilingan, Filologiya fakulteti kengashining “2023-yil, - may”kungi -yig’ilishi qarori bilan nashrga tavsiya qilingan.*

**ISBN 978-9910-9777-3-2**

**© M.M.Tursunov, M.O'.Ubaydullayeva**

## CONTENTS:

1. Application letter.....	4
2. Argumentative essay .....	7
3. Article review (newspaper and magazine articles).....	11
4. Article writing.....	14
5. Cover letter.....	17
6. Description of charts and graphs .....	20
7. Informative report .....	24
8. For and against essay writing.....	29
9. Opinion essay .....	33
10. Problem solution essay .....	37
11. Recommendation letter .....	41
12. Assessment reports.....	44
13. Review writing (product, event) .....	48
14. Survey reports .....	52
15. Letters of request.....	57
16. Letters giving information .....	60
17. Letters giving an opinion .....	64
18. Letters of complaint .....	71
19. Letters of apology .....	75
20. Transactional letters .....	79
21. Proposal reports .....	84
22. Map writing.....	90
23. Process essay writing .....	97
<b>Bibliography.....</b>	<b>105</b>

## KIRISH

Mamlakatimizda “Chet tillarni o’rganish tizimini yanada takomillashtirish chora-tadbirlari to’g’risida”gi PQ 1875-sonli qarorning qabul qilinishi hozirgi kunda ta’lim tizimining barcha bosqichlarida talabalarga chet tillarini uzluksiz o’rganishni tashkil qilish, zamonaviy o’quv-uslubiy materiallar bilan ta’minlashni yanada takomillashtirish, shuningdek, zamonaviy pedagogik va axborot-kommunikasiya texnologiyalaridan foydalanib chet tillarni o’rganish, o’rganilgan bilim, ko’nikmalarni mustaqil ravishda amalda qo’llashga o’rgatish chet tili o’qituvchisi zimmasidagi eng katta mas’uliyat hisoblanadi.

Mazkur “o’qish va yozish amaliyoti” fanining “yozish” moduli bo’yicha oliy o’quv yurtlarining xorijiy tillarga ixtisoslashgan yo’nalishlarining II hamda III bosqich, nofilologik yo’nalishlarning III, IV bosqich talabalarini hamda magistrantlar uchun mo’ljallangan.

O’quv qo’llanmada talabalarning yozma nutqlarini shakllantirish hamda rivojlantirish bo’yicha bir qator yangi texnikalardan foydalanilgan. Turli mashqlar yordamida talaba u yoki bu mavzu bo’yicha to’liq tasavvurga ega bo’lishi, mavzuga oid yetarli leksik birliklar bilan tanishishi, yozish mavzusi bo’yicha namunaga asosan o’z yozma materialini yaratishi mumkin.

Mazkur o’quv qo’llanmada bugungi kunda har bir talabaga ingliz tilida eng zarur bo’lgan yozma nutqga oid mavzular kiritilganki, ularning o’zlashtirish jarayoni yangi metod va texnikalar yordamida ancha oson kechadi.

# APPLICATION LETTER

**1-task: look at the job ads and tell your partner how you are going to apply for it.**  
**brainstorming**



**2-task: write what personal information should be included in an application letter.**

---

---

---

---

---

---

**3-task: match the content parts (1-6) of an application letter to the appropriate letter paragraph.**

- |                                 |                    |
|---------------------------------|--------------------|
| 1) education and qualifications | a) Paragraph 1     |
| 2) closing remarks              | b) Paragraph 2     |
| 3) personal qualities           | c) Paragraph 3     |
| 4) previous experience          | d) Paragraph 4     |
| 5) suitability                  | e) Paragraph 5     |
| 6) state reasons for writing    | f) Final paragraph |

**4-task: put the sentences used in an application letter in the appropriate column.**

I have received training in .....

I am writing to apply for the post of .....advertised in yesterday's .....

I am due to take my final examinations in June .....

Please, find enclosed my CV from .....

I would be available for an interview at any time .....

I obtained a diploma in .....

I am writing in connection with regard to the vacancy in your Sales department, as advertised in *The Times* on 14<sup>th</sup> of October .....

I am currently working as.....

Please, contact me should you have any further questions.....

I have successfully completed a course in (subject) at (place).....

To begin letters	Experience/Qualifications	To end letters

**5-task: think and write differences between two application letter types.**

a) An application letter for a job: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) An application letter for a place on an educational course: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6-task: read the model of an application letter and mark the paragraphs of it.**

Dear Sir/Madam,

Paragraph \_\_\_\_\_

I am writing to apply for the place of a hotel manager at Zargaron Plaza Hotel in Bukhara as it was advertised in the Thursday's edition of the newspaper "Buxoro Yoshlari".

Paragraph \_\_\_\_\_

I graduated from the Bukhara State University in 2008 with a bachelor degree in tourism Studies. I have been working as a hotel administrator at one of the private inns in our city. Prior to this, I worked as a travel advisor at the Bukhara Touristic Centre for some time as well. I hold certificates in computer graphics, in Spanish and Korean language courses. Besides, I can add that I had professional development abroad, exactly in the United States of America, at Miami Central Hotel, in Miami city. I had good opportunities to implement that experience in practice in hotel business sphere. Furthermore, I speak Spanish and Korean fluently.

Paragraph \_\_\_\_\_

I am extremely interested in the available post as I would like to develop professionally, to upgrade my present status from a hotel administrator to a hotel manager. I am friendly, enthusiastic, motivated and persevering. Guests have always given positive feedback about my service at the hotel.

Paragraph \_\_\_\_\_

Your hotel has got very good reputation among tourists visiting Uzbekistan annually. The hotel has been built due to modern constructing principles and has got excellent facilities for tourist to stay, for staff to work. Your hotel is functioning in the system "everything is included" that is a modern way of offering service in the field. I am very interested in this modern attitude to service.

Paragraph \_\_\_\_\_



I have enclosed a copy of my CV. Please, contact me for getting further information about me. I hope you will consider my application and I look forward to hearing from you very soon.

Sincerely Yours,

Malik Mehmonov

**7-task: replace underlined sentences with others in the passage.**

**8-task: now write an application letter on the theme below.**

You have graduated from the University and got a bachelor degree in teaching languages. You have seen an advertisement in the newspaper for the vacancy of a language teacher at local secondary school. Write a letter of application giving information about yourself, your qualifications, certificates and others including statements why you can be suitable for getting this job.

### ARGUMENTATIVE ESSAY

**1-task: look at the photos and answer questions related to them.**

- a) Should animals be kept in zoos? Give your arguments.
- b) Should schools establish the same uniformed system for everyone? Give your arguments.



**2-task: put the definitions of introductory parts of the argumentative essay in a correct column.**

- a) State the position to be argued in the essay with the major points that you will present;
- b) Capture attention of your readers with some context: a question, quotation, an anecdote, some factual information, some historical background;
- c) Narrate the key events behind your case – give basic information about your issue;

Hook	Background information	Thesis statement

**3-task: now write an introductory part of the argumentative themes in Ex.1.**

Introduction:

- a) Hook \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- b) Background information \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- c) Thesis statement \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4-task: work in pairs and decide what should be written in the main body of the argumentative essay.**

Proof (three paragraphs) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Refutation (one paragraph) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5-task: write arguments on the theme below with the help of these parenthetical expressions and put them in appropriate orders logically.**

The primary mission of a university is to prepare students for future workforce

On the one hand \_\_\_\_\_

Unfortunately \_\_\_\_\_

However \_\_\_\_\_

First of all \_\_\_\_\_

Secondly \_\_\_\_\_

The most important point is that \_\_\_\_\_

Nevertheless \_\_\_\_\_

On the other hand \_\_\_\_\_

Furthermore \_\_\_\_\_

**6-task: read the model of an argumentative essay and write arguments down.**

---

---

---

---

---

---

Plastic surgeries should be banned

Humanity has always tried to develop both physically and mentally. Especially, women try and use every possible method or technique to look great. Today, plastic surgeries have become common occurrence; thousands of women are ready to pay a huge sum of money to get plastic surgery made. But I am convinced that plastic surgeries harm people physically and morally destroying moral principles of society. As it is a controversial theme, it should be thoroughly learnt, analyzed to find out possible truth to the dilemma?

As I have mentioned above, plastic surgeries are causing a lot of problems all over the world. People ceased to accept constitutions, face forms given by nature, they attempt to oppose against powerful, mighty nature claiming their own superiority over

sacred powers. It is morally incorrect, human beings should thank nature for being created, be grateful.

Furthermore, we have become witnesses of several fatal results of these operations as well. Can there be anything more important than a human being's life on earth? Surely, no. but why do people put their lives at risk being aware of some probable dangers? Without any doubt, the reason of this is that mass media is keeping advertising, agitating advantages of plastic surgeries to the public. They demonstrate colourful examples of successful operations which changed some people's lives totally; however they prefer to keep unsuccessful instances in secret.

Nevertheless plastic surgeries are dangerous to have, there are still thousands of women and girls agree to lie on the operation table to change their face forms. Another reason why they approve of plastic surgeries is that try to look like their ideals in show business. That is also somehow problematic issue growing minute by minute. To clarify, fanaticism causes this trend. Thousands of teens who are crazy about some singers or actors are ready to deform their faces in the plastic surgeries. Probably, they do not realize what risks they are doing, how they hurt their bodies lying under the knife. Teens are easily impacted by mass media's agitation.

Some people give supportive arguments on this question. They approve of plastic surgeries claiming that every human being has rights to look better or change for their sweethearts. Such claims are misleading, incorrect, as there are some natural or other medical treatments to make some corrections in this or that part of a human being's body. This process should be done step by step by natural herbs or treatments not on the operation table.

Moreover, supporters of plastic operations present arguments on mental base, they claim that such operations play vital roles in treating stress. On one hand, it can be true, as plastic operations may assure people that they are attempting to change, develop or do something better in their lives, but on the other hand it is mischief to believe in. Consequently, it this process may turn out to be useless or even more stressful.

To conclude, I can definitely approve of the opinion related to the ban of plastic operations as this causes a lot of problems and troubles in social lives of people. These operations may end tragically, knowing this fact we should not allow doctors to make such operations in future. We should take quick steps to prevent probable fatal endings in plastic operation process.

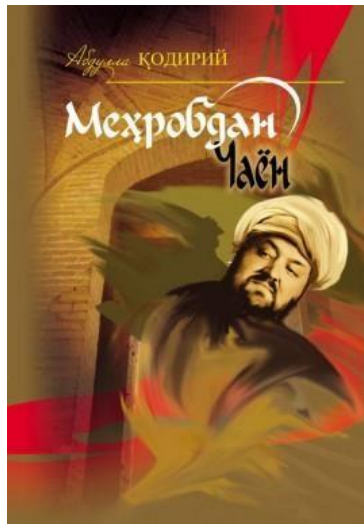
**7-task: replace underlined words in the passage.**

**8-task: now write an argumentative essay in about 300 words choosing one of the themes below.**

- a) Social networks should be banned for teenagers.
- b) Grades do not totally indicate intelligence or effort of learners.

### **ARTICLE REVIEW (NEWSPAPER AND MAGAZINE ARTICLES)**

**1-task: look at the photos and tell their brief plot to your partner.**



**2-task: now discuss and think over the probable article headings to the books in ex.1.**

**3-task: look at the article headings below and tell your partner what they can be about.**



**4-task: match paragraphs 1-5 to their contents a-e.**

- 1) Paragraph 1 (introduction) a) comments on various features
- 2) Paragraph 2 b) overall assessment of an article
- 3) Paragraph 3 c) the main points of the plot
- 4) Paragraph 4,5 d) background, type of an article and the main idea of it
- 5) Final paragraph (conclusion) e) explanation of some points given in the article

**5-task: put the following useful phrases and statements into the appropriate column.**

To begin reviews	To end reviews

**6-task: read the model of an article review and think over an appropriate heading for it.**

This informative article is devoted to teaching English as a second language to foreign countries' learners. The article deals with some methodological, teaching points which are global in this field today. The theme of the chosen article is related to teaching English with the help of Internet. The author points out the main features of using Internet in classes, clarifies pros and cons of implementing it in class.

The article mainly focuses on special methods, techniques and tools with the help of which a teacher may conduct a lesson. First of all, the author points out that Internet can be used as a source of information but there can be found some other ways to implement it in a wide range of points as well. For instance, Internet can be useful to organize an on-line conference between the class and a specialist in some discussed themes. It can be an authentic material with which learners can enjoy the real English communication and see the specialist in flesh. Different ways of using Internet in class are demonstrated in the article.

The author describes every stage of the Internet using in details. Besides, he focuses on pros and probable cons of using Internet in class. Also, the role of teacher and learners are clearly depicted in the article. Such classes can never be called teacher-centered lessons as the teacher plays a role of a facilitator here. He just controls the process in class. Learners play active roles to perceive, analyze and then present data taken with the help of Internet.

The article also gives some examples of the implemented classes of English with the assistance of Internet as well. For example, using net as an on-line smart board or as a projector and etc. After a teacher, Mr. Brown presents the theme “the weirdest cuisines in the world” in Brighton language school, he connects to Internet to demonstrate how a chef in Morocco is preparing a local Arab sweet lively; that process is presented to learners in on-line regime. The teacher asked three learners to comment on each action of the chef in English, the live English communication is being held in class. By presenting some examples of using Internet in class, the author focuses on advantages of using it. However, there can be met some disadvantages including technical challenges or having some lazy addictions to net surfing.

All in all, the article is worth reading for both teachers and students of language faculties. As it gives a clear vision of methods and techniques connected with Internet and use of it in class; besides, examples presented support the theoretical data of the author. I strongly recommend all language teachers and students to read the article.

**7-task: read the review again and answer the questions below.**

- a) What is the main purpose of writing this review?
- b) What paragraphs are used in writing the review?
- c) What information is included in the introduction part of the review?
- d) What features are discussed in the main body of the review?
- e) What points of the article can be added in the review?
- f) How is the conclusion part written? What data does conclusion part contain?

**8-task: find a newspaper article on teaching a foreign language and write a review on this article analyzing each main point clearly and in details.**

## ARTICLE WRITING

**1-task: look at the titles of the articles and tell what they can be about.**



**2-task: work in pairs and find the correct ending of the following.**

- a) The style of the article may be .....
- b) In articles you should avoid extremely vivid description, .....
- c) Appropriate use of .....will make your writing more interesting.
- d) Begin each paragraph with a clear .....
- e) A title or a headline of the article should be .....

**3-task: think and write examples of an article title due to each rule.**

- Use the Present Simple tense to describe events which have happened very recently; \_\_\_\_\_



- Omit the verb “be” when using the passive voice to depict a past event;  
\_\_\_\_\_
- Use the construction “to be + past participle” to use the passive voice to describe a future event; \_\_\_\_\_
- When using the active voice to describe a future event, write the to+ infinitive from only; \_\_\_\_\_
- Avoid using prepositions where possible;  
\_\_\_\_\_
- Use abbreviations; \_\_\_\_\_

**4-task: write an introduction part of the following themes.**

a) Smoking dangers to the youth

---



---



---



---

b) Crisis in Uzbek football?!

---



---



---



---

**5-task: read the model of an informative article for local newspaper and point out what is written in each paragraph.**

**MYSTIC CAVE IN THE HILLS**

Uzbekistan is rich in different historical and cultural heritages passing from generation to generation. They reveal data related to the past of our nation proving that this land has always been rich in the greatest and outstanding personalities, fascinating historical monuments demonstrating the power and might of the country. Samarkand, Bukhara, Khiva are cities known all over the world for their historical monuments, citadels, walls, towers, mosques and madrasahs. One of the mystical sites

in Samarkand still keeps a number of secrets and hidden issues attracting tourists all over the world. This article informs you of the mausoleum Hazrat Dovud.

The sacred cave is located in Nurabad district, about 70 kilometers from the center of Samarkand city. It is in the hills up to about 1250 meters. There are many legends connected with the sacred cave and Holy David. Some pilgrims visit the place to recover from an illness, some want their dreams to come true praying in the cave. Another legends says that Holy David wanted to hide from enemies following him, thus when he was surrendered he asked God to help him to conceal kneeling; his praying was heard and presented a magic might. With that powerful strength he was able to move stones aside with his hands; as a result he hid in the formed cave afterwards. So, the cave has become the place of pilgrimage from that period, being visited by thousands each year. They say that gigantic footprints at the entrance of the cave and fingerprints on the cave walls can still be noticed.

To get to the cave you should go up by 1303 steps, visit and pray in a small mosque, you should go to the opposite side of the mountains, there you have to go down by 200 more steps where the cave is located. Elderly or disabled people who are not able to go up the mountains on their own feet they can be taken there by horse or by donkey. The width of the cave is from 0.5 to 4 meters, the height is about 15 meters and the length is about 60 meters. The cave is lighted with the help of some lamps. While going up the hills you can see small stalls on each side from which pilgrimages can purchase water, medicinal mountainous herbs, skins and teeth of wild animals and different souvenirs.

All in all, we can surely state that sacred sites of Uzbekistan attract thousands of tourists and pilgrimages from all over the world. These historical, cultural heritages of the country are preserved to keep architectural masterpieces for future generations as well.

Introduction \_\_\_\_\_

\_\_\_\_\_

Main body: paragraph 1 \_\_\_\_\_

---

---

Paragraph 2 \_\_\_\_\_

---

Conclusion \_\_\_\_\_

---

**6-task: think and find other possible titles for the article above.**

**7-task: replace the underlined words and phrases in the passage.**

**8-task: write an informative article for local newspaper on a celebration or a festival held in Uzbekistan.**

### COVER LETTER

**1-task: look at the types of cover letter and discuss their contents.**

- a) Application letter
- b) Prospecting letter
- c) Networking letter

**2-task: work in pairs, discuss and put the word combinations in the box in an appropriate column.**

To apply for an opening job; to establish a partnership; service provider arrangement; a position in an organization; to find information; entry into a program; to solicit details; a specific scope of services;
--

Application letter

Prospecting letter

Networking letter

**3-task: now write a complete definition to differentiate types of a cover letter.**

Application letter is \_\_\_\_\_

---

Prospecting letter is \_\_\_\_\_

---

---

Networking letter is \_\_\_\_\_

---

**4-task: tick the key areas of interest that should be written in a cover letter.**

- Define the job or position you are applying for;
- Give full detailed personal interests;
- Inform the addressee how you found out about the job opening;
- Identify the skills that are relevant to the job opening;
- Clarify what probable salary may be satisfying for you;
- Give detailed description of your current company's problems in business;
- State why you are the best qualified person for the job without sounding arrogant or presumptuous;
- Point out to business errors of the company you are applying for and suggest solutions to them;

**5-task: read the sample cover letter and point to the paragraphs by naming them.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Mr. Gaybullo Alisherovich Allaberganov

25-Obod Street

Khorezm region, Khiva city

20100 Uzbekistan

10 May 2016

Mr. Nurali Nozimovich Mustafoyev

The Head Worker

Khiva Carpet Producing Company

Khorezm region, Khiva City

20200 Uzbekistan

Dear Mr. Mustafojev,

I am writing to express my interest in applying for the position of Sales Manager as published in the 2<sup>nd</sup> April issue of the Khiva Hayoti Newspaper. The job posting was known to me by the newspaper column which presented a short article dealing with the latest achievements of the company and an advertisement afterwards.

I noted in the job description that you are searching for a candidate who can grow your brand in new distribution channels in foreign countries. In my current position as the Sales Manager for Khiva Dairy Products Firm I have already posted four consecutive years of an increase averaging 6.7 % every year. Last year I was appointed to broaden the firm's business in other regions of Uzbekistan as well. Today, the firm has been exporting its products to neighboring states as the brand of the organization is spreading quickly and positively.

I believe I have the technical and fundamental skills which can be useful for implementing marketing programs and attaining sales quotas. The most important point is that I have the strong confidence, focus and determination, motivation to contribute to the development of Khiva Carpet Producing Company.

Thank you for taking time to review my papers. I wish your company kept on growing and having success in the years ahead.

I remain hopeful my application will merit your consideration and favorite approval.

Very truly yours,

Mr. Gaybullo Alisherovich Allaberganov

**6-task: write definitions to the underlined words and phrases by replacing them.**

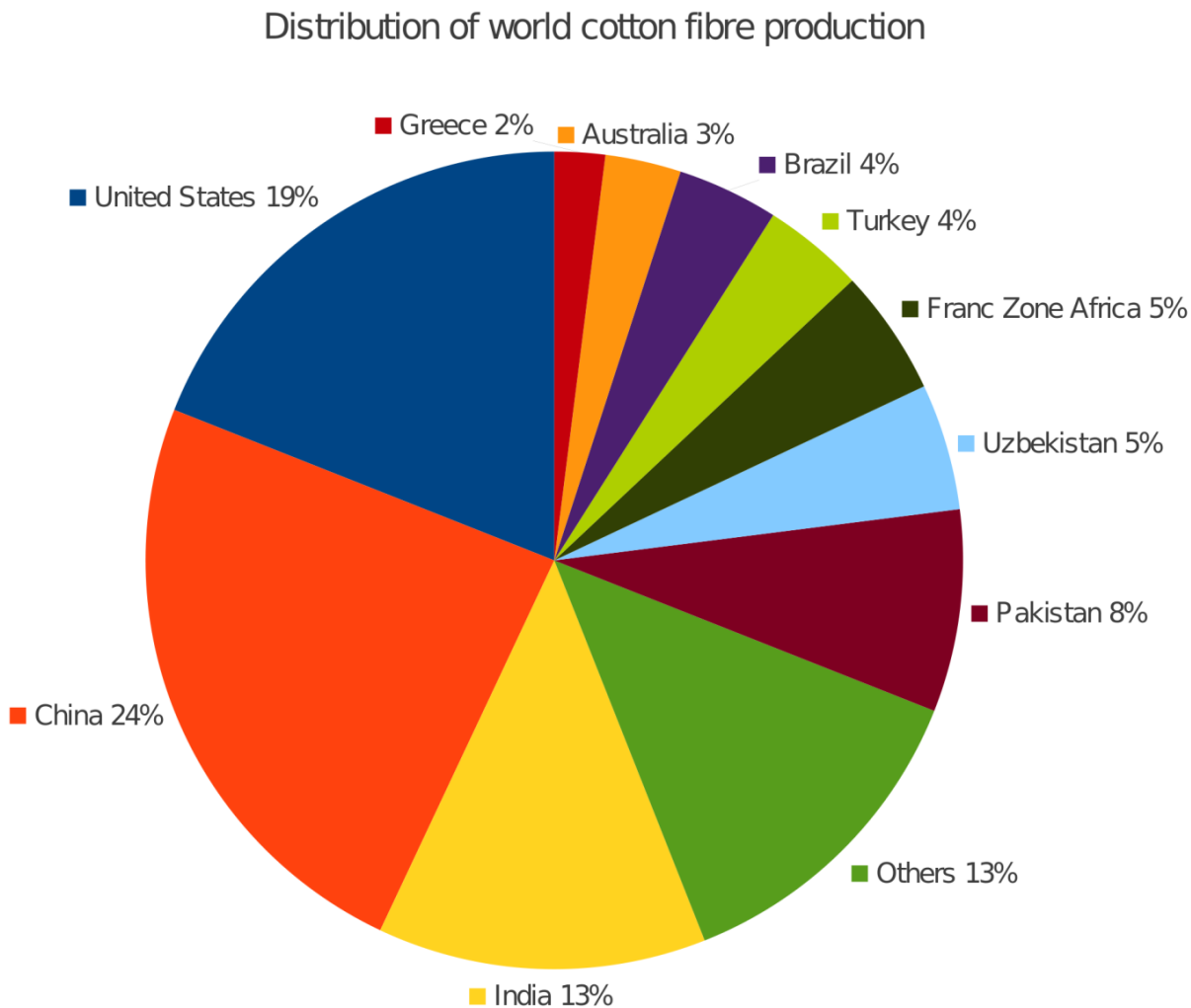
- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_
- f) \_\_\_\_\_

**7-task: now write a cover letter to the foreign organization based on the following post.**

The Prague International Language School announces a job opening for the posts of the English and Russian language teachers. Send your cover letter attached with CV to get the job.

## DESCRIPTION OF CHARTS AND GRAPHS

**1-task: look at the following pie chart and discuss the main points.**



**2-task: answer the following questions related to the pie chart in Ex.1.**

- What is the main topic of the pie chart?
- How would you start the introduction part?
- What countries in the chart have got nearly the same percentages?
- Which of them have got total advantage in distribution of world cotton fiber production?

- What grammar and vocabulary will you need to use while you are comparing the data in the pie chart?
- How would you like to make conclusions about the information in the chart?
- Can you give your personal point of view about the data in the chart above?

**3-task: compare percent numbers in the chart and write your comparative sentences below.**

We can see different numbers in the chart, if we look at the details, we can state the following. \_\_\_\_\_

---



---



---



---



---



---



---



---

**4-task: work in pairs, discuss and divide verbs describing an increase or a decrease used in graph and chart comparisons.**

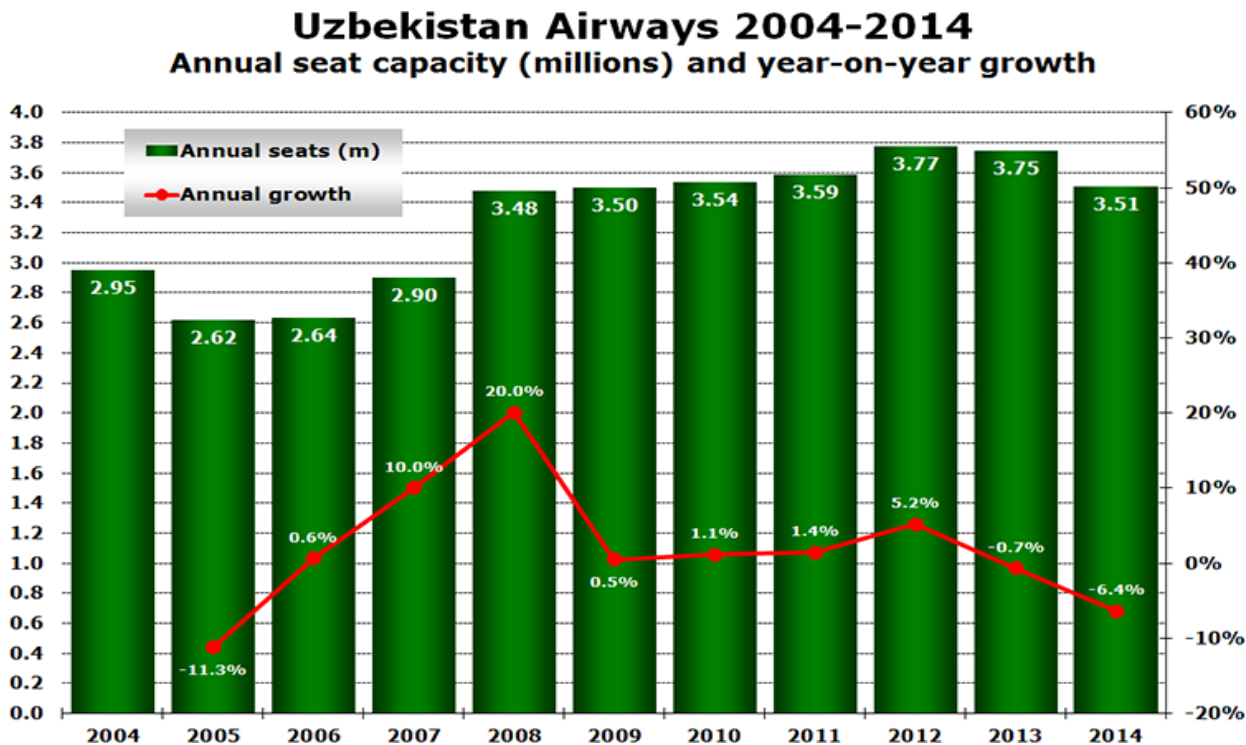
double; go down; go up; shoot up; surge; rocket; jump; increase; fall; halve; improve; decrease; drop; grow; plummet; rise; plunge; soar;

Verbs to describe increases	Verbs to describe decreases

**5-task: look at the graph below and read the model of describing it and replace underlined words, phrases.**

The graph below shows the number of annual seat capacity and year-on-year growth in Uzbekistan Airways between 2004 and 2014.

Summarize the information by selecting and reporting the main features, and make comparisons where relevant.



The graph shows information about the annual seat capacity and year-on-year growth in Uzbekistan Airways over a period between 2004 and 2014.

Overall, what stands out from the graph is that there is a constant and stable growth trend in the seat capacity of the company while the last two years were marked with a little fall. Another interesting point is that year-on-year growth of Uzbekistan Airways showed considerable upward between 2005 and 2008, while later we can see the sudden decrease in this trend.

Looking at the details, as regards annual seats at the company, stabilized from 2005 and onwards, there was a stable increase for over next nine years; in 2012 the company reached its maximum establishing 3.77 million seats for clients. That was the highest peak of the company in the trend. However, we can see that the figure went down slightly for the first year, then remarkably in 2014. But if we focus on the whole picture, we can state that over the ten year period, there was a gradual rise to around 56 thousand annual seats presented for clients.



By contrast, year-on-year growth was quite different over periods of time. There was a significant rise from 2005 to 2008. However, later a sharp fall was pointed. From 2009 growth numbers increased steadily up to 2012. In the last two years we can witness to a significant decrease in the trend.

**6-task: divide the passage into probable paragraphs stating data it should contain.**

Paragraph 1 \_\_\_\_\_

Paragraph 2 \_\_\_\_\_

Paragraph 3 \_\_\_\_\_

Paragraph 4 \_\_\_\_\_

**7-task: write words or phrases which mean the increase or decrease.**

Words meaning increase

---

---

---

Words meaning decrease

---

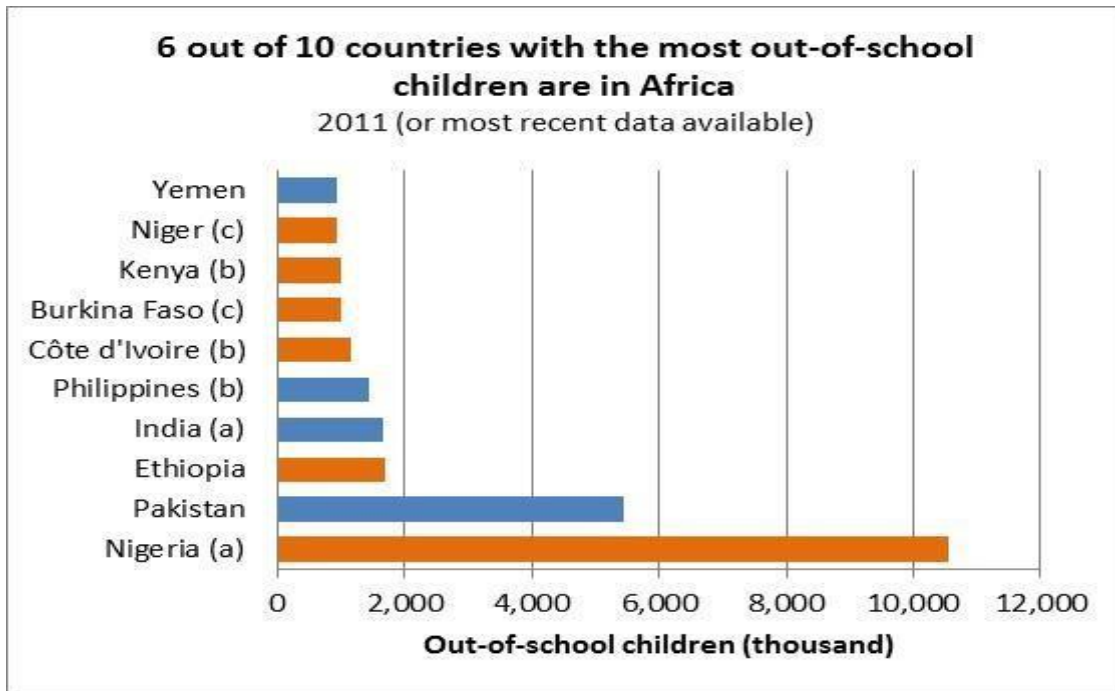
---

---

**8-task: now fulfill the following task related to graph comparison.**

The graph below shows countries where most children are out of school due to the data taken in 2011.

Summarize the information by selecting and reporting the main features and make comparisons where relevant.



## INFORMATIVE REPORT

**1-task: look at the pictures and give as much information about images in them as possible.**



**2-task: tick the correct data about informative report.**

The informative report presents information concerning the progress which has been made on a project;

The informative report is based on the analysis of taken survey results;

The informative report is written for giving proper assess and evaluation to this or that object;

The informative report presents information concerning a meeting that has taken place;

The informative report is used to send this or that letter to someone;

The informative report presents information concerning decisions which have been made concerning future action;

**3-task: discuss and write what should be written in each paragraph of the informative report.**

Introduction (Paragraph 1) \_\_\_\_\_

\_\_\_\_\_

Main body (Paragraphs 2, 3, 4, 5\*) \_\_\_\_\_

\_\_\_\_\_

Conclusion (Final paragraph) \_\_\_\_\_

\_\_\_\_\_

\*the exact number and division of paragraphs will depend on specific instructions for each report task

**4-task: look at the following themes and think due to what subheadings the informative report can be written.**

A New Year Party is going to be held at the Town Hall

The first part of charity programme has been accomplished, another part is going to be carried out

---

---

---

---

---

---

---

---

**5-task: now write the beginning and the end paragraphs of an informative report in exercise 4 with the help of the statements below.**

To begin reports: the purpose/aim/intention of this report is to outline/present/discuss the meeting held on...../the progress of.....;

As requested, this is a report concerning/regarding the matter of.....;

To end reports: To conclude/to sum up/in conclusion;

On the whole, it would be fair to conclude that ..... ;

A New Year Party is going to be held at the Town Hall: the beginning of the report

---

---

---

---

---

The end of the report: \_\_\_\_\_

---

---

---

---

The first part of charity programme has been accomplished, another part is going to be carried out: the beginning of the report \_\_\_\_\_

---

---

---

The end of the report: \_\_\_\_\_

---

---

**6-task: read the model of an informative report and answer the questions below.**

To: Musical schools, art organizations in Leicester city

From: The committee of holding musical competitions in Leicester city

Subject: The musical competition held among the youth

Date: April 3<sup>rd</sup>, 2016

#### Purpose

The purpose of this report is to outline the decision of the committee to hold a special competition among the youth of the city Leicester to find out the best alive voice. The competition is going to be held in summer, on 5<sup>th</sup> August in the central music hall of Leicester. The talented youth from the age of 18 to 28 can participate in the competition.

#### Requirements

According to the resolution of the committee the participants must have certificates of musical literacy; that is to say, they must have studied at some music schools or have taken part in previous art programmes or competitions. Besides, a video material containing a live singing of a contestant must be sent to the committee four weeks before the competition starts. The songs must be in the English language, creations in other international languages are not allowed to be presented in the competition.

#### Competition process

The contest will be held in four stages. The first stage will be “selecting stage” which will select the most talented participants out of all participants. In the second stage a special jury will focus their attentions on the voice of participants whether they will be able to sing the most complicated songs which require special voice abilities. In the third stage, remaining ten contestants will participate in shooting of a musical clip in which participants’ acting skills will be checked. In the last stage two contestants (the final phase) will compete with each other in singing the songs

chosen by the audience, the viewers will vote for the winner after listening to their singing and analyzing.

#### Awarding

The winner and the finalist of the competition will be awarded with special diplomas. Furthermore, they will be given special money reward presented by sponsors. The competition committee has announced that the two finalists will be sent to two weeks' European tour as well.

#### Conclusion

I am pleased to announce authorities of all musical schools and art organizations that arrangements on holding competitions are already done. According to the resolutions of the committee all organizational questions have already been solved as well. I hope that you will inform all volunteers who would like to take part in the contest of necessary information and will contribute to the successful arrangement of the competition.

- a) How did the writer start the informative report?
- b) What is the purpose of writing informative report?
- c) What special expressions or phrases were used to present points of the competition?
- d) How did the writer conclude the informative report?

**7-task: work in pairs and try to think over other possible sub-headings of the passage.**

**8-task: now write informative report in about 300 words on the theme below.**

You are organizing a hiking tour on the mountains which will last five days. You have been sent to the destination to get introduced with conditions and making a tour plan. Write an informative report to your superior explaining what arrangements you have made and the routine your group is going to follow.

### FOR AND AGAINST ESSAY WRITING

**1-task: look at the paired pictures below and tell advantages and disadvantages.**



a)



b)

**2-task: write about pros and cons of the following theme: “Which is better: driving a car or riding a bike?”**

Pros \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cons \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3-task: write what should be written in the following parts of “for” and “against” writing.**

**Introduction (Paragraph I)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Main body (Paragraphs II and III)** \_\_\_\_\_

\_\_\_\_\_

**Paragraphs IV and V** \_\_\_\_\_

\_\_\_\_\_

**Conclusion (Final paragraph)** \_\_\_\_\_

\_\_\_\_\_

**4-task: put the following expressions, phrases, linking words in the appropriate column.**

there is some truth in this; as a rule; needless to say; there is some truth in; a typical example of this; by and large; in other words; in most cases; that is to say; in practice; in particular; especially; indeed; to a limited extent; generally; for instance; to a certain extent; this means that; this is partly true (but); on the whole; actually; it is obvious; particularly;

<b>To introduce examples</b>	<b>To emphasize a point</b>	<b>To express reality</b>	<b>To make general statements</b>	<b>To make partially correct statements</b>	<b>To clarify a statement</b>

**5-task: read the model of for and against writing divide it into organizing parts.**

### **Internet - a tool opening a new world to teenagers?**

Nowadays a lot of teenagers all over the world use the internet widely. It has already become an essential part of mass media supplying people with necessary information of different social, cultural, political, sport events happening in the universe. Teenagers are also fully involved into the internet world which often starts



to make parents, educational institutions, psychologists, social workers worry about its being completely safe or not.

**Firstly**, internet has already covered nearly all spheres of modern society and state; it is difficult or sometimes even impossible to picture our lives without internet access or use. The number of teenagers using internet is growing rapidly, this trend will surely keep going forward in near future throughout the world. Obviously, teenagers have developed their intellectual, mental abilities quite enormously with the assistance of internet. Any necessary data about this or that phenomenon or scientific issue can easily be found by young generation in a moment. **Moreover**, it has become a wealthy source of information that contains huge bags of information.

**Secondly**, it is clear that internet has made teenagers more sociable, communicative by allowing them to get in contact with anyone abroad despite the destination distance. This means that teenagers have had opportunities of getting in touch with friends of the same age throughout the world. **For instance**, a Greek teen may have contact with a Polish friend through internet; clearly it gives a superb chance of getting to know with cultural, social conditions of their states. By this way they can automatically widen their world outlooks as well.

**However**, using internet by teenagers may cause some serious challenges in social structure. **The main disadvantage of** using internet by teenagers is that they may have some problems in finding appropriate sites due to eth ages, mentality or social status. **Needless to say** that today a number of illegal, evil-purposed net sites attempt to poison teenagers' minds with anti-humanistic ideas which may somehow affect the society issues negatively. **In other words** the internet is sometimes used for criminal purposes which cannot be welcomed by parents, teachers, social workers and other members of society.

**Another negative aspect of** net usage by teens is that they may probably find it difficult to differentiate virtual world from real one. Some teenagers are so deeply absorbed into virtual world that they forget about their direct responsibilities in education and family life. **Furthermore**, using internet for a long time may cause

some mental illnesses including memory problems, focusing attention on one thing and others.

**All in all**, as every coin has two sides it seems that to use internet appropriately, correctly is a very important issue. There can be made some rules according to which every teenager or parent may take actions. Control over using internet by teens should be taken as strong as possible. **To my mind** if internet is used with good purpose it can assist us a lot.

**6-task: replace underlined linking words, phrases in the text not changing the meaning.**

---

---

---

---

---

**7-task: think of as many points for and against keeping animals in zoos as possible, write them down.**

**For** arguments \_\_\_\_\_

---

---

**Against** arguments \_\_\_\_\_

---

---

**8-task: using information above write for and against essay in about 350 words.**

## OPINION ESSAY

**1-task: look at the pictures and tell your opinions of the messages they carry.**



**2-task: work in pairs. Discuss and tell your opinions of the following questions.**

- a) Circus animals suffer from violence, cruelty and mocking. They should not be used to entertain people. Do you agree with this statement?
- b) Television has got negative influence on children. Do you agree with this statement?
- c) There must be made special laws to limit a car driving of a citizen to some extent per day in order to ease the environmental condition of the universe. Do you agree with this statement?
- d) The UN must adopt a universal currency in order to make all world countries to have equal positions in political and economic arenas. Do you agree with this statement?

**3-task: write some arguments in the favour and against the theme.**

“Sport has become a means of political game and a tool of earning money”

Arguments in the favour of the theme \_\_\_\_\_

---

---

---

Arguments against the theme \_\_\_\_\_

---

---

---

**4-task: read the model of an opinion essay and write the content order below by pointing what should be written in each part.**

“Physical training should be compulsory item for every workplace and educational institution.”

**In general**, humanity has always tended to physical activities more than any other scientific or research works. It is probably natural demand of a person to get some physical commitments. But an ordinary question appears: do modern people get enough physical training today? That is somehow disputable matter.

**To begin with**, almost all educational institutions offer some physical training classes for their students. It is appointed in annual curriculum of most states in the world. Obviously, with the help of physical training classes future generation of the state can grow healthier, stronger.

**Secondly**, physical training has become a favourite subject of most learners at educational institutions as they can relax or refresh their minds after having had complicated scientific classes at school or institution. **For instance**, the latest survey held in some British schools asked pupils to point their most favourite subject, strangely or expectedly physical training got the first place with quiet persuading percent numbers. That means that children and teenagers are more interested in active, noisy or sometimes naughty activities rather than boring, peace or passive ones. **Due to** these facts one may suggest doubling the number of physical training at educational institutions.

**Thirdly**, organizations, corporations, offices where physical trainings are organized regularly, the number of workers’ depression or suffering from mental illnesses decreased greatly. That shows how physical training is essential for workplaces as well as educational institutions. In the morning before starting work each worker does some morning jerks rather than smoking cigarettes, drinking strong black coffee or just be half asleep. **It is obvious that** morning exercises

keep people fit, bright, cheerful and positive. Their workdays will surely be more effective, beneficial without doubt.

**However**, whether it should be compulsory or not depends on the organization anyway. It varies from one company to another. It is clear that to arrange such physical training sessions require spending some money, for special clothing of workers including trainers, sportswear, besides special sports hall should be prepared with all necessary equipment, that is to say training equipment. Furthermore, physical training at workplace takes time which may not be liked by company heads.

**To sum up**, I would like to keep claiming that physical training is vital and important part of our lives as our bodies need energy, action. Both educational institutions and companies, organizations should do their bests to arrange physical training at their places as well. I am sure that now or then most states in the world would probably adopt a law making physical training compulsory in all offices and workplaces.

### **Content order of an opinion essay and what they should contain**

- **Introduction**

---

---

- 

---

---

- 

---

---

- 

---

---

- 

---

---

- **Conclusion**

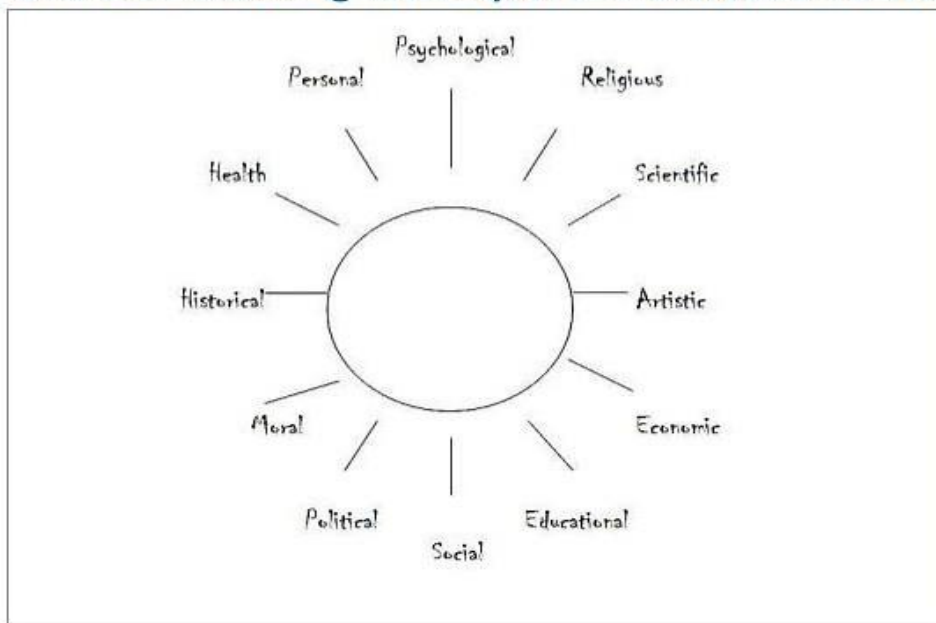
---

---

**5-task: replace underlined words, expressions and linking words not changing meanings.**

**6-task: look at the discussion clock and tell how it can be useful to write an essay.**

### One Brainstorming Technique: The Discussion Clock



**7-task: discuss the theme below with the help of discussion clock.**

“Money is the root of all evils in society. Do you agree with this statement?”

**8-task: now write an opinion essay of 350 words with the help of information in Ex.9.**

### PROBLEM SOLUTION ESSAY

**1-task: look at the pictures and discuss problems and their solutions.**



**2-task: look at the environmental problems below and write probable solutions and results.**

### **Problems**

- 1) Thick forests are being cut to get raw materials from.
- 2) Rare animals are still being hunted for.
- 3) More and more wild land is taken to cultivate and use for agriculture.
- 4) Factories and plants are still releasing wasting into oceans and rivers.
- 5) Air is still seriously polluted because of toxic gas releasing by cars.

### **Solutions and results**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
 \_\_\_\_\_
4. \_\_\_\_\_  
 \_\_\_\_\_
5. \_\_\_\_\_  
 \_\_\_\_\_

**3-task: put the following useful phrases and expressions in the appropriate column.**

- Another solution.....;                                The consequence of.....would be.....;
- It would be a good idea if.....;                        Steps should be taken in order to deal with.....;
- By doing this, you would.....;                        This would.....;
- In this way.....;    A useful suggestion would be to.....;
- The situation could be improved if.....; Another way to .....is/would be to.....;
- Then.....;    It would help if you .....

<b>To make suggestions</b>	<b>To present results and consequences</b>

**4-task: write what should be included in the paragraphs of problem solution essay.**

Introduction (paragraph 1 ) \_\_\_\_\_

\_\_\_\_\_

Main body (paragraph 2-4) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conclusion (final paragraph) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5-task: read the model of a problem solution essay and answer questions below.**



## **How to avoid stress and pressure?**

Modern life of humanity is so rapid that it is sometimes difficult or even impossible to catch up with it. Technological era causes a number of illnesses including not only mental or physical ones as well. There is hardly any nation or society in the world that has been able to block the rush of globalization into its territory. Most of the developing or developed population has got this or that kind of stress, pressure, discomfort. Falling into stress or living under hard pressure has become a big dilemma; it has got a “global” scale that troubles many scientists and psychologists. A simple question appears, how can we find a solution to this problem?

First of all, we should state that each individual should start taking concrete steps, actions to avoid this problem in his life. It is up to a person not to allow this pressure to go into his brain or body. A person must make up special plans or schemes to stay far. But how easy is this? Probably, the first solution to this problem is to limit the participation of technological equipment in one’s life. Computers, laptops, mobile phones, gadgets should be used in during limited or very restricted hours, as they release radiation. Researchers have proved that radiation causes a person’s brain not to work in its normal phase and to impede. People who use laptops or telephones constantly and for many hours are tend to fall into stress more often than others who are not fully absorbed into technological world. The situation can be improved by keeping oneself away from modern gadgets.

Secondly, according to some researches we can state that modern people have given up a good way of chilling out: a walk or a stroll! It would be a good idea if each of us takes a walk by day or by the evening quite often. Walking on foot in the park or in some picturesque area can probably encourage people to better deeds, to motivate them to achieve more things in life. In this way they can have more enthusiasms in their lives.

Finally, people may pack their luggage and go on a big travel. It can be a very useful solution to the problem. Travelling may assist a person in forgetting about his or

her difficulties, compulsion. It may ease a person's spiritual conditions, cultural, historical, sport travelling are good ways of staying far from everyday household or workplace troubles. Today touristic firms offer a number of tours to mysterious, active, alive areas to relax and unwind. The effect of travelling would be very promising somehow because a person can regain his strength, to rehabilitate.

All in all, it is impossible to live in modern society blocking technology or super gadgets completely, but we are still able to cope with pressure or stress. Effective measures and steps must be taken in order to avoid stressful conditions in future.

- a) What problem is stated by the writer?
- b) What solutions to the problem are given by the writer?
- c) What probable results of suggestions are presented by the writer?
- d) Which writing technique has the writer used in conclusion? What other techniques can be used?

**6-task: underline phrases which express cause, effect, purpose and probability.**

To express cause: \_\_\_\_\_

To express effect: \_\_\_\_\_

To express purpose: \_\_\_\_\_

To express probability: \_\_\_\_\_

**7-task: now write a problem solution essay of 200 words choosing the theme below.**

- a) Air pollution has become a global environmental problem. Give some suggestions to solve the problem.
- b) People are not as keen in reading today as before. Especially, teenagers seem to be more interested in modern gadgets than in reading books. But reading should be an essential part of our lives. Give some suggestions to solve the problem.

## **RECOMMENDATION LETTER**

**1-task: look at the pictures and give some recommendations to better functioning.**



**2-task: think of a supermarket you have been to lately and write your opinions about service there and write some recommendations to improve.**

Opinions \_\_\_\_\_

\_\_\_\_\_

Recommendations \_\_\_\_\_

\_\_\_\_\_

**3-task: put the following phrases and expressions in an appropriate column.**

firstly; thus; additionally; consequently; to start with; finally; therefore; secondly; as  
a consequence; as a result;

Introducing recommendations	Introducing the expected results

--	--

**4-task: match contents of a letter of recommendation with the appropriate paragraphs.**

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| 1) give opinion of act              | a) paragraph 1 (introduction)   |
| 2) state reasons for writing        | b) paragraph 2                  |
| 3) closing remarks                  | c) paragraph 3                  |
| 4) express thanks                   | d) paragraph 4                  |
| 5) suggest changes and give reasons | e) final paragraph (conclusion) |

**5-task: read the model of a recommendation letter and write recommendations and results.**

Dear Sir/Madam

I am writing to commend you on the qualified service at the “Excellency” hotel in Manchester. We have visited the city of Manchester on business recently and decided to stay at your hotel during this time. We were suggested to choose your hotel on the advice of our friends in Liverpool. We were quite satisfied with our stay there.

We were pleased to be served professionally; clerks at the hotel were friendly and welcoming. All our needs were done immediately with pleasure. Furthermore, we were given a wonderful room with a sea view which we esteemed very much.

To my mind, clerks at your hotel are well-trained, skillful, experienced, and qualified who feel great responsibilities to serve guests making their stay as enjoyable as possible. Besides, I was really shocked by the design of your hotel which cannot be reiterated anywhere else. That was something related to antique style in Roman art trend. That was sole, incomparable, and unique!

There are, however, some suggestions I would like to submit which as I suppose would advance the current position of your hotel in future. Firstly, a range of functions your hotel is offering is somehow limited; today most hotels handle the system “everything is included” that is very convenient for guests; they do not need

to go out necessarily. Your hotel lacks a variety of service for guests, for instance, we wanted to do some fitness but there was not a fitness center there. We would like to recommend you to set as many facilities at your hotel as possible. This can make your hotel more popular among guests; additionally your hotel may increase its profits to offer different service to ordinary citizens as well.

Finally, may I suggest that you present all required information and service about your hotel at its website? Now it is somehow confusing, besides, detailed information of your hotel is not available there. If you make data at website more clearly, guests would find it easier or more comfortable to get into contact with you.

Once again, I would like to thank you for your hard work and attempt to make residents' stay at your hotel as comfortable as possible. I would assure you that unless I am in your city I will definitely stay at your hotel.

Yours faithfully,  
Mr. Jack Clark

Recommendations \_\_\_\_\_  
\_\_\_\_\_

Results \_\_\_\_\_  
\_\_\_\_\_

**6-task: answer the questions below due to the model letter.**

- a) How did the writer start the letter?
- b) What expressions were used to introduce suggestions by the writer?
- c) What is the main body of the letter?
- d) What are key points in the letter?
- e) How did the writer finish the letter: in a positive or negative point?
- f) What is the purpose for writing this letter?

**7-task: now write a recommendation letter in about 300 words on the theme below.**

You have recently visited an art gallery in your town. Write a letter to the director of an art

gallery expressing your opinions of the demonstration and suggest some recommendations to improve it in future.

## ASSESSMENT REPORTS

**1-task: look at the photos and tell positive and negative features of the following.**



**2-task: work in pairs and discuss positive and negative features of the following themes.**

- a) Winter sports
- b) On-line education

**3-task: now write good and bad points of the matters in exercise 2.**

Winter sports: positive features \_\_\_\_\_

\_\_\_\_\_

Negative features \_\_\_\_\_

\_\_\_\_\_

On-line education: positive features \_\_\_\_\_

\_\_\_\_\_

Negative features \_\_\_\_\_

\_\_\_\_\_

**4-task: think of a person or a place to evaluate by pointing positive and negative features. Present each aspect under a suitable sub-heading.**

	Positive features	Negative features
A general statement of a building	_____	_____
.....	_____	_____
.....	_____	_____

**5-task: write beginning and ending parts of evaluating a place or a person above using the useful language below.**

To begin reports: as requested, this is a report concerning.....; the purpose of this report is to examine the suitability of .....for.....; this report contains the assessment of .....which you asked for.....; this report outlines the advantages and disadvantages of... ;

To summarize reports: to sum up; on the basis of the points mentioned above; it would seem that.....; the only conclusion to be drawn from these facts is that ;

To recommend: it is believed that.....would be ideal for... ; I strongly recommend that.....; I recommend that the best course of action would be ;

The start of a report \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The end of a report \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6-task: read the model of the assessment report and write what are written in each paragraph.**

Paragraph 1 (introduction) \_\_\_\_\_

Paragraph 2 \_\_\_\_\_

Paragraph 3 \_\_\_\_\_

Paragraph 4 \_\_\_\_\_

Paragraph 5 (conclusion ) \_\_\_\_\_

To: The Director of the teen swimming club “Dolphin”

From: Jonathan McCain, the head teacher at the secondary school 34 in Leicester

Subject: The suitability of a trainer at a new position

Date: 18<sup>th</sup> March 2015

### Introduction

The purpose of this report is to evaluate the suitability of Mr. Nick Brown for the position of the main swimming trainer at teen swimming club “Dolphin”. This report points to positive and negative features of the candidate for the position as requested.

### Personal qualities

Mr. Nick Brown is a very experienced trainer; he feels great responsibilities to prepare future sportsmen for international or national sport competitions. Besides, he is reliable and hard-working, he is never late for work; Mr. Brown is a very punctual person. However, sometimes he is too excited or somehow worried about small things which do not let him concentrate on serious matters.

### Relations with staff and sportsmen

Mr. Nick Brown is always friendly and welcoming with the staff, he seems to assist, support his colleagues every time needed. Moreover, he never rejects a talk with the staff on any matter including recommending or advising on some questions. His relations with his pupils are also quite good. Mr. Brown is highly respected by young swimmers, they really like him. He is always ready to have a conversation with any sportsman on any question even he can talk about personal matters of teenagers when needed. He is a good motivator and facilitator as well. Despite these positive



features we must claim that sometimes Mr. Brown is too strict and demands impossible sport tasks from his pupils. That feature of him sometimes causes conflicts with parents who complain about too complicated physical load.

### Achievements

Mr. Nick Brown got “the best swimming trainer” title in the county of Yorkshire in 2002. He had been working at the secondary school for fifteen years where he has got a very good reputation both among the staff and pupils. Furthermore, he has been announced the best teacher of the secondary school twice due to the survey held among pupils. Besides, Mr. Brown got the second place being a sportsman (swimmer) competing in the youth tournament held in London in 1996. Even though he sometimes has got difficulties in handing yearly or monthly reports of swimming tournaments held at school.

### Conclusion

Overall, Mr. Brown can strongly be recommended to the position of the main swimming trainer at the teen swimming club “Dolphin” because of his rich experience, hard-working, persevering characteristic features. It is obvious that he can deal with any probable problems related to the organization of tournaments, sportsmen disciplines or other troubles at his workplace. It would be wise to appoint such an experienced trainer as the main coach at prestigious sports club. I am sure that Mr. Brown can overcome any difficulties on his way, find appropriate approach to teenagers in your club and contribute to the increasing of your sport results in future.

**7-task: replace underlined phrases or introductory words.**

**8-task: now write an assessment report in about 300 words on the theme below.**

You, as an expert at sports Facilities Company, have been asked to evaluate the fitness center “Lady” whether it is suitable for holding national competition named “state’s best fitness lady”. Point out to positive and negative features of a place summarizing your opinions in the conclusion part.

## REVIEW WRITING (PRODUCT, EVENT)

**1-task: look at the photos (a-products, b-events) and tell what you know about them.**



a)



b)

**2-task: choose a photo from each category in Ex.1 and write the beginning and ending parts.**

This product is used to.....; this popular device is meant to .....

All in all, this product is useful to .....; on the whole I would recommend it .....

This well-known event is ..... ; the event is based on .....

All in all, it is worth celebrating this event as .....

On the whole, I would like to recommend to..... ;

Product

a) Beginning part: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) Ending part: \_\_\_\_\_

---

---

Event

a) Beginning part: \_\_\_\_\_

---

---

b) Ending part: \_\_\_\_\_

---

---

**3-task: work in pairs, discuss and write what data can be included in parts of a product review.**

Image/Video: \_\_\_\_\_

---

Product description: \_\_\_\_\_

---

Buyer description: \_\_\_\_\_

---

Proof \_\_\_\_\_

---

Negatives: \_\_\_\_\_

---

Call-to-action: \_\_\_\_\_

---

Keyword phrase: \_\_\_\_\_

---

**4-task: remember of an important event occurring in near future and write some paragraphs about it pointing out the most important facts.**

---

---

---

---

---

**5-task: read the model of the product review writing and find the best title to fit it.**

The product we are going to write about is an essential technological gadget for both teachers and students, future teachers. Projectors have turned out to be a very important and useful item in teaching. Teachers' jobs become much easier with this gadget. Here we are going to focus on some points of the object.

That is a mini projector of the latest model. It has got a number of functions with the help of which you can use it not only as the demonstrating item but as a source of knowledge, information as well. Mini projectors are the size class of portable projectors in which models typically weigh around 1-2 lbs. and are approximately the size of a paperback book. Mini projectors are commonly lumped in with "pocket projectors" and "pico projectors," though they are a distinct breed. If in looking for "mini projectors" you're actually really thinking of the very smallest of projectors that way about a half a pound or less, read up on pico projectors.

If you teach or demonstrate some presentations of business constantly, then this projector is just for you. You will not need to carry a heavy object with yourself or look for complicated instructions of usage; it is very easy to start and use as well.

What concerns proof of the product, be sure that it is very durable, long lasting gadget. It can keep on working in cold or very hot environment up to +30 or -20. Besides, once you sit on it, the gadget will continue working as it has got a special defensive point too.

We should tell all truth about negatives of the gadget. It can be easily damaged in wet area and may get broken if it is used in some severe cold place or too hot environment. It cannot be suitable in some extreme weather conditions as well.

If you are ready to order the mini projector of our corporation, don't postpone, do it now! Click and order! Get equipped with the best and the latest technological gadget ever implemented in your working or teaching place!

Get improves in your business with mini projector ICS-76!

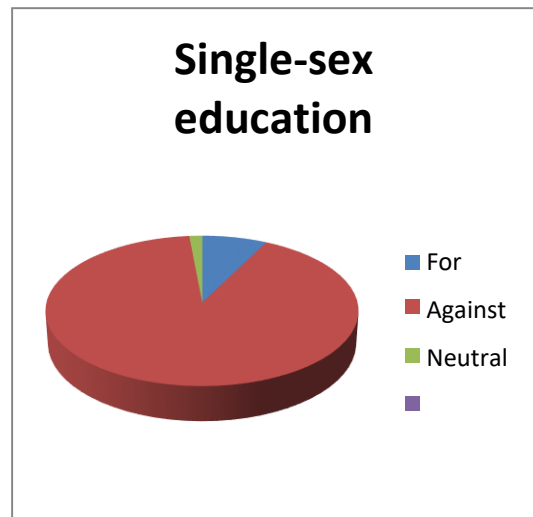
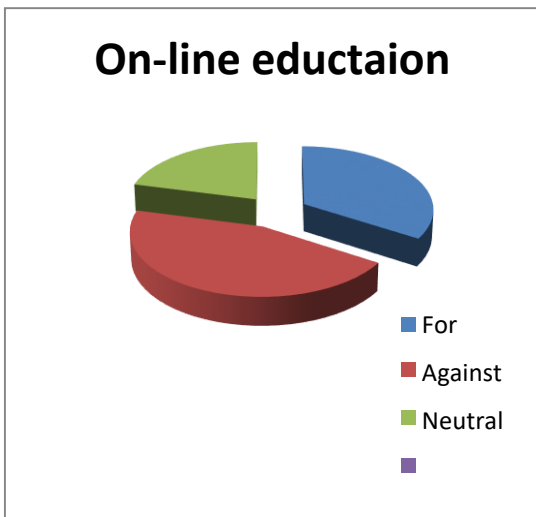
**6-task: answer the questions below related to the passage.**

- a) What is the purpose of writing a review?
- b) What essential features of the product are included in the review?
- c) What other points of the product could be written about in the review?
- d) What are key phrases and words in the review?
- e) How did the writer conclude the review?
- f) How would you change the end of the review? Why?

**7-task: now choose a product or an event being advertised and then write a review on it in about 250-300 words.**

### SURVEY REPORTS

**1-task: look at these survey results held among 1000 British teachers and discuss results.**



**2-task: look at the survey types and write advantages and disadvantages of each.**

a) Face to face interview: advantages \_\_\_\_\_

\_\_\_\_\_

Disadvantages \_\_\_\_\_

b) Telephone survey: advantages \_\_\_\_\_

\_\_\_\_\_

Disadvantages \_\_\_\_\_

c) Written questionnaire: advantages \_\_\_\_\_  
 \_\_\_\_\_  
 Disadvantages \_\_\_\_\_

**3-task: match steps (1-9) of conducting a survey in a correct order.**

Decide how many people to survey; Conduct survey; Analyze information; Trial the questionnaire or interview questions; Decide what you want to find out; Report findings; Decide who to survey; Select survey method; Write the questions;

- Step 1: \_\_\_\_\_
- Step 2: \_\_\_\_\_
- Step 3: \_\_\_\_\_
- Step 4: \_\_\_\_\_
- Step 5: \_\_\_\_\_
- Step 6: \_\_\_\_\_
- Step 7: \_\_\_\_\_
- Step 8: \_\_\_\_\_
- Step 9: \_\_\_\_\_

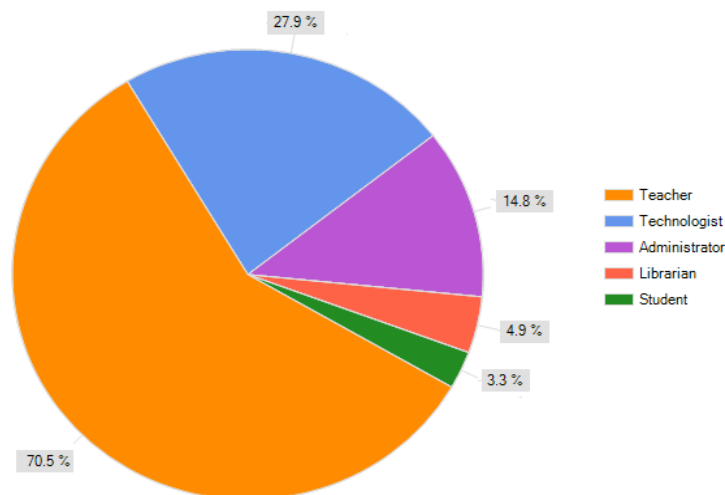
**4-task: put the following statements into two groups.**

Over one third of those interviewed chose.....; The majority of viewers believed that.....; Most consumers prefer....., which is illustrated; A small proportion of people surveyed replied that.....; On the whole .....; This fact suggests that the average person chooses.....; A significant percentage of those who responded expressed approval of .....; It is generally felt that....., as proved by the fact that.....;

To express facts and proportions	To express generalizations

**5-task: analyze a survey result below (held in Britain) and write a short report on it.**

What is your professional role in education?



---

---

---

---

---

---

---

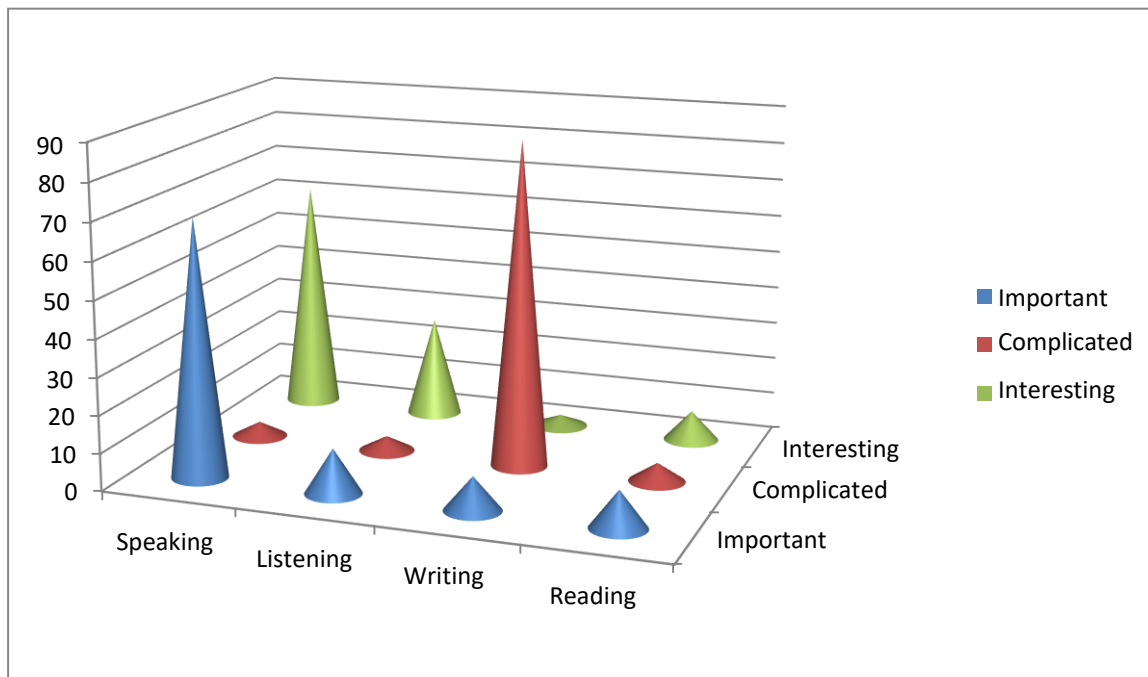
**6-task: read the model of a survey report and put subheadings below in the correct paragraph.**

The point of language skills' being interesting for learners; The point of language skills' complicity; Conclusion; Purpose; The point of language skills' importance;

A questionnneria about foreign language learning skills

- a) What is the most important language skill?
- b) What is the most complicated language skill?
- c) What language skill is the most interesting to learn?

A survey result in a diagramme



To: Mansur Hayitov, the head of the department “the English language and literature”

From: Akhmet Radjabov, the teacher of “the English language and literature” department

Subject: Foreign language skills’ analysis

Date: May 10<sup>th</sup>, 2016

---

The purpose of this report is to evaluate the results of a survey in which three hundred students of philology faculty participated. The data included in this report was gathered by means of a questionnaire. Students were asked questions related to foreign language skills. Gathered data is analyzed then to find out the general out-view of students’ opinions about the language skills.

---

The majority of students who participated in the survey believed that speaking is the most important foreign language learning skill compared to others. A small proportion of people surveyed replied that listening is the most essential one. Ten percentage of all survey participants reported that they thought reading as the most important language skill. Only about nine percentage of students claimed that they supposed writing to be the most essential language skill.

---



A large number of participants claimed that writing was the most complicated language skill to learn or to implement in practice. About 87 percent of all surveyed people agreed on this issue. Other results are nearly the same: reading skill got the second place in the scale of complicity with about 5 percentage, speaking and listening skills have got the same points here, both skills were considered to be difficult to perceive by 5 percent of participants each.

---

Over half of those surveyed preferred speaking skill as the most involving one. That is a significant percentage which undoubtedly proves a communication to be the main means of human correlation. The second place is taken by listening skill; it has nearly got 20 percent votes of the survey participants. Reading and writing have got very few preferences to this question of the survey. The minority of those who responded to the third issue has claimed that writing and reading are mostly conducted individually which probably can be the reason of their being so unpopular among foreign language learners.

---

On the basis of the findings above, it would seem that some foreign language skills are preferred or liked by students more than others. That is somehow natural: the more complicated the language skill is; the more difficulties in learning it causes. Speaking is referred to as an essential and interesting language skill; furthermore, it is considered to be less complicated to study or practice rather than other language skills. To conclude we can state that writing and reading language skills should be more agitated among learners as important language skills, because it is clear that all foreign language skills should be integrated. Our recommendation is that writing and reading teachers should verify and enrich their classes with more advanced, involving teaching techniques, methods to attract students into these essential language practices.

**7-task: read the passage again and answer questions below.**

- a) How did the writer start an introduction part of the survey report?
- b) What points of the main question were studied?

- c) How did the writer compare taken results?
- d) What special phrases or expressions were used to present survey results?
- e) How did the writer conclude the report?
- f) What parts did the conclusion consist of?

**8-task: now conduct a survey on an optional educational theme at your institution, and then write a survey report by analyzing taken results.**

## REQUEST LETTER

**1-task. Look at the pictures and answer the questions given below.**

- a) What is the main purpose of the request letter?
- b) Look at the pictures and give your opinion about request letter.



**2-task. Write what information should be included in a request letter.**

---

---

---

---

---

---

---

**3-task. Match the content parts of request letter to the appropriate letter paragraph.**

- |                              |                |
|------------------------------|----------------|
| 1) State reasons for writing | a) paragraph 5 |
| 2) Explains reasons for      | b) paragraph 3 |
| 3) Making the request        | c) paragraph 2 |
| 4) State expected results    | d) paragraph 1 |
| 5) Consequences              | e) paragraph 4 |
| 6) Closing remarks           | f) paragraph 6 |

**4-task. Put the sentences used in a request letter in the appropriate column.**

I am writing to ask if you would be so kind/generous as to....

I hope that my request will not inconvenience you too much....

I wonder if you could possibly/ if it would be possible for you to help me....

I must apologise you/ troubling you with this matter....

I would appreciate it if you could it....

I hope that you will forgive me for taking up your valuable time....

I look forward to hearing from you....

Thank you in anticipation of your

I would be most grateful if you could....

I wonder if I might ask you for / request your valuable advice on....

To begin letters	To end letters

**5-task. Think and write differences of request letter types.**

a) A formal letter of request is written to ask for permission

---

---

---

b) A formal letter of request is written to ask for help

---

---

---

c) A formal letter of request is written to ask for information

---

---

---

d) A formal letter of request is written to ask for advice

---

---

---

**6-task. Read the model of request letter and mark the paragraphs of it.**

Dear Ms Aziza,

*Paragraph* \_\_\_\_\_

I am writing to ask for media coverage of my upcoming salon opening in Bukhara. I have salons in Tashkent and the Navoi, and can't wait to open my latest branch on 1 May. I think Bukhara residents would love to know about my salon's high-end experience and hair, beauty and cosmetic services.

*Paragraph* \_\_\_\_\_

I'd love you to visit my salon on opening day and learn more. You can interview me and my employees and take advantage of a complimentary hair or beauty treatment. This will let you write a feature article on the Cuts by Sara difference using your firsthand experience.

*Paragraph* \_\_\_\_\_

Thank you for your considering my proposal and I hope to see you on opening day. I have enclosed a brochure so you can familiarise yourself with our services. If you'd like a treatment, please call me on the number above so I can book your appointment at a time that's convenient for you. I look forward to hearing from you soon.

Yours faithfully,

Sara Monuel

**7-task. Replace underlined sentences for others in the passage.**

**8-task. Now write your own request letter on the theme below.**

You are a member of an environmental protection society which is organizing a clean-up weekend. Write a letter to the headmaster of your local school asking for students' help. Explain what activities will be involved and how useful it will be for the community as a whole.

**LETTERS GIVING INFORMATION**

**1-task. Work in pairs and analyze given information about dinner party.**

- type of meal:       buffet       formal       family
- cost (per person):  £10       £20       £45
- entertainment:     band       DJ       comedy act
- venue:               hall       hotel       garden
- confirm booking/details no later than:  4th November  1st November
- contact by :         phone       fax       letter

**2-task. Think and write what information should be included in information letter.**

---



---



---



---



---

**3-task. Match the content parts (1-5) of a giving information letter to the appropriate letter paragraph.**

- |                                |                    |
|--------------------------------|--------------------|
| 1) State reasons for writing   | a) paragraphs 2-3  |
| 2) Give information required   | b) final paragraph |
| 3) Provide further explanation | c) paragraph 1     |
| 4) Closing remarks             | d) paragraphs 4-5  |

**4-task. Put the sentences used in giving information letter in the appropriate column.**

I am writing in reply to your letter / email asking for information about ...

I am writing regarding ...

I am writing on account of ...

In my view, it would be better to ...

As far as (accommodation/transport/entertainment) is concerned, ...

One more thing you might find useful would be to ...

I am writing on the subject of ...

I am writing to you in connection with ...

I look forward to receiving any further questions you might have.

I would be grateful if you could ...

Please do not hesitate to contact me if you require any further information.

I hope I have been of some assistance.

Please feel free to write back if you have any more queries.

Should you have any more questions, please feel free to contact me at your earliest convenience.

I am writing to inform you about ...

In reply to your query, ...

It goes without saying that ...

What you could do/see is ...

To begin letter	Main body	To end letter

**5-task. Read the instruction and the model letter below. Give a title to each paragraph.**

Dear Mr Jones,

I am writing this email in reply to your request for information regarding your holiday next summer. I am pleased to inform you that t we have found a place for you and your family with all the features you wanted. Let me tell you about Colorful Sunrise Beach Resort.

First of all, you wanted to know where the resort is. You wanted it to be at a quiet place. Colorful Sunrise Beach Resort is in a beautiful valley next to the coast with no traffic at all. The only sound that you hear is the sound of the waves crashing on the beach, the sound of the kids playing and the birds singing.

In addition to that, you and your family can do many activities. You can do all water sports and there are beach parties every night, especially for teenagers. The resort also has tennis and basketball courts which are open to everybody from 8.00 o'clock in the morning to 8.00 o'clock in the evening. Furthermore, we are able to make all arrangements for hotel and flights. The cost includes all meals, accommodation and a one-day excursion to ancient ruins.

I am sure that Colorful Sunrise Beach Resort is perfect for you and that you will enjoy your holidays there. Please do not hesitate to contact me if you require any further information regarding the place.

Yours sincerely,

George Foreignakis

***Paragraph 1***

*Reasons for writing*

***Paragraph 2***

.....

***Paragraph 3***

.....

***Paragraph 4***

.....

***Paragraph 5***

.....

**6-task. Replace underlined sentences for others (synonyms) in the passage.**



**7-task. Now write your own giving information letter on the theme below.**

You have been given the task to organize an IT training course for your employees. Write a letter to the instructor informing about (1) the possible date, place and other details of the course, (2) asking for information concerning the possible number of trainees and the equipment requirements, (3) informing about the accommodation options for the instructor.

### LETTERS GIVING AN OPINION

**1-task. Look at the picture and write your opinion about them.**

---

---

---

---



**2-task. Match the content parts (1-3) of an opinion letter to the appropriate letter paragraph.**

- |                 |   |
|-----------------|---|
| 1. INTRODUCTION | a) restate your opinion and briefly summarise the reasons |
| 2. CONTENT      | b) describe the problem and express your opinion          |
| 3. CONCLUSION   | c) give at least three reasons for your opinion           |

**3-task. Think and write differences of opinion letter types.**

a) Making suggestions

---

---

---

b) Making recommendations

---

---

---

c) Letters to authorities/editor

---

---

**4-task. Put the linkers used in opinion letter in the appropriate column.**

what's more	plus	not only that	because of it
furthermore	thus	moreover	in addition also
consequently	hence	due to this	as a result therefore

Linkers of addition	Linkers of result

**5-task. Read and think over information about an opinion letter. Put tick if there is true information.**

a) My introduction clearly states my point of view and draws the reader in. \_\_\_\_\_

- b) My opinion is clearly stated.\_\_\_\_\_
- c) I have a minimum of 3 clearly stated reasons for my opinion and I provide information and details that back my opinion.\_\_\_\_\_
- d) I maintain a friendly and professional tone.\_\_\_\_\_
- e) I use strong emotive language.\_\_\_\_\_
- f) Each ideas is organized into a paragraph.\_\_\_\_\_
- g) My spelling, grammar and punctuation is correct.\_\_\_\_\_
- h) My letter is concise and to the point.\_\_\_\_\_
- i) My conclusion re-stated my opinion and summarize my key points.\_\_\_\_\_
- j) My conclusion includes a recommendation or a call to action.\_\_\_\_\_

**6-task. Find the definition of the words according to the given letter format.**



- a) Heading (only include when instructed) \_\_\_\_\_
- b) Salutation\_\_\_\_\_
- c) Introduction\_\_\_\_\_
- d) Statement of Facts (only include when instructed) \_\_\_\_\_

e) Body (Heading, Question, Short Answer, & Legal Analysis... for each issue)\_\_\_\_\_

f) Conclusion\_\_\_\_\_

g) Signature Block\_\_\_\_\_

**7-task. Put the sentences used in opinion letter to the authorities/editor in the appropriate column.**

I am writing to draw your attention to bring to your attention...

In my opinion/view

I feel/believe/think....

I am writing to in my capacity as.../express my approval...

I look forward hearing from you...

Thus/ therefore/ so/ consequently/ .....

I hope you will give this matter your urgent consideration/ attention...

I am writing to for.../protest about..

It seems to me that....

I tend to think that...

Because/ owing to the fact that./due to the fact that../

On the grounds that.../ since / as / in view of...

For this reason/ seeing that...

I am writing to disapproval of/ support...

I am totally opposed to / in favour of...

It's my firm belief/ opinion / conviction that..

I am convinced that ...

To begin letter	To state your opinion	To express cause	To express effect	To end letter

**8-task. Collocate the following words and then explain their meanings. Try to include them in your letters.**

*Last, hasty, constructive, to fight, thing, long, empty, step, worthy, limited*

- a) a losing battle
- b) A(n) ..... promise
- c) A(n) ..... in the right direction
- d) A(n) ..... decision
- e) A(n) ..... of the past
- f) criticism
- g) A(n) ..... budget
- h) A(n) ..... resort
- i) In the... ..run
- j) A(n) ..... cause

**9-task. Read the model of the giving opinion letter and mark the paragraph of it.**

Dear Sir James,

Paragraph \_\_\_\_\_

I am writing to commend you on the exceptional service the Museum of Natural History offers the community of Kempton. I recently visited the museum

for the first time and viewed your exhibition entitled "The Age of Dinosaurs" which was, to my mind, extremely interesting and informative.

*Paragraph* \_\_\_\_\_

I was particularly impressed by how approachable and helpful the museum staff were; they showed themselves willing to help with any questions or requests which arose during my visit. Moreover, I appreciated the fact that the guides were very knowledgeable about their subject.

*Paragraph* \_\_\_\_\_

In my opinion, the subject of your feature exhibition was both fascinating and enlightening. It was obviously carefully researched and its excellent presentation made it interesting to people of all ages. I was equally impressed with the permanent exhibits and found your late closing time very considerate and convenient for working people such as myself.

*Paragraph* \_\_\_\_\_

There are, however, one or two suggestions I would like to submit which I feel I would further improve the standard of the museum. Firstly, a service offering guided tours in foreign languages would be useful for tourists visiting the museum. Additionally, installing ramps would make access easier for disabled people, thus making their visit more enjoyable.

*Paragraph* \_\_\_\_\_

Finally, may I suggest that you publicise the museum's worth coming exhibits more widely? As a result, many more people like myself who are interested in natural history would be made aware of the regular exhibitions you present.

*Paragraph* \_\_\_\_\_

Once again, I would like to congratulate you on the very high standard of your museum, and assure you that I shall be a regular visitor from now on.

Yours faithfully,

Rustam

**10-task. Replace underlined sentences for others in the passage.**

**11-task. Think and write the answers to the following questions.**

- a) What greeting would you use in the opinion letter?
- b) What is the main purpose of the writing opinion letter?
- c) What is additional purpose?
- d) What useful expressions can you think of for making suggestions?
- e) What paragraph plan would you use?
- f) What useful expressions could you write as opening and closing remarks?
- g) How would you sign the letter?

**12-task. Now write your own giving an opinion letter on the theme below.**

Your college or school has decided to organize in service in your area to collect waste paper and glass for recycling. Write a letter to your local radio station giving details of the planned service and asking them to pass on this information for the benefit of local residents.

## LETTERS OF COMPLAINT

**1-task. Look at the types of complaint letter and discuss their contents.**



- a) Mild complaint
- b) Strong complaint

Mild or strong complain can be used depending on the writer's feeling and the seriousness of the complaint but abusive language must never be used.

**Mild complaint:** *I am writing to complain about a factual error in yesterday's newspaper.*

The nature of the complaint should be clearly stated in the first paragraph. Each aspect of the topic should be presented in a separate paragraph containing a clear topic sentence. Each complaint should be supported by clear justification.



**Strong complaint:** I demand a full, written apology or I will be forced to take legal action.

**2-task. Match the content parts (1-4) of a complaint letter to the appropriate letter paragraph.**

- |  |                    |
|--|--------------------|
| 1) State reasons for writing           | a) paragraph 2-3   |
| 2) State complaints with justification | b) final paragraph |
| 3) Suggest what should be done         | c) paragraph 1     |
| 4) Closing remarks                     | d) paragraph 4-5   |

**3-task. Put the sentences used in a complaint letter in the appropriate column.**

I am writing to complain about .../I am writing regarding ...

I am writing on account of .../I was amazed/distressed/horrified to find that ...

As you must realize, .../I am sure you know that ...

I am writing to express my strong dissatisfaction with ... /I am writing to express my disgust at the appalling...../I am sure you know that ...

I am sure you can imagine .../I am sure you will appreciate that ...

At the very least, I look forward to receiving .../I feel you are responsible for ...



I feel you are partly responsible for .../I feel you have a responsibility to ...

You can imagine how we felt when .../As well as this, ...

In spite of the fact that .... .../The least you can do is ...

I insist on immediate action .../I insist upon full compensation or I will be forced to take this matter further.

I insist you replace this at once..../To make matters worse, ...

Although I was told there would be .../I used it/them only a few times ...

The label says .../I insist on immediate action ...

I insist upon full compensation or I will be forced to take this matter further.

I insist you replace this at once..../I demand a full refund ...

I haven't received the goods I ordered .../The brochure mentioned ...

I hope you will resolve this matter quickly..../I hope this matter will receive your immediate attention..../I trust this matter will receive your immediate attention.

I trust the situation will improve..../I hope we can sort this matter out amicably.

Introduction	Main body	Conclusion

**3-task. Replace underlined complaints for justifications in the passage**

- a) I purchased the camcorder a month ago. Nevertheless, the rewind button does not function properly.

- b) The rewind button does not function properly in spite of fact that I purchased the camcorder only a month ago.
- c) Although I purchased the camcorder only a month ago, the rewind button does not function properly.

**4-task. Match the complaints and justifications below collocating them with the appropriate linking words/ phrases.**

- 1) The goods we ordered have not been received yet.
  - 2) Our wooden floors have become dull.
  - 3) The batteries died after a few hours.
  - 4) The hotel was an hour's drive from the beach.
  - 5) The film was too long and very boring.
  - 6) The knife became blunt after only a month's use.
  - 7) The mascara made by eyes water.
  - 8) The daughter's watch stopped after she swam with it on.
- 
- a) The label on the packet claims they are long-lasting.
  - b) We were told they would not lose their shine.
  - c) They were shipped a month ago.
  - d) We were told it was within walking distance.
  - e) The manufacturer claims it is hypoallergenic.
  - f) The trailer said it would keep me on the edge of my seat.
  - g) The package label states that it is water-proof.
  - h) You said it was guaranteed to stay sharp for five years.

**5-task. Read the following situations and think whether mild or strong language would be more appropriate for writing a letter of complaint. Write suitable beginning and ending for a letter of complaint on each situation.**

- a) The bus was uncomfortable. He could not sleep.

- b) It was in a noisy and unsafe part of town. She could not travel well.
- c) The tour leader was rude and unhelpful. They could not take answer to their questions.
- d) Receptionist forgot to wake up the guest- he over slept –missed his flight and had to pay for another ticket.
- e) The New year gift was not delivered on time, my baby was extremely disappointed.
- f) I have problem with my memory. I have forgotten to participate in an important meeting.

**BEGINNING** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ENDING** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6-task. Read the model of a complaint letter and mark the paragraphs of it.**

Dear Sir/Madam,

*Paragraph* \_\_\_\_\_

I am writing to express my dismay at the service at your “Plus pharmacy” branch on Saturday 14 January.

*Paragraph* \_\_\_\_\_

I often collect prescriptions from the pharmacy on behalf of my grandmother, Mrs Ella . On this occasion there were two prescriptions: one for 10 x 50 mg dimedrol and one for 50 x 100 mg analgin. I was served quickly even though there appeared to be only one pharmacist on duty. However, as I was leaving I saw that I had been given 500 mg tablets of Dimedrol. This is ten times stronger than the prescription called for.

*Paragraph*\_\_\_\_\_

If I hadn't noticed the difference between the prescription and the actual tablets, my grandmother could have taken a dangerous overdose of Dimedrol . I would be worried about getting any future prescriptions at Plus Pharmacy .

*Paragraph*\_\_\_\_\_

The pharmacist apologised and corrected the mistake but I wanted to bring it to your attention. I think it happened because there were not enough staff on duty. I understand that mistakes happen but there needs to be a minimum of two pharmacists at all times so all prescriptions can be checked.

*Paragraph*\_\_\_\_\_

I hope you can take steps to make sure this mistake does not happen again.

Yours faithfully,

Rustam Toshev

**7-task. Now write your own complaint letter on the theme below.**

You recently travelled by coach and were very disappointed with the service provided by the staff, and the delays you encountered. Write a letter to the company to complain and demand compensation.

**LETTERS OF APOLOGY**

**1-task. Write what personal information should be included in an apology letter.**

---

---

---

---

**2-task. Match the content parts of an apology letter to the appropriate letter paragraph.**

- |                              |                    |
|------------------------------|--------------------|
| 1. State reasons for writing | a) final paragraph |
| 2. Give explanation          | b) paragraph 2-3   |
| 3. Closing remarks           | c) paragraph 4     |
| 4. Suggest compensation      | d) paragraph 1     |

**3-task. Put the sentences used in an apology letter in the appropriate column.**

I am writing to apologise for ....offer my apologies for....

Please accept my ../ our sincere / profuse apologies for ( the unavoidable delay, etc)

With regard to / As regards

I must / would like to apologise for ( the unfortunate confusion , etc)

In fact / As a matter of fact

Actually/ Indeed....

Please offer me to offer..

Suggest/ as compensation for.../

Please allow me to offer/ suggest...

I insist on ( +ing) to make up for your loss/ inconvenience

Once again, my our sincere apologise for the inconvenience caused...

I hope that you can forgive / overlook this regrettable error

Needless to say....obviously../ clearly ...

Firstly / secondly / first of all/ Finally

Opening remarks	To introduce new points	To emphasize what you say	To express reality	Making amends	Closing remarks

**4-task. Fill in the correct words/ phrases from the list below. Try to include them in your letters.**

*Inevitable, gift voucher, isolated incident, circumstances beyond our control, at your disposal, compliments, complimentary, oversight.*

1. I assure you that this is a (n) .....(single occurrence which is unlikely to happen again)
2. Unfortunately due to ....., we will not be able to offer an alternative venue for the concert. ( something which we have no control over)
3. Failure to repair the equipment was due to a (n) .....on our part. (failure to notice something)
4. It is.....that our prices will rise periodically. (certain)
5. We are delighted to enclose .....tickets for our forthcoming concert, by way of compensation. (free)

6. A complete refund cannot be given but a (n) .....for the amount has been enclosed.(token)

**6-task. Read the model of an apology letter and mark the paragraphs of it.**

Dear Mr. Jone Brith,

*Paragraph*\_\_\_\_\_

Please accept my sincere apology for sending wrong reports to the client. I understand this has caused a lot of inconvenience to the client and our company.

I cannot defend my actions, but I want to tell you that I am handling four projects simultaneously. I got confused and mistakenly sent the wrong reports. I am truly sorry for such a lousy mistake.

*Paragraph*\_\_\_\_\_

I want you to know that I have already apologized to the client personally and sent the correct reports. I have also arranged a meeting with the client to eliminate any chance of miscommunication about our reports.

*Paragraph*\_\_\_\_\_

Kindly suggest if any other remedial step should be taken from our end.

I understand your disappointment, and I am truly sorry. I can assure you that this mistake will never be repeated in the future.

*Paragraph*\_\_\_\_\_

Yours Sincerely,

Rustam Toshev

**7-task. Replace underlined sentences for others in the passage.**

**8-task. Now write your own apology letter on the theme below.**

You have received a letter from your university, The University of Cambridge, demanding a reason for your absence from an exam. You were ill that day, but failed to submit the evidence. Write a letter to the examinations committee explaining your situation. You should include:

- Apologies for the situation
- Identification for yourself (name, student number, case number)

- An explanation of what had happened and any possible evidence you may have
- Possible resolutions to consider.



**TRANSACTIONAL LETTERS**

**1-task. Think and write the answer to the questions.**

- What greeting would you use in the transactional letter?
- What is the main purpose of the writing transactional letter?
- What useful expressions would you use as opening and closing remarks?

closing remarks?

**2-task. Think and write the differences between two transactional letter types.**

*Transactional letters to give information*

---



---



---

*Transactional letters to complain about something*

---



---



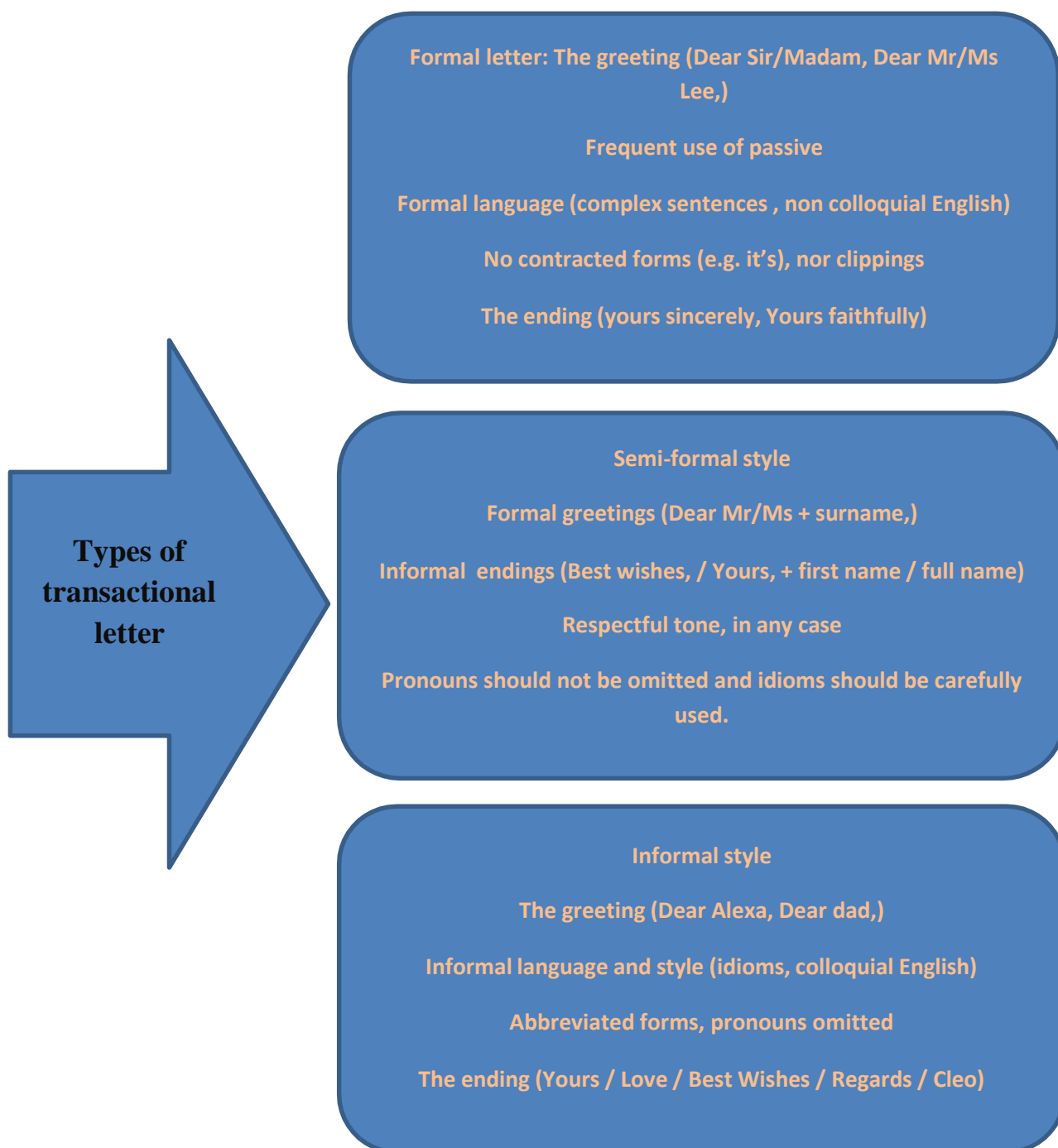
---

**3-task. Find formal equivalent of informal words which are connected to transactional letter.**



Formal words	Informal letters
Ask for Look into Refer to Hungry But Wrong Mad Let Eager Dare Hurt Show Avoid Sick Give up Empty Mend Idea See Need	

**Equivalents:** *require, notion, observe, repair, vacant, quit, ill, evade, request, investigate, consult, famished, however, incorrect, insane, allow, avid, challenge, damage, demonstrate*



**4-task. Put in order the parts of a transactional letter model.**

- Could you please tell me how far is Cotsford from your school? In addition to that we would like to know which is the nearest airport and is there a transfer available.
- Dear Sir or Madam,
- Finally we like to know how we could pay?

- We like to come for two weeks in August. Is this possible and if so when could we start?
- I'm looking forward to your reply.
- We like to know how much it costs and what is included? To be more specific, we like to know if all the afternoon activities are included. What's more is the equipment provided?
- I am writing about the advertising for your school I have seen recently. Some of my friends and I are interested in spending a holiday in your school.
- Yours faithfully.

---



---



---



---



---



---



---



---

**5-task. Write transactional letter containing 120-180 words on the following themes.**

**INFORMAL**

*1) You recently stayed with an English pen-friend and his or her family. Write a letter thanking them for their hospitality.*

**FORMAL**

*2) You had a very bad meal at a restaurant recently. Write a letter about the food and the service.*

**6-task. Find style of the useful expressions given below.**

- **Initial greetings**

It was great to hear from you a) formal b) informal

I am writing with reference to your letter a) formal b) informal

Thanks for writing to me a) formal b) informal

- **Congratulations**

Well done a) formal b) informal

I would like to offer congratulations on a) formal b) informal

Let me congratulate you on a) formal b) informal

- **Opinion**

In my opinion a) formal b) informal

To my mind a) formal b) informal

I hold the view that a) formal b) informal

Personally, I have no doubt that a) formal b) informal

My own thoughts are a) formal b) informal

- **Advice/suggestion**

Why not try a) formal b) informal

What about trying a) formal b) informal

It is recommended that you a) formal b) informal

You could a) formal b) informal

I urge that you a) formal b) informal

I suggest that a) formal b) informal

If I were you a) formal b) informal

- **Linkers**

Moreover a) formal b) informal

Also a) formal b) informal

Then again a) formal b) informal

Furthermore a) formal b) informal

Better still a) formal b) informal

As well as that a) formal b) informal

What's more a) formal b) informal

Additionally a) formal b) informal

- **Endings**

Do drop me a line if you have time a) formal b) informal

I look forward to hearing from you without delay a) formal b) informal

Hope to hear from you soon a) formal b) informal

Keep in touch a) formal b) informal

I hope to hear from you at your earliest convenience a) formal b) informal

- **Opening and closing an e-mail or letter**

Hi Bred a) formal b) informal

Dear Jayne a) formal b) informal

Dear Sir a) formal b) informal

Dear Ms Jones a) formal b) informal

Cheers a) formal b) informal

Love a) formal b) informal

Yours faithfully a) formal b) informal

Yours sincerely a) formal b) informal

## **PROPOSAL REPORTS**

**1-task. Think and discuss the photo below. Give your opinion about the proposal report.**



1. What is the main purpose of writing a proposal report?
2. What are the key words of the proposal report?
3. What linking words can be used in proposal reports?

**2-task. Put the steps of the proposal report in order.**

- Tie it all together
- State your plan or approach
- Define your deliverables and success criteria
- Outline your project schedule and budget
- Edit/proofread your proposal
- Present your solution

- Define the problem

**1-step:** \_\_\_\_\_

**2-step:** \_\_\_\_\_

**3-step:** \_\_\_\_\_

**4-step:** \_\_\_\_\_

**5-step:** \_\_\_\_\_

**6-step:** \_\_\_\_\_

**7-step:** \_\_\_\_\_

**3-task. Match the content parts of a proposal report to the appropriate letter paragraph.**

- 1) State the purpose and content of your report
- 2) Present each aspect under separate subheadings
- 3) General assessment / opinion

- a) Conclusion
- b) Introduction
- c) Main body

**4-task. Put the sentences used in a proposal report in the appropriate column.**

The purpose/ aim /intention of this report is to outline/ present/ discuss the future plans / the intended course of action....

To conclude / to sum up/ in conclusion/ our intension is to.....

This report contains details of/ outlines our plans/ intensions concerning.....

I hope / trust that the plans/ scheme outlined/ presented in this report meets with your approval / will receive your serious consideration .....

This report is submitted in support of our request for approval of permission to / for a loan to allow us to...

The advantages of the approach proposed would be that...

I feel certain / believe that the course of action proposed would be that...

This report contains the relevant information/ details of/ concerning which you requested / asked for

<b>To begin a proposal report</b>	<b>To end a proposal report</b>

**5-task. You represent the “players” drama company and have submitted a request to the council asking to rent an old unused theatre. Write a proposal report in support of your request outlining what you intend to do. You could include the following points:**

- *Lack of and need for a theatre in the town;*
- *Plans to renovate the interior and/ or exterior of the building;*
- *The theatre’s proposed programme for the season;*
- *Projected profits suggested terms of payment.*

*To: Mr. Edward, chairman , Bukhara town council*

*From: Rustam Toshev, Director, Players drama club*

*Subject: Request to rent the Foley Theatre*

Date: 6<sup>th</sup> may, 1995

### Purpose

As 1)....., I 2).....a formal proposal 3).....the possible use of the Foley theatre building of the player drama company. This proposal 4)..... the company's plans and intentions , and our reasons for wanting 5)..... the building.

### Need for theatre

Since the Foley theatre 6).....five years ago, Lansborough 7).....a suitable venue for drama productions. We 8).....to make the theatre available to theatrical groups in the area , of which there are a great number and variety, in addition to staging performances 9) ..... by our company.

### Renovation of the building

If our request is 10)....., we do not 11).....to alter the exterior in any way other than to repair and paint it. The interior, on the other hand , would 12).....from extensive renovation. We also plan to install additional seating and create a further exit in order to 13) .....with recently 14).....safety regulations.

### Proposed programme

Should players re-open the Foley Theatre , the programme would 15) .....productions by a range of companies. As well as the players usual choice of light classics or comedy , performances of many different types would be 16).....by those groups which 17) ..... keen interest in our venture.

### Profits and payment

We 18).....the theatre to make a profit within the first year. Since the Arts council 19).....to give our group a sizeable group , subject to our 20) .....suitable premises , sufficient funds are available 21)..... running costs and pay a monthly rent.

### Conclusion



*In conclusion, we 22) .....that our proposed plans for 23).....the Foley Theatre would bring a number of benefits to Lansborough. Not only would the building be stored and 24)..... , but the regularity and variety of performance would 25).....the theatre-going public and make a valuable contribution to the cultural life of the town.*

*Concern-outline-rent-request-submit  
Close-intent-lack-produce  
Benefit-comply-grant-introduce-propose  
Express-include-stage  
Agree-cover-expert-find  
Believe-delight-improve-rent*

**6-task. Think over possible answers to the questions below.**

- a) What type of report is this?
- b) What type of course might this be?
- c) What information would you include at the beginning of the report?
- d) What information could be included in the report?
- e) What would the sub-headings be?
- f) What reasons could you include for (not) recommending the course?

You have just completed a two-week practical training course paid for by your employers. Write the report required by the manager describing the course content and saying whether you would recommend it for other members of staff.

**7-task. Read the task instructions below; then expand the notes given under each sub-heading into a full paragraph.**

You have decided to expand your company need a loan from your bank. Write a proposal in support of your request for the loan. Outline details of why you need the loan and what you intend to do with it.

**To :** The manager

**From:** Mrs D Mclachlan

**Subject:** Loan for the expansion of “ Veggies and staff”

**Date:** June 10<sup>th</sup> , 1997

### **PURPOSE**

In support of request for loan to allow for expansion of “Veggies and Stuff “ vegetarian catering company.

### **REASONS FOR EXPANSION**

Currently home-based business catering for small private functions

Have had to turn down recent requests to cater for larger functions (inadequate working space / equipment , insufficient staff )

No other exclusively vegetarian catering companies in the area , there for gap in the market

### **NEW PREMISES**

Current premises not adequate for catering for large functions

50 000 will be spent on down payment for purchase of old bakery and new kitchen equipment

### **VEHICLES**

Company presently has only one car , resulting in several journeys having to be made to deal with one function

40 000 will be cover cost of two refridgerated vans for transportation of food

## STAFF

Need to increase kitchen staff from 2 to 5 and delivery staff from 1 to 2  
15 000 will be cover wages of new staff until company starts making a profit

## CONCLUSION

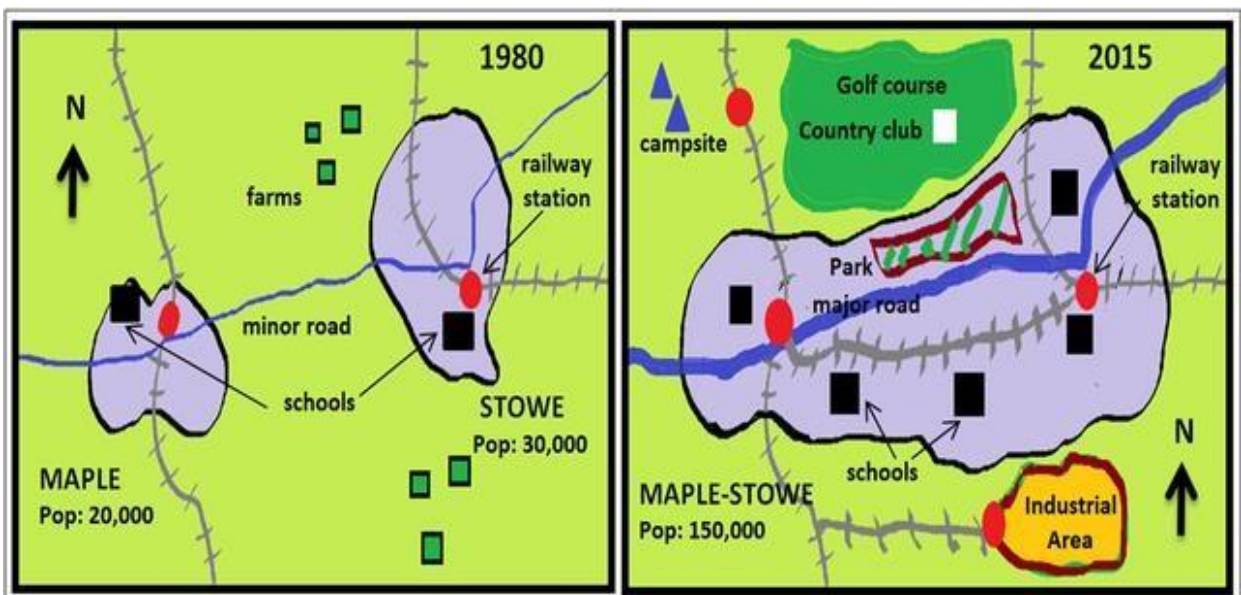
Hope plans outlined are clear and meet with approval  
Accountant agrees that company should have made a profit (even) by January '98  
and be able to start repaying loan by July '98 at latest

### 8-task. Now write your own proposal report on the theme below.

You have recently bought an old property in the center of your town or city. Write a report in support of your request or permission to change the use of the building, outlining your plans for the property and indicating how your project may be of benefit to the community.

## MAP WRITING

### 1-task. Look at the maps and describe difference between them.

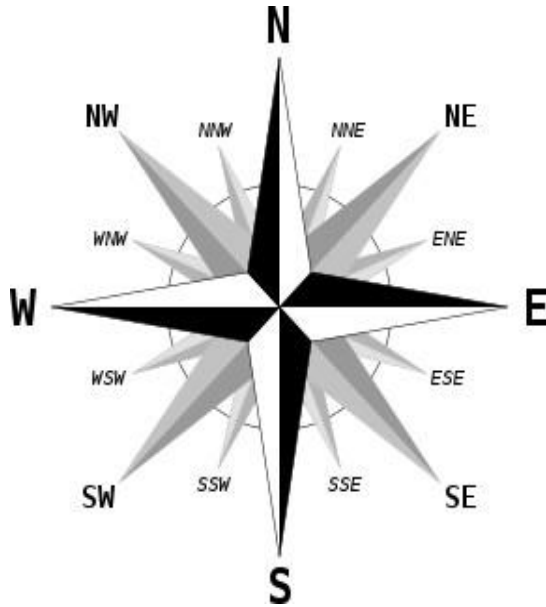


---

---

---

**2-task. Read information about cardinal directions of compass.**



The four cardinal directions, or compass points, are the directions north, east, south, and west. Points between the four main cardinal directions are the intercardinal directions. These are northeast, southeast, southwest, and northwest.

Also note that in English you do not need a capital letter for them – they can work as adjectives – in

the southwestern corner / or simply in the north east as a noun.

**3-task. Put the sentences used in map essay in the appropriate column.**

- Initially • At first • To start with • First of all • To begin with
- In the beginning • Secondly • thirdly • later • then • afterwards • at this point • meanwhile
- Finally • Eventually • In time • In the end • Ultimately • Lastly • meanwhile • next • after that • subsequently • later on • during this time

**Most common sequencing languages**

Beginnings	Middles	Endings

**4-task. Read and write short paragraph according to given information.**

**[The first stage]**

The first stage when S+V  
 To begin with  
 The process commences with  
 Initially,

---

---

---

---

---

---

---



---

---

**[Express purpose]**

A is done (so as) to produce B  
 A is done in order that B can be  
 So that (In order that)

---

---

---

---

**[The middle stage]**

This step involves + ing  
After this stage is complete,  
The next step is when S + V  
By this stage,  
The step after this,  
At the same time, / Meanwhile,  
Simultaneously, /  
Alternatively, While / As  
Once A has finished, B is able to start  
At this point,

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**[The last stage]**

- Once the final stage has been completed,  
- Finally, / Eventually,  
/Ultimately,

---

---

**[Cause and Result]**

- A result in B  
- A lead to B  
- A cause B

---

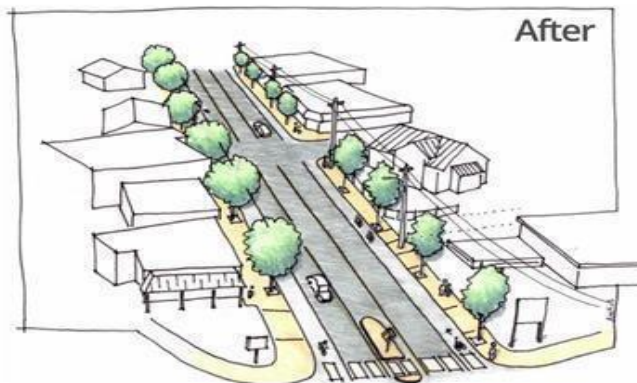
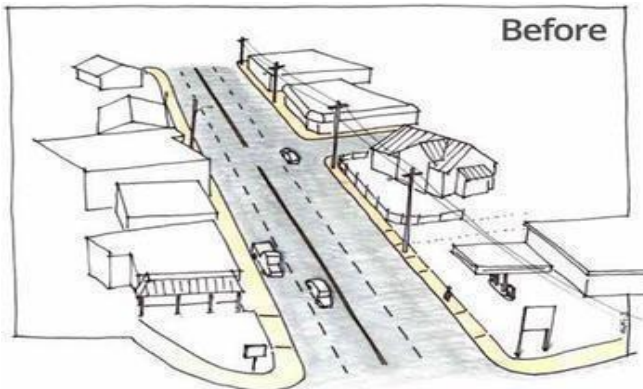
---

---

After a long time  
At the end  
occasion  
Concurrently  
Sequentially

After a while  
At last  
At that time  
At the beginning

In the meantime  
On the next  
Prior to  
Following that



Foster Road between SE 84th and 85th Avenue, before and after installation of wider sidewalks, a new crossing, bicycle lanes and street trees.

**5-task. Read the model of map essay and learn the structure.**

**The diagram shows proposals** to transform Foster Road between SE 84th and 85th Avenue into a tree-lined avenue that is safer for pedestrians and cyclists.

**First of all,** the planners propose to widen the sidewalk on both sides of the road and add bicycle lanes. This will mean reducing the number of lanes for cars and other vehicles. A pedestrian crossing will also be installed at the lower end of the street, near the gas station. This

crossing will include an island in the middle where people can wait in safety.

**In addition to** the safety measures above, planners also want to plant trees along both sides of the road. These trees will transform the appearance of the neighbourhood as well as provide vital extra shade for pedestrians.

**To summarise,** under these proposals, the needs of local residents will be better served by making Foster Road a safer and more pleasant environment.

**6-task. Pay attention the sentences given below and use in your essay.**

### DESCRIBING GENERAL CHANGES

1. Over the period, the area **witnessed** dramatic changes.
2. From 1995 to 2005, the city centre **saw** spectacular developments.
3. The village **changed considerably** over the time period.
4. During the 10-year period, the industrial area **was** totally **transformed**.
5. Over the past 20 years, the residential area **was** totally **reconstructed**.
6. Over the time period, the old docks **were** totally **redeveloped**.
7. Between 1995 and 2005, the old houses **were rebuilt**.
8. The central business district **was** completely **modernised** during the time period.

Give example: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Describing locations

The forest **to the south of the** river was cut down.  
A golf course was constructed **to the north of the** airport.  
The houses **in the** south-west **of the** town were demolished.  
The green fields **to the north-west of the** city were redeveloped as a park.  
The airport **in the centre of the** city was relocated **to the** north-east of the river.  
The school **to the south-east** was knocked down and a new one built **to the east of the** forest.

Give example \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



<b>Buildings</b>
Demolished / Knocked down / Flattened / Replaced / Make way for / Give way to / Renovated / Built / Constructed / Reconstructed / Developed/ Extended /Expanded / Converted

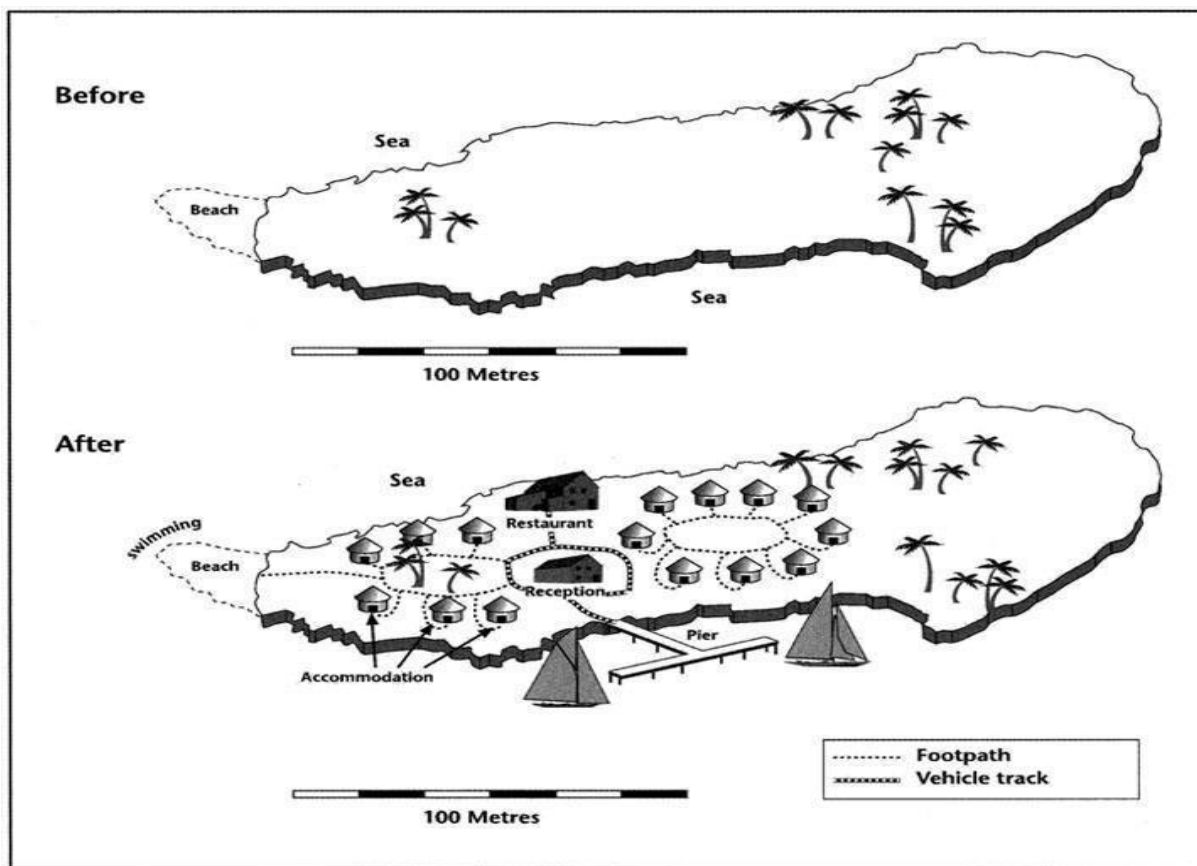
**Give example** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Trees &amp; Forests</b>	<b>Roads, bridges and railways lines</b>	<b>Leisure facilities</b>
Cleared Cut-down / Chopped-down Removed Planted	Constructed / Built Extended Expanded Removed	Opened Set up Developed

**Give example** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

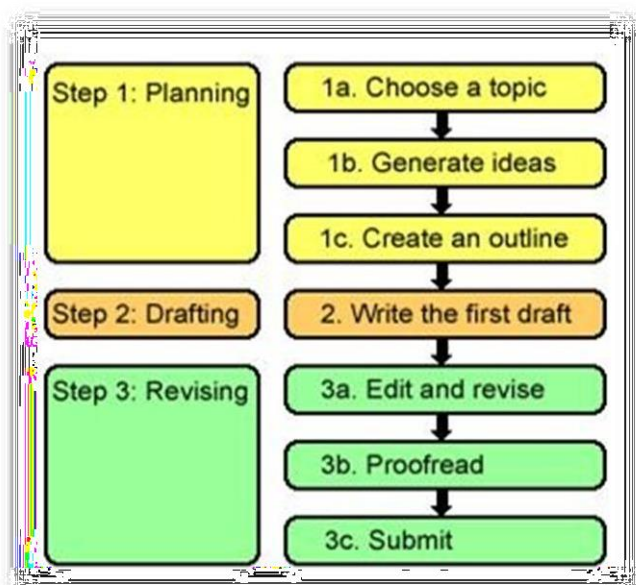
*7-task. You should spend 20 minutes on this task. The two maps below show an island, before and after the construction of some tourist facilities. Summarize the information by selecting and reporting the main features, and make comparisons where relevant. Summarize the information by selecting and reporting the main features, and make comparisons where relevant. Write at least 150 words.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## PROCESS ESSAY WRITING

1-task. Look at the picture and answer to the questions given below.



1. How to write a process essay?
2. What types of process essay do you know?
3. What are the features of a process essay?

2-task. Match the content and the information of the parts of a process essay

**a) Introduction**

**b) Body**

**c) Conclusion**

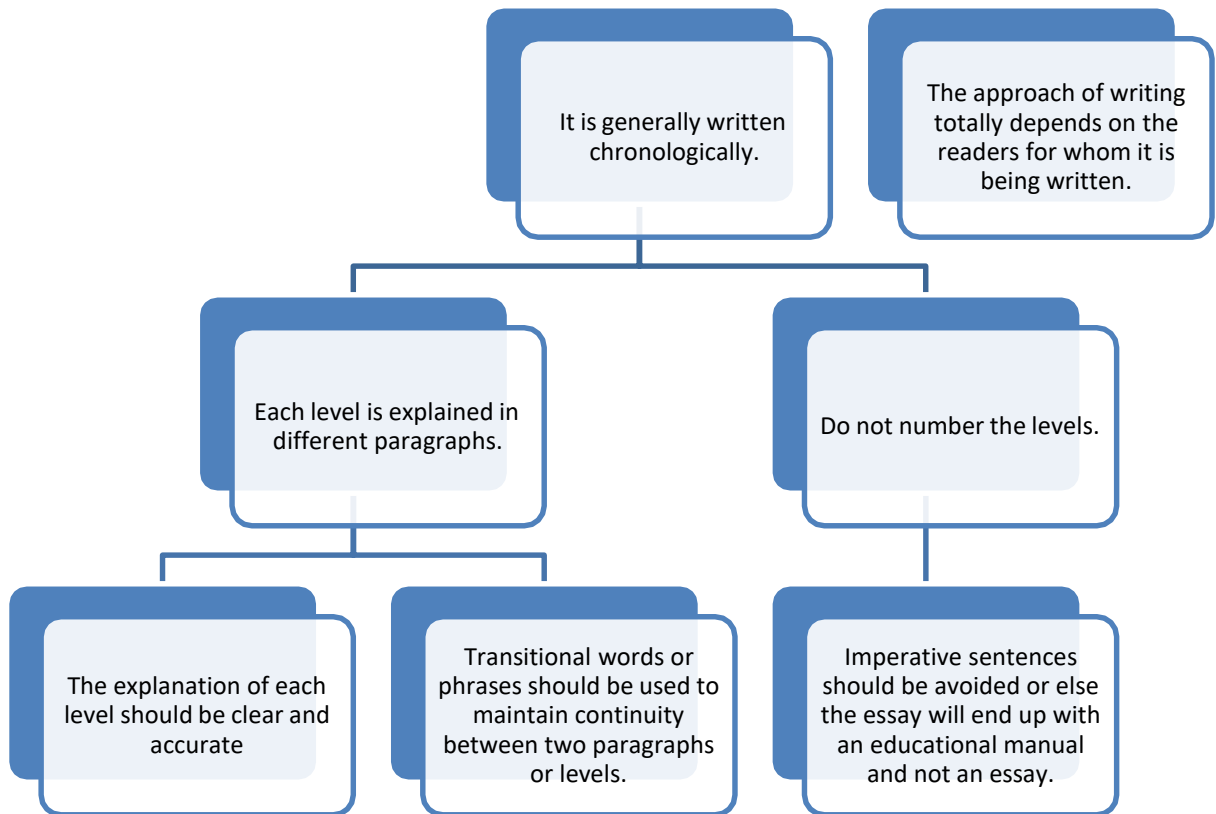
1. Discuss in details the main idea of the essay. The number of paragraphs in the body depends on the number of levels or stages of the process. Each level should explain a definite goal and also should have all the essential details. The levels should be presented in a valid order.
2. Tell what the process is and why it is essential. Here the writer should disclose the main goal of the process without giving any details. He has to explain the actual meaning of the process and its usage in day to day life. Basic history can be given. By reading the introduction, the reader can learn in which aspect he can implement this knowledge.
3. The concluding paragraph is generally short. It declares the result of the process. The reader gets an idea of what they can do next time if they face the same problem mentioned in the introduction. In conclusion, the writer can warn the reader about the hazards involved if the levels are not followed in the order and also can propose advices of how to overcome those problems.

**3-task. Write your opinion about two types of a process essay.**

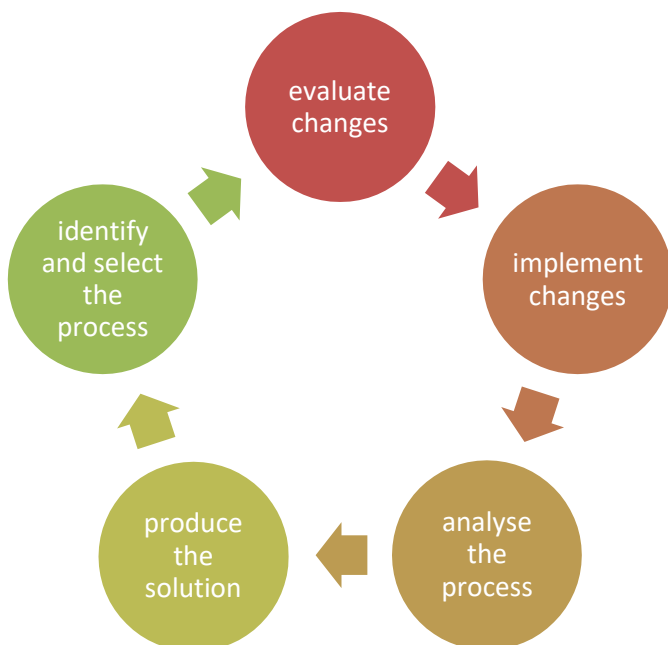
*Directional process essays* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Directional process essays* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4-task. Read and discuss about features of a process essay.**



➤ **How to plan a Process essay**



- Divide a sheet of paper by drawing a line from the middle and making two columns. Name first column as ‘materials’ and the other as ‘steps’.
- Think and write down every item and steps in the columns without worrying about the order.
- After noting down all points, start numbering the steps
- Finally, write an outline of the process essay.

## ➤ How to revise a process essay

Introduction



Body



Conclusion

➤ Tell what the process is and why it is essential. Here the writer should disclose the main goal of the process without giving any details. He has to explain the actual meaning of the process and its usage in day to day life. Basic history can be given. By reading the introduction, the reader can learn in which aspect he can implement this knowledge.

➤ Discuss in details the main idea of the essay. The number of paragraphs in the body depends on the number of levels or stages of the process. Each level should explain a definite goal and also should have all the essential details. The levels should be presented in a valid order.

➤ The concluding paragraph is generally short. It declares the result of the process. The reader gets an idea of what they can do next time if they face the same problem mentioned in the introduction. In conclusion, the writer can warn the reader about the hazards involved if the levels are not followed in the order and also can propose advices of how to overcome those problems.

**5-task. Pay attention to the model of process essay and try to use useful expressions given below.**

Later / Immediately following / Afterwards / Initially / At last / In the end / In the meantime / First of all / Formerly / Eventually / Meanwhile / In the future / Currently / After a few hours / Before this / During

The diagram shows various stages in the production process for cocoa powder, from the tree to the finished confectionery product.



First, the cocoa pods **are grown** on the plantation, which takes between 8 and 40 years. When each pod contains 20-50 beans, they **are harvested**. Next, the fruit **is opened up** and the beans are removed. They **are then put** into wooden containers to ferment for a few weeks. After that, the beans **are spread out** on tables and left to dry in the sun for a week before being sorted to remove any bad ones, and packed into sacks. The cocoa beans are then loaded onto ships and exported to overseas manufacturers. The manufacturers clean and grind the beans and then roast them. Subsequently, various kinds and qualities of cocoa

power **are combined** in the blending process. Ultimately, the resulting cocoa powder **is used** in the manufacture of chocolate drinks, cakes, biscuits and other confectionary items.

#### **6-task. Vocabulary Practice.**

*What do the words in bold below mean? Take some notes on a piece of paper to aid your memory:*

The process **illustrated above details** how cocoa beans are **harvested in order to produce liquid chocolate**. Looking from an overall perspective, it is **readily apparent that this combination** of a **man-made** and **natural process involves 3 main stages beginning with the collection and initial treatment** of the beans **followed by** transportation and **final processing** in a **factory**.

The **cacao tree** is grown in South America, Africa and Indonesia and the **Pods** are **ripe** for **harvest** when they **turn** red. The pods are then **split open** and the white cocoa beans are **fermented** under **leaves** before being **left in the sun to dry**. **Subsequently**, they are **placed** in **large sacks** and **sent** by either train or truck to factories for **further preparations**.

In the factory, the beans are **roasted** at 350 °C **prior to** being **crushed** in a **grinder** so that the **outer shell** can be **separated out**. The final step involves taking the inner part of the bean from the last step and **pressing** it into liquid chocolate.

illustrated above / details / harvested / in order to / produce / liquid chocolate / Looking from an overall perspective, / it is readily apparent that / combination / man-made / natural process / involves / main stages / beginning with / collection / initial treatment / followed by / final factory / cacao tree / pods / ripe / harvest / turn / split open / fermented / leaves / left in the sun to dry / subsequently / placed / large sacks / sent / further preparations / roasted / prior to

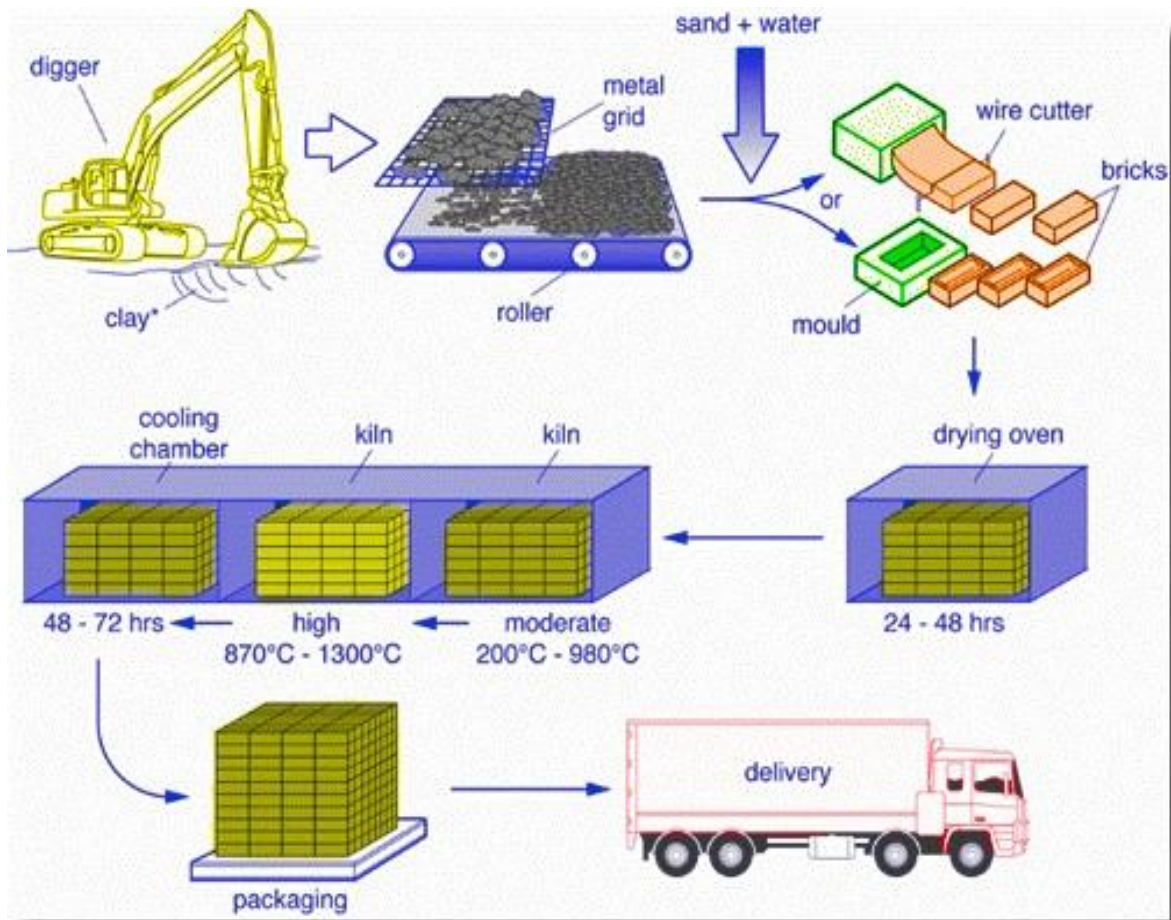
**7-task. The diagram below shows the process by which bricks are manufactured for the building industry.**

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

You should spend about 20 minutes on this task.

You should write at least 150 words.






---



---



---



---



---



---



---



---

## Bibliography

1. Felicity O'Dell, "Writing skills", Cambridge, 1996
2. Harmer J. How to teach English / J. Harmer. - London: Longman, 2001
3. Harmer J. The practice of English language teaching: third edition / J. Harmer. - NY: Longman, 2001
4. John Ramage, "Writing arguments", Pearson, 2012
5. Kate Grenville, "Writing from start to finish", Sydney, 2001
6. Rogova G. V. Methods of teaching English / G. V. Rogova. - Ленинград: Просвещение, 1975
7. Shiels, J. Communication in the Modern English Classroom. Council of Europe Press, 1993
8. Silberstein S. Techniques and Resources in Teaching Reading. Oxford University Press, 1994
9. Virginia Evans, "Successful writing (proficiency)", Newbury, 1998
10. [www.google.com](http://www.google.com)

*M.M.Tursunov, M.O'.Ubaydullayeva*

# BOOST YOUR WRITING

*(O'qish va yozish amaliyoti)*

## O'QUV QO'LLANMA

*Texnik muharrir:*

*G.Samiyeva*

*Musahhih:*

*M.Raximov*

*Sahifalovchi:*

*M.Arslonov*



Nashriyot litsenziyasi AI № 178. 08.12.2010. Original – maketdan bosishga ruxsat etildi: 29.07.2023. Bichimi 60x84. Kegli 16 shponli. «Palatino Linotype» garn. Ofset bosma usulida. Ofset bosma qog'oz. Bosma tabog'i 6,5 Adadi 20. Buyurtma № 188.



«Sharq-Buxoro» MCHJ bosmaxonasida chop etildi.  
Buxoro shahar O'zbekiston Mustaqilligi ko'chasi, 70/2 uy.  
Tel: 0(365) 222-46-46