20. Final Review

1. Read the extracts taken from the texts used in this course and match them with the following forms of texts. Characterize briefly each of these forms.

A Formal letter

B Informal email

C Recipe

D Leaflet

E Story

F Description

G Summary

H Biography

I Review

J Essay

I. *...How about a party next Friday night? It’s my 18th birthday! The party starts at 6 p.m. at my place. I’m also going to invite my classmate Janet and my friend Mirek. Can you come? Don‘t worry about presents! Just make sure you‘ll be there. It’ll be fun!*

II. ***Admission and a welcome drink free!***

***Hope to see you there:***

***Peter and Paul***

III. Summary

*Teenagers need to sleep to have enough of an important growth hormone. The problem is that due to hormonal upheaval they may not be able to get enough sleep at night and may need to catch up in the morning when they should get up.*

<http://www.bbc.co.uk/science/humanbody/body/articles/lifecycle/teenagers/sleep.shtml>

IV. *Firstly, when I tried to search my luggage out, the staff at the airline’s information desk were rather unhelpful. They kept sending me to Lost Baggage desk and refused to deal with me. After I spent 2 hours at the airport I found out my luggage got lost in Prague. This meant I missed my train to Oxford for which I had bought the ticket in advance and I had to buy another.*

V. *The crumble mixture:*

*In a bowl, mix together 250g flour and 100g brown sugar with 100g butter.*

*Use your hands and try to make crumbs.*

*Spoon the crumble over the plums.*

VI. *For ten years, Harry is repeatedly tormented by the Dursleys. Shortly before Harry's eleventh birthday, a series of letters addressed to Harry arrive, but Vernon destroys them before Harry can read them. To get away from the letters, Vernon takes the family to a small island. As they are settling in, Hagrid bursts through the door to tell Harry what the Dursleys have kept him from finding out: Harry is a wizard and has been accepted at Hogwarts.* <http://en.wikipedia.org/wiki/Harry_Potter_and_the_Philosopher's_Stone>

VII. *Sara has been my schoolmate for almost 2 years. I first met her on the first day of school. She did not know anybody there like me and we soon became friends. Sara is English and comes from Brighton but she lives in Prague now with her parents and two sisters. Her father is English too, but her mother is Czech. Sara is 15 years old and she is a student at the secondary grammar school.*

VIII. *There are no legitimate reasons for disallowing gays to adopt. If the concern is that a father/mother figure will be absent from the child's life, and then adoption by single parents should also be disallowed. As it stands, however, we do allow single parents to adopt. Therefore, banning gays from adopting is hypocritical.*

<http://www.debate.org/opinions/should-homosexual-people-be-allowed-to-legally-adopt-children>

IX. *Abraham Lincoln was the 16th president of the USA. He was born in 1809 in Kentucky. His father was a Kentucky frontiersman and the family was really poor. His mother died when he was ten and young Lincoln had to struggle for both living and learning.*

<http://www.whitehouse.gov/about/presidents/abrahamlincoln>

X. People in the village were curious and asked what had happened. They decided to try their luck and planted the sugarcane to attract the elephant. On the way to heaven they got greedy and fell back to the ground.

[<http://www.youtube.com/watch?feature=endscreen&v=hKc4I-YxepQ&NR=1>](#_Hlk348023842)

2. Who are the following texts for? Why is it important to think about the reader?

Formal email

Informal letter

Text Message

Note

Argumentative Essay

Article

Presentation

News

Discursive Essay

Report

3. Characterise formal style and think about the required form, grammar, vocabulary etc.

4. The following text is not properly organized. What kind of text is it? What is the usual structure of such text? What is the structure of this text? Rewrite it.

**Late nights and laziness**

Sleep patterns go crazy during your teenage years. Many teens have the energy to play computer games until late at night but can't find the energy to get out of bed in time for school. This may be more than just laziness and bad behaviour. New research suggests that the hormonal upheaval of puberty could be causing adolescents to love a lie-in, but loathe an early night. One thing is for certain - sleep is crucial for teenagers because it is while they are snoozing that they release a hormone that is essential for their [growth spurt](http://www.bbc.co.uk/science/humanbody/body/articles/lifecycle/teenagers/growth.shtml). They need more sleep than both children and adults, but they get less than either. Time-keeping problems. Minds and bodies do not operate in the same way throughout the day. A timing mechanism in the brain regulates bodily functions over a 24-hour period. At night, the heart rate falls, blood pressure is lowered and urine ceases to be produced. When the sun rises, the body begins to wake up. One important change that occurs at night time is increased levels of the 'darkness hormone' melatonin, which helps us to fall asleep. Most adults start to produce melatonin at about 10pm. When teenagers were studied in a sleep laboratory, researchers discovered that they only began to produce the hormone at 1am.This delay in melatonin production might be caused by the behaviour of teenagers. When they stay up late, they often play computer games or watch television. This stimulates the brain and exposes the teenagers to bright lights which could cause the later release of melatonin. On the other hand, the hormonal upheaval of puberty could be pushing the melatonin release back, in which case teenagers are being kept awake by their bodies - they simply can't help their peculiar sleeping behaviour. Let sleeping teenagers lie. Whether late nights are caused by biology or behaviour makes no difference - many teenagers are sleep deprived. Lack of sleep can lead to [moodiness](http://www.bbc.co.uk/science/humanbody/mind/articles/emotions/teenagers/moods.shtml), impulsivity and depression. In America some schools have delayed the start of their classes to give their teenagers some extra time in bed. One school noticed a significant improvement in the educational performance of its students.

<http://www.bbc.co.uk/science/humanbody/body/articles/lifecycle/teenagers/sleep.shtml>

5. Complete the story with appropriate cohesive devices.

Good Friends

Tom, Pete and Michael went sailing around the world. 1. .............., one night their boat shipwrecked. Luckily they were not too far away from a small island 2. ..............they were very tired and could not swim any more. They lost their boat 3. ............... they were happy since their lives were saved.

For almost a year they ate nothing but fish, nuts or fruit. One afternoon, they saw a bottle in the waves. Tom jumped for it and they opened it at once. They hoped there could be some nice drink left 4. .................. Rum or whiskey or at least a map to some treasure 5. ...............was hidden on the island.

Suddenly a genie appeared. “Thank you very much for opening the bottle and letting me out!” muttered the genie. “I am so pleased and grateful, I´ll give you one wish each. Just think and tell me.”

6. .................. the genie picked Tom to tell him what his wish was. “Well”, Tom said thinking carefully about his wish. “I wish I was with my wife and children. Suddenly there was a strong wind that blew Tom to his family.

7. .................. the genie asked Pete. He did not hesitate a minute and asked the genie to take him to his girlfriend. Not before long Pete was gone to see his girlfriend in London.

8. .................. there was Michal´s opportunity to leave the island. “I wish I had my friends back!” said Michael without thinking.

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**Answer key:**

1.

I – B Informal email

II – D Leaflet

III – G Summary

IV – A Formal letter

V – C Recipe

VI - I Review

VII – F Description

VIII – J Essay

IX – H Biography

X – E Story

2. It is helpful to know who is going to read your work. It will help you to choose the appropriate style of your writing.

Possible answers:

Formal email – *People in business, academics, people you do not know*

Informal letter – *Friends, acquaintances, schoolmates, people who you know well*

Text Message – *Anyone*

Note - *Anyone*

Argumentative Essay – *Academics, people in business, general public*

Article - *Academics, people in business, general public*

Presentation - *Academics, people in business, general public*

News - *General public*

Discursive Essay - *Academics, people in business, general public*

Report - *Academics, people in business, general public*

3. Formal style: Use shorter sentences, formal language – no slang words, use polite phrases *(I am looking forward to …, I would be very grateful for your help etc.);* contracted forms are not accepted; sign your full name

4. An Article

Title: *Late nights and laziness*

Introduction: *Teenage sleep patterns and a new research*

Main Body:

1. *Problems with time*
2. *The sleep hormone*
3. *Different production*
4. *Speculations*
5. *Nobody is to blame*

Conclusion: *Late morning is it*

<http://www.bbc.co.uk/science/humanbody/body/articles/lifecycle/teenagers/sleep.shtml>

5. Good Friends

Tom, Pete and Michael went sailing around the world.1. However, one night their boat shipwrecked. Luckily they were not too far away from a small island 2.because they were very tired and could not swim any more. They lost their boat 3.but they were happy since their lives were saved.

For almost a year they ate nothing but fish, nuts or fruit. One afternoon, they saw a bottle in the waves. Tom jumped for it and they opened it at once. They hoped there could be some nice drink left 4.such as rum or whiskey or at least a map to some treasure 5.which was hidden on the island.

Suddenly a genie appeared. “Thank you very much for opening the bottle and letting me out!” muttered the genie. “I am so pleased and grateful, I´ll give you one wish each. Just think and tell me.”

6.Firstly the genie picked Tom to tell him what his wish was. “Well”, Tom said thinking carefully about his wish. “I wish I was with my wife and children. Suddenly there was a strong wind that blew Tom to his family.

7.Than the genie asked Pete. He did not hesitate a minute and asked the genie to take him to his girlfriend. Not before long Pete was gone to see his girlfriend in London.

8.Finally there was Michal´s opportunity to leave the island. “I wish I had my friends back!” said Michael without thinking.