

C.N. GRIVAS

# Targeting Proficiency

**WRITING TASK BOOKLET**

Suitable for

ALL **C1/C2** LEVEL EXAMINATIONS

# Targeting Proficiency

**WRITING TASK BOOKLET**

Suitable for

ALL **C1/C2** LEVEL EXAMINATIONS

© GRIVAS PUBLICATIONS 2020  
*All rights reserved*

*No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior permission of GRIVAS PUBLICATIONS.*

*Published and distributed by: GRIVAS PUBLICATIONS*

**HEAD OFFICE**

*3 Irodotou St. 193 00 - P.O. Box 72 Attiki, Greece*

*Tel.: +30-210.55.73.470*

*Fax: +30-210.55.73.076, +30-210.55.74.086*

*e-mail: [info@grivas.gr](mailto:info@grivas.gr)*

*<http://www.grivas.gr>*

*All photos, unless otherwise stated, © Shutterstock.com*

*First Published May 2020*

SAMPLE PAGES

# Contents

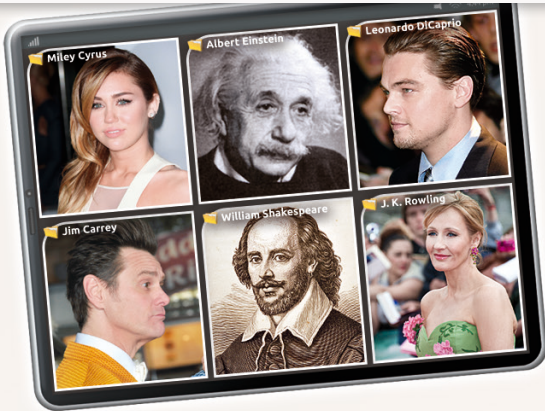
<b>Module 1</b> [Me, Myself and I] .....	5
<b>Module 2</b> [You are what you eat!] .....	7
<b>Module 3</b> [Learn to Earn] .....	9
<b>Module 4</b> [Ready Player One] .....	11
<b>Module 5</b> [Art for Art's Sake] .....	13
<b>Module 6</b> [Famously Fashionable] .....	15
<b>Module 7</b> [The Art of Persuasion] .....	17
<b>Module 8</b> [For Better or Worse] .....	19
<b>Module 9</b> [Our House Is On Fire] .....	21
<b>Module 10</b> [The Travel Bug] .....	23
<b>Module 11</b> [The Past in the Present] .....	25
<b>Module 12</b> [Experience IT] .....	27

SAMPLE PAGES

# Me, Myself and I

Imagine that you are Greg's flatmate Kelly. You have decided to write a letter to the magazine about your decision to move in with Greg and his friends. Use the information in Greg's letter and the reading text in Lesson 1 to help you. Write your letter in 250–300 words.

A popular English-language magazine has invited readers to send in letters sharing their experience of a significant decision they made recently. You decide to send in a letter in which you describe the situation, explain why you made such an important decision and assess what the consequences of that decision have been.



### Starting your Letter (paragraph 1)

Start your letter with:  
**Dear Sir or Madam,**  
(if you don't know the name of the person you are writing to)

**OR: Dear Mr / Mrs ...**  
(if you know their name)

State your reason for writing.

### Main Body (paragraph 2)

Cover the first point in the writing task (with supporting details).  
Start your paragraph with a topic sentence.

### Main Body (paragraph 3)

Cover the second point in the writing task (with supporting details).  
Start your paragraph with a topic sentence.

### Ending your Letter (paragraph 4)

Conclude your letter (write 1-2 sentences).  
Sign off with:  
**Yours faithfully,**  
(after Dear Sir or Madam)  
**Yours sincerely,**  
(after Dear Mr / Mrs)

### The following words / phrases will help you with the Writing Task.

#### Introduction

- I am writing this letter in response to ...
- I am writing with reference to ...
- significant / major decision
- have a huge effect / impact on

#### Main Body – Paragraph 2

- Let me begin by telling you ...
- First of all, I will explain ...
- I jumped at the chance to ...
- It was an ideal opportunity to ...
- might regret my decision
- complete opposites

#### Main Body – Paragraph 3

- Little did I realise that ...
- I would soon come to the realisation that ...
- I never anticipated ...
- I could never have known that ...
- form a close relationship
- help each other out

#### Conclusion

- I can honestly say that ...
- I think it is safe to say that ...
- If not for my decision, ...
- If I hadn't made the decision I did, then ...

.....

.....

.....

.....

.....

.....



SAMPLE PAGES



SAMPLE PAGES

ISBN 978-960-613-129-5



9 789606 131295

