

TÉMÁHOZ KAPCSOLÓDÓ FELADATOK

1.	Levelezőpartner keresése	levél, rövid üzenet
2.	Válasz levelezőpartner első megkeresésére	levél, rövid üzenet
3.	Tanácsadás barátnak (férfiak szerepvállalása házimunkában)	levél
4.	A barátok szerepe	esszé
5.	Az öltözködés szerepe a tinédzserek életében	fórumhozzászólás
6.	Meghívó konferenciára vagy fórumra	felhívás, meghívó
7.	Érdeklődő levél hirdetéssel kapcsolatban	levél
8.	Panaszlevél vásárolt termékkel kapcsolatban	levél, esszé
9.	Vásárlási szokások	esszé
10.	Levél csomagküldő cégek tevékenységéről	állásfoglalás
11.	Tanácsadó levél barátnak	levél
12.	Önéletrajz	
13.	Motivációs levél	levél

✓ II/1. Levelezőpartner keresése

B1

You see the advertisement below in a magazine for learners of English and decide to write to the organisers as you want to have a penfriend from an English-speaking country.

Your letter should contain the following points:

- refer to the advertisement,
- introduce yourself by giving at least three pieces of information,
- say why you would like to find a penfriend,
- ask for any relevant piece of information (ways of joining, fees etc.).

Your letter should be between 50-80 words.



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Sample solution

Send mail

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To:

Cc:

Subject:

Dear Sir/Madam,

I saw your advertisement in an English magazine and I decided to write to you because I would like to find a penfriend from an English speaking country. I need a penfriend because I want to improve my English.

My name is Ursula Novotny and I am 21 and I am a student. I live in Warsaw with my parents.

Can you give me any information about the club? How can I join? Is there a membership fee?

Thank you for your help. I am looking forward to your answer.

Yours sincerely,

Ursula Novotny

✓ II/2. Válasz levelezőpartner első megkeresésére

B1

You have received the following letter and you decide to answer it. Your answer should contain the following points:

- say how you feel about the letter and whether you feel like exchanging letters,
- give some information about yourself (personal information, hobbies etc.),
- ask your penfriend some questions to get to know him/her better.

Your letter should be between 100-120 words.

+ Your friend's letter

*Dear Klaus,
I found your letter on an internet forum. It says that you are looking for a penfriend to improve your English. I've joined this club for the same reason. I'm 21 and I go to uni in Warsaw. I study architecture as I would like to be an architect and design houses. If you want to be my penfriend, please let me know and then we can exchange some letters.
I'm looking forward to your answer.
All the best,*

Ursula Novotny

↓ Sample solution

*Dear Ursula,
I was so happy to read your letter. I am still looking for a penfriend. I think it would be great to exchange some letters or emails and thus we could improve our English. Maybe, we could even meet some time in the future.
I am also a student at university, I want to become a doctor. I live in Prague with my mum and sister, my father died 5 years ago. I like reading and cycling in my free time. I also like hanging out with friends.
What do you like doing in your free time? Do you have any special hobbies? Do you like sports?
I'm looking forward to your answer.
All the best,*

Klaus

✓ II/3. Tanácsadás barátoknak: férfiak szerepvállalása házimunkában

B2

Your friend has written a letter to you informing you about changes in housework patterns. In his letter he says that men in his country tend to do more housework these days. You decide to share your views about the situation in your country.

Your letter should contain the following points:

- your general view of men taking part in household chores,
- the situation in your country in the past,
- recent changes if there have been any.

Your letter should be between 150-200 words.

Sample solution

Dear Jack,

I was so surprised to read your letter. Actually this is a topic we have just talked about with my girlfriends. We all agreed that we would like to have a family where our husbands or partners take part in doing the housework. So I was happy to read that this is happening in your country.

I remember when I was a child my father and grandfathers never used to do anything in the house. It was a kind of agreement that everything in the house had to be done by my mother or grandmothers. This was typical at that time. Women did all the cleaning and cooking and they were also responsible for bringing up the children. Men, on the other hand did things outside the house like cleaning the car, mowing the lawn, repairing things or doing small DIY jobs.

I can see some changes in Hungary, too. More and more men decide to take an active part in family life, which means that they do more housework e.g. Hoovering, shopping and they also spend more time with their children. I think they would take an even greater share of it if they didn't have to work so hard at their jobs. I hope my husband will also do the same and we can have a balanced family life.

All the best,

Patricia

II/4. A barátok szerepe

B2

You decide to write an article in the school magazine about the role of friendship in young people's life. Your article should contain the following points:

- why friends are important in general,
- describe your ideal friend and say if you have got a person who meets these criteria,
- mention a case when a friend helped you out,
- invite your readers to contribute and comment on your article.

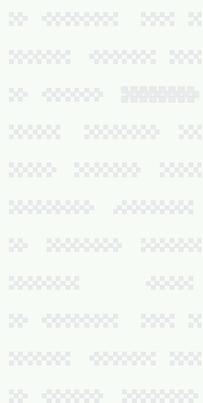
Your essay should be between 150-200 words.

Sample solution

I have decided to write an article about friends and friendship. I think this is a topic that cannot be overemphasised as friends have always played an important role in people's, especially young people's lives.

For young people who seek independence and tend to lose their close contact with their parents, friends can mean a lot. The same is true for me.

For me an ideal friend is a person I trust and with whom I share a lot. He/she must be trustworthy and honest. Having things in



common helps because we can plan our free time activities more easily.

I have known my best friend since I started kindergarten. We do not meet so often as we don't go to the same primary school but when I need her advice, she is there to help me. The last time when I turned to her was when I started my studies in a new school and getting used to the new situation was not easy at all. She called me every single day and we kept in touch via the internet. She sent me songs via facebook to cheer me up and when I went home for the weekend she tried to spend as much time with me as possible.

How do you feel about friendship? Do you have a real friend in your life? Come and share your views with us.

✓ II/5. Az öltözködés szerepe a tinédzserek életében

B1

You got a letter from a friend of yours and decide to give some advice to her. Your answer letter should contain the following points:

- express your sympathy,
- say that you have been in a similar situation yourself and you have also felt excluded,
- try to reassure your friend and give her some advice.

Your letter should be between 100-120 words.

+ Your friend's letter

Dear Jenny,

I'm writing to you because I need your advice. I'm so desperate. You know I've just started my studies in a new school and I feel so awkward. Most of the girls make fun of me as I do not wear the latest fashion. I feel good about my clothes but their comments make my life hell. I have a stomachache every morning when I choose what to wear and I keep having it all day.

What should I wear? Shall I also buy those silly fashionable clothes that I don't like at all? I don't want to be a fashion victim.

I know that it sounds silly, but it makes my days awful.

Thanks for listening to me.

*Love,
Claire*

Sample solution

Dear Claire,

I was so moved when I read your letter, I cannot believe that this is happening to you. I feel for you so much. It's so bad to be excluded. You must be going through a very difficult period...

I've been in a similar situation myself. Do you remember when I joined the drama club at school. All the girls were very hostile with me, I couldn't make friends easily. I didn't feel like going to the classes though drama has always been my passion ... Then my mum encouraged me not to give up. I tried to be friendly with everyone and finally a new girl joined the club and we made friends. When the others saw us getting on so well, they were friendlier. It took some time but it was worth it.

Why don't you try to choose the friendliest person in the class and approach him/her. There must be someone who is interested in other things than fashion. I hope things'll get better soon.

All the best,

Jenny

II/6. Meghívó konferenciára vagy fórumra

B2

You see the following advertisement and decide to write a letter to invite your friend. Your invitation letter should contain the following points:

- mention the advertisement,
- describe the programme briefly,
- say why you would like both of you to take part.

Your letter should be between 150-200 words.

Advertisement

2013 BYU CONFERENCE ON FAMILY LIFE

*The School of Family Life and the Division of Continuing Education have combined the two family conferences (Family Expo and Families Under Fire) into one annual conference called The BYU Conference on Family Life: If Ye Are Prepared Ye Shall Not Fear (D&C 38:30). This conference will be held **Tuesday, March 26, 2013**, and will combine aspects from both of these conferences. It will feature inspirational and academic speakers who will present ways to strengthen families, teaching parents how to raise a righteous posterity and help prevent the problems that often arise in modern family life. There will also be experts in the fields of therapy, counselling, and family issues giving specific hands-on information and hope to families who are struggling or dealing with real and often tragic problems attacking our society, families, and individuals today.*

WHEN/WHERE

*The BYU Conference on Family Life takes place annually. Next year's BYU Conference on Family Life will be held **Tuesday, March 26, 2013.***

It will be held in the BYU Conference Centre located on 770 E. University Parkway, Provo, Utah.

BYU CREDIT

An option is available to receive 0.5 credit hours of Marriage, Family, and Human Development 792R.

SPONSORS

This conference is sponsored by the School of Family Life, the Alumni Association, and the Division of Continuing Education.

FOR FURTHER INFORMATION PLEASE CONTACT:

BYU Conferences and Workshops

136 Harman Continuing Education Building – Provo, Utah 84602-1516

***Phone:** (801) 422-4853 • **Email:** cw136@byu.edu.*

***Web:** <http://ce.byu.edu/cw/family/>*

Sample solution

Dear Pat,

Imagine I have passed all my exams, that's why I haven't written to you for so long. Now I'm a social worker, too. As I was browsing the net for jobs, I found an ad about a conference that may be interesting for both of us as we are going to work as social workers.

They say that the conference will feature different speakers who will present ways to strengthen families. They will focus on teaching parents how to raise healthy children and help prevent the most common family problems. There will also be experts in the fields of therapy, counselling and family issues. It sounds interesting, doesn't it?

We could benefit from it a lot in our daily work. There are so many families that suffer from different kinds of problems.

Don't you think it would be a good idea to attend? We could improve our expertise and also spend some time together. It would be a good opportunity to catch up on each other's news. I'll write a letter to the organisers to get some details like the fees. Money does matter.

Let me know if you feel like attending.

All the best,

Katie