

LESSON5

WRITE A RECOMMENDATION

1 BEFORE YOU WRITE

- A

Think about a time when you needed a recommendation. For example, when you applied to a university or applied for a job. What kinds of things were included in the recommendation?
- B

Read Eric’s recommendation on an employment website. How does Eric feel about Lucas?



ERIC PARK

@EricP

Just finished writing a recommendation for my friend Lucas. He’s such a great co-worker!

Eric Park

Copywriter

Lucas and I currently work together at TSW Media. We work together a lot, and we are involved in many of the same projects. I am delighted to write this recommendation for him.

Lucas is a talented illustrator. He is very creative, and his graphics help to make our ads successful. Lucas is especially good at working with different technologies. His hand drawings are beautiful, but he also creates amazing artwork using computer programs,

such as Illustrator. He is smart, hard-working, and very determined. He works quickly and carefully, and he is always willing to help on different projects when needed.

Lucas is extremely well-liked by his co-workers and by all our clients. He works well with others, and he is always eager to share his ideas. Lucas is a great team member, and he is a real asset to our team. We’re lucky to have him.

- C

Read the recommendation again. How does Eric organize his recommendation? Complete the chart.

<div>Paragraph 1</div> <div>How does he know this person?</div>	Eric knows Lucas from TSW Media.
<div>Paragraph 2</div> <div>What skills does this person have?</div>	talented illustrator
<div>Paragraph 3</div> <div>How does this person get along with others?</div>	well-liked

2 FOCUS ON WRITING

- A** Read the Writing Skill.
- B** Look at three incorrect sentences from Eric's first draft of his recommendation. Underline the correct versions in the model.

1. Lucas and I currently work together at TSW Media we work together a lot, and we are involved in many of the same projects.
2. A talented illustrator.
3. His hand drawings are beautiful, he also creates amazing artwork using computer programs, such as Illustrator.

- C** Look at the sentences in 2B again. What were the mistakes? How did he fix them?

WRITING SKILL Write complete sentences in formal writing

In formal writing, we need to write complete sentences.

- Complete sentences need to have a subject and a verb.
- Complete sentences need to be separated or connected in some way.
 - Use a period, not a comma, to separate complete sentences.
 - Use a conjunction, such as *and*, *but*, *or*, or *so*, to connect complete sentences.

3 PLAN YOUR WRITING ^{3.}

- A** You need to write a recommendation for a classmate or co-worker. Think of someone to write about. Complete the chart.

Paragraph 1 <i>How do you know this person?</i>	
Paragraph 2 <i>What skills does this person have?</i>	
Paragraph 3 <i>How does this person get along with others?</i>	

- B PAIRS** Talk to your partner about your ideas for your recommendation.

I am writing about... We met at...

4 WRITE

Write a recommendation using your ideas from 3A. Remember to use complete sentences. Use the recommendation in 1B as a model.

5 REVISE YOUR WRITING

- A PAIRS** Exchange recommendations and read your partner's.
1. Did your partner explain how they know the person?
 2. Did your partner describe the person's skills and personality?
 3. Did your partner use complete sentences?
- B PAIRS** Can your partner improve his or her recommendation? Make suggestions.

Check your

- spelling
- punctuation
- capitalization

6 PROOFREAD

Read your recommendation again. Can you improve your writing?

☐ **I CAN WRITE A RECOMMENDATION.**

PUT IT TOGETHER

1 MEDIA PROJECT



- A** ▶02:21 Listen or watch. What kind of product does Fatma describe?



- B** ▶02:21 Listen or watch again. Answer the questions.

1. What's the name of the product? _____
2. What three reasons does Fatma give? _____
3. What's one detail for each of the three reasons? _____

- C** Make your own video.

Step 1 Think of a product that you own and that you like.

Step 2 Make a 30-second video. Describe the product and say the reasons why you like it.
Give details about the product.

Step 3 Share your video. Answer questions and get feedback.



2 LEARNING STRATEGY

DESCRIBE WHAT YOU SEE

Learn new vocabulary by describing people and things around you. What words do you know?
Look up words you don't know. Write sentences to help you learn the new words.



Review the descriptive words in the vocabulary. Try to use these words to describe people and things around you. For example, use sensory verbs (*look, feel, smell, taste, sound*). Write five descriptive sentences for practice. Review the sentences twice a week.

3 REFLECT AND PLAN

- A** Look back through the unit. Check (✓) the things you learned. Highlight the things you need to learn.

Speaking objectives

- ☐ Describe two similar things
- ☐ Describe personal traits
- ☐ Talk about how people do things

Grammar

- ☐ Sensory verbs + *like*
- ☐ *Be* + adjective + infinitive
- ☐ Adverbs of degree and manner

Vocabulary

- ☐ Sensory verbs
- ☐ Attitudes
- ☐ Adverbs of manner

Reading

- ☐ Find the main idea

Writing

- ☐ Write complete sentences in formal writing

Pronunciation

- ☐ The letter *s*
- ☐ Syllables and stress

- B** What will you do to learn the things you highlighted?
For example, use your app, review your Student Book, or do other practice. Make a plan.

