



Supplementary Material Notes

LEVEL: Advanced (C1-C2)

UNIT 1

LESSON: 3B

Taking positions

Supplement title	Type of supplement	Where to use	Objectives
Email stand-off	Email writing.	After the 'A timely request' page (Page C).	<ul style="list-style-type: none"> • Email writing. • Taking a positive or negative stance on an issue.

Instructions for the teacher.

1. Before class, cut out enough situation cards so that each pair will have one card. Also print out enough email templates so that each pair has two email templates.
2. Put students into pairs and give each pair a situation card and an email template. Students must write a reply email to Mel's father using the ideas on their situation card. Pairs discuss their ideas before writing the email.
3. Pairs write their emails - allow 5-10 minutes.
4. When everyone has finished writing their emails ask pairs to exchange their email with another pair. Explain that they are now going to write the father's reply. Give each pair another email template. Again, pairs discuss what they will write - they must decide by themselves the stance the father will take and if it is positive or negative.
5. Pairs write their emails - allow 5-10 minutes.
6. Students give their emails back to the other pairs.
7. Finish by having some pairs stand up and reading their emails to the class.

Email stand-off



Situation cards



You are Mel. Write a reply to your father.
You still want him to give you the money.

- Remain positive and hopeful.
- Talk more about the summer job to reinforce your argument.
- Explain more about how you will repay his loan.
- Add any other information that you think will help.

You are Mel. Write a reply to your father.
You still want him to give you the money.

- You are shocked at the response from your father.
- Ask your father to reconsider and provide reasons why he should do so.
- Say why it is your father's responsibility to help you.
- Add any other information that you think will help.

You are Mel. Write a reply to your father.
You still want him to give you the money.

- Become upset and pleading.
- Explain what will happen to you if he doesn't loan you the money.
- Say how you feel about his decision and why it is unreasonable.
- Add any other information that you think will help.

You are Mel. Write a reply to your father.
You still want him to give you the money.

- You become negative, angry and threatening.
- Say why you believe he should loan you the money.
- Say how your relationship will be affected if he doesn't help you.
- Add any other information that you think will help.

Email stand-off



Send Attach Save Draft Spelling Cancel

To: Show BCC

Cc:

Subject: Plain Text

Arial 12 B I U T P S

✎

Send Attach Save Draft Spelling Cancel

To: Show BCC

Cc:

Subject: Plain Text

Arial 12 B I U T P S

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