

## ***Introduction***

Learning how to write well is a lot like learning how to play tennis or other sports. You will never become good at tennis if you don't practice a lot. You will never learn how to play tennis well if you only think about playing it or if you read books about it. The only way you learn how to be a good tennis player is if you spend a lot of time actually playing tennis. Beginning tennis players first learn how to hit the ball across the net and then they spend a lot of time practicing how to serve. Finally they can play a game with other people but they are always trying to improve their skills. Learning how to become a good writer follows the same principles. Being a good writer requires a lot of practice because you can't learn how to write well by only thinking about writing or reading about writing. You have to write!

Simply Writing: Step-by-Step Mastery of Written English is designed to give students at every level plenty of opportunity, not only to write in English, but also to develop their listening and speaking skills. It is divided into three sections, Simply Basic, Simply Skillful, and Simply Successful. The first section introduces students to basic, everyday, English writing. Students learn how to write a diary, how to write various kinds of letters, how to fill out different kinds of forms, how to send e-mail and how to write about travel. Once the students gain confidence in these easy, real-life writing skills, they are ready to move on to the second part of the book: Simply Skillful. In this section students learn how to write descriptively, express an opinion, make comparisons, and describe how to do something. Each chapter in these two sections also includes an exercise that focuses on grammar, which will enable the students to achieve a greater degree of accuracy in their English writing. The third section of the book introduces the student to English academic writing, starting with the basic paragraph. Students learn how to write a topic sentence for a paragraph and how to provide supporting details for that topic sentence. The last two chapters of the book show students how to write a five-paragraph essay, which is the cornerstone of collegiate writing.

One important feature of this book is the appendix, which both teachers and students will find useful. The first appendix is a writing checklist. Teachers can have their students read over this checklist before turning in their work to encourage them to take responsibility for proofreading their own writing. The second appendix is a list

of a wide variety of possible writing topics. The third appendix shows what various kinds of English writing should actually look like on paper.

Becoming a good writer involves a lot of hard work and dedication. It's not an easy thing to do, but it is not an impossible task either. All you need to do is to say to yourself that you can become a skillful English writer! And if you practice hard enough, you will!

Good Luck!

Diane Hawley Nagatomo



## Warming Up

► Look at the following sentences that appear in a diary and match each sentence with the topic.

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|---------------------|--------------------------|
| 1. a party          | 5. English class         |
| 2. feeling homesick | 6. club activities       |
| 3. catching a cold. | 7. going shopping        |
| 4. taking a trip    | 8. dreams for the future |
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- a. Today seven people showed up for tennis practice. We played until it got dark and then five of us went out for dinner. It was almost ten o'clock by the time I got home.
- b. I wish that my hometown wasn't so far away from Tokyo and that it wasn't so expensive to visit. I'd really like to see my family this weekend since I'm feeling lonesome.
- c. Today was terrible! When I woke up I had a sore throat and a fever so I decided not to go to school.
- d. The teacher asked us all to divide into small groups and write a short play to perform in class next week. What should I do? I don't like speaking in English in front of everyone!
- e. Mariko called me this morning and asked if I have a free day next week. She wants to buy a new coat and wants me to come along to give her advice.
- f. Our airplane was due to leave at eleven o'clock so we had to get to the airport by nine. It was hard getting up early but we were so excited. After all, it's our first time to go abroad.
- g. I didn't have as much fun as I thought I would have. Some of the boys drank too much and it cost too much money.
- h. Ever since I was a child I've wanted to work for a company that publishes comic books. I wonder if my dream will come true.

## Getting Ready

► Unscramble the words in parenthesis in each sentence and match them with the best picture.



a. Today was the first day in a long time that I didn't have to go to my part time job or to school. I decided to stay home and clean my room. After my room became clean (the video shop / went / I / to / some videos /and / rented). I really enjoyed a quiet peaceful day by myself.



b. Today was terrible! I woke up with a sore throat and a high fever. I called my friend and she advised me stay home from school. (the day / went / the doctor / bed / the rest / stayed / for / in / of / to / then / and / I).



c. I had a plan to meet Tomoko in Shibuya today. (we / first / restaurant / at /a / had / Italian / lunch / small). Then we went shopping. I didn't have any money so I couldn't buy anything but Tomoko bought a new pair of shoes.



d. (us / the teacher / today / a test / in / class / gave / English). I was so surprised because I hadn't studied for the test at all. I hope that I passed the test. She said if we fail it we have to take it again next month.



e. (fun / tonight's / was / so / party / much). I didn't know all of the members of the tennis circle very well before but now I think I'm on good terms with everyone. I hope we can have another party as soon as possible.

## Try It Out 1



► Practice these conversations with your partner. Then read the following paragraphs carefully and fill in the blanks with the missing words.

1. *Debbie:* How was your day?

*Steve:* It was terrible! First of all, I had a surprise test in my history class. I didn't study at all and I'm sure that I failed the test. Then I had to go to the bank right after school. It was very crowded so I had to wait for a long time. It made me late for my part time job so I got in trouble with the manager.

*Debbie:* What did he say?

*Steve:* He told me not to be late again. I don't like that job at all. I think I'm going to look for a new job next week.

*Debbie:* Why don't you apply for a job at the coffee shop where I work? It's a nice place and they need someone.

Dear Diary,

Today was the worst day for me. My history teacher \_\_\_\_\_ us a surprise test! I'm sure that I failed it because I didn't \_\_\_\_\_ at all. Then, I was late for my part time job because I had to \_\_\_\_\_ a long time at the bank after school. My manager was mad at me and told me not to be late again. I'm sick of that job. I think I'll \_\_\_\_\_ for a new job at the coffee shop where Debbie works. She said that they are \_\_\_\_\_ someone to work there.

2. *Mother:* Hi dear. How are you? How's school?

*Taro:* Terrible. I think I have a cold. My throat hurts and I feel dizzy.

*Mother:* Oh no. Do you have a fever?

*Taro:* I think so.

*Mother:* You'd better go to the doctor as soon as possible. If you get some medicine you'll be able to recover quickly.

*Taro:* Yeah, that's a good idea. I have to get well by next week because our exams will start.

*Mother:* Be sure to eat something healthy and to drink a lot of juice.

*Taro:* All right. I wish I was at home right now.

Dear Diary,

I \_\_\_\_\_ terrible all day long. When I woke up I \_\_\_\_\_ a fever and a sore throat. I \_\_\_\_\_ my mother and she \_\_\_\_\_ me to go to the doctor to get some medicine. I don't like taking medicine but I have to get

well before my exams start next week. I \_\_\_\_\_ I was at home right now. It's terrible to live alone and to be sick. It's hard to \_\_\_\_\_ myself when I feel so bad. I hope I get well soon.

## Try It Out 2



► Listen to the conversations and circle the right answers to each question. Then read the following sentences carefully and fill in the blanks with the appropriate words.

1. **Q1** Why can't Mary go out with Calvin today?  
**a.** She is waiting for the pizza delivery.      **b.** She already has a date.  
**c.** She has many things to do at home.
- Q2** What is the first thing Mary is planning to do?  
**a.** get a video about New Zealand    **b.** clean her room  
**c.** write a report about the furniture of New Zealand
- Q3** What is the furniture company going to deliver this afternoon?  
**a.** a desk                      **b.** a bookshelf                      **c.** a bed

Dear Diary,

I had a very busy day today. It was the first time in a long time that I didn't have to go to school so first I \_\_\_\_\_. It took me almost three hours to clean it because I hadn't cleaned it for several weeks. Then \_\_\_\_\_ to get some books about New Zealand because \_\_\_\_\_ in my English class next week about English speaking countries. Calvin came over later in the afternoon and we \_\_\_\_\_ until my desk was delivered. We had planned on \_\_\_\_\_ for dinner but decided to go out for ramen instead.

2. **Q1** What did Jackie and John do tonight?  
**a.** They went to a movie and to dinner.  
**b.** They went to dinner and to karaoke.  
**c.** They went to a movie and to karaoke.
- Q2** What kind of food did they eat tonight?  
**a.** Nepalese                      **b.** Italian                      **c.** Chinese
- Q3** Where will they go next week?  
**a.** to a movie in Chiba      **b.** to a Nepalese restaurant in Chiba  
**c.** to an Italian restaurant in Chiba

Dear Diary,

I had such a good time tonight with John. First we \_\_\_\_\_  
\_\_\_\_\_ staring Bruce Willis. It was a little scary but a lot of fun. After the

movie we were hungry \_\_\_\_\_ in Shibuya. It was great! The atmosphere was just like Italy! I felt like I got on an airplane and took a trip. I like him a lot and \_\_\_\_\_. We're going to go to Chiba and eat Nepalese food.

### **Power Point—Past Tense**

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▶ When you write in a diary you are often writing about events that have already taken place. Read the following sentences and change them all to past tense.

1. Today when I wake up I feel so bad. My head aches and my throat is sore. I go to the doctor and stay home from school.

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2. I have a date with my girlfriend tonight. We go to the movies and after we go to sing karaoke.

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3. I play tennis all afternoon with the members of my circle. We have a lot of fun.

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4. Jim call me up this morning and ask me if I want to go shopping with him. I meet him at the station at eleven thirty and we spend all afternoon in Shinjuku. I have no money so I don't buy anything.

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5. Today's party is not much fun. It costs 5,000 yen and the people who are at the party are not very interesting. I wish I don't go.

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6. I have a test in my history class this morning. I am lucky because I read the textbook last night so I can answer all of the questions easily.

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7. I go to three companies this morning to get information about working there. It takes me three hours to finish everything.

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8. Today I don't wake up in time so I am late for school. My teacher is mad at me because she says I am always late.

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9. Last weekend I go to a hot springs hotel with my friends. We take baths four times a day and eat a lot of delicious foods. I spend a lot of money there but I have a very good time.

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10. I am very busy today at my part time job. First of all I have to put all of the fresh food on the shelves. Then I have to change the magazines. And there are many customers so I have to keep going to the cash register to get their money.

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### Let's Write

► Pretend you are Robin and this is your date book. Then write in your diary what you have done today.

9:00	English Class	Dear Diary
11:00	History Class	_____
1:30	Tennis with my circle	_____
4:30	Part time job	_____
9:00	Karaoke with Megumi and Daisuke	_____
11:30	English homework	_____

► Next write down in the date book all of the things that you did yesterday. Then write your diary.

9:00	_____	Dear Diary
11:00	_____	_____
1:30	_____	_____
4:30	_____	_____
9:00	_____	_____
11:30	_____	_____