

UNIT 12 *Read and Write*



En esta unidad vas a:

- leer tres cartas enviadas a un consultorio de prensa
- aprender a escribir una carta informal en inglés.

ASK MARGE

60 Buckingham Road
Downend
Bristol
BS16 6LL
1st January, 2009

Dear Marge,

I don't know what to do about my mother. She's been living with us for over a year now but we can't go on like this. She spends all day in front of the TV while I'm at work. When I get home she complains that the flat is untidy and that there isn't anything to eat. It's very frustrating!

My children are sleeping in the living room at the moment so that she can have her own room. My brothers and sisters refuse to let her live with them but they've all got bigger houses than me.

What should I do? I don't want my mother to go into a residential home.

Best wishes,
Susan

97 Queen's Avenue
Withington
Manchester
M14 6GJ
22nd January, 2009

Dear Marge,

I'm writing because I don't know what to do. My boss has offered me a better job with a higher salary, but I don't know if I should accept it. The problem is that the job is in Singapore and I don't want to move abroad right now. My boyfriend says he'll finish with me if I go and I don't want to lose him. He says it's impossible to have a long distance relationship.

My boss says that this is the opportunity of a lifetime for me. He'll be disappointed if I don't go.

What should I do?

Best wishes,
Jessica

5 Halifax Street
Woodford
Plymouth
PL7 4JE

3rd February, 2009

Dear Marge,

My wife and I are very worried about our son Joe. He's only 13 but he's never at home. After school he goes straight to a friend's house and he doesn't come home until after dinner. We thought he was doing his homework at his friend's house, but last week we had a phone call from his school. Joe hasn't given his teachers any homework this year and sometimes he plays truant and doesn't go to school.

I think I saw him last night outside the shopping centre with a group of boys wearing hoodies.

Have I lost my son, Marge?

Best wishes,
Robert K Murray



1 Corrige los errores y vuelve a escribir las frases.

Susan's mother has lived with her for more than a month.

Susan's mother has lived with her for more than a year.

- 1 Susan's mother sleeps in the living room.

- 2 Jessica's new job is in Thailand.

- 3 Jessica doesn't want to lose her boss.

- 4 Joe is fifteen years old.

- 5 Joe's parents have received a phone call from his friend.

2 Responde a las preguntas.

Why isn't Susan at home during the day?

Because she's at work.

- 1 What does Susan's mother complain about?

- 2 Where does Susan not want her mother to go?

- 3 What is Jessica's new job like?

- 4 Why doesn't she want to move abroad?

- 5 Why doesn't her boyfriend want to have a long distance relationship?

- 6 Where does Joe always go after school?

- 7 What did Joe's parents think he was doing with his friend?

- 8 What do Joe's friends wear?

Words to remember

3 Busca las palabras en el texto.

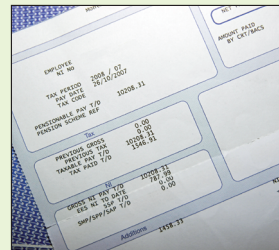
Disorganized
and in a mess
(letter 1).
untidy



- 1 A place where elderly people live
(letter 1).



- 2 The money that you earn from your job
(letter 2).



- 3 To a different country (letter 2).



- 4 Stays away from school without permission (letter 3).



- 5 Jumpers with hoods that hide your face (letter 3).



Writing an informal letter

Direcciones

En inglés, la dirección normalmente se escribe en la esquina superior derecha de la página. Observa que el número del edificio siempre va situado delante del nombre de la calle.

60 Buckingham Road ~~Buckingham Road 60~~ **5 Halifax Street** ~~Halifax Street 5~~

Fechas

La fecha suele escribirse debajo de la dirección, en el lado derecho de la página. Observa que la cifra correspondiente al día se expresa con un número seguido de *-st*, *-nd*, *-rd* o *-th* (estas letras son las dos últimas del número ordinal correspondiente).

first > 1st	second > 2nd	third > 3rd	fourth > 4th
primero	segundo	tercero	cuarto

1st January, 2009	26th August, 2015
1 de enero de 2009	26 de agosto de 2015

Comenzar una carta informal

Las cartas informales empiezan con la palabra *Dear* (Querido/a) seguida del nombre del destinatario. Observa que el saludo va seguido de coma y no de dos puntos. Por lo general, en una carta informal no se incluyen los apellidos del destinatario.

Dear Hannah,	Dear Hannah:	Dear Matt,	Dear Matt Smith:
Querida Hannah:		Querido Matt:	

Terminar una carta informal

Las palabras *love*, *best wishes* y *from* se utilizan como despedida en una carta informal. En inglés, nunca se utilizan expresiones como *kisses* (besos). Observa que la frase de despedida va seguida de coma y no de dos puntos.

Lots of love, Mum	Love from, Lucy	Best wishes, Steve	From, Dad
Besos y abrazos: Mamá	Besos: Lucy	Un saludo: Steve	Papá

1 Ordena las frases para formar una carta.

- ___ Marge
- ___ Dear Robert,
- 1** 20 Hill Street, London
- ___ I hope this will help.
- ___ I also think you should agree some rules with Joe so that he changes his behaviour.
- ___ Best wishes,
- ___ 6th February, 2010
- ___ If I were you, I'd make an appointment with your son's teacher.
- ___ Thank you for your letter.

2 Corrige los ocho errores en la carta.

