Use your English

B1

Name: _____ Date: _____

Plan before you begin

Check the audience, purpose and required length. Organise your ideas, write or speak, then check meaning and accuracy.
Example: A clear paragraph has one main idea with useful supporting detail.
Complete both activities. Plan your ideas first. Use your own details when requested. Continue on another sheet if needed.
දී ඇති උපදෙස් අනුව ඔබේම පිළිතුර ලියන්න.

Try it yourself

1. Your friend wants to join a reading group. Write an email of about 100 words. Explain what the group does, suggest something to bring and describe how the group welcomes nervous members.

2. Plan an article called "A club that welcomes everyone". Write a heading and three paragraph-topic notes.

Make the first step easier

B1

Understand the idea

Read once for the main idea. Read again to find the detail or evidence needed for each answer.
Example: A question beginning Why needs a reason supported by the text.
Read this new situation carefully. Use only the stated facts for the first answer. Then improve the sentence and apply the idea to a new situation. Check meaning, punctuation and the reader's needs.
පාඨය කියවා තොරතුරු සොයන්න. පසුව ඔබේම අදහස පැහැදිලිව ලියන්න.

A reading group wants to welcome people who have never attended. Its invitation explains the meeting time but assumes everyone knows what happens there. A new member suggests adding a short description: participants can listen first, bring a question about any story and choose whether to speak. The organiser adds a contact person for anyone who wants to ask about the meeting beforehand.
අලුත් සාමාජිකයන්ට සිදුවන දේ සහ ඔවුන්ට ඇති තේරීම් පැහැදිලි කිරීම බිය අඩු කිරීමට උපකාර වේ.

Try it yourself

1. Which uncertainty does the revised invitation address?

2. Improve this sentence: New members must speaks immediately to show they are friendly.

3. Write a short article opening for the title "Your first meeting". Give practical advice, reassure a nervous reader and suggest one useful question to ask the organiser.