Use your English

IGCSE ESL 0510 - selected reading/writing skills

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. Write an email of 120-150 words to a friend recommending this workshop. Explain two possible benefits, the booking arrangements and what to bring. This is selected preparatory writing.

2. In 30-40 words, explain one choice you made for your audience or intended effect.

Recommend with relevant details

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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 community workshop teaches beginners to make simple notebooks from clean reused paper. Participants work in small groups and can ask for a demonstration before trying. The next session is on Wednesday at 4 p.m. in the community hall. Places must be reserved through the hall office. Scissors and other materials are provided, but participants should bring a pencil.
නැවත භාවිත කරන කඩදාසිවලින් පොත් සෑදීමේ වැඩමුළුවේ වේලාව, වෙන්කිරීම සහ ද්‍රව්‍ය විස්තර කරයි.

Try it yourself

1. What should a participant bring? How is a place reserved?

2. Improve this sentence: You must to bring scissors because no materials is provided.

3. Write a short message recommending the workshop to a friend. Explain two useful features and give accurate booking information without assuming a fee or promising a result.