

Sean Haughton

Ahead with

CPE



SKILLS BUILDER
for Writing & Speaking

AHEAD
BOOKS

CONTENTS

The Essay	pg. 5
The Article	pg. 17
The Review	pg. 24
The Report	pg. 29
The Letter	pg. 37
The Speaking Exam	pg. 44



© Aheadbooks
First Edition 2019

www.aheadbooks.com
info@aheadbooks.com

Written by: *Sean Haughton*
Edited by: *Mary Marin & Aheadbooks*
Layout: *Irene L.*
Picture Credits: www.shutterstock.com

I.S.B.N.: 978-88-98433-70-4



The Writing Exam

The basics ...

Here is what the Writing Paper looks like:

Time:	1 hour and 30 minutes	
Number of Parts	2: Part 1 and Part 2 (both carry equal marks)	

Part	Task	Write
1	<i>Question 1</i> - always <u>essay</u> - <u>compulsory</u> question - <u>two</u> short texts (~100 words each) of input material - <u>discursive</u> question - you must discuss key points and expand on the input material, giving your own examples, ideas and opinions	240-280 words
2	<i>Write an answer to <u>one</u> question only in Part 2.</i> <i>Questions 2-4</i> - 3 of the following 4 question types: <ul style="list-style-type: none"> • article • letter • report • review - ~70 words of input material <i>Question 5</i> - 5a based on one named set text - 5b based on the other - possible question types as for Qs 2-4, and also: <ul style="list-style-type: none"> • essay 	280-320 words

1 Look at the table and answer these questions about the Writing paper.

- How many parts are there?
- How long do you have to finish the paper in total (in minutes)?
- Which part is worth the most marks?
- How many answers do you have to write in total?
.....
- What is the maximum number of words you can write for each answer?
.....
.....
.....
- What is the minimum number of words you can write for each answer?
.....
.....
.....



Writing | Part 1

7. What question type always appears in Part 1?
8. How many questions must you do in Part 2?
9. What question types can appear in questions 2-4?
10. What question types can appear in questions 5a and 5b?
11. If you haven't studied a set text, how many different questions can you choose from in Part 2?
.....
12. And if you have studied the set text, how many then?
13. In which part, Part 1 or Part 2, do you think you need to use more of your own ideas, and why?
.....
14. In which part, Part 1 or Part 2, will it be very important to be able to paraphrase (put in your own words) the input material, and why?
.....
15. Imagine you are writing a handbook for the Proficiency exam. Summarise the format of the Writing paper in your own words in a few short paragraphs in your exercise book.
.....
.....
.....

15. This question serves as a nice simple introduction to summarising key information, without explicitly being introduced as such a question type. Later tasks will break down input material to key points just like here, so it is good practice in that regard to have students bring it back together into composition form. Besides, it will also help them to absorb the information contained in the table and become very familiar with the format of the Writing paper. The sample answer for Q15 should be available to students online or in the answer key at the back of the book, should there be one.

The Writing paper lasts ninety minutes in total. There are two parts to the paper: Part 1 and Part 2. Part 1 contains one compulsory question, Question 1. You must, in other words, do this question. Part 2 contains five questions (Question 2, Question 3, Question 4, Question 5a and Question 5b), and you must choose and answer one of them. Therefore, you must write two answers in total. Both parts, Part 1 and Part 2 (and so both answers), carry equal marks.

Let's look at Part 1 more closely. Question 1 is always an essay. There will be two texts of input material, each of around 100 words. You must discuss and expand on the key ideas from the input texts, using your own examples, ideas and opinions. Write approximately 240-280 words for your answer. Avoid copying the input material word-for-word in your answer. Paraphrase and use your own words as much as possible.

Now, let's look at Part 2. Remember you only answer one of the five questions. Questions 2-4 will always be three of the following four question types: article, report, letter, review. Question 5a will relate to one of the two set texts. Question 5b will relate to the other. Question 5a and Question 5b can be the following question types: article, essay, letter, report, review. Don't attempt either of these questions unless you have studied a set text. Questions in Part 2 have less input material - around 70 words. Therefore, you will have to use more of your own ideas in your answer, but make sure you cover all parts of the input material; in other words, answer the question asked fully. Write about 280-320 words for your answer.



The Essay

Step 1: Analysing the question and input material

A Save time! Before you enter the exam room, you should already be familiar with the format of the paper. Therefore, you don't need to read these lines on exam day because they tell you what you already know: (1) the compulsory question is an essay; (2) you have to *summarise* and *evaluate* the *key points* in your own words within the 240-280 word limit.

B Quickly read the text titles before you begin careful reading of the two texts. This will help you predict the subject and stimulate your background knowledge of relevant ideas and vocabulary.

Read the two texts below. Write an essay summarising and evaluating the key points from both texts. Use your own words throughout as far as possible, and include your own ideas in your answers.
Write your answer in 240-280 words.

1

→ Big brother is watching us **a**

These days, it seems that Big Brother is always watching us. There are CCTV cameras monitoring our every move in public places. Even on private land there is no escape, with recording devices often placed in entranceways to homes and businesses, too. Public officials and the police say such monitoring devices help deter crime and detect criminals, but does the end justify the means, or have we sacrificed too much of our privacy? What's more, since our every move is recorded, should we be worried about who controls and has access to this information? Can we trust our public officials to protect us from the dangers of its misuse?

→ The online cookie that won't crumble **b**

Browser cookies are a bit like CCTV; they follow us around everywhere we go in the virtual world, often whether we like it or not, collecting information on everything from our daily surfing habits to our likes and dislikes to our musical interests, and so on. Our browsing habits can, after all, reveal a huge amount of information about who we are as people, so is it really OK for companies to store this information - presumably somewhere in 'the cloud'? More importantly, is it fair and is it safe? I think we ought to be more concerned about these cookies that follow us in the virtual world than the cameras that track us in the real one.

C Highlight/underline key information in each text as you read it carefully.

Write your essay.

D It may help to write a topic sentence for each text in your own words. Here, for example:
(a) *Do the benefits of using CCTV cameras for crime prevention and detection outweigh the dangers to personal privacy?*
And (b) *Are internet cookies even more of a danger to our personal privacy than CCTV cameras?*

F Don't forget! It's an essay - it's always an essay in Question 1. That means you will need to write using a *formal* register (e.g. *is not* not *isn't*, etc.).

Exam Tip!

Remember! Watch your word count. Be familiar with what about 280 words in your handwriting looks like before the exam.

Use any spare time at the end to read your essay for error correction (grammar, spelling, etc.).

E Then, quickly make bulleted notes of the key information from each text to include in your essay. For example:

(a) CCTV:

- cameras everywhere
- deter/detect crime?
- sacrifice too much privacy?
- trust?/danger of misuse?

(b) Cookies:

- collect a lot of info
- reveal massive amount about private life
- fair and safe to store such info?
- more of a threat than CCTV to privacy



Writing | Part 1

- 1a** Now, you try! Cover the previous page, then read the question again and identify the key points. Highlight or underline them.

Read the two texts below. Write an essay summarising and evaluating the key points from both texts. Use your own words throughout as far as possible, and include your own ideas in your answers.

Write your answer in **240-280** words.

1

Big brother is watching us

These days, it seems that Big Brother is always watching us. There are CCTV cameras monitoring our every move in public places. Even on private land there is no escape, with recording devices often placed in entranceways to homes and businesses, too. Public officials and the police say such monitoring devices help deter crime and detect criminals, but does the end justify the means, or have we sacrificed too much of our privacy? What's more, since our every move is recorded, should we be worried about who controls and has access to this information? Can we trust our public officials to protect us from the dangers of its misuse?

The online cookie that won't crumble

Browser cookies are a bit like CCTV; they follow us around everywhere we go in the virtual world, often whether we like it or not, collecting information on everything from our daily surfing habits to our likes and dislikes to our musical interests, and so on. Our browsing habits can, after all, reveal a huge amount of information about who we are as people, so is it really OK for companies to store this information - presumably somewhere in 'the cloud'? More importantly, is it fair and is it safe? I think we ought to be more concerned about these cookies that follow us in the virtual world than the cameras that track us in the real one.

Write your essay.

- 1b** Next, write a topic sentence for each text:

- a.
.....
b.
.....

- 1c** Finally, make bullet-point notes of the key information from each text:

a. CCTV

.....
.....
.....
.....
.....

b. Cookies

.....
.....
.....
.....
.....

- 1d** Now uncover the previous page and compare your notes with the notes there. Don't worry if they are not exactly the same as long as the ideas and points are similar.



Step 2: Planning your answer

Before we work on the structure of your essay, let's practise paraphrasing. Remember, in Question 1, there is a lot of useful input material. You may wish to reuse this in your essay, but you should use your own words where possible to express the ideas and information.

Paraphrasing 1

One of the easiest ways to paraphrase is to use synonyms (similar-meaning words) and antonyms (opposite-meaning words).

1a These sentences are taken from Text (a). Replace the words in brackets () with synonyms from the box.

equipment	nowadays	property	seems	watching	workplaces
-----------	----------	----------	-------	----------	------------

- (*These days*) it... that Big Brother is always (*monitoring*) us.
- Even on private (*land*) there is no escape, with recording (*devices*) often placed in entranceways to homes and (*businesses*) too.

1b Now, for further practice, complete this paragraph in the same way. Replace the words in brackets () with synonyms from the box. In the case of verbs, you will need to change the verb into the correct form (e.g. *seem* → *seems*).

browse	comfort	concept	intrusion	only	pursue	routine
		seemingly	track	vanish		

Privacy is, (1) *apparently*, nowadays both a word and a(n) (2) *idea* which is (3) *disappearing* fast from our vocabulary. Not (4) *alone* are we (5) *followed* as we go about our day-to-day (6) *lives* by cameras on every street corner, and so on, but even as we (7) *surf* the net in the (8) *cosiness* of our own home we are not safe. Cookies (9) *follow* our every movement online. Is this level of (10) *interference* into our lives really necessary?

2 These sentences are taken from Text (b). In the examples, we use antonyms to paraphrase them simply.

Examples:

Browser cookies are a bit like CCTV. (*unlike*)

Browser cookies are not unlike CCTV.

I think we ought to be more concerned about these cookies ... than the cameras that track us. (*less*)

I think we ought to be less concerned about the cameras that track us than these cookies

The sentences below form a paragraph. Read each one and try to paraphrase it using the cue word(s) in brackets (). The first one is done, as in the examples

- Well, perhaps CCTV cameras are a good place to start. (*bad*)

Well, perhaps CCTV cameras are not a bad place to start.



2. It was not a short process, but I think members of the public have finally come to accept the role they play in our lives. (*long*)

3. The evidence, after all, suggests that they do help reduce the rate of crime. (*prevent, rising*)

4. What is more, CCTV cameras improve conviction rates. (*without, worsen*)

5. For these reasons alone, I think their continued use in public places is justified. (*stopping, unjustifiable*)

3 Now let's take it a step further and use word transformations rather than just synonyms and antonyms.

This example sentence is taken from Text (a).

Public officials and the police say such monitoring devices help deter crime and detect criminals. (*deterrence*)

Public officials and the police say such monitoring devices help in the deterrence of crime and the detection of criminals.

3a Complete the sentences using the cue word(s) given, as in the example.

1. Now, let us examine the justification for using internet cookies. (*justified*)

2. You would be mistaken to think that companies using cookies provide any form of public service. (*a mistake*)

3. Instead, they are simply collecting information for marketing and sales purposes. (*involved, collection*)

4. In other words, they want to boost their profits. (*boosted*)

5. The more these companies know about your browsing history, the easier it is for them to predict what you may be interested in. (*prediction*)



3b Using passive forms is another effective way to paraphrase. Complete the second sentence so that it means the same as the first sentence, using a passive form.

1. What is more, the data these internet companies collect could be very dangerous if it fell into the wrong hands.

What is more, the data that is

2. Criminals could learn all kinds of things about us from our browsing history, such as whether or not we have a family or live alone; our income bracket; and so on.

All kinds of things about us

They could even blackmail us by threatening to release sensitive information into the public domain.

We could

4 We will do more on paraphrasing later in the workbook. For now, let's complete a model answer for the question.

4a Put the sentences below in order to complete a paragraph of the model.

For this reason, I firmly believe cookies are an unacceptable intrusion into our privacy. /

In other words, they do perform a public service. /

I think, therefore, without question, we ought to be far more concerned with internet cookies and the threat they pose to our privacy than CCTV cameras. /

On the other hand, the former only benefit big profit-making companies by improving the effectiveness of their advertising. /

After all, the latter actually help to protect us by deterring and preventing crime.

.....

.....

.....

.....

.....

.....

.....

4b There are five paragraphs in the model answer.

Here is where the paragraphs can be found.

1. The answer to Question 4a
2. The answer to Question 3b
3. The answer to Question 3a.
4. The answer to Question 2.
5. The answer to Question 1b.



Write the model answer out in full below. Make sure you put the paragraphs in the correct order.

P1:

.....

.....

.....

.....

P2:

.....

.....

.....

.....

P3:

.....

.....

.....

.....

.....

P4:

.....

.....

.....

.....

P5:

.....

.....

.....

.....

.....

Now check your answer to make sure it is correct. We will use it in the planning section.



Paragraph Planning

Paragraph planning is essential to make sure you cover the key points from the input material in a clearly structured and logical way. Here is the paragraph plan for the model answer you wrote out in 4b.

5a Refer to the model answer and number the paragraphs in the correct order (from 1-5).

Paragraph	CCTV cameras <ul style="list-style-type: none"> • In favour • Why? • Crime rate falling • More criminals caught • Safer
Paragraph	introduce topic in own words ask a question
Paragraph	Summarise views <ul style="list-style-type: none"> • against cookies because ... • in favour of CCTV because ...
Paragraph	Dangers of cookie info <ul style="list-style-type: none"> • criminals find out private info • family status • income status, etc. • threat of blackmail
Paragraph	Internet cookies <ul style="list-style-type: none"> • not same reason as CCTV • marketing and sales revenue • more profit • helps them predict your interests

Notice how Paragraph 1 always introduces the topic in your own words and the final paragraph always summarises what you have said.

5b Now it's time for you to make a plan for your essay.

- (i) First, you must decide if you are *for*, *against* or *neutral* when it comes to CCTV usage and Internet Cookies. This will help to guide your paragraph plan.
- (ii) Next, you must decide how many main body paragraphs to use. In general, make one key point per paragraph. Use the rest of the paragraph to support your point and give examples. (Remember the key information from the input material must be discussed.)

In the model answer, the key points were as follows:

P2: CCTV cameras are good because they provide a public service.

P3: Internet cookies are bad because they do not provide a similar service.

P4: Internet cookies collect information that is very dangerous in the wrong hands.

The rest of the information in each paragraph was supporting points and examples.



Write your main body paragraph plan below (use as many paragraphs as you think is necessary to cover the key points from the input material, usually between two and four):

Paragraph 2

Key point

Supporting points and examples

.....

Paragraph 3

Key point

Supporting points and examples

.....

Paragraph 4

Key point

Supporting points and examples

.....

Paragraph 5

Key point

Supporting points and examples

.....



Step 3: Linking it all together

Now that you have your paragraph plan, you are almost ready to write your essay. What you have to do next is link your ideas together. First, let's have a look at some different linking words and their functions.

Linkers 1

1a Match the functions (A-H) to the groups of linkers (1-8) in the table.

- | | |
|---|---|
| A <input type="checkbox"/> Giving opinions | E <input type="checkbox"/> Giving supporting information |
| B <input type="checkbox"/> Giving reasons | F <input type="checkbox"/> Contrasting |
| C <input type="checkbox"/> Sequencing | G <input type="checkbox"/> Giving results |
| D <input type="checkbox"/> Giving examples | H <input type="checkbox"/> Summing up |

1	2	3	4
Firstly, ... Secondly, ... Thirdly, ... Lastly, ... First of all, ... Second of all, ... Last of all, ... Last but not least, ...	Additionally, ... Furthermore, ... What is more, ... In addition, ... Not only ... , but also ...	On one hand, On the other hand, ... However, ... Nonetheless, ... Nevertheless, ... Despite this, ... In spite of this, , whereas , while , but ... In contrast, ...	For instance, ... For example, ; namely, , such as , like ...
5	6	7	8
Therefore, ... As a result, ... As a consequence, ... Consequently, due to (the fact that) since/as/because on account of because of ...	In my view, ... As far as I am concerned, From my perspective, ...	In short, ... In conclusion, ... In summary, ... To summarise, ... To conclude, ...

1b Below is another model answer for the question. Complete the answer with the linkers in the box.

as far as I am concerned besides consequently contrarily contrariwise for instance
 in other words on one hand on the other so therefore to conclude what is more while

(1) it is true that we each have a right to certain privacies, there is the concept of the greater good. (2), sometimes it is necessary to sacrifice our personal rights for the wider benefit of society as a whole. Are CCTV cameras and internet cookies cases in point? Well, that is indeed the question.

(3), if CCTV footage fell into the wrong hands, the consequences could be dire. (4), if we cannot trust the government with protecting our privacy,



Writing | Part 1

who can we trust? (5) _____, CCTV monitoring definitely acts as an effective crime deterrent and also aids in identifying the perpetrators of crimes. (6) _____, I believe its use to be justified for the greater good.

(7) _____, internet cookies are something else entirely. (8) _____, how does society as a whole benefit from my online shopping habits being recorded? It does not. Only advertising and marketing companies benefit and boost their profits through more targeted online advertising. This is not for the greater good.

(9) _____, are we willing to trust these companies to keep the data they collect about us safe? (10) _____, there have been too many instances of customer data being leaked and hackers gaining access to sensitive data for that to ever be the case. (11) _____, I am strongly against the use of internet cookies.

(12) _____, I am of the firm belief that CCTV monitoring serves the greater good and its use is, therefore, justified. (13) _____, I feel that internet cookies only help big corporations to boost their profits. (14) _____ I am firmly against their continued use.

1c Two of the new linkers used in 1b mean *in contrast*.

Which two? _____. Add them to your table in 1a.

1d One of the new linkers in 1b is used to explain what was already said more simply.

Which one? _____.

Here are more examples of such *simplification linkers*:

To put it another way, ...

Put simply, ...

To put it simply, ...

2 Now write your essay based on your plan. Remember to use linkers to bring your ideas together.

3 When you have written your essay, there's one more thing you need to do: check it for errors. Try to always leave a few minutes at the end to check for grammar and spelling mistakes.

3a Before you correct your essay, look at the model answer below. Correct the grammar mistakes in *italics* in the space provided.

If only we (1) *can* _____ return to a time (2) *which* _____ our privacy was truly respected, not the present situation where our every move in the real world (3) *watched* _____ by cameras and in the virtual world it (4) *tracked* _____ by cookies. On the other hand, perhaps we ought (5) *be* _____ careful what we wish for. It is true: we (6) *are* _____ closely monitored in our streets and public places for a very long time now. It is also true (7) *which* _____ this monitoring can be intrusive. However, seldom (8) *is there* _____ a more difficult time for criminals than the present. After all, there are cameras everywhere (9) *catching* _____ them in the act of perpetrating a crime, should they dare. In short, (10) *giving* _____ that it acts both as an excellent crime deterrent and detector, the benefits of the careful use of CCTV (11) *outweighed* _____ the drawbacks.



Moving next to cookies; it seems like internet cookies (12) *are using* more and more every day. If you (13) *have not asked* for permission to use cookies umpteen times within the first five minutes of your browsing session, there must be something wrong (14) *of* your connection. Cookies are, put simply, everywhere. But why? Does (15) *to have* them there benefit browsers themselves, or perhaps the greater good?

The short answer is no. Cookies (16) *used* for profiteering purposes by marketing and advertising firms alone. (17) *To keep* sensitive data of this kind should not be a part of their remit, however. What would happen if the data on our personal browsing activity (18) *stole* or fell into the wrong hands?

In short, CCTV (19) *has proven* to prevent crime and help detect criminals; therefore, its continued use is justified for the greater good. On the other hand, (20) *never has been* an easier argument to counter than the suggestion cookies, (21) *that* are a bit like CCTV cameras of the virtual world, benefit anyone other than profit-hungry web companies. For that reason, I am strongly against (22) *there* continued use.

3b Now have a go at error-correcting your own essay and try to follow these steps each time you do Question 1 of the Writing Paper from now on.



Writing | Part 1

Essay Review

Here are the basic steps for tackling Question 1. Remember to keep an eye on your timings in the exam. Allow yourself about five minutes to plan at the start and a couple of minutes to check for errors at the end.

Step 1

Read the text titles

Step 2

Carefully read each text, highlighting key info

Step 3

Plan your essay

- assign one key point to each main-body paragraph
- support your points, by developing and giving examples

Step 4

Write your essay

Step 5

Check for errors

Let's take a look at one more model answer for the question.

Make one key point in each paragraph, then develop your point and support it with examples. Here, the key point is *CCTV cameras don't deter or prevent crime so their use is unjustifiable*. The writer uses the rest of the paragraph to explain this point.

Remember: cover all the key points from the input material. You must talk about *internet cookies* as well as *CCTV*.

We are constantly monitored both in the virtual and real world today, *and* this gives a great many of us cause for concern. Are we right to be worried and is this level of close scrutiny even justified? ←

→ *Personally*, I would question the effectiveness of CCTV cameras in deterring or preventing crime. *After all*, most criminals wear masks and disguises. *For the same reasons*, their usefulness in crime detection is questionable, too. *Having said that*, film footage does sometimes prove useful if police can track a criminal's movements far enough back until they have let their guard down and perhaps removed their disguise. *On the whole*, though, I think CCTV cameras are not effective enough to justify their continued use and this continued intrusion into our privacy as we go about our daily lives.

At least most CCTV camera footage is controlled by the authorities, *though*. The same cannot be said for the data collected by cookies. *After all*, cookies are used by large profit-making corporations to get information on our browsing history, *like* where we shop online and what types of holidays we are interested in. *In my view*, there is no justification for allowing companies to store such sensitive information for the sole purpose of improving their marketing and sales strategies. *What is more*, it could fall into the hands of criminals, should the companies be hacked, *for instance*.

→ *For the reasons outlined above*, I am of the firm belief that the continued use of both CCTV cameras and internet cookies is unjustifiable. CCTV cameras are simply too intrusive and not effective enough at crime deterrence and prevention, *while* internet cookies do not serve the greater good in any sense and are simply used by companies to help them generate more revenue.

Remember: in Paragraph 1, introduce the topic in your own words. It can be useful to ask a question (one which you go on to answer in the main body).

Remember: connect your ideas using a range of linkers (connecting expressions), like the ones here in *italics*.

Summarise what you have said in the last paragraph and restate your opinion clearly.

Exam Tip!

Remember! Plan your essay for about five minutes before you start writing.

Check for errors for a couple of minutes at the end.

Ahead with **CPE**

Ahead with CPE Skills Builder:

- 60 pages of preparation and skills practice for the Writing and Speaking papers of the CPE
- specific instruction and preparation for the: Article, Essay, Letter, Report, Review parts
- specific instruction for all the speaking parts
- can be used in correlation with the Ahead with CPE practice tests or individually
- Teacher's Book (overprinted version) is available FREE Online

Components

Student's Book with Audio CD
ISBN: 978-88-98433-67-4

Skills Builder for writing and speaking
ISBN: 978-88-98433-70-4
(Teacher's Book available online)

Teacher's Book (overprinted version)
with Audio CD
ISBN: 978-88-98433-69-8

AHEAD
BOOKS

www.aheadbooks.com

Skills Builder

ISBN: 978-88-98433-70-4



9

788898

433704

