Vocabulary 4: **EDUCATION**

**Idioms**

to crack a book, to draw a blank, to have one’s nose in a book, to hit the books, to pass with flying colors, to learn by heart, to make the grade, to teach someone a lesson, teacher’s pet.

**Phrasal verbs**

to get into a good school, to sail through exams, to fall behind, to catch up, to go over, to hand out, to brush up on, to pick up, to read up (on/about)

**Classroom activity**

to call/take the roll, to hand in a paper, to do/to get/to have homework, to give somebody/to assign homework, to grade/to mark the students’ work, to check the students’ progress

**School staff**

form teacher, headmaster/principal, deputy head, librarian, caretaker, teacher, head of department, cleaner

**School building**

classroom, hall, staff room, playing field, gym, library, lab, canteen, corridor

**Other**

to prepare for/ to revise for/ to study for an exam, to do/to (re)sit an exam, to (re)take an exam, to do well in/to pass/scrape through an exam, to do badly in/to fail/to flunk an exam, to cheat in an exam, excellent/good/high/low/poor grades, to get/to receive a grade, to attend/to go to/to take/to cut/to ditch classes, to have/to receive/to give somebody an education, to continue/to complete/ to finish your education, to drop out of school, school curriculum, school year/term, state/public school, private school, boarding school, compulsory subjects, nursery, primary, lower secondary, upper secondary, college, university, GCSE (General Certificate of Secondary Education), A(advanced)-levels\* (\**A-levels are school-leaving qualifications that are taken by many students in the UK. Students usually choose three or four subjects, and take two years to study for these A-levels between the ages of 16 and 18.)*

*“Education is the passport to the future,*

*for tomorrow belongs to those who prepare for it today.”*

(Malcolm Little)

Writing a formal letter

* *Your class is organizing a particular celebration of graduating secondary school, and you want to invite the headmaster to it. Write a letter in about 150 words.*

TIPS

Identify the key words and what you are expected to write:

* a formal letter as the recipient holds a particular position in an institution.
* when you make an invitation it is necessary to write about the event and its importance first and then to try to convince the reader about your desire for him/her to attend it.

Pay attention to the format of a formal letter – it uses a specific way of writing the sender’s and the recipient’s addresses.

*Sender’s street address*

*City, State, Zip code*

*Month, Date, Year*

*Full name of the recipient*

*Title of the recipient, company name*

*Recipient’s street address*

*City, State, Zip code*

It always starts either with *Dear* … (and the recipient’s full name), or *Mr./Mrs*. and the surname if you know the person whom you are writing to, or with *Dear Sir/Madam*, in case you don’t know him/her, separated by the rest of the letter.

The introduction must contain the reason for writing the letter, and state the position you hold for writing the letter.

The conclusion always contains closing remarks showing that you expect a reply to the letter, such as: *I look forward to receiving an answer from you*…

At the end, separated by the main body of the letter, in the left bottom corner, every formal letter ends with either *Yours sincerely*, (if you used a name at the beginning of the letter), or with *Yours faithfully*, (if you used Sir/Madam as a salutation), followed by your first name and surname on the line below it.

Formal register.

Use connectors to make your ideas easy to follow by the reader, such as: *the reason why, firstly, secondly, as, because, as well as, in conclusion…*

Use paragraphs to organize your letter and your ideas.

Use vocabulary related to keywords such as: invitation, celebrating, feelings, school.

SUGGESTED ANSWER

23 Florilor Street, ap. 158

Bucharest, 6th district

June 10th, 2010

Dan Ionescu

Headmaster of Cantemir Vodă National College

60 Viitorului Street

Bucharest, 2nd district

|  |  |
| --- | --- |
| *Salutation*  *The purpose of the letter and the position of the sender*  *Giving the necessary details*  *Conclusion*  *Closing* | Dear Dan Ionescu,  My name is Radu Popescu, the students’ representative of the XIIth A grade, and I am writing this letter on behalf of my colleagues, to invite you to our graduation ball.  We would be extremely honored to have you together with us. As the event is scheduled for June 15th at 5 p.m. at Drumetului Restaurant, we hope that the remaining week will allow our celebration to fit your agenda.  We look forward to receiving an answer from you as well as being notified about the way we can help you to reach the location.  Yours sincerely,  Radu Popescu. |