

**TKT practice task** (See page 176 for answers)

For questions 1-6, match the coursebook instructions with the writing subskills listed A-G.  
There is one extra option which you do not need to use.

**Writing subskills**

- A punctuating correctly
- B planning
- C forming letters
- D linking
- E using the appropriate layout
- F paragraphing
- G proof-reading

**Coursebook instructions**

- 1 Put your hand in the air and write d-o-g with your finger.
- 2 Tick (✓) the correct place in this letter for the address of the receiver and put a cross (X) in the correct place for the date.
- 3 This letter has no commas or full stops. Put them in the correct places.
- 4 Join these pairs of sentences by using the best conjunction from the following: *because, after, while*.
- 5 Look at this list of ideas for a composition. Number them in the order you would write about them in your composition.
- 6 Check your work for language mistakes after you have finished writing.