

UPPER INTERMEDIATE UNIT 9

a 'how to' leaflet

speakout WRITING TIP

When you write a 'how to' leaflet, it should be easy to read quickly. For this reason, you need to use a clear layout and to divide your ideas into different sections. It's also a good idea to give each section a subtitle and to use bullet points where appropriate.

1 What advice could you give to people concerning their health when travelling? Make a list of ideas.

2 Read the extract from a 'how to' leaflet for travellers. Does it include any of your ideas?

3A Does the leaflet follow the advice given in the writing tip?

B Identify three more features that are typical of 'how to' leaflets.

How to stay healthy while travelling

Medicine

- The first thing to do when travelling is to be prepared. This means talking to your doctor a long time before you even step onto a plane.
- Take time to find out if you need any vaccinations before you go, and be sure to get them.
- Take preventative medicines if this is necessary. For example, you might need to take anti-malaria tablets while you are away.
- If you do get ill, never take medicine offered to you by other people.
- Seek proper medical attention.

Sun

The sun is often one of the biggest problems for travellers. If you're travelling in a tropical region, the sun is often much stronger than you think, even on dull days.

- Always wear sun block or a suitable suntan lotion. In some parts of the world such as Australia, you might even have to put sun tan lotion under your clothes.
- Be particularly careful to reapply suntan lotion after you have been swimming.
- Wear a hat during the day.
- Be sure to wear sunglasses when outside.

Water

In many parts of the world drinking the water is perfectly safe, but it's best to check before you go, and not to take any chances. If the water is not safe, or if you're not sure if it's safe:

- Always drink bottled water.
- Take care not to have ice in your drinks.
- Make sure you use bottled water to clean your teeth.
- Try not to get water in your mouth when you take a shower.

4 Look at the underlined phrases that go before the imperative. Which ones refer to what you should or must do? Which refer to what you shouldn't or mustn't do?

should/must _____

shouldn't/mustn't _____

5 Rewrite the sentences using the words in brackets.

1 Take time to find out if you need any vaccinations before you go. (*make sure*)

2 Never take medicine offered to you by other people. (*always*)

3 Always wear sun block or a suitable suntan lotion. (*never*)

4 Always drink bottled water. (*never*)

5 Take care not to have ice in your drinks. (*have*)

6 Try not to get water in your mouth when you take a shower. (*avoid*)

6 Write a 'how to' leaflet on one of these topics (200–250 words).

How to use your time better

How to stop smoking

How to enjoy work more

Plan your writing

- Think about the content of your leaflet and give it a clear title. Use bullet points, imperatives and contractions where appropriate.

Check your writing

- Does your leaflet contain different sections, each with a clear subheading?
- Is it clear and easy to read?
- Have you checked your grammar and spelling?
- Did you find any mistakes?