**O‘ZBEKISTON RESPUBLIKASI OLIY TA’LIM,
FAN VA INNOVATSIYALAR VAZIRLIGI**

FARG‘ONA DAVLAT UNIVERSITETI

AKADEMIK LITSEYI CHET TILLARI KAFEDRASI

INGLIZ TILI FANI O‘QITUVCHISI

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Ingliz tili fanidan I va II bosqich o‘quvchilari uchun

“CEFR MULTILEVEL WRITING TASK 1.1 AND 1.2: Letters at B1 and B2 Level”

USLUBIY KO‘RSATMASI

- 18 topics: Task 1.1 (informal) and Task 1.2 (formal letter)
- B1 and B2 samples side by side with highlighted phrases
- Useful language phrases with Uzbek translations after every unit

2026-2027 academic year

SO‘Z BOSHI

Mazkur uslubiy ko‘rsatma CEFR Multilevel imtihonining writing qismiga (Task 1.1 va Task 1.2) tayyorlanayotgan o‘quvchilar uchun mo‘ljallangan. Ko‘rsatmada 18 ta mavzu bo‘yicha Task 1.1 (norasmiy xat, taxminan 50 so‘z) va Task 1.2 (rasmiy xat, 120–150 so‘z) uchun bir xil savolga B1 va B2 darajasida yozilgan javoblar yonma-yon (taqqoslanuvchi tuzilmalarda) berilgan. Bu o‘quvchiga o‘z darajasini ko‘rish va keyingi bosqichga qanday o‘tishni aniq tushunish imkonini beradi.

Har bir namunada foydali iboralar ajratib ko‘rsatilgan. Har bir topshiriqdan keyin “Phrase upgrade” jadvali beriladi: unda B1 ibora B2 darajadagi muqobili va o‘zbekcha tarjimasi bilan taqqoslanadi. Ko‘rsatma o‘quvchining mustaqil ishlashi hamda o‘qituvchining dars jarayonida foydalanishi uchun mo‘ljallangan.

Tuzuvchi: F. M. Ashurova.

Ushbu uslubiy ko‘rsatma [illegible] chet tillari kafedra muhokamasida, ko‘rib chiqilgan va pedagogik kengashining 2026-yil 31-10 „3-“ yig‘ilishi qarori bilan nashrga tavsiya etilgan.

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UNIT 1: Online Learning Platform

Message from the College Coordinator

Your college is considering introducing a new online learning platform. We are planning to launch an online learning platform. • Which features would be most useful? • Should lessons be live or recorded? • How can we help students stay motivated?

Task 1.1 – Informal Letter

Write a short message to your classmate. Share your ideas for the new platform and ask what features they would like. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Tom, **Guess what?** Our college wants to start an online platform. **I think** recorded lessons would be **really useful** because we can watch them again. I also want a chat for questions and quick tests.	Hi Tom, **Have you heard the news?** The college is **launching** an online platform. **Personally, I'd love** recorded lessons, **as they let us revisit** difficult topics, plus a chat function for quick questions.
Closing	**What features would you like? Write back soon!** Anna	**Which features would you find most helpful? Speak soon,** Anna

Word count: B1 – 45 words | B2 – 43 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Sharing news	**Guess what?**	**Have you heard the news?**	Yangilikni eshitdingmi?
Purpose of letter	**I am writing to share my ideas about…**	**I am writing in response to your message regarding…**	…haqidagi xabaringizga javoban yozyapman
Recommending	**I recommend…**	**I would strongly recommend…**	Men qat’iy tavsiya qilgan bo‘lardim…
Informal closing	**What features would you like?**	**Which features would you find most helpful?**	Qaysi imkoniyatlar sen uchun eng foydali bo‘lardi?
Formal closing	**I hope you will think about my ideas.**	**I would be grateful if you could consider these suggestions.**	Takliflarimni inobatga olsangiz, minnatdor bo‘lardim

Task 1.2 – Formal Letter

Write an email to the college coordinator. Recommend useful features, explain your preferred lesson format, and suggest ways to keep students motivated. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Coordinator, I am writing **to share my ideas about** the new online learning platform.	Dear Sir or Madam, I am writing **in response to your message regarding** the proposed online learning platform.
Features and format	**I recommend** a clear timetable, a chat for questions and short quizzes. **I would prefer** recorded lessons, **because** students can watch them at any time and repeat difficult parts. **However**, live lessons are also useful once a week, so students can ask the teacher directly. For example, a short quiz after each lesson helps students check what they have learned.	**I would strongly recommend** a clear timetable, an interactive chat and short self-check quizzes. **My preference would be for** recorded lessons, **since** they allow students to learn at their own pace and revisit complex material. **Ideally, though,** a weekly live session **should complement them**, **enabling students to** raise questions directly with the teacher. **A searchable library of past lessons would be a valuable addition.**
Motivation	**To keep students motivated**, you could give small rewards, such as certificates, and send weekly reminders. Teachers can also check students' progress. Students can also work in small online groups, which makes learning more fun.	**To keep students motivated**, the platform could **incorporate** progress trackers, digital certificates and friendly competitions. **Moreover**, regular reminders and personal feedback **would help learners stay on track**. **Group projects conducted online could further foster a sense of community.**
Closing	**I hope you will think about my ideas.** **Yours faithfully,** Anna Karimova	**I would be grateful if you could consider these suggestions.** **Yours faithfully,** Anna Karimova

Word count: B1 – 122 words | B2 – 134 words

UNIT 2: City Public Transport

Message from the The Council

Your local council wants residents to comment on public transport. We are reviewing public transport in our area. • Which routes need improvement? • Should buses run more frequently at night? • How can fares be made more affordable?

Task 1.1 – Informal Letter

Write a short email to a friend about the council's plan. Tell them which transport changes you would support. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Dina, **Did you hear about** the council's transport plan? **I would support** more night buses because the last bus leaves too early. I would also like cheaper tickets for students, **because** they cost a lot now.	Hi Dina, **Did you catch the news about** the council's transport review? **I'd fully back** later night buses, **as** the last one leaves far too early. **I'd also welcome** cheaper student fares, **since** tickets are costly at the moment.
Closing	**What changes do you want? Tell me soon!** Max	**Which changes would you push for? Drop me a line!** Max

Word count: B1 – 46 words | B2 – 50 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Informal opening	**Did you hear about…?**	**Did you catch the news about…?**	…haqida xabar topdingmi?
Main problem	**The biggest problem is that…**	**The most pressing issue is that…**	Eng dolzarb muammo shuki, …
Recommending	**I recommend adding more buses.**	**I would therefore recommend increasing the frequency of buses.**	Shu sababli avtobuslar qatnovini oshirishni tavsiya qilaman
Informal closing	**What changes do you want?**	**Which changes would you push for?**	Qaysi o‘zgarishlarni qo‘llab-quvvatlaysan?
Formal closing	**I hope you will think about my ideas.**	**I trust you will give due consideration to these proposals.**	Bu takliflarga e’tibor berasiz degan ishonchdaman

Task 1.2 – Formal Letter

Write a letter to the council. Explain the main transport problems and recommend practical changes for local residents. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Sir or Madam, I am writing **to explain** the main transport problems in our area.	Dear Sir or Madam, I am writing **to draw your attention to** the main problems with public transport in our area.
Problems	**The biggest problem is that** buses are not frequent, so people wait for a long time. Some routes are also very crowded in the morning, and there are almost no buses after nine o'clock in the evening. Some old buses are also dirty and often break down, which makes passengers unhappy.	**The most pressing issue is that** buses are **infrequent**, **leaving commuters waiting** for up to forty minutes. **In addition**, several routes are **severely overcrowded** at rush hour, and services **virtually cease** after nine o'clock. **Ageing vehicles frequently break down**, which only adds to commuters' frustration.
Recommendations	**I recommend** adding more buses on busy routes and running night buses at least until midnight. **You could also** make tickets cheaper for students and older people, **so that** more residents use public transport. A mobile app showing bus times would also help people plan their trips.	**I would therefore recommend** increasing the frequency of buses on the busiest routes and extending night services until midnight. **Offering** discounted fares to students and pensioners **would also encourage** more residents to leave their cars at home. **A mobile app displaying real-time arrivals would be a welcome improvement.**
Closing	**I hope you will think about my ideas.** **Yours faithfully,** Max Brown	**I trust you will give due consideration to these proposals.** **Yours faithfully,** Max Brown

Word count: B1 – 126 words | B2 – 128 words

UNIT 3: Healthy School Meals

Message from the School Principal

Your school is collecting ideas for a healthier lunch menu. We want to make school lunches healthier and more appealing. • What meals should be offered? • How can we reduce food waste? • Should students help plan the menu?

Task 1.1 – Informal Letter

Write a short note to your friend. Tell them which meals you would like the school to add and why. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Sara, **Guess what?** The school wants a healthier menu. I would like **to add** vegetable soup and fruit salad, because they are tasty and fresh. Now we only have fried food and sweet drinks, and I feel tired after lunch.	Hi Sara, **Have you heard?** The school is **revamping** its lunch menu. **I'd love to see** vegetable soup and fruit salad **added**, **as they're both fresh and filling**. The fried food and sugary drinks **leave me sluggish** after lunch.
Closing	**What would you add? Write back soon!** Anna	**What would you like to see on the menu? Speak soon,** Anna

Word count: B1 – 49 words | B2 – 51 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Informal opening	**Guess what?**	**Have you heard?**	Eshitdingmi?
Suggesting	**I suggest offering…**	**I would suggest serving…**	… taklif qilgan bo‘lardim
Purpose	**To reduce food waste, …**	**To cut down on food waste, …**	Oziq-ovqat isrofini kamaytirish uchun, …
Informal closing	**What would you add?**	**What would you like to see on the menu?**	Menyuda nimani ko‘rishni istaysan?
Formal closing	**I hope you will think about my ideas.**	**I would be grateful if you could take these suggestions into account.**	Takliflarimni inobatga olsangiz, minnatdor bo‘lardim

Task 1.2 – Formal Letter

Write an email to the principal. Suggest healthy meal options and explain how the school could reduce waste and involve students. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Principal, I am writing **to give my ideas about** the new lunch menu.	Dear Sir or Madam, I am writing **in reply to your request for suggestions on** the school lunch menu.
Meals	**I suggest** offering vegetable soup, chicken with rice, salads and fresh fruit every day. These meals are healthy, and most students would like them. **Also**, the school could stop selling sweet drinks. For example, a healthy plate could include rice, vegetables and a small piece of meat or fish.	**I would suggest** serving a rotating selection of vegetable soups, grilled chicken with rice, fresh salads and seasonal fruit. **Such options are both nutritious and appealing**. **In addition**, replacing sugary drinks with water or fruit juice **would make a noticeable difference**. **Vegetarian choices should also be available for pupils with different preferences.**
Waste and students	**To reduce food waste**, the school can offer smaller portions and let students ask for more. **Students should also help plan the menu**, for example by voting for their favourite dishes once a month. The school could also grow some vegetables in the garden.	**To cut down on food waste**, the canteen could offer smaller portions with free second helpings. **Involving students in menu planning**, for instance through monthly votes or a student food committee, **would ensure that meals are actually eaten**.
Closing	**Thank you for reading my email. I hope you will think about my ideas.** **Yours faithfully,** Anna Karimova	**I would be grateful if you could take these suggestions into account.** **Yours faithfully,** Anna Karimova

Word count: B1 – 125 words | B2 – 125 words

UNIT 4: Community Sports Facilities

Message from the Centre Manager

The community centre is planning to update its sports facilities. We are planning improvements to our sports facilities. • Which facilities should be updated first? • What affordable activities could we offer? • How can we encourage more people to exercise?

Task 1.1 – Informal Letter

Write a message to a friend about the planned improvements. Say which facility should be updated first. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Rami, **Did you hear** that our community centre will update its sports facilities? **I think** the gym should be first, because the machines are old and some of them do not work. A better gym would help many people.	Hi Rami, **Did you hear** that the community centre is upgrading its sports facilities? **In my view**, the gym should come first, **as** the equipment is outdated and some machines are **out of order**. A modern gym **would attract far more members**.
Closing	**What do you think? Write back soon!** Max	**What's your take? Speak soon,** Max

Word count: B1 – 48 words | B2 – 48 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Giving suggestions	**I am writing to give my suggestions about…**	**I am writing with regard to your plans to upgrade…**	…ni yangilash rejalaringizga munosabat bilan yozyapman
Strong opinion	**I think the gym should be updated first.**	**I firmly believe that the gym should be upgraded first.**	Sport zali birinchi yangilanishi kerakligiga qat’iy ishonaman
Cheap options	**For cheap activities, you could organise…**	**As for affordable activities, the centre could introduce…**	Arzon mashg‘ulotlarga kelsak, markaz … joriy qilishi mumkin
Informal closing	**What do you think?**	**What's your take?**	Sening fikring qanday?
Formal closing	**I hope you will consider my ideas.**	**I would be grateful if you could give these ideas serious consideration.**	Takliflarimni inobatga olsangiz, minnatdor bo‘lardim

Task 1.2 – Formal Letter

Write to the centre manager. Recommend facility upgrades and affordable activities, explaining how they could attract more members. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Centre Manager, I am writing **to give my suggestions about** the new sports facilities.	Dear Sir or Madam, I am writing **with regard to your plans to upgrade** the centre's sports facilities.
Upgrades	**I think the gym should be updated first.** The machines are old, and the changing rooms are small and dirty. New equipment and clean changing rooms would make members feel more comfortable, and more people would join. A cleaner and safer centre would also make parents feel happy to bring their children.	**I firmly believe that** the gym should be upgraded first. The equipment is outdated, and the changing rooms are **cramped and poorly maintained**. **Modernising both would greatly enhance members' comfort and would undoubtedly attract newcomers**. **A cleaner, safer environment would also reassure parents. Better lighting around the sports ground would be beneficial too.**
Activities	**For cheap activities**, you could organise group walks, morning yoga and table tennis tournaments. These activities do not cost much, and they are good for beginners, families and older people. Cheap monthly tickets for students would be another good idea. Short free trial lessons could also help new members to start.	**As for affordable activities**, **the centre could introduce** weekly group walks, morning yoga and table tennis tournaments. **Such low-cost options appeal to** beginners, families and senior citizens alike. **Discounted monthly passes for students and free taster sessions would lower the entry barrier considerably.**
Closing	**I hope you will consider my ideas.** **Yours faithfully,** Max Brown	**I would be grateful if you could give these ideas serious consideration.** **Yours faithfully,** Max Brown

Word count: B1 – 129 words | B2 – 130 words

UNIT 5: Local Tourism Campaign

Message from the Tourism Officer

Your town is planning a campaign to attract more visitors. We want to attract more visitors to our town. • Which local places should be promoted? • What events would interest tourists? • How can we protect the town's character?

Task 1.1 – Informal Letter

Write a short email to a friend. Suggest one local attraction and an event that could interest visitors. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Lola, **Did you hear about** the tourism campaign? **I suggest** promoting the old fortress, because it has a great view. A food festival with local dishes would also interest visitors, and I would help to organise it.	Hi Lola, **Did you catch the news about** the tourism campaign? **I'd put forward** the old fortress, **as it boasts** stunning views. A food festival **showcasing local dishes** would also **appeal to visitors**, and I'd gladly lend a hand.
Closing	**What would you suggest? Write back soon!** Zara	**What would you recommend? Speak soon,** Zara

Word count: B1 – 46 words | B2 – 46 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Suggesting	**I suggest promoting…**	**I'd put forward…**	… ni taklif qilgan bo‘lardim
Purpose	**I am writing to suggest ideas for…**	**I am writing to put forward some ideas for…**	… uchun bir necha g‘oya taklif qilish maqsadida yozyapman
Informal closing	**What would you suggest?**	**What would you recommend?**	Nimani tavsiya qilarding?
Formal closing	**I hope you will think about my ideas.**	**I trust you will find these suggestions useful.**	Bu takliflar foydali bo‘ladi degan umiddaman

Task 1.2 – Formal Letter

Write a letter to the tourism officer. Recommend attractions and events and explain how to welcome visitors responsibly. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Tourism Officer, I am writing **to suggest ideas for** the town's tourism campaign.	Dear Sir or Madam, I am writing **to put forward some ideas for** the town's forthcoming tourism campaign.
Attractions and events	**I recommend promoting** the old fortress, the river park and the traditional bazaar. **Also**, a yearly food festival and a craft fair would be interesting for tourists, because they can see our culture and try local food. These places are famous in our region, and visitors can take beautiful photos there.	**I would recommend promoting** the historic fortress, the riverside park and the traditional bazaar. **An annual food festival and a handicraft fair would give visitors a taste of local culture and generate income for small businesses. Each of these sites is emblematic of the region and photographs beautifully.**
Responsible welcome	**To welcome visitors responsibly**, the town should keep the streets clean and put up simple signs in English. Guides should also ask tourists to respect nature and old buildings. A small tourist information centre in the main square would also be very helpful. Local volunteers could work there.	**To ensure that visitors are welcomed responsibly**, the town should keep public spaces clean and install multilingual signs. **Guides could also remind tourists to respect the natural environment and historic buildings. A small information centre in the main square would also prove invaluable. Local volunteers could staff it at minimal cost.**
Closing	**I hope you will think about my ideas.** **Yours faithfully,** Zara Aliyeva	**I trust you will find these suggestions useful.** **Yours faithfully,** Zara Aliyeva

Word count: B1 – 125 words | B2 – 129 words

UNIT 6: Library Opening Hours

Message from the Library Manager

Your public library is asking users about changing its opening hours. We are reviewing our opening hours. • Should we open earlier or close later? • Should weekends have longer hours? • What services would you use in the evening?

Task 1.1 – Informal Letter

Write a short message to a friend about the possible new opening hours. Say which option would suit you best. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Nina, **Did you hear that** the library may change its opening hours? **I would like** it to open earlier, because I study before classes. A later closing time would also be good, but the morning suits me best. Longer hours on Sunday would help too.	Hi Nina, **Did you hear that** the library might revise its opening hours? **Opening earlier would suit me best**, **as** I like to study before classes. **A later closing time would be a bonus, and longer weekend hours would be a real plus.**
Closing	**Which option do you prefer? Write back soon!** Dilya	**Which option would work for you? Speak soon,** Dilya

Word count: B1 – 55 words | B2 – 52 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Informal opening	**Did you hear that…?**	**Did you hear that … might revise…?**	…ni qayta ko‘rib chiqishi mumkinligini eshitdingmi?
Preference	**I would prefer…**	**My preference would be for…**	Men … ni afzal ko‘rgan bo‘lardim
Suggesting	**I suggest offering…**	**Services that would make the library more useful include…**	Kutubxonani foydaliroq qiladigan xizmatlar: …
Informal closing	**Which option do you prefer?**	**Which option would work for you?**	Qaysi variant senga mos keladi?
Formal closing	**I hope you will consider my ideas.**	**I would appreciate it if you could take my suggestions into account.**	Takliflarimni inobatga olsangiz, juda mamnun bo‘lardim

Task 1.2 – Formal Letter

Write to the library manager. Explain your preferred timetable and suggest services that would make the library more useful. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Library Manager, I am writing **to explain** which opening hours I would prefer.	Dear Sir or Madam, I am writing **in response to your request for feedback on** the library's opening hours.
Timetable	**I would prefer** the library to open at eight o'clock in the morning and close at nine in the evening. Many students study before and after classes, so these hours would be very useful. **Also**, longer hours on Saturday and Sunday would help people who work during the week and have no free time on other days.	**My preference would be for** the library to open at eight and close at nine in the evening, **since** many students study before and after classes. **Extended hours at weekends would likewise benefit** people who work during the week and **have little free time on weekdays**.
Services	**I suggest** offering quiet study rooms, free Wi-Fi and cheap printing in the evening. A small café would also be nice, because people can have tea after studying. **In addition**, the library could organise English clubs and film evenings for adults.	**Services that would make the library more useful include** quiet study rooms, free Wi-Fi and low-cost printing. **A small café would make the library a more inviting place**, **while** evening English clubs and film screenings **would attract a wider audience**. **Computer lessons for older residents would be another valuable addition.**
Closing	**I hope you will consider my ideas.** **Yours faithfully,** Dilya Karimova	**I would appreciate it if you could take my suggestions into account.** **Yours faithfully,** Dilya Karimova

Word count: B1 – 123 words | B2 – 131 words

UNIT 7: Youth Volunteering

Message from the Programme Leader

A youth organisation wants more young people to take part in volunteering. We want to develop our youth volunteering programme. • Which community projects should we start? • What would motivate young people to join? • How could volunteers be recognised?

Task 1.1 – Informal Letter

Write a short note to a friend. Recommend a volunteering project you would like to join. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Ali, **Guess what?** The youth club wants new volunteering projects. **I recommend** one that helps old people with shopping and phones, because many of them feel lonely. I would like to join it on Saturdays. Would you come with me?	Hi Ali, **Have you heard?** The youth club is **rolling out** new volunteering projects. **I'd highly recommend** one that helps elderly neighbours with shopping and phones, **as many of them feel isolated**. I'm keen to join on Saturdays. **Fancy coming along?**
Closing	**Let me know!** Timur	**Let me know what you think!** Timur

Word count: B1 – 45 words | B2 – 48 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Informal recommending	**I recommend one that…**	**I'd highly recommend one that…**	Men buni qizg‘in tavsiya qilgan bo‘lardim
Suggesting projects	**I suggest starting three projects…**	**I would suggest launching three projects…**	Uchta loyiha boshlashni taklif qilgan bo‘lardim
Motivation	**To motivate young people, you could give them certificates.**	**To motivate young people, the programme could award certificates…**	Yoshlarni rag‘batlantirish uchun dastur sertifikatlar topshirishi mumkin
Informal closing	**undefined**	**undefined**	Sening fikring qanday?
Formal closing	**I hope you will think about my ideas.**	**I trust that you will find these suggestions helpful.**	Bu takliflar foydali bo‘ladi degan umiddaman

Task 1.2 – Formal Letter

Write to the programme leader. Suggest community projects and explain how to motivate and recognise volunteers. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Programme Leader, I am writing **to suggest some ideas for** the youth volunteering programme.	Dear Sir or Madam, I am writing **to put forward some suggestions for** the youth volunteering programme.
Projects	**I suggest** starting three projects: cleaning the local park, helping old people with shopping and teaching computer skills to children. These projects are simple, and young people can do them at the weekend without special training. **Also**, they help the community in a real way and teach responsibility.	**I would suggest launching** three projects: a park clean-up, a shopping assistance scheme for the elderly and free computer classes for children. **Each of these requires no specialist training** and **can easily be fitted into a weekend schedule**, **while delivering tangible benefits to the community**. **They also teach responsibility. Volunteers gain confidence too.**
Motivation and recognition	**To motivate young people**, you could give them certificates and a small gift at the end of the year. **Volunteers should also** be thanked on social media, because teenagers like to share good news. **In addition**, the best volunteers could receive a letter of recommendation for college.	**To motivate young people**, the programme could award certificates and **offer letters of recommendation for university applications**. **Publicly acknowledging volunteers on social media would also provide recognition**, **which teenagers particularly value**. **An annual ceremony celebrating outstanding contributions would round things off nicely.**
Closing	**I hope you will think about my ideas.** **Yours faithfully,** Timur Rakhimov	**I trust that you will find these suggestions helpful.** **Yours faithfully,** Timur Rakhimov

Word count: B1 – 122 words | B2 – 125 words

UNIT 8: Café Customer Service

Message from the Café Manager

A café is asking customers for ideas to improve its service. We want to improve our café. • Which menu items should we add? • How can we make service faster? • What would make the seating area more comfortable?

Task 1.1 – Informal Letter

Write a short message to a friend about changes you would like to see at the café. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Sana, **Guess what?** Our favourite café wants new ideas. **I would like** them to add healthy sandwiches and fresh juice. The service is slow at lunchtime, and the chairs are hard. **What changes would you like?** I would also like free Wi-Fi for studying.	Hi Sana, **Guess what?** Our favourite café is **seeking feedback**. **I'd love them to add** healthy sandwiches and fresh juice. **Service is painfully slow at lunchtime**, and the chairs are rock hard. **What would you change? Free Wi-Fi would be a welcome extra too. They should really listen to customers!**
Closing	**Write back soon!** Nilu	**Speak soon,** Nilu

Word count: B1 – 49 words | B2 – 53 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Informal opening	**Guess what?**	**Guess what? … is seeking feedback.**	Bilasanmi? … fikr-mulohaza so‘rayapti
Suggesting	**First, I suggest adding…**	**Firstly, I would suggest expanding the menu to include…**	Avvalo, menyuni … bilan kengaytirishni taklif qilgan bo‘lardim
Purpose	**To make service faster, …**	**To speed up service, …**	Xizmatni tezlashtirish uchun, …
Informal closing	**undefined**	**undefined**	Sening fikring qanday?
Formal closing	**I hope you will consider my suggestions.**	**I would be grateful if you could give these suggestions due consideration.**	Takliflarimni inobatga olsangiz, minnatdor bo‘lardim

Task 1.2 – Formal Letter

Write a letter to the café manager. Give suggestions about the menu, service speed, and customer comfort. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Café Manager, I am writing **to give some suggestions to improve** your café.	Dear Sir or Madam, I am writing **to offer some suggestions for improving** the service at your café.
Menu and speed	**First, I suggest** adding healthy food, such as salads, vegetable soup and fresh juice, because many customers want lighter meals. **To make service faster**, you could take orders with tablets and employ one more waiter at lunchtime. **This would stop long queues** and make customers happier.	**Firstly, I would suggest** expanding the menu to include salads, vegetable soups and fresh juices, **since many customers are looking for lighter options**. **To speed up service**, the café could **introduce tablet ordering** and **hire an extra waiter during the lunchtime rush**, **which would eliminate lengthy queues**.
Comfort	**To make customers more comfortable**, the café should buy softer chairs and put some plants near the windows. **It would also be good to** play quiet music and have free Wi-Fi, so people can relax or study there for a long time. A clean and tidy toilet is also important for guests.	**As for customer comfort**, **replacing the hard chairs with cushioned seating and adding greenery by the windows would create a more relaxing atmosphere**. **Soft background music and free Wi-Fi would also appeal to** people who want to unwind or study.
Closing	**I hope you will consider my suggestions.** **Yours faithfully,** Nilufar Aliyeva	**I would be grateful if you could give these suggestions due consideration.** **Yours faithfully,** Nilufar Aliyeva

Word count: B1 – 123 words | B2 – 121 words

UNIT 9: Workplace Training

Message from the HR Manager

Your company is planning a new training programme for employees. We are planning staff training sessions. • Which skills should be prioritised? • Should training be held online or in person? • What schedule would suit employees?

Task 1.1 – Informal Letter

Write a short email to a colleague. Tell them which training skills you think are most important. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Kamol, **Did you hear about** the staff training? **I think** communication and computer skills are the most important, because we use them every day. Time management would also be useful for our busy team. These skills would save us a lot of time.	Hi Kamol, **Did you hear about** the staff training programme? **In my view**, communication and IT skills should be **top of the list**, **as we rely on them daily**. Time management would also **come in handy** for our busy team.
Closing	**What do you think? Write back soon!** Aziz	**Which skills would you prioritise? Speak soon,** Aziz

Word count: B1 – 52 words | B2 – 48 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Priorities	**I think … are the most important.**	**In my view, … should be top of the list.**	Mening fikrimcha, … ro‘yxat boshida turishi kerak
Purpose	**I am writing to recommend…**	**I am writing to put forward my recommendations regarding…**	… bo‘yicha tavsiyalarimni bildirish uchun yozyapman
Format	**I think the best format is a mix.**	**The most effective format would be a blended one.**	Eng samarali format — aralash format
Informal closing	**What do you think?**	**Which skills would you prioritise?**	Qaysi ko‘nikmalarni birinchi o‘ringa qo‘yarding?
Formal closing	**I hope you will think about my ideas.**	**I would appreciate it if you could consider these recommendations.**	Takliflarimni inobatga olsangiz, juda mamnun bo‘lardim

Task 1.2 – Formal Letter

Write to the HR manager. Recommend training topics, a suitable format, and a schedule for staff. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear HR Manager, I am writing **to recommend** topics, a format and a schedule for the staff training.	Dear Sir or Madam, I am writing **to put forward my recommendations regarding** the topics, format and schedule of the forthcoming staff training.
Topics and format	**I recommend** training in customer communication, digital tools and time management. These skills help employees work faster and speak politely to clients. **I think the best format is** a mix: online lessons for theory and short meetings in person for practice and questions.	**I would recommend** training in customer communication, digital tools and time management, **since these skills directly improve efficiency and client satisfaction**. **The most effective format would be a blended one**: online modules for theory, **supplemented by** short face-to-face workshops for practice and discussion.
Schedule	**For the schedule**, two sessions a month in the afternoon would be suitable, because the mornings are very busy. Each session should be about ninety minutes. **It would be good to** hold them on Tuesdays, when there are fewer clients. Staff who miss a session could watch a recording later.	**As for scheduling**, two ninety-minute sessions a month, held on Tuesday afternoons, **would minimise disruption to normal work**, **as mornings are traditionally the busiest period**. **Recording each session would also allow absent colleagues to catch up. Employees would then be able to plan their workload accordingly.**
Closing	**I hope you will think about my ideas.** **Yours faithfully,** Aziz Nurmatov	**I would appreciate it if you could consider these recommendations.** **Yours faithfully,** Aziz Nurmatov

Word count: B1 – 123 words | B2 – 126 words

UNIT 10: Weekend Cultural Festival

Message from the Festival Team

Your town is organising a cultural festival for the weekend. We are preparing our annual cultural festival. • What performances or activities should be included? • Where should the main events take place? • How can families and older people participate?

Task 1.1 – Informal Letter

Write a short message to a friend. Suggest an activity you would like to see at the festival. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Madina, **Did you hear about** the weekend festival? **I would like to see** a folk dance show, because the costumes are so colourful. A craft market for children would also be fun. I would love to watch it with you.	Hi Madina, **Did you hear about** the weekend festival? **I'd love to see** a folk dance show, **as the costumes are so vibrant**. A children's craft market would also be **a great addition**. **I'd love to go along with you.**
Closing	**What would you like to see? Write back soon!** Gulya	**What's on your wish list? Speak soon,** Gulya

Word count: B1 – 51 words | B2 – 48 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Informal wish	**I would like to see…**	**I'd love to see…**	Men … ni ko‘rishni istardim
Recommending	**I recommend folk dances…**	**I would recommend folk dances…**	Xalq raqslarini tavsiya qilgan bo‘lardim
Welcoming all	**To make the festival welcoming for everyone, …**	**To ensure the event is welcoming to all ages, …**	Tadbir barcha yoshdagilar uchun qulay bo‘lishi uchun, …
Informal closing	**What would you like to see?**	**What's on your wish list?**	Sening istaklar ro‘yxatingda nima bor?
Formal closing	**I hope you will think about my ideas.**	**I trust you will find these suggestions useful.**	Bu takliflar foydali bo‘ladi degan umiddaman

Task 1.2 – Formal Letter

Write to the festival team. Recommend performances, a suitable location, and ways to make the event welcoming for everyone. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Festival Team, I am writing **to give my ideas about** this year's cultural festival.	Dear Sir or Madam, I am writing **to share my recommendations for** this year's cultural festival.
Performances and location	**I recommend** folk dances, live music with traditional instruments and a short theatre show. **These performances show our culture and are enjoyable for everyone. I think the main events should take place** in the central park, because it is large, easy to reach and has shade and benches.	**I would recommend** folk dances, live performances on traditional instruments and a short theatre production, **all of which showcase our heritage while entertaining a wide audience**. **The central park would be an ideal venue**: **it is spacious, easily accessible and offers plenty of shade and seating.**
Welcoming everyone	**To make the festival welcoming for everyone**, families need a children's corner with games and face painting. Older people need seats, shade and free water. **It would also be good to** have a free bus from the town centre to the park, because parking is difficult.	**To ensure the event is welcoming to all ages**, **organisers could set up** a children's corner with games and face painting, **as well as** shaded seating and free drinking water for older visitors. **A free shuttle bus from the town centre would improve accessibility. Clear signs would help visitors find events easily.**
Closing	**I hope you will think about my ideas.** **Yours faithfully,** Gulnora Saidova	**I trust you will find these suggestions useful.** **Yours faithfully,** Gulnora Saidova

Word count: B1 – 121 words | B2 – 126 words

UNIT 11: Swimming Pool Schedule

Message from the Pool Manager

A sports centre is considering changing its swimming pool schedule. We are reviewing our pool timetable. • Should more lanes be reserved for beginners? • Would early-morning sessions be useful? • How can busy periods be managed fairly?

Task 1.1 – Informal Letter

Write a short email to a friend who uses the pool. Tell them which timetable change you would prefer. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Ben, **Did you hear that** the pool may change its timetable? **I would prefer** early-morning sessions, because I can swim before work and the pool is quiet then. More lanes for beginners would also help my sister, who is learning to swim.	Hi Ben, **Did you hear that** the pool is reviewing its timetable? **I'd opt for** early-morning sessions, **as I can swim before work and the pool is peaceful**. **Reserving more lanes for beginners would also be a boon for** my sister, who is just learning.
Closing	**Which change do you prefer? Write back soon!** Ali	**Which change would you back? Speak soon,** Ali

Word count: B1 – 52 words | B2 – 53 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Informal preference	**I would prefer…**	**I'd opt for…**	Men … ni tanlagan bo‘lardim
Purpose	**I am writing to explain my preferred schedule.**	**I am writing to outline my preferred timetable.**	Afzal ko‘rgan jadvalimni bayon qilish uchun yozyapman
Fair management	**To manage busy periods fairly, …**	**To manage peak times fairly, …**	Gavjum vaqtlarni adolatli boshqarish uchun, …
Informal closing	**Which change do you prefer?**	**Which change would you back?**	Qaysi o‘zgarishni qo‘llab-quvvatlarding?
Formal closing	**I hope you will consider my ideas.**	**I would be grateful if you could take these proposals into consideration.**	Takliflarimni inobatga olsangiz, minnatdor bo‘lardim

Task 1.2 – Formal Letter

Write to the pool manager. Explain your preferred schedule and suggest fair ways to manage busy sessions. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Pool Manager, I am writing **to explain** my preferred pool schedule and to suggest ways to manage busy sessions.	Dear Sir or Madam, I am writing **to outline** my preferred timetable and **to propose fair ways of managing peak periods**.
Schedule	**I would prefer** to have early-morning sessions from six to eight o'clock, because many people work or study later in the day. **I also think** two lanes should be kept for beginners in the evening, when most families come. This would make new swimmers feel more confident and safe.	**My preferred schedule would include** early-morning sessions from six to eight, **since many people are committed to work or study later in the day**. **Reserving two lanes for beginners during the evening, when most families visit, would help novices gain confidence. This would also keep the pool safe and pleasant for everyone.**
Busy periods	**To manage busy periods fairly**, the centre could ask people to book a place online and limit each session to one hour. **It could also** separate lanes by speed, so that fast and slow swimmers do not disturb each other. Swimmers who do not come should lose their booking.	**To manage peak times fairly, the centre could introduce an online booking system with one-hour slots. Allocating lanes by swimming speed would also prevent fast and slow swimmers from getting in each other's way. Unused bookings should be released after ten minutes.**
Closing	**I hope you will consider my ideas.** **Yours faithfully,** Ali Yusupov	**I would be grateful if you could take these proposals into consideration.** **Yours faithfully,** Ali Yusupov

Word count: B1 – 129 words | B2 – 131 words

UNIT 12: Cinema Experience

Message from the Cinema Manager

A local cinema is planning to update its visitor experience. We are planning changes at our cinema. • Which types of films should we screen more often? • What improvements are needed in the halls? • Would special discount days be useful?

Task 1.1 – Informal Letter

Write a short note to a friend. Suggest one change that would make your local cinema better. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Rustam, **Guess what?** Our local cinema wants to improve. **I think** they should clean the halls and buy more comfortable seats, because my back hurts after two hours. **They could also** show more comedies and family films.	Hi Rustam, **Guess what?** Our local cinema is **planning an overhaul**. **If it were up to me**, they'd **replace the uncomfortable seats**, **as my back aches after two hours**. **They could also screen more comedies and family films.**
Closing	**What would you change? Write back soon!** Samir	**What would you change? Speak soon,** Samir

Word count: B1 – 46 words | B2 – 45 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Informal wish	**I think they should…**	**If it were up to me, they'd…**	Mening ixtiyorimda bo‘lsa, ular … qilgan bo‘lardi
Recommending	**I recommend showing more comedies.**	**I would recommend screening more comedies.**	Ko‘proq komediya ko‘rsatishni tavsiya qilgan bo‘lardim
Improvements	**New seats and a better sound system would make the visit more enjoyable.**	**New seating and an upgraded sound system would transform the experience.**	Yangi o‘rindiqlar va yaxshilangan ovoz tizimi tajribani butunlay o‘zgartirardi
Informal closing	**What would you change?**	**What would you change?**	Nimani o‘zgartirarding?
Formal closing	**I hope you will think about my suggestions.**	**I trust you will give these suggestions due consideration.**	Bu takliflarga e’tibor berasiz degan ishonchdaman

Task 1.2 – Formal Letter

Write to the cinema manager. Recommend improvements to film choices, facilities, and ticket offers. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Cinema Manager, I am writing **to suggest some improvements** to your cinema.	Dear Sir or Madam, I am writing **to propose a number of improvements to** the cinema experience you offer.
Films and facilities	**I recommend** showing more comedies, family films and local movies, because these are popular with different age groups. **The halls also need** some improvements: the seats are old, the sound is sometimes too quiet and the toilets are dirty. **New seats and a better sound system would make the visit much more enjoyable.**	**I would recommend screening** more comedies, family films and local productions, **which appeal to a range of age groups**. **The halls themselves also require attention**: the seats are worn, the sound is occasionally faint and the toilets are poorly maintained. **New seating and an upgraded sound system would transform the experience.**
Tickets	**About tickets**, a cheap day on Tuesdays would be very useful, because many students and families could come. **You could also offer** a discount for groups of four or more, and a card that gives a free ticket after ten visits. This would bring more visitors.	**With regard to tickets**, **a discount day on Tuesdays would attract students and families. Group offers for four or more people, together with a loyalty card granting a free ticket after ten visits, would encourage repeat visits. Such measures would undoubtedly boost attendance.**
Closing	**I hope you will think about my suggestions.** **Yours faithfully,** Samir Aliyev	**I trust you will give these suggestions due consideration.** **Yours faithfully,** Samir Aliyev

Word count: B1 – 124 words | B2 – 126 words

UNIT 13: Science Museum Visit

Message from the Trip Coordinator

Your school is planning a visit to a science museum. We are arranging a science museum visit next month. • Which exhibits would you like to see? • What activities should be included? • How can we make the visit educational and enjoyable?

Task 1.1 – Informal Letter

Write an email to a friend about the planned visit. Say which exhibit you would most like to see. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Farhod, **Did you hear about** our trip to the science museum? **I would most like to see** the space exhibition, because I am very interested in planets and rockets. I hope we can also try the experiments.	Hi Farhod, **Did you hear about** our science museum trip? **The exhibit I'm most looking forward to is** the space gallery, **as I've always been fascinated by** planets and rockets. **I'm hoping we'll get to try the hands-on experiments** too.
Closing	**What are you looking forward to? Write back soon!** Jasur	**What are you most keen to see? Speak soon,** Jasur

Word count: B1 – 48 words | B2 – 50 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Looking forward	**I would most like to see…**	**The exhibit I'm most looking forward to is…**	Eng intilib kutayotgan ko‘rgazmam — …
Recommending	**I recommend the space exhibition.**	**I would recommend the space exhibition, all of which tie in closely with…**	Kosmos ko‘rgazmasini tavsiya qilgan bo‘lardim
Supporting learning	**To support classroom learning, …**	**To reinforce classroom learning, …**	Sinfdagi bilimlarni mustahkamlash uchun, …
Informal closing	**What are you looking forward to?**	**What are you most keen to see?**	Nimani ko‘rishni eng ko‘p xohlaysan?
Formal closing	**I hope you will think about my ideas.**	**I trust you will find these suggestions helpful.**	Bu takliflar foydali bo‘ladi degan umiddaman

Task 1.2 – Formal Letter

Write to the trip coordinator. Recommend exhibits and activities and explain how the visit could support classroom learning. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Trip Coordinator, I am writing **to recommend** some exhibits and activities for the science museum visit.	Dear Sir or Madam, I am writing **to put forward some recommendations for** our forthcoming visit to the science museum.
Exhibits	**I recommend** the space exhibition, the human body gallery and the robotics hall. These exhibits are interesting, and they connect well with our physics and biology lessons. **Students will also enjoy** touching the models and watching the demonstrations. The museum shop is also worth a short visit.	**I would recommend** the space exhibition, the human body gallery and the robotics hall, **all of which tie in closely with our physics and biology syllabus**. **Hands-on models and live demonstrations would bring abstract concepts to life.**
Activities and learning	**Some activities could include** a short workshop where students make a simple electric circuit and a quiz in small teams. **To support classroom learning**, teachers can give students a worksheet before the visit and ask them to write a short report afterwards. **In this way**, students will remember more.	**Suitable activities could include** a workshop on building simple circuits and a team quiz. **To reinforce classroom learning**, teachers could distribute a worksheet beforehand and **ask pupils to write a short reflective report afterwards**, **which would help them consolidate what they have seen**. **A short quiz at the end of the visit would encourage everyone to pay attention.**
Closing	**I hope you will think about my ideas.** **Yours faithfully,** Jasur Tolipov	**I trust you will find these suggestions helpful.** **Yours faithfully,** Jasur Tolipov

Word count: B1 – 125 words | B2 – 127 words

UNIT 14: Bookshop Reading Events

Message from the Bookshop Manager

A local bookshop wants to organise events for its customers. We are planning events at our bookshop. • Would you attend author talks or reading groups? • Which genres should we feature? • What times would work best?

Task 1.1 – Informal Letter

Write a short message to a friend. Suggest a bookshop event you would enjoy attending. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Laylo, **Guess what?** Our local bookshop is planning events. **I would enjoy** a reading group, because we can talk about a book with other people and hear different opinions. I would like to join on Friday evenings. Shall we go together?	Hi Laylo, **Guess what?** Our local bookshop is **organising a series of events**. **A reading group would be right up my street**, **as it would let us swap opinions with fellow book lovers**. **Friday evenings would suit me. Shall we sign up together?**
Closing	**Let me know!** Malika	**Let me know what you think!** Malika

Word count: B1 – 46 words | B2 – 50 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Informal wish	**I would enjoy a reading group.**	**A reading group would be right up my street.**	Kitobxonlik guruhi aynan menga mos
Recommending	**I recommend monthly author talks.**	**I would recommend monthly author talks.**	Oylik yozuvchilar bilan uchrashuvlarni tavsiya qilgan bo‘lardim
Timing	**The best time is after work or study.**	**The ideal timing would be…**	Eng maqbul vaqt — …
Informal closing	**undefined**	**undefined**	Sening fikring qanday?
Formal closing	**I hope you will consider my ideas.**	**I would be grateful if you could take these suggestions into account.**	Takliflarimni inobatga olsangiz, minnatdor bo‘lardim

Task 1.2 – Formal Letter

Write to the bookshop manager. Recommend events, book genres, and suitable times to attract more readers. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Bookshop Manager, I am writing **to suggest** some events, genres and times for your bookshop.	Dear Sir or Madam, I am writing **to put forward some suggestions on** events, genres and timing at your bookshop.
Events and genres	**I recommend** monthly author talks and a weekly reading group. People like to meet writers and ask them questions. **You could also** hold story time for children on Saturday mornings. **For genres**, detective stories, historical novels and books for teenagers would be the most popular, and local writers should be presented too.	**I would recommend** monthly author talks and a weekly reading group. **Meeting writers in person and asking them questions is a draw for many readers. Saturday-morning story sessions would attract families. As for genres**, detective fiction, historical novels and young-adult titles **are likely to prove the most popular**, and **showcasing local authors would resonate with the community**.
Times	**The best time is** after work or study, for example at six o'clock on weekdays and at eleven o'clock on weekends. Events should last about one hour, so people can come with friends and still get home early. This also leaves time for dinner afterwards.	**The ideal timing would be** six o'clock on weekdays, **when people have finished work or study**, and late morning at weekends. **Limiting events to about an hour would make them easy to fit into a busy schedule.**
Closing	**I hope you will consider my ideas.** **Yours faithfully,** Malika Saidova	**I would be grateful if you could take these suggestions into account.** **Yours faithfully,** Malika Saidova

Word count: B1 – 124 words | B2 – 130 words

UNIT 15: Museum Digital Guides

Message from the Museum Director

A local museum is deciding whether to introduce digital guides. We are considering new digital guides for our museum. • Should guides use audio, video, or interactive maps? • Should printed guides remain available? • How can the technology serve visitors of different ages?

Task 1.1 – Informal Letter

Write a note to a friend. Say whether you prefer digital or printed museum guides and explain why. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Sevara, **Did you hear that** the museum wants digital guides? **I prefer digital guides**, because they have videos and maps, and I can hear explanations in English. But I still like a small printed map, because the phone battery can die. What about you?	Hi Sevara, **Did you hear that** the museum is considering digital guides? **I'm in favour of them**, **as they offer videos, interactive maps and audio in several languages**. **That said**, I'd still keep a printed map, **in case my battery dies**. **How do you feel about it?**
Closing	**Write back soon!** Nodira	**Speak soon,** Nodira

Word count: B1 – 49 words | B2 – 50 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Preference	**I prefer digital guides.**	**I'm in favour of them.**	Men ularni qo‘llab-quvvatlayman
Features	**I recommend short audio explanations.**	**I would recommend concise audio commentaries.**	Qisqa audio sharhlarni tavsiya qilgan bo‘lardim
Supporting others	**To support visitors who prefer printed information, …**	**To cater for those who prefer printed information, …**	Bosma ma’lumotni afzal ko‘rganlar uchun sharoit yaratish maqsadida, …
Informal closing	**undefined**	**undefined**	Sening fikring qanday?
Formal closing	**I hope you will consider my ideas.**	**I would be grateful if you could give these suggestions careful thought.**	Takliflarimni inobatga olsangiz, minnatdor bo‘lardim

Task 1.2 – Formal Letter

Write to the museum director. Suggest useful guide features and explain how to support visitors who prefer printed information. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Museum Director, I am writing **to suggest** useful features for the digital guides and ways to help visitors who like printed information.	Dear Sir or Madam, I am writing **to put forward some suggestions regarding** the proposed digital guides and **how to accommodate** visitors who prefer printed materials.
Features	**I recommend** short audio explanations, an interactive map and videos about the most important objects. **It would also be useful to** have several languages and a version for children with simple language and games. **Large letters would help** older visitors.	**I would recommend** concise audio commentaries, an interactive map and videos on the key exhibits. **Multilingual options and a child-friendly version with simple language and games would broaden the appeal, while an adjustable font size would assist older visitors.**
Printed support	**To support visitors who prefer printed information**, the museum should keep paper guides at the entrance, and they should be free or cheap. **Staff should also** be ready to help people who find the technology difficult, and offer short lessons on how to use the guide. This would make everyone comfortable.	**To cater for those who prefer printed information**, the museum should **keep paper guides available at the entrance at little or no cost. Trained staff should also be on hand to assist anyone struggling with the technology**, and **a short demonstration at the entrance would build visitors' confidence.**
Closing	**I hope you will consider my ideas.** **Yours faithfully,** Nodira Umarova	**I would be grateful if you could give these suggestions careful thought.** **Yours faithfully,** Nodira Umarova

Word count: B1 – 125 words | B2 – 129 words

UNIT 16: Photography Competition

Message from the Club Coordinator

A photography club is preparing its annual competition. We are organising our photography competition. • Which theme should we choose? • Should entries be judged by experts or by the public? • What prizes would encourage participation?

Task 1.1 – Informal Letter

Write a short email to your friend. Recommend a competition theme and say if you would enter. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Anvar, **Guess what?** Our photography club is organising a competition. **I recommend** the theme "My City at Night", because the lights are beautiful and everyone can take pictures. **I will definitely enter**, and I hope you will too.	Hi Anvar, **Guess what?** Our photography club is **running its annual competition**. **I'd suggest the theme** "My City at Night", **as the lights make for stunning shots and anyone can take part**. **I'm definitely entering**, and I hope you'll join me.
Closing	**Will you enter? Write back soon!** Bobur	**Are you up for it? Speak soon,** Bobur

Word count: B1 – 46 words | B2 – 49 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Informal suggest	**I recommend the theme…**	**I'd suggest the theme…**	… mavzusini taklif qilgan bo‘lardim
Judging	**For a fair judging method, I think…**	**As for a fair judging method, …**	Adolatli baholash usuliga kelsak, …
Prizes	**Suitable prizes would be…**	**Appropriate prizes might include…**	Mos sovrinlar … ni o‘z ichiga olishi mumkin
Informal closing	**Will you enter?**	**Are you up for it?**	Qo‘shilasanmi?
Formal closing	**I hope you will consider my ideas.**	**I trust you will find these ideas useful.**	Bu takliflar foydali bo‘ladi degan umiddaman

Task 1.2 – Formal Letter

Write to the club coordinator. Suggest a theme, a fair judging method, and suitable prizes. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Club Coordinator, I am writing **to suggest** a theme, a judging method and prizes for the competition.	Dear Sir or Madam, I am writing **to put forward some ideas regarding** the theme, judging process and prizes for this year's competition.
Theme	**I suggest** the theme "Everyday Life in Our Town". It is simple, so beginners can take part, and it shows real people and places. The photos can also be used for an exhibition in the town hall.	**I would suggest** the theme "Everyday Life in Our Town", **which is accessible to beginners yet rich in creative possibilities**. **The resulting photographs could be displayed in an exhibition at the town hall, giving participants a real sense of pride.**
Judging	**For a fair judging method**, I think three experts should choose the best ten photos, and then the public can vote for the winner online. **In this way**, both professional quality and popular opinion are important.	**As for a fair judging method**, **a panel of three experts could shortlist ten photographs, with the public then voting for the overall winner online. This combination balances professional standards with popular opinion and helps to ensure the result is seen as fair.**
Prizes and closing	**Suitable prizes would be** a camera bag, a photography course and a certificate for the winners. **Also**, every participant should get a small gift, so that everyone feels valued. **I hope you will consider my ideas.** **Yours faithfully,** Bobur Ismoilov	**Appropriate prizes might include** a camera bag, a photography course and certificates for the winners. **Giving every participant a small keepsake would make everyone feel valued.** **I trust you will find these ideas useful.** **Yours faithfully,** Bobur Ismoilov

Word count: B1 – 131 words | B2 – 144 words

UNIT 17: Neighbourhood Noise

Message from the Community Officer

Residents are discussing how to reduce noise in their neighbourhood. We have received complaints about neighbourhood noise. • Which sources are most disturbing? • What rules would be reasonable? • How could neighbours resolve disagreements?

Task 1.1 – Informal Letter

Write a short message to a friend about a noise problem in your area and suggest one solution. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Zilola, **Guess what?** There is a big noise problem near my house. Loud music from a café keeps me awake every weekend. **I think** the café should close the windows after ten o'clock and use quieter speakers. **It would be a simple solution.**	Hi Zilola, **You won't believe it!** There's a serious noise problem near my house: **loud music from a café keeps me awake every weekend. In my view, the owners should shut the windows after ten and switch to quieter speakers. That would be a simple fix.**
Closing	**Have you got the same problem? Write back soon!** Maryam	**Do you have the same trouble? Speak soon,** Maryam

Word count: B1 – 54 words | B2 – 55 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Informal problem	**Guess what? There is a big noise problem…**	**You won't believe it! There's a serious noise problem…**	Ishonmaysan! Jiddiy shovqin muammosi bor…
Problems	**The most common problems are…**	**The most common sources of disturbance are…**	Eng keng tarqalgan bezovtalik manbalari — …
Rules	**I recommend some simple rules.**	**I would recommend a few straightforward rules.**	Bir necha oddiy qoidani tavsiya qilgan bo‘lardim
Informal closing	**Have you got the same problem?**	**Do you have the same trouble?**	Senda ham shunday muammo bormi?
Formal closing	**I hope you will consider my ideas.**	**I would be grateful if you could give these proposals serious consideration.**	Takliflarimni inobatga olsangiz, minnatdor bo‘lardim

Task 1.2 – Formal Letter

Write to the community officer. Describe common noise problems and recommend fair ways to reduce them. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Community Officer, I am writing **to describe** some noise problems in our neighbourhood and to suggest fair solutions.	Dear Sir or Madam, I am writing **to draw your attention to** several noise problems in our neighbourhood and **to propose equitable solutions.**
Problems	**The most common problems are** loud music from cafés and parties at night, building work early in the morning and cars with noisy engines. **These sounds disturb families**, especially children and older people who need quiet, and many residents cannot sleep well. Some people also use loud machines in the garden on Sundays.	**The most common sources of disturbance are** loud music from cafés and parties at night, early-morning construction work and cars with noisy engines. **These sounds are particularly distressing for** children and elderly residents, **many of whom struggle to sleep.**
Solutions	**I recommend** some simple rules: no loud music after ten o'clock and no building work before eight o'clock. **Neighbours could also** talk to each other politely before calling the police. **The council could organise** a meeting every few months to discuss problems.	**I would recommend** a few straightforward rules: **no amplified music after ten at night and no construction work before eight in the morning. Residents should be encouraged to speak to one another courteously before involving the authorities**, **and the council could host regular meetings to resolve disputes amicably.**
Closing	**I hope you will consider my ideas.** **Yours faithfully,** Maryam Qodirova	**I would be grateful if you could give these proposals serious consideration.** **Yours faithfully,** Maryam Qodirova

Word count: B1 – 125 words | B2 – 126 words

UNIT 18: Company Team Event

Message from the Team Manager

Your manager is planning a team-building event for employees. We are organising a team-building event. • Would you prefer an outdoor or indoor activity? • Should the event include families? • What date and budget would be practical?

Task 1.1 – Informal Letter

Write a short message to a colleague. Suggest an activity for the team event and explain your choice. (about 50 words)

Structure	B1 sample	B2 sample
Message	Hi Elena, **Did you hear about** the team event? **I suggest** a picnic in the park with some outdoor games. It is cheap, everybody can take part, and we can relax and get to know each other better. **What do you think about the idea?**	Hi Elena, **Did you hear about** the team event? **I'd suggest** a picnic in the park with some outdoor games, **as it's inexpensive, inclusive and a great way to unwind and bond. What's your take on the idea? It would be great fun!**
Closing	**Let me know!** David	**Let me know your thoughts!** David

Word count: B1 – 49 words | B2 – 49 words

Phrase upgrade: B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Informal suggest	**I suggest a picnic in the park.**	**I'd suggest a picnic in the park.**	Parkda piknik qilishni taklif qilgan bo‘lardim
Date	**The best date would be a Saturday in May.**	**A Saturday in May would be the ideal date.**	May oyidagi shanba ideal sana bo‘lardi
Budget	**For the budget, …**	**As for the budget, …**	Byudjetga kelsak, …
Informal closing	**undefined**	**undefined**	Sening fikring qanday?
Formal closing	**I hope you will think about my ideas.**	**I trust you will give these proposals due consideration.**	Bu takliflarga e’tibor berasiz degan ishonchdaman

Task 1.2 – Formal Letter

Write to your manager. Recommend an event format, suitable date, and budget, giving reasons for your suggestions. (120–150 words)

Structure	B1 sample	B2 sample
Opening	Dear Manager, I am writing **to recommend** a format, a date and a budget for our team-building event.	Dear Sir or Madam, I am writing **to put forward my recommendations on** the format, date and budget of our forthcoming team-building event.
Format	**I recommend** an outdoor event in the park with team games, a picnic lunch and a short quiz. **I think families should be invited**, because employees will feel more relaxed, and children will enjoy the games. Parents will also enjoy meeting their colleagues' families.	**I would recommend** an outdoor event in the park, **featuring team games, a picnic lunch and a short quiz. Inviting families would create a more relaxed atmosphere, and the children would enjoy the games. Such an occasion fosters rapport across departments.**
Date and budget	**The best date would be** a Saturday in May, because the weather is nice and nobody has to work. **For the budget**, about fifteen dollars per person would be enough for food, drinks and small prizes. **It is a reasonable price** for happier and closer teams. We can finish by five.	**A Saturday in May would be the ideal date, when the weather is pleasant and nobody has pressing work commitments. As for the budget, roughly fifteen dollars per head would cover food, drinks and small prizes. This is a modest outlay compared with the benefits of a more cohesive team.**
Closing	**I hope you will think about my ideas.** **Yours faithfully,** David Smith	**I trust you will give these proposals due consideration.** **Yours faithfully,** David Smith

Word count: B1 – 125 words | B2 – 127 words

PHRASE BANK: LETTERS, B1 → B2

Function	B1 phrase	B2 upgrade	O‘zbekcha (B2)
Informal opening	**Hi … / Guess what? / Did you hear about…?**	**Have you heard the news? / Did you catch the news about…?**	Salom … / Yangilikni eshitdingmi?
Informal opinion	**I think… / I'm worried that…**	**Personally, I'm all for it. / I'm afraid that…**	Shaxsan men tarafdorman. / Qo‘rqamanki, …
Informal closing	**What do you think? Write back soon!**	**I'd love to hear your take. Speak soon, / Drop me a line!**	Fikringni bilishni istardim. Tez orada gaplashamiz!
Formal opening	**I am writing to…**	**I am writing in response to… / with regard to…**	… munosabati bilan yozyapman
Giving an opinion	**In my opinion, … / I think it is a good idea.**	**I am firmly in favour of… / On the whole, I welcome…**	… ni qat’iy qo‘llab-quvvatlayman / Umuman, …ni qo‘llab-quvvatlayman
Adding a point	**Also, … / Another advantage is that…**	**Moreover, … / Not only … but it would also…**	Bundan tashqari, … / Nafaqat …, balki …
Problems	**However, there may be some problems.**	**Admittedly, … / That said, a number of obstacles need to be tackled.**	Tan olish kerakki, … / Shunday bo‘lsa-da, bir qator to‘siqlar bor
Suggestions	**I suggest that you… / I recommend…**	**I would recommend + -ing / To address these concerns, I would suggest…**	Men … ni tavsiya qilgan bo‘lardim
Formal closing	**I hope you will consider my ideas.**	**I would be grateful if you could take my suggestions into account.**	Takliflarimni inobatga olsangiz, minnatdor bo‘lardim
Signing off	**Yours faithfully, (Dear Sir or Madam)**	**Yours faithfully, (Dear Sir or Madam) / Yours sincerely, (Dear Mr/Ms …)**	Hurmat bilan

Teacher's note: students should not memorise whole samples. The aim is to learn the highlighted phrases and use them in their own answers, adapting them to the topic and the reader.