

Тренировочные задания для подготовки к ОГЭ по английскому. Занятие 11.

TV and FILMS. TOPICAL VOCABULARY.

action film	боевик	<ul style="list-style-type: none"> • He loves action movies – all car chases and jumping out of planes.
blockbuster	блокбастер, кассовый фильм	<ul style="list-style-type: none"> • Have you watched the latest Hollywood blockbuster?
cartoon	мультфильм	<ul style="list-style-type: none"> • What was your favourite cartoon when you were a child?
chick flick	мелодрама, кино про "любофф"	<ul style="list-style-type: none"> • The fact I'm a woman doesn't mean that I like chick flicks.
cinema	кинотеатр, кино	<ul style="list-style-type: none"> • I don't often go to the cinema. You can always watch new movies online.
comedy	комедия	<ul style="list-style-type: none"> • My favourite comedy series is "The Office".
documentary	документальный фильм	<ul style="list-style-type: none"> • They made a good documentary on Italian football.
film	фильм	<ul style="list-style-type: none"> • Have you seen the new James Bond film?
genre[ʒənrə]	жанр	<ul style="list-style-type: none"> • The novel did not really exist as a genre before the 17th century.
historical film	исторический фильм	<ul style="list-style-type: none"> • I'm fond of historical films.
horror film	фильм ужасов	<ul style="list-style-type: none"> • There's no sense watching a horror film in the morning.

love story	любовная история	<ul style="list-style-type: none"> • Have you watched a new love story with Jennifer Aniston?
movie	фильм	<ul style="list-style-type: none"> • My favourite movie is "Gone with the Wind".
musical	мюзикл	<ul style="list-style-type: none"> • Actually, I don't like musicals, but "The Phantom of the Opera" is amazing.
romcom	романтическая комедия	<ul style="list-style-type: none"> • We can't decide whether it's a serious drama, a romcom, or a chick flick.
sci-fi film	научно-фантастический фильм	<ul style="list-style-type: none"> • My mum is a big sci-fi film fan.
silent film	немое кино	<ul style="list-style-type: none"> • Charlie Chaplin was an English comic actor who rose to fame in the era of silent film.

boring	скучный	<ul style="list-style-type: none"> • The movie we watched yesterday was extremely boring.
cut to the chase	перейти к сути	<ul style="list-style-type: none"> • I didn't have long to talk so I cut to the chase and asked whether he was still married.
enjoyable	приятный	<ul style="list-style-type: none"> • We spent an enjoyable evening chatting about old times.
exciting=gripping	захватывающий, волнующий	<ul style="list-style-type: none"> • The launch of our digital satellite service is one of the most exciting things I've worked on.
frightening	устрашающий, пугающий	<ul style="list-style-type: none"> • It was supposed to be a horror film but it wasn't very frightening.
full-length	полнометражный	<ul style="list-style-type: none"> • What is your favourite full-length feature film?

funny	забавный, смешной	<ul style="list-style-type: none"> • Wouldn't it be funny if we played a trick on him?
interesting	интересный	<ul style="list-style-type: none"> • She's an interesting new writer.
sad	грустный, унылый, печальный	<ul style="list-style-type: none"> • Reading our granny's letter made us all feel sad.
silly	глупый, непутёвый, пустой	<ul style="list-style-type: none"> • Don't get upset over silly things that people say.
successful	успешный	<ul style="list-style-type: none"> • The successful candidates will be given extensive training.

Plot

- fast-paced- быстро идущий, gripping, interesting, exciting, enjoyable, amazing, unpredictable, dramatic;
- slow-paced, boring, dull, predictable;

Characters

- well-developed;
- supporting,
- believable,
- entertaining,
- colourful,
- (un)likeable,
- (un)convincing;
- lead role, hero, heroine['herəʊm], sidekick['saɪdkɪk] ; закадычный друг, villain['vɪlən] злодей, негодяй;

Acting

- spectacular [spek'tækjələ] впечатляющий; эффектный = impressive
- brilliant,
- powerful- сильнодействующий;
- superb [s(j)u:'pɜ:b] 1) великолепный 2) роскошный = excellent, brilliant;
- terrible, awful;

Special effects

- spectacular[spek'tækjələ] производящий глубокое впечатление; впечатляющий,
- stunning['stʌnɪŋ] оглушающий, ошеломляющий,
- incredible,
- impressive[ɪm'presɪv] впечатляющий,
- imaginative[ɪ'mædʒɪnətɪv] творческий;
- simplistic[sɪm'plɪstɪk] упрощенческий,
- unimpressive,
- dreadful, awful ['dredf(ə)l] страшный, ужасный;

Songs/Music

- catchy ['kæʃɪ] броский, притягательный,
- moving, imaginative, impressive;
- unimaginative, unimpressive, repetitive, [rɪ'petətɪv]-Повторяющийся, скучный = dull;
- irritating = annoying [ə'nɔɪɪŋ] – раздражающий, надоедливый, terrible, depressing;

Phrases

to spend free time (doing sth);

to enjoy different genres[зəŋrəz],

to find it/them (a film/films) interesting,

to make a person (me) think/laugh/cry,

to feel strongly about sth (сильно переживать, принимать близко к сердцу),

to fill one's life with great expectations of joy and happiness,

to stir (волновать, возбуждать) imagination,

to expand the boundaries,

to be full of ideas;

to download from the Net;

Films

- **Nowadays we can enjoy a great variety of movies of different types.**
- **However, not all of them appeal to modern teenagers. As far as teens' preferences are concerned, they like ...**
- **As for me, I prefer watching films ... because ...**
- **The most impressive film I've seen recently is ...**
- **So, I've enjoyed a lot of great movies, but I hope that the best ones are yet to be discovered.**

I'm going to give a talk about films.

I and my friends like watching detectives, adventure stories and thrillers. We watch films for pleasure and to have some rest from our busy school life. This is the reason why young people prefer these not very serious genres[зəŋrəz].

I prefer watching films in the Internet. It's more comfortable. I don't need to go out and can watch a film any time I like. These are the main advantages of seeing films in the Internet at home.

I have seen recently the new part of Star Wars. This latest part is the personal story of one of the main heroes. As all other episodes this one is about fight between good and bad heroes.

I am a big fan of watching films so my attitude to good films is positive.

I think that's all that I wanted to tell you about films.

Introduction

Now I'm going to give a talk about *television/ films*. Obviously, **it's a hot issue (это злободневный вопрос)**.

Whether watching TV is still a popular pastime with teenagers, and why, or why not

Undoubtedly, today television is not so popular with teenagers, as most of them have computers with the internet access. That is why if they want to watch some show or a movie, they use their computers.

How many hours a week you watch TV?

Personally, I spend few hours a week watching TV. I do it only at the weekend when I have some free time because during the week I don't do much apart from my homework.

What do you dislike most about TV?

As for the things I dislike most about TV, it is commercials. They often interrupt the enjoyable process of watching films or shows. That's so annoying.

Why do people spend time watching TV?

It goes without saying that television is an integral part of our life. People spend time watching TV because it's a wonderful source of information. Also, it's an enjoyable and relaxing past time and one of the best ways to spend free time and not to feel bored. Unsurprisingly, TV channels offer a great variety of programmes such as documentaries, feature films, series, concerts, etc.

What do most teenagers prefer: watching TV or browsing the Internet, and why?

According to statistics, young people are spending more time playing and socializing online than watching television. Children are now seeking out the content of their choice.

Whether there is a TV programme you really like?

As for me, I like live performances, so *Voice (Голос)* is great. It is a musical show. Singers compete with each other presenting their wonderful voices and their interpretations of famous songs.

What kinds of films do modern teenagers enjoy?

Well, modern teenagers enjoy watching sci-fi and fantasy films.

These films are full of excellent graphics, special effects. Also theme tunes are pleasant and catchy.

Where do you prefer watching films: on TV, on the Internet or in the cinema, and why?

As for me, I prefer watching films at the cinema. By doing this, I can meet my friends and take pleasure in sharing my impressions with them at once.

As for me, I prefer watching films on the Net. By doing this, I can choose any film I wish, stop and continue watching any time I want.

What film have you seen recently, what it was about?

By the way, I have seen *Moving up* recently.

The film is about the great victory of the Soviet basketball team at the 1972 Olympic games in Munich. The team of our athletes beat the invincible Americans.

Список выражений для подготовки к экзамену по теме «Films. My Favourite Film» (ОГЭ / ЕГЭ)

1. belong to my favourite film genre[зәһрә] — принадлежать к моему любимому жанру
2. screen version of the book «...» by... — экранизация книги «...», написанной ...
3. the story is set in ...- история происходит в ...
4. the plot is rather simple / intricate — сюжет довольно простой / запутанный
5. grab my attention from the beginning — завладевать моим вниманием с самого начала
6. the brilliant acting of the main characters — превосходная игра актеров
7. be one of the film's greatest assets... — еще одно достоинство фильма
8. Актер stars as... — в главной роли играет ... актер
9. the great soundtracks add ... to the film — великолепные саундтреки придают фильму ...
10. special effects — спецэффекты
11. impress most of all — производить наибольшее впечатление

Примеры предложений со словами и выражениями по теме «My Favourite Film»

1. The film «Great Expectations» belongs to my favourite film genre. It is drama.
2. It is the screen version of the famous book by Charles Dickens, which has the same title.
3. The story is set in Victorian England.
4. The plot is not very intricate.
5. Despite the film has no special effects, it grabs your attention from the first scene.
6. The brilliant acting of the main characters is one of the film's greatest assets. [6,7]
7. Konstantin Khabensky stars as Anton Gorogetsy.
8. The great soundtracks add the mystic atmosphere to the film.
9. I think it is the storyline (special effects) that impressed me most of all.

My Favorite Film «The Night Watch» (an opinion about the film)

Useful Vocabulary:

1. be a great success — иметь большой успех
2. the plot is based on a story — сюжет основан на истории
3. the film is stuffed with — фильм изобилует
4. the suspense is built up throughout the film — напряжение нарастает в течение всего фильма
5. as for the cast — что касается актерского состава
6. truly brilliant — действительно блестящий
7. be starring — играть в главной роли
8. a very exciting film with great soundtracks — очень увлекательный фильм с великолепными саундтреками

I would like to share my opinion about the film «The Night Watch» directed by Timur Bekmambetov, which was a great success in Russia in 2004. The film is based on the book of the same title by Sergei Lukyanenko.

This is a thriller, the first Russian Blockbuster, “Nochnoi Dozor” in Russian. The famous Russian film actor Konstantin Khabensky is starring in it. This film was a great success in Russia in 2004.

The author of the book is Sergei Lukyanenko. His novels are very popular among young people. The trilogy includes the novels “Night Watch”, “Day Watch” and “Twilight[ˈtwɪlaɪt] Watch”.

The plot is based on a story of a virgin who got cursed. Because of the curse ([kɜːs] проклятие) there was complete darkness in the world. Then the forces of light rose up to combat ([ˈkɒmbæt] = fight) the evil. They fought until they realized neither could win. And they decided to make an agreement, which would help to maintain the balance. The Night Watch are to control the dark side and the Day Watch are supposed to control the light side. These people were called Others («Другие»).

The time passed and in 2004 a special “Other” arrives in the world. It is he who will decide the balance between light and dark and he must choose which side to take. **The film was stuffed with special effects** enhanced by computer technologies. The suspense is built up throughout the film until the Other makes his choice and the Night Watch finds out who cursed the virgin and do something about it.

That’s the basic story. **As for the cast**, they are truly brilliant. Konstantin Khabensky stars as Anton Gorogetsky; Vladimir Menshov as Geser; Valeri Zolotukhin as Vampire; Mariya Poroshina as Svetlana, the cursed virgin. In spite of it is a thriller, there’s reasonable amount of blood.

Overall, it is a very exciting film with a great soundtrack, which varies from classical to Goth rock.

I definitely advise you to watch it especially because it is the first Russian blockbuster.

Таблица спряжения глагола to grow в Past Perfect Tense

Число	Лицо	Утвердительная форма	Вопросительная форма	Отрицательная форма
Ед. ч.	1 2 3	I had (I'd) grown You had (you'd) grown He/ She/ It had (He'd/ She'd) grown	Had I grown? Had you grown? Had he/ she/ it grown?	I had not (hadn't) grown You had not (hadn't) grown He/ She/ It had not (hadn't) grown
Мн. ч.	1 2 3	We had (we'd) grown You had (you'd) grown They had (they'd) grown	Had we grown? Had you grown? Had they grown?	We had not (hadn't) grown You had not (hadn't) grown They had not (hadn't) grown

Past Perfect Tense употребляется:

1. Для выражения прошедшего действия, совершившегося до определенного момента в прошлом с обстоятельственными словами, которые указывают время, к которому действие завершилось:

- **by then** – к тому времени
- **by that time** – к тому времени
- **by Friday** — к пятнице
- **by 9 o'clock** — к 9 часам
- **by the 21th of November** — к 21-му ноября
- **by the end of the year** – к концу года

Примеры:

They had written their compositions by Friday — Они написали свои сочинения к пятнице

Bill had done the work by the time his parents returned — Билл закончил работу к тому времени, как его родители вернулись

I had finished the project by the end of the year — Я закончил проект к концу года

Момент, до которого действие завершилось, может быть определен контекстом.

Например: In the club I met Jim who had gone to the same college — В клубе я встретил Джима, с которым мы вместе учились в колледже

2. В сложных предложениях, для выражения прошедшего действия, которое предшествовало другому действию в прошлом, выраженному глаголом в Past Simple. Как правило, в состав таких предложений входят придаточные предложения времени после союзов:

- **when** — когда
- **after** — после
- **before** — до
- **until** — пока
- **as soon as** — как только

Примеры:

- Nick had finished his work before his boss came in — Ник закончил работу до того, как пришел его босс
- As soon as Nick had finished his work the door opened and his boss came in — Как только он закончил работу, открылась дверь и вошел босс
- When I had made breakfast I rang him up — Когда я приготовила завтрак, я ему позвонила

3. Для выражения действий, которые начались до указанного момента в прошлом и продолжающихся до этого момента. В предложении, как правило, присутствуют обстоятельства времени, которые указывают период, в течение которого происходило действие:

- **for a long time** — в течении долгого времени
- **for three years (hours, months, days)** — в течении трех лет (часов, месяцев, дней)
- **since** — с, с тех пор
- He realized he had been in love with her for a long time — Он осознал что был влюблен в нее уже долгое время
- They had owned the house for twenty years when they decided to sell it — Они владели домом уже в течении двадцати лет когда решили продать его
- He told me he had been badly ill since he returned from the South — Он рассказал мне что был сильно болен с тех пор как вернулся с Юга

4. Для выражения намерений, желаний, надежд, которые не осуществились. Как правило, с глаголами:

- expect — ожидать
- hope — надеяться
- want — хотеть
- think — думать

- We had hoped we could visit them tomorrow but it's beginning to look difficult — Я надеялась, что мы сможем навестить их завтра, но кажется, это будет нелегко.
- She had intended to cook a dinner but she ran out of time — Она собиралась приготовить обед, но не успела

- **1. Раскройте скобки, употребляя глаголы в *Past Simple* или *Past Perfect*.**

1. When I (to come) home, mother already (to cook) dinner. 2. When father (to return) from work, we already (to do) our homework. 3. When the teacher (to enter) the classroom, the pupils already (to open) their books. 4. Kate (to give) me the book which she (to buy) the day before. 5. Nick (to show) the teacher the picture which he (to draw). 6. The boy (to give) the goats the grass which he (to bring) from the field. 7. Mother (to see) that Nick (not to wash) his hands. 8. The teacher (to understand) that Lena (not to do) her homework. 9. I (to know) that my friend (not yet to come). 10. Tom (to return) from the cinema at five o'clock. 11. Tom (to return) from the cinema by five o'clock. 12. I (to finish) my homework at seven o'clock. 13. I (to finish) my homework by seven o'clock. 14. He (to think) that he (to lose) the money. 15. Ann (to tell) me that she (to see) an interesting film. 16. When I (to wake) up yesterday, father already (to go) to work. 17. Nick (to think) that his father (not yet to come) home. 18. Mary (to tell) us that she (to cook) a good dinner. 19. Yesterday I (to find) the book which I (to lose) in summer. 20. When we (to come) to the station, the train already (to leave).

- **2. Раскройте скобки, употребляя глаголы в *Past Simple* или *Past Perfect*.**

1. He (to study) French before he (to enter) the university. 2. Lanny (to say) that he (to get) his education in Cape Town. 3. The boy (to want) to act the main part in the play because he (to organize) the theatre. 4. Lanny (not to know) who (to attack) him in the darkness. 5. The girl (to be) glad that she (to find) a seat near the window. 6. Suddenly he (to remember) that he (not to ring) her up in the morning. 7. By the time the train (to reach) the city, he (to make) friends with many passengers. 8. When his uncle (to leave), he (to hurry) to the station to book a ticket. 9. She (to think) that Gert and Lanny (to quarrel). 10. By the time we (to come) to see him, he (to return) home. 11. During the holidays my friend (to visit) the village where he (to live) in his childhood. 12. When they (to enter) the hall, the performance already (to begin). 13. When I came home, my mother (to tell) me that she (to receive) a letter from grandfather. 14. Where you (to work) before you (to enter) the institute? 15. By two o'clock the teacher (to examine) all the students. 16. On my way to school I (to remember) that I (to leave) my report at home. 17. All my friends (to be) glad to hear that I (to pass) all the examinations successfully. 18. Poor Oliver (to lie) unconscious on the spot where Sikes (to leave) him. 19. He (to open) his eyes, (to look) around and (to try) to remember what (to happen) to him. 20. All the passengers (to see) at once that the old man (to travel) a great deal in his life.

- **3. Раскройте скобки, употребляя глаголы в *Past Simple*, *Past Continuous* и *Past Perfect*.**

1. By eight o'clock yesterday I (to do) my homework and at eight I (to play) the piano. 2. By six o'clock father (to come) home and at six he (to have) dinner. 3. By nine o'clock yesterday grandmother (to wash) the dishes and at nine she (to watch) TV. 4. When I (to meet) Tom, he (to eat) an ice-cream which he (to buy) at the corner of the street. 5. When I (to come) home, my sister (to read) a book which she (to bring) from the library.

6. When mother (to come) home, the children (to eat) the soup which she (to cook) in the morning. 7. When I (to ring) up Mike, he still (to learn) the poem which he (to begin) learning at school. 8. When I (to look) out of the window, the children (to play) with a ball which Pete (to bring) from home. 9. By ten o'clock the children (to settle) comfortably on the sofa and at ten they (to watch) a TV film. 10. When father (to come) home, we (to cook) the mushrooms which we (to gather) in the wood. 11. When I (to see) Ann, she (to sort) the flowers which she (to pick) in the field. 12. When I (to come) home yesterday, I (to see) that my little brother (to break) my pen and (to play) with its pieces. 13. When I (to open) the door of the classroom, I (to see) that the teacher already (to come) and the pupils (to write) a dictation.

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• 4. Раскройте скобки, употребляя глаголы в *Past Simple*, *Past Continuous* и *Past Perfect*. ;

1. When I called at his house, they (to tell) me that he (to leave) an hour before. 2. When I came to the station, I (not to) find my friend there as I (to be) five minutes late and the train (to leave). 3. He (to want) to visit the place where he (to live) in his childhood. 4. The telegram (to come) some minutes after he (to leave). 5. She (to look) very tired as she (to work) hard. 6. I (to return) to the hotel only late at night as I (to lose) my way in the fog. When I (to come) up to my room, I (to see) Pete who (to stand) at the door of the room. He (to wait) for me as he (to lose) his key and could not get in. 7. When I (to wake) up, it (to be) already ten o'clock. I (to call) my brother. Nobody (to answer). He already (to leave). 8. I (to go) up to the open window. The rain (to stop) and the sun (to shine) brightly. The birds in the garden (to sing). The morning (to be) fine. 9. When the rain (to stop) I (to look) out of the window and (to see) John who (to stand) under a tree waiting for me.

5. Прочитайте приведённый ниже текст. Преобразуйте слова, напечатанные заглавными буквами в скобках так, чтобы они грамматически соответствовали содержанию текста. Заполните пропуски полученными словами.

It was holiday time and Kevin could allow himself to sleep till late. When he _____ (WAKE) up, it was late morning. Kevin looked through the window.

His granddad _____ (PLANT) something in the small garden in front of the house.

A couple of large white _____ (BUTTERFLY) were flying beside him. Kevin put on his shorts and a T-shirt and went off to his granddad.

“If you go on sleeping till midday, you _____ (MISS) the whole summer,” said the old man.

Kevin laughed and hugged him: “Don’t worry. It’s only the _____ (FOUR) day of my holidays. I still have two weeks ahead.”

“Right,” agreed the grandfather, “And tomorrow we are going fishing. It means you need to get up at five in the morning.” Kevin made a face but _____ (NOT / PROTEST).

The next morning, at dawn, the grandfather shook Kevin’s shoulder. When the boy opened his eyes, the old man gave _____ (HE) two fishing rods.

“They are both yours,” said the grandfather, “They _____ (MAKE) of bamboo.

An old friend of mine made them himself and they are much _____ (GOOD) than anything you can find in the shops.” Kevin took the rods – they were light and very smooth.

6. Прочитайте приведённый ниже текст. Преобразуйте слова, напечатанные заглавными буквами в конце строк так, чтобы они грамматически соответствовали содержанию текста. Заполните пропуски полученными словами. London is famous for its history and its sights. It is also a wonderful place for shopaholics. There are lots of _____ DIFFER _____ places to go. For example, you can go to Oxford Street. Sometimes it gets too _____ CROWD _____ and noisy, especially during the sales. If you don’t like it, go to Covent Garden. There you can have a _____ LOVE _____ cup of tea or a cappuccino in a quiet coffee house. You can also watch a street _____ PERFORM _____. Portobello Road is the right place to go if you want to buy unique and _____ USUAL _____ things. Shopping in London is always an _____ EXCITE _____ experience and it’s worth trying.

7. Прочитайте тексты и установите соответствие между текстами и их заголовками: к каждому тексту, обозначенному буквами А–G, подберите соответствующий заголовок, обозначенный цифрами 1–8. Используйте каждую цифру **только один раз**. В задании есть **один лишний заголовок**.

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|---|--|
| 1. A change in people’s attitude | 5. No time to waste |
| 2. A problem still unsolved | 6. An eco-friendly means of transport |
| 3. A new state organisation | 7. A set of dangerous signs |
| 4. A governmental plan of action | 8. A reason for global warming |

- A. Recycling is becoming easier and more widespread. Governments support companies that recycle waste. Also people prefer to buy things from companies that make their products from recycled materials. Reports say that people worldwide are starting to care more about what happens to waste products. For example, now Americans recycle almost 35% of their waste, while in the 1990s the percentage was much smaller.
- B. In autumn 2004 a new body was created in Russia to protect the country’s natural resources. It’s called the Federal Ecological Service. The aims of the new institution are the following: to prevent environmental pollution and to control industrial waste. They say that the new governmental service has improved the state system of environmental protection in Russia.
- C. Climate change is on us. Ten years ago we only spoke about it, now it’s happening before our eyes. Global warming is bringing unpredictable changes. The Arctic sea ice is disappearing; glaciers are melting faster every year. Due to heavy rains some rivers overflow, while others dry out. Disasters such as tornadoes and floods are spreading. Strong hurricanes are becoming more common and more destructive.
- D. People burn plenty of coal, oil and natural gas. As a result of this billions of tons of carbon dioxide (CO₂) are released into the atmosphere every year. CO₂ is a greenhouse gas that traps the sun’s radiation within the atmosphere, so the concentration of CO₂ increases. As a result of this, temperatures in different parts of the planet rise.
- E. Some cars are designed to work using electric power, without gasoline. It means that they don’t pollute the atmosphere, cost less and reduce the need for oil. Such cars are reliable and have interesting designs. However, they have a few bad points. Many have a maximum speed limit of about 50 miles per hour. Most cities are not ready for the appearance of such cars on their roads.

- F.** Environmental organisations have been discussing ways of saving the rain forests for many years. However, we are still facing huge losses in the Amazon. People think that rainforests have already had enough attention. They have been discussed in the press for years. Unfortunately, the rainforest is still in danger and can be destroyed completely.
- G.** Environmental problems are serious and we have to deal with them immediately. There may not be easy solutions, but we simply can't continue living as if everything was fine. These problems aren't going to disappear by themselves. If we want to keep this planet a healthy place for our grandchildren, it's time to do everything we can to stop the catastrophe.

Task 8. You have **30** minutes to do this task.

You have received a letter from your English-speaking pen friend, **Alice**.

... My parents say that I watch TV too much. And they are not always happy with the programmes I watch. I understand that often watching TV is waste of time but I can't live without TV anyway. ...

...How much do you watch TV? What do you prefer: watching TV or browsing the Internet, why? What else do you do in your free time?...

Write her a letter and answer her **3** questions.

Write **100–120** words. Remember the rules of letter writing.