

PREPARATION FOR WRITING:

1- ESSAY:

- Use a formal or neutral register
- Use full forms (e.g. *cannot*, not *can't*)

-Descriptive essay (Descriptivo)

-Discursive essay (Ventajas y desventajas)

-Argumentative essay (It involves deciding if you agree or disagree)

2- REPORT:

- Use a formal register
- Give the report a title and give each section a heading
- Use full forms (e.g. *is not* not *isn't*)

In a report you will:

- a) State the issue that you are examining, then ↴
- b) Discuss the facts or information you have, and finally ↴
- c) Give your conclusions/ recommendations.

Plan:

Start your report as shown and always use a subject field stating what it is about:

To:

From:

Date:

Subject: (Sobre qué es tu “report” en una breve frase.)

-Introduction (Say purpose)

-Findings

-Conclusions

3- ARTICLE:

- Use an informal register
- Give the article a main title or heading
- Use contractions (e.g. *can't* not *cannot*)
- Use colourful language to make your answer interesting and catch the reader's attention.

The types of articles you may have to do are similar to the three types of essay: You may have to describe something, discuss something or argue something. The difference between an article and an essay is that articles are usually written in a less formal style. You want to make your writing as interesting as possible.

Plan:

-Introduction (Say why you are writing)

-First point

-Second point

-Sum up

4- FORMAL LETTER:

- Use a formal register
- Use full forms
- Give to each section a heading

Always start your formal letter correctly: *Dear/Mr/Mrs/Ms* {Surname} if you know the person's name; *Dear Sir* or *Madam* if you don't.

End your letter using: *yours faithfully* if you don't know the person's name; or *Yours sincerely* if you do.

Plan:

-Say why you are writing

-First point

-Second point

-Third point

-Summarise

5- REVIEW:

- You can use contractions (can't, isn't...)
- Give a title.

Use inspiration from real life to help you come up with ideas. This makes brainstorming a lot easier and gives you more to say. Think about things you've experienced or heard about that you can use in your writing.

Plan:

In paragraph 1, think of the *who, what, when, how long* and *where*. Give basic information about the thing being reviewed.

In paragraph 2, describe the thing you are reviewing in detail.

In paragraph 3, talk about the good or bad points of the thing being reviewed.

In the conclusion, state your recommendation: Would you recommend it? Who for? How much does it cost?...