

A narrative essay (story written in the past)

1. introduce the characters and explain the background
2. describe the main event
3. explain what happened in the end

useful expressions:

I will never forget it

....was the more exciting / frightening thing that has ever happened to me.

The happiest/scariest moment in my life was when....

One of my worst/happiest memories....

It was the best/ worst day of my life.

An informal letter or email

1. Begin with a suitable greeting, such as *Hi Ana!*
2. Explain why you are writing and / or respond to a person's news.
3. Give information and /or ask questions. Use a new paragraph for each new topic.
4. Finish your letter or email and say goodbye. Remember to write your name at the end.

Useful language

How's life?

I haven't heard from you in ages.

What's up?

Thanks for your letter. / It was great to hear from you!

I'm sorry I haven't written for ages but...

I've got to tell you about...

Why don't you.....?

Take care, /see you soon, all the best,

A discussion essay

1. Think of a general statement for your introduction
2. Give two arguments which support your opinion
3. Give two arguments which support the opposite opinion
4. Sum up and give your own opinion

Give arguments: furthermore, another argument in favour / against is....

Add arguments: another reason, another argument

Giving evidence: for example / research has shown that / it is clear that / it is said

Contrast: although / however / nevertheless / on the one hand / on the other hand

To conclude

It seems clear to me that...

A formal letter

1. Begin with a suitable formal greeting
2. explain why you are writing
3. give information and/or ask questions. Use a new paragraph for each new topic.
4. Finish your letter with a suitable closing expression

Greetings:

Dear Mr/Mrs if you know the name

Dear Sir/ Madam if you don't know the name but it is a man or a woman

Dear Sir or Madam if you don't know the name or whether it is a man or a woman

I'm writing because...

I would be interested to know...

I wonder if you could send me...

I would like to express my satisfaction about...

closing: I look forward to your response

saying goodbye:

Yours sincerely (if you know the name)

Yours Faithfully (if you don't know the name)

A topic essay

1. Explain the background to the situation and state your opinion
2. give your main opinion
3. give another opinion
4. summarize your opinion and give a conclusion

giving opinions: personally I think... / I strongly feel... / In my view.../ I am convinced that...

adding arguments: also, furthermore, moreover, in addition

giving evidence: according to, it is clear that...

I suggest...

To conclude