

Essay:

discuss a topic
express your opinion
give reasons

1. no title – formal style
2. divide the text in paragraphs (no subtitles)
3. brief introduction, your position
4. reason pro-contras
5. my opinion, conclusion

Review:

your criticism of a book, movie, restaurant etc.

1. Neutral title
2. Who is the reader? (formal/informal)
3. Introduction (what, who, where)
4. Summary of the plot (plenty of adjectives)
5. Give details (look at the suggested plan)
6. Recommendation (ways of praising)

Report:

describe, recommend

1. Neutral title and subtitles (topic)
2. introduction: the aim of this report is to ...
3. describe the situation
4. outline: alternatives
5. final recommendation: I suggest that ...

Email & Letter

answering a request

1. Addressee: formal or informal?
2. natural introduction (thanks)
3. Referring to the topic: making suggestions | asking for information | complaining | apologising | inviting | giving advice
4. natural conclusion at the end
5. Greetings: formal or informal?

Article:

a personal work which will be published

1. Interesting title
2. Who is the reader/what kind of publication? (style?)
3. Introduction: What's the question
4. Answer the questions
5. Conclusion (optional open question at the end)

FCE writing tasks (check list)



don't forget !

use phrasal verbs

bring up, contribute to, brighten up, be around, come up, come across, drop out, keep up, turn out, strip away, turn down, point out, put up with, check out, head out, spill out, get over, pick out, rule out, calm down, drop in, make up, pop in, tell off, dress up, let off...

use linking words:

adding informations: and, In addition, as well as, also, too, furthermore, moreover, apart from, besides, **consequence:** therefore, so, consequently, this means that, as a result of **contrasting ideas:** but, however, although, even though, despite, the fact that, In spite of the fact that, nevertheless, nonetheless, while, whereas, unlike

Show your opinion and ideas:
personal opinion:

In my opinion, I think., I feel ...
I believe., from my point of view...

other people's opinion:

many people argue that... some people think..., It is often argued or suggested

putting your own ideas:

two good reasons, furthermore, on the other hand., firstly..., secondly... finally