

ESSAY • 4 paragraphs (introduction, point 1, point 2, conclusion) • Formal language (no contractions, connectors, passives, inverted conditionals, use more nouns instead of verbs) Introduction: ‘There has been a marked decline/rise in...’ ‘I will discuss two possible approaches to...’ Body: ‘The first option to consider is...’ ‘A second alternative would be to...’ Conclusion: ‘In my view, ...’ / In a nutshell	INFORMAL LETTER • Informal language: phrasal verbs, use contractions, informal expressions (e.g. Why don't you...?), informal vocabulary (e.g. mates, not friends) Expressions: • Dear + first name, • I'm really looking forward to + ing, write back ASAP • Lots of love, + first name • mate, crib, cheers for + ing • Can't wait to + inf. !
FORMAL/SEMI-FORMAL LETTER • Formal language (no contractions, connectors, passives, inverted conditionals, use more nouns instead of verbs) Expressions: • Dear Mr/Mrs + surname / sir/madam • To whom it may concern: • I am writing to.... • Formal linkers (so as to, in order to, regarding, in connection with, as a result of • I look forward to + ing • Please do not hesitate to contact me should you... • Yours sincerely/faithfully, + full name	REPORT Be super organised. Use headings and sub-headings Title: A report into..... • Formal language (no contractions, connectors, passives, inverted conditionals, use more nouns instead of verbs) Expressions: • The aim of this report is to... • which took place on... • The findings of this report were collected via interviews with.. • In light of the results above, I would recommend + ing...
PROPOSAL Be super organised. Use headings and sub-headings Title: A proposal to... • Formal language (no contractions, connectors, passives, inverted conditionals, use more nouns instead of verbs) Expressions: • The aim of this proposal is to... • The opinions contained within this proposal were collected via interviews with.. • In light of the views above, I would recommend + ing...	REVIEW Be interesting! Use a title, specific vocabulary (film, book, restaurant, hotel) Neutral language: inverted expression (No sooner, Hardly, Rarely...) Expressions: • I would strongly recommend this to.... • It will appeal to a range of people • far more / much more / just as + adj + as

