

First Certificate for Schools: Writing preparation

Essay:	Formal letter/email	Informal letter/email
Formality: FORMAL Paragraphs: 5 Structure: Introduction, point 1, point 2, point 3, conclusion. Other features: Decide your opinion/decision BEFORE you write. Useful expressions: Introduction: ☐ Nowadays, more and more people... ☐ However, what is better; + 2 possibilities ☐ I would say..... based on three arguments. Body: ☐ Firstly, Secondly, Last but not least, ☐ It seems clear to me that... ☐ 2nd conditional (If people did this., they would..) Conclusion: ☐ Having discussed these points, it is obvious to me that... ☐ The arguments related to __, __ and __ demonstrate this. Useful vocabulary: Important → vital, essential, necessary Good → beneficial, positive	Formality: FORMAL! Paragraphs: 4/5 Structure: introduction (small), answering 2 or 3 points, conclusion(small). Other features: Dear + Mr./Mrs./Ms. + Surname, To whom it may concern: Useful expressions: Introduction: ☐ I am writing to.... (apply for/complain about/ask for) ☐ Say where you saw the info (I read the advertisement in last night's El País.) Body: ☐ Regarding / In terms of / Addressing + <i>my travel experience</i>, ... ☐ Conditionals (2nd – If I was chosen, I would be...) ☐ Relative clause (My mother is the person who....) Conclusion: ☐ I hope you consider... ☐ If you require any more information, do not hesitate to contact me. ☐ Yours sincerely, + first name + surname.	Formality: Informal Paragraphs: 5 (they won't be equal in size) Structure: hello and thanks for writing, ideas, ideas, ideas, let me know what you think, etc. Other features: Dear + First Name, Love, + your first name. Useful expressions: Introduction: ☐ It was great to hear from you – we haven't spoken in a while! ☐ You mentioned that... ☐ Body: ☐ Why don't we/you...? ☐ It would be great if we + past simple ☐ In terms of (the present), ... ☐ ☐ Conclusion: ☐ Let me know what you think. ☐ See you soon, / Let's catch up for a coffee soon! ☐ Useful vocabulary: Mate, gift, a get-together,

Bad→ negative, problematic, dangerous	Useful vocabulary: Apply for the position of, make a complaint about, enquire about,	
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Story	Review	Article
Formality: Neutral Paragraphs: 3 minimum Structure: Copied sentence + story story story, finish with a mystery. Other features: Direct speech: 'I absolutely love maths!', said Tom. Mention ALL of the things in question Useful expressions: ☐ PAST SIMPLE, PAST CONTINUOUS, PAST PERFECT ☐ Modal verbs in past: The girl must have forgotten it! ☐ Useful vocabulary:	Formality: Neutral Paragraphs: 3/4 (depending on how many things you need to do) Structure: Present the thing, give details, final recommendation Other features: Personal opinions (I, me, my friends) TITLE! (interesting! E.g. The most welcoming café in Zarautz) Useful expressions: Introduction: ☐ Have you ever wondered...?) ☐ Well, ... Body: ☐ It's the most incredible.... ☐ I've never seen such a ☐ What impressed me most was.... Conclusion: ☐ So, if you're the type of person who... ☐ I would definitely recommend it to...	Formality: Neutral/informal Paragraphs: 3/4 (depending on how many things you need to do) Structure: ? Other features: TITLE! (interesting! E.g. The most welcoming café in Zarautz) Get the reader interested (Ask questions! E.g. What would you do in this situation?) Useful expressions: Introduction: ☐ Have you ever...? ☐ Well, Body: ☐ 2nd conditional ☐ Superlative (It's the most excellent way to..) ☐ Ask the reader a question (Have you ever wanted to...?) Conclusion: ☐ So, if you're the type of person who... ☐ What are you waiting for?!

	☐ What are you waiting for?! Useful vocabulary: <u>TV/movies</u> : special effects, the cast, the channel, the set, costumes, the script <u>Book</u> : chapters, characters, setting, the narrative, the plot	Useful vocabulary: -
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FORMAL	INFORMAL
DO: - Say Mr./Mrs./Ms. + Surname, - Use nouns instead of verbs/adjs (I'm interested in → I have an interest in...) I'm tired → I am experiencing tiredness. I don't know → I have no knowledge of that. - Use formal words (kids → children, mates → friend/acquaintance, a drink → a beverage) DON'T: - Use contractions (do not, not don't) - Use lots of phrasal verbs (put up with → tolerate) - Use informal expressions (absolutely, I can't wait, See you soon!, What's up?!, great,	DO: - Use first names, - Use more verbs and adjectives - Use informal words (kids, mates, my BFF, hang out, chill out) - Use contractions (I'm, Hasn't) - Be friendly (I can't wait to see you!) - Use phrasal verbs DON'T: - Be distant (It would be a good idea to → I think it would be a good idea to...) -