

Essay : Opinion

Introduction. Par. 1	State your topic and your opinion clearly
Main Body: Par. 2	Reason 1
Main Body Par. 3	Reason 2
Main Body Par. 4	Give opposite viewpoint
Conclusion Par. 5	Restate your opinion using different words

Example

Some people prefer to get a job immediately after finishing school. Is that a good or a bad thing?

Many young people choose to get a job immediately after finishing school rather than go to college or university first. In my opinion this is a good thing.

Firstly, for many jobs, experience is more important than education. This means that people who start work early have an advantage over those at university. **As a result**, they have a longer career.

Secondly, by going straight to work, you start to earn money. This means that you won't have to pay college or university fees. By doing this, you have less debt.

On the other hand, if you start work straightaway, you won't earn any college or university qualifications. So, there they will be some jobs you will not be able to get. For example, many jobs require you to have a university degree.

All in all, I believe that it is a good idea for people to get a job right after finishing school, because this is often the best way to start your career and because you can save more money by going straight to work.

Essay : Advantages and disadvantages

Introduction. Par. 1	State your topic and say that there are both advantages and disadvantages.
Main Body: Par. 2	Advantages
Main Body Par. 3	Disadvantages
Conclusion Par. 4	Balanced conclusion

Example

What are the advantages and disadvantages of studying abroad?

Today many young people prefer to study abroad rather than in their own country. I believe that there are both advantages and disadvantages to this choice.

First of all, studying abroad gives you the opportunity to learn about the culture of another country. This means that you have an understanding of different cultures which may help you in your future career. **Furthermore**, studying in another country is an excellent way to improve your skills in a foreign language. **For example**, studying in Britain or the US is a great way to reach a very high level of English. Then it is possible to work in lots of different countries.

However, a disadvantage of studying abroad is that you will be far away from your friends and family. **As a result** you may feel lonely and not enjoy the experience of living in a foreign culture. **Moreover**, studying abroad is often more expensive than studying in your own country and it may be difficult for you and your family to cope with the expenses.

In conclusion, there are both positive negative aspects in studying abroad and a young person should take into consideration their character and their financial ability before taking a decision.

Review

Title: Just the name of the book, film Restaurant etc

Introduction. Par. 1	Name of the book, film, restaurant etc, its kind
Main Body: Par. 2	Restaurant: location, decor, atmosphere Film: plot, acting Book: Story
Main Body Par. 3	Restaurant: food, service Film: music, special effects Book: characters, style, humour, language
Conclusion Par. 4	Recommend the restaurant / book / film. Say what group of people (teenagers, adults etc would enjoy it most)

Example (food outlet)

We are looking for reviews of food outlets popular with the teenage crowd. Your review should include information about the decor of the outlet, the kind of food it sells and the service. Would you recommend the food outlet to other people your age?

Burger Bar.

'Burger Bar' is a new fast food restaurant in the town centre. It is the ideal place to go if you want fast food with a difference.

The decor is very modern and American in style. The colours of the tables and chairs are bright green and yellow with white tablecloths. The main bar is covered with shiny metal. So it's a very cheerful place to go, not least because the staff are so cheerful and friendly too. They're also very fast and your order will come very quickly.

But what's really great is the food, which is excellent and cheap. They've got really good American-style burgers and pizzas and the best thing of all is that they have vegetarian versions of all their dishes, so you don't have to eat meat there. Make sure you try one of their delicious desserts. I had the chocolate cheesecake and then ordered a second helping!

I would say this is one of the best places in town for teens to go to. If you want to go somewhere with great food, atmosphere and staff, at a price all can afford, then the Burger Bar is the place for you.

Article

Title: A title that will catch the reader's attention

Introduction. Par. 1	Say what the article is going to be about. Address the reader, ask a question.
Main Body: Par. 2	First point of view
Main Body Par. 3	Second point of view
Conclusion Par. 4	Conclusion

Example

Write an article about the best learning experience you have ever had.

The day I stopped looking out of the window

Don't you agree with me that what is going out of the window is usually more interesting than what is going on in a classroom? At school, I spent a lot of time looking at the garden outside my class window. I looked forward to the end of the lesson and the end of my school years in general. That was until my first English lesson.

I can still remember the day that Mrs Harte came into the classroom. She started speaking English all the time. I really had to concentrate on everything that she was saying to understand, but I enjoyed the challenge. Her enthusiasm and energy kept us interested. She also had maps of England and some wonderful funny English TV programmes which made the lesson very enjoyable.

As a result of her teaching I begged my parents to send me to England to improve my English accent. I became more confident and studied really hard.

I am now studying English Literature at university. I am really enjoying my course and when I look out of the window I try to name everything I see in English!

Formal Letter: Application for a job / position

Introduction. Par. 1	Dear Sir /Madam or Dear Mr / Mrs....., say where you have seen the position advertised and that you want to apply for it
Main Body: Par. 2	Say why you are suitable for the position (qualifications, experience, etc)
Main Body Par. 3	
Conclusion Par. 4	I look forward to hearing from you in the near future,

-Do you speak English? - Are you interested in museums? - Would you like a holiday job where you could meet people from all over the world?

We are looking for someone to work in the City Museum shop during the holidays. No experience is necessary but you must be friendly and helpful and have some interest in art.

Contact Mrs Donovan at the City Museum.

Dear Mrs Donovan,

I'm writing to apply for the holiday job which you advertised recently in the newspaper.

I am a twenty-year-old student of Mathematics and I speak English very well. Moreover, I am very good at adding up, **so I think I would be an asset to your shop.** Last year I worked in a restaurant serving tourists from all over the world and I enjoyed it very much. I would like to have the opportunity to meet people and practice my English again.

I enjoy going to museums and am particularly keen on history. Last year I went to an exhibition of Ancient Egyptian objects which was held in London. I have been in your museum and am familiar with the items you have. **I do hope you will be interested in my application.**

I look forward to hearing from you in the near future.

Your sincerely,

Full Name.

Story

Introduction. Par. 1	Start using the expression set by the exam question. Say where, when, and with whom you were.
Main Body: Par. 2	Describe the events leading to the peak moment
Main Body Par. 3	
	Describe the peak moment
Conclusion Par. 4	Conclusion. Say how it ended and how it affected you.

Write a story beginning with the following words:

"There was no moon that night and the storm had not been forecast"

There was no moon that night and the storm had not been forecast. There were three of us in the boat, my uncle, my aunt and myself. I felt nervous and excited. I had never been sailing before.

When we left the harbour, the wind began to get stronger. The boat was jumping up and down on the waves. Then the rain started and I could hardly see the lights of the houses in the port. I was so scared!

Suddenly, there was a terrible crash! We had hit some rocks and for a minute I thought the boat was going to sink. The storm was getting worse and the rain was falling hard. Then I realised that the boat had got stuck between the rocks.

Luckily, Uncle John had his mobile phone and he called for help. But it took two hours before the coastguards could rescue us. I was so glad to be on dry land again!

Useful expressions:

To connect ideas and arguments:

To begin with, First of all, Firstly, To my mind, My personal opinion is...

Moreover, Furthermore, What's more, In addition, Another thing to consider is... Apart from that...

Finally, Last but not least

To give examples:

For example, for instance, one example of is....

Conclusion

To sum up, In conclusion, All in all

Expressing opinion

It seems to me that, I agree with, I disagree with, I am in favour of the idea that, I am against the idea that, There are many arguments in favour of the idea..., There are many arguments against the idea...

Discussing the other point of view

On the other hand,

However,

Nevertheless,

Making recommendations

I would recommend this (book, film etc) to anyone who....

Film related vocabulary

The story is set...

The main characters are....

It is directed by....

The pace is slow... / fast....

The special effects are...

The script...

Friendly letter

Thanks for your message / email, Sorry I haven't written before, I'm really glad / sorry to hear...

Well, that's all for now, Do keep in touch, Please write back soon, Give my love to,

Formal letter

I am writing in response to your advertisement / article published in, I am writing in reply to your letter which was sent..... I am writing to apply for the position of..... I am writing to complain about.../ I am writing to ask information about....

I look forward to hearing from you , I am looking forward to your reply,
Yours faithfully (Dear Sir / Madam)
Yours sincerely (Dear Mr Smith)

Story

It all began, Shortly afterwards, Meanwhile, Some time later, Later that day, Finally, In the end, Eventually
Suddenly, All of a sudden, Just at that moment, Quite unexpectedly, As if from nowhere

Article

Have you ever...?

Are you one of those people who...? What would life be like if...