

GUIDED WRITING – TIPS!

- Make a paragraph for each of the four given prompts. It is easier for you to check if you have mentioned each prompt and for the corrector as well to see what you were thinking during the writing process.
- Try to use as many linking words as possible (see list below)
- If possible, use the prompts in the order given.
- Remember! To get all 7 content points you...
 - MUST include/mention each of the four given prompts!
 - MUST include at least 3!! different details on three of the four prompts!
 - Mentioned + 1 detail = included
 - Mentioned + 2 details = elaborated
 - Mentioned + 3 details = FULLY ELABORATED
- If you have enough time left: PLEASE PROOF READ your essay to avoid simple vocabulary or grammar mistakes!
- Don't mix up the genre and style: Learn some expressions used in a formal letter!
 - Formal letter = Letter of Complaint, Letter of Application
 - Informal letter = diary entry, article or letter for newspaper / magazine / blog / email to a friend

FORMAL LETTER USEFULL PHRASES!

- Dear Sir or Madam, (NOT! Dear Ladies or Gentlemen; Not so good: Dear Mr. Smith)
- Letter of Application: I refer to your advertisement in the TIMES of June 10 and am writing to apply for...
- I am writing to complain about...
- I would like to apologise for the inconvenience this may have caused.
- I hope you take my complaint seriously and thank you in anticipation.
- I thank you in anticipation and look forward to hearing from you soon.
- Yours faithfully / Yours sincerely / Sincerely / Sincerely yours
(also OK: Kind Regards) -> line empty -> Name
- KISS – RULE: Keep It Short and Simple! BUT...
 - Include all important details!
 - Be polite!

USEFULL LINKING WORDS!

Furthermore	Moreover	In addition to	Due to the fact	At first/ Firstly / Secondly
Therefore	Besides	Consequently	However / Even though	Besides
In short/ In brief	To conclude / To sum up / In summery		Apart from that	
To put it in a nutshell				