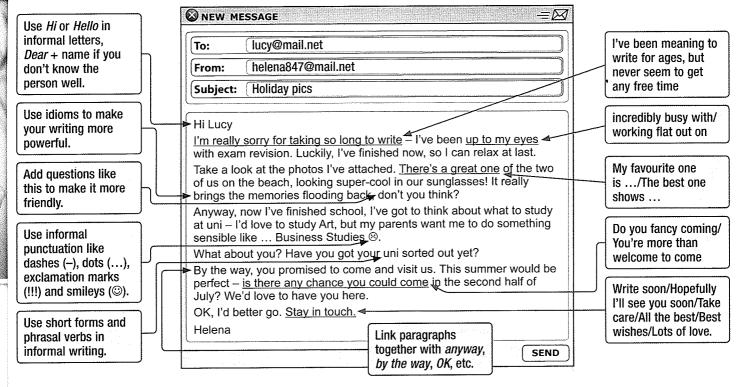
WRITING BANK

Personal letter/email

Write a short letter to an English-speaking friend you met on holiday.

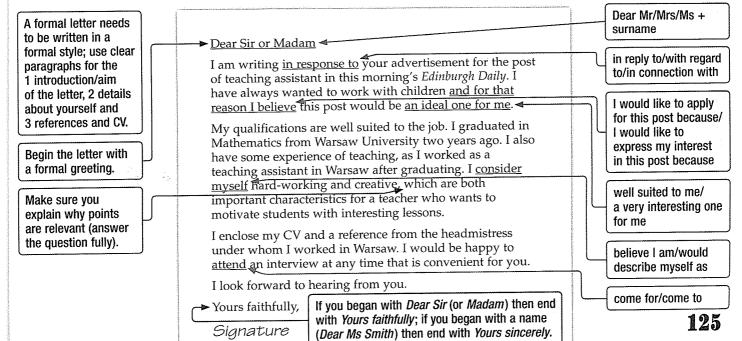
- Apologise for not writing sooner and explain why.
- Mention some photos attached and say why you chose them.
- Give some news about yourself and ask your friend for news.
- Invite your friend to visit you and suggest a date.



Formal letter (job application)

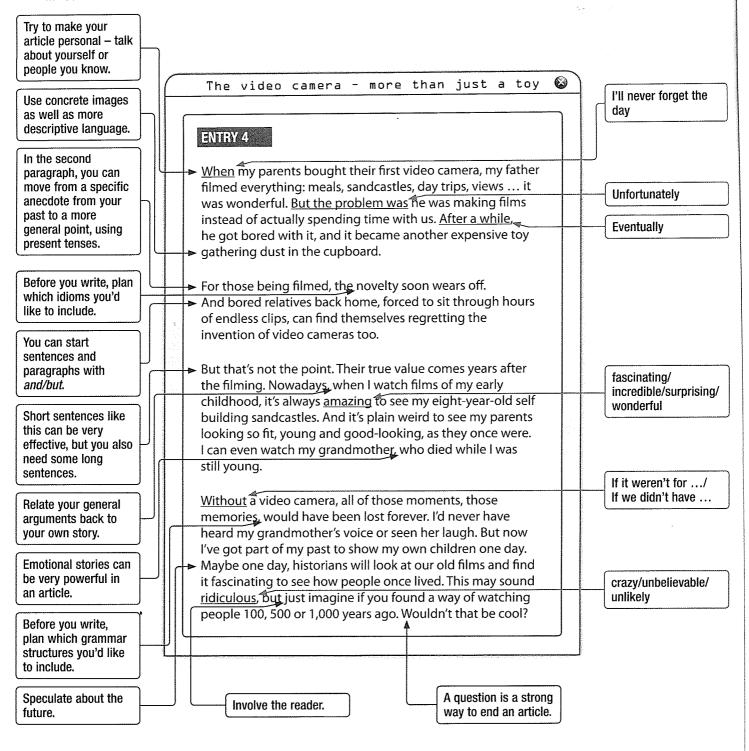
You are living in Scotland and are looking for work. You see an advertisement for a part-time post as a teaching assistant (teaching a subject you have studied). Write a letter.

- Introduce yourself and say you are interested in the job.
- Describe your experience and qualifications, explaining why they are relevant to the job.
- Mention two aspects of your character, explaining why these are relevant to the job.
- Include information about your CV and references from your previous employer.



Article

A friend of yours has a blog where she writes about new technology. She has asked you to write an article for her blog, as part of her series 'Unsung inventions', which celebrates great inventions that people often forget about. Recent articles have included 'How the fridge changed the world' and 'Where would we be without bicycles?'. Write your article in 200–250 words.



Report

Look at the results from a questionnaire about computer habits and write a report summarising and commenting on them.

How often do you use a every day most days two or three times a week once a week or less	computer? 60 percent 25 percent 13 percent 2 percent	What do you use your compute email, messaging, contacting friends work news and information playing games playing music watching films other	
What else do you do whusing your computer? eat and/or drink listen to music or the radio chat with friends watch TV nothing	80 percent 70 percent 46 percent 45 percent 2 percent	On balance, does your compute to save time or make you waste save time waste time can't say	er help you e time? 50 percent 47 percent 3 percent

aim/goal/intention Begin with an Computer habits introduction describing six out of ten/ the purpose of the over half/a majority ▶ Introduction report and where the The purpose of this report is to present the findings of a survey into computer habits. The information was information comes those interviewed/ collected from a group of 100 students aged 18-23 at from, as appropriate. those surveyed/ Nottingham College of Further Education. interviewees Use headings to ▶ How often? organise your report. ➤ The most popular answer here was 'every day', which one-quarter 60 percent of respondents gave. One-quarter use their (25 percent), half computers 'most days', with only a small minority Starting with the (50 percent), one-(15 percent) using them less than that. most important result third (30 percent), and working down one-fifth (20 percent) Used for ...? Unsurprisingly, 'email, messaging and contacting to less important friends' was the most popular use in the survey, with ones is a logical way As expected/As to organise each 100 percent of those questioned using their computers predicted/Predictably for this. Only slightly less common were the second paragraph. and third answers: 'work' and 'news and information'. slightly more than Just over half of those surveyed use their computers for playing games, and around 30 percent use them for about/approximately/ listening to music and watching films. some/more or less Used at the same time as ...? Both eating and drinking and listening to music In contrast/ were popular answers (80 percent and 70 percent, In comparison respectively). Of the other answers, chatting with friends and watching TV were popular with almost half of respondents. On the other hand, only a tiny almost no/very few/ percentage of respondents did nothing else while a tiny number of/ using their computers. hardly any A timesaver ...? Answers here were more or less evenly split between divided/spread 'saving' and 'wasting', with slightly more saying the Finish with a former. A very small group were undecided. stating/feeling/ conclusion choosing summarising the It is clear that computers play a very important role report in one or two in our interviewees' lives. However, our survey also unsure/not sure sentences. showed that there is a great deal of variety in how computers are used.

Opinion essay

again why you think you are right.

'Mobile phones should be banned from schools.' Write an essay stating your opinion and justifying it.

Use linkers to show contrasts between points. Make general points at the beginning of It is my view that .../ Everyone agrees that mobiles are extremely useful the introduction and It is my own opinion devices for everyone from businesspeople to then state your opinion that .../My own view school pupils, and yet many teachers think they clearly at the end. is that .../I am of the are disruptive and should be banned from schools. opinion that ... In my opinion, however, mobiles are useful tools In the second for students and should not be banned. paragraph, provide To quote/As shown by arguments to support First of all, mobiles are extremely common your point of view, a huge number/a today. According to a recent survey in the UK, using phrases (first of great majority an overwhelming number of teenagers (87 all, etc.) to organise percent) own one. Furthermore, many mobiles your points. Moreover/In addition/ today have Internet access, making them useful An additional point educational tools. In addition, many people today Refer to outside is that are concerned about safety and see mobiles as a authorities to strengthen points vital way of keeping in touch. Above all, we should we must not forget/ remember that older school pupils have rights and made. we must bear in that we cannot treat them like small children. mind/we should keep In the third paragraph in mind summarise the main Some people claim that mobiles are disruptive. arguments against For instance, students text each other during Opponents/Others your point of view lessons and even use SMS messages to cheat in and explain why they exams. What is more, it is claimed that mobile say/arque/suggest/ are wrong. phone theft is a serious safety issue in many make the argument/ schools. However, in my opinion these arguments make the point Include examples to are not really about mobile phones: if they do not illustrate your points. have phones then people will cheat with books Furthermore/In addition/Moreover and steal trainers: the problem is the cheating and Passive forms stealing, not the phones. are useful when To sum up/Overall describing arguments In conclusion, although mobile phones do create against. some challenges for teachers, I believe that their they have more advantages than benefits outweigh the drawbacks and that older Use the auxiliary verb disadvantages/they school pupils have a right to own and use them. to emphasise your have more pluses It is up to teachers and schools to understand how point. than minuses best to use them, not to ban them. In the conclusion, summarise your main argument and say