



WRITING GUIDE LEAFLET

2º BACHILLERATO

PAUTAS DE ESCRITURA

INTRODUCCIÓN

¿QUÉ VAS A ENCONTRAR EN EL APARTADO DE ESCRITURA?

a) Sugerencias prácticas de redacción

Este apartado de "pautas de escritura" contiene sugerencias prácticas para mejorar tus textos escritos. Dichas pautas cubren aspectos decisivos durante el proceso de escritura:

- **Pensar en la persona que va a leer el texto** para decidir, entre otras cosas, si debes escoger un estilo de redacción formal o informal.
- **Hacer una lluvia de ideas**, anotando todas las cosas que se te ocurran en relación con el tema antes de empezar a escribir el texto.
- **Escoger únicamente información interesante** sobre el tema del que trata el texto. Para ello, deberás decidir cuáles de las ideas que has anotado son importantes y eliminar aquellas que te parezcan secundarias.
- **Organizar el texto en párrafos** para que quede claro lo que quieres contar. Dicho de otra manera, conviene que agrupes ideas relacionadas entre sí y las distribuyas en párrafos.
- **Pensar mientras escribes** para evitar hacer traducciones literales, prestando atención al orden de las palabras en la frase y utilizando los conectores adecuados.
- **Escribir textos interesantes** utilizando, por ejemplo, adjetivos y adverbios variados.
- **Revisar tu trabajo**, volviendo a leer el texto que has escrito para comprobar la ortografía, la gramática y la puntuación.

b) Modelos de distintos tipos de textos

Además de ofrecerte pistas acerca de los aspectos citados más arriba, en el apartado "Pautas de escritura" encontrarás modelos de los textos que te pedirán que redactes en los exámenes: cartas informales, artículos de opinión, textos para expresar argumentos a favor o en contra de un tema, descripciones, narraciones, etc. Encontrarás un modelo para cada tipo de texto, así como un esquema de la información que debes incluir en cada párrafo, además de ejemplos del vocabulario y las expresiones que puedes utilizar.

¿QUÉ DEBES TENER SIEMPRE EN CUENTA AL ESCRIBIR UN TEXTO?

Antes de empezar, debes planificar detenidamente tu trabajo.

Responde a estas cuestiones:

- ¿He anotado y agrupado todas las ideas que se me han ocurrido acerca del tema?
- ¿He decidido qué ideas voy a plasmar en cada párrafo?
- ¿Tengo claro qué información voy a incluir, y en qué orden?

Una vez redactado el texto, debes revisarlo con detenimiento.

Responde a estas cuestiones:

- ¿He conseguido una distribución clara y lógica de la información en párrafos?
- ¿He utilizado frases breves y fáciles de entender?
- ¿He traducido literalmente de mi lengua materna al redactar el texto en inglés? ¿Me he asegurado de que las expresiones que he utilizado existen en la lengua inglesa?
- ¿He cometido alguna falta de ortografía?
- ¿He cometido errores gramaticales? ¿He utilizado los tiempos verbales adecuados?

1: PLANIFICAR ANTES DE REDACTAR

Antes de empezar a escribir, es conveniente pensar en quién va a leer el texto. Debes tener claro qué estilo y qué tipo de lenguaje son apropiados para esa persona. Responde a estas preguntas antes de empezar a escribir:

- ¿A quién va dirigido el texto?
- ¿Debo emplear un lenguaje formal o informal?
- ¿Qué tiempos verbales y qué vocabulario voy a utilizar?
- ¿Hay alguna expresión que me pueda ser útil?

Expresiones útiles: cartas informales

Saludos	Despedidas
Hi!	Looking forward to ...
Dear ... ,	Bye for now.
Great to hear from you.	Lots of love,
Thanks for your last letter.	Write soon.

CARTA INFORMAL

Dear Mum and Dad,

Thanks for your last letter. I really enjoyed reading it.

Australia is great! At the moment I'm living in a small flat with another English student, Anna. We go to the beach every day with a group of friends. I'm learning to surf. At the moment I'm pretty useless at surfing - I can't stand up for longer than 10 seconds. I want to be really good before I leave.

What's happening at home? Is it raining as usual? It never rains here - it's hot and sunny every day. I don't want to come home - yet!

Write soon.

Lots of love,

Beth

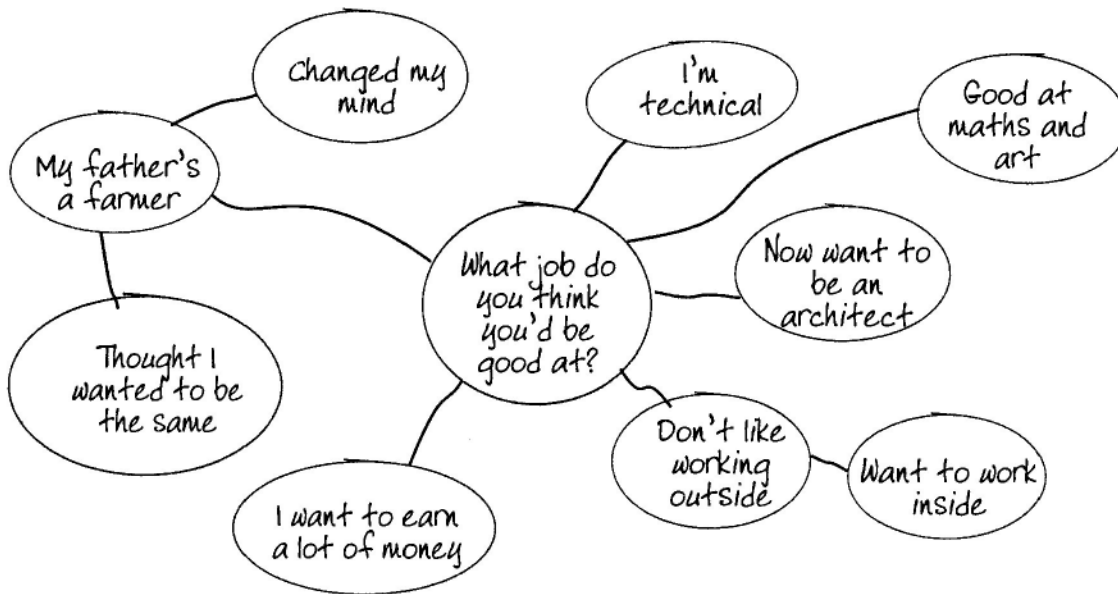
Introducción: comienza la carta con una expresión apropiada.

Desarrollo: incluye la información que corresponda a este tipo de carta.

Final: acaba la carta con una frase adecuada.

2: LLUVIA DE IDEAS

Antes de empezar a escribir es importante dar con las ideas más interesantes para cada texto. Un modo de hacerlo es apuntar rápidamente en forma de diagrama todas las ideas que se te ocurran.



ARTÍCULO DE OPINIÓN

What job do you think you'd be good at and why?

I've often thought about what type of job I want to do after I leave school. I used to want to be a farmer like my father but last year I changed my mind. Now I think I want to be an architect.

I think I'd be good at the job for many reasons. I'm good at maths and art. I'm also quite technical and I enjoy solving technical problems. I've also decided that I don't like working outside like my father, especially in the winter. I'd prefer to work inside, in a warm office. I'd also like to earn quite a lot of money, much more than a farmer!

In conclusion, I'm really looking forward to becoming an architect. I know the training will take a long time but I think it will lead to a very interesting career.

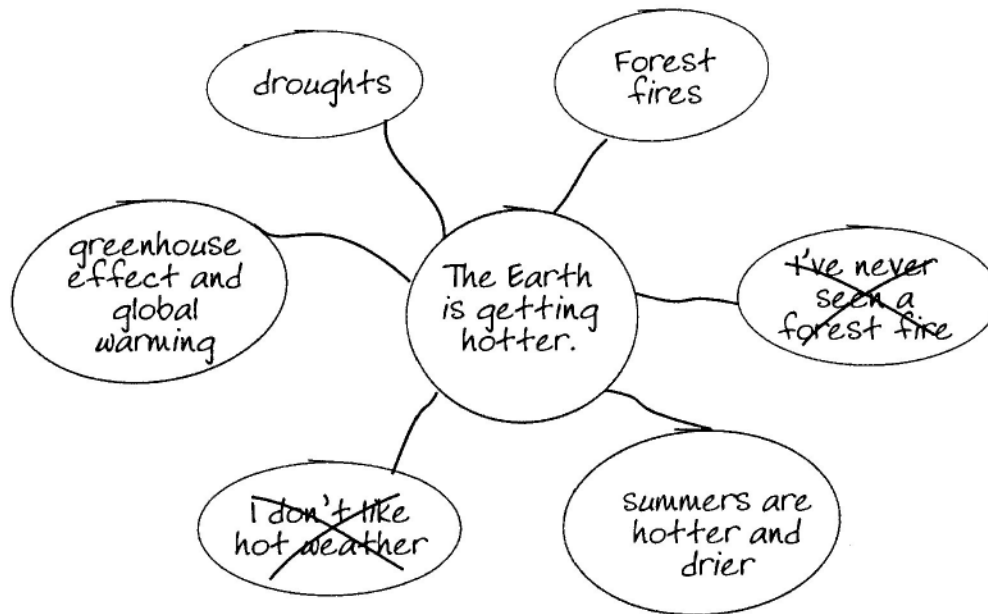
Introducción general.

Desarrollo: razones para tomar o no una decisión.

Conclusión.

3: INFORMACIÓN DE INTERÉS

Después de anotar rápidamente las posibles ideas para un texto escrito, examina cuidadosamente tus notas. Vuelve a leer el título y asegúrate de que tus ideas son apropiadas para el tema. Elimina aquellas que no lo sean.



TEXTO INFORMATIVO

The Earth is getting hotter. Discuss.

Everybody knows that the Earth is getting hotter. We hear about the greenhouse effect and global warming every day.

The average temperature of the Earth is going up. Global warming, which is a result of the greenhouse effect, means that the sun's heat is trapped. As a result, summers are getting hotter and drier. In many countries this is causing huge forest fires. These fires cause a lot of severe damage. As result of the Earth getting hotter there are also more droughts.

To sum up, there is a lot of evidence that the Earth is definitely getting hotter and most governments accept the evidence and are trying to do something about it.

Introducción: presenta el tema.

Desarrollo: incluye datos objetivos, no opiniones personales.

Conclusión: resume los datos y expón tu conclusión.

4: DIVISIÓN EN PÁRRAFOS

Después de reunir ideas y eliminar las que te parezcan superfluas, es aconsejable que agrupes las cuestiones que vas a tratar en cada párrafo. Decide qué puntos vas a incluir en cada uno de los párrafos:

- Introducción.
- Desarrollo.
- Conclusión.

Introduction	For	Against	Conclusion
<ul style="list-style-type: none">• always popular• newspapers and magazines	<ul style="list-style-type: none">• fun• exciting	<ul style="list-style-type: none">• disappointing• always the same• nothing happens	<ul style="list-style-type: none">• entertaining

A FAVOR Y EN CONTRA

'Horoscopes are a waste of time.' What are the arguments for and against horoscopes?

Horoscopes have always been very popular. Every day millions of people read them in newspapers and magazines, but are they a waste of time? I'd say they're not.

There are many reasons why people enjoy horoscopes. Firstly, most people love to read about themselves. Secondly, it's fun to read about things you might do or how you might feel that week. Thirdly, it's exciting when predictions come true.

However, horoscopes can be disappointing. They might say the same thing too often, and sometimes nothing happens.

In conclusion I believe that horoscopes aren't a waste of time. In my opinion, they're very entertaining and sometimes the predictions actually happen!

Presentación del tema y de tu opinión.

Argumentos a favor.

Argumentos en contra.

Resumen y exposición de tu opinión personal.

5: REFLEXIONAR DURANTE LA REDACCIÓN

A la hora de escribir, intenta no traducir directamente de tu propio idioma. Presta atención al orden de las palabras en inglés y ten cuidado con los *false friends*. Utiliza los siguientes conectores para enlazar las ideas que vas a plasmar en el texto:

- Contraste: *however, but* (sin embargo, pero).
- Causa y efecto: *so, because* (así que, porque).
- Información adicional: *and, also* (y, también).

I think that the SoloTrek will be ~~an invention~~ a very important invention for people. There will be ~~announcements~~ adverts for the SoloTrek in lots of newspapers ^{and} magazines ...

TEXTO DISCURSIVO

If you had a SoloTrek, how would it change your life?

If I had a SoloTrek I think it would change my life in many different ways. It would probably make my life a lot easier **and** save me a lot of time.

Firstly, I'd be able to get to school a lot quicker every morning. I wouldn't have to wait at the bus stop and get cold and then travel on a hot, full bus. Secondly, I'd be able to visit my friends in my village, so I wouldn't have to worry about the bus and train timetables.

However, if none of my other friends had a SoloTrek it would **also** be quite inconvenient **because** I'd have to go everywhere on my own.

I think my life would be dramatically improved by having a SoloTrek and I can't wait for them to be on sale!

Introducción general.

Desarrollo: describe las diferentes situaciones que podría plantear la cuestión de la que trata el texto.

Conclusión: resume tus ideas.

6: AÑADIR INTERÉS AL TEXTO

Haz que tus descripciones resulten más interesantes utilizando algunos de los adverbios y adjetivos siguientes:

- **Adverbios:** *quite, a bit, really, extremely, slightly, fairly* (bastante, un poco, realmente, extremadamente, ligeramente, relativamente).
- **Adjetivos:** *well-built, slim, curly, dark, medium height, trendy, plain* (fornido, delgado, rizado, oscuro, de estatura media, moderno, poco atractivo).

Zack is a life guard from New Zealand.
He's ^{quite} tall and he's ^{fairly} well-built because he
swims a lot. He's got dark ^{curly} hair ...

DESCRIPCIÓN DE UNA PERSONA

A description of Zena

My best friend Zena is a professional skateboarder. I've known her for three years and we first met at a skate park in London.

The first thing you notice about Zena is her hair. It's quite short and really pink. Then you notice her fantastic eyes!

Zena's quite tall and fairly slim. She looks great in most things because she's very good-looking. When we go out together, she wears rather casual clothes, but they're always extremely trendy. She likes wearing make-up, but she doesn't really need to.

I suppose the thing I like best about Zena is her sense of humour. I like going out with her because she's a lot of fun.

Introducción: explica de qué conoces a la persona a la que vas a describir.

Desarrollo: descripción física.

Conclusión: breve resumen del porqué de tu simpatía por esa persona.

7: REVISAR EL TEXTO

Una vez que hayas acabado de escribir el texto, es muy importante que compruebes si lo que has escrito es correcto. Repásalo cuidadosamente y presta atención a la ortografía, la gramática y la puntuación.

Asimismo, asegúrate de que has distribuido el texto en párrafos bien ordenados y de que no has incluido información innecesaria.

Last year I desperately wanted to see my American girlfriend. Luckily my parents lent me the money so I booked a flight. ~~I've always been frightened of flying.~~ I ~~not~~ didn't tell Laura I was coming. I wanted to surprise ~~him~~ her.

TEXTO NARRATIVO

A disastrous journey

Last year I desperately wanted to see my American girlfriend again but I lived in Madrid and she lived in Miami. Luckily my parents lent me the money so I booked a flight. I didn't tell Laura I was coming. I wanted to surprise her.

The flight to Miami took seven hours. I got off the plane and took a bus into the centre. It was only six in the evening but it felt like three o'clock in the morning to me. Suddenly, a man took one of my bags and ran off with it. I was very angry but I wasn't too worried because I still had my passport and money in my pocket. Then I remembered Laura's address and telephone number were in my bag! I looked in the telephone book and tried to find her number. Unfortunately, Laura's surname is Martínez and there are 10,000 Martínez families in Miami!

I flew back to Madrid the next day. I never saw Laura again.

Introducción: presenta a los personajes del relato y describe los lugares en los que se desarrolla.

Desarrollo: relata la historia.

Conclusión: describe lo que sucedió al final.

WRITING REFERENCE

DESCRIPTIONS

- Brainstorm ideas about the person or place you're going to describe.
- Decide which facts you are going to include in your essay.
- Organise your ideas into paragraphs; introduction, description and summary.
- Try to make your description more interesting by using different adjectives.
- Try to include some useful expressions in your description.
- Check the grammar, spelling, and punctuation in your description.

A description of Luke

My friend Luke is nineteen years old. He's studying Mathematics at London University. I've known Luke for a long time because we lived in the same street when we were young.

I don't really think Luke is good looking, but he's definitely got an interesting face. He's got long, light brown hair and he's quite well-built. He says he isn't tall enough but I don't agree - he's actually the same height as me!

Luke is so easy-going that he never worries about anything. He's also very cheerful. In fact, he's such a funny person that I sometimes think he could be on TV. However, he's probably too sensible to give up his university place. Luke is a good person to have as a friend because everyone has fun when he's around.

Useful expressions

Describing a person

He's too lazy.
Luke is so easy-going that he never worries about anything.
He says he isn't tall enough.
He's such a funny person that I think he could be on TV.

Describing a place

Miami is famous for its renovated 1920s buildings.
The city is on the east coast of Florida.
The main attraction is the weather.
It's a great place to sunbathe.
Not far from the beach is the Art Deco district.
You can also take a trip to Little Havana.

FOR AND AGAINST ESSAY

- Brainstorm ideas. Choose one or two of the best arguments for and against the topic.
- Use one paragraph for your arguments for and one paragraph for your arguments against.
- Use appropriate linking words to introduce contrasting ideas and additional points.
- Use your conclusion to sum up your arguments and state your personal opinion.
- Check your spelling, punctuation and the length of your essay.

What are the arguments for and against the Internet?

The Internet is something people are using more and more. Young people especially are spending more time surfing. However, is this new technology a positive or a negative thing?

There are several arguments in support of the Internet. Firstly, chat rooms and e-mails are good ways to meet new people and keep in touch. Secondly, educational sites provide useful information for school projects.

However, there are also arguments against the Internet. Some sites are unsuitable for children and although chat rooms might be fun, you don't really know who you are talking to.

To sum up, the Internet has advantages and disadvantages. On the one hand there are lots of useful websites, but on the other hand people need to choose the websites they visit carefully.

Linkers

Introducing
firstly
one advantage
on the one hand

Contrasting
although
despite
however
in spite of
in contrast
but
whereas
on the other hand

Concluding
in conclusion
to sum up

SHORT STORY

- Plan your story before you begin to write it. It should have a beginning, a middle and an end.
- Begin the story in an interesting way to get the reader's attention.
- Include a few interesting, unusual details.
- Use linking words to order events and to avoid having lots of short sentences.
- Make the ending dramatic, happy, sad or frightening.
- Make sure you use the correct tenses.
- Check your story for mistakes.

Visitors from outer space

It was just after nine in the evening. I was in my room. My parents thought I was studying but as usual, I was listening to voices from all over the world on my short-wave radio.

While I was listening, a strange, inhuman voice suddenly came from my radio. To begin with I couldn't understand what it was saying. Then it started to speak in English. 'We are visitors from outer space. We have important messages to give you about the future of your planet.' At first I couldn't believe what I'd heard. After that there was silence. Eventually the voice came again. 'We have calculated your exact position and we shall be landing in exactly one minute.' I ran downstairs and then outside into our small back yard. There was nothing there.

Five minutes later, feeling desperately disappointed, I finally turned to go back indoors. When I turned I trod on something and I looked down. At my feet was a tiny flying saucer broken into a thousand small pieces.

Linkers

To introduce the first events in a story

to begin with
at first

To describe a sequence of events

while
then
after that
later

To introduce the last events in a story

finally
eventually

OPINION ESSAY

- Before you start writing, brainstorm ideas. Write them down in a list or a mindmap.
- Divide your essay into three clear paragraphs.
- Use phrases for expressing personal opinions.
- Link your ideas with suitable linking words introducing reasons and results.
- Check your spelling, punctuation and the length of your essay.

Top sports people today earn too much money. Discuss.

Top sports people today earn huge amounts of money and in the future they'll probably earn much more. I don't think there's anything wrong with this at all.

Sport today is big business. As a result a lot of business people make a lot of money from it. In my opinion top sports people should be free to make a lot of money from sport as well. If they're the best in their sport, they should therefore be paid a lot. Secondly, they can only play their sport for a short time. For this reason they should be able to earn as much as possible while they can, in order to carry on living comfortably after they stop. Top sports people can earn a lot from advertising and sponsorship too. Consequently, I believe that it's practically impossible to limit the money they receive. Also, as far as I'm concerned, they are entertainers. Top entertainers have always been paid extremely well, so it seems to me that top sports people should be paid well too, so as to reward them for the pleasure they give us.

In conclusion, I don't think that top sports people earn too much money because they deserve it. It is also clear that we couldn't stop them anyway.

Linkers

Reason and result

in order to
for this reason
because
so
consequently

therefore
as a result
in order to
so as to

Useful expressions

Personal opinions

In my opinion ...
I believe ...
As far as I'm concerned ...
It seems to me ...

DISCURSIVE ESSAY

- Brainstorm ideas about the question.
- Decide which are the best points to include.
- Organise your ideas into clear paragraphs: introduction, advantages, disadvantages and summary.
- Order the points in each paragraph clearly using contrast linkers and linkers for additional ideas.
- Check your spelling, punctuation and the length of your essay.

If you could go on an adventure, where would you go and what would you do?

If I could go on an adventure, I'd like to explore the jungle. I've always wanted to go somewhere tropical, and I'm also interested in learning about the rainforest, so the Amazon would be my dream destination.

However, I'd need to plan my trip carefully. I couldn't go during the rainy season, as the river is fast and dangerous. In addition, I'd have to watch out for dangerous animals.

I'm sure it would be a fascinating experience. I'd learn about the rainforest as well as see rare plants and wildlife, as many parts of the jungle are completely uninhabited!

To sum up, despite the risks and the danger, if I had the choice, I'd go to the Amazon.

Linkers

Additional ideas

also
in addition
as well as
What's more

Furthermore
Moreover
too

DIALOGUE

- Think about the characters. How would they react? What questions would they ask and what answers would they give?
- Are they talking about something that happens in the past, present or future? Use the correct tense.
- Make sure the questions in your dialogue are formed correctly and that you use the correct verb in your short answers.
- Use informal speech.

- Policeman How did you find the briefcase?
Tina Well, I was waiting for a train at Sydney station. I was on the platform when I noticed the briefcase.
- Policeman Did you see anyone walk away from the briefcase?
Tina Let me think. Er, no I didn't.
- Policeman And what did you do next?
Tina Well, I picked it up and noticed it was open - I was really surprised when I saw the money!
- Policeman Was there anyone else nearby?
Tina Yeah, there was an elderly couple. I asked them if it was theirs.
- Policeman Did you give the briefcase in straight away?
Tina Yes, I did. Will I be able to keep the money if nobody collects it?
- Policeman Yes, you will. You'll have to wait two months though.

Useful expressions

Formal

Full forms, *I have not*
Latinate words, *fraudulent*
The passive, *A briefcase was stolen*

Informal

Contracted forms, *I haven't*
Phrasal verbs, *carry on*
The active, *A man stole a briefcase*
Informal punctuation, *exclamation marks*
Personal feelings, *I felt terrible*
Intensifiers, *really*
Conversation fillers, *Hmm*

FORMAL LETTER

- Decide if the letter should be formal or informal.
- Make sure you use the correct greeting and ending.
- Formal letters use set expressions. Avoid contracted forms and informal language.
- Organise your ideas into clear paragraphs.
- Use appropriate linking words to connect your ideas.

c/Monte León 11
08004 Madrid
7 March 2001

English Now
53 Pembroke Street
London SW1 7TP

Dear Sir / Madam,

I am writing in response your advertisement in a student magazine. I am currently a student at a Spanish Secondary School and am interested in doing a summer course before I start university in October.

Your advertisement says that the college offers general and intensive courses. Could you send me information about general intermediate courses and how much they cost? I would also like to know about the library and self study facilities and whether the school has a social programme.

If I decide to enrol on a course, I would prefer to stay with a family so I have the opportunity to practise my English. I would be grateful therefore if you could send me details of the type of accommodation available. I would also appreciate practical advice about living in London, especially the cost of living.

Thanking you in advance for your help. I look forward to hearing from you.

Yours faithfully
Teresa Carreras

Useful expressions

Could you send me information about ...
I would also like to know about ...
I am writing in response to ...
I am currently ...
Thanking you in advance for ...
I would be grateful if you could tell me ...
I look forward to hearing from you.

BIOGRAPHY

- Write about someone you know well.
- Brainstorm facts about their life, e.g. *Where/When were they born? How did they spend their childhood? How did they become famous?*
- Decide what to include in your biography. You only have 120 words, so include the most important facts. Try to add at least one surprising fact.
- Use time expressions to order the events, e.g. *first, then, after that, during his / her lifetime.*

A biography of Steven Spielberg

Steven Spielberg was born in Cincinnati in 1946. He became obsessed with films at the age of 12 and was soon making movies with his friends. A year later, one of his films won a prize in a local competition but despite this early success, Spielberg didn't get a place at film school.

While he was at college studying English Literature, Spielberg made another film called *Amblin'*. This time he realized his ambition. A studio executive offered him a job because the film was so good and, as a result, Spielberg went to work in Hollywood.

During his career Spielberg has made multi-million pound blockbusters such as *Jurassic Park* and more thoughtful films such as *Schindler's List*. In 1994 he set up the company *Dreamworks* so he could produce films as well as direct them. Today he is one of the most famous film makers of all time!

Linkers

despite	furthermore
consequently	although
so as to	however
on the other hand	in contrast
in order to	whereas
also	on the other hand
what's more	since
in addition	as
too	

A Description of a Place

When we write a description of a place, we want to recreate the atmosphere of that place for our reader. Look at the topic. Then study the plan and read the model.

Topic: Describe a beautiful place you have seen.

PLAN

MODEL

<p>OPENING Includes the name and location of the place.</p>	<p>Paragraph 1 <i>Isle of Skye in northwest of Scotland, beautiful</i></p>	<p>The Isle of Skye, in the northwest of Scotland, is one of the most beautiful places I have ever seen. In addition, it is a wonderful place for a holiday for people of all ages.</p>
<p>BODY Describes physical characteristics, special features and points of interest. Also describes the atmosphere, the people, the culture and the way of life. Includes historical details, sounds, smells and personal feelings about the place. Writer uses as many adjectives as possible.</p>	<p>Paragraph 2 <i>coastline, mountains, beautiful</i></p> <p>Paragraph 3 <i>farming, tourism, forestry, MacDonal family</i></p>	<p>Skye is known for its magnificent coast and its beautiful mountains. Although there aren't many hotels or restaurants, the area is so beautiful that many people go there each year for their summer holiday. When we visited the island last summer, I loved taking long walks through the splendid mountains and along the beautiful coast.</p> <p>Most of the people who live on the Isle of Skye earn a living from farming, tourism or forestry. They are quiet people who are proud of the history of their island. It was fun touring the Clan Donald Centre where I learned the story of the MacDonal family, which was once the most powerful family on the island. Many of the people who live on the Isle of Skye today are still named MacDonal.</p>
<p>CLOSING States general conclusion about the place, as well as the writer's personal opinion or attitude.</p>	<p>Paragraph 4 <i>recommendation as holiday spot</i></p>	<p>The Isle of Skye is a great place to visit if you like to look at beautiful scenery and meet kind and friendly people. I recommend it as a holiday spot for anyone who loves peace and quiet.</p>

Useful Vocabulary

GEOGRAPHY	ADJECTIVES		CULTURE AND HISTORY
beach	ancient	magnificent	castles
coast	beautiful	peaceful	churches
lakes	delicious	quiet	festivals
mountains	friendly	splendid	markets
valley	kind	wonderful	museums

A For and Against Composition

When we write a for and against composition, we want to be as objective as possible. This means showing both the advantages and disadvantages. Look at the topic. Then study the plan and read the model.

Topic: Discuss the advantages and disadvantages of city life.

PLAN

MODEL

OPENING

States the general topic or issue in an impersonal way.

Paragraph 1
some people love the country, others love the city depends on: age, occupation, hobbies, childhood

The Advantages and Disadvantages of City Life

Some people love living in the country. Others prefer life in a big city. The type of life people prefer usually depends on their age, occupation, hobbies and how they grew up.

BODY

Presents the advantages and disadvantages in separate paragraphs. Gives examples of each.

Paragraph 2
arguments for country life: clean air, scenery, quiet, pets, activities, good for children

People who prefer country life generally talk about clean air, beautiful scenery and peace and quiet. These are people who have pets or who enjoy activities such as hiking and horse-riding. These people say that the country is a wonderful place for young children. They can run around outside without being afraid.

Paragraph 3
arguments for city life: never boring, public transport, entertainment, shopping, culture, sporting activities, jobs

People who prefer city life say that country life is very boring. On the one hand, they know that cities are crowded and that there are many traffic jams. On the other hand, they say that they can enjoy public transport, entertainment, shopping and cultural and sporting activities which are offered only in a big city. In addition, cities offer many job opportunities for people of all ages.

CLOSING

Adds concluding comments. May give personal opinion.

Paragraph 4
sum up personal preference - country

In conclusion, life in the country has both advantages and disadvantages. If, however, I had the choice, I would choose country life.

Useful Phrases

On the one hand ...

Some people believe ...

Those who are in favour of ...

One aspect of the issue is ...

One advantage is ...

One disadvantage is ...

In contrast to

Moreover

On the other hand ...

Other people believe ...

Those who are against ...

Another aspect of the issue is ...

Another advantage is ...

Another disadvantage is ...

As opposed to

In conclusion

A Summary

When we write a summary, we want to give only the most important information. Look at the topic. Then read the original article, the writer's notes and the model.

Topic: Write a summary of 50-70 words.

ORIGINAL ARTICLE

The Internet

The Internet is an international information network. In fact, this is where the name Internet comes from. Today, from a computer which is attached to the Internet, you can do research in a library in one country, talk to an expert on a certain topic in a second country and send your own information to a third country almost anywhere in the world. At present, approximately 250 million people are connected to the Internet and this number is growing every day.

The Internet was "born" in the 1970s in order to help the American army. Soon after the Internet was created, scientists, schools and research departments wanted to connect to it as well. Soon, the Internet became an international network. It now reaches over 200 countries across the world.

Many families are connected to the Internet at home. These families can read their favourite magazines and newspapers, find information for personal and school projects and "talk" to people all over the world. Are you thinking of connecting up to the Internet? It's a good idea – there are so many things for you to do.

WRITER'S NOTES

The Internet

The Internet is an international information network. In fact, this is where the name Internet comes from. Today, from a computer which is attached to the Internet, you can do research in a library in one country, talk to an expert on a certain topic in a second country and send your own information to a third country almost anywhere in the world. At present, approximately 250 million people are connected to the Internet and this number is growing every day.

The Internet was "born" in the 1970s in order to help the American army. Soon after the Internet was created, scientists, schools and research departments wanted to connect to it as well. Soon, the Internet became an international network. It now reaches over 200 countries across the world.

Many families are connected to the Internet at home. These families can read their favourite magazines and ...

MODEL SUMMARY

Includes the most important information.

Ideas are organised into one cohesive paragraph.

The language is simple.

There are no unnecessary examples, details or personal opinions.

The writer uses only 50 words.

The Internet is an international information network which was created in the 1970s to help the American army. However, soon after, scientists, schools and research departments began to connect to it as well. Consequently, the Internet now reaches approximately 250 million people in more than 200 countries around the world.

Connectors

although	however	due to	whereas
though	consequently	therefore	because of
in spite of	since	moreover	in addition
despite	because	furthermore	

A Formal Letter

When we write a formal letter, the presentation is just as important as the contents of the letter. Look at the topic. Then study the plan and read the model.

Topic: Write a letter in response to an advertisement for a summer school in England.

PLAN		MODEL
OPENING	Name and address of person writing the letter	Isabel Torrente c/ Argumosa 6, 1º C 28016, Madrid
	Date	1 May 1999
	Name and address of person or business being written to	Mr Edmund Wilson 20 Fox Hollies Road Canterbury, C5 7UR England
	Greeting	Dear Mr Wilson,
INTRODUCTION Gives a clear reason for writing.	Paragraph 1 <i>in reply to advertisement for summer school</i>	I am writing in response to your advertisement for a summer school in England which I saw in <i>El País</i> (April 29th). I would be grateful for information about your programme.
	BODY Includes relevant information and questions.	Paragraph 2 <i>asks for information about the course: type, length, size of classes</i>
Paragraph 3 <i>asks for information about the price, materials, accommodation</i>		Secondly, I wish to find out how much the course costs and whether or not I need to buy study materials. Could you also tell me whether a room and food are included in the price of the course?
Paragraph 4 <i>asks for information about social life</i>		Finally, I would be very interested in knowing if there is a programme of social events so that foreign students can learn more about English culture.
CONCLUSION	Paragraph 5 <i>thanks and polite finish</i>	Thank you for your assistance. I look forward to hearing from you in the near future.
CLOSING Signature with full name written under it.		Yours sincerely, <i>Isabel Torrente</i> Isabel Torrente

Useful Phrases

- | | |
|---|---|
| I am writing in response to ... | Could you tell me if ... |
| I would like to apply for the job/position of ... | My qualifications include ... |
| I read your advertisement for ... | Thank you for your assistance. |
| I would be grateful for information about ... | I look forward to hearing from you. |
| I would appreciate information on ... | I look forward to receiving a reply. |
| I wish to find out more about ... | I would be happy to attend an interview ... |

An Opinion Essay

When we write an opinion essay, we want to convince our reader that our view is the best. Look at the topic. Then study the plan and read the model.

Topic: Is AIDS an important issue?

PLAN

MODEL

AIDS: An Important Issue

OPENING

States the topic and opinion clearly.

Paragraph 1
AIDS: very important, teenagers sexually active

In my opinion, AIDS is one of the most important issues facing teenagers today. The fact that many teenagers are sexually active makes the problem even greater. It is clear to me that young people must constantly be told of the dangers of this disease and be offered ways of preventing it.

BODY

Supports the opinion with facts, examples and reasons. Includes a new idea in each paragraph.

Paragraph 2
school not enough, posters, films or adverts

I believe that it is not enough to have educational programmes at school. As I see it, information on this important subject has to be clear and strong in order for it to make an impact on teenagers. I strongly feel that posters, films and adverts must appear in all public places.

Paragraph 3
government campaigns, media, information

In addition, there must be government campaigns. These campaigns should use the power of the media so that the maximum number of young people can become better informed. Everyone must realise that AIDS is nothing to be embarrassed about.

CLOSING

Restates the opinion. May offer a solution or include a warning.

Paragraph 4
an important priority

In conclusion, the issue of controlling this disease should be regarded as an important priority. Teenagers today must be shown how to take responsibility for their health and for the health of others.

Useful Phrases

In my opinion ...	I am in favour of ...	obviously
As I see it ...	I am against ...	perhaps
I (strongly) believe ...	I agree with ...	personally
I (strongly) feel ...	I disagree with ...	possibly
I don't feel that ...	It is clear to me that ...	probably

A Biography

When we write a biography, we want to give important information about a person in chronological order. Look at the topic. Then study the notes and the plan and read the model.

Topic: Write a biography of Alexander Graham Bell.

PLAN	MODEL
<p style="text-align: center;">Alexander Graham Bell</p> <ul style="list-style-type: none"> • born in Scotland in 1847 • 1870 - went to Canada, then America • 1872 - opened a school to teach teachers of the deaf • professor at Boston University - studied the science of speech, wanted to discover a way for people to talk over long distances • 1876 - invented first telephone • Watson worked with Bell in laboratory, was the first person Bell spoke to • first words spoken on a telephone: "Watson, I want you." 	<p>Alexander Graham Bell was born in Scotland (in 1847). He went to Canada (in 1870) and then eventually to America (where, in 1872), he opened a school to teach teachers of the deaf. Bell (soon) became a professor at Boston University (where) he studied the science of speech. He spent much of his free time trying to discover a way in (which) people could talk to each other over long distances. (Then, in 1876), Bell invented a telephone that worked. The first person he spoke to was a man named Watson (who) worked with him in his laboratory. The first words that were ever spoken on a telephone were, "Watson, I want you." The age of communication had (finally) begun!</p>

PLAN

MODEL

The opening sentence introduces the person.

The information is organised in chronological order.

The connectors of sequence show the order in which events happened.

Relative pronouns and conjunctions are used when possible.

Alexander Graham Bell was born in Scotland (in 1847). He went to Canada (in 1870) and then eventually to America (where, in 1872), he opened a school to teach teachers of the deaf. Bell (soon) became a professor at Boston University (where) he studied the science of speech. He spent much of his free time trying to discover a way in (which) people could talk to each other over long distances. (Then, in 1876), Bell invented a telephone that worked. The first person he spoke to was a man named Watson (who) worked with him in his laboratory. The first words that were ever spoken on a telephone were, "Watson, I want you." The age of communication had (finally) begun!

Useful Vocabulary

first	before	in (year)
later	after	in (month)
then	when	in (season)
eventually	while	on (day)
finally	soon	on (a specific date)

A Narrative

Writing a narrative is like telling a story. Look at the topic. Then study the plan and read the model.

Topic: Describe a funny experience.

PLAN

MODEL

OPENING

Sets the scene with details of time, place, atmosphere and characters.

Paragraph 1
important interview, very nervous, mouth dry, hands shaking, felt hot

I was trying to get into university and I was terribly nervous. This was a very important interview and I just had to do well. My mouth felt dry when I walked into the room. I sat down and smiled at the interviewer. My hands were shaking and I felt hot.

BODY

Develops the plot with details of events and characters. Includes sequencing words.

Paragraph 2
sat waiting, was asked questions, talked about summer in Egypt, interviewer started to laugh

At first the interviewer didn't look up, which made me feel more nervous. I sat there waiting quietly, hardly looking at him. Suddenly, he began to ask me questions about school, my hobbies and books I had read. Then he wanted to know why I wanted to study archaeology. Finally, he asked if I had any experience. I took a deep breath and began to tell him about my summer in Egypt. At that moment, he started to laugh. I couldn't understand why.

CLOSING

Ends the story with the reason for what happened or the consequences.

Paragraph 3
understood the situation, felt much better

I looked at him closely and began to laugh, too. The interviewer had been my teacher in Egypt! He was the one who had encouraged me to study archaeology. I felt much better. I knew I was going to be accepted.

Connectors of Sequence

in the beginning
to begin with
at first
later
afterwards

at that moment
suddenly
eventually
in the past
while / as

once
then
finally
in the end
at last