

Type of Writing	Example Questions	Useful Expressions
Informal Letter	An English speaking friend of yours is visiting you in your country during the Summer holidays. Write to him/her giving suggestions of things you can do together.	Informal language (but avoid expressions like 'gonna', 'CU' etc). Informal <b>endings</b> , eg 'See you', 'All the best' etc.
Formal Letter	You went to a restaurant for dinner recently but were dissatisfied with the surroundings, the food and the service. Write a letter to the restaurant saying what was wrong and asking them to take appropriate action.	Formal beginnings and endings ; 'Dear Sir/Madam', 'Dear Mr.../Ms...', 'Yours faithfully', 'Yours sincerely' etc. 'I am writing to...', 'I look forward to hearing from you.' etc
Description	An international magazine for students of English is asking readers to write an article entitled 'How I celebrate my birthday'. Write your article for the magazine.	Present simple tenses, vocab connected with the topic (ie when writing about eating habits, you need vocab for food, eating etc)
Narrative	<ol style="list-style-type: none"> <li>Write about your greatest ever achievement. (Personal account)</li> <li>Your house has been burgled and the TV and hi-fi have been stolen. The insurance company wants a precise report detailing how you discovered the burglary. Write the report. (Formal)</li> </ol>	<b>Past</b> tenses (mostly past simple with past continuous and past perfect where necessary). In more informal narratives, use direct and reported speech.
Cause and effect essays	What are the main causes of obesity in children	'As a result..', 'As a consequence...', 'Consequently...' etc
Comparison/Contrast	'Living by the sea would be idyllic, so would living in the mountains.' Compare the two ways of life saying which you would prefer and why.	'Like/Unlike X, Y is....', 'Whereas X is...., Y is....', 'X is..... On the other hand, Y is.....'
Argument	'It is not important for our generation to take care of the environment.' Do you agree with this statement? Why/Why not?	'In my opinion...', 'In my view...', 'I strongly believe....', 'I strongly agree/disagree with the idea that...'
Review (of book, film or play)	Write about a film you saw recently and really enjoyed. Briefly describe what happens in the film and say why you enjoyed it.	<b>Present simple</b> tense to describe plot, characters etc
Report	A group of young foreign musicians is coming to Zilina to play a concert at your school. Your headteacher has asked you to write a report recommending a suitable restaurant to take them to for lunch <b>before</b> the concert and an evening activity that will interest them <b>after</b> the concert. Write this report.	Formal (or neutral) language. Reports are usually written for people who don't know you or are in a position of authority. Concentrate mainly on <b>factual information</b> and keep your recommendation/opinion short.