# Writing
# - Part 1 -

## ESSAY

Write your answer in 140—190 words in an appropriate style.

In your English class you have been talking about genetically modified food and food safety. Your teacher has asked you to write an essay on the topic.

Write an essay using all the notes below and give reasons for your point of view.

GM food has been present in our food chain for a few years. Some people claim we could not feed our current population without GM food while others state that it can be dangerous for our health. What do you think?

Notes

Write about:

- current food habits versus former generations'
- the need for labelling GM food
- _____(your own idea)

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# Writing
# - Part 2 -

## EMAIL

Write your answer in 140–190 words in an appropriate style.

You have received the following email from an English-speaking friend:

**From:** Daisy
**Subject:** nerdy holidays

Hi, dear! How's my favourite friend?

Guess what? I'm coming to visit you! Yeayyy!

However, my in-laws will be coming along. You know I love them but they can be so academic sometimes. They want to learn all about the history of your town like castles, old libraries, ancient churches... You know, old buildings and dusty books.

Got any tips?

Thank you so much!

Regards,
Daisy

Write an email reply, answering the questions and giving reasons.

An email is an example of an interactive writing, which means that we are writing to someone rather than just for someone to read. For this reason, emails and letters are a very particular type of writing for FCE in comparison with essays, articles, reviews or reports. So let's take a look at the main characteristics of emails:

- Purpose of an informal email: The purpose of an informal email will depend on each task. Some tasks ask you to provide your friend with some important information, while others might ask you to ask for some advice. It is common for a friend or relative to ask you something about the place where you live, while saying that they will be visiting soon.

- Language: Given that we are writing to a friend or close relative, our language will be relaxed and friendly. We could call it informal language if you want. So we will be making use of contracted forms, common phrasal verbs, colloquial expressions and even flexible punctuation (E.g.: using em dashes «–»)

- Structure: One of the cool things about emails is that they always follow the same structure. In general terms, we always need an opening and a closing formula; an introductory and closing paragragh; and the body, which will consist of as many paragraphs as ideas you are asked to discuss.

- Common topics: Many informal emails to friends and relatives deal with giving advice on a certain subject, such as visiting your hometown, keeping fit, advice on which cities to visit in your country, organising a party for a mutual friend, etc. Sometimes, these topics may appear in combination.

- Number of words: like all FCE Writing tasks, informal emails should be written in 140 – 190 words.

- The email layout is extremely clear. This is easily achieved by using opening and closing formulas and paragraphs, a signature, and allowing some space between all the semi-independent paragraphs.
- Each paragraph has a clear purpose, which in this case is marked in red.
  - The opening and closing formulas are used to say «hi» and «goodbye» in a polite way.
  - The introductory paragraph is typically used to react to news (It's great to hear from you… / I'm so excited about…) and to introduce the topic of our email.
  - The main body deals with each of the sub tasks, which in this case are: what to visit, what to wear and invite him.
  - In the closing paragraph we start saying goodbye and we can ask for a reply to our email.
- The language is informal:
  - Contractions: It's great, I'm, you'll have, etc.
  - Common phrasal verbs: put you up, check out.
  - Colloquial language: How are you doing?, you should totally, you can't miss, drop me a line, etc.
  - Writing as we think: Oh, By the way, Anyway,
  - Flexible punctuation: …viewpoint – you'll have the best…
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## Useful Expressions for an Informal Email for FCE Writing

- Greetings:
  - Dear Sarah,
  - Hello Sara,
  - Hi Sara,
- Introductory paragraph:
  - How's it going?
  - How are you doing?
  - How are things?
  - How are things going?
  - It's great to hear from you!
  - Long time, no see!
  - Sorry I haven't written for ages, but
  - I'm really sorry it's taken me so long to get back to you.

- Reacting to good news:
  - I'm glad to hear that
  - I'm so happy that
  - Great news about your
  - I'm very happy to hear about
  - It's so great that
- Reacting to bad news:
  - I'm so sorry to hear about
  - Sorry to read about
  - I can't tell you how sad I am that
  - I'm extremely sorry to hear about
  - It's just awful to hear that
- Introducing paragraphs:
  - Oh, by the way,
  - Hey, did you hear about…?
  - One more thing,
  - As for
  - By the way, tell me about
- Ending the email or letter:
  - Well, I gotta go now.
  - Anyway, I should get going.
  - I've got to leave you now.
  - I'd better get going.
  - Well, it's time to go
  - Make sure you write soon
  - Don't forget to drop me a line soon.
  - Look after yourself.
  - Take care of yourself.
- Closing the email or letter:
  - All my love,
  - Love,
  - Lots of love,
  - All the best,
  - Take care,
  - Best wishes,
  - Best, Regards,
  - Kind regards,