

B2 FCE Writing Help Sheet

FCE

Part 1 - Useful Essay Phrases

Background of the topic	Giving reasons	Contrasting	Conclusions
In modern times...	As a result...	You could also say that...	For all the reasons explained above...
In today's day and age...	This is caused by...	On the other hand...	To sum up...
Many people believe...	This is due to the fact that...	In spite of all this...	In short...
It is widely thought that...	One consequence of this is...	It could also be argued that...	Having weighed up all the arguments...
There has been a lot of controversy surrounding...	The main reason for this is...	It must also be considered that...	On the whole...
It's common knowledge that...	That is to say...	Alternatively, some people argue that...	Overall...
In our globalised world...	Some people believe this is caused by...	In contrast to that viewpoint...	On balance, I would say that...
Young people nowadays seem to think that...	This had led to...	We can offer another perspective by arguing that...	To restate the arguments above...

Part 2 - Useful Letter of Application Phrases

Why you're writing	Relevant experience	Academic qualifications	Action you want to take
I'm writing to apply for the position as ...	Although I don't have much formal experience...	I recently completed a course in X...	I hope you will consider my application.
After seeing your advert in X, I'd like to apply for the role of...	I spent last summer working as a...	I have a/an X level of English.	If you would like to arrange an interview, I am at your full disposal.
I am writing to you in reference to your recent advertisement.	I think I am suitable for the role as...	I am currently studying for a degree in X...	If you would like to ask me any questions about my qualifications, please don't hesitate to ask.
I was referred by [name], who speaks highly of your company.	My current job involves	I graduated from X university with a degree in X...	I look forward to hearing from you soon.
	I have relevant experience in the X industry...	My qualifications include...	I would like to discuss the role further.

Disclaimer: This resource has been made for the purpose of teaching English language learners. We know that students can be learning English in many different places, in many different ways and at age, so we try to keep these resources as general as possible. There are many acronyms associated with English language teaching. These include (but are not limited to) ELT, TEFL, EFL, ELL, EAL, and ESOL. While the term ESL may not fully represent the linguistic backgrounds of all students, it is the most widely recognised term for English language teaching globally. Therefore, we use the term ESL in the names of our resources to make them easy to find but they are suitable for any student learning to speak English.

Part 2 - Useful Letter of Complaint Phrases

Why you're writing	Adjectives to describe a problem	Requesting action
I am writing to inform you of the poor service I received ...	Appalled/appalling	I would greatly appreciate it if you...
I am dissatisfied with...	Disgusted/disgusting	I would be grateful if...
I was truly disgusted by...	Outraged/outrageous	I trust you will...
I visited your establishment on X, and I was appalled by...	Offended/offensive	I look forward to hearing from you in due course.
I was disappointed by the lack of...	I have relevant experience in the X industry...	I would like to discuss the role further.

Part 2 - Useful Informal Email Phrases

Starting a letter	Requests	Making plans	Signing off
Thanks for your message!	I hope you don't mind me asking, but could you...?	I'm going to X next week and I'd love it if you could come.	Give my love to ...!
Thanks for writing to me - I'm so glad to hear from you.	I hope you don't mind, but could you do me a favour?	Would you like to come with me to ...?	Anyway, I've got to go now, but write back soon!
Thanks for the message - it's been a while since we last spoke!	Would you be able to help me out with...?	Could you let me know if you'd like to join me?	Let me know what you think!
Wow, I wasn't expecting your message at all!	I'd really appreciate it if you could...	I was wondering if you'd like to X with me.	I hope to see you soon.
		I'm having a birthday party soon and I'd love for you to come	Keep in touch.
			I can't wait to see you!

Part 2 - Useful Report Phrases

Passive reporting verbs	Linking words	Recommendations
It is widely thought that...	Firstly/secondly...	All things considered...
This report is based on...	Finally...	I would suggest...
X is commonly used to...	In conclusion...	It would seem that...
X is thought to be...	In sum...	I'd personally suggest...
X is considered to be...	According to...	Based on the findings of this report...
	Furthermore...	The best course of action would be...
	On the one hand/on the other hand...	

Part 2 - Useful Review Phrases

Background information	Useful vocabulary	Recommendations
X was written in X by X...	astonished/astonishing	If you're into X, you'll definitely enjoy X.
X tells the story of...	delighted/delightful	I couldn't put the book down - it was so good that I finished it in two days!
X has been my favourite X since I was a child...	amazed/amazing	X is a film that has you on the edge of your seat.
Are you a/an X fan? This is the X for you!	gripping/gripped	I would highly recommend...
X is set in...	terrified/terrific	I'd recommend X to anyone without a shadow of a doubt.
X takes place in...	frightened/frightening	So, what are you waiting for? Go and watch X at your local cinema now!
	astounded/astounding	Everyone should read this book immediately because...
	hilarious/funny/side-splitting	
	sad/a tearjerker/upsetting	

Part 2 - Useful Article Phrases

Rhetorical questions
Have you ever wondered...?
Have you ever thought about...?
Can you believe...?
Do you enjoy...?
Are you...?
What would you do if...?