Think about it

Writing Part 2

Write the missing numbers in the sentence about Writing Part 2.

In Writing Part 2, you have to choose **(1)** ..... task from a choice of **(2)** ..... and write between **(3)** ..... and **(4)** ..... words.

Cross out the text types would NOT appear in Writing Part 2.

an article a report an email or letter a review
an essay a story a proposal

Complete the table with the text types.

email/letter proposal report review

Text type	Layout, content and organisation
(5)	Will include factual information and make suggestions or recommendations. Clearly organised and will include headings.
(6)	Similar to report. Recommendations for course of action. Persuasive. Clearly organised and will use headings.
(7)	Will include description and explanation, positive and negative opinions and make a recommendation.
(8)	May be very formal or more informal. Will include factual information or describe a personal experience. Writing conventions (opening salutation, closing, clear paragraphing) should be used.

LIVEWORKSHEETS