1 BAT	WRITING

Types of writings:

1 Narrative	2 A review	3 An informal email
4 A formal email	5 An opinion essay	

WRITING A NARRATIVE	
It usually refers to the writer's experience	
TITLE	Pepperoni Pizza My last holidays A scary day
INTRODUCTION	**Who, when, where, what** My grandpa always tells me… Last summer I went to Thailand… I will never forget the moment when… Something really strange happened to me ….
BEGINNING OF THE STORY	**How it all started** "Stay in line" Mrs Martin said. The hotel was small but luxurious… The red carpet had a blood stain…
MIDDLE EVENTS	**Chronological order of events** "Pepperoni pizza", I said politely. We went diving…. The black car was there again…
END OF THE STORY	I looked up and saw Naomi. She was laughing too. All those people were impressed… The police arrested the woman….
CONCLUSION	**My present feelings and memories** I never really believed my grandpa until I saw my friends laughing with me. It was the best summer ever. I'll never do that again…

Extra tips. How to start:

- I will never forget the moment I learned a really valuable lesson.
- It will always remain in my memory the day I stepped onto that helicopter.
- As soon as they loaded me into the ambulance, I knew sports were story for me
- The moment I saw that tall dark stranger in front of me, I realised my life would change for good.

Extra tips. Connectors:

- For starters / To begin with / …
- Immediately after that,…
- Just then,…
- Just as I was leaving,…
- However, … / Despite that,…

Extra tips. To give it a tone:

- (Un)fortunately,…
- He spoke sarcastically
- He laughed happily
- He said apologetically
- He looked disapprovingly

LIVEWORKSHEETS

WRITING A REVIEW	
In a review you give your opinion of a book, concert, a place,… and say whether or not you recommend it. Although it is an opinion, try not to use an excess of personal information like: I went there with my family and friends to spend my holidays last year.	
Start with a general description.	My favourite book is *The Neverending Story*, a fantasy and action book written by the German writer Michael Ende. It is definitely a must. *Marblava* is a new great hotel located right in the middle of a fantastic holiday resort: Platja d'Aro. *Massive Attack's* last week concert in Barcelona absolutely met my expectations.
Description. Plot / Events	**Use extreme adjectives and degree adverbs** **Adjectives:** Fascinating, huge, impressive, flawless, spotless, excellent, underrated, hilarious, endless,… **Adverbs:** Extremely, insanely, radically, too, completely, really, rather, fairly, quite, slightly
Atmosphere and feelings.	The story may seem a little confusing sometimes; however, just right before the end it all makes sense. There is a relaxing, silent, family atmosphere to it. Seeing such an enormous crowd sing along is an amazing show in itself.
Give reasons for your opinion	What I didn't love about it was… Although the final price might feel expensive, I assure you it is totally worth it. Despite the cost of the tickets and the queues one must stand to get to one of their concerts, they revealed themselves as an outstanding band one must totally follow.
Sum up opinion. Clear recommendation	In my opinion, it is a really well-written modern classic. Anyone who is a fan of small family-run hotels should spend some time there.

Extra tips. Places. Useful phrases:

- It is located in…
- You might expect it to be expensive; however, …
- I would recommend it to all nature lovers looking for peace and silence.
- I was tremendously dissatisfied with the service: disorganized and not really as neat as one would expect.

Extra tips. Music events. Useful phrases:

- The passion of the musicians heated up the audience
- At this point, the song was increasingly getting louder, and so was the audience.
- Impossible to hear the lead singer with all that noise around.

Extra tips. Books or films:

- This well-written masterpiece is a must everyone should read.
- Although the end of the story may be a bit confusing, the evolution of the main character is outstanding.
- This film will have you on the edge of your seat until the very end.

Extra tips. Final advice:

- I would recommend it to all nature lovers looking for peace and silence.
- I strongly recommend it to everyone.
- It was an enjoyable and stimulating experience
- Anyone being a fan of action films should watch it.
- You won't regret it.

LIVEWORKSHEETS

WRITING AN INFORMAL E-MAIL	
We write an email to friends, relatives, peers,…	
Greetings	Dear Tom, Hi Sara! Hello Mum,
Introduction	I hope you're well. Thanks for your email, it was great to hear from you. I have some news. I'm writing to tell you about my last holidays. Sorry for not writing before, but I was busy with my school project. I have recently been very busy writing a paper about…
Useful phrases.	You know? Guess what! It's been great! Wish you had been there! Thanks for everything!
Conclusion	That's all for now. I really need to head for my piano lesson. I must now go and do some work. Best of luck with your project! Write soon. Hope to hear from you soon.
Ending	Lots of love, Love, Best wishes, Be safe,
Signature	First name

Extra tips.

- Use (semi-) informal language (some exclamations, omission of the subject,…).
- Use contractions (can't, don't,…)
- Use phrasal verbs (look forward to, give up,…)
- Use short sentences.

Extra tips. Avoid:

- Slang or extreme informal language (ain't, sorta, wanna, gonna,…)
- Passive structures

LIVEWORKSHEETS

WRITING A FORMAL E-MAIL	
Written to a professor, colleague, boss, etc. Must always be professional	
SALUTATION	Dear Professor Johnson, Dear Sir / Madam, Dear Mr. Bond, Dear Ms. Myers,
INTRODUCTION We will go straight to the point	I am sorry to tell you I am sick and will not be able to attend class. I am writing to complain about the article you published in your newspaper. I am writing to get more information about… I am writing concerning a problem that I had … I am writing with reference to the above order, which I placed on your website on 2March.
BODY. **One or two paragraphs**	I am a graduate from Penn State University. The article in your newspaper mentioned… I purchased a watch which was not delivered until two weeks after it was ordered.
LAST PARAGRAPH	I would appreciate if you could send me further information. I would be grateful if you corrected your mistake publicly. I wondered if you could arrange a refund for my purchase. I would appreciate if the situation could be solved as soon as possible.
CLOSING	Thank you for your time. Looking forward to your answer. Best regards
SIGNATURE	Full name (Not your real name in exams).

Extra tips.

- Use formal language. Contractions are unacceptable.
- Use connectors:
  - Moreover,…
  - Apart from the aforementioned,…
  - Because of that,…
  - As a result,…
  - Unfortunately,…
  - Nevertheless,…
- Use compound sentences.

Extra tips.

Do not use personal references regarding feelings. Use impersonal structures or use more complex vocabulary.

Do not say:	**Say:**
I was annoyed	It was annoying
I was disappointed	It was disappointing
I didn't like ...	I was dissatisfied with...

LIVEWORKSHEETS

WRITING AN OPINION ESSAY	
Express out thoughts about a matter	
INTRODUCTION Introduce the topic and give your opinion, no details. We can also use questions.	• People often say that the teenage years are the best years of your life. However, I do not agree with the statement. • It is generally considered that dogs are the best pets. I absolutely agree with this. • It is worldwide known that big cities provide more services than small villages. However, is life better in bigger cities?
Give a reason to support your opinion. Give examples.	• **Firstly**, most teenagers have little independence. • **In the first place,** dogs are loyal and affectionate. • **To begin with,** big cities provide a big quantity of services, and that is a great advantage you don't have in a rural area
Give a second opinion to support your opinion.	• **Secondly**, teenagers may not have the responsibilities adults have.,.. • **In the second place,** experts say that they improve our mental and physical health. • **I can also say,** that I personally like the anonymity in a big city,
Concluding the essay (summarize your ideas)	• **All in all**, teenagers have a lot of fun, **but** … • **In conclusion,** I strongly recommend everyone to have a dog at home. • **To conclude with,** I can say I am totally convinced that living in a city • improves your quality of life.

Extra tips.

- Use semi-formal language. Contractions are acceptable.
- Use phrases to express your opinion:

  My view is that …
  I personally believe that…
  It seems to me that …
  As I see it,…
  As far as I'm concerned,…

LIVEWORKSHEETS