

Writing guidelines

Writing task: A short essay

Write and check: Write a short essay about the history of your family, a family member, or someone from your community that is essential to your life. Use the questions to help you plan your essay.

Questions

1. What is the name of the person you are going to write about?
2. What is their relationship to you?
3. Which events in their life do you want to write about?

Writing planning

- a. Write down the events in your narrative in the order in which they happened.
- b. Plan the grammar that you will use to order the events. You can use: **present, past, present perfect, and even future.**
- c. Make it simple. People often like stories with ideas and language that are easy to understand.
- d. Share essential aspects of the situation.
- e. Show, don't tell.
Example: "Jorge was walking into his house when he saw an animal." **This is telling.**
"Jorge was nervously walking into his dark living room when two large, yellow eyes appeared in front of him." **This is showing.**
- f. Surprise! People love surprises – especially at the end of a story.

Check!

- Did you use *transition expressions*?
- Did you use adjectives (ambitious, sociable, reliable, shy, independent, sensitive, etc.)

Sample answer

Introduction

Guiding questions:

- Who is the person you are writing about?
- What is their relationship to you (e.g., parent, grandparent, sibling)?
- Why is this person important to you or your family?

Short Example: "My father, Juan, has been the most important person in my life. As a single parent, he has always supported me and my siblings through difficult times. His dedication and love for the family have inspired me to be a better person."

Body Paragraph 1: Personality Individualities

Guiding questions:

- What are the key qualities that describe this person's personality?
- Can you give specific examples or situations where these traits were shown?

Short Example: "One of my father's most admirable qualities is his perseverance. For instance, when we faced financial difficulties, he worked extra jobs to ensure we had everything we needed. His determination showed me the importance of keep trying, no matter the challenges."

Body Paragraph 2: Special Memories and Events

Guiding questions:

- Which are some specific memories or events that highlights the importance of this person?
- How did these event impact you or your family?

Short Example: "I remember we were going to Melgar, and the car broke down, and we were in the middle of a terrible rainy day. My father took his time outside in the rain trying to fix te car, spending hours in the freezing cold. His actions saved us from the cold, and I will never forget how he always found a way to protect and care for us."

Body Paragraph 3: Influence on You.

Guiding questions:

- How has this person influenced your life, behavior, or values?
- How do they continue to inspire you today?

Short Example: "My father has always taught me the value of ethics and responsibility. Because of his example, I have learned to work diligently in school and help out at home. Even now, his advice guides me when I make difficult decisions."

Conclusion (Paragraph 5)

Guiding questions:

- What are the key points you want to remind the reader of?
- Why will this person remain important in your life or your family's life?

Short Example: "In conclusion, my father's, perseverance, and dedication have made him the strength of our family. His influence has formed the person I am today, and I am forever grateful for the sacrifices he has made for us. I hope to continue building my life with the lessons he has taught me in my own life."