

## LOWER WRITING REVISION :

### Formal Essays :

- No short forms
- avoid 'you'
- lots of passive
- Linking words : Moreover, Furthermore etc
- Care with topic sentences / simple present
- No slang – kids/stuff/all that, etc

### **Formal Letters:**

- Dear Sir/Madam (NO NAME), sign 'yours faithfully'
- Dear Mr./Mrs/Ms (Name), sign 'yours sincerely'
- Formal style as with essays. Not 'can'- use 'could'. Not 'will' - use 'would', etc.

### **Informal Letters :**

- Dear .... (name)
- Signature : Love .... (name)/ Best wishes / See you soon
- Guess what / I can't wait / !! – ok/ Thanks/you'll never believe..so, well, anyway
- personalization –make it real.(refer to your friend and what you know about him/her)

### **Articles :**

- Title – catchy
- You / imperative.
- Rhetorical questions
- Paragraph headings if needed

### **Review :**

- Title of thing / place etc.
- Usually simple present tense
- Lots of descriptive vocabulary

### **Stories :**

- Past tenses
- descriptive vocabulary, adverbs
- reporting verbs, direct speech-dialogue

### **Paragraph Plan :**

1. Who, what, when, where, etc
2. Create suspense
3. Solve the suspense
4. Thoughts and feelings