

WRITING REFERENCE

USEFUL PHRASE REFERENCE

ESSAY

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| Introducing a personal opinion | <ul style="list-style-type: none"> • In my opinion ... • I think ... • I feel ... • I believe ... • From my point of view... |
| Introducing other people's opinions | <ul style="list-style-type: none"> • Some people think/say ... • Many people argue that ... • It is sometimes/often argued/suggested/said that ... |
| Putting your ideas in order | <ul style="list-style-type: none"> • There are two good reasons for ... • On the other hand, there are a number of reasons against ... • Firstly ... / Secondly ... / Finally ... • Also ... / Furthermore ... / What is more ... |
| Giving reasons for your point of view | <ul style="list-style-type: none"> • because/since ... • because of this, ... • For this reason, ... • That is why • One of the main reasons is that... |
| Expressing results | <ul style="list-style-type: none"> • As a result/consequence, ... |
| Expressing consequences | <ul style="list-style-type: none"> • In consequence, ... • Consequently, ... • ... which means that |
| Introducing your conclusion | <ul style="list-style-type: none"> • In conclusion, ... • To conclude, / sum up, / summarise, ... |
| Ways of expressing contrasts | <ul style="list-style-type: none"> • However, ... • On the one hand, ... On the other hand, ... |

ARTICLE

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| Engaging the reader | <ul style="list-style-type: none"> • Have you ever...? • Do you find that...? • Are you one of those people who ... ? |
| Making suggestions | <ul style="list-style-type: none"> • Imagine... • Let's suppose • Why not...? • Have you thought of ...? • Try... |
| Giving examples | <ul style="list-style-type: none"> • Take ... for example/ instance |
| Expressing opinion | <ul style="list-style-type: none"> • As I see it, ... • To my mind, ... • I believe (that) ... • As far as I'm concerned, ... • In my view, ... |
| Listing and adding points | <ul style="list-style-type: none"> • Firstly/ in the first place/ to start/begin with ...; • Secondly/ in addition/ Furthermore/ Moreover/ Besides...; • Thirdly/ Finally/ Last; Last but not least; |
| Introducing or listing advantages | <ul style="list-style-type: none"> • The first/ main/ most important advantage of... • One/ Another/ An additional advantage of ... • One point of view in favour of ... • It is often suggested/ believed/ argued that ... |
| Introducing or listing disadvantages | <ul style="list-style-type: none"> • The main/ most important disadvantage/ drawback of... • One/ Another/ An additional disadvantage/ negative effect of... • One point/ argument against... |
| Introducing examples/ reasons/ results | <ul style="list-style-type: none"> • For example/ instance • such as • like • in particular • therefore • for this reason • because • as • since • as a result |
| Showing contrast | <ul style="list-style-type: none"> • On the other hand • However • still • but • Nonetheless • Nevertheless • Although • Even though • Despite/ in spite of • the fact that |
| Introducing a conclusion | <ul style="list-style-type: none"> • In conclusion • To conclude/ sum up • All in all • Finally • Last • All things considered • Taking everything into account/ consideration |

REPORT

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|------------------------------|--|
| Initial information | • To: • From: • Subject: or Re: • Date: |
| Headings | • Introduction • Conclusion • Recommendation |
| Introduction | • As requested, ... • This involved visiting/ speaking to ... • Having visited/ spoken to ... • My findings are outlined/ presented below |
| Presenting findings/ opinion | (see discursive composition phrases below) |
| Recommending | • Having considered the options, ... • I would like to suggest/ recommend ... • I therefore suggest/ recommend ... • You may wish to consider ... |

STORY

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| Time phrases | • It all began ... • It was one of those days when ... • At first, ... • Some time later, ... • Meanwhile,... • Later, ... • Eventually, ... • In the end,... • Finally |
| Dramatic devices | • Suddenly,... • All of a sudden,... • Just at that moment,... |
| Direct speech | • '...', said x. • '...', said y. |
| Verbs with direct/ indirect speech | • Tell • Whisper • Shout • Say • Think • Cry |
| Concluding | • It had all been ... • After everything that had happened, ... |

DISCURSIVE COMPOSITION

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| Introducing the first point in a list of points | • First, ... • Firstly, ... • First of all, ... • To start with, ... • To begin with, ... |
| Introducing a further point in a list of points | • Second(ly), ... • Third(ly), ... • Moreover, ... • Furthermore, ... • In addition, ... • What is more,... • Apart from that, ... • Also ... • Another point to be made is that ... |
| Introducing a final point in a list of points | • Finally, ... • Lastly, ... |
| Presenting two (dis)advantages together | • ... not only ... but ... also ... |
| Presenting two opposing points of view | • On the one hand, ... • On the other hand, ... |
| Expressing results | • For this reason, ... • Because of this, ... • As a result, ... • Therefore, ... • Thus, ... |
| Expressing contrast | • however • but • although • though • even though • in spite of • despite • in contrast to this • nevertheless |
| Giving examples | • for example • for instance • such as • like |
| Expressing your opinion | • In my opinion ... • As I see it, ... • To my mind, ... • I believe (that) ... • As far as I'm concerned, ... • In my view, ... |
| Expressing someone else's opinion | • People believe (that) ... • According to... • It is said (that) ... |

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| Introducing a conclusion | <ul style="list-style-type: none"> conclude, ... In conclusion, ... To sum up, ... In summary, ... |
| Conclusion | <ul style="list-style-type: none"> The advantages of ... outweigh the disadvantages. |

FORMAL LETTER

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| Greeting | <ul style="list-style-type: none"> Name unknown: Dear Sir / Madam, Name known: Dear Mr ... / Dear Mrs ... / Dear Ms ... + surname, |
| Reason for writing | <ul style="list-style-type: none"> I am writing to ... I am writing with regard to ... I am writing on behalf of ... |
| Asking questions | <ul style="list-style-type: none"> I would be grateful if ... I wonder if you could ... Could you ... ? |
| Referring to their letter/points | <ul style="list-style-type: none"> As you stated in your letter, ... Regarding ... / Concerning ... With regard to ... |
| Closing expressions | <ul style="list-style-type: none"> If you require any further information, please do not hesitate to contact me. I look forward to hearing from you. |
| Signing off | <ul style="list-style-type: none"> If Dear + name: Yours sincerely, if Dear Sir/ Madam: Yours faithfully, Dear + name or Dear Sir/ Madam: Yours, |
| Name | <ul style="list-style-type: none"> Your first name + surname |

INFORMAL LETTER

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|-------------------------|---|
| Greeting | <ul style="list-style-type: none"> Dear + first name, |
| Asking about them | <ul style="list-style-type: none"> Hi! How are things? How are you? How's it going? |
| Referring to their news | <ul style="list-style-type: none"> Great news about ... Glad to hear that ... Sorry to hear about ... |
| Giving news | <ul style="list-style-type: none"> Listen, did I tell you about ... You'll never believe what ... Oh, and another thing. |
| Making suggestions | <ul style="list-style-type: none"> Why don't you ... ? Maybe you could ... How about ... ? |
| Closing expressions | <ul style="list-style-type: none"> Well, got to go now. Give my love to ... Say hello to ... See you soon! |
| Signing off | <ul style="list-style-type: none"> Love, Lots of love, Yours, |
| Name | <ul style="list-style-type: none"> Your first name |