

WRITING REFERENCE

USEFUL PHRASE REFERENCE

ESSAY

Introducing a personal opinion	• In my opinion ... • I think ... • I feel ... • I believe • From my point of view...
Introducing other people's opinions	• Some people think/say ... • Many people argue that ... • It is sometimes/often argued/suggested/said that ...
Putting your ideas in order	• 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	• because/since ... • because of this, ... • For this reason, ... • That is why • One of the main reasons is that...
Expressing results	• As a result/consequence, ...
Expressing consequences	• In consequence, ... • Consequently, ... • ... which means that
Introducing your conclusion	• In conclusion, ... • To conclude, / sum up, / summarise, ...
Ways of expressing contrasts	• However, ... • On the one hand, ... On the other hand, ...

ARTICLE

Engaging the reader	• Have you ever...? • Do you find that...? • Are you one of those people who ... ?
Making suggestions	• Imagine... • Let's suppose • Why not...? • Have you thought of ...? • Try...
Giving examples	• Take ... for example/ instance
Expressing opinion	• As I see it, ... • To my mind, ... • I believe (that) ... • As far as I'm concerned, ... • In my view, ...
Listing and adding points	• 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	• 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	• The main/ most important disadvantage/ drawback of... • One/ Another/ An additional disadvantage/ negative effect of... • One point/ argument against...
Introducing examples/ reasons/ results	• For example/ instance • such as • like • in particular • therefore • for this reason • because • as • since • as a result
Showing contrast	• On the other hand • However • still • but • Nonetheless • Nevertheless • Although • Even though • Despite/ in spite of • the fact that
Introducing a conclusion	• In conclusion • To conclude/ sum up • All in all • Finally • Last • All things considered • Taking everything into account/ consideration

REPORT

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

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

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) ...

"Doing ordinary things in an extraordinary way"

Introducing a conclusion	• conclude,	• In conclusion, ...	• To sum up, ...	• In summary,
Conclusion	• The advantages of ... outweigh the disadvantages.			

FORMAL LETTER

Greeting	• Name unknown: Dear Sir / Madam, • Name known: Dear Mr ... / Dear Mrs ... / Dear Ms ... + surname,
Reason for writing	• I am writing to ... • I am writing with regard to ... • I am writing on behalf of ...
Asking questions	• I would be grateful if ... • I wonder if you could ... • Could you ... ?
Referring to their letter/points	• As you stated in your letter, ... • Regarding ... / Concerning ... • With regard to ...
Closing expressions	• If you require any further information, please do not hesitate to contact me. • I look forward to hearing from you.
Signing off	• If Dear + name: Yours sincerely, if Dear Sir/ Madam: Yours faithfully, Dear + name or Dear Sir/ Madam: Yours,
Name	• Your first name + surname

INFORMAL LETTER

Greeting	• Dear + first name,
Asking about them	• Hi! How are things? • How are you? • How's it going?
Referring to their news	• Great news about ... • Glad to hear that ... • Sorry to hear about ...
Giving news	• Listen, did I tell you about ... • You'll never believe what ... • Oh, and another thing.
Making suggestions	• Why don't you ... ? • Maybe you could ... • How about ... ?
Closing expressions	• Well, got to go now. Give my love to ... Say hello to ... See you soon!
Signing off	• Love, Lots of love, Yours,
Name	• Your first name