

Writing reference

How to do a writing task

A Get ideas

- Read the task carefully and identify what kind of text you need to write. For example, *an informal email, a review, etc.*
- Make notes of any key ideas. Don't write full sentences.
- If you can't think of many ideas straight away, don't panic! Remember, there are no 'right' or 'wrong' answers. You will get marks for the way you *organize* and *express* your ideas.

B Plan

- Choose the best ideas from your notes.
- Think about useful language to include.
- Organize your ideas into a paragraph plan. Always include a clear beginning and end. For example:

Essay: Is homework necessary? Discuss.

Paragraph 1	Introduction	most students do it - many dislike!
Paragraph 2	Arguments for	helps you to remember info good way of testing progress
Paragraph 3	Arguments against	can take a lot of time extra stress for students
Paragraph 4	Conclusion and personal opinion	not too much! overall, good idea

C Write

- Use your paragraph plan as a guide.
- Use linkers to create longer sentences.
- Use a variety of language, including different tenses and grammatical structures as well as vocabulary.

D Check

Read your composition carefully afterwards.

- Have you fully answered the task?
- Have you used the right number of words (if you've been given a word count)?
- Is your composition easy to read and logically organized?
- Have you avoided repetition where possible?
- Do your grammar, vocabulary, spelling, punctuation and word order seem correct?

Correct your composition and write it again, if necessary.

Useful linkers

Adding ideas

To begin a sentence: Also, ... • As well as ...
formal: Moreover, ... • Furthermore, ...
• In addition (to this), ... • What is more, ...

To join words / clauses: ... and (also) ... , • ... as well as ... ,
formal: ... in addition to ...

To end a sentence or clause: ... , too. • ... as well.

Contrasting ideas

To begin a sentence: One (dis)advantage is ... • Another (dis)advantage is (that) ... • Another argument for / against ... is ... • However, ... Nevertheless, ... Nonetheless, ... • On the one hand, ... • On the other hand, ... • Although / Though / Even though (*clause*), (*clause*). • Despite / In spite of the fact that (*clause*), (*clause*). • Despite / In spite of (+ *-ing*), (*clause*).

To join words / clauses: ... but ... • ... yet ... • ... although / though / even though / despite / in spite of ...

To end a sentence or clause: ... , though.

Expressing reason

To begin a sentence: Because ... • Since ... • As ... • That is why ... • Due to / Because of (+ *noun*) • For this / that reason, ...

To join clauses: ... , because / since / as ... • ... due to / because of (+ *noun*) / because (+ *clause*)

To end a sentence or clause: ... for that / this reason.

Expressing result

To begin a sentence: Therefore, ... • As a result, ...
• As a consequence, ... • Consequently, ...

To join clauses: ... , so ...

To end a sentence or clause: ... as a consequence. • ... as a result.

Expressing reason and result

... so (+ *adjective*) that ... • ... such ((a / an) (+ *adjective*) + *noun*) that ...

Expressing purpose

To begin a sentence: In order that ... • In order to (+ *infinitive*)

To join words / clauses: ... in order that ... • so (that) ...
• ... in order to / to (+ *infinitive*)

To end a sentence or clause: ... for that purpose.

Making conditions

To begin a sentence: If • As long as • Providing that • Unless (*clause*), (*clause*).

To join clauses: ... if • but only if • as long as • providing that • unless ...

Sequencing an argument

Firstly, ... • First of all, ... • Secondly, ... • Next, ...
• Thirdly, ... • Finally, ... • Lastly, ...

Sequencing a narrative

To begin a sentence: Before (+ *clause / noun / -ing*) • At first, ...
To begin with, ... • Then ... • Next, ... • After that, ...
• In the end, ... • Eventually, ... • Finally, ... • Afterwards, ...
• After (+ *clause / noun / -ing*)

To join clauses: ... before ... • ... after ... • ... , then ... •

To end a sentence or clause: ... in the end. • ... afterwards.
• ... after all. • ... at last.