

PAPER 2: WRITING PAPER

TIME: 1 HOUR 20 MINUTES

TOTAL NUMBER OF WRITING TASKS TO BE DONE: 2

ALL QUESTIONS: CARRY EQUAL MARKS

PART 1

LETTER / EMAIL: COMPULSORY

In this part you have to write a letter or an email (which may be formal or informal). You must base your letter or email on the information provided in the question, which may be a text and notes, sometimes with illustrations and diagrams. You must write between 120 and 150 words.

HOW TO DO IT

Writing a plan

- Read the question carefully and underline the key words in the text and notes.
- Decide who you are going to write to, why you are writing and whether the letter or email should be formal or informal.
- Organise your ideas and divide the writing into paragraphs. Make sure you include all the content points in the question. The points are not always given in the most logical order in the question.
- Make a note of suitable vocabulary and useful expressions to help you complete the task and pay particular attention to the functional language you need to use (to make requests, complaints, suggestions, corrections, etc).

Writing the letter / email

- Make sure your handwriting is easy to understand.
- Start with:
Dear Sir/Madam, (NOT Dear Manager,)
Dear Mr Smith / Ms Parker (NOT Dear Mr William Smith)
Dear John, (NOT Dear friend,) etc.
- Include your reason for writing in the first paragraph.
- Write in complete sentences and use your own words as much as possible. Don't copy phrases directly from the question.
- Use as wide a range of grammar and vocabulary as possible. Don't repeat the same vocabulary over and over again.
- Use a good variety of linking expressions to make sure the writing flows well.
- Don't include information which is irrelevant to the question. Remember that you cannot write more than 150 words.
- Don't mix formal and informal language.
- Don't misspell words which appear on the question paper.
- Finish your letter in an appropriate way:
 - *Yours faithfully* (if you started the letter *Dear Sir/Madam*)
 - *Yours sincerely* (if you started the letter *Dear Mr Smith / Ms Parker*)
 - *Best wishes / All the best* (if the letter is to a friend)
- Check your work carefully. Make sure you have included all the content points and pay attention to tenses, plural forms and word order.

PART 2: CHOOSE ONE FROM THE FOLLOWING FIVE TASKS

ESSAY

This is usually written for a teacher (and is therefore formal) and you have to present both sides of an argument and give your opinion.

HOW TO DO IT

- Read the question carefully and underline the key words.
- Structure the composition as follows:
 - A short introductory paragraph saying what you are going to do.
 - Two or three (well-connected) points on one side of the argument supported by examples.
 - Two or three points on the other side of the argument. If appropriate, opinions should be supported by examples.
 - A short concluding paragraph containing your opinion.
- Use a good variety of linking expressions for:
 - sequencing (firstly, first of all, to begin with, secondly, finally, to sum up etc)
 - adding information (also, moreover, furthermore, besides, as well as that, in addition to etc).
 - contrasting (however, while, on the other hand, although, but etc).
 - resulting (therefore, so, consequently, as a result etc).

ARTICLE

Articles are for a magazine or a newsletter and they should be informal.

HOW TO DO IT

- Underline the key words in the question.
- Decide **who** you are writing for and **why**.

- Write as if you were talking to the reader. Use the first paragraph as an introduction and ask the reader one or more questions.
- Present your arguments in two paragraphs. Remember to use a variety of vocabulary and make it as interesting as possible to keep the reader's attention. Remember to express your own opinions.
- Use the last paragraph to try to make the reader think about what he or she has read.

REPORT

A report contains facts and information and should be impersonal. The format is very important.

HOW TO DO IT

- Divide the report into sections and decide on the order of the sections.
- Think of headings which clearly show what each section is about. For example:
 - Introduction / Title 1 / Title 2 / Conclusion – Recommendations - Suggestions
- The language should be quite formal.
- Use numbers or points to highlight the main points.
- Give your opinion and recommendation in the final section, using the expressions you have studied.

LETTER OF APPLICATION

This is a formal letter you write to try to get a job.

HOW TO DO IT

- Remember the expressions used to start formal letters (Dear Sir/Madam, Dear Ms Peters etc).
- In the first paragraph, say which job you're applying for and where and when you saw it advertised.
- Organise the letter so that it includes all the points mentioned in the question. Say why you think you should get the job. Use the expressions we have studied.
- End the letter in a suitable way (Yours faithfully, or Yours sincerely,).

INFORMAL LETTER

Informal letters are always for a friend and the style should be informal and friendly.

HOW TO DO IT

- Read the question carefully and underline the key words.
- Start with Dear and the person's name (NOT Dear friend).
- Organise the letter into clear paragraphs:
 - Introduction: Say sorry for not writing sooner and say why. Thank your friend for his / her last letter.
 - Plan 2 more paragraphs which include relevant information.
 - In the final paragraph, use a set expression such as "I'd better go now as I have to finish my homework. I'm looking forward to hearing from you soon." and mention the next time you'll see the person you're writing to.
 - Finish in an appropriate way (All the best, Best wishes etc).
- Think of suitable vocabulary and use as wide a range as possible.
- Keep the tone friendly and informal, using contracted verb forms, phrasal verbs and informal expressions.

REVIEW

Reviews are usually written for a magazine, newspaper or website and you have to describe a film, a play, a book, a holiday, a product, a website or a restaurant. A review will normally include a recommendation to the reader.

HOW TO DO IT

- Read the question carefully and underline the key words.
- Give your review an appropriate title.
- Remember that a review should be written in a friendly, chatty style and should include vocabulary which is relevant to the subject.
- The first paragraph of the review should include information about what you are reviewing and capture the reader's attention.
- Give a brief description in the second paragraph.
- Give your opinion in the third paragraph.
- Write a conclusion and your recommendations in the final paragraph.

SHORT STORY

Stories are usually for magazines or for competitions and the readers are usually other students. A story must be interesting and entertaining.

HOW TO DO IT

- The question tells you how to start (or finish) the story and you **MUST** use that sentence in the appropriate place.
- Relate the story to that sentence.
- The structure is important. A story must have a beginning, a middle and an end, organised into paragraphs.
- Use the past continuous to describe the background situation and the past simple for the action of the story.
- Use a variety of interesting vocabulary.
- Use time phrases to show when things happened (....., as soon as....., It wasn't until....., Eventually,.....).
- **MAKE THE STORY INTERESTING.**