

USEFUL EXPRESSIONS

Writing Guide

1 ESSAY

Useful vocabulary

- There are many advantages/ disadvantages of
- The main advantage/ disadvantage of
- For instance,
- For example,
- Because of
- It is said that
- Nowadays,

Expressing opinion

- In my opinion,
- To my mind,
- As I see it,
- From my point of view,
- To be honest,
- According to...
- Personally, I think...
- I believe,

Giving arguments

- To begin with,
- Firstly,
- Secondly,
- What is more,
- Moreover,
- In addition,
- However,
- On the one hand,
- On the other hand,
- Nevertheless,
- Last but not least,
- To sum up,
- All in all,
- All things considered,

Types of essay:

- For and against
- Opinion

Tips!

1. Use a formal style.
2. Do not use short forms or colloquial expressions.
3. Remember about introduction, the main body and conclusion
4. Use linking expressions and useful phrases.



2 SHORT STORY

Adjectives

- amazing
- creepy
- disgusting
- breathtaking
- amusing
- cowardly
- brave
- impressive
- thrilling
- intriguing
- hazardous
- hilarious

Adverbs

- accidentally
- carelessly/carefully
- deliberately
- suspiciously
- reluctantly
- unexpectedly
- rapidly
- anxiously
- mysteriously

Useful vocabulary

- One day,
- At first,
- At the beginning,
- Before this,
- After that,
- Later/ Next,
- In the end,
- Finally,
- Meanwhile,
- While
- As a result,
- As soon as
- Suddenly,

Tips!

1. Use a variety of narrative tenses.
2. Use adjectives and adverbs to add more details and make the story more interesting.
3. Use linking words to make the sequence of events clear.
4. Organize your story in paragraphs.
5. Choose a title for your story.
6. Sum up your story & include the punch line or your comment on the events.

3 ARTICLE

Useful language

- For instance,
- Another thing we can do is...
- We can also
- To begin with,
- In most cases,
- As the study/research shows,
- According to...

Tips!

1. Use the appropriate style.
2. Organize your article in a few paragraphs. (introduction, main body, conclusion).
3. Remember about a title that will attract readers.

4 E-MAIL

Types of e-mail:

- Formal
- Informal

FORMAL EXPRESSIONS

- Dear Sir or Madam,
- I am writing with reference to...
- I am writing to enquire about...
- I have some doubts concerning...
- Could you please let me know if...
- I look forward to hearing from you.
- I would be grateful for a quick reply.
- Thank you in advance.
- Yours sincerely,
- Yours faithfully,
- Best Regards,

Useful vocabulary

- Dear...,
- How are you doing?
- Hope you're fine.
- Sorry for not writing for so long.
- It was a pleasant surprise to hear from you again.
- I'm writing to tell you that...
- Guess what happened!
- You won't believe it!
- A quick e-mail to let you know that...
- I was wondering if...
- Well, that's all for now.
- Anyway, I have to finish now.
- Hope to hear from you soon.
- Let's keep in touch.
- Regards,
- Hugs and kisses,

Tips!

1. Choose an appropriate style.
2. Organize your e-mail in a few paragraphs.

Notes

1. Begin your e-mail e.g. Dear John,
2. Introduction
3. Ending e.g. That's all for now.
4. Finish your letter e.g. Love, XYZ