

Letter of complaint

Structure

Dear Sir or Madam,

Paragraph 1. I am writing to complain about ... (place + time)

Paragraph 2. First of all ... (1st problem + details)

Paragraph 3. Secondly, ... (2nd problem + details)

Paragraph 4. I feel strongly that ... (your opinion of the situation)

Paragraph 5. Under these circumstances I believe that I am owed an apology and that I should receive some form of compensation. I look forward to hearing your views on this matter.

Yours faithfully,

Useful vocabulary:

I feel strongly that...

I (strongly) believe...

In my opinion

In my view

Your service was inadequate (= not good enough)

I am afraid to say

It did not live up to my expectations

Dissatisfied

Formal, no contractions

Article

Structure

Title

Paragraph 1: personal story to introduce the topic

Paragraphs 2 and 3: main topic, positive and negative examples to reflect your opinion, own experience or observations can be used

Paragraph 4: summary, ask an open-ended question, answer it with your own opinion

Informal, subjective, colorful language, dramatic adjectives

Balanced / For and against essay

- 3 arguments in favour of the statement

- 3 arguments against the statement

Structure

Title

Introduction: interesting fact, questions - Get the reader's attention!

Paragraph 1: 3 arguments in favour - Justify! Quotes, facts, statistics, examples, shared experience, common knowledge

Paragraph 2: 3 arguments against

Conclusion: state your opinion, summarise arguments, draw a conclusion

Balanced / For and against essay (cont)

Do not use "I" in the essay, only in the conclusion. Only state your opinion in the conclusion.

+ : in advantage, in favour, benefit

- : disadvantage, against, drawback

Vocabulary:

We have all seen...

It is common...

Formal, no contractions

Book review

Structure

Title

Paragraph 1: Title, author, genre, setting - SHORT

Paragraph 2: outline the plot+ main characters (use present simple, present continuous, present perfect)

Paragraph 3: strength/weaknesses - write at least 1 piece of criticism

Paragraph 4: summary, recommendation - to who do you recommend it?

Vocabulary:

engaging, lugubrious, gripping, heavy-going, dull, moving, depressing, entertaining, fast-moving, haunting, thought-provoking, implausible, intriguing

Use as many adjectives as you can.

Not too informal, no spoiler.

Letter to the Editor

Structure

Dear Sir or Madam,

Paragraph 1: when the article was published, why you take issue with it

Paragraph 2 and 3: Specific examples, why you disagree with the content, supporting reasons

Paragraph 4: recommendation of how to solve the problem, ask for: apology/correction/retraction/more balanced reporting

Yours faithfully,

Vocabulary:

Disrepresenting what sb said

To prove/disprove a statement

Imbalanced article

Remember that the letter is to be published in the newspaper.

Formal, no contractions