

English CAE preparation Cheat Sheet

by herre via cheatography.com/102549/cs/21225/

STYLE

Do not use contractions

Use passive forms whenever possible

Use relative clauses to join ideas: *The* period during **which** he lived was full of uncertainty

Use these *formal* words: like → such as / kids → children

a lot (of) → many / a large number of + countable noun

a lot (of) → much / a great amount of / a great deal of + uncountable

a lot (intensity) → very much / significantly / dramatically

Avoid using the word *things / something*, etc. Use a more specific word (*problems*, *situation*, *solutions*, *subjects*, and so on)

Never omit the subject pronoun: *Many* people

Do not use *unnecessary* subject pronouns: This is a problem which it is essential to solve

Make sure the subject and the verb agree: Attracting tourists involves improving local facilities

(SINGULAR SUBJECT → attracting tourists + SINGULAR VERB → involves)

Generally speaking

Annoyingly,... Naturally,... Strangely,... Surprisingly,... Evidently,... Indeed,... In fact,... Admittedly,... Presumably,...

Evaluating ideas - Dismissing contrary arguments

	l de la companya de
•	0
I think it is true that	I totally disagree with the point that
I totally agree with the point that	It is questionable whether
I am sure whether	It is true thatOn the other hand,
Although it is true that, we must remember that	I agree that However,

Evaluating ideas - Dismissing contrary arguments (cont)

It could be argued	Notwithstanding
thatHowever, I	the claim that, I
would like to point out	would argue
that	that
It may be true that,	In no way can I
but all too often	agree that
Surely it is completely	In no way can I
unacceptable that	agree that

Making an argument in writing

I will discuss two possible approaches to this issue

I will discuss two advantages / priorities

The first option to consider

The first idea is to

A second alternative / tactic

Compared to

Lead to

I would argue that

Not only... also

In addition

To sum up

In my view / Overall

First of all / To begin with / In the first place

Firstly... Secondly.... Finally

It is also important to note that

In light of the results above

Regarding _____ / According to my survey

In terms of ____ / As for ___

Another example of is

I have come to the conclusion that

My final point is that

One possible solution is

What is more / Moreover

A further point is

I would like to make the following recommendations

This proposal is intended to

FORMAL WRITING (Reports and proposals)

Genera-		
lising		
On the		
whole,		
present / discuss / examine / evaluate		
This report (outlines/looks at)		

Making recommendations and concluding

This report is based on...

It is clear In light of the above, we from believe the followingmeacustomer sures should be adopted... feedback that... With regard to..., the general view seems to In the light In the short/long term, we of (this suggest you should year's experience),... Perhaps the consider... most effective way of... If the My recommendations are as (centre) is follows:... to attract more customers, it is vital that... In my view, in future, we should... It would be To improve the situation, we a good idea recommend... to... It is (there-It is recommended that... fore) believed / obvious that...would be Ideal for... To sum up,...To conclude,... It would I hope that the plan outlin-(not) be ed/presented in this advisable / practical to... We sugges-Report meets with your t/propose approval... that... We sugges-I hope that the recommendt/propose + ations outlined/ presented in this report will receive your ing



Published 25th November, 2019. Last updated 3rd December, 2019. Page 1 of 2. Sponsored by **CrosswordCheats.com** Learn to solve cryptic crosswords! http://crosswordcheats.com

serious consideration