
Writing Guide
for the
Cambridge C1 Advanced
Exam

Table of contents

Section 1. Writing Exam Structure	3
1. 1. Two-part exam	3
1. 2. Writing: 4-step process	3
1. 3. Time management	6
1.4. Register	6
1.5. Grading	9
Section 2. Writing Exam Part 1	10
2.1. Essay	10
Section 3. Writing Exam Part 2	15
3.1. Types of texts	15
3.2. Formal letter/email	15
3.3. Informal letter	21
3.4. Proposal	25
3.5. Report	30
3.6. Review	35
References	40

Section 1. Writing Exam Structure

1. 1. Two-part exam

Part 1	Essay
Part 2	Choose one:
Formal letter/email	e.g. writing a job application <i>or</i>
Informal letter/email	e.g. writing to a cousin.
Proposal	e.g. suggesting a solution to a problem.
Report	e.g. summarising information and making a recommendation to your boss.
Review	e.g. giving your opinion of a book in a blog.

1. 2. Writing: 4-step process

Writing well has four fundamental steps:



Step 1. Identify key words

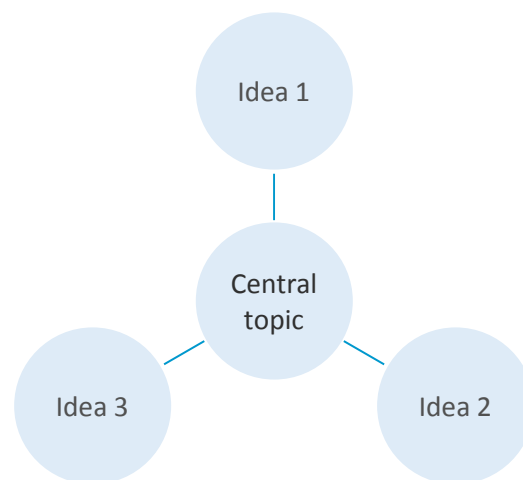
Identify...	Helps with...	Essential for high grade in...
... whom are you writing	Correct register	Communicative achievement
... what you are writing	Correct style	Communicative achievement
... what ideas you must include	Relevant Content	Content

Step 2. Organise

Organisation is 25% of the grade in the writing paper. **A plan** is essential to organise the content into paragraphs that transmit your ideas clearly.

Here are three methods that are useful in planning proposals, reports, reviews, etc.

1. Brainstorming related ideas:



2. Organising ideas e.g. contrasting positive versus negative aspects of different ideas:

	Positive aspects	Negative aspects
Idea 1:		
Idea 2:		

3. Listing paragraphs:

- ▶ Introduction: Background of topic & introduce ideas 1 & 2.
- ▶ Develop idea 1.
- ▶ Develop idea 2.
- ▶ Conclusion: Evaluation of idea 1 & 2.

Step 3. Write

Write the recommended number of words (220-260): You will NOT be directly penalised for writing more, or less, than the recommended word limit. However, it may negatively affect your grade in other areas:

▶ **Writing that is too long:**

- **Content.** You have included content that is irrelevant.
- **Language.** You have run out of time and are unable to check your work and correct mistakes.

▶ **Writing that is too short:**

- **Content.** You will lose points if you have not included all the points and developed your ideas sufficiently.

TIP

Before the exam, practise the recommended word limit in the time allowed.

Step 4. Check



Stop writing and check your work: It is essential to check, check and check again to **maximise your grade in language.**

1. 3. Time management

As can be seen below, writing takes up only 60 % of the time.

Writing Paper exam	90 minutes (2 tasks)
Two writing tasks to complete:	45 minutes per task
1. Reading question and identify content:	2 minutes
2. Organising ideas:	6 minutes
3. Writing:	27 minutes
4. Checking:	10 minutes

TIP

When practising, limit your time to that of the exam.

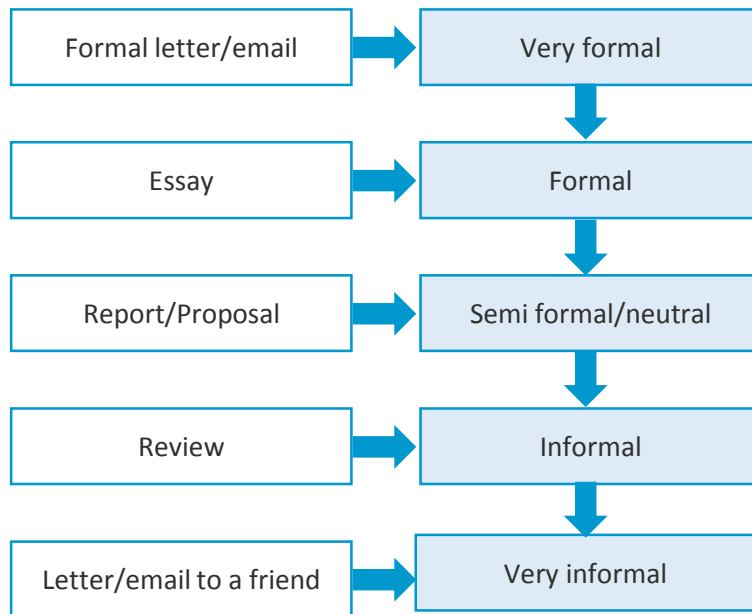
1.4. Register

Formal or informal?

Using the correct style (register) is critical to scoring high in **Communicative Achievement**.

To determine the style, you first need to decide:

- ▶ To whom you are writing.
- ▶ What your purpose is.



Formal or informal linking words and discourse markers?

Formal and informal discourse markers should NOT be mixed in the same piece of writing.

Semi-formal/neutral markers can sometimes be adapted to a more, or less, formal style, if appropriate to context.

Do not over-use, as this can seem artificial.

FORMAL REGISTER, e.g.:				
Listing	Adding more information	Contrasting information	Summarising	Referencing
First and foremost,	Moreover,	In contrast,	Therefore,	Regarding...
Initially	Furthermore,	However,	Accordingly,	With reference to...
Further	Additionally,	Nonetheless,	Consequently,	With regard to...
Subsequently	In addition,	Nevertheless,	Thus,	In relation to...

SEMI FORMAL/NEUTRAL REGISTER e.g.:				
Listing	Adding more information	Contrasting information	Summarising	Referencing
Initially	Likewise,	Although,	Therefore,	Generally,
Subsequently,	In addition,	Even though,	Accordingly,	In general,
Further	Additionally,	Whereas,	Overall,	In most/many cases,
Lastly,	Similarly,	Besides...,	As a result,	In relation to...,

INFORMAL REGISTER e.g.:				
Listing	Adding more information	Contrasting information	Summarising	Referencing
After...,	Also,	But...,	Anyway/Anyhow	Since...,
Then,	As well as...,	Or	Because,	So,
Next,	Just as...,	Though,	At any rate,	Well...,

Avoid *firstly/secondly/thirdly; on the one hand/on the other hand.*

Common positioning and punctuation of discourse markers

Discourse marker at beginning of sentence. Follow with a comma:

- ▶ Formal: *Further to your letter, I would like to add...* (adverbial phrase).
- ▶ Informal: *Well, you know that pub I went to for my birthday...*

Discourse marker in middle of sentence. Precede and follow with comma:

- ▶ Formal: *I would like to add, however, that I strongly disagree.*
- ▶ Informal: *I really don't agree, and, at any rate, what does it matter?*

1.5. Grading

A maximum of five points are awarded for each area:

Language (25%. 0–5 points):	Organisation (25% 0-5 points):
<ul style="list-style-type: none"> ▶ Use complex clauses and a varied range of structures. ▶ Accurate language. ▶ Be ambitious. 	<ul style="list-style-type: none"> ▶ Paragraphing makes sense. ▶ Ideas in a clear and logical order. ▶ Good use of linking devices for continuity and contrast of ideas. ▶ Easy to read.
Communicative Achievement (25%. 0-5 points):	Content (25% 0-5 points):
<ul style="list-style-type: none"> ▶ Appropriate register and tone. ▶ Interesting writing. ▶ Complex ideas expressed clearly. 	<ul style="list-style-type: none"> ▶ All the points are covered and developed. ▶ All content is relevant.

Cambridge English: Advanced (CAE) Writing Examiners use the following assessment scale, extracted from the one on the previous page:

CI	Content	Communicative Achievement	Organisation	Language
5	All content is relevant to the task. Target reader is fully informed.	Uses the conventions of the communicative task with sufficient flexibility to communicate complex ideas in an effective way, holding the target reader's attention with ease, fulfilling all communicative purposes.	Text is a well-organised, coherent whole, using a variety of cohesive devices and organisational patterns with flexibility.	Uses a range of vocabulary, including less common lexis, effectively and precisely. Uses a wide range of simple and complex grammatical forms with full control, flexibility and sophistication. Errors, if present, are related to less common words and structures, or occur as slips.
4	<i>Performance shares features of Bands 3 and 5.</i>			
3	Minor irrelevances and/or omissions may be present. Target reader is on the whole informed.	Uses the conventions of the communicative task effectively to hold the target reader's attention and communicate straightforward and complex ideas, as appropriate.	Text is well organised and coherent, using a variety of cohesive devices and organisational patterns to generally good effect.	Uses a range of vocabulary, including less common lexis, appropriately. Uses a range of simple and complex grammatical forms with control and flexibility. Occasional errors may be present but do not impede communication.
2	<i>Performance shares features of Bands 1 and 3.</i>			
1	Irrelevances and misinterpretation of task may be present. Target reader is minimally informed.	Uses the conventions of the communicative task to hold the target reader's attention and communicate straightforward ideas.	Text is generally well organised and coherent, using a variety of linking words and cohesive devices.	Uses a range of everyday vocabulary appropriately, with occasional inappropriate use of less common lexis. Uses a range of simple and some complex grammatical forms with a good degree of control. Errors do not impede communication.
0	Content is totally irrelevant. Target reader is not informed.	<i>Performance below Band 1.</i>		

Section 2. Writing Exam Part 1

2.1. Essay

Part 1: Compulsory question

There will only be one question with a short text.
You must write an essay.

Reasons for writing

- ▶ Write an essay based on points included in the text.
- ▶ Give reasons for your opinion.
- ▶ **NOTE:** It is essential to show your ability to select, defend and evaluate ideas.

Style

- ▶ Write in third person throughout, using an objective style.
- ▶ **Exception:** thesis statement (e.g. *Here, I will argue that...*) and conclusion (e.g. *I would argue that...*) may briefly use the first person.
- ▶ Use the passive voice where appropriate: *it is argued that....* **Not:** **I believe...*

Structure

- ▶ An essay is made up of defined parts that provide cohesion to the writing.
- ▶ Each part plays a role in providing structure to the argument. See table below.

Paragraph 1 Introduction	Background: Introduce topic.
	Thesis statement: <i>This essay will discuss...</i> [Idea 1 and idea 2].
Paragraph 2	Paragraph leader: Express idea 1 in one sentence.
	Paragraph body: Develop idea 1.
Paragraph 3	Paragraph leader: Express idea 2 in one sentence.
	Paragraph body: Develop idea 2.
Paragraph 4 Conclusion	Summary: Evaluate ideas 1 and 2.
	Future suggestion, comment. Closing comment or question (optional)

Remember:



Step 1. Identify key words

You **must** answer this question. Write your answer in **220 – 260** words in an appropriate style. You have 45 minutes.

1 Your school has received a grant from the local authorities. You have attended a school meeting to discuss how the money should best be spent. You have made the notes below:

How should the grant be spent?

- ⇒ playground
- ⇒ computers
- ⇒ library

Some opinions expressed in the discussion:

"The children need shade in the playground."

"Children already spend too much time with screens!"

"The library hasn't got enough reading books"

Write an essay discussing **two** of the possible ways to spend the grant from your notes. You should **explain which improvement is more important** for your pupils, **giving reasons** in support of your answer.

Step 2. Organise

Paragraph	Function	What to say
Paragraph 1 Introduction	Background	<i>Funding important for schools.</i>
	Thesis statement: Mention idea 1 & 2, and which is more important, e.g.: <i>This essay will discuss /Here I will argue....</i>	<i>Playground (developing friendships). Library (learn to enjoy reading). Both important in education, though sometimes forgotten.</i>
Paragraph 2 leader	Idea 1	<i>Children learn through play.</i>
Paragraph 2 body	Justify idea 1	<i>Shade to avoid sunburn in summer. Freedom to express themselves. Make friends. Relax in between classes.</i>
Paragraph 3 leader	Idea 2	<i>Books-fundamental for learning.</i>
Paragraph 3 body	Justify idea 2	<i>Explore new ideas. Discover passion for reading.</i>
Paragraph 4 Conclusion	Summary: State which idea of the two is more important. Justify selection.	<i>Both time spent in the playground and library are necessary for child's full development. Developing the playground. Learn life skills through play</i>
	Future suggestions	<i>Maybe library in future?</i>

Step 3. Write

Paraphrasing, rather than repeating words in the questions, shows understanding

Start with background knowledge

Paragraph leaders clearly state the main idea of the paragraph.

-ing form of verbs can act like nouns. Formal writing often contains more nouns.

Discourse markers, followed by comma, provide additional structure to the text.

The decision on how to best allocate school funds can greatly affect the functioning of each educational centre. Here, I will argue that while traditional schools may mainly focus on formal learning, both the playground and the library are pivotal in education, and indeed, to a child's full development.

Schools should include facilities such as playgrounds. Recent learning theories support multiple intelligences, such as Inter- and intrapersonal skills. These are fundamental life skills which children learn through play. Moreover, if we invest in a sunshade as suggested in the meeting, we protect young children from sunburn and heatstroke. In a country such as Spain with such high summer temperatures, playing for prolonged periods of time in the sun can be dangerous.

Books are a fundamental learning tool for discovering and exploring new ideas. Providing a well-stocked library offers the opportunity for children to discover a passion for reading. Clearly, children can only develop this passion if we provide ample opportunities and repeated exposure to books. We could also provide a weekly story telling activity for younger children who cannot yet read.

Therefore, I would argue that both the playground and the library are among the most important facilities a school can provide, and both critically require funding in our school. However, due to the current state of disrepair, a well-developed playground is arguably the most urgent. If additional funding becomes available in the future, this could be invested in improving the library.

Step 4. Check



Practice! Read the following questions and write an essay in 45 minutes.

You **must** answer this question. Write your answer in 220-260 words in an appropriate style. You have 45 minutes.

1. Your local sports club has received a donation. You have attended a meeting to discuss how the money should best be spent. You have made the notes below:

How should the donation be spent?

- ▶ exercise machines
- ▶ more classes
- ▶ additional staff

Some opinions expressed in the discussion:

“The machines are always busy.”

“I can never join a class as I’m working at that time!”

“There aren’t enough monitors to help members.”

Write an essay discussing **two** of the possible ways to spend the donation from your notes. You should **explain which improvement is more important** for the club members, **giving reasons** in support of your answer.

Section 3. Writing Exam Part 2

3.1. Types of texts

Choose **one** from a selection of three. The possible models are:

- ▶ **Formal or informal letter/email** (e.g. writing a job application or writing to a cousin).
- ▶ **Proposal** (e.g. suggesting a solution to a problem).
- ▶ **Report** (e.g. summarising information and making a recommendation to your boss). **Review** (e.g. give your opinion of a book or film in a blog).

3.2. Formal letter/email

Reason for writing

To reassure someone, justify a course of action, or correct a misunderstanding. For example:

- ▶ Letter or email of application (for a job).
- ▶ Letter or email of complaint.

Style

A letter of application (for a job etc.) is one of the most formal of all writing styles, with very strict conventions in its opening and closing sentences.

An email of application will still follow a formal style but may use less strict conventions.

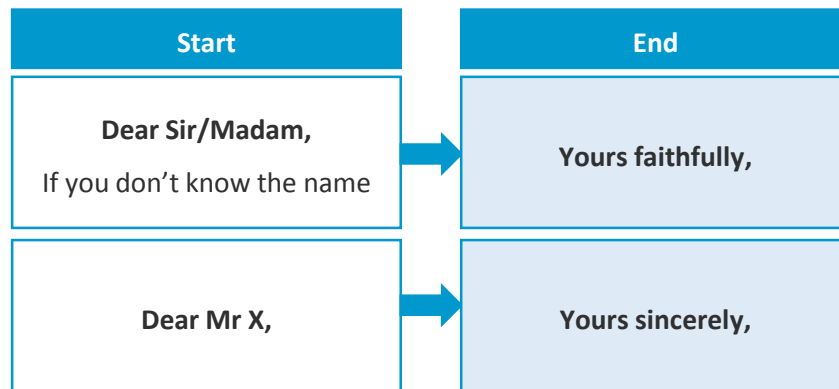
Write in the first person where appropriate.

Structure

Use paragraphs to structure your writing and give coherence to your ideas:

Opening	<i>Dear...</i>
Paragraph 1	Introduce the topic/ state reason for writing.
Paragraph 2	Develop the topic. Give description and details.
Paragraph 3	Further discussion if necessary.
Paragraph 4	Discuss the desired result of the letter. Suggestions, recommendations, closing comments.
Sign off	<i>Yours sincerely, faithfully</i> (depending on title used).

Starting and ending the letter



Useful language

Opening sentences (letter of application)

*I am writing **to apply for** the post / position of ... as advertised in (newspaper/ date)...*

*I am writing **in reference to** your advertisement, from the (newspaper/ date)...*

Opening sentences (letter of complaint)

*I am writing **with regard to** the article entitled (when/where) to express **my concern about /disapproval of** (reason for writing)...*

*I am writing **in reference to** the article entitled (when/where) to express my **disappointment with/dissatisfaction with** (reason for writing)...*

Body (letter of application)

I am sure that I would be successful in this post as I...

I am particularly interested in completing (the course) as...

Body (letter of complaint)

Firstly, / To begin with, / I would like to state that/ I would like to point out that...

In fact, / furthermore, / moreover, / in addition, / finally,

According to (your article),

Your (article) states that ... However,

Closing sentences of a letter of application

I very much hope you will (desired result)

I would appreciate it/be grateful if you would (desired result)

I look forward to receiving/seeing (desired result)

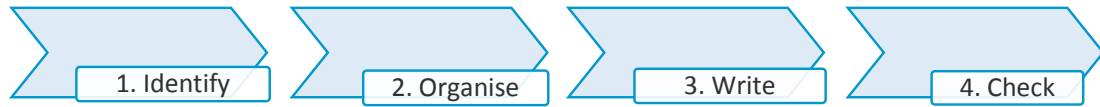
Desired result a letter of complaint

I trust you will (desired result)

It seems only fair that you should (desired action)

Considering the above, (I feel I am entitled to a full refund and a formal apology)

Remember:



Step 1. Identify key words

You recently read an article in a daily newspaper. You feel that it portrayed young people inaccurately and negatively because it focused on problems such as being addicted to technology and mobile phones and showing a lack of respect to others. You have decided to write a letter to the newspaper editor to comment on the article, stating your opinions. Write your **letter**.

Step 2. Organise

Who to?	Newspaper editor.
Register?	Very Formal. No name. <i>Dear Sir/Madam</i> .
Paragraph 1	Disagree with opinion about young people.
Paragraph 2	Article was wholly negative. Should have included positive points.
Paragraph 3	Describe good points- not just mobile phones also: sport, music. Good with technology.
Paragraph 4	Not badly behaved. Example: volunteer work.
Paragraph 4	Recommendation-publish another article with more balanced view.
Sign off	<i>Yours faithfully</i> .

Step 3. Write

Correctly follows formal letter writing conventions when opening the letter

Dear Sir/Madam,

I am writing in reference to the article entitled "The young problem" which appeared in the latest edition of your magazine to express my dissatisfaction with the image presented of young people today.

Firstly, I consider that the article presents a wholly negative view of today's young people. In my experience, there are many positive points that could have been made in the article.

Formal discourse markers and cohesion

We all know that young people have been born in a technological society surrounded by smart phones, however they are also engaged in far more extracurricular activities, such as sport, music, and language activities. Their command of technology will create more opportunities to find a good job.

Furthermore, it is not true that all young people are badly-behaved. Many young people show respect for others in different situations and they are involved in voluntary work when they finish their degrees. Additionally, in many schools they can participate with less fortunate people who are sick in hospitals.

In my opinion, a good education when they are children will solve these problems and they will be well-behaved and use technology correctly.

Correctly follows formal letter writing conventions to sign off

I am a dedicated reader of your magazine and I would be grateful if you would consider publishing an article taking into account this alternative point of view in the future editions of your magazine.

Yours faithfully.

Step 4. Check



TIP

Starting the paragraph in a formal letter can be the trickiest part.
Learn 1 or 2 opening sentences to help you.



Practice! Write a formal email/letter in 45 minutes.

You recently bought tickets for a tour of a historic site while on holiday. You feel that the tour was unsatisfactory as the driver was late picking you up from the hotel. As a result, you had less time to spend at the site before returning. You have decided to write a letter to the tour company, stating your dissatisfaction and suggesting a possible solution.

Write your **letter**.

3.3. Informal letter

Reason for writing

- ▶ Email/letter to family member or friend.
- ▶ Ask for a favour/ a request for help.

Style

- ▶ A relaxed style with a very light tone.
- ▶ Mimic your style of speaking.
- ▶ Use exclamation marks and informal punctuation.
- ▶ Keep it fun/light-hearted if appropriate.
- ▶ Write in the first person.

Structure

Use paragraphs to structure your writing and give coherence to your ideas:

Paragraph 1	Greeting. Setting up response for paragraph 2.
Paragraph 2	Idea 1 of required content + justification.
Paragraph 3	Idea 2 of required content + justification.
Paragraph 4	Closing sentences. Signing off.

Useful language

Start	End
Dear... Hi there!	Regards (email-neutral) From (letter-neutral) Love (family & best friends)

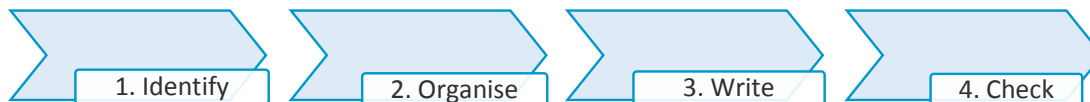
Opening paragraph

Great to hear from you!
Hey! How are you?

Closing paragraph

Write back as soon as you can.
Can't wait to hear what happens!
Write soon!

Remember:



Step 1. Identify key words

You have received an email from an English friend:

I'm loving my new job. I've met loads of new friends and guess what? I'm going to be attending a meeting in your town next month!
I'm arriving mid-week and I get to spend the weekend there, and I really want to get to know the town. So, please fill me in! Tell me where I should go, when and why?
Can't wait!
Love. Claire

Write your **email** in reply. You do not need to include the email address.

Step 2. Organise

Topic	Weekend trip to my town.	
Who to?	Friend.	
Register?	Very informal.	
Where to go?	Castle.	Pub.
When to go?	Early or late.	Book a table if evening.
Why?	Spectacular views. Avoid crowds.	Good food. Cheap. Very busy.

Step 3. Write

Hi there!

Great about your job! I'm so pleased for you! I know you were really worried about starting at the office. Really excited that you are coming here! I can't wait — haven't seen you in ages. Are you coming with your colleagues or alone? If you are coming alone, you can stay at my place. Let me know if you need picking up from the station.

Places to go? Well, there's no missing the castle up on the hill. It's a nightmare to walk all the way up there, but it will worth it! The views are spectacular! And the castle is really well-maintained. Looks like one of those Disney castles! Best avoid the crowds as it gets really packed, so I'd go either first thing or last thing in the evening.

Where else? Well, you know that pub I went for my birthday? I sent you a selfie of me outside. It was built in the 1600s so it's a really attractive place. They've got fabulous food, and it's pretty good value —not pricey at all. I'd definitely phone up and book though, if you go in the evening. It's impossible to get a table otherwise. Not quite so busy at lunchtime, so maybe better then.

I think they might be turning on the Christmas lights that week, so if you are lucky you'll get to see the display over the harbour —that can be amazing at night. But you know how cold it gets over here in December —make sure you wrap up! You'll freeze, if not!

Can't wait to see you!

Lots of love,

Callouts:

- Omission of *I'm* upon starting sentence is very colloquial.
- Rhetorical questions maintain informal style
- Where
- Use contractions in informal texts
- Why
- Consistently chatty informal style throughout
- When

Step 4. Check



TIP

Do NOT use formal language and discourse markers to show off your knowledge. Keep a chatty informal style throughout.



Practice! Read the following question and write an informal email/letter in 45 minutes.

You have received an email from an English friend:

... Don't worry! Of course I'll look after your sister while you're away. Especially as you say she is really looking forward to staying with me!

As she is going to be here over the weekend, let me know what she enjoys doing. And tell me about what she likes to eat! I'll go shopping before she gets here, and I'll buy her favourite treats!

Enjoy your trip!

Write your **email** in reply. You do not need to include the email address.

3.4. Proposal

Reason for writing

- ▶ Suggest a solution to a problem.
- ▶ Written for your manager, a professional group or a school administrator.

Style

- ▶ Support your suggestion with factual information and be persuasive.
- ▶ Semi- formal or neutral language.
- ▶ Use headings/bullet points to aid organisation for easy reference.
- ▶ Make sure you answer the *who/what, why* and *how* of the problem.

Structure

Use paragraphs to structure your writing and give coherence to your ideas:

Paragraph 1	Introduction. General background
Paragraph 2	Reason for problem.
Paragraph 3	Recommendation/suggestion to solve problem.
Paragraph 4	Further details of recommendation/suggestion.
Paragraph 5	Concluding comments.

Useful language

Opening

- ▶ Use a very simple title (*Proposal for _____*)
- ▶ The first section should describe the problem and the possible solutions.

Closing

- ▶ Make your recommendation.

Presenting and contrasting arguments

The main argument in favour / against is...

First of all, I should like to consider...

The first point I would like to consider/to be considered is...

To make the problem clear, I would like to present some examples of...

Apart from that...

Even though / In spite of...

What is more...

What matters most in this case is...

There is no doubt that...

Reasoning

Because of / As a result of

On account of...

Owing to / Due to / Therefore

Concluding

To sum up, it could be said that...

On this basis, I can conclude that...

Having proved this, I would like to...

In conclusion, I would like to stress that...

Given this, it can be concluded that...

Remember:



1. Identify

2. Organise

3. Write

4. Check

Step 1. Identify key words

At a recent school committee plans were put forward for funding a new club for students. The club should be open to any student and can be related to any arts, cultural or sports activity. The committee is inviting proposals with suggestions as to which club it should be, why it would be beneficial, and details of how it would be organized.

Write your **proposal**.

Step 2. Organise

Who to?	<i>School committee.</i>
Register?	<i>Semi-formal.</i>
Paragraph 1	<i>Propose playing music club. Everyone can do it.</i>
Paragraph 2	<i>Beginning. Publish on school website. People register with instrument.</i>
Paragraph 3	<i>What and how. I can volunteer. Low cost. Enjoy music.</i>
Paragraph 4	<i>Where and when. Meeting room. Twice month.</i>
Paragraph 5	<i>Why? Conclusion. Music is special art.</i>

Step 3. Write

Clear title

PROPOSAL FOR A CLUB TO PLAY MUSIC

Playing an instrument is another way of communication and, overall, it is an art which everybody could be interested in. There is a belief about how difficult it is, but it is not true. Many people who work here can play an instrument: guitar, violin, piano, flute, percussion... and even a ukulele!

Concise headings allow easy reference

BEGINNING

We can start by publishing a notice on the website with an e-mail address and by asking people which instrument they play and which kind of music they like. As soon as we have this clear, we could make the groups.

WHAT AND HOW

The idea is that pupils can meet, get to know other people, and enjoy making music. The best thing is that as I love music, I could voluntarily conduct the groups or the orchestra by myself, and as people have their own instruments, the cost of this club would be quite low.

Another advantage is the fact that we could perform at local and school events. It will make people closer, and it will be good publicity for our establishment, too.

WHERE AND WHEN

I think the best place for our rehearsals is the meeting room on the second floor, where we could play on Friday afternoon after work without disturbing anybody. We could take turns and play once or twice a month, depending on each band's preferences.

WHY

Music is a special art that makes us better people, and we have the option to develop this activity under our roof, so I can assure you that choosing this club would be a good decision.

Step 4. Check



TIP

Clear headings can substitute discourse markers at the beginning of the paragraph.



Practice! Read the following question and write a proposal in 45 minutes.

There are plans to develop an old and badly maintained park in the town where you live. You feel that the park should be saved. You decide to write a proposal for the town council explaining why you think the park should be preserved, suggesting what could be done to modernize it and saying how the park could benefit local people.

Write your **proposal**.

3.5. Report

Reason for writing

- ▶ Evaluate your experience.
- ▶ Summarise information.
- ▶ Make a recommendation based on your evaluation.
- ▶ Written for your manager, a professional group, or a school administrator.

Style

- ▶ Semi- formal or neutral language.
- ▶ Concise and well organised.
- ▶ Use headings/bullet points to aid organisation for easy reference.

Structure

Use paragraphs to structure your writing and give coherence to your ideas:

Paragraph 1	Introduction. General background
Paragraph 2	Positive aspects of point 1.
Paragraph 3	Negative aspects of point 1.
Paragraph 4	Positive aspects of point 2.
Paragraph 5	Negative aspects of point 2.
Paragraph 6	Conclusion.

Useful language

Presenting and contrasting arguments:

The main argument in favour/ against is...

First, I should like to consider...

The first thing (I would like to consider) to be considered is...

To make the problem clear, I would like to present some examples of ...

Apart from that...

In spite of...

On the other hand...

What is more...

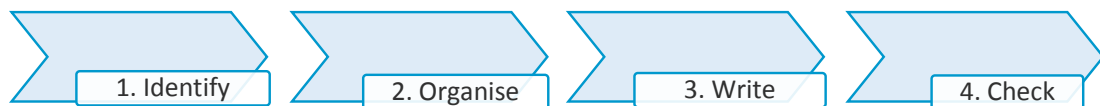
What matters most in this case is...

There is no doubt that...

Reasoning:

As a result of / On account of /Owing to /Due to

Remember:



Step 1. Identify key words

You have been asked to write a report for your company manager about the quality of the staff catering facilities provided at your office. In your report you should discuss how frequently the facilities are used, evaluate the advantages and disadvantages for the company and staff, and suggest improvements.

Write your report.

Step 2. Organise

Who to?	<i>Company manager.</i>
Register?	<i>Semi-formal.</i>
Paragraph 1	<i>Introduce topic. Evaluate catering facilities. Company staff. Problems: no food. Insufficient quality.</i>
Paragraph 2	<i>Problem 1: Failure to provide food due to error-caterers thought bank holiday.</i>
Paragraph 3	<i>Solution 1. Talk to company. Only close national holidays.</i>
Paragraph 4	<i>Problem 2: insufficient quantity due to extra personnel on training.</i>
Paragraph 5	<i>Solution 2: company dept. must provide caterers with dates for training.</i>
Paragraph 6	<i>Conclusion. Not necessary to change catering firm.</i>

Step 3. Write

*To: Company Manager
From: Marcos García
Subject: Evaluation and recommendation regarding the staff catering facilities in Avila office*

The aim of this report is to evaluate the staff catering facilities provided at the local office in Avila. The services are currently provided by an external company and are used by almost 100% of the personnel on a daily basis. Recently, two problems have been detected: failure to provide any food on one day, and insufficient quantity on another two days.

Failure to provide food
When contacted, the firm provided the following explanation: due to an error, the catering company had assumed that our premises would be closed on local public holidays, and had therefore not provided any catering. We have since explained that, as a nationwide company, we do not close on local public holidays, only national bank holidays. We have been assured that this error will not reoccur.

Insufficient quantity
Following two training periods where extra personnel from other offices had eaten at the Avila office, 12 people were not provided with food in the staff canteen. As a result, the company had to contact a take-away food service. Upon investigation, the catering company had not been informed beforehand of the training sessions, and had therefore not been able to provide sufficient portions. The company department responsible for this had been advised that they must inform the catering company of any training sessions to avoid this happening again.

Accordingly, I believe these episodes were isolated incidents and have been resolved satisfactorily. I do not believe it necessary to change the catering firm.

Format allows easy reference.

Each problem has a heading for easy reference.

Short conclusion provides summary and final evaluation.

Step 4. Check



TIP

Providing a subject at the beginning of the report helps you to clarify argument.



Practice! Read the following question and write an informal email/letter in 45 minutes.

You have been asked to write a report for your company manager about the quality of the staff sports facilities provided at your head office. In your report you should discuss how frequently the facilities are used, evaluate the advantages and disadvantages for the company and staff, and suggest improvements.

Write your **report**.

3.6. Review

Reason for writing

- ▶ Review a book, article, film, holiday etc.
- ▶ Describe and give your opinion.
- ▶ Written for a magazine, newspaper, or blog.

Style

- ▶ Use semi- informal language.
- ▶ Use first person where appropriate (*I think, I believe...*).
- ▶ Use headings/bullet points to aid organisation, if preferred.
- ▶ Make it enjoyable and interesting to read.
- ▶ Use exciting language to capture the reader's interest.
- ▶ Use rhetorical questions.

Structure

Use paragraphs to structure your writing and give coherence to your ideas:

1st paragraph	Overview of book/film/holiday/restaurant etc.
2nd paragraph	Greater detail on a book/film/holiday/restaurant etc.
3rd paragraph	Evaluate and make recommendation.

Useful language

Expressing opinions

In my opinion

Personally, I believe that...

I agree/disagree with...

I am in favour of...

I am against the idea of...

In my view...

If you ask me...

I believe that...

I sympathize with...

It seems to me that...

Rhetorical questions

Have you ever...?

Are you one of those people who think that...?

What would life be like if...?

What do you think about...?

Are you one of those people who...?

Remember:



1. Identify

2. Organise

3. Write

4. Check

Step 1. Identify key words

A travel blog has asked you to write a review of a hotel you have been to, explaining the kind of holiday maker this hotel would appeal to, and which aspects you would most recommend. You should include any ideas for improvement you feel this hotel should make.

Write your review.

Step 2. Organise

Who to?	<i>Travel blog.</i>
Register?	<i>Semi-formal.</i>
Paragraph 1	<i>Background of resort: Palm beach resort, 5-star, 5 pools. Garden.</i>
Paragraph 2	<i>Bad start. Plane delayed. Hotel room not ready.</i>
Paragraph 3	<i>Décor old fashioned but comfortable. Older guests?</i>
Paragraph 4	<i>Great breakfasts. Pancakes! Good variety.</i>
Paragraph 5	<i>Surrounding area- shops pricey.</i>
Paragraph 6	<i>Evaluation? Would recommend, but only with good deal. Not worth full price. Only for relaxing holiday.</i>

Step 3. Write

Palm Beach Resort appears in the brochure as an ideal holiday getaway. It is a five-star hotel right on the seafront that boasts 5 swimming pools and a large garden complex. A place to relax and enjoy yourself. The reality for us was somewhat different. We had a bad start to the holiday with the plane being delayed for six hours. And while that wasn't the hotel's fault and arriving at a hotel at midnight is never easy, when your rooms are not available it can seem like a nightmare instead of a dream holiday!

Informal discourse markers suit semi-informal style

Still, once that problem was sorted and we'd had a good night's sleep, things started looking up. The rooms were comfortable and spacious. Personally, I'd say the décor was a little old-fashioned and not really suited to a beach resort. It seemed to be catering for older guests. The balcony, though, was great with spectacular views overlooking the ocean- well worth the supplement. There was a lounging area which was ideal for a pre-dinner cocktail!

We had breakfast included in the price of the room. The breakfast buffet can only be described as plentiful and varied. Eggs and bacon were cooked in front of you, though the best part for me was definitely the pancake stand.

There area around the hotel contains mainly boutiques and some very small and expensive food shops —speciality foods, really, rather than a local supermarket to buy a baguette and beers to take to the beach.

Short summary to evaluate resort.

All in all, I would recommend Palm Beach Resort as long as you can get a good deal —I definitely wouldn't pay full price. Provided you aren't looking to live up dancing to the small hours and prefer a calm and relaxing break, this is a great choice —just hope you don't arrive late!

Step 4. Check



TIP

Think of and write about a real town/book/film that appeals to you. It will be easier to write about and more interesting to read.



Practice! Read the following question and write an informal email/letter in 45 minutes.

A travel magazine is looking for reviews of cities that are suitable to advertise as short city breaks. You decide to write about a town you know well. Explain the kind of holiday maker this break would appeal to, which places you would most recommend visiting, and why.

Write your **review**.

References

Cambridge Assessment (UCLES), (2018). *Cambridge English: Advanced (CAE)* [web file]. Retrieved from: <http://www.cambridgeenglish.org/exams-and-tests/advanced/>