

Writing Plan 1

Write a narrative.

- 1** Complete the chart below about something exciting, dangerous or funny that happened to you while travelling. It can be real or imaginary.

Paragraph 1

Time: Place:

Characters:

Paragraph 2

Events in the story:

Difficulties or feelings:

Paragraph 3

How difficulties were resolved:

.....

- 2** Use the information in the chart to write a narrative.

Paragraph 1

.....

.....

.....

Paragraph 2

.....

.....

.....

Paragraph 3

.....

Check Yourself ✓

Content – I included

- ☐ the time, place and characters
- ☐ the events in the story, difficulties or feelings
- ☐ how the difficulties were resolved

Language – I used

- ☐ connectors of contrast and time expressions correctly
- ☐ connectors of sequence correctly
- ☐ Present Perfect Simple / Past Simple / Past Perfect Simple correctly
- ☐ gerunds and infinitives correctly

Useful Language

At first, ...
We eventually ...
During the ... ,
In the end, ...
... months / years ago, ...
I was in / at ...
There was / were ...
I saw ...

→ WRITING GUIDE, WORKBOOK, page 130

Writing Plan 2

Write a report about a place.

1 Think of a building in your country or a building in another country you would like to visit.

2 Complete the chart below about the building.

Paragraph 1

Name: Location:

Paragraph 2

What it looks like:

What people can do there:

Its history:

Paragraph 3

Opinion:

.....

3 Use the information in the chart to write a report.

Paragraph 1

.....

.....

.....

Paragraph 2

.....

.....

.....

Paragraph 3

.....

Check Yourself ✓

Content – I included

- ☐ the name and location of the building
- ☐ what it looks like
- ☐ what people can do there
- ☐ its history
- ☐ my opinion

Language – I used

- ☐ connectors of cause correctly
- ☐ adverbs of degree correctly
- ☐ defining and non-defining relative clauses correctly
- ☐ *some / any / no* compounds correctly

Useful Language

The ... is a ...
It's near ...
It is the ...est ...
It looks like ...
In my opinion, ...
Visitors can ...
You might ...
It resembles ...
It isn't anything like ...
It was designed by ...

→ WRITING GUIDE, WORKBOOK, page 130

Writing Plan 3

Write an opinion essay.

1 Think about whether it is good for children to study for a year in a different country.

2 Complete the chart below with your ideas.

Paragraph 1

Presentation of the issue:

Opinion:

Paragraph 2

Supporting facts, reasons and examples:

.....

Paragraph 3

Summary, restatement of opinion:

.....

3 Use the information in the chart to write an opinion essay.

Paragraph 1

.....

.....

.....

Paragraph 2

.....

.....

.....

Paragraph 3

.....

Check Yourself ✓

Content – I included

- ☐ presentation of the issue and my opinion
- ☐ supporting facts, reasons and examples
- ☐ a summary or a restatement of my opinion

Language – I used

- ☐ expressions of opinion correctly
- ☐ connectors of addition correctly
- ☐ passive forms correctly

Useful Language

In my view, ...

Although ...

However, ...

What's more, ...

I believe that ...

To sum up, ...

As I see it, ...

Despite the advantages of ... , it's ...

→ WRITING GUIDE, WORKBOOK, page 130

Writing Plan 4

Write a blog post.

- 1 Think of a problem or difficulty that you overcame.
- 2 Complete the chart below about the problem or difficulty.

Paragraph 1

Presentation of the problem:

Paragraph 2

What you did to overcome the problem or difficulty:

Paragraph 3

Opinion and / or advice:

- 3 Use the information in the chart to write a blog post.

Paragraph 1

Paragraph 2

Paragraph 3

Check Yourself ✓

Content – I included

- ☐ a presentation of the problem
- ☐ details about what I did to overcome the problem or difficulty
- ☐ my opinion and / or advice

Language – I used

- ☐ connectors of purpose correctly
- ☐ connectors of result correctly
- ☐ modals and modal perfects correctly

Useful Language

That's why I ...
I began by ...
My next step was ...
It was really ...
I felt ...
In my opinion, ...
If you ... , you should ...
I've always ...
I might not have ...

→ WRITING GUIDE, WORKBOOK, page 130

Writing Plan 5

Write a news report.

- 1 Think of an extreme weather event.
- 2 Complete the chart below about the extreme weather event.

Paragraph 1

What happened:

Where it happened:

When it happened:

Paragraph 2

More details about what happened:

.....

Paragraph 3

What people say about the event:

.....

- 3 Use the information in the chart to write a news report about the event.

Paragraph 1

.....

.....

.....

Paragraph 2

.....

.....

.....

Paragraph 3

.....

Check Yourself ✓

Content – I included

- ☐ information about what happened, where and when it happened
- ☐ more details about what happened
- ☐ what people say about the event

Language – I used

- ☐ apostrophes correctly
- ☐ synonyms correctly
- ☐ conditionals correctly
- ☐ time clauses correctly

Useful Language

There was / were ...

Meanwhile, ...

So far, ...

Scientists say that ...

A ... warned ...

... has / have ...

There have been ...

Yesterday / Last week, ...

... as likely to occur ...

... were called in to ...

→ WRITING GUIDE, WORKBOOK, page 130

Writing Plan 6

Write an e-mail of application.

1 Look at the course advertised below and complete the chart.

SKYAIR

Flight Attendant Course



Applicants must be:

- Able to speak English and one other language
- Willing to participate in an intensive training programme
- Friendly, polite and able to work under pressure

Paragraph 1

Purpose of your e-mail:

Paragraphs 2-3

Details about yourself:

Relevant experience:

Paragraph 4

Summary of why you are a good candidate for the course

2 Use the information in the chart to write an e-mail of application.

Paragraph 1

Paragraph 2

Paragraph 3

Paragraph 4

Check Yourself ✓

Content – I included

- ☐ the purpose of my e-mail
- ☐ details about myself
- ☐ relevant experience
- ☐ a summary of why I am a good candidate for the course

Language – I used

- ☐ formal language correctly
- ☐ reported speech correctly

Useful Language

In response to your advert, ...

I am writing to apply for ...

I believe that I would be a ...

In your advert, you said / mentioned ...

I enjoy ...

I have worked at ...

I feel that ...

I hope that you will consider my application ...

I am attaching ...

I look forward to your reply.

Yours sincerely,

→ WRITING GUIDE, WORKBOOK, page 130