

Writing Plan 1

Write a book review.

- 1 Think of a book you have read.
- 2 Complete the chart below about the book.

Paragraph 1

Name of book:

Author: Genre:

Paragraph 2

Setting:

Main character/s:

Plot:

Paragraph 3

Opinion:

- 3 Use the information in the chart to write a review of the book.

Paragraph 1

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.....

.....

Paragraph 2

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.....

.....

Paragraph 3

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Check Yourself ✓

Content – I included

- ☐ name, author and genre
- ☐ setting
- ☐ main character/s and plot
- ☐ my opinion

Language – I used

- ☐ expressions to present opinions correctly
- ☐ extreme adjectives and adverbs correctly
- ☐ the present and past tenses, active and passive, correctly
- ☐ Present / Past Simple Passive correctly

Useful Language

... is by the author ...

It is about ...

The main characters are ...

The setting ...

In the beginning, ...

In my opinion, ...

I think the ...

It is written ...

I recommend / don't recommend ...

→ WRITING GUIDE, WORKBOOK, page 114

Writing Plan 2

Write a biography of a famous person.

- 1 Think of a famous adventurer, explorer or athlete.
- 2 Complete the chart below with information about the famous person.

Paragraph 1

Why famous:

Paragraph 2

Date and place of birth:

Life events and achievements:

Paragraph 3

Summary of achievements and current activities:

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- 3 Use the information in the chart to write a biography of the famous person.

Paragraph 1

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Paragraph 2

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Paragraph 3

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Check Yourself ✓

Content – I included

- ☐ why the person is famous
- ☐ date and place of birth
- ☐ life events and achievements
- ☐ a summary of achievements and current activities

Language – I used

- ☐ connectors of contrast correctly
- ☐ connectors of purpose correctly
- ☐ the Perfect tenses correctly

Useful Language

... is a famous ...

... was born on ... in ...

... in order to succeed

However, ...

At the age of ... ,

... has worked as ...

As a child, ...

In (year), ...

Today, ...

He / She is one of the greatest, ...

... achieve ... goal ...

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Writing Plan 3

Write a letter of advice.

1 Read the quote below from a letter from John asking for advice.

I hate my neighbourhood. There's litter and graffiti everywhere.

2 Complete the chart below about the problem and possible solutions.

Paragraph 1

The problem:

Paragraph 2

Details of the problem:

Paragraph 3

Possible solutions:

3 Use the information in the chart to write a letter of advice.

Paragraph 1

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Paragraph 2

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Paragraph 3

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Check Yourself ✓

Content – I included

- ☐ the problem
- ☐ details of the problem
- ☐ possible solutions

Language – I used

- ☐ connectors to present examples correctly
- ☐ connectors of addition correctly
- ☐ future tenses and Conditionals correctly

Useful Language

I was sorry to hear about ...

I agree it's difficult ...

So here's the plan, ...

If I were you, ...

If you didn't ... , ...

If you ... , ...

For example, ...

You can also ...

This time next month, ...

Hopefully, ...

→ WRITING GUIDE, WORKBOOK, page 114

Writing Plan 4

Write a description of a character.

1 Think about a character from TV, a film, a book or a comic.

2 Complete the chart below about the character.

Paragraph 1

Abilities and personality:

Paragraph 2

Life events:

Paragraph 3

Opinion of character:

3 Use the information in the chart to write a description of the character.

Paragraph 1

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Paragraph 2

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Paragraph 3

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Check Yourself ✓

Content – I included

- ☐ abilities and personality
- ☐ life events
- ☐ my opinion of character

Language – I used

- ☐ time expressions correctly
- ☐ connectors of result correctly
- ☐ modals correctly

Useful Language

... is my favourite ... character

... is special because ...

He / She is ...

He / She has got ...

At the age of ... ,

After that, ...

The best part is ...

I like ... because ...

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Writing Plan 5

Write a description of a place.

1 Think of a good place to visit.

2 Complete the chart below with information about the place.

Paragraph 1

Name and location:

Why it's special:

Paragraph 2

Things to do there:

Paragraph 3

Opinion:

3 Use the information in the chart to write a description of the place.

Paragraph 1

Paragraph 2

Paragraph 3

Check Yourself ✓

Content – I included

- ☐ name and location
- ☐ why it's special
- ☐ things to do there
- ☐ my opinion

Language – I used

- ☐ connectors to introduce facts correctly
- ☐ linking structures correctly
- ☐ gerunds and infinitives correctly
- ☐ defining relative clauses correctly

Useful Language

... is one of my favourite places to visit
It is / isn't famous for ...
Visitors can ...
... is recommended too
You might ...
In addition, ...
If you're looking for fun, ...
... is a great place to visit

→ WRITING GUIDE, WORKBOOK, page 114

Writing Plan 6

Write an e-mail of complaint.

1 Think of a real or imaginary problem with something you bought.

2 Complete the chart below about the problem.

Paragraph 1

Shop / Company:

Reason for complaint:

Paragraph 2

Details of problem:

Paragraph 3

Solution requested:

3 Use the information in the chart to write an e-mail of complaint.

Paragraph 1

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.....

.....

Paragraph 2

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.....

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Paragraph 3

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Check Yourself ✓

Content – I included

- ☐ name of shop / company
- ☐ reason for complaint
- ☐ details of problem
- ☐ solution requested

Language – I used

- ☐ correct paragraph and text organisation
- ☐ capital letters and punctuation correctly
- ☐ correct word order
- ☐ reported speech correctly

Useful Language

I am writing to complain about ...

I am very unhappy ...

... were on special offer ...

At home / Later, ...

I realised ...

In my opinion, ...

I would like ...

The salesperson said ...

The salesperson offered to ...

I hope ...

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