

Story

200 – 240 words

Semi-formal/informal style (informal and semi-formal expressions, idioms, phrasal verbs, contractions. e.g. it's, I'll)

Structure: introduction, 2 main paragraphs, conclusion

Strategy: start with a hook (keep back a piece of info), end with a twist or leave the reader guessing

Character: description through their thinking, speaking including self-talk (e.g. *How could have that happened to me!*) emotions and behaviour (e.g. *She shivered with disgust and left.*)

Vocabulary: variety of adjectives and adverbs, time expressions (as soon as I saw her, at that moment, five minutes later, finally)

Tenses and grammar forms: past simple + cont., past perfect simple, future in the past

(bonus: past perfect cont.)

Bonus: present and past participles instead of minor stcs. (e.g. Having searched through some pictures, she noticed a man.)

E-mail/Letter

200 – 240 words

Informal style (informal expressions, idioms, phrasal verbs, contractions, not complex sentences)

Interactivity (reactions to the content of the original e-mail/letter, answering questions, asking other questions)

Language:

- opening expressions e.g. *thanks for your email, it was great to hear from you, sorry for not being in touch for a while, I hope you are well..*

- responding to news: e.g. *glad to hear you're well, hope you feel better soon...*

- closing expressions: e.g. *anyway, that's all for now, give my regards to, looking forward to hearing from you soon, take care, best wishes..*

Suggestions (e.g. *how about..*), advice..

Tenses: present simple, cont., perfect, future

For and Against Essay

200 – 240 words

Formal style (formal expressions, complex sentences, NO colloquial expressions, idioms, phrasal verbs and contracted forms)

Structure: introduction, 2 main paragraphs, conclusion

Introduction: stating the subject/general intro (summary of main areas you want to cover)

Paragraph 1: 1 or 2 arguments FOR

Paragraphs 2: 1 or 2 arguments AGAINST (or vice versa)

- altogether at least 3 arguments

Conclusion: expressing your opinion

Language: linking expressions to list (dis)advantages, e.g. *the main advantage..* , to add more points to the same topic, e.g. *furthermore, in addition..* , to introduce an example, e.g. *for instance..*, to make contrasting points, e.g. *although, however, in spite of..* , to give a reason, e.g. *because* (+ clause/noun), to introduce the conclusion, e.g. *in conclusion, ...*

Tenses and grammar forms: present simple, cont., perfect, passive forms

Opinion Essay

200 – 240 words

Formal style (formal expressions, complex sentences, NO colloquial expressions, idioms, phrasal verbs and contracted forms)

Structure: introduction, 3 main paragraphs, conclusion

Introduction: stating the subject and your point of view

Paragraphs 1, 2 and 3: three clear reasons to support your opinion and examples to back up your reasons

Conclusion: summary of your opinion (saying what you have already expressed using different words)

Language:

- phrases for expressing your opinion, e.g. *Personally, I think.., I believe.., In my opinion...*
- sequencing words, e.g. *Firstly,.. /Secondly,../Thirdly, ../Finally, ..*
- addition, e.g. *In addition.., Also, ..*
- illustration, e.g. *for example/instance.., such as...*
- comparison and contrast, e.g. *whereas, however*
- reason, e.g. *therefore, so..*
- generalisation, e.g. *tend to.., generally speaking, ...*

Tenses and grammar forms: present simple, cont., perfect, passive forms, modals, conditionals, future forms