

**Для МО учителей  
английского языка  
Фрунзенского  
района**

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**Tips on  
Writing  
Various Genres  
9-11 forms**

# Виды заданий



Article



Essay



Review



Report



Proposal



Formal Letter

# Article

An article is a personal piece of writing. **Speak in the first person!**

- **Address the reader!** (Write *you, your*).
- Use **INFORMAL STYLE!** You may use **SHORT** forms (*isn't, don't...*).
- You may use **rhetorical questions** (риторические вопросы) **and exclamation marks (!!!) to attract the reader.**
- Read the **TASK** attentively!!!
- Think of and write **an interesting title** (интересный и яркий заголовок!).
- Organise your ideas into **paragraphs** (one idea=one paragraph).

**Remember 1:** One sentence is **NOT** a paragraph!!!

**Remember 2:** The number of paragraphs = the number of items in the task/in the plan (количество параграфов/абзацев = количеству пунктов в задании или в плане)

- Start with an interesting **Introduction** (вступление).
- Finish with **the Conclusion** - заключение (it can be a rhetorical or a tail question)
- Pay attention to the **number of words given in the task!** Write **NOT less and NOT more!**
- **Count the words and write their number!** (Сосчитай и напиши количество слов!!!)

# Useful Vocabulary

- Introduction: Have you ever + V3 (read, seen, tried, watched, been to...?/ If you're looking for...= If you're considering... "*something*" (тема из задания) is for you. / Are you thinking of V1+ing (Ex.: Are you thinking of going on a tour? Then why not choose...?)
- I'm sure you'll agree that...
- Isn't it great/wonderful/charming/marvellous/attractive...?
- You know, ...
- You may not believe it, but...
- Don't you think...?
- The best thing about it is/was that...
- I think/I believe/I imagine/It seems to me...
- If you choose it/go on it/join it, you'll never forget it! Believe me!
- Conclusion: To sum up,/All in all, it seems=it appears=I believe "*something*" (тема из задания) is worth + V1 + ing (doing, seeing, watching, visiting) / How do you like it?
- **НЕ** забываем про linking words – слова-связки. Связки: Firstly, / To begin with, /Secondly, / What's more, / Moreover,...

# Example of an Article

## The Transport of Tomorrow!

*Have you ever thought about transport of tomorrow? **I'm sure you'll** agree that it is difficult to predict what kind of transport we will have in the future. **I've** no doubt that in fifty years **we** will still be travelling by cars, buses, trains. **However, I think** they will be very different to what we have today.*

**To begin with**, development is so fast that every year new cars appear. *Don't you think* that in several years they'll probably be as fast as the sound? **Moreover, I imagine** they'll also be more convenient and attractive.

**As for** public transport, it will probably work on electricity. **For instance**, electric trams are already in use in many cities, and more are built because they cause less pollution. *Isn't it great?* **It seems to me** that a new kind of transport will appear. Space ships will carry people to other planets.

**To sum up, I think** in fifty years' time we'll be able to travel more quickly, cheaply and comfortably - without damaging the environment. *Believe me, it's not a dream!*

# Essay: Opinion Composition/For and Against

- **Read the task** (a statement or a question) attentively.
- Your essay must be **formal! NO short forms** (*doesn't, isn't...*)!
- Don't forget about **LINKING WORDS!** (*So, However, To begin with, Firstly, Secondly, What is more,=Moreover, In my opinion, I think=I believe, Finally, To sum up=To conclude...*)

Don't forget to put **commas** after linking words!!!

To join the ideas (to give an explanation) use: *because=as=since=for!*

- Organise your ideas into **paragraphs** (one idea=one paragraph). Start with **the Introduction**. Finish with **the Conclusion**.

**Remember:** 1 sentence is **NOT** a paragraph!!!

- Pay attention to the **number of words given in the task!** Write **NOT less and NOT more!**
- **Count the words and write their number!** (Сосчитай и напиши количество слов!!!)

# Essay: Structure

## Opinion Composition

## For and Against

### Introduction

**Paragraph 1.** Introduce the topic + write YOUR personal opinion on the statement/issue/subject.  
**Use introductory phrases:** *In my opinion,/In my view,/From my point of view,/To my mind,...*

**Paragraph 1.** Introduce the topic. NO personal opinion!

### Main Body

**Paragraph 2.** Strong arguments (reasons) to support our opinion (at least 2).  
**Use linking words:** *To begin with,/What is more,/Moreover,/Furthermore,/ In addition,...*  
**NB!!!** If you don't have enough words you may:

- write one more reason
- give examples (For example,=For instance,...)

**Paragraph 2.** Arguments FOR (**at least 2**).  
Start like that: *The main advantage of...*  
**Use linking words** to add information (advantage 2): *The second strong point=strength=benefit=merit of is that.../What is more,/Moreover,/ Furthermore,/ In addition,/Apart from this,...*  
**NB!!!** If you don't have enough words you may write one more argument FOR

**Paragraph 3.** Arguments (reasons) to support the opposing opinion=the opponents' opinion (1-2).  
**Start like that:** *However, there are people who do not share my point of view. They claim that...*

**Paragraph 3.** Arguments AGAINST (**at least 2**).  
**Start like that:** *On the other hand, что-то (то, о чем пишем) has some disadvantages.*  
**Use linking words:** *Firstly,.../Secondly/Thirdly (Finally)*

### Conclusion

**Paragraph 4.** Give your opinion again. **BUT: USE DIFFERENT WORDS** (не повторяем слова из Introduction: paragraph 1)  
**Start like that:** *In conclusion, I strongly believe that... Though, there is another opinion, I suppose, I am right.*

**Paragraph 4.** Write **YOUR personal opinion** on the statement/issue/subject + explain **Why** (sentence 2).  
**Start like that:** *To conclude, in my opinion, что-то (то, о чем пишем), has more strengths than weaknesses/All things considered, it seems to me that.. .*

# Example of an Opinion Composition

Keeping exotic animals **is very popular** and some people consider getting a penguin, since it is one of the most uncommon and therefore eye-catching creatures. I do not think, however, that it is the best choice.

**To begin with**, being wild animals, penguins require an artificial habitat, which is difficult to create and costly to maintain. Low temperatures, ice and snow covered surfaces, water reservoirs for swimming and diving are essential to a penguin. **Moreover**, providing food for such a pet is not an easy task, **since** in spite of their cuteness penguins are voracious predators that need to be regularly provided with stocks of fresh fish. **Finally**, unlike cats and dogs, penguins are unaccustomed to people **and** it prevents them from having and expressing tender feelings for human beings.

**However**, there is an opinion that all the impediments mentioned above are vastly outweighed by the penguin's lovable appearance and the effect they may have on the owner's friends and acquaintances, **thus** enhancing the prestige of the proud possessor. **Although** the charm of these birds and their ability to make an impression cannot be denied, **I think** that these qualities are less important than being emotionally attached to the master and easy to look after.

**In conclusion**, having a penguin might be a positive experience, but as the creature is highly demanding, I would label it a challenging pet rather than an ideal one. Though, there is another opinion, I suppose, I am right.



# Example of “For and Against” Composition

‘Discuss the advantages and disadvantages of being your own boss.’

— Have you ever considered becoming your own boss? In recent years, the number of people choosing to start their own business has risen significantly. Many claim that this is because more and more people are no longer content to work for someone else.

— **One of the main advantages of** being self-employed is the fact that you are completely self-reliant and can make decisions on your own. This can give you a great sense of freedom and allows you to do exactly what you want without interference from anyone else. **What is more,** your working day can be planned for your convenience, allowing you to work when you want rather than when you have to. **Finally,** if your business is successful, people will know that you alone should be given the credit.

— **However, there are disadvantages to** being your own boss. Many self-employed people have said that to build a successful business, you have to be prepared to work long hours and sacrifice your personal life. As B. C. Forbes once said, ‘If you don’t drive your business, you will be driven out of business.’ **Furthermore,** a 1996 government study found that over a quarter of the businesses run by newly self-employed people failed within the first two years.

— **All things considered, it seems to me that** self-employment can be a very gratifying experience, although not one without difficulties. However, when success is achieved, the greatest reward of all is the knowledge that you have done it on your own.

# Review

- Read the **TASK** attentively!!!
- The aim of the review is **to share information** you've got, your **opinion** and **emotions**.
- **Don't** be too personal.
- **NO short forms** (*doesn't, isn't...*)!
- Use colourful descriptive language (a lot of different adjectives: см. слайд).
- It can be positive (you liked it!) OR negative (you didn't like it). It is up to you to decide.
- Organise your review into **paragraphs: THREE paragraphs at least (minimum)**.

Paragraph 1: **Introduction** (general information: what/when/where...).

Paragraph 2: **The main body** (основная часть)

Paragraph 3: **Conclusion** (your recommendation with a good explanation).

- **Remember:** 1 sentence is **NOT** a paragraph!!!
- Pay attention to the **number of words given in the task!** Write **NOT less and NOT more!**
- **Count the words and write their number!** (Сосчитай и напиши количество слов!!!)

# Example of a Review

## Jane Eyre

The book is beautifully written, with poetic descriptions and excellent dialogue. The writer has created a dramatic, gripping plot with well-developed, very believable characters, letting us see into the soul of a sensitive but strong young woman.

Jane Eyre, the main character of the novel, is an orphan who has a very unhappy childhood. Despite this, she becomes a strong-willed young woman. When she leaves the orphanage she becomes the governess at Thornfield Hall, Mr. Rochester's mansion. Strange things begin to happen there, and when a mysterious secret is revealed, Jane's life is changed forever.

This book's fascinating plot is guaranteed to keep the reader absorbed from beginning to end. Don't miss your chance to read this classic masterpiece. Once you have read it, you will never forget it.

If you are looking for a romantic but mysterious story about a lonely woman who, after many strange experiences, finds lasting love, you should definitely read Jane Eyre by Charlotte Brontë.

# Report

- Read the **TASK** attentively.

The report **MUST** be **formal**.

- **NO emotions and feelings; ONLY information and facts!!!**
- Write the **TITLE!!!**
- Organise your report into **paragraphs**.
- **EACH PARAGRAPH MUST HAVE A SUBTITLE!!!**
- **Remember:** 1 sentence is **NOT** a paragraph!!!
- Start with **the Introduction** (the aim of the ... + general information).
- Finish with **the Conclusion** (sum up everything you've mentioned, make suggestions and recommendations).
- Pay attention to the **number of words given in the task!** Write **NOT less and NOT more!**
- **Count the words and write their number!** (Сосчитай и напиши количество слов!!!)

# Example of a Report

## *Underground Railway System: Improve it or Not?* (title)

### *Purpose* (subtitle 1)

**The aim of this report** is to analyse the results of a survey in which 500 residents were questioned about the local underground railway system and whether or not they were satisfied with it.

### *Convenience* (subtitle 2)

Many people do not find the system convenient. This is illustrated by the fact that more than fifty per cent complained that stations are too far from their homes and that there are not enough trains. There were also complaints that the system can only be used to reach a few areas of the city, forcing many customers to use other means of public transport to complete their journeys.

### *Cost* (subtitle 3)

Seventy per cent of those questioned had no complaints about the cost of the service. This shows that the majority of passengers consider the cost reasonable, and that a slight increase would be considered acceptable.

### *Comfort* (subtitle 4)

A large number of people who participated in the survey stated that they felt the trains are insufficiently heated in cold weather. There were also comments on the hardness of the seats and that trains are not always as clean as they might be. This indicates that passengers are not entirely satisfied as far as comfort is concerned.

### *Recommendation* (subtitle 5)

**All points considered**, some improvements should be made for passengers to be satisfied with the service. A slight increase in the fare might make it possible for the service to be improved in the areas mentioned in this report.

# Proposal

## (a kind of report)

- Read the **TASK** attentively.
- The proposal **should be rather formal**.
- Write your ideas/suggestions. No emotions and feelings.
- Write **the TITLE!!!**
- Organise your proposal into **paragraphs**.
- **EACH PARAGRAPH MUST HAVE A SUBTITLE!!!**
- **Remember:** 1 sentence is **NOT** a paragraph!!!
- **Introduction** (The aims of this proposal are to ...). Надо сформулировать **ДВЕ** цели на основе задания.
- **The Main Body:** Write at least two paragraphs! The number of paragraphs depends on the number of items in the task/plan.
- **Conclusion** (sum up everything you've mentioned, express your belief the proposal will be accepted).
- Pay attention to the **number of words given in the task!** Write **NOT less and NOT more!**
- **Count the words and write their number!** (Сосчитай и напиши количество слов!!!)

# Example of a Proposal

**Task:** Imagine your school is going to celebrate Russian Painters Day. The headmaster has requested you to write a report giving suggestions relating to organising the holiday.

**In your proposal mention:**

- which artists should be featured and why
- what events can be held

## *Proposal for the Upcoming Russian Painters Day*

**The aim of this proposal is to** provide recommendations on how the celebration of Russian Painters Day should be arranged and **to offer some ideas on the topic** of artists that should be included.

*Painters whose art should be featured* (subtitle 1)

**After researching the topic and conducting a survey the following facts turned up. To begin with,** most pupils mentioned that they were in favour of magnificent seascapes by Ivan Ivazovsky and fascinating landscapes by Isaac Levitan. **That is the reason why** it would be a good idea to include some of their best-known works, as the number of people attending the event might increase.

*Events to be held* (subtitle 2)

**In order to** let the participants enjoy the event, **it would be wise to** make a quiz on the featured artists and presented works of art. **Moreover, it may be useful to** give winners of the contest prizes to make them more interested and involved.

*Conclusion* (subtitle 3)

**To sum up,** providing pupils with entertaining competitions and paintings of the artists they admire **would be reasonable. Hopefully, this proposal will receive your serious consideration.**

# Formal Letter

- Read the **TASK** attentively.
- Formal style.
- NO short forms.
- You may use personal pronouns (*I, my, me...*).
- Write **the name of the person**, the letter is addressed to. Если имя не дано в задании, обращаемся так: *Dear Sir,/Madam,...*

Обращение пишем **БЕЗ КРАСНОЙ СТРОКИ!** После него ставим **ЗАПЯТУЮ,**

- **Paragraph 1: Introduction** (subject of the message). Начинаем с **КРАСНОЙ СТРОКИ.** Пишем минимум **ДВА предложения!**
- **Paragraph 2: The Main Body** (detailed information, good reasons and clear explanations).
- **Paragraph 3: Conclusion** (summing up + expressing your wish for something to be done/looking forward to getting the reply)
- Заключительная фраза **БЕЗ КРАСНОЙ СТРОКИ** (под обращением)
- **DON'T** forget to sign the letter = **write your full name (name + surname).** **No full stop!!!** (**БЕЗ ТОЧКИ** после своего имени)
- Pay attention to the **number of words given in the task!** Write **NOT less and NOT more!**
- **Count the words and write their number!** (**Сосчитай и напиши количество слов!!!**)



# Useful Vocabulary and Structure: Letter of Complaint

- **Address the person formally:** *Dear Sir, /Madam, /Mrs + фамилия, /Mr + фамилия, /Miss + фамилия, /Ms + фамилия,* (если не знаем, замужем или нет!). **ОБЯЗАТЕЛЬНО ставим ЗАПЯТЫЮ!!!**
- **Paragraph 1. Introduction:** State the reason for the complaint (introduce the situation, write when/where/what happened).

**Opening Remark:** *I am writing to complain about ...*

- **The Main Body** (follow the task/the plan given). The number of paragraphs depends on it!!!

Start a new paragraph for each different aspect of the topic (things to complain about in detail).

Any complaints you make should be supported with a justification. Give proofs and explanations.

Complaints and justification can be linked together as follows: *In spite of/Despite the fact that/Although/Even though/ have written to you twice but you have not taken any action/ | have already written to you twice. Nevertheless,/However, you have not taken any action.*

- **Conclusion:** Express your wish for something to be changed/your desire to be heard.

Closing Remarks: *I hope the matter will be resolved/ I trust the situation will improve/I do believe I will not be forced to take further action.*

- **Sign the letter formally:**

*Yours sincerely,*

*Ваше имя и фамилия*

# Example of a Letter of Complaint

Dear Sir/Madam,

I am writing to complain about the service I received during a visit to your restaurant on December 12<sup>th</sup>.

Firstly, I had booked a table for my wife and myself for 8:30, but it was 9 o'clock before we were seated. Such a delay seems to me inexcusable.

Then, in spite of the fact that I had repeated out order to check that the waiter had heard me correctly, he proceeded to bring us the wrong starters. Such careless service should not be tolerated in a restaurant which charges such high prices.

To make matters worse, the chocolate gateau we were served for dessert was quite stale. The menu claimed, though, that all desserts were freshly prepared that day.

My wife and I will not be dining in your restaurant again; however, as manager, you would be wise to guard against such appalling treatment of your customers in future.

Yours sincerely,

Larry Dunman

# Useful Vocabulary and Structure:

## Letter of Application

- A letter of application may be written when you apply for a permanent/temporary job or educational course.
- **Address the person formally:** *Dear Sir, /Madam, /Mrs + фамилия, /Mr + фамилия, /Miss + фамилия, /Ms + фамилия*, (если не знаем, замужем или нет!).  
**ОБЯЗАТЕЛЬНО ставим ЗАПЯТУЮ!!!**

- **Paragraph 1. Introduction:** State the reason for writing

**Opening Remark:** *I am writing to apply for the position of...which was advertised in...*

- **The Main Body** (follow the task/the plan given). The number of paragraphs depends on it!!!

Start a new paragraph for each different aspect of the topic (qualifications/ training/ previous experience/ qualities and skills in detail).

Reference to experience: *... for the last/past year I have been working as.../ since/ for.../I have had experience of.../ Two years ago I was employed as.../ I worked as... before...*

- **Conclusion:** Express your **wish for an interview**.

**Closing Remarks:** *I have enclosed the copy of my CV. I would be glad to attend an interview at any time convenient to you.*

- **Sign the letter formally:**

*Yours sincerely,*

*Ваше имя и фамилия*

# Example of a Letter of Application

**Dear Sir/ Madam,**

**I am writing to apply for** the position of Senior Tour Guide **which was advertised in** Monday's edition of the Evening News.

I graduated from the University of East London in 1995 with a degree in Tourism Studies. I have been working as a European Tour Guide since 1995 for Sunshine Tours, which is based in Spain. Prior to this, I worked as a Travel Agent for Sky High Tourist Agency during the summer season. I hold certificates in computer graphics and word-processing. I speak fluent French and Spanish and some German.

I am friendly, organised and patient and work well under pressure. As my references show, I have been very popular with many of the clients who specifically asked for me to be their tour-guide on tour they went on.

I have enclosed the copy of my CV. **I would be glad to attend an interview at any time convenient to you.**

**Your sincerely,**

Miranda Beeton

# Useful Vocabulary and Structure: Letter of Invitation

- **Address the person formally:** *Dear имя,* **ОБЯЗАТЕЛЬНО** ставим ЗАПЯТЫЮ!!!
- **Paragraph 1. Introduction:** State the reason (s) for writing (introduce the situation, write when/where/what...).

**Opening Remark:** *I am writing to invite you...*(less formal)/ *I'd love you to come to...*(less formal)/*We would be glad to invite you ...*(more formal)

- **The Main Body:**

**Paragraph 1.** Give details (see the topic).

**Paragraph 2.** Give directions.

Give good explanations.

Directions can be introduced: *In case you don't know the way, I'll give you some directions/Here are some directions not to get lost.*

- **Conclusion:** Express your wish the invitation will be accepted.

**Closing Remarks:** *I hope you'll be able to come/ Looking forward to seeing you then./ We would be grateful if you could attend it.*

- **Sign the letter formally:**

*Best wishes,.*

*Ваше имя*

# Example of a Letter of Invitation

Dear Ann and David,

We're writing to invite you to our house-warming party on May 26th. We believe you can come.

Our new house is wonderful; it's a semi-detached town house with three bedrooms and a small back garden. The kitchen is huge, and is fitted with wooden cupboards that make you feel as if you are in a country kitchen. All three bedrooms are rather small but very cosy. The living room is quite big and has lovely French windows which open onto a terrace.

You shouldn't have too much trouble finding the house, but here are some directions not to get lost. Take the A27 road for Lewes and turn right at the roundabout where there is a signpost for Hawkstead. Drive through the town until you get to the post office, then turn left into Potter's Lane. Our house is number 23, on the right-hand side.

We hope you'll be able to come to our party. Looking forward to seeing you then.

Best wishes,

Bill and Laura

# Adjectives: Positive

- Exciting – волнующий
- Thrilling – захватывающий
- Entertaining – развлекательный
- Touching – трогательный
- Informative – информативный
- Educational – образовательный
- Fascinating – восхитительный
- Inspiring – вдохновляющий
- Wonderful – чудесный
- Brilliant – блестящий
- Marvellous – великолепный
- Splendid – ослепительный
- Creative – творческий
- Expressive – выразительный
- Talented – талантливый
- Charming – очаровательный
- Magical – волшебный
- Impressive – впечатляющий

# Adjectives: Negative

- Boring – скучный
- Disappointing – разочаровавший
- Difficult/hard/complicated (for understanding) – сложный
- Terrible/awful/horrible – ужасный
- Frightening – пугающий (момент)



# Adverbs

- Especially – особенно
- Particularly/in particular – особенно/в особенности
- Surprisingly – удивительно
- Extraordinarily – необычно
- Extremely – чрезвычайно
- Unexpectedly – неожиданно