

# GUIDELINES FOR WRITING

## TIPS FOR INTERESTING AND SUCCESSFUL COMPOSITIONS

### 1. Understand the Rubric

You will find information about the **situation**), the **reader**, the **type of writing** and the **specific topics** you must write about.

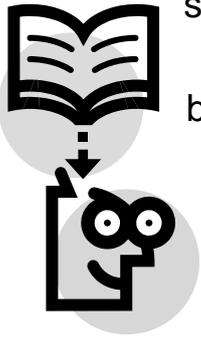
### 2. **ALWAYS** Make a plan before you start writing. It's simple!

A. List the specific topics

L B. "Brainstorm" (write down any words or ideas related to the subject)

L C. Make a "main topics list" with the best ideas you had during brainstorming

L D. Think of a suitable beginning and ending



**DON'T FORGET**

My composition must have 3 parts  
Introduction, Main Body, Conclusion

- *What is the introduction?*

- A short paragraph with the main idea and a "trick" to attract the attention of the reader.

- *What is the "Main body" ?*

- The part where you develop the ideas from your "main topics list". Remember that you must have at least one paragraph for every idea listed in your plan

- *What is the conclusion?*

- A short final paragraph where we summarise or restate our opinion with different words.

- *How can I write complete paragraphs?*

- Start with a topic sentence that introduces or summarises the idea you are going to write about. Continue with Supportive sentences which give examples, details etc to support the main topic.

- *How can I write an interesting introduction or conclusion?*

- Try using some tips and strategies such as:

➤ addressing the reader directly

You all know how important friends are.

➤ Using direct speech or a quotation from someone we know or someone famous

"Never talk to strangers" my mother used to say.

➤ Asking a rhetorical question (we already know the answer)

## What would life be without water?

-How do I connect my ideas and paragraphs?

- Make everything simpler and more interesting by using linking words and phrases. Everything will be easier to understand.

e.g.: and, in addition, because, however, while, firstly, next, to start with, moreover, furthermore, especially, for example, but, on the other hand, finally, to sum up, all in all



### THE (did I?) FINAL STEP

Well, check very carefully if you have done all this and your composition will be really good!

- Did I read and understand the rubric?
- Did I underline the specific topics?
- Did I do a “brainstorm”?
- Did I make a plan?
- Did I write at least a paragraph for every main idea?
- Did I use topic sentences?
- Did I use any special writing technique?
- Did I use an appropriate style?
- Did I use linking words and phrases?
- And last but not least DID I READ MY COMPOSITION ONCE MORE?

### WRITING STYLE ?

#### Formal style :

✓ formal expressions and vocabulary

✓ formal linking words and phrases (furthermore)

✓ use passive voice-impersonal structure (it is believed...)

✓ only facts and statistics -be neutral

✓ long forms (I am)

X emotions or very little

X long descriptions

#### Informal style :

✓ every day expressions

✓ idioms

✓ short forms (I'm)

- ✓ simple linking words and phrases (and)
- ✓ address the reader directly
- ✓ use first person ( I believe...)
- ✓ vivid descriptions -emotions

A. Put a tick in the left for formal style and on the right column for informal:

	<i>Formal</i>	<b>Informal</b>
1) I would be delighted to attend.....	1 <input type="checkbox"/>	<input type="checkbox"/>
2) Hope you can help!	2 <input type="checkbox"/>	<input type="checkbox"/>
3) Jack is an early bird, so he...	3 <input type="checkbox"/>	<input type="checkbox"/>
4) moreover his assistance was crucial to the development of the company...	4 <input type="checkbox"/>	<input type="checkbox"/>
5) The children were playing into the garden	5 <input type="checkbox"/>	<input type="checkbox"/>
6) It is known that he is rich	6 <input type="checkbox"/>	<input type="checkbox"/>
7) I know that he is rich	8 <input type="checkbox"/>	<input type="checkbox"/>
8) I'm gonna fly to Italy	9 <input type="checkbox"/>	<input type="checkbox"/>
9) Sorry, maybe another time...	10 <input type="checkbox"/>	<input type="checkbox"/>
10) It will not be possible for me to attend...	11 <input type="checkbox"/>	<input type="checkbox"/>
11) I will definitely come, count me in!	12 <input type="checkbox"/>	<input type="checkbox"/>
12) Maybe we will be given the opportunity to meet again	13 <input type="checkbox"/>	<input type="checkbox"/>

B. You will read a rubric about a composition you will have to write. Please note that along with your composition you should design the plan you are going to use before you start writing. You will also have to underline the topic sentence of each paragraph and finally mark with brackets {...} and name the 3 parts of your composition as well.

“A friend of yours who likes travelling and can play the electric guitar very well has recently won some money in a competition. He can't decide what to do with his money and has asked you for some advice. Write him a letter congratulating him and suggesting various ways he could spend it and why.”