

1) FILM or BOOK REVIEW

GENERAL WRITING TIPS

- Let's start from the basics. Whatever you do, don't tell us the end of the film! Who likes spoilers? When writing about the plot it is better to keep it brief and simple.
- Regarding what information to include. I'd say the title and the main actors' names is a must. Explain a little bit the plot and give your opinion (if you enjoyed the film and if you recommend it). Saying something about the director, the special effects and the soundtrack is something that would give your text a plus.
- Another aspect to take into consideration is the level of the vocabulary you use in it. Use a wide variety of words.
- Don't use the same word many times and try to avoid too simple adjectives such as "good" or "bad", instead you can say "exciting" or "unsatisfactory".

2) ARTICLE

1. Before you write

Take a minute to read the task(instructions) carefully and decide what to write. Ask yourself the following questions:
What do I have to write about? (Content/ check task)
Who is the article for? A newspaper, a formal magazine/ a blog...? (To decide on style/check task)
How many paragraphs am I going to write? (Organisation)
What kind of language should I use? (Language/grammar I am expected to use/ check task)

2. While you write:

- Have in mind that articles have two main purposes, to inform and to entertain/interest the reader. Ideally after going through your text, your readers should have the feeling that they have learnt something or at least that they have had a good time.
- It is always a good idea to start the article with a good title (it should reflect what the text is about).
- The introduction could be a question or something intended to capture the reader's imagination.

3) REPORT

A report is a formal document which you write to a figure of authority to describe an experience such as attending a conference or taking part in a project.

- The organisation of a Report

A report should have a title and subtitles (or subheadings) and be divided into clear sections. There is usually an introduction and a conclusion.

- In the introduction

- The aim of this report is to...
- The purpose of this report is to outline...
- This report will also provide some recommendations on...

- In the conclusion

- I strongly recommend...+ing
- It would be highly advisable to...
- I would no doubt suggest...+ing
- I also believe we should...
- Avoid using contractions in reports as they are too informal ("I would like to.." instead of "I'd like to...")
- Avoid using idioms and phrasal verbs as they tend to be informal.

SAMPLE

Report on the Annual Student Games in London

Introduction

The aim of this report is to describe my experience of attending the Annual Student Games in London, which took place in August this year. I will, also, give some recommendations for the organisation of next year's event in Lima, Perú.

Accommodation, food and transport

Finding cheap accommodation in London was relatively easy. There were plenty of youth hostels and bed and breakfasts available, which offered incredible discounts to Latin American students. Since breakfasts and dinners were included, I only had to worry about paying for lunch. Travelling through London was not difficult. There were special buses which could take you for free to the venues of the sporting events.

The social programme

The event lasted a week and was packed with enthusiastic young people. Universities from all over the world sent their "champion Olympians" to participate in track and field, football, basketball and swimming competitions. The highlight of the event was, of course, the closing ceremony, in which the winners were presented with a medal and a posy by no other than the Queen herself.

Communication

The organisers of the event had the innovative idea of announcing the schedule for the games via e-mail, as 99% of students use smart phones and iphones. However, there was a problem with the wifi signal in some parts of the city, which made internet connectivity slow and in some cases impossible.

Recommendations for next year's games

I strongly recommend we follow in the London's organising committee footsteps and offer accommodation, food and transport facilities to foreign students. I, also, believe we can adopt their communication-via-mobile-phone idea, but we have to make sure we will have a good wifi signal available in all the youth hostels and B&Bs. Finally, I suggest we invite a huge celebrity or very important political figure to be present in the closing ceremony.

4) LETTER OF APPLICATION

- The format of a Letter of application is almost like that of a Formal letter (take a look at the previous document with letter formats to refresh your memory).
- The details of the person you should write to are usually mentioned in the topic description.
- Take a look at the sample letter below to get an idea. Keep in mind the expressions in **bold**!

SAMPLE

Dear Sir/Madam,

I am writing to you regarding a job advertisement I saw on my college bulletin board two days ago. I am really interested in applying for the position of children carer in your summer camp in the United States.

I am the right person to do the job as I have been working at public and private schools with kids and teenagers of different ages and backgrounds for over 20 years. I have got broad experience in this field. I consider myself a well-trained and highly-qualified childminder and I assure you that I am capable of working with big groups of children.

In addition to this, I am a talented artist. I can teach the children to play the guitar and the violin as well as to make handicraft. It is important for young people to develop their creativity and find their natural talents. Last but not least, I have a lot of patience and I can deal with any situation effectively.

I hope you will give my application serious consideration as I regard myself a strong candidate. I have a great sense of responsibility and I genuinely care about children. I look forward to hearing from you at your earliest convenience.

Yours faithfully,
(Your full name)