

Recommendations on how to fulfill TPU Certificate WRITING

Your Writing will consist of **TWO** parts. You should write **TWO** answers.

Part 1

Part 1 will include:

- writing a **FORMAL LETTER**
- OR**
- describing a **GRAPH**

You must choose **ONE of the questions 1-2**.

Always read the instructions for the task carefully to be clear about what, how and whom you should write.

1. FORMAL LETTER

What is a letter?

A **formal letter** can be written for various reasons, e.g. to present or ask for information, make an application, recommend something, apologise, complain etc.

In a formal letter it is important to **keep to the appropriate style**, so avoid using contractions, idioms or informal vocabulary, such as phrasal verbs.

A letter should consist of:

- Formal **greeting** mentioning your addressee's surname if you know it.
- An **introduction** clearly stating the reason for writing. It may also be necessary to state who you are, mention how you learned about your addressee, or refer to previous contacts, e.g. letter or meeting.
- A **main body** covering the information given in the instruction. Each issue should be presented in a separate paragraph.
- A **conclusion** presenting your opinion, making suggestions or requiring actions, depending on what you are supposed to do in the instruction.
- Formal expression of **hope for future contacts**.
- Formal **final greeting**.
- Your **first name and surname**.

2. SUMMARY ON GRAPHIC INFORMATION

You are supposed to write a **summary** on one or several pieces of **information presented graphically or symbolically** (a diagram, pie or bar chart, scheme, table, etc.).

The summary includes **not only description**, but also **processing information** presented in the picture(s) and **making conclusions** based on it, e.g. comparing figures, discussing trends, presenting possible reasons, etc.

A summary should consist of:

- An **introduction** stating what is given in the picture(s). Remember to write it **in your own words** and avoid copying the question.
- A **main body** of one or two paragraphs presenting and discussing information according to the instruction. There may be more than one picture giving too many figures to discuss each one. Remember to **select only the important information** necessary to complete the task successfully. **Use proper linking words and phrases** to group, compare and contrast the data presented.
- A **conclusion** briefly presenting your opinion about possible reasons, trends or correlations drawn from the graph(s).

Part 2

Part 2 will include:

- writing an *ESSAY*

OR

- writing an *ARTICLE*

OR

- writing a *REPORT*

You must choose **ONE of the questions 1-3.**

Always read the instructions for the task carefully to be clear about what, how and whom you should write.

1. REPORT

What is a report?

A report is a formal document written to a figure of authority to describe a situation, e.g. conditions in the local school, or experience, e.g. attending a conference or taking part in a project. It may also include recommendations for further action, e.g. steps to improve the present situation or to solve the problems described.

A report should consist of several sections; each section must be given its own heading. The main parts of the report are:

- an **introduction** presenting the aim of the report
- a **main body** divided into headed sections, each describing one of the aspects you are required to present in the question
- a **conclusion** summarising the main points, with recommendations for future actions if necessary

A report is usually a **formal document**, so avoid using contractions, idioms or informal vocabulary, such as phrasal verbs.

2. ARTICLE

What is an article?

An article

- is a piece of writing usually intended for publication in a newspaper, magazine or journal
- is written for a wide audience, so it is essential to attract and retain the readers' attention
- may include reported speech and descriptions
- can be semi-formal or formal, depending on the target audience
- should be written in an interesting or entertaining manner
- should give opinions and thoughts, as well as facts
- is in a **less formal style** than a report

An article can

- describe an experience, event, person or place
- present an opinion or balanced argument
- compare and contrast
- provide information
- offer suggestions
- offer advice

An article should consist of:

- a **title** which attracts the readers' attention and suggests the theme of the article. Articles can also have subheadings before each paragraph.

- an **introduction** which clearly defines the topic to be covered and keeps the reader's attention.
- the **main body** of two to five paragraphs in which the topic is further developed in detail.
- the **conclusion** - summarising the topic or a final opinion, recommendation or comment.

3. ESSAY

What is an essay?

An **essay** is a piece of writing where the author explains his or her position on a given topic. The target reader is academic, e.g. a teacher or research supervisor. The author's main purpose is to clearly present and explain his or her point of view, also considering opposing opinions.

An essay is usually written in a **formal or semiformal style**.

An essay should consist of:

- An **introduction** presenting the topic given in the question. This should be presented as arguable.
- A **main body** discussing the points raised in the question. **Each point should be covered by one or two paragraphs**. When you are asked to agree or disagree, or to discuss two opposing points of view, do not only concentrate on the one you support, **give reasons for both points and explain** why you agree with one and disagree with the other. **Use examples** to illustrate your opinions and reasons.
- A **conclusion** summarising your views.