

Date: / /

# Essay Writing

NOTES

## • Planning and writing an essay

Read the question or essay title carefully to make sure you understand exactly what is required.

## • Brainstorming

Quickly note down some ideas on the topic as you think of them. Then write down some vocabulary that you know you will need to write about this subject.

## • Planning

If you are asked to discuss a topic or give your opinion it is important to organise your thoughts and present your arguments clearly in paragraphs, and to work out the structure of your essay before you start to write.

EASY English 444

- Essay Plan

- Paragraph 1

Introduce the topic

- Paragraph 2

Give points of view and information, in support of the argument with reasons.

- Paragraph 3

Give contrasting views

- Paragraph 4

Conclude

(give your own opinion or interpretation of the facts)

EASY ENGLISH 44

- Useful links and markers

- Introducing a point

Nowadays many people order food online rather than cooking at home.

There are two main reasons for this, firstly...

- Describing consequences

As a result, levels of fitness are declining.

Consequently, obesity and high cholesterol levels are becoming increasingly widespread.

EASY ENGLISH 44

Date: / /

NOTES

## o Giving more information

- o In addition, increasing amount of oily, spicy and unhygienic fast food is being consumed.
- o Furthermore / Moreover, people spend a great deal of time surfing the internet or watching TV.
- o Finally / Lastly, parents are less likely to teach their children how to cook and benefits of home made food.

EASY ENGLISH 111

Date: / /

NOTES

- Introducing a contrasting point
- However, some schools are trying to encourage healthier eating habits.
- In contrast, other countries have introduced compulsory cooking lessons.
- On the other hand, certain recipes are experiencing increased popularity.
- While/Whereas the government wants to tackle the issue, advertisers continue to target young people.

EAST ENGLISH 444

## • Concluding

- In conclusion / To sum up, it is the responsibility, not of the government, but of the individuals to change their lifestyle...
- To conclude, rather than relying on online food delivery, people and especially parents should cook at home to reap the health benefits...

EASY ENGLISH 44

## • Concluding

- In conclusion / To sum up, it is the responsibility, not of the government, but of the individuals to change their lifestyle...
- To conclude, rather than relying on online food delivery, people and especially parents should cook at home to reap the health benefits...

EASY ENGLISH 44



## A Letter of Complaint

15 ABC Lane  
Rickshire  
Surrey AL1 3PH  
Tel 0117 934218  
7 June 2019

Customer Services  
Mainrail  
Pat House  
Slough SLX 1RT

Most letters of complaint use formal language and are organised in a standard way:

**Paragraph 1**  
explain why you are writing

Dear Sir or Madam

I am writing to complain about the poor service provided by your train company. ①

Yesterday I travelled on the 620 from Oxford to London. Not only was the train ten minutes late leaving Oxford but we were further delayed at Reading and no explanation or apology was offered. Furthermore, the heating broke down and the train got cooler and cooler. I complained to a member of staff, who was most unhelpful and unsympathetic. ②

As a result of delays I missed an important meeting with a client, which caused financial loss and embarrassment. ③

In the circumstances I believe I am entitled to compensation. I look forward to hearing from you very soon. ④

Yours faithfully  
Kim Lee

**Paragraph 2**  
explain what the problem is and describe any action you have already taken

**Paragraph 3**  
say what inconvenience it has caused you

**Paragraph 4**  
state what you want done about the problem



## Other useful phrases for a letter of complaint

- > I am writing to express my dissatisfaction with...
- > I was surprised / shocked / horrified to find...
- > I returned / explained / requested...
- > What made matters worse was that...
- > Furthermore / in addition / what's more...
- > On top of all this...
- > As a consequence...
- > This caused me to...
- > I am sure you will appreciate that this level of service is unacceptable.
- > I expect to be compensated for the inconvenience.
- > I have been caused.
- > I expect better service from a company of your reputation.
- > Please replace the goods as soon as possible.
- > I would like a full refund.
- > I would like to know what action you will take to rectify this situation.
- > In future I shall take my custom elsewhere.
- > I look forward to a prompt reply / a full explanation.
- > I await your response / comments.

## Asking for Information

Receiver's	10 Park Lane	sender's/
address with	ABC ALX PZY	Your address
Telephone	7 June 2019	

East Sports Holidays  
12 Bridge Road  
County 80110-5943

Dear Sir or Madam

I am interested in language and sports holidays as advertised in your brochure and I would appreciate it if you could send me further information about prices and facilities.

Could you tell me how many hours a week of language tuition are offered and how large the groups are? I would also like to know whether special diets are catered for, as one of my friends is a vegetarian.

Thank you.

Yours faithfully

Jane Scott

In American English end your letter: Sincerely, Sincerely yours or Yours Truly.

In American English  
To whom it may concern  
is used.

Other useful phrases  
for asking for  
information:

- It would also be helpful to know what/when etc...
- I would be interested to know...
- Please let me know...
- Would you send me details of...
- I would be grateful if you could let me have...

## Informal Letters - A letter of thanks

There is no need to put the address of the person you are writing to.

4 Bridge Lane  
Richwerth  
Denver CO 805

Your address usually goes in the top right hand corner. It can be left out altogether.

7 June 2019

Dear Tommy

Use Dear + your friend's first name.

Just a note to say a big thank you for giving me such a fab time in the Lake District. I was so pleased to meet your family, and they made me really welcome.

You can use

informal language  
contractions (I'm  
etc)

I'll never forget climbing Hills. My legs ached for days, but it was worth it for the fantastic views!

I'm back at work now and very busy. However, this weekend I'm going to decorate the spare room so I hope you'll come and visit me soon.

Love

Amy

PS I found that novel you told me about. Brilliant read!

End your letter with Love, Love from, Lots of Love for a close friend or a relation. Use Best wishes, Take care for others.

If you want to introduce some more information or something that you have forgotten you can put PS (postscript) after your name.



# Report Writing



A report is an informative formal piece of writing. It concerns a particular person, place, situation, plan, etc. It is addressed to one's superior/colleagues, members of a committee, etc. It is written in response to a request or instruction.

## Types of reports

- **Assessment reports** - present and evaluate the positive and/or negative features of a person, place, plan, etc. They also include your opinion and/or recommendation.
- **Informative reports** present information concerning a meeting that has taken place, progress made on a project, etc.
- **Survey reports** present and analyse information gathered from door-to-door surveys/questionnaires, including conclusions drawn from this information and suggestions or recommendations.
- **Proposal reports** present plans, decisions or suggestions concerning possible future courses of action for approval by one's superior at work, a bank manager, members of a committee, etc.