

Facultad de Ciencias Médicas Artemisa

Writing



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INTRODUCTION

The purpose of writing, in principle, is the expression of ideas, the conveying of a message to the reader; so the ideas themselves should arguably be seen as the most important aspect of the writing.

INTRODUCTION

On the other hand, the writer needs also to pay some attention to formal aspects: neat handwriting, correct spelling and punctuation, as well as paragraphing, purpose, audience, acceptable grammar and careful selection of vocabulary.

INTRODUCTION

The present resource has been designed to pay particular attention to the writing skill. It encourages students to progress from the more controlled, through guided to freer writing activities.

INTRODUCTION

Students are provided with guidance (plan) concerning different types of writing. The resource helps the students to develop their writing skills with the inclusion of useful advice given in form of tips.

Writing an Informal Letter

Follow the **Plan** below

GREETING

- Greet the person you are writing to.
- Hello, Frank!
- Hi, Mom,
- Dearest Janet,
- Dear uncle Greg,

Writing an Informal Letter

Follow the **Plan** below

Opening Paragraph

- Begin your letter/e-mail and say why you are writing. Use phrases like:
 - How are you?
 - How are things? I hope everything's OK.
 - Thanks for your letter/e-mail.
 - Sorry I haven't written for so long, but...

Writing an Informal Letter

Follow the **Plan** below

Opening Paragraph

- Begin your letter/e-mail and say why you are writing. Use phrases like:
 - It was great to hear from you
 - I am writing to tell you/let you know...

Main Part (2-3 Paragraphs)

- Mention everything you want to include in your letter/e-mail.

Writing an Informal Letter

Follow the **Plan** below

Closing Paragraph

➤ State anything you want to emphasize and end your letter/e-mail. Use phrases like this:

- I must go now.
- Well, that's all for now.
- Write back soon.
- I am looking forward to hearing from you.

Writing an Informal Letter

Follow the **Plan** below

Closing Paragraph

- State anything you want to emphasize and end your letter/e-mail. Use phrases like this:
 - Say hello to...
 - Give my love/regards to...
 - Keep in touch.

Writing an Informal Letter

Follow the **Plan** below

Signing Off

- Use a signature ending and your first name below that.
- Yours,
- All the best,
- Bye for now,
- Best wishes
- Love,
- Take care.

Writing a Description of a Person

Follow the **Plan** below

Introduction

- Give some general information about the person (e.g. name, relationship to you, job).

Main Part (2 Paragraphs)

1. Describe the person's personality and give examples to support your opinion.

Writing a Description of a Person

Follow the **Plan** below

Main Part (2 Paragraphs)

2. Say what influence the person has had on you/other people.

Conclusions

- Make a general comment about the person and say how you feel about him/her.

Writing a Story or Narrating an Event

Follow the **Plan** below

Introduction

- Describe the setting of the story (time, place, weather, etc.) and introduce the main character(s).

Main Part (2 -3 Paragraphs)

- Mention what happened, what the character(s) did, saw, heard, said, etc. and how they felt.

Writing a Story or Narrating an Event

Follow the **Plan** below

Conclusion

- Describe what happened in the end and make a short comment.

Writing a Formal Letter/E-mail of Application

Follow the **Plan** below

Greeting

- Use a formal greeting, not first names.
- Dear Sir/Madam,
- Dear Sirs,
- Dear Mr./Mrs./Miss + last name,

Writing a Formal Letter/E-mail of Application

Follow the **Plan** below

Opening Paragraph

- Use set phrases to state the position you are applying for and say where/when you saw the job advertised.
- I am writing with regard to your advertisement in... (name of newspaper + date) / on ... (website).

Writing a Formal Letter/E-mail of Application

Follow the **Plan** below

Opening Paragraph

- I am writing with regard to your advertisement in... (name of newspaper + date) / on ... (website).
- I saw your advertisement in/on... and I was interested in...
- I am writing to apply for the position of...(job) as advertised in/on...

Writing a Formal Letter/E-mail of Application

Follow the **Plan** below

Opening Paragraph

- I am interested in applying for the job of...

Main Part (2-3 Paragraphs)

- State your age.
- Describe your qualifications and experience.
- State your present/previous job.

Writing a Formal Letter/E-mail of Application

Follow the **Plan** below

Main Part (2-3 Paragraphs)

- List any interests/hobbies you have that are relevant to the job advertised.
- Explain why you think you are suitable for the job advertised.

Use expressions like:

- I am fluent in.../ able to .../familiar with...

Writing a Formal Letter/E-mail of Application

Follow the **Plan** below

Use expressions like:

- I am fluent in.../ able to .../familiar with...
- At present I am working for/at...
- I have previous experience of working at ...
- I worked full-time/part-time for/at...
- I consider myself to be...

Writing a Formal Letter/E-mail of Application

Follow the **Plan** below

Use expressions like:

- I understand the importance of being...
- Some of my interests include...
- I am available to work...
- I believe I am suitable for this position because...

Writing a Formal Letter/E-mail of Application

Follow the **Plan** below

Closing Paragraph

- Use set phrases to end your letter/e-mail and say that you hope your application will be taken into consideration.
- I look forward to hearing from you.
- I would be grateful if you would/could reply as soon as possible.

Writing a Formal Letter/E-mail of Application

Follow the **Plan** below

Closing Paragraph

- I hope my application will be taken into consideration.
- I am available for an interview at your convenience.
- Please contact me if you have any questions regarding my application.

Writing a Formal Letter/E-mail of Application

Follow the **Plan** below

Signing Off

- Use a signature ending.
 - Yours faithfully, (when you don't know the name of the person you are writing to).
 - *Yours sincerely, (When you know the name of the person you are writing to).*

Writing a Formal Letter/E-mail of Application

Follow the **Plan** below

Signing Off

- *Sign underneath and write your full name below your signature when writing a letter.*

Writing an Article Describing a Place

Follow the **Plan** below

Title

- Think of an interesting title.

Introduction

- Give general information about the place you are going to describe.

Writing an Article Describing a Place

Follow the **Plan** below

Introduction

- Refer to what makes the place interesting or why you are going to write about it.

Main Part (1-2 Paragraphs)

- Describe the place, the sights and any other attractions.

Writing an Article Describing a Place

Follow the **Plan** below

Main Part (1-2 Paragraphs)

- Give your impression of the place and/or describe your feelings.

Conclusion

- Sum up your opinion by making a general comment about the place or by expressing your feelings.

Writing a Report

Follow the **Plan** below

➤ Write the following at the top:

To:

From:

Subject:

Introduction

➤ State what the report is about. Use phrases like:

Writing a Report

Follow the **Plan** below

Introduction

- State what the report is about. Use phrases like:
 - The aim/purpose of this report is to...
 - This is a report on ...
 - This report describes/focuses on/deals with...

Writing a Report

Follow the **Plan** below

Main Part (2-4 Paragraphs)

- Give information and expand on the points you want to make.
- Make recommendations/suggestions.

Conclusion

- State your overall impression/opinion.

Writing a Report

Follow the **Plan** below

Conclusion

➤ Use phrases like:

- All in all...
- To sum up...
- On the whole ...
- In conclusion...
- In my opinion...
- From my point of view...

Bibliography

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