

KEY WRITING SKILLS

1. **answer** the question and **include** the information asked for
2. **plan and organise** your ideas logically (while drafting use brainstorming, mind mapping, diagrams)
3. be careful about the **style (formal/ informal)**
4. organise your work in **paragraphs**
5. make your meaning **clear**
6. use **accurate and varied** grammar, vocabulary and punctuation
7. avoid **repetition** - use **synonyms** and english-english dictionary to find the right word you need
8. make sure you **don` t sound Slovak** or like **google translator**, e.g. look at these mistakes done by Slovak students in their essays:

Where was, there was

The cake baked my mum.

I learn English since first class in middle school.

swedish tables

She likes animals like me.

9. don` t write **too much or too little**

10. check your work **carefully**

11. use **linking words**

12. study **HOW TO WRITE:**

- letters (e-mails): personal/ formal (covering, complaint, enquiry, ...)
- descriptions of: a place/ an event/ a person
- essays: opinion/ 'for and against'
- a narrative/ story
- a review of a book or film
- a newspaper/ magazine article