

Mācību materiāls. „Writing”.

Izdales materiāla mērķis: sniegt skolēniem informāciju, kā rakstīt oficiālu vēstuli, e-pastu, par/preto eseju, viedokļu eseju, stāstu, atsauksmes, un kādas savienojuma frāzes ir jāizmanto rakstīšanā.

Materiāla apraksts: izdales materiāls sniedz vērtīgu informāciju, kas var noderēt, mācot skolēniem rakstīšanas veidus/ paņēmienus un attīstot rakstīšanas prasmes, radošumu un fantāziju. Tas var būt noderīgs izdales materiāls, gan gatavojot skolēnus Valsts eksāmenam angļu valodā, gan izmantojot to kā ikdienas palīgu vidusskolas klasēs, attīstot skolēnu rakstīšanas prasmes un iemaņas.

Rezultāts: skolēni papildinās savu vārdu krājumu ar dažādiem vārdu savienojumiem un iemācīsies rakstīt vēstules, esejas, stāstus angļu valodā.

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1. Formal emails/ letters

The structure:

- Formal greeting: Dear Sir/ Madam,/ Dear Mr. Smith,
- Introduction (opening remarks and reason for writing)
- Main body paragraphs (one for each separate topic)
- Conclusion (closing remarks)
- Formal ending (Yours faithfully,/ Yours sincerely,)

Useful linking words and word expressions:

Applying for a job/ course

- I am writing to apply for....
- I have been working as for the last... years.
- Despite my lack ofexperience, I feel that I would be....
- I consider myself to be
- I enclose a reference from my previous employer.
- I would be grateful if you would consider my application.
- Can you tell the duration of the course?

- Please send me a prospectus giving the course details.
- Is it possible to enrol online?
- I look forward to hearing from you.

Complaining

- I am writing to draw your attention to
- I am writing to express my strong dissatisfaction at the...
- I am writing to complain about the quality of....I recently purchased from you.
- The sales assistant was extremely rude and....
- I demand an immediate replacement
- I would appreciate it if ... could be replaced.
- I hope you will replace....
- I hope that this matter will be dealt with promptly.

2. For-and-against essays

The structure:

- 1. Introduction;**
- 2. Two main body paragraphs (for and against);**
- 3. The ending (summarises the arguments and gives the writer's opinion).**

Useful linking words and word expressions:

- Firstly,/ To begin with,
- Secondly, /Thirdly...
- Furthermore,/ Moreover,
- Finally,

Introducing advantages (pros)

- The main advantage of....
- Another/ benefit/ argument in favour of....

Introducing disadvantages (cons)

- A serious drawback/ disadvantage of....
- Another argument against....

This is because/ due to (the fact that)...

This means....

As a result,...

For instance,/For example,...

Such as...

Contrasting ideas

On the other hand,/ However

Despite/ In spite of (the fact that)....

Expressing opinion

- In my opinion/ view,...
- I believe/ think/ feel...
- On balance,...

Conclusion

- In conclusion,...
- All things considered,...
- To sum up, it seems to me there are....

3. Opinion essays

To begin/ end an opinion essay, we can:

- Address the reader directly;
- ask a rhetorical question;
- include a quotation.

Useful linking words and word expressions:

Giving opinions

- I believe/think/ feel (that)....
- I strongly believe...
- In my opinion/ view,...
- The way I see it,...
- It seems/ appears to me (that)...
- To my mind,...
- I (do not) agree that/ with....
- My opinion is that...
- As far as I am concerned...
- I (completely) agree that/ with...
- I (strongly) disagree that/ with...
- I am totally against...
- I could not agree/ disagree more that/ with...

4. Essays suggesting solutions to a problem

The structure: State a problem, make suggestion on how to deal with it and write the expected result of each suggestion.

Useful linking words and word expressions:

*Firstly,/ In the first place,...

*Secondly,...

*Furthermore,/ In addition,/ Besides,...

* Finally,/ Lastly,/ Last of all

Making suggestions

*One way of solving the problem...

*Another helpful suggestion would be to...

*We/ People should...

*It would be a good idea...

Showing contrast

*However,/ Nevertheless,

*On the other hand,

*Despite this/ that...

Presenting results

*As a result,/ Consequently,...

*By doing this,...

*In this way,...

*Therefore,...

*Then,...

Expressing opinion

*In my opinion/ view,...

*I believe/ think/ feel....

*It seems to me/ It is obvious (that)...

Concluding

*To conclude,/ To sum up,...

*All in all,...

*On balance, I would say (that)....

5. Reviews

These are short descriptions of books, plays, etc.

The structure: a review consists of:

- an introduction;**
- a main body;**
- a conclusion.**

Useful linking words and word expressions:

- *The film/ book tells the story of...
- *The film/ story is set in was written by....
- *The band were playing live at...

- *The story concerns/ is about/ begins....
- *The plot is boring/ thrilling,...
- *The plot has an unexpected twist.

- *All the songs were fantastic/ superb, etc.

- *The cast is excellent/ awful/ unconvincing.
- *The script is dull/ exciting/ fast-moving, etc.

*The special effects were (absolutely) stunning/ sensational, etc.

*It is beautifully/ poorly/ badly written.

*The costumes and set were magnificent.

Recommendations

*Do not miss them. They are well worth seeing.

*I would not recommend it because...

*It is bound to be a box-office hit.

*It is a highly entertaining/ dreadfully boring read.

*They are a must-see.

*I would not have missed it for the world.

6. Stories

Useful linking words and word expressions:

Starting a story/ Setting the scene

- ...felt (exhausted) as she had been (shopping in town all day)
- It was...(raining/ snowing hard) when.... (woke up that morning)

Leading up to the main event

- At first, nobody realised....
- We had only just (boarded the plane) when....
- The next thing (Kate) knew, (she was)....

The main event/ climax of the story

- Everyone started....
- Then just at that moment,...

Describing people, places, feelings

- The young man at the reception....
- We walked..... trying to....
- To our (amazement/ surprise/ relief, etc.), ...
- Imagine my (embarrassment/ annoyance, etc.) when....

Ending the story

- I have never been so (terrified) in my life.
- I felt truly (grateful/ satisfied/ sorry, etc.) that...
- It was the most (unforgettable, amazing) experience of my life.