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How to write in English

A description of an event:

There are different types of descriptions; you can describe people, places, events…etc.
Here are some steps to help you:

• You'll need a package of vocabulary and adjectives to make your description more interesting.
• When describing events in the past, use past tenses.
• When describing what happens during the celebration, use the present simple.
• When describing the preparations to the celebration use the passive voice.

Introduction: present the scene, for example: what is celebrated? Why? When? Where? How important and by who?

Main part: describe the important features of the celebration, for example: how it was celebrated? What you saw? …

Conclusion: make a general statement, did you enjoy it? What is your opinion about it?

A letter of complaint:

Below is a plan of a letter of complaint, "don't forget to use the expressions that you have in the student's book":

• Before you start writing the letter, don't forget to write the address, date and use an appropriate greeting, you also have to sign the letter.
• In general letters of complaint have to be written in a formal style
• Make sure you explain your complaints clearly.
• Use linking words and phrases of complaint that you can find in the students book.

Greeting: choose an appropriate greeting.

Introduction: state why you are writing, and what you are complaining about.

Main part: you try to explain more your complaint, giving just the necessary details, facts.

Conclusion: you state what you like the reader to do about the matter.

Singing off: use an appropriate signature ending.

Write a report:
There are many types of reports, for example: news reports, survey reports …
Below is a plan of a report and some advices:

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• Make sure you know exactly what you have to do.
• Always keep in mind who the reader will be.
• Choose an appropriate title to the report.
• Before starting, select the major ideas that you'd like to talk about in your report.
• Start a new paragraph for every major point.
• Make sure he information you give is clear, don't mention unnecessary details.
• The language in the report should be formal and polite.
• Avoid using the "I".
• Use the simple present and the passive voice in your report.

Introduction: state what the report is about.

Main part: make suggestions, give information and clarify the points you write about.

Conclusion: state your overall impression.

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