

## How to write a **blog entry**

Layout: user name, email address, date/time, **catchy TITLE (that refers to the topic!)**

Structure: **introduction:** reference to the topic and **experience** you want to describe or the **problem** on which you want to give your opinion, catching the reader's attention, addressing the readers (you can start with a question/statement/experience/reference to an article you have read)

Main body with paragraphs: giving information in a logical order: detailed description of your experiences or explanations, arguments, examples if you state your opinion on a problem (paragraphs, linking words)

Introduction of your ideas: I'd like to share my experiences/thoughts with you. Firstly, ...

Adding more information: In addition/Besides/Apart from that/Secondly, ...

Expressing your opinion: I think .../In my opinion ...

Hinting at a problem: The problem here is/seems to be ... /What is clear/unclear is that ...

Give explanations: Therefore, Thus, So, That's why ...

Giving examples: For example/instance .../As you can see in ...

Summing up/Conclusion: To sum up/Finally/To put it in a nutshell, ...

Giving an outlook: In future ...

Inviting comments: Please share your thoughts! Let me know what you think ... Please comment!

Register: personal/informal or neutral/formal (depends on the audience – public or private blog)

Interactive elements: addressing the reader directly (Questions, you, ...)

## How to write a **blog comment**

Layout: user name, email address, date/time

Structure: reference to previous entry (I have read your blog about ... and I would like to ...), main body with paragraphs and topic sentences: arguments, opinion, experience, evidence, reasons, explanations, examples - in a logical order, use of linking words!

Summing up, Conclusion: own opinion, main argument (To sum up, All in all, ...), inviting comments

Register: personal/informal or neutral/formal (depends on the audience – public or private blog)

Interactive elements: addressing the reader directly (Questions, you, ...)