## Advanced Writing Part 2 – Task Types

Part 2 will consist of 3 options of which you must only complete one. The possible task types are listed below. Word limit for all task types is **220-260 words.**

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| **Task Type** | **Register/Tone** | **Focus** | **Structure/Conventions** | **Notes** |
| Informal letter\* | ***Informal***, writing to a friend or colleague. | * Asking for news * Giving advice/recommendations * Narrative element – describing an experience * Asking for help/advice * Making plans/arrangements | * **Salutation:** Hi/Dear Dave * **Sign off:** Speak soon, hugs and kisses * **Clear paragraphs:**   + Friendly opening   + Reason for writing   + Tackle content points | Colourful, friendly language:   * Phrasal verbs   + Hang out * Idioms and expressions   + How’s it going?   + Can’t wait to see you. |
| Formal letter\* | ***Formal***, writing to someone in a position of authority.   * No contractions * Use formal nouns * Fewer phrasal verbs & idioms | Many types, including:   * Letter of complaint – bad experience, requesting action. * Letter of application – applying for a job, describing experience * Letter of recommendation – recommending a friend for job/course | * **Salutation:** Dear Sir or Madam, /To whom it may concern, * **Sign off:** Yours faithfully, * **Clear paragraphs:**   + Reason for writing   + Tackle content points | Formal language:  I am writing to express my:   * dissatisfaction with… * interest in…   I look forward to receiving your reply. |
| Report | ***Formal***, writing to someone in a position of authority.   * No contractions * Use formal nouns * Fewer phrasal verbs & idioms | * Describing a past experience – a course you took, a trip you went on etc. * Describing the current state of something – traffic congestion, recycling facilities. * Giving recommendations for improvement. | * **Simple title:** Report on…. * **Paragraph titles:**   + Introduction   + Conclusion/Recommendations | Impersonal style: ~~I think~~   * It is widely believed that… * It would be advisable to… |
| Proposal | ***Formal***, writing to someone in a position of authority.   * No contractions * Use formal nouns * Fewer phrasal verbs & idioms | * Analysing/evaluating options for a future event/activity. Examples:   + Fundraising events: party, sponsored walk   + We have €10,000, how should be spend it? New computers, new chairs, new tables? * Describing pros and cons of different options * Making a final recommendation and giving reasons | * **Simple title:** Ideas for…. * **Paragraph titles:**   + Introduction   + Conclusion/Recommendations | Impersonal style: ~~I think~~   * It is widely believed that… * It would be advisable to… |
| Review | ***Informal/neutral***, writing for a reader of a specific magazine or website. | Review of a product/experience: book, film, gadget, device, course, play, concert, video game, trip, museum, etc.   * Focus on **your opinion** of the product/thing * Describe experiences * Describe good and bad points * Recommend product to a specific demographic | * **Catchy Title:** Off the beaten track * Clear paragraphs tackling content points | Colourful, descriptive language:   * Phrasal verbs * Idioms and expressions * Impressive collocations:   + Absolutely mouth-watering   + An unforgettable experience |

\*In the exam, it won’t say “write a formal letter to….” It will just say “write your letter”. How do you know if it should be formal or informal? Who are you being asked to write to? The director of a company? Formal. Your boss? Formal. Your mate Dave? Informal.