

## CAE WRITING PAPER

### Part I:

- **article**
- **report**
- **letter**
- **proposal**

### Part II:

- **Article**
- **Review**
- **Report**
- **Proposal**
- **Essay**
- **Letter ( f or inf.)**
- **Information sheet**
- **Contribution to a longer piece**
- **Book entry**
- **Competition entry**

## 1. **ESSAY**

### Layout:

4 paragraphs:

- 1) Include statement declared in the task.
- 2) 1-2 paragraphs in which you give 2/3 reasons “for” the statement.
- 3) 1 paragraph in which you give 2/3 reasons “against” the statement but disprove them.
- 4) Conclude by summing up and re-stating your opinion.

### Style:

Formal, so:

- No contractions, phrasal verbs, idioms;
- Avoid using the first person singular as far as possible;
- Use passive voice as much as possible;
- Begin each paragraph with a topic sentence;
- Justify your ideas with examples;
- Do not include any new ideas in the conclusion.

### Useful expressions to introduce arguments/points:

Generally speaking/ There is no doubt that.../There are many advantages to +“ing”/It is a well-known fact that.../It is thought/believed/claimed that.../One point of view is.../For one thing,/Another argument is.../Far from + “ing”/ There are those/people who believe that.../ On the one hand.../On the other hand,/In contrast with/Contrary to the above ideas,/On the contrary,/ /Others feel/argue that.

Discourse markers: All types:- concession, cause, result, time, reason, contrast, emphasis, summing up, etc. Firstly,/secondly,/In addition,(to this,)/Furthermore,/Moreover,/What is more,/ However,/ Therefore, /In spite of + “ing”/ Despite + “ing”/Nonetheless,/ Although/Since/As/Because/Owing to/Due to/No matter how/what.../All the while/In the meantime,/nevertheless,/Regardless of.../As a matter of fact,/As a consequence,/All in all,/ On the whole,/Another point worth mentioning is.../Taking everything into account,/My belief is that../The way I see it is... .

## 2. INFORMAL LETTER

Usually postal addresses are not necessary, unless they say otherwise;

Dear ..  
Hi/Hello ...

### **Beginning**

Great/Lovely to hear from you (after so long)  
Thanks (a lot) for the letter / It was great to get your letter  
Sorry to hear about your  
Sorry for not writing for so long/I haven't written/I haven't been in touch for so long

### *Persuading*

You'd get so much out of it  
It'd be a wonderful/marvellous opportunity for you to..  
Just think of (all the people you'd meet)  
Just imagine how it would (improve your cv), not to mention (the money you could earn)

### *Advising*

Whatever you do, make sure you..  
It's (not) worth/There's no/little point + gerund  
I'd/I wouldn't...if I were you.  
You'd be much better off + gerund

### **Ending**

I must go now  
Phone me as soon as possible.  
Write back soon and let me know how it goes  
(I'm) Looking forward to hearing from you  
Please reply quickly  
I'll finish now as I'm running out of space  
Bye for now  
I'd better get going  
Can't wait to see you again  
(Give my) love/regards to

### **Signing off**

*Friends:* All the best/Best wishes/Bye for now  
*Relatives:* Lots of love/All my love/Love

When possible, use:

- contractions
- the present continuous instead of the present simple ('I'm looking forward to hearing from you' instead of 'I look forward...')
- the present simple instead of the conditional ('I want to visit your farm' instead of 'I would like to visit your farm')
- colloquial expressions ('I'm most interested' instead of 'I am really interested')
- direct sentences ('I think it's a good idea' instead of 'It would be a good idea')
- phrasal verbs

## 3.FORMAL LETTER

Dear Sir/Madam ( when you don't know the name → Yours Faithfully)  
Dear Mr X (→Yours Sincerely)

### **Reason for writing (Who I am (not the name!), What I want, When and Where it happened)**

I am writing with regard/reference to (the article which appeared *when/where*) to express my concern about/disappointment with/dissatisfaction with/disapproval of/apologies for (*motivation*)

### **Body (2/3 paragraphs – Points from input material)**

- Firstly/To begin with/Moreover
- In fact/Furthermore/In addition/Finally
- (I feel) I must also (dis)agree with
- I would like to/ I want to point out that
- According to your (article)/ Your (article) states that.. However/which is completely wrong

### **Action Step/Desired outcome**

- I trust/very much hope you will (print this letter in the next issue of your newspaper)
- I would appreciate it/be grateful if you would
- It seems only fair that you should
- I look forward to receiving/seeing
- In light of the above (I feel I am entitled to a full refund and a formal apology)

### **Ending**

Yours faithfully/Yours Sincerely, then below signature, then below full name, legibly written

Types of formal letters:

1. Letter of complaint : depends on rubrik; mention all aspects in input material; demand action to be taken
2. Letter of recommendation: mention in what capacity you write, how long you have known the person, in what capacity; stress character features that seem relevant for the position they have applied for; often headed by : To whom it may concern unless you know exactly who you are writing to;
3. Letter in response to an article: mention all points from the input material, disprove criticism, allow for some mistakes/imperfections but show they will not be repeated or were compensated by others;
4. Letter of application: make sure you mention where you saw the position advertised; state your current position, your relevant professional /occupational experience, your education, your relevant personal features; offer to provide further info and attend interviews, give data of contact

## **4.REPORT**

Must have TITLE

Or:

To:

From:

Subject: eg: Living conditions in .....

Date:

### **Reason of writing (Introduction)**

- The aim/objective/purpose of this report is to compare/examine/evaluate/describe/outline (some suggestions)/analyse (some suggestions)/expose/present/give information on/regarding the/recommend/consider/suggest
- This report aims to... etc.
- Nouns: information (remember: not informations), ideas, suggestions, situations, conditions, comments
- in order to improve/decide
- In case of survey/discussion: It is based on a survey conducted among/It is the result of a discussion which took place among

### **Body (2-3 paragraphs )**

- Headings from the task

- It should be considered, it is worth considering
- The first observation to make is (concerns)
- First of all/Firstly
- Secondly/ Furthermore/Moreover
- Lastly/Finally
- In fact
- According to (the majority of respondents)
- However, although, alternatively
- In spite of (the fact [that])/Despite (the fact [that]) + Noun, Pronoun or ...ing
- Predicting the future: The outlook for ... is (far from [+ing]) bright/optimistic/depressing/daunting
- The future looks bleak/remains uncertain/is promising
- This seems unlikely in the near/foreseeable future
- It has been stressed that

#### **Making/giving recommendations**

- I would strongly recommend that ... should + bare infinitive
- In the light of the results of the survey I would advise against...
- I feel it would be to our advantage if...
- The best solution is/would be to...
- This will have an impact on + noun

#### **Conclusion(s)**

- As long as/provided that these recommendations are taken into consideration
- In conclusion...
- The research shows/demonstrates
- From the research/the evidence we conclude that

## **5.PROPOSAL**

Must have TITLE or heading box: To.... From ..... Subject ..... Date .....

Same structure and features as Report but you must make suggestions and show consequences.

#### **Possible lay-out:**

Introduction

Description of situation

Proposals/suggestions

Conclusions

Or:

Introduction

Description of one aspect, then suggestions

Description of next aspect, then suggestions

Conclusions

## 6. BOOK ENTRY

### Introduction

What you write for a book entry is very similar to an article so:

- There should be a TITLE
- It should include section headings
- The language should be quite formal as book entries are usually written for serious publications
- The subject – whether person or place – should be made clear in the first section
- The opening section should be as interesting as possible to make the reader want to carry on reading
- It is important that what you write is as realistic as possible and therefore should look like an authentic text

### Writing style

Book entries will include a combination of :

Descriptive: e.g. describe a person/place etc

Discursive: e.g. give and support your opinion, analyse a situation, give explanations

Narrative: e.g. narrate an event or a discovery

## 7. ARTICLE

An article :

- is a piece of writing usually intended for publication in a newspaper, magazine or journal
- is written for a wide audience, so it is essential to attract and retain the readers' attention
- may include amusing stories, reported speech and descriptions
- can be formal or informal, depending on the target audience
- should be written in an interesting or entertaining manner
- should give opinions and thoughts, as well as facts
- is in a less formal style than a report

An article can :

- describe an experience, event, person or place
- present an opinion or balanced argument
- compare and contrast ; - respond to criticism
- provide information
- offer suggestions
- offer advice

**A realistic article should consist of:**

1. an eye-catching title which attracts the readers' attention and suggests the theme of the article. (Think about why you read a magazine or newspaper article recently - what made you read it?) Articles can also have subheadings before each paragraph.
2. an introduction which clearly defines the topic to be covered and keeps the reader's attention.
3. the main body of two to five paragraphs in which the topic is further developed in detail.
4. the conclusion - summarising the topic or a final opinion, recommendation or comment.

### REMEMBER

Before you begin writing it is important to consider:

- where is the article going to appear - in a newspaper or magazine?

- who are the intended readers - a specific group such as students or teenagers, or adults in general?
- what is the aim of the article - to advise, suggest, inform, compare and contrast, describe, etc.?

**DO NOT** use over-personal or over-emotional language or simplistic vocabulary.

**DO NOT** talk about yourself. You are writing for the general public, not a close circle of friends. Your opinions are only interesting to other people if you can make them amusing, justify them or explain them.

Conclusion example:

*All of this leads me to the conclusion...*

*All these points make me want to...*

*In the light of these.....*

## 8. LEAFLETS AND INFORMATION SHEETS

These can be both FORMAL and INFORMAL; it depends on the target reader.

- Like ARTICLES you need a TITLE;
- Like REPORTS/PROPOSALS they need to be divided into SECTIONS with subheadings.

### FORMAL

The focus is on providing factual information and therefore, you need to use formal or neutral language:

e.g. INFO SHEET announcing major changes within your company over the coming year: - Use language which reassures the public that very little inconvenience will be caused.

### INFORMAL

The focus is on being informative but more light-hearted/persuasive language is required:

e.g. LEAFLET: "Write a leaflet encouraging young people to attend a cultural/sporting event that you have helped to organise".

Both leaflets and information sheets must include:

- A title which attracts the attention of the reader and states the content;
- An introduction which makes the reader want to continue reading;
- A main body divided into headed sections focusing on relevant information in the rubric;
- A brief conclusion where main points are summarised.

LAYOUT is important! Remember:

- Clear headings;
- Make sure writing is well spaced out on page;
- Use bullet points

## 9. REVIEW

**- Can be of a book, film, TV programme, play, etc. and is meant to give both factual information and an opinion.**

**- Must have catchy TITLE**

**- Depending on rubric (target reader) it will be neutral or more formal in register**

**- Resembles article, therefore introduction should state main idea/ opinion of text.**

**- Avoid 1<sup>st</sup> person but make your opinion quite clear.**

**Use linkers but more creative ones than 'Firstly', 'secondly' etc.**

**Recommended structures: relative clauses and participle structures: Set in 15<sup>th</sup> century medieval London, the film.... Or:**

**Must include:**

- a) a description/ outline of the subject/ plot, mention of type or genre, info about director/actor/awards/ special effects/ music , where the play is on, what channel the TV programme is on etc,
- b) pros and cons: argued opinion of good and bad features depending on task, can be objective/ factual : The photographs were of poor quality or subjective: The action seemed too violent; you can express strong personal opinion but be sure to give reasons
- c) verdict: summing –up and recommendations, give a clear opinion

## CAE - WRITING AND VOCABULARY

### 1) FORMAL WRITING (Reports and proposals)

#### Introduction

- The main purpose/aim of (this report) is to outline/ present / discuss / examine / evaluate...
- This report (outlines/looks at)...
- This report is based on...

#### Making recommendations and concluding

- It is clear from customer feedback that...
- With regard to..., the general view seems to be...
- In the light of (this year's experience),...
- Perhaps the most effective way of...
- If the (centre) is to attract more customers, it is vital that...
- It would be a good idea to...
- It is (therefore) believed / obvious that...would be ideal for...
- It would (not) be advisable / practical to...
- We suggest/propose that...
- We suggest/propose + *ing*
- A (more spacious area) would be the solution.../ an effective way of...

#### Generalising

- On the whole,...
- In general,...

- In light of the above, we believe the following measures should be adopted...
- In the short/long term, we suggest you should consider...
- My recommendations are as follows:...
- In my view, in future, we should...
- To improve the situation, we recommend...
- It is recommended that...
- To sum up,...To conclude,...
- I hope that the plan outlined/presented in this report meets with your approval...
- I hope that the recommendations outlined/ presented in this report will receive your serious consideration.

#### Style

- Do not use contractions.
- Use passive forms whenever possible.
- Use relative clauses to join ideas: *The period during which he lived was full of uncertainty.*
- Use these formal words: ~~like~~ → such as / ~~kids~~ → children
  - ~~a lot (of)~~ → many / a large number of + countable noun
  - ~~a lot (of)~~ → much / a great amount of / a great deal of + uncountable
  - ~~a lot~~ (intensity) → very much / significantly / dramatically
- Avoid using the word *things / something*, etc. Use a more specific word (*problems, situation, solutions, subjects*, and so on).

### 3) SEMI-FORMAL WRITING

**( articles, reviews, some competition entries and contributions to longer pieces)**

### Addressing the reader

- Have you ever wondered (what the college would be like if)...? If the answer is (yes)..., you...
- If you want a different kind of experience,... / As you know,...
- Doesn't it just make everyone feel (positive about...)?
- If you have a few hours to spare,...is worth seeing.

### Describing location

- Located / Situated (just a few miles away from...), X is...
- Built (just next to...), X is...
- Some minutes from..., X is...

### Giving information

- Throughout its history, X...
- X is by far the oldest...
- Y is the best known...
- What is particularly spectacular is...
- Recent additions/changes include...

### Accuracy

- Never omit the subject pronoun: *Many people believe IT is important to... I believe IT is a good idea study...*
- Do not use unnecessary subject pronouns: *This is a problem which ~~it~~ is essential to solve.*
- Make sure the subject and the verb agree: *Attracting tourists involves improving local facilities.* (SINGULAR SUBJECT → attracting tourists + SINGULAR VERB → involves)

### Attitude clauses and phrases

- Generally speaking,...
- Annoyingly,... Naturally,... Strangely,... Surprisingly,... Evidently,...
- Indeed,... In fact,... Admittedly,... Presumably,...

## RELATED WORDS AND PHRASES

### AGREEMENT

- A great number of people share the view that tourism will have a negative impact on the island.
- Today there is general / widespread agreement that pollution from cars and planes is threatening the future of our planet.
- It is now widely accepted that the universe began with the so-called 'big bang'.

### DISAGREEMENT

- Opinions differ about the proper relationship between the mass media and society.
- There is considerable disagreement among experts about the usefulness of these tests.
- There has been a great deal of controversy over abortion in the US.

### ADVANTAGES AND DISADVANTAGES

- Regular exercise has many benefits, including reducing the risk of heart disease.
- Despite a few problems with the design, the car's advantages clearly outweigh its disadvantages.
- The major drawback of this method is that it can be very time-consuming.
- The downside of running your own business is that you are responsible if anything goes wrong.

### CAUSE

- lead to: The research could lead to a cure for many serious illnesses.
- result in: The fire resulted in damage to their property.
- be responsible for: He was responsible for the accident.
- bring about: The war brought about enormous social change.



- give rise to: Poor performance in exams can give rise to depression and even thoughts of suicide.
- trigger: to make something suddenly start to happen, especially a bad situation such as a crisis or a war, or a medical condition: Certain foods can trigger allergies.
- contribute to: Passive smoking could contribute to the development of respiratory diseases among nonsmokers.
- factor: Cost is often the deciding factor when choosing any product.

### EFFECT

- impact on: His work has had an enormous impact on the study of genetics.
- influence on: In his book, he examines the influence of the media on our society.
- affect: (v) The disease affects women more than men.
- influence: (v) She has influenced him a lot.
- implications: The results of the study could have important implications for future educational policy.

### EMPHASIZING

- I would like to stress that the research is still at an early stage.
- It should be noted that there are a number of alternative methods available.
- It is worth bearing in mind that 90% of the scientists researching herbicides in the US are employed by chemical companies.
- Factors such as temperature and acidity play a crucial role in determining how well the process works.
- These insects play a vital part in the food chain.
- It is essential that the work is carried out as soon as possible.
- The climate is much colder, especially in the far north.

### PROBLEMS

- issue: Issue is used especially about problems that affect a lot of people in society: International terrorism is the biggest issue (=the most important issue) facing the world today. Previous governments failed to address (=try to deal with) social issues such as unemployment and homelessness.
- challenge: something difficult that you must do or deal with, which needs a lot of skill, effort, and determination: She said she was looking forward to the challenge of starting up a new business on her own.
- difficulty: The company has managed to overcome (=deal with) its recent financial difficulties. Many people experience difficulty in sleeping at some time in their lives.
- trouble: a problem or several problems that make something difficult, spoil your plans etc: Students of English often have trouble with phrasal verbs. The company ran into trouble (=started to have problems) when it tried to expand too quickly.
- setback: something that happens which stops you making progress or which makes things worse than they were before: Despite some early setbacks, his campaign for the presidency was successful.
- obstacle: Criminal gangs are the biggest obstacle to democratic reform.
- dilemma: The doctors were faced with a moral dilemma.
- vicious circle: Some developing countries get caught in a vicious circle. They cannot afford to pay their debt repayments, and so the debts get even bigger.
- complication

### INCREASE

- increase by (percent): Last year, the number of burglaries increased by 15 percent.
- go up: Last month unemployment went up from 1.6 million to just over 1.7 million.
- grow: The volume of traffic on our roads continues to grow.
- expand: After two years of no growth, the economy started to expand again in 2003.
- double/triple/quadruple: Since 1950, the number of people dying from cancer has almost doubled.
- growth: (n) There has been a huge growth in sales of big 4-wheel-drive vehicles.

### DECREASE

- decrease by (percent): The average rainfall has decreased by around 30 percent.
- go down: The percentage of fat in our diets has gone down.

- fall: The number of tigers in the wild has fallen to just over 10,000.
- drop: At night, the temperature drops to minus 20 degrees.
- decline: decline is used about numbers or amounts, and also about the level or standard of something:  
In rural areas, the standard of living continued to decline.

### **ADMIRE**

- respect / look up to: The children need someone they can look up to.
- think highly of: Most of the students and staff think very highly of Dr. Smith.
- have a high opinion of
- highly regarded/respected: a highly respected surgeon

### **ADVANCED**

- sophisticated / high-tech (equipment) / state-of-the-art (technology)

### **SURPRISING** (Avoid using "colourful" vocabulary in formal writing!)

- amazing / unbelievable / incredible / astonishing / staggering
- come as a surprise / come as a shock / amaze / astonish

### **SURPRISED** (Avoid using "colourful" vocabulary in formal writing!)

- amazed / astonished / speechless / be taken aback (He was taken aback by the news)

### **EXCITING** (Avoid using "colourful" vocabulary in formal writing!)

- thrilling / gripping / exhilarating / action-packed

### **BORING**

- dull / tedious / monotonous / uninspiring

### **BEAUTIFUL PEOPLE** (Avoid using "colourful" vocabulary in formal writing!)

- attractive / good-looking / gorgeous / striking / stunning

### **BEAUTIFUL PLACES** (Avoid using "colourful" vocabulary in formal writing!)

- breathhtaking / stunning / awe-inspiring / striking / spectacular
- spotless: very clean

### **UGLY PLACES / PEOPLE** (Avoid using "colourful" vocabulary in formal writing!)

- unattractive / unpleasant / unsightly / hideous (=extremely ugly)
- filthy: very dirty

### **IN BAD CONDITION (PLACES)**

- in bad condition / dilapidated / run-down

### **NEW**

- latest / brand-new / innovative (idea or system)

### **OLD**

- old-fashioned / outdated / obsolete

### **VERY**

- absolutely / extremely / highly / incredibly / remarkably

### **GOOD PERFORMANCE / PIECE OF WORK**

- excellent / outstanding / impressive / exceptional

### **GOOD FOR A PARTICULAR JOB, PURPOSE, ETC**

-suitable / right / proper / appropriate / be suited to

### **WRONG INFORMATION / NUMBERS**

-incorrect / inaccurate / misleading

### **NOT REASONABLE / NECESSARY**

-unjustified / unreasonable / without good reason

### **RELAX**

-unwind / wind down: Set in spectacular countryside, the Shiga Hotel is the perfect place to unwind.

-make someone feel at ease

-relaxed / feel at ease / laid-back (not easily worried or annoyed) /

### **NERVOUS**

-tense / uneasy / anxious / be under stress

### **PUBLIC SERVICES**

-facilities: The facilities at the hotel were excellent -- tennis courts, swimming pool, several bars and a good restaurant.

-amenities: things such as shops, parks, or restaurants that make living or working in a place more pleasant  
I prefer this part of the city because there are plenty of good amenities.

### **COMPARISONS**

-a great deal / far / much + comparative (cheaper / more economical than)

-a bit / slightly / barely + comparative (cheaper / more economical than)

-by far / easily the + superlative (This is easily the best solution we can think of)

### **VERY MUCH / NOT VERY MUCH**

-dramatically / significantly / slightly

### **AND**

-As well (as) / in addition to: Over 600 people will lose their jobs, in addition to the 400 people who left the company last year.

-In addition: A fifth of the world's population lives on less than \$1 a day. In addition, over 100 million children are living on the streets.

-Furthermore / Moreover: used at the beginning of a sentence when adding an important fact that is connected with what you have just said: The drug has strong side effects. Furthermore, it can be addictive.

### **IF**

-as long as / on condition that / provided that

### **OR**

-alternatively: You can go up into the mountains. Alternatively, you can stroll around one of Switzerland's delightful cities where the old mixes with the new.

-on THE one hand ... on the other (hand)

### **BECAUSE**

-As / since: As it was a hot day, they decided to leave all the windows open. Since it is difficult to predict how the climate will change, it is not possible to say which countries will suffer the most.

-thanks to

-DUE TO/OWING TO + NOUN

The delay was due to a problem with the ship's engines.

-DUE TO/OWING TO + THE FACT THAT + subject + verb

The men did most of the work in the fields. This was partly due to the fact that the men were stronger.

### **BUT/ALTHOUGH**

-While / whereas / by contrast

-However: *However* is usually used in the middle of a sentence, separated from the rest of the sentence by commas: Jack and his family managed to escape before the soldiers arrived. Other families in the village, however, were less lucky. Or it comes at the beginning of a sentence: He began his academic career as a mathematician. However, his main achievements were in the field of nuclear physics.

-Nevertheless: *Nevertheless* is usually used at the beginning of a sentence, or at the end.

-IN SPITE OF/DESPITE + NOUN

Despite his lack of formal education, he became one of the world's leading mathematicians.

-IN SPITE OF/DESPITE + verb + ING

This was a dinosaur that weighed only 10 tons, in spite of being some 28 metres long.

-IN SPITE OF/DESPITE + THE FACT THAT + subject + verb

Many people are worried that cellphones may be dangerous to health, despite the fact that most of the research suggests that there is little risk.