

Writing

Useful expressions and writing plans

Asking for information	Job application
<p style="text-align: center;">Introduction</p> <p>Dear Mr/Mrs, I am writing with regard to the advertisement I saw in....I am very interested in (attending/ joining/ buying etc) and I would be grateful if you could give me some information about...</p> <p style="text-align: center;">Asking for information</p> <ul style="list-style-type: none"> ○ Could you tell me if..... and also if....? ○ I'd also like to know.... ○ Would you mind (sending me)....? ○ Please let me know... <p style="text-align: center;">Ending</p> <p>I look forward to hearing from you soon/ in due course. Yours sincerely,</p>	<p>Dear Sir/ Madam, I am writing to apply for the post of...which I saw advertised in...</p> <p>Paragraph 2: experience Last (summer/year etc), I worked for....as a....My responsibilities included...</p> <p>Paragraph 3: skills and character traits I consider myself to be... (Trustworthy, hardworking, efficient, enthusiastic, a quick learner etc.)</p> <p>I look forward to hearing from you soon. Yours sincerely,</p>

Giving advice	Making suggestions
<ul style="list-style-type: none"> ✓ I think you should ... ✓ How about... (+ing)? ✓ What about... (+ing)? ✓ Why don't we/ you...? ✓ Maybe you could... ✓ If I were you, I would... ✓ It is usually a good idea to ... ✓ In my experience, ... works really well. ✓ One thing you could do is ... <p style="text-align: center;">Asking for advice</p> <ul style="list-style-type: none"> ✓ What do you suggest? ✓ What should I do? ✓ What's your advice? ✓ If you were me what would you do? 	<ul style="list-style-type: none"> ✓ Shall we...? ✓ How about...(+ing)? ✓ What about...(+ing)? ✓ Why don't we/ you...? ✓ Maybe we/you could... <p>Accepting suggestions</p> <ul style="list-style-type: none"> ✓ Great idea! ✓ Yes, that sounds fun! ✓ I'd love to! ✓ I'd be up for that! <p>Declining suggestions</p> <ul style="list-style-type: none"> ✓ Sorry, I can't! ✓ I don't really like/ enjoy...(+ing)