**WRITING**

Part two: 60 - 70 words

* **write to the topic, keep it short, be detailed and clear, reader friendly, ask yourself why are you writing this and what do you expect?**

**1.Message**

* **greeting**
* **message – content**
* **saying good bye**
* **signature**
* **use: acronyms: ASAP, BTW, CUL8R…**

**2. Invitation**

* **greeting**
* **what`s happening, where and when, who`s invited, what to wear and bring, programme, hope to accept it**
* **saying good bye**
* **informal X formal ( To…….have a pleasure to invite you to/at…formal dress required…RSVP)**

**3. Email**

* **greeting ( Hi, Hello, X Dear Mr…)**
* **thanking for….**
* **content in paragraphs**
* **saying good bye ( formal: Look forward to hearing from you…Hope to hear from you soon…Yours sincerely)**

**4. Advert**

* **title**
* **what you want / looking for, selling…**
* **describe the thing**
* **availability, price / discount possible**
* **contact, mobile, email**
* **rather informal langure**

**Part one: 120 – 150 words**

**5. Review**

* **1paragraph: title, genre, author/director, characters, where is it set,** 
  + **based on…, it tells about…, theme of film/ comedy starring…**
* **2 -3 parag.: the plot + details, characters` development**
  + **twist in the end, plot is complicated, special effects, cast is excellent**
* **4par.: opinion, conclusion, recommendation**
  + **well – worth - seeing/reading, don`t miss, I was impressed…**

**6. Description / a person, a place, an event**

* **1 parag.: why you chose this…, name, gender, age, where and when you met the person**
  + **basic infor. about the place, location, why**
  + **inform. like names, time, place and why this event./festival…**
* **2parag.: appearance/ characteristics, hobbies**
  + **details and overal look**
  + **preparation of an event., describe the event. and atmosphere**
* **3parag.: summarise, your attitude to a person/place/event., your feelings, impression**

**7. Narrative/ vypraveni**

* **1par: place, time, describe the situation, attract the reader!**
* **2par: the main plot**
  + **First, later, finaly…..**
  + **However, although…**
* **3par.: overal comentary, conclusion, feelings, reactions of heroes, denouement –rozuzlení**

**8. Formal letter/ email – complaint, job application**

* **addresses, date ( 24 April 2014), formal language, no contractions, slang, phrasal verbs**
* **Dear Mr/ Mrs/ Ms Black = Yours sincerely**
* **Dear Sir/Madam = Yours faithfully**
* **I look forward to hearing from you soon.**

**9. Informal letter/ email (subject) – no addresses**

* **Dear/ Hello/ Hi…..**
* **How are you? I am writing you cause I haven`t heard about you for a long time….Thanks for your letter….**
* **I`m looking forward to hearing from you ASAP☺**
* **Yours Eve, Best wishes.., With regards.., Love…**