

ON THE WAY TO ZNO. EXAM PREPARATION TIPS 2

In this issue we'll continue «Writing Bank» tips. This section is dedicated to:

- *different types of writing tasks required by the ZNO test,*
- *useful tips,*
- *lists of phrases one can use for each task type.*

Стратегії виконання

1. Уважно прочитайте завдання і визначте головні питання, про які треба написати. З'ясуйте формат письмового завдання.
2. Оберіть відповідний стиль.
3. Складіть план і підберіть необхідні слова і висловлення.
4. Пишіть відповідно до плану і пам'ятайте про поділ тексту на абзаци.
5. Намагайтеся вживати не тільки прості речення, але й складнопідрядні, використовуючи засоби логічного зв'язку.
6. Намагайтеся правильно використовувати часові форми дієслова, різноманітні граматичні структури.
7. Уважно перевірте роботу, звертаючи увагу на наступне:
 - Чи дотримано формат і стиль висловлювання;
 - Чи логічно поділено текст на абзаци
 - Чи вірно використані засоби зв'язку всередині речень, між реченнями, між абзацами;
 - Перевірте написання кожного слова.

INFORMAL LETTERS

Remember that in informal letters we use:

Informal vocabulary, including phrasal verbs

'go on' instead of 'continue'

Simpler sentence structure

I'll be late for the party. It's because of my French exam.

Punctuation using exclamation marks

If you'd been at the wedding, you'd have loved the food!

	Dear (first name),
Beginnings	<i>Thank you/Many thanks</i> for your (<i>recent/last</i>) <i>letter/postcard</i> . It was <i>good/nice</i> to hear from you recently. I'm sorry I haven't <i>written/been in touch</i> for such a long time. It's ages since I've heard from you. I hope <i>you're/you and your family are</i> well.
	Asking Hi! How are the things?How are you? How's it going?
Referring to their news	Great news about ... Glad to hear that ... Sorry to hear about ...
	Giving news Listen, did I tell you about ... You'll never believe what ... Oh, and another thing ... This is just to let you know that ... I thought you might be interested to <i>hear about/know that</i> ... By the way, <i>have you heard about/did you know that</i> ...
Apologies	I'm writing to apologise for missing your party but I'm afraid I was with flu. I'm really sorry that I forgot to send you a birthday card but I was busy with my new job. If you let me know <i>where you bought it/how much it cost</i> I'll gladly <i>pay for it/replace it</i> . Please let me know how much the bill is and I'll gladly pay it.
	Invitations I'm/We're having a party on Friday 19th and I/we hope you'll be able to come. Would you like to <i>come/go</i> to see 'Room With a View' with me at the weekend. I was wondering if you'd like to <i>go to the theatre/come on holiday with us?</i> Could you let me/us know if <i>you can come/you'd like to join us?</i> Thank you very much for your invitation. I'd love to come. Thank you for <i>asking/inviting</i> me to ... but I'm afraid I won't be able to ...
Requests	I'm writing to ask <i>for your help/you (if you could do me) a favour</i> . <i>I wonder if/I was wondering if</i> you could <i>help me/do me a favour</i> . I hope you don't mind me asking but could you (possibly) ...? I'd be <i>very/really/terribly</i> grateful if you could ...
	Thank you Congratulations Good Luck
Making suggestions and recommendations.	
	Endings
Signing off	Love, Lots of love, Yours, Best wishes,

First name

A REPORT

Initial information To:
From:
Subject: or Re:
Date:

Introduction As requested, I *did/have done* smth
I summarise below/Below is a summary of the most important relevant points as well as
some recommendations.

Findings
Or
Important points 1. ...
2. ...
3. ...

Useful phrases In relation to ...
In contrast with ...
As far as ... is concerned ...
In spite of ...
In an attempt to ...

Conclusion or
recommendations. Having considered the options, ...
I would like to *suggest/recommend* ...
I therefore *suggest/recommend* ...
You may wish to consider ...

Report Types:

1. **News reports** (describe a particular event or topic which is of interest to the public).
2. **Assessment reports** (present and evaluate the positive and negative qualities of a person or a building/place in order to make a judgment or recommendation about them)
3. **Survey reports** (based on research)

Report Structure:

To: Bob Prescott, Chairman of Council
From: Mary Scott
Date: 5 September 2004
Subject: Big Shop Complex
Introduction (state the purpose of your report)
Main Body (list of good/bad points)
Conclusion (make suggestions)

Heading

- To:..... From:..... Date:

Introduction

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- the purpose of your report

Main Body

- general information
- positive points
- negative points

Conclusion

- state your opinion or evaluation
- make suggestions and recommendations

Report Types	Introduction	Main Body	Conclusion
<ul style="list-style-type: none"> • <i>News reports</i> <p>It consists of:</p> <ul style="list-style-type: none"> - a short eye-catching headline which introduces the subject of the report - introduction - main body - conclusion <p>Formal impersonal style</p> <p>About headlines:</p> <ul style="list-style-type: none"> • They should both catch the reader's attention and inform the reader about the subject of the report. • Omit articles, parts of tenses 	<p>§ 1.</p> <p>Summary of the event- time, place, people involved</p>	<p>§ 2,3,4 .</p> <ul style="list-style-type: none"> - Description of the main events and people involved- give detailed facts - Information about the causes and results of the incident <p><i>*do not write about your feelings or your point of view concerning the incidents</i></p>	<p>§ 5- final paragraph</p> <ul style="list-style-type: none"> - people's comments on the event - reference to future developments <p><i>*use passive voice and direct/reported speech to include people's comments</i></p>

<p>• Assessment reports</p> <p>It consists of:</p> <ul style="list-style-type: none"> - introduction - main body - final paragraph <p>Formal style</p>	<p>§ 1.</p> <p>-state the purpose and content of the report</p>	<p>§ 2,3,4 .</p> <p>-general information of the place (location, facilities, activities)</p> <p>-present each point in detail under suitable subheadings</p> <p>- give positive and negative points</p> <p><i>*Join the positive and negative comments using linking words: however, nevertheless, on the other hand, in contrast...)</i></p>	<p>§ 5- final paragraph</p> <p>-summarize the information from the main body</p> <p>-state your general assessment and /or recommendation</p>
<p>• Survey reports</p> <p>It consists of:</p> <ul style="list-style-type: none"> - introduction - main body - final paragraph <p>Formal style</p>	<p>§ 1.</p> <p>-state the purpose and content of the report</p>	<p>§ 2,3,4</p> <p>-all information is presented in detail</p> <p>- facts can be presented in the form of percentages (<i>ten per cent / three in ten</i>) or proportions (<i>the majority/minority</i>)</p> <p><i>*you can use sub-headings, numbers or letters to separate each piece of information.</i></p>	<p>§ 5- final paragraph</p> <p>-summarise the information from the main body</p> <p>- your recommendations or suggestions</p>

1. News reports.

Useful Vocabulary

Introductory Phrases	Main Body Phrases	Closing Phrases
<u>Acquaintance with Events:</u>	<u>Description of Events:</u>	• “This is one of the worst

<ul style="list-style-type: none"> • A hurricane hit.....yesterday morning, causing thousands of pounds worth of damage to buildings....) • Underground workers remained on strike yesterday as • Two people were seriously injured in.... • Two people were killed and another person was seriously injured in a car crash • There was a large house fire early this morning.... One man is said to be in a critical condition. • Nine people died in a rail crash near London this afternoon. Two trains which were traveling in the same direction collided..... 	<ul style="list-style-type: none"> •started/ began / approached / reached.... • who was badly injured in a car crash.... • The accident happened when N. lost control of his car.... • The accident, however,..... • Kidnappers asked for ransom..... • Police traced <p><u>Points of View and Aspects of the problem:</u></p> <ul style="list-style-type: none"> • Firstly,...../ First of all,..... • To start with,..... / to begin with,..... • Secondly,..... Thirdly,..... • Finally,..... • There are also problems caused by..... <p><u>Addition to the Problem discussed:</u></p> <ul style="list-style-type: none"> • Furthermore,..... / Moreover,..... / What is more,..... • As well as..... In addition to this / that.... • Besides ,...../ also..... • Not only....., but.....as well. • Apart from this / that,..... •not to mention the fact that..... <p><u>Reasons and Details:</u></p> <ul style="list-style-type: none"> •because...../ owing to the fact that..../ due to the fact that.... • The reason why.... is that..... • What I like/dislike about...is..... • This would mean..... By doing this..... • As a result of this..... <p><u>Emphasising, Connecting different Ideas:</u></p> <ul style="list-style-type: none"> • However, things have improved recently. •but...../at the same time..... • On the other hand,..... • Although...../ Even though..... • In spite of the fact that...../ Despite the fact that..... <p><u>Examples, Argumentation:</u></p> <ul style="list-style-type: none"> • Despite these depressing figures, things have improved recently. • For example, the Russian Government has recently decided to..... 	<p>natural disasters to hit the area for a long time....”, said....</p> <ul style="list-style-type: none"> • Transport authorities announced that..... • To sum up, the situation is..... • All things considered, there seems to be.....
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	<ul style="list-style-type: none"> • In this way they hope to.... • They have introduced things such as...../ like..... • This is bad, particularly / especially in the area..... <p style="text-align: center;"><u>Result:</u></p> <ul style="list-style-type: none"> • As a result of this, people now expect..... • What this means is people now expect..... 	
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2. Assessment reports (Evaluating places / events/ arrangements)

Introductory Phrases	Main Body Phrases	Closing Phrases
<ul style="list-style-type: none"> • The purpose /aim of this report is to assess.... • As requested I visited....., which is becoming increasingly popular with young people. • As requested, this report is to assess the suitability of the new.....for tourists. • The report consists of the results of... • This report was carried out to assess... • This survey was carried out... 	<ul style="list-style-type: none"> • There are several good/bad things about... • On the other hand, I find these things disappointing..... • There are not enough... • Another thing is.... • However, ...nevertheless, • At the same time.... • In contrast.... • Although.... • Despite the fact that.... In spite of the fact that..... • It may seem.... • Apparently.... <p style="text-align: center;"><i>Positive points</i></p> <ul style="list-style-type: none"> • The positive aspects of.....make it highly suitable for..... • The ...would appeal to many people. • The facilities allow tourists to spend a whole day there. • Many of the staff speak a second language. • Good transport links to the city make theeasily accessible. • and can be easily reached by public transport. • Wind-surfers and jet skis can be hired. • Broad range of water sports would appeal to all kinds of people. • The area is very beautiful , and the sea is perfect for swimming. • All visitors are made to feel welcome. <p style="text-align: center;"><i>Negative points</i></p> <ul style="list-style-type: none"> • Prices in general are quite high. • The beach is not cleaned every day,..... - and so there is some rubbish near the tables; - so rubbish can be seen everywhere • The toilets are not kept clean. • The drawbacks of... make it unsuitable for..... • There isn't a very wide choice of different brands. • It's quite a long way from the town centre, and it's 	<ul style="list-style-type: none"> • In conclusion, it is recommended that.... •need to do something to.... • They should..... • On the whole, it is advisable that... • To sum up,.... • In spite of the (dis)advantages, I would recommend... • Although there are certain drawbacks, I would recommend..... • There are no obvious disadvantages; therefore, I would highly recommend..... • The drawbacks outweigh the advantages, so I would not recommend..... • I have no hesitation in recommending the.....

	hard to find a parking space.	
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3. Survey reports

Introductory Phrases	Main Body Phrases	Closing Phrases
<ul style="list-style-type: none"> • The purpose /aim of this report is to analyse the results of a survey in which people were questioned about.... • The aim of this report is to outline the results of a survey which was carried out to assess.... • As requested, this report is to analyze the results of a survey..... • The report consists of the results of... • This report was carried out to analyze the results of... 	<ul style="list-style-type: none"> • % of the people we surveyed said..... • only.% actually admitted they..... • per cent of the people questioned..... • A large number of people who participated in the survey stated that.... • Many people do not find/think/suppose..... • People are becoming increasingly concerned about.... • It's becoming increasingly popular..... • More and more people are getting involved/interested in..... • This is illustrated by the fact that..... • This shows/indicates/illustrates that the majority of people consider..... • There were also comments on..... • The results were quite interesting..... • It turns out that.... • one in five / seven out of ten • the majority of those questioned..... • a large proportion of.../the largest proportion of.../a minority of.../a small number.... • more than we expected... 	<ul style="list-style-type: none"> • all points considered, • In conclusion, it is recommended that.... • need to do something to.... • They should..... • On the whole, it is advisable that... • To sum up, it seems that

AN ARTICLE

	Freezing! (dramatic)
	My Lone Walk to the North Pole (a summary)
Heading	Rescue from the rapids (a summary)
	What's the big idea? (a question)
	Seven banks a day are robbed in LA (a surprising)
	You're already well equipped to prevent crime (a surprising)

Opening	Did you know ...?
	What would you do if ...?

General Structure	Give your article a heading or headline which makes the subject clear and also catches the reader's attention.
	Divide the article into paragraphs to help the reader follow the argument.
	Begin with an interesting introduction – an example, perhaps, or a question.
	End with an overall comment or concluding.

Article Structure

Headline	Introduction	Main Body	Conclusion
<p>- suggests the topic of the article</p> <p>* Use Present Simple to describe events which have occurred very recently (Earthquake hits L.A.)</p> <ul style="list-style-type: none"> • Omit the verb “to be” when using the passive voice to describe a past event (Lost boy found = Lost boy was found) • Use “to be + past participle” in the passive voice to describe a future event (Hospital to be opened by Queen = a hospital is going to be opened by the Queen) • Use “to + Verb” in the active voice to describe a future event (Queen to open hospital = The Queen is going to open a hospital) • Omit articles • Avoid prepositions (under, over, across, through) <p>Use abbreviations (UFO, NATO)</p>	<p>§ 1</p> <ul style="list-style-type: none"> - state the problem and content of the article -say why it is important or interesting 	<p>§2-4</p> <ul style="list-style-type: none"> - the topic is presented in detail -provide some background about when it stated and major developments up to now - say what is happening at the moment -say how things will develop in the future 	<p>§ 5</p> <ul style="list-style-type: none"> -summarise the main points and say again why you think your subject will continue to be important - gives an appropriate ending to the article

Useful Vocabulary

Introductory Phrases	Main Body Phrases	Closing Phrases
<ul style="list-style-type: none"> • Would you like to....? • I'm sure you can imagine... • I'm sure you'd agree that... • Let's..... 	<p><u>History of the Matter:</u></p> <ul style="list-style-type: none"> • Since earliest times, • By the beginning of the century... •has its roots back in.... • the age of....began in..... • the history of.....goes back to.... <p><u>Present situation</u></p> <ul style="list-style-type: none"> • Recently, there has been renewed interest in..... • Recent developments in the field include..... • Other exciting developments have been..... <p><u>Assumption of the Events</u></p>	<ul style="list-style-type: none"> • I hope.... • I suppose.... • All in all,..... • In conclusion,

	<p><u>Development:</u></p> <ul style="list-style-type: none"> • The outlook is bright • The outlook is gloomy • The future looks rosy • The future looks grim • Who knows what will happen in the future, but..... • Many experts predict that..... • Some forecasts predict..... <p><i>* Each paragraph should deal with one aspect of the topic.</i></p>	
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A STORY

Beginnings and endings A narrative needs an interesting beginning to catch the reader's attention and encourage him or her to read on, and a clear ending to round the story off satisfactorily. A weak beginning or ending can spoil the effect of the story, so it's worth spending time working out how to start and finish.

Verb tenses We use:
 The **simple past** to describe the main events:
 I **ran** to answer the phone but it **stopped** ringing as I **picked up** the receiver.
 The **past continuous** to set the scene:
 It **was raining** heavily as we set off.
 The **past perfect** to describe events which happened before the main events:
 When I got on the bus all the seats **had been taken**.
Preset participles to show two actions which are linked:
 Noticing that she looked lost, I asked if I could help.
Perfect participles to show that one action was complete before another started:
 Having reported my stolen passport to the police, I returned sadly to the hotel.

Time Links

before	then ...	at first, ...	next ...
later ...	during ...	after that ...	afterwards ...
when ...	finally, ...	as soon as ...	eventually, ...
immediately ...	in the end, ...	once ...	
A few days earlier ...	Just after that ...	Some time later ...	
Following the accident ...	Later on ...		

Adding variety and interest Try to use different adjectives to convey the atmosphere. For example, if you want to convey the idea of fear, you could use *frightened, terrified, scared*.
 Varying the length of sentences can be effective.
 Use direct speech occasionally for dramatic effect (remember to use inverted commas correctly: "No," he yelled, "don't touch that switch!")

Writing a story.

1. First-person Narratives (I/we) about a series of events, real or imaginary events which happened to us)

2. Third-person Narratives (he/she/they) and are real or imaginary stories about another person or other people.)

Use **Past Continuous** to set the scene, to express an interrupted past action

Use **Past Simple** to describe the main actions which follow each other in a story

Use **Past Perfect** to express an action that happened before another action in the past

Types	Introduction	Main Body	Conclusion
<p>First-person Narratives or Third-person Narratives</p> <ul style="list-style-type: none"> • Describing an accident (in the first person and formal style) • A story beginning.... • A story ending.... 	<p>§ 1</p> <ul style="list-style-type: none"> -set the scene describing the main action -identify the time and -who was involved; - introduce the characters 	<p>§ 2-4</p> <ul style="list-style-type: none"> -develop your story , presenting events in the order they happened - describe the event in detail 	<p>§ 5</p> <ul style="list-style-type: none"> -end of the story -people's feelings and emotions; -final comments or reactions

Useful Vocabulary

Beginning	Main Body	Ending
<ul style="list-style-type: none"> • Situation before the accident (weather, surroundings, people) • Use direct speech • Ask a rhetorical question (a question which expects no answer) • Create mystery or suspense • Refer to your feelings or moods • Address the reader directly <p><u>Introductory Phrases:</u></p> <ul style="list-style-type: none"> • At first,.... • In the beginning,..... 	<p><u>Description of Simultaneous Activities:</u></p> <ul style="list-style-type: none"> • As.../ while.../ when.../during... • While I wasI did/learned/made.... <p><u>Description of Consecutive Activities:</u></p> <ul style="list-style-type: none"> • First, .../before.../ at once.../ finally,.... • When.../ after.../ later, .../ as soon as.../ by the time.../ it wasn't until... • After some time,.... After that,..... • The next thing..... • A few seconds / minutes/ hours later.... <p><u>Description of the Activity Interrupted by the other Activity:</u></p> <ul style="list-style-type: none"> •was/were just about to... when.... •was/were in the middle of... when... •was/were doing... when.... • I was about leaving the room when I 	<ul style="list-style-type: none"> • Use direct speech • Refer to your feelings or moods • Describe people's reactions to the events developed in the main body • Create mystery or suspense • Ask a rhetorical question <p><u>Phrases:</u></p> <ul style="list-style-type: none"> • But over the years.... • From then on.... • In the end,.... • Eventually,..... • At last,..... • Finally,.....

<ul style="list-style-type: none"> • The first thing that happened was..... • One day / a few days ago.... 	<p>heard...</p> <p><u>Description of changes and events development:</u></p> <ul style="list-style-type: none"> • At first,.... • At the beginning, ...but then.... • At that time.... • After a while,... • Now and again... • and from time to time.... • Suddenly,.... All of a sudden,..... • All at once,..... Immediately,..... • Soon,..... • In a few minutes,..... • In the next few hours,..... • To my surprise..... • (Un)fortunately,..... <p><u>Argumentative and Example Phrases:</u></p> <ul style="list-style-type: none"> • For example,..... / For instance,..... • One / Another example of.....is..... • In particular,..... •, such as..... •, like 	
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1. The Beginning: the most interesting episode.

- *It was a typical day at the office. Phones were ringing; secretaries were rushing around and.... I sat at my desk, writing a report for the boss....*
- *On a rainy night I was trying to fall asleep but the sound of the howling wind kept me up. Just as I was dozing off, I heard someone knocking on the front door....*
- *The snow lay like frosty icing on a Christmas cake. It was still snowing, frozen crystals falling gently from the heavy grey sky.*
- *Ben and Betty had been driving along a lonely road in New Hampshire when an amazing thing happened.*
- *The aero plane had only been in the air for about twenty minutes when suddenly it began to dive towards the ground. Immediately the passengers began to panic.*

- *As I was making my nightly rounds on Monday evening, I noticed a faint light coming from a third floor window of Scope Ltd. It must have been about 11.15pm because I had checked my watch just minutes earlier.*
- *It was night. There was a full moon.....*

2. Continuation: what had happened and what the result of that was.

- *It was a damp, chilly night when Caroline and I eventually left the house. As soon as I stepped outside I shivered, feeling that something strange was about to happen.*
- *The morning sun was blazing as we set out on our first trip into the jungle.we had been walking through the undergrowth for some time when our guide suddenly stopped in his track.*
- *As soon as we had started the long walk back we heard.....*
- *About two minutes later I heard a bomb explode and saw flames coming out of the third floor windows. The fire soon spread to other floors, and the whole building was in flames within minutes.*
- *Suddenly, an enormous spaceship with flashing lights landed right in front of their car and a strange, glowing figure got out.*
- *Suddenly he lost his balance.....*

3. Ending: summary, conclusion

- *It was the worst flight I had ever experienced.*
- *I would never go back there again.*
- *Ever since then, Jane and I have been close friends. Who would have thought that everything would turn out like that?*
- *.....the thing that scared me most was*
- *They cried when they realized they were safe.*