

Text type: LETTER (and formal e-mail)

function: to give and ask for information, express criticism and opinions etc.		
STRUCTURE	LANGUAGE	TO BE AVOIDED
<ul style="list-style-type: none"> • Exam tasks do not normally require an address or date • Begin with a salutation such as <i>Dear Sir or Madam</i> • Begin the main part with a capital letter • Conclude with a phrase like <i>Yours sincerely / Yours faithfully</i> • A clear structure comprising <ul style="list-style-type: none"> • clear paragraphs • the first sentence or paragraph states the purpose of the letter • the main body presents or discusses ideas; it may include examples, (brief) quotations, the writer's views etc. • the (brief) conclusion stresses the main idea of the letter 	<ul style="list-style-type: none"> • Compound sentences including infinite forms, defining and non-defining relative clauses, apposition, conditional clauses etc. • Structures and connectors such as: <ul style="list-style-type: none"> • <i>First of all, ...</i> • <i>As a result, ...</i> • <i>..., which means that ...</i> • <i>The issue to be considered is...</i> • <i>While ...</i> • <i>On the other hand...</i> • Short forms are generally acceptable, even if it is sometimes considered conventional to use long forms in formal writing. • Register: neutral or formal, depending on the target audience 	<p>Do not</p> <ul style="list-style-type: none"> • include excessive detail on the source and publication of the input text • copy, or include lengthy and unnecessary quotes, from the input text • add new ideas in the conclusion