

# Writing

## 1st year

When you write a text it is important to organise and structure your ideas. Remember that someone is going to read you. You need to think about several things to make your text easy to read, interesting and coherent.

## LAYOUT

- **Leave** margins around your text.
- **Leave** space in between lines.
- **Leave** one empty line between paragraphs.
- Write a **clean** and **readable** copy.

Example :

*One of my favourite places is Sismondi. It's a really nice upper secondary school in Geneva and I like going there for several reasons.*

*First, the other students are really nice and helpful. If you need help with your homework there is always another student ready to help you. In the cafeteria everyone speaks to everyone and it is easy to make new friends.*

*Second, the school building is new so we have pleasant working conditions. The walls are painted in different colours and everything is still very clean. The classrooms all have a computer and video equipment, so the teachers can also easily prepare interesting lessons for us.*

*I am sure that I will spend the next four years enjoying myself and learning a lot of new interesting things in this wonderful school. It will probably remain one of my favourite places ever !*

## PUNCTUATION

Punctuation is used in writing to separate sentences and their elements and to clarify meaning.

An English teacher wrote the sentence

“A woman without her man is nothing”

on the board and asked his students to punctuate it correctly.

All of the boys in the class wrote :

“A woman, without her man, is nothing.”

All of the girls in the class wrote :

“A woman: without her, man is nothing.”

PUNCTUATION IS POWERFUL !

### EXERCISE 1

A. Complete the following definitions with the elements from the box.

apostrophe (')    comma (,)    exclamation mark (!)    full stop (Br.E)/period (Am.E) (.)  
question mark (?)    quotation marks ("...")    capital letter (A)    colon (:)

You use...

1. a.....to finish a sentence.
2. a.....at the beginning of a new sentence,  
for the pronoun 'I', days and months, languages, nationalities.
3. an.....to finish a sentence and show emotions like  
surprise, excitement, etc.
4. a.....to show a pause in speech or to separate  
clauses in a sentence. Also used to separate items in a list.
5. ....to show the words someone speaks.
6. an .....to show where letters are missed out of a  
word (a contraction) or to show possession.
7. a.....to introduce a quotation, a list or an  
explanation.

B. Rewrite the sentences with the right punctuation.

1. why dont we go out for dinner next week  
.....
2. im sorry i didnt go to bens party  
.....
3. jenny david and kevin all said sorry

- .....
4. what a fantastic surprise  
.....
  5. when i last spoke to jane she wasnt feeling well  
.....
  6. if you finish your essay will you come out with us after work  
.....
  7. we have to read three english authors this year shakespeare dickens  
and shelley  
.....  
.....

<h2>STRUCTURE</h2>
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A text needs to be structured. Most texts are divided into three parts: an introduction, a development, and a conclusion. The basic structure of any piece of writing is one paragraph, one idea. The paragraphs need to be arranged into a meaningful sequence, leading towards a conclusion.

In English, the main idea of your writing is expressed in a topic sentence. It's the first sentence of your writing. A good topic sentence tells your reader in a few words what the whole text is about.

Before writing, however, you need to organise your ideas into groups. Let's see if the hamburger chart on the following page can help you!

ADD HAMBURGER CHART !!!!!



## EXERCISE 2

- 1) Read the following sentences. Complete the chart writing the sentence under the right heading. Remember that one paragraph should express one main idea.
- 2) Write the text on a separate sheet or in your notebook, organising the sentences in a meaningful sequence. Remember the layout!

It was in the summer holidays about five or six years ago.

I really enjoyed visiting London although the youth hostel was not perfect.

We stayed in London for three days, in a youth hostel not far from the centre.

Next time, I will stay at the Ritz but I will never feel as excited as I did that first time.

First, we went to see all the famous sites: Big Ben, Piccadilly Circus, and Buckingham Palace.

The first time I went abroad was when I went to London.

While we were in London we walked a lot. On the last morning my friends stayed in bed late, but I got up early and went to Camden Market.

My friends and I had a big room on the top floor.

The plane and train were quite expensive, so we decided to travel by coach. We left at five o'clock in the morning and the journey to London took about sixteen hours.

The beds were not very comfortable and the bathroom was very small but it had a wonderful view overlooking the Thames.

You can buy all kinds of jewellery and clothes there and I bought a silver ring for my sister.

We were all very excited and had much fun on the coach.

## CONNECTORS – LINKING WORDS

To make your text rich and interesting to read, you should use connectors. They join ideas or two parts of a sentence.

Here are examples of connectors that we expect you to be able to use.

	French translation	Example sentences
<b>ADDITION</b>		
and	et	We walked <b>and</b> talked together.
too	aussi	She's a talented singer and a fine actress, <b>too</b> .
also	aussi	She's a talented singer and she is <b>also</b> a fine actress.
moreover	de plus	She's a talented singer. <b>Moreover</b> , she's a fine actress.
<b>CONTRAST</b>		
but	mais	I like apples <b>but</b> I don't like bananas.
however	cependant	I would like to go to the cinema tonight. <b>However</b> , my mother wants me to stay home.  The weather forecast is bad. It's possible, <b>however</b> , that conditions could improve.
although	bien que	<b>Although</b> we rarely see each other, we're still very good friends. = We're still very good friends, <b>although</b> we rarely see each other.
or	ou	Would you like to go to the cinema <b>or</b> stay at home and watch a film on TV ?

<b>CONSEQUENCE</b>		
so	ainsi	I didn't do my homework <b>so</b> my teacher was mad at me.
therefore	par conséquent	I didn't do my homework <b>so</b> my teacher was mad at me. <b>Therefore</b> , I always do my homework now.
<b>REASON</b>		
because	parce que	My teacher was mad at me <b>because</b> I didn't do my homework.
<b>TIME</b>		
when	quand	<b>When</b> I'm tired, I can't concentrate in class.
first (of all)	(tout) d'abord, premièrement	<b>First</b> , he had a shower. <b>Second</b> , he had breakfast. <b>After that</b> , he got ready to leave for work. <b>Finally</b> , he left.
second(ly)	deuxième(ment)	
after that, then, next	ensuite	
finally	enfin, pour finir	

### EXERCISE 3:

Complete the sentences using an expression of addition.

1. The menu is £15, which is not expensive. ...., they give you a free glass of wine.
2. The menu is £15, which is not expensive, and they ..... give you a free glass of wine.
3. The menu is £15, which is not expensive, and they give you a free glass of wine,.....



EXERCISE 4:

Complete the email below with one of these linking words.

but	although	however	so	because
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Dear Martha,

How wonderful to hear from you! Of course I remember you, (1)..... it's over ten years since we last met. Who gave you my email address? It was great to learn a bit about you and your family. You asked what I'm doing these days, (2).....here's some of my news.

First things first: I married George! I know you never liked him much, (3).....you'll probably be pleased to hear that we're now divorced. (4) ....., we still see each other a lot (5) ..... we have two children, twins, Sam and Toby. They're six now and they're good boys (6) ..... they're sometimes a bit of a handful. We moved from Birmingham (7) .....I didn't want the boys to grow up in a big city. We now live in a big, old farmhouse in Wales. It's really beautiful (8).....it's expensive to look after it (9) .....it's so old. George still lives in Birmingham. (10)....., he often visits and the boys always spend part of their holidays with him.

I know you're busy (11).....I'd love you to visit us soon and meet my new husband. Yes, I'm married again! Do you remember Hugo King? He was older than us and I think you liked him a lot. Well, we got married a year ago. Can you believe it?

I can't wait to hear more of your news, (12)..... write very soon.

Love

Rebeca (Becca) x

## 1ST YEAR

### CORRECTION (STRUCTURE)

SUBJECT/TITLE: My first trip to a big city in another country

#### INTRO:

The first time I went abroad was when I went to London. It was in the summer holidays about five or six years ago.

#### Paragraph 1: the journey

The plane and train were quite expensive, so we decided to travel by coach. We left at five o'clock in the morning and the journey to London took about sixteen hours. We were all very excited and had much fun on the coach.

#### Paragraph 2: accomodation

We stayed in London for three days, in a youth hostel not far from the centre. My friends and I had a big room on the top floor. The beds were not very comfortable and the bathroom was very small but it had a wonderful view overlooking the Thames.

#### Paragraph 3: visiting

While we were in London we walked a lot. First, we went to see all the famous sites: Big Ben, Piccadilly Circus, and Buckingham Palace. On the last morning my friends stayed in bed late, but I got up early and went to Camden Market. You can buy all kinds of jewellery and clothes there and I bought a silver ring for my sister.

#### CONCLUSION:

I really enjoyed visiting London although the youth hostel was not perfect. Next time, I will stay at the Ritz but I will never feel as excited as I did that first time.

