

WRITING SAMPLES FOR EACH TEXT TYPE (GENRE)

Guidelines for using this booklet

- there is a Writing sample for each genre listed, either at B2 or C1 levels
- each sample is one reflecting a Pass grade
- the samples are generalised demonstrations of the genres they represent; there may be real-life samples that may be different in certain aspects but still be classified as belonging to the same genre
- the samples don't necessarily include or display every single genre-feature listed to describe that particular genre
- the genre-features listed in the columns below to describe a particular genre are not exhaustive

Marks and features of each writing task

B1	Part 1	Respond neutrally/formally to input text Style: rather formal/neutral Intended audience stated in the instructions (public) Write a letter, an email Write 70-100 words
	Part 2	Write an informal letter, an email to a friend, a review Style: informal Instructions include functions that need to be covered (describe, suggest, invite etc.) Write 100-120 words
B2	Part 1	Respond neutrally/formally to written, graphic or visual input Possible input: letter, poster, diary, timetable, leaflet, schedule etc. Style: formal Intended audience stated in the instructions (public, formal) Cover the three content points given in bullet point list Write a formal letter, an article, a formal email, a review, a blog post Write 100-150 words
	Part 2	Write a personal letter, an email, a review, a blog post, a story, a descriptive composition, an argumentative composition, an informal article Style: informal Intended audience stated in the instructions Instructions include functions that need to be covered (evaluate, persuade, invite etc.) Write 150-200 words
C1	Part 1	Respond formally to written, graphic or visual input Possible input: letter, poster, diary, timetable, leaflet, graph, table, email, schedule etc. Style: formal Intended audience stated in the instructions (public, formal) Write a formal letter, an article, a formal email, a report, a review, a blog post Write 150-200 words
	Part 2	Write a personal letter, an email, a review, a blog post, a story, a descriptive composition, an argumentative composition, an informal article Style: informal Intended audience stated in the instructions Instructions include functions that need to be covered (e.g.: persuade, argue, prioritise, express mood, express opinion, evaluate, justify, hypothesise, etc.) Write 250-300 words

Personal letter / email – informal – B1, B2, C1

Text Organisation	Grammar / vocabulary tips	Nature of information
<p>Suitable for an informal letter / email message, including:</p> <p>(a) an opening (an informal greeting and a statement about the purpose of the message)</p> <p>(b) the main body of the message (which could be one or two paragraphs)</p> <p>(c) an informal closing, which may be a short statement or a farewell remark.</p> <p>Should include informal linking words and discourse markers.</p>	<p>Ellipsis (omission of words) may be appropriate. (<i>“Good to know you are back.”</i>)</p> <p>Use Reported Speech to report other people’s words but you can also use direct questions (<i>“Did you pass your Spanish exam?”</i>)</p> <p>Use colloquial terms and idiomatic expressions, as well as question tags (<i>“You wouldn’t mind coming, would you?”</i>)</p> <p>Basic contracted forms (I’m, don’t, isn’t etc.) are acceptable.</p> <p>Avoid very colloquial / slang forms like “gonna”, “wanna”, Do not use Internet acronyms like “U” for “you”.</p> <p>Use exclamation marks to add a friendly feel (<i>“I can’t wait to see you!”</i>).</p>	<p>According to topic and function specified in the instruction, addressing each content point.</p> <p>Message might include a description, narration or argumentation.</p>

B2 Sample

*Last night you had a wonderful time celebrating your birthday. Write a **letter** to a friend who couldn’t come, describing the evening and suggesting what you could do together to celebrate his/her birthday.*

Write between 150 and 200 words.

Dear Martin

Sorry for not writing to you. Last night my parents and my brother organised a birthday party for me that was awesome. I am very sorry you couldn’t be here because of your studies!

My mother made my favourite chocolate cake for me and my favourite dishes, the Goulash soup and stew. The surprise was a little dog from my grandparents and cousins who also visited us yesterday. On the top of the cake there was a candle showed 17 and they sang the “Happy Birthday to you”. I was very affected.

But your birthday is going to be next month so I will buy two tickets to the Hungary-Andorra match and then we go to a party, moreover into a jazz club, because I know that you have been listening to jazz music since your childhood.

It will be great, won’t it? I am really looking forward to meeting you.

Best wishes

Sanyi

Formal letter / email – formal – B1, B2, C1

Text Organisation	Grammar / vocabulary tips	Nature of information
Suitable for a formal letter / email message, including:	Use a variety of tenses and verb forms (participles, gerund forms and passive voice, etc.)	According to topic and function specified in the instruction, addressing each content point. Avoid lifting whole sentences from the prompt: use synonyms instead. Message might include a description or narrative or argument.
(a) an opening (a formal greeting and a statement about the purpose of the message)	Use Reported Speech rather than Direct Speech to report other people's words. Use indirect questions (<i>"I would be grateful if you could provide further information about the salary."</i>)	
(b) the main body of the message (which could be one or two paragraphs)	Use the Passive voice more often than in informal letters (<i>"A new law has been introduced to reduce crime."</i>)	
(c) a formal closing, which may be a short statement or a farewell remark.	Use formal vocabulary.	
Should include formal linking words and discourse markers.	Do not use any contracted forms.	

B2 Sample

You've seen the notice below in a paper. Write a **letter** to the paper about higher Internet speeds. Mention their importance for

- *you personally*
- *business in general*
- *education.*

High speed Internet is vital in any modern city. We want to improve speed to ensure our city benefits now and in the coming decade. To help us plan for this, we'd appreciate your ideas and comments. Please write and let us know what's most important to you. It's important to get as many different viewpoints as possible.

Write between 100 and 150 words.

Dear Editor,

In my opinion the higher Internet speed is one of the most important things in the modern world. I can't imagine my days without Internet and social websites.

Firstly, I would like to extend my congratulations, because this plan is an excellent initiative for the city's inhabitants. Secondly, I am sure that it will bring changes in business life, because discussing a business affair is free online. For instance, a manager can sort out much faster their business matters anywhere in the city. Thirdly, the children of the 21st century can use the internet easier than the adults, but the education system doesn't want to change its old ways.

All in all, I am convinced that if the city had higher Internet speed, the local school would see that it is a great opportunity and the schools may start teaching an interactive curriculum. Besides, it will be free for the school. To sum up, I am sure the development will be prominent for all inhabitants of the city.

I hope I could help.

Yours faithfully,

Karl Kovacs

Article – formal/informal – B2, C1

Text Organisation	Grammar / vocabulary tips	Nature of information
<p>A coherent text is expected with formal paragraphing (possibly divided into 3-5 paragraphs) and a title.</p> <p>Capture the reader's attention and write a clear thesis statement in the INTRODUCTION.</p> <p>Each paragraph of the BODY of your article will address one main idea that supports the thesis statement.</p> <p>The final paragraph of the article provides the CONCLUSION.</p> <p>Paragraphing should be in line with an underlying logical structure.</p> <p>Use discourse markers (linking words) to connect, contrast and balance points.</p>	<p>May include questions to raise the reader's interest.</p> <p>With the exception of the conclusion, rely on 3rd person forms (<i>It seems certain / undisputable</i>) rather than 1st person forms (<i>I am sure</i>)</p> <p>Phrasal verbs and idiomatic expressions could be used in a less formal context such as school or college magazines, especially at C1 level.</p> <p>Choose words to create an emotional response in the audience.</p> <p>Express yourself in an emphatic rather than dull way. You might even want to exaggerate a little. Every now and then ask the readers a question to help structure the text, and engage the reader.</p> <p>Vary the length of your sentences. Making contrasts can be a very effective device in an article. Refer, for instance, to two places, people or situations which are very different from each other.</p>	<p>Engage the audience.</p> <p>Surprise or interest the readers by sharing some unexpected or particularly significant fact with them.</p> <p>Give information or comment on some news as instructed.</p> <p>You may be expected to write a one-sided (biased) text based on a firm view, or a balanced article (presenting different aspects of the same issue).</p>

C1 Sample

You read the following statistics reported in the popular press. Write an **article**, incorporating the main findings, saying whether you agree or not according to your own experience. Add any other observations which would be relevant.

Are we happy?

49% of us claim to lose sleep from money worries.

60% of 16–25-year-olds worry they won't get a job.

41% of the elderly are so worried about finances that they cut down on electricity.

But are we all equally miserable?

53% of secretaries enjoy a good laugh every working day compared to just 0.4% of taxi drivers.

The happiest group of all appears to be teenage boys: 87% say they're happy at home and 81% of them are happy at school.

Write between 150 and 200 words.

What Makes Us Happy?

In today's World, everybody tends to be more stressed. Of course, this is no news. The real question is whether we can be happy aside from being stressed, are we all miserable, and if that is the case, are we equally so? New statistics are available to demonstrate the results.

First of all, let's talk about money issues. The report claims that about 49% of us tend to lose sleep owing to financial worries and 60% of 16-25-year-olds are scared of not getting a job, even more than that, a significant amount of 41% of the elderly reduce their electricity consumption because of their financial state.

As far as my experience goes, I can fully agree with these results, since I have had a hard time myself getting a job. Considering the crisis of our country the numbers are not far-fetched. Beyond that, the statistics show that 53% of secretaries enjoy a good laugh compared to just 0,4% of taxi drivers. Personally, I don't agree with this. The taxi chaps I met tend to be extremely joyful. Lastly, the happiest group of all appears to be teenage boys considering that 87% of them claim they are happy at home and 81% say to be so at school as well. From my point of view this is as clear as the sun, since kids do have to stress about getting a job at least when they are young.

It is fascinating to see these results and it may be even more interesting to compare them with the numbers of the future.

Descriptive composition – informal – B2, C1

Text Organisation	Grammar / vocabulary tips	Nature of information
<p>A continuous text of 3-5 paragraphs is expected with a title.</p> <p>Make sure that each paragraph has a distinct topic and that there is a clear progression from one paragraph to the next.</p>	<p>Use a variety of adjectives, modifying adverbs. May include <i>as if</i> structures. (<i>It was by far the most delicious pancake I had ever had, as if its creator had put her heart and soul in it.</i>)</p> <p>Describe impressions of different senses / methods of perception.</p>	<p>Give a description with a personal comment.</p> <p>Try to create brief pictures in words of what you are describing so that the readers can see in their mind's eye the person or place you are writing about.</p>

C1 Sample

Write a **composition** for a college project about a building that you admire. Describe what is most impressive about this building and explain how architecture can influence people's lives.

Write between 250 and 300 words.

For this college project I had to write an essay about a building that I admire. My choice is the Sydney Opera House and I will tell you why.

This building is one of the most gorgeous architectural masterpieces of all time. There are tens of thousands of fascinating reasons why that is the case, however, owing to a shortage of time, I will share only a couple of them with you.

The first point has to be how dynamic this structure really is. The entire building is like some sort of living creature that can turn into any shape or form whenever it pleases. It is definitely outstanding.

The second reason may very well be the most impressive of all. Although it can be interpreted as an animal, the ingenious craftsmanship results in a beautiful rail-bike rooftop and a floating structure that makes it reminiscent of a modern ship. Of course the question should be asked: how can architecture influence our lives?

One way of influence could be inspiration. An excellent structure can give you an idea, this way it can make you creative. Another way may be emotion. It is truly amazing how architecture can change the way you feel in just a matter seconds.

The last point of influence in my opinion is that buildings can make history. Not just in being a reminder that mankind existed once, but also in being places where decisions have been made. Well, that is why my strongest belief is that people should never underestimate the effect that a structure might have on the world.

Argumentative composition – informal – B2, C1

Text Organisation	Grammar / vocabulary tips	Nature of information
<p>A continuous text of 3-5 paragraphs is expected with a title.</p> <p>Give an introduction followed by arguments (for and/or against as instructed) with supporting information and possibly examples.</p> <p>Each paragraph of the body of your composition should include an argument to support your thesis. Start the paragraph by stating the supporting idea. Then follow it with additional sentences that contain supporting information.</p> <p>Your concluding paragraph should communicate to the reader that you are confident that you have proven the idea as stated in your thesis statement.</p> <p>Link points (logically) to create (logical) argumentation.</p>	<p>Using a question, which is later answered in the text, is a good way to raise the reader's interest.</p> <p>Try to avoid short sentences by combining ideas using clauses and reference words (which, them, whose).</p> <p>Use discourse markers to connect, contrast and balance points.</p>	<p>Argumentative compositions, in which you discuss issues and opinions, are typically one of three types:</p> <p>A, Compare / Contrast (e.g. 'Supermarkets are better places to shop than small shops.')</p> <p>B, Problem / Solution (e.g. 'In developed countries we waste as much as we consume.')</p> <p>C, For / Against (e.g. 'Shopping centres: paradise or nightmare?')</p> <p>Express (one or both sides of) an argument according to (written, graphic or visual) input with supporting information. Instructions may or may not ask for a personal opinion.</p>

B2 Sample

Your class has had a discussion about the internet. Write a **composition** entitled "Using the Internet is a waste of people's time." Describe how much time people spend using the Internet and say whether it is a good or bad thing.

Write between 150 and 200 words.

Using the Internet is a Waste of Time

Nowadays internet has become an organic part of people's lives. By now life is not possible without it, as it is one of the most crucial tools in everyday life. Messaging, the internet of things, and information gathering are important activities for both work and private life.

In addition, ways of using the internet have also changed considerably. While in the past people used the internet on PCs in their homes, today internet use has become much more dynamic with phones and gadgets that we carry around with us all day long as if they were our body parts. This means that internet use has grown as well and people frequently spend more time online than they spend in bed sleeping. The world looks as if it has turned into a global virtual village.

Internet overuse has its disadvantages. For example, many people think that online contact fully replaces personal relationships and time spent together. As a result, relationships between people become superficial. Besides, too much internet use makes people too dependent on applications, so they cannot sort things out without gadgets.

We can say that without internet life would be much more boring and difficult, but we should still keep its use under control.

Story – informal – B2, C1

Text Organisation	Grammar / vocabulary tips	Nature of information
<p>A continuous text of 3-5 paragraphs is expected with a title.</p> <p>Make sure that each paragraph has a distinct topic and that there is a clear progression from one paragraph to the next.</p>	<p>Use adverbs of degree, and adverbs of time.</p> <p>Use a variety of tenses. (no need to stick to a linear order.)</p> <p>Apply emphatic forms, and inversion. (<i>To break out crying like that was unheard of. Had I known she would feel so distressed, I would never have said that.</i>)</p> <p>Rely on pronouns for linking words.</p> <p>May use Direct Speech with appropriate punctuation.</p>	<p>A story may be "about" a particular issue, theme, or concept, but it uses a personal story to illustrate that idea.</p> <p>Engage / entertain the reader with a story of what happened.</p> <p>Good narratives are full of specific details, particular images and language that helps make the story come alive for the reader.</p>

B2 sample

You have decided to take part in a short story competition held by your English school's magazine. Write a **story** which begins 'Mehdi was really looking forward to seeing his friends that day. He had something important to tell them...'

Write between 150 and 200 words.

Mehdi was really looking forward to seeing his friends that day. He did have something important to tell them.

It all happened when Mehdi was at school one day. He received a call from the organiser of his favourite TV serial after he sent in answers to questions in a prize-draw. The organiser called to tell him that he was the winner of the main prize, a clock with a dial signed by his favourite actors from the serial. He had no doubt that his friends would envy him for the prize, so he was thrilled to share the news with them. There was going to be only one boy on this Earth with a clock like that and that was him!

Mehdi's friends were convinced that Mehdi had been too shy to take part in an online game. Now it was obvious that he was changing.

The moment came when Mehdi broke the news. But instead of envy, his friends felt pride and joy for him. When Mehdi saw this, he felt shame for thinking his friends would be envious. Now he was grateful for their friendship.

Report – formal – C1

Text Organisation	Grammar / vocabulary tips	Nature of information
<p>A continuous text of 3-5 paragraphs is expected with a title. Incorporate all data presented and present them as clearly and logically as possible, with a short introduction, explaining the aim of the report and how the information was obtained and a suitable conclusion, summing up the information and making recommendations if necessary.</p> <p>Reports should have a clear, factual heading and may also have subheadings which divide the writing into shorter sections, however these are not compulsory elements.</p>	<p>Reports are the most impersonal kind of writing and it is usually best to avoid expressing personal opinions or feelings. Instead of '<i>I think that ...</i>' or '<i>I found that ...</i>', you can use the impersonal 'it' construction and a passive, e.g. '<i>It was found that ...</i>'</p> <p>Use formal vocabulary with little or no emotive load to show distance, formality, and professionalism.</p>	<p>Avoid lifting whole sentences from the prompt: use synonyms instead.</p> <p>Present objective information with conclusions drawn from the facts presented.</p> <p>While an article is designed to make a topic interesting for the general reader, a report is usually written for a more informed reader who already knows something about the subject.</p>

C1 Sample

A property developer is building up a residential area with homes for families. They want to allocate some of their space for extra facilities so they have commissioned a survey of potential residents to find out which facilities they would prefer to be offered. Study the results of the survey below and write your **report** recommending two of the following facilities.

<i>Swimming Pool 40%</i>	<i>Green Area/Park 10%</i>	<i>Children's Playground 16%</i>
<i>Sports complex 18%</i>	<i>Gym 9%</i>	<i>Library 4%</i>
<i>Arts and Crafts Centre 3%</i>		

Write between 150 and 200 words

Recommendation of Facilities

Two thousand potential residents were polled following the property developers' request of a survey so as to make the right development decisions of facilities in demand. All of the residents considered potential were asked to name the facilities that would be most crucial for them when selecting a property for purchase.

The biggest number of the surveyees claimed that they would like to have a swimming pool as the most welcome facility in the residential area. Then the second biggest group of those asked voted for a sports complex, followed by a green park and a children's playground, with 10 and 16 per cent.

Although the playground is not the most important preference of the potential residents, it is because most of the potential buyers are yet unmarried and still do not have children. However, after they move in and start giving birth to kids, the playground usually becomes the most desired facility for the young couples, overtaking even the swimming pool. The green park is also recommended as the second most important facility, as it is not only a place of escape for the young families going outdoors, but it is also a source of clean air. Besides, it is much easier and cheaper to build a swimming pool in a green area later on if needs change, than to convert a swimming pool into a green field.

Blog post –formal/informal depending on audience – B2, C1

Text Organisation	Grammar / vocabulary tips	Nature of information
<p>A coherent text is expected with paragraphing and a title. (You don't need to use a title for a blog comment.)</p> <p>If you write a blog, attract the reader's attention and present an issue.</p> <p>If you comment on an earlier entry, refer to the previous blog comment by expressing your personal opinion. (e.g. In response to Mr Brown's post I can only say that I couldn't disagree more.)</p> <p>The main body of the text should convey your take on the subject matter.</p> <p>Offer a personal opinion and a clear point of view.</p>	<p>Keep sentences and paragraphs short.</p> <p>Use a variety of adjectives and adverbs to engage the reader.</p> <p>Structure the text with embedded questions.</p> <p>Show your style with adequate language and colourful expressions.</p> <p>Posing a question in your title is a common technique to grab your readers' attention (e.g. <i>Have you wondered why ___?</i>)</p> <p>End your post posing a meaningful question or inviting comments (e.g. <i>What could be more important?</i>)</p>	<p>Engage the audience.</p> <p>Offer a distinct take on the subject matter and/or a solution to the problem that was raised.</p> <p>Express feelings and your point of view clearly.</p> <p>Try to bring the reader around to your point of view.</p> <p>Write from a personal perspective that allows you to connect directly with your readers.</p>

B2 sample

Write a **blog post** for a computer e-magazine in response to the comment below, mentioning:

- *the negative effects computer games can have*
- *the possible benefits of computer games*
- *your own experience with computer games*

Computer games have become more popular than ever before. Playing computer games may be fun, but many young people spend more time online playing games than doing sport or exercising. What's more, computer games can be addictive. As a result, they don't study or spend time with family and friends. I think there is a real danger computer games can do more harm than good!

Write between 100 and 150 words.

Video games and their effects on our lives

Is playing video games really worth it? This is a question I often find myself asking.

It can't be denied that sitting down to play some games after a long day can be delightful. They provide us with an amazing experience: most games' graphics today are mesmerising and the storylines are stunning as well. Even if you just play a simple game, it can easily tie you to your chair for hours.

On the other hand, I doubt that it's the healthiest way to relax. We all know that sitting in front of our computers or other gadgets greatly damages our vision and posture as well. It can also be addictive and make you forget about your other needs, mostly socializing and studying.

All in all, I do believe that computer games are fun but you surely need to be cautious about them if you don't want them to do more harm than good in your life.

Review – formal/neutral depending on audience – B1, B2, C1

Text Organisation	Grammar / vocabulary tips	Nature of information
<p>A coherent text is expected with formal paragraphing (divided into 3-5 paragraphs) and a title.</p> <p>Capture the reader's attention and write a concise summary of the content in the introduction, addressing your overall experience.</p> <p>Each paragraph of the main body of the text should address critical assessment and opinion.</p> <p>The final paragraph of the review provides the conclusion and/or recommendation.</p> <p>Paragraphing should be in line with an underlying logical structure.</p> <p>Use formal discourse markers to connect, contrast and balance points.</p>	<p>Try to present a balanced argument: focusing on only one element provides limited insight to readers.</p> <p>Use precise language to control the tone of the review.</p> <p>Choose vocabulary items to convey and contrast emotional responses.</p> <p>Use complex grammatical structures for a better range and structural support.</p>	<p>Give your personal opinion: reviews should only be about your own experiences.</p> <p>Convey and create emotions but be specific and detailed at the same time. Explain which factors contributed to your positive, negative or just so-so experience.</p> <p>Comment on and recommend content.</p> <p>Show evidence for your argument.</p>

B2 sample

Your school magazine is producing a special issue about the local theatre. You have been asked to write a **review** of a play you have seen there recently, in which you need to

- describe the characters
- describe your overall experience
- mention why you recommend or not recommend the play to the magazine's readers.

Write between 100 and 150 words.

In the age of Youtube and the Internet, it is our responsibility to promote traditional forms of entertainment as well. The theatre is not only our main cultural heritage, but a great choice for a weekend family program, that offers both entertainment and personal development. Positive experience shared by the audience will make out local theatre all the more popular.

Another amazing performance by the local theatre

The local theatre has produced a lot of amazing plays over the years. They didn't disappoint their audience last week either, when they performed Romeo and Juliet for the very first time.

The most mesmerizing thing about this play was the performance of the actors and actresses. They put so much emotion and passion into their acting that they easily made everyone forget they were just watching a play in the local theatre.

The second thing that grabbed my attention was the stunning music. It was composed by outstanding, experienced artists who must have put a lot of effort and time into it. Their work was not in vain, it sure took everyone's breaths away!

On the other hand, there was one thing that bothered the audience. The lighting was a little off, sometimes it was too dark and then it suddenly became way too bright for the set.

A nyelvvizsga, ami érted van!

All in all, it was still a marvellous play and I definitely recommend it to everyone. It's a must to watch at the weekend!