

1 Informal Email / Letter الرسالة غير الرسمية

1. Greeting: Hi Sara, / Dear Omar,
2. Opening: warm reason for writing — "Guess what happened last weekend!"
3. Paragraph per bullet point — cover ALL three, add detail and feeling.
4. Friendly tone: contractions, phrasal verbs, a question to the reader.
5. Close: "Can't wait to hear from you." / "Take care," + first name.

3 Article المقال

- Catchy title + an opening question or surprising fact.
- Talk to the reader: "Have you ever wondered...?"
- 3 body paragraphs: point → example → effect.
- Mix sentence lengths; use one rhetorical question.
- End with a memorable thought or call to action.

5 Review المراجعة

- Name it: what, where, when.
- Brief summary — no spoilers.
- Balanced opinion: strengths, then one weakness.
- Precise adjectives: gripping, overpriced, well-paced.
- Clear recommendation: who would enjoy it and why.

7 Mark-Savers حافظات الدرجات

- Wrong register = lost marks: match tone to the reader.
- Answer every bullet point — missing one caps your score.
- Paragraph clearly; vary linkers (however, moreover, as a result).
- Check: tense consistency, subject-verb agreement, articles.
- Plan 3 minutes, write, then check for 3 minutes.

2 Formal Email / Letter الرسالة الرسمية

1. Dear Mr Hassan, / Dear Sir or Madam,
2. State the purpose in sentence one: "I am writing to..."
3. One clear paragraph per bullet point; no contractions or slang.
4. Polite requests: "I would be grateful if..." / "Could you possibly..."
5. "I look forward to your reply." Yours sincerely / faithfully, + full name.

4 Report التقرير

- Title + To / From / Subject (if required).
- Introduction: purpose of the report.
- Sub-headings for each finding; impersonal, formal tone.
- Passive & reporting verbs: "It was found that...", "Most students stated..."
- Recommendations: "It is recommended that..."

6 Summary Writing كتابة الملخص

1. Read the question; underline the exact focus.
2. Highlight 8–10 relevant content points only.
3. Paraphrase — change words AND sentence structure.
4. Combine points with linkers: while, as well as, which.
5. No opinions, examples, quotes or introductions.
6. Respect the word limit (Cambridge: up to 120 words).

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Khaled