

Study Skills: Writing

The Writing section is the fourth part of the EGE exam. Do this quiz to see how much you know about it.

Quiz

- 1 How many pieces of writing do you have to produce?
one / two / three
- 2 Which of these do you have to write?
informal letter / formal letter / story / essay / article
- 3 What is the recommended time to spend on this part?
60 minutes / 70 minutes / 80 minutes
- 4 The word limit for the tasks is always 100–140 words. True or False?
- 5 You should spend the same amount of time on each task. True or False?
- 6 Where should you write your answers?
on the question paper / on a piece of paper / on the answer sheet

Writing Task 1

Writing Task 1: Exam information

Task type: letter

Register: informal, friendly, conversational

Target reader: an English-speaking pen friend your age

Word limit: 100–140 words

Skills development

Starting and ending a letter

- 1 Match each part of a letter with its description.

- 1 Address
- 2 Greeting
- 3 Signing off

Remember

- You have to start and end your letter in the correct way.
- Make sure you know the different ways you can start and end an informal letter.

A Bye for now,
Alexi

B Dear Beth,

C Novosibirsk
Russia
15 June 201_

D Hi Alan!

E Lots of love,
Maria

F Hi, Sue.

G Moscow
Russia
8 October 201_

H Hi Carl,

Useful language

Signing off a friendly letter

Bye for now!	Love,	All the best,
Bye for now,	Lots of love,	All the best!
Bye!	Lots of love!	Best wishes,

2 Choose the correct word or phrase to complete each statement.

- 1 You should write your address at the top on the **left** / **right**.
- 2 You **should** / **shouldn't** write your pen friend's address.
- 3 If you start your greeting with *Dear* + first name, you should put **a comma** / **full stop** after their name.
- 4 If you start your greeting with *Hi* + first name, you should put **a comma or exclamation mark** / **full stop** after their name.
- 5 If you start your greeting with *Hi*, + first name, you can choose to put **no punctuation** / **a comma, full stop or exclamation mark** after their name.
- 6 You **have** / **don't have** a choice what to write just above your name.
- 7 You should write your **first name only** / **first name + surname**.
- 8 You **should** / **shouldn't** put a full stop after your name.

Understanding formality and register

- 1 Decide if a sentence is informal (I) and so appropriate for an informal letter, or formal (F) and so inappropriate for an informal letter.
 - 1 Thank you for your letter of 24th September. I / F
 - 2 Thanks for your letter! I / F
 - 3 Furthermore, it is highly enjoyable. I / F
 - 4 What's more, it's great fun! I / F
 - 5 Who are you going on holiday with? I / F
 - 6 With whom will you go on holiday? I / F
 - 7 Write back soon! I / F
 - 8 I look forward to hearing from you. I / F

Answering questions

- 1 Decide if each underlined section provides factual information (F), expresses preference (P), opinion (O) or gives a reason (R).
 - 1 I like the summer best because we can go swimming in the lake near our house. P / R
 - 2 I like the summer best because we can go swimming in the lake near our house. O / R
 - 3 Where I live, it's really cold in the winter. F / P
 - 4 I think it's probably one of the coldest parts of the country. O / P
 - 5 As it's so cold outside, we have to wear really warm clothes when we go out. O / R
 - 6 It's sometimes -15°! O / F
 - 7 I'd rather live here than anywhere else in the world! P / R
 - 8 If you want to visit, come in the spring! R / O

Remember

- In an informal letter, you can and should use short forms (*can't, doesn't*, etc) rather than long forms (*cannot, does not*, etc).
- A few exclamation marks (!) make your writing sound enthusiastic and friendly.
- Most phrasal verbs and idioms are informal, so it is fine to use them.
- Some of the discursive words and phrases you need to use in Task 2 (*Moreover, Furthermore, In conclusion*, etc) are formal, so they are not appropriate for an informal letter.
- The word *will* can sound very formal. If possible, use *be going to* or *'ll* instead.

Remember

- In Task 1, you have to answer questions that your pen friend asks you.
- In your answers, you might need to give factual information, or express preference or opinion.
- You might also have to give reasons.
- Remember that your writing in this task should be informal and friendly.