

Writing in English (B1-B2 Level)

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Useful Structures for Written Communication
Emails, Formal & Informal Texts, and More

Email Structure

- Typical structure:
 1. Greeting: *Dear Sir/Madam / Hi John*
 2. Opening line: *I hope you are well.*
 3. Purpose: *I'm writing to...*
 4. Main content
 5. Closing line: *I look forward to hearing from you.*
 6. Sign-off: *Yours sincerely / Best regards*
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Formal Texts - Characteristics

- Use:
 - Full forms (do not, cannot)
 - Passive voice (It is believed...)
 - Complex sentences
 - Polite expressions
- Avoid:
 - Contractions (don't, can't)
 - Colloquial language
 - Emoticons or slang

Informal Texts - Characteristics

- Use:
 - *Contractions (I'm, you're)*
 - *Friendly tone*
 - *Simple and direct language*
 - *Phrasal verbs*
- Examples:
 - *How's it going?*
 - *Let me know!*
 - *Cheers!*

Useful Formal Expressions

- Starting:
 - *I am writing to inform you...*
 - *I would like to request...*
 - Connecting ideas:
 - *Furthermore, In addition, However*
 - Ending:
 - *Should you need any further information...*
 - *I look forward to your reply.*
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Useful Informal Expressions

- Starting:
 - *Just wanted to let you know...*
 - *Guess what?*
- Connecting ideas:
 - *By the way, Anyway, So*
- Ending:
 - *Let me know what you think!*
 - *Talk soon!*

Planning Your Writing

- Steps:
 1. Read the task carefully
 2. Identify the type (email, letter, article, etc.)
 3. Make a quick outline
 4. Use appropriate style and tone
 5. Revise and check grammar

Linking Words

- Addition: *also, besides, moreover*
 - Contrast: *but, however, although*
 - Cause/Effect: *because, so, therefore*
 - Sequencing: *first, then, finally*
 - Examples: *for example, such as*
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