

Report: 11 Hobbies

Title:	text is subdivided in sections and headings
Start with:	introduction about why you are writing
End with:	conclusion which hobbies are beneficial
Paragraphs:	5
Register:	formal, neutral
Purpose of writing:	inform your teacher about hobbies by <ul style="list-style-type: none"> commenting on the chart informing people about the equipment needed discussing benefits and drawbacks
Vocabulary:	advanced, leisure-related (sport, music, technology)
Who are you writing to?	your teacher (you can give her/him a name)

E-mail: 16 Jobs at Legoland

Title:	write appropriate subject line
Start with:	Dear Mr Reid-Brown,
End with:	Yours sincerely
Paragraphs:	5
Register:	formal
Purpose of writing:	writing a covering note by <ul style="list-style-type: none"> explaining why you are perfect for the job describing your qualifications asking for further information
Vocabulary:	advanced, job-related
Who are you writing to?	Mr Reid Brown

Report: 12 School Trip

Title:	text is subdivided in sections and headings
Start with:	introduction about the aim of your report
End with:	recommendations
Paragraphs:	4–5
Register:	formal, neutral
Purpose of writing:	give information by <ul style="list-style-type: none"> explaining the chart describing language school facilities main recommendations
Vocabulary:	advanced, school-related
Who are you writing to?	the president of PTA (you can give him/her a name)

Blog Post: 17 Cultural Events and Traditions in Your Region

Title:	find a title
Start with:	introduction about your region
End with:	convince people to visit your region
Paragraphs:	5
Register:	informal
Purpose of writing:	informing young people by <ul style="list-style-type: none"> outlining important cultural events and traditions recommending one event suggesting a new event for your area
Vocabulary:	advanced, culture, traditions
Who are you writing to?	young people

Report: 13 Happiness

Title:	text is subdivided in sections and headings
Start with:	introduction about the aim of your writing
End with:	conclusion about the usefulness of the information
Paragraphs:	5
Register:	formal, neutral
Purpose of writing:	win a competition by <ul style="list-style-type: none"> analysing what makes people happy giving reasons for differences suggesting how to appeal to target audience
Vocabulary:	advanced, personal
Who are you writing to?	to a teen magazine

Blog Comment: 18 Social Media Mistakes

Start with:	mentioning the blog post you are referring to
End with:	your own opinion about social media behaviour
Paragraphs:	3–5
Register:	informal
Purpose of writing:	explaining your views by <ul style="list-style-type: none"> stating your opinion on blogging mistakes suggesting ways of avoiding mistakes commenting on who should teach young people about the dangers of social media
Vocabulary:	advanced, social media-related
Who are you writing to?	eva_991, Internet community

E-mail: 14 Sports and Money

Title:	write appropriate subject line
Start with:	Dear Sir/Madam,
End with:	formal sign-off
Paragraphs:	5
Register:	formal
Purpose of writing:	expressing your view by <ul style="list-style-type: none"> describing what athletes have to do comparing their income giving your opinion
Vocabulary:	advanced, sports-related
Who are you writing to?	editor of the "Daily Mail"

E-mail: 15 Home Exchange

Title:	write appropriate subject line
Start with:	Dear Sir/Madam,
End with:	formal sign-off
Paragraphs:	5
Register:	formal
Purpose of writing:	writing a complaint e-mail by <ul style="list-style-type: none"> explaining what you liked complaining about what went wrong specifying what you expect from the agency
Vocabulary:	advanced, accommodation-related
Who are you writing to?	the manager of the agency