

1 Description

How to write a description

What is a description?

A description is a text that tells us what someone or something is like. It contains descriptive features of a person or an object.

- When you describe a person, you should give information about the person's appearance, personality, behaviour and style.
- When you describe an object, you should give information about the appearance, the function, the material and the design.

What about structure and layout?

A description should

- have a catchy title
- have a clear text structure
 - introduction: giving general information about the person/object that is described
 - main part: describing the person/object in detail
 - conclusion: a closing statement

Please note: Use descriptive language (e.g. comparisons: *He is as tall as his father*) and adjectives to make your description lively.

What about register and formality?

A description is a formal piece of writing. Do not use short forms (*isn't, can't, hasn't, ...*).

Phrases for writing a description

Describing a person

... (Name of person) is (height/weight/age) ...

... (Name of person) has ...

... (Name of person) looks ...

When you see ... (person's name), you notice ...

... (Name of person) has ... (hair/eyes ...). / (Name of person)'s hair is/eyes are ...

... (Name of person)'s face has a ... (shape/expression ...).

... (Name of person) is wearing ...

... (Name of person)'s outfit is ...

... (Name of person) seems to be ...

... (Name of person) looks/acts/sounds like ...

Describing an object

... (Name of object) is ...

It looks like ...

When you see ... (name of object), you notice that ...

The colour of ... (name of object) is ...

The shape of this object is ...

... (Name of object) is made of ...

Its size is ...

This object is lightweight/heavy ...

The purpose of this object is to...

... (Name of object) stands out because ...

When you touch it, you can feel ...

Sample task You have been asked to write a description of the funniest person you have ever met for the English section of your school magazine.

In your description you should

- give information about the person's appearance
- describe his/her character
- point out why he/she is such a funny person.

Give your description a title. Write about 180 words.



Sample description

Jordan is one of the funniest people I know. She is tall, with dark blonde hair and a pointed chin. When you see her, you notice her smile first. One of her teeth sticks out a tiny bit when she smiles, and her eyes are a mixture of green and brown. Because her eyes are so big, she always looks a bit surprised, and acts kind of like a puppy when she is excited. I have even seen her jump up and down when she has heard some good news.

Jordan is always willing to help people, but she will often make a sarcastic comment or make fun of you a little bit first. No one really minds because she is so nice about it. But if she gets mad, you better watch out! She is good at coming up with creative insults. This is one of the reasons why I think she is so funny. Once she told one of her friends he would lose at chess to a cucumber because he took so long to decide where they should go to dinner.

All in all, I can say that I am really happy that Jordan is one of my best friends.

2 Informal email / Informal reply email

How to write an informal email

What is an informal email?

An informal email is used for written communication with friends, family members, close relatives and people you know very well.

What about structure and layout?

An informal email usually contains the following elements:

- your and the recipient's address
- date
- subject line
- salutation
- main body (*divided into paragraphs*)
- closing
- signature
- additional elements (*enclosures*)

Please note: Continue with a capital letter after the salutation.

What about register and formality?

Use the correct register (*informal/semi-formal*) depending on the purpose of your email and the readership (*friend, family member, relative, etc.*).

Please note: Use short forms (*isn't, can't, hasn't, ...*) in informal emails.



Phrases for writing an informal email

Starting an informal email

Hi .../Hey .../Dear ... (*name of the recipient*)

Opening lines

How are you doing?/How are things?/How are you?

I'm writing to ask you/inform you/tell you ...

Sorry, I haven't written for ages because ...

I'm sorry that I haven't written earlier, but ...

Commenting on previous email

It's great to hear ...

I'm sorry to hear ...

That's so awesome/cool ... that ...

Moving the topic on

Anyway, the reason I'm writing is that ...

I thought I'd write to tell/ask you ...

One more thing, ...

Closing phrases

Let me know what you think about it.

Can't wait to hear from you.

Write back soon and tell me ...

Hope to hear from you soon.

Finishing off an informal email

Love

Best

Take care

Sample task

During a school trip to London, you get to know Sam, a 15-year-old student. You have been in touch since then and write each other regularly. Last week you organised an end-of-school-year party for you and your classmates.

Write an email to your friend and tell him about the party. In your informal email you should

- give detailed information about the party (*e.g. who was there, how many people were there, where exactly it took place, etc.*)
- give examples of what you did at the party
- describe the funniest moment at the party.



Write about 180 words.

Sample email

From: mika.berner@gmx.at
To: samuel.williams@gmail.com
Subject: Update about what's going on in my life

Hey Sam

How are you doing? It was great to hear all about your visit to Cambridge in your last email.

I'm sorry that I haven't written earlier. I was really busy organising an end-of-school-year party for me and my classmates and didn't have time to write. I thought I'd write to tell you about it because it was such a fun event.

The party was at my friend David's house, because he has the most space. There were about 30 people at the party in total.

We played different games outside, my favourite one was water balloon dodge ball. I couldn't believe that I was the last woman standing. We also ate some delicious food, and everyone seemed to have a good time.

The funniest moment happened when we tried to prank several of our classmates – we covered a raw egg with melted chocolate and let it harden, then convinced them it was candy. Their faces when they bit into it were so funny!

All in all, it was a perfect day to spend with my classmates.

Can't wait to hear from you.

Take care

Mika

3 Blog entry

How to write
a blog entry

What is a blog entry?

Blog is a short form of the word *weblog*. A blog entry is a frequently updated online personal journal/diary. It is used to share your thoughts, experiences and interests and/or to promote and to advertise a business/product.



What about structure and layout?

A blog entry usually contains the following elements:

- a catchy title
- a (user) name
- the publishing date and time
- paragraphs (*introduction, main body, ending*)

Please note: Try to address the readers directly and motivate them to comment on your opinions and arguments.

What about register / formality?

A blog entry can either be formal or informal depending on the purpose and the readership.

Phrases for writing a blog entry

Title: ...

Username: ...

Date and time: ...

Addressing your readers

Hi .../Hi everyone!/Hey guys!

Introducing the topic

Did you know that ...?

Have you heard of ...?

I've been thinking about the topic of ... a lot and would like to share some thoughts with you.

... (*name of the topic*) is a topic that is discussed a lot at the moment. Therefore, ...

Structuring the main part

Do you have any experience with ...?

Well, I believe that ...

On top of that, ...

What's it like in your family/school ...?

Besides, ...

In addition, ...

To be honest (with you), ...

Concluding

What about you?/What do you do when ...?

What are your thoughts on this topic?

Leave a comment and let me know what you think!

Looking forward to reading your comments!

>

Sample task As a teenager, you want to be cool and respected by your friends and classmates. You are very interested in this topic and decided to write a blog entry on your blog *www.myteenlife.com*.

In your blog entry you should

- give reasons why it is important for teens to be popular
- outline problems teens are facing on social media
- suggest what teens can do to not become a victim of bullying.

Give your blog entry a title. Write about 200 words.

**Sample
blog entry**

The price of popularity

by *mrkperry94*

20 May, 9:07 pm

Hey guys!

I've been thinking a lot about the topic of being liked, and I'd like to share some thoughts with you. As influencers and online personalities have become more common, lots of teenagers, including me, have been under more pressure to be well-liked and considered cool by our friends and classmates. Think about it: What do we expect to get in return when we post something on social media? – Likes, comments, acceptance and agreement.

We want to be liked by others because it gives us a feeling of importance and makes us feel like we're supported by a large group of people. Well, this can be great, but if we focus on this too much, there are some problems that can come up, like people making mean comments, pretending to be someone they're not, or bullying others online.

To avoid this, we need to be honest with both ourselves and our friends if we're being hurt online, and make the choice to distance ourselves from social media for a while and focus on real-life relationships that are making us happy.

What do you do when you experience unfriendliness online? Leave a comment and let me know what you think!



4 Blog comment

**How to
write a blog
comment**

What is a blog comment?

A blog comment is a written statement that expresses an opinion about someone or something (e.g. a blog entry, an article, etc.).

What about structure and layout?

A blog comment usually contains the following elements:

- a (user)name
- the publishing date and time
- paragraphs (*introduction, main body, ending*)

Please note:

- Use convincing arguments to support your point of view.
- Try to address your readers directly and motivate them to comment on your opinions.

What about register / formality?

A blog comment can either be formal or informal depending on the purpose and the readership.

Phrases for writing a blog comment

Username: ...

Date and time: ...

Introducing your comment

Thanks for bringing up this topic, ... (*name of the author*)!

First off, thanks for your blog entry/article. I couldn't agree with you more.

Structuring the main part

It seems like you are a bit critical of ...

I can see your point when you say that ...

One thing I totally agree/completely disagree with is that ...

Still, bearing all this in mind, ...

As I see it, ...

Even though, ...

However, ...

Just like you, I ...

Concluding

Well, that's just what I think about ...

Can't wait to read other comments.

Sample task You came across the following blog entry on *www.techblog.com*.

The importance of WiFi for young people

by CelineR

13 May, 8:30 pm

Have you been to a restaurant lately? Have you ever watched what many young people do first when sitting down in a restaurant? No? Let me tell you: They don't order food and drinks. Nope, what they first do is ask for the WiFi password!

How important is WiFi in restaurants to you? Let me know in the comments!



You have decided to comment on this blog entry. In your blog comment you should

- explain why WiFi is so important for many young people
- give examples of young people's reactions when free WiFi is not offered
- inform readers about the dangers of public WiFi.

Write about 200 words.

**Sample
blog comment**

by Sierra56

24 May, 5:30 pm

Thanks for bringing up this topic, Celine! First of all, I agree that it's definitely become more common for young people to ask for WiFi at restaurants. Many apps used for communication also use a lot of data, and teens often don't want to use their mobile data to access the Internet if they need to talk with friends, so they look for free WiFi hotspots.

It seems like you are a bit critical of young people who prefer Internet access over food or drinks, which I understand. Often when a restaurant or café doesn't offer free WiFi, young people will leave and find one that does offer it to them. This can come across as pretty rude to some café owners. However, teens are just trying to spend time with friends and connect by using the tools they know best.

Even though public Internet connections can seem like a necessity, they can also be dangerous. Data theft, especially theft of sensitive personal information, can happen over public WiFi, because the connections are often not very well protected. Still, knowing all the risks and dangers of using public Internet access doesn't stop young people from asking for WiFi.

Can't wait to read other comments!