

GENERAL RECOMMENDATIONS DOS & DON'TS

DOS

- Read the question carefully and write about what you are asked to write about!
- Answer the question fully. If you are asked to write a balanced composition, there is no need of giving your opinion; if you are asked to write a formal letter, format is also part of the assignment.
- Check the number of words you are asked to write.
- Brainstorm ideas and organise them before you start writing.
- Make sure your writing is easy for the reader to follow: organise your text into clearly divided paragraphs.
- Connect your paragraphs so that the link between them and the sequence of events is clear.
- A sentence is not a paragraph: connect simple sentences but do not make them too long.
- Use a wide range of vocabulary and structures to show that you have the level you are supposed to have.
- Be imaginative: vary the way you start your sentences by using different structures (cleft-sentences, adverbial clauses, participle clauses...)
- Check your grammar and vocabulary as you write but also allow you some time at the end to read your composition again. Beware of basic errors!

DON'TS

- Write out compositions or paragraphs that you have learnt by heart. Anybody will notice!
- Include irrelevant information.
- Exceed the word limit.
- Overuse connectors.
- Overuse idiomatic expressions, especially if they are not appropriate for the kind of text you are writing.