

WRITING AN ESSAY. A formal type of writing - *no short forms!!!*

ORGANISATION:

Introduction	Introduce the topic by stating the importance of the problem. Use phrases: Nowadays stress is a common problem/ There are many factors which cause/affect young people's life.
1 st paragraph	Firstly,.../At first,... Topic sentence, supporting idea, example.
2 nd paragraph	What is more,.../ Furthermore,... /In addition,... Topic sentence, supporting idea, example.
Conclusion	To sum up,.../In conclusion,.../Finally,... Summarise the main points

- Before writing an essay **make a plan.**
- Each paragraph should start with **a topic sentence** which summarises the main idea of the paragraph.
- Each viewpoint should be joined to the others with **linking** or sequence **words.**

A FORMAL LETTER - *no short forms!!!*

May 5, 2020

Dear Mrs. Green,

I am writing to you because I would like to apply for a summer job in your company/farm/camp. The job was advertised on the Internet web page for job seekers.

I am a third - year student at a vocational school where I study agricultural machinery/ customer service/ rural estate management. I am an active student who loves team-work. I am good at socialising with people. I am fit and reliable. Last summer I worked in the farm Liepiņas where I picked strawberries. It was a great experience for me - early rising, physically hard work, still rewarding and well - paid.

As you see from the attached CV, my work experience is not very great, however, I would like to learn new skills. I am ready for a job interview in the afternoon when school finishes.

I look forward to hearing from you soon.

Yours sincerely,

Guntis Lapa

!!! Dear Sir/Madam, → Yours faithfully

Lietišķas vēstules paraugu un norādes par domraksta rakstīšanu izstrādāja VTDT angļu valodas skolotāja Sandra Ganiņa 10.05.2020.