

Tips for the guided writing

Content

1. Content points are easy to get. Before you start writing, think about what you want to write! Take notes!
2. Content points can either be included, elaborated or fully elaborated. Add three relevant details to each content point, and then it's fully elaborated.
3. The guided writings are always linked to the text in your final exam. If you can't find any ideas on your own, read the text again. Maybe you will be inspired.
4. Don't forget any content points. If you do so, you will lose a lot of points! Tick the content points you have already treated.

Example (AP 2010 Task A, Letter of application for a Work & Stay Program in Alaska):

1. Explain why you want to go to Alaska.

I want to go to Alaska because I like the landscape. (Now it's included)

I am a person who is always looking for an adventure, so the extreme climate of Alaska would be a great challenge. (Now it's elaborated)

I like working with people and help them to have a nice holiday. (Fully elaborated)

Coherence and Cohesion

1. Your thoughts should be logically organized, that means your writing should make sense.
2. Use a variety of words to link your ideas, for example
 - a) time: don't use *then* or *before* all the time, that's boring! Use other linking devices, such as *afterwards*, *as soon as*, *meanwhile*, *after a few hours...*

Example: We had breakfast at 8 o'clock. Then we went for a walk. (basic)
We had breakfast at 8 o'clock. Afterwards we went for a walk. (better)
As soon as we had finished our breakfast, we went for a walk. (wow!)
 - b) sequence (Abfolge): *next*, *before*, *after* are basic linking devices. Use some of these instead: *to begin with*, *at the beginning*, *as a start*, *first...second...third*, *finally*, *at the end...*
 - c) addition (Hinzufügung): don't use *and* all the time! There are other ones:

Example: I like the snow and the cold. (basic!)
As well as the snow I like the cold. (much better!)
I like the snow. Moreover, I love the cold. (You could also use *furthermore*)
Not only do I like the snow but also the cold. (brilliant!)
 - d) cause, reason (Grund) : be careful not to use *because* too often. Replace it with other linking devices such as *this is why*, *for this reason*, *due to...*

Example: I want to go to Alaska because I like the landscape. (ok, but basic)
I like the landscape in Alaska. That's why I want to go there. (better)
Due to my love of the Alaskan landscape I would like to go there. (©)
Having always loved the landscape in Alaska, it is my desire to go there. (beautiful!)
 - e) result: In German you can use "Also" as a linking device indicating result. THAT'S WRONG IN ENGLISH!
In English you can use *so*, *as a result*, *therefore*, *as a consequence...* Try not to use *so* all the time.

Example: I don't like outdoor sports, so I don't like mountain biking. (basic)
I don't like outdoor sports. Therefore, I don't like mountain biking. (much better)

f) contrast: avoid *but*, especially at the beginning of a sentence! Use other ones, such as *although, even though, in contrast, however, neither...nor*

Example: I wanted to have a nice wedding. But it was horrible! (That's wrong!)
 I wanted to have a nice wedding, but it was horrible! (That's correct but basic!)
 I wanted to have a nice wedding. However, it was horrible! (That's nice!)
 Although I wanted to have a nice wedding, it turned out to be horrible. (Great!)

Grammar

Two things:

1. Use the correct tense.
2. Show a wide range of grammatical structures.

There are basic and complex structures:

basic	complex
positive sentences (<i>I opened the window.</i>) negative sentences (<i>I didn't open the window.</i>) questions (<i>Did you open the window?</i>) imperative (<i>Open the window, please.</i>) direct speech (<i>He said, "I opened the window."</i>) modals (<i>can, could, should, might, may....</i>) basic tenses (<i>simple present, present progressive, will-future, going to future, simple past</i>)	if-clauses passive participle constructions (<i>The man reading the newspaper was my husband. / Having read the newspaper, he left. / Interested in science, he read the newspaper.</i>) reported speech (<i>the man said that he had opened the window.</i>) modals + perfect (<i>I shouldn't have done that. / I would have been nicer. / Could somebody have been in the house?....</i>) present perfect / past perfect
You have to get these things right! ...careful with: - simple present: he/she/it- s muss mit! - simple past: irregular verbs!	Use them!!! Even if they aren't error-free, you'll get more points!

Vocabulary

Two things:

1. Write correct words.
2. Show a wide range of vocabulary.

AVOID REPETITION!!!!!!

USE LOTS OF DIFFERENT WORDS!!!!!! YOU'LL GET POINTS EVEN IF THEY AREN'T ERROR-FREE!!!!!!

DON'T USE GERMAN WORDS! THAT'S A KILLER! (If you can't find the words you need for your idea, you have to change the idea or describe the word you need!)

Appropriate style and length

What's the task? Do you have to write a formal letter, a letter of complaint, a report or an essay? Find proper beginnings and endings (e.g. *See you soon* is ok in an informal letter, in a formal letter you use *yours sincerely*).

Count your words after having written the text. 10 % more or less is ok.

If you haven't got enough words, it is possible that you have forgotten something! Check your prompts again!