

Inhaltsverzeichnis

Vorwort	3
1. Introduction	4
1.1 Features of the book	4
1.2 Reading for writing	4
1.3 How to work with texts	4
1.4 Before you write	4
1.5 Recommended length	4
1.6 Dealing with the prompt	5
2. Preparing the content	8
2.1 Brainstorming	8
2.2 Note taking	9
2.3 Mind maps/Word webs	10
2.4 Resources	12
2.4.1 Researching content	12
2.4.2 Researching for accuracy	12
2.5 Summarising	13
2.5.1 First steps	13
2.5.2 Reporting verbs	14
3. Text types	15
3.1 Formal e-mails/letters	15
3.1.1 E-mail/Letter of complaint	16
3.1.2 E-mail/Letter of application and CV	20
3.1.3 E-mail/Letter to the editor	26
3.2 Blog	31
3.2.1 Blog post	31
3.2.2 Blog comment	35
3.3 Article	42
3.4 Report	46
3.5 Essay	52
4. Assessment	57
4.1 Task achievement	57
4.1.1 Assessment criteria	57
4.2 Organisation and layout	58
4.2.1 Assessment criteria	58
4.2.2 Paragraph writing	58
4.2.3 Beginning and ending	61
4.2.4 Structure	64
4.2.5 Coherence and cohesion	67
4.3 Lexical and structural range	71
4.3.1 Assessment criteria	71
4.3.2 Avoiding repetition	71
4.3.3 Paraphrasing vs. prompt lifting	73
4.3.4 Relative clauses	76
4.3.5 Linking devices	78
4.4 Lexical and structural accuracy	82
4.4.1 Assessment criteria	82
4.4.2 Proofreading	82
4.4.3 How to write your personal error/revision chart	83
4.4.4 Editing and revising	83
5. Key	85
6. Index of topics	95