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WRITING GUIDELINES

AN ARTICLE DESCRIBING A PERSON / OBJECT OR PLACE

- Use formal or semi-formal language.
- In your first paragraph introduce the topic of the article (the name of the person and your relationship with him/her, what the object is and how / how long you have had it or what the place is and its location).
- In your main body describe the person (appearance and qualities / achievements), object (form and uses) or place (description and activities you can do there).
- In your conclusion write your feelings (for the person, object and place) and a recommendation (for the object and place).

A LETTER TO A FRIEND

- Start with Dear ...,
- Make sure you include everything the task asks for.
- Use friendly, informal language, short forms, expressions showing feelings.
- Finish with a friendly expression (Talk to you soon, Write back soon, Love, Take care, etc.) and your first name.

AN OPINION ESSAY

- Use formal or semi-formal language.
- In your introduction present the topic of the essay and clearly state your opinion.
- In the main body you should give reasons for your opinion, and support them with appropriate explanations, examples and/or results.
- Use a separate main-body paragraph for each reason.
- Use appropriate linking words to list your reasons and introduce examples and results.
- In the conclusion summarise your opinion.

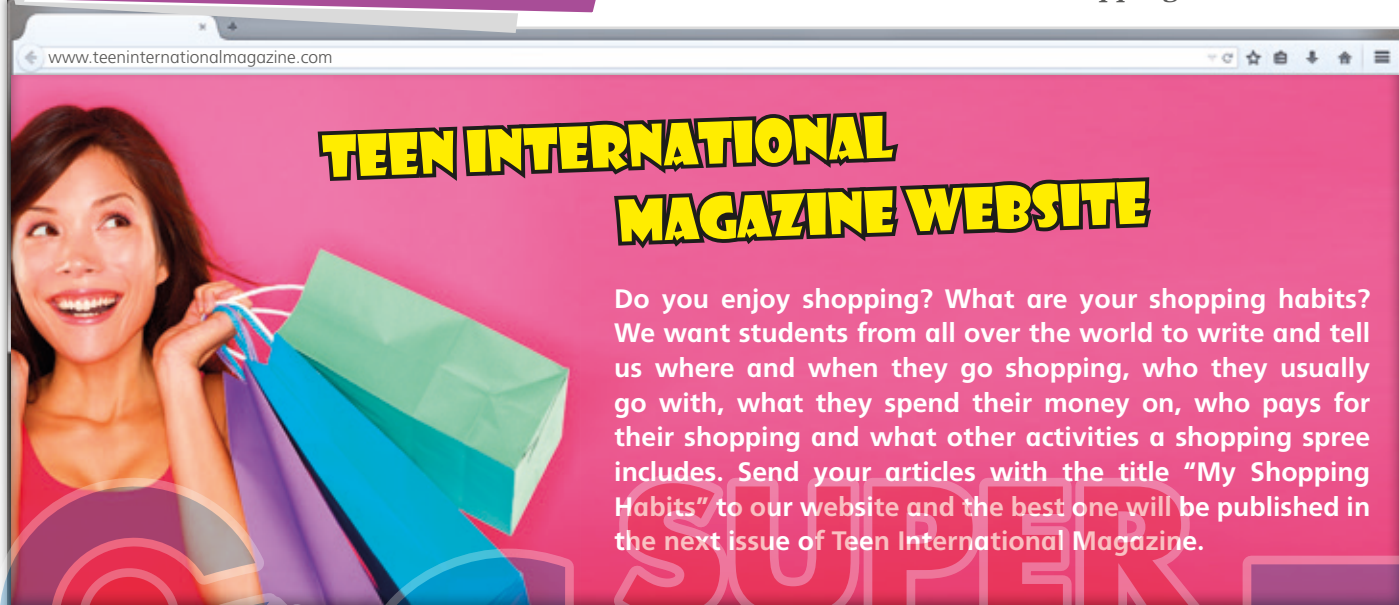
A LETTER TO THE EDITOR OF A NEWSPAPER

- Use polite, formal language (no short forms, formal vocabulary).
- Start with "Dear Editor", and end with "Yours sincerely" and your full name.
- Say why you are writing in your introduction. Mention the newspaper article you are writing about if necessary.
- Divide your arguments into paragraphs and support them with explanations, examples and/or results.
- In your conclusion say what you hope will happen.
- Use appropriate linking words.



TASK AND MODEL TEXT

The Teen International Magazine has asked its readers to write an article about their shopping habits.



www.teeninternationalmagazine.com

TEEN INTERNATIONAL MAGAZINE WEBSITE

Do you enjoy shopping? What are your shopping habits? We want students from all over the world to write and tell us where and when they go shopping, who they usually go with, what they spend their money on, who pays for their shopping and what other activities a shopping spree includes. Send your articles with the title "My Shopping Habits" to our website and the best one will be published in the next issue of Teen International Magazine.

My shopping habits

Shopping has always been fun for me. I usually go shopping once or twice a month with my best friends. There are some great shopping malls available in our city, so we always pick one of them for our shopping spree.

I love T-shirts and I keep buying them although I have a huge selection at home and my mum always complains there isn't enough room for them in my wardrobe. I also love earrings and I often buy a new pair for my collection.

Most of the time, I pay for the things I buy with my allowance, but my parents sometimes give me some extra money if there is something I really need. My friends and I always look around for bargains and try on several things before we actually buy something. We always look for items with reasonable prices, as we can't afford anything too expensive.

Shopping can be really exhausting, so our shopping spree often ends with a meal at a fast food place or a nice cafeteria. What I like best about my shopping expeditions is hanging out with my friends. I love the whole shopping experience!

Amanda, 13, Athens

1. Answer the following questions.

- What kind of writing does the task ask for?
 - a letter
 - an essay
 - an article
- What can you write about?
 - where you go shopping
 - what you buy
 - when you go shopping
 - all of the above
- What general comment does Amanda use in the introduction?

"Shopping has always been fun for me."

2. Match the titles to the paragraphs in the model article.

- | | |
|---|--------------------------------|
| a. Who pays for my shopping and how I spend my money. | <input type="text" value="3"/> |
| b. Where and when I go shopping, and with whom. | <input type="text" value="1"/> |
| c. What else I do when I go shopping. | <input type="text" value="4"/> |
| d. What I like buying. | <input type="text" value="2"/> |

3. Find words/phrases in the model article which mean:

- | | | | | | |
|-------------------------------|----|-----------------------|-------------------------------|----|-------------------------|
| 1. huge shopping centres (§1) | ▶▶ | <i>shopping malls</i> | 5. good and cheap items (§3) | ▶▶ | <i>bargains</i> |
| 2. ready for you to use (§1) | ▶▶ | <i>available</i> | 6. have money to buy sth (§3) | ▶▶ | <i>afford</i> |
| 3. a day out shopping (§1) | ▶▶ | <i>shopping spree</i> | 7. very tiring (§4) | ▶▶ | <i>exhausting</i> |
| 4. money you are given (§3) | ▶▶ | <i>allowance</i> | 8. spending time with (§4) | ▶▶ | <i>hanging out with</i> |

4. Read the model article again and mark the following statements as true (T) or false (F).

- | | |
|--|---|
| 1. When you write an article, you usually start with "Dear ...,". | F |
| 2. You don't need a new paragraph for each task question. You can group them into 3-4 paragraphs. | T |
| 3. Your language is semi-formal; that is, not too formal or too informal. | T |
| 4. If you write an article for a competition, you shouldn't write your personal details (name, age, town). | F |

5. What about you? Fill in with your own ideas. Students' own answers

1. *I think shopping is ...*

exciting

interesting

boring

exhausting

2. *I usually go shopping at ...*

local shops

shopping malls

department stores

shops in my neighbourhood

3. *I go shopping with my ...*

mum

sister/brother

friends

cousins

4. *I usually buy ...*

clothes

shoes

books

gadgets

5. *When I go shopping, I also ...*

go out for lunch

have a coffee

chat with my friends

go to the cinema

6. Can you say it better? Use the words/phrases given to rephrase the following sentences.

- | | |
|--|--|
| 1. I often visit stores in my neighbourhood. (local)
I often <i>visit local stores.</i> | 4. I pay with the money my parents give me. (allowance)
I pay <i>with the allowance</i> my parents give me. |
| 2. Eating out after shopping is a habit for us. (tradition)
Eating out after shopping is <i>a tradition for us.</i> | 5. Going shopping is a great thing. (enjoyable experience)
Going shopping is <i>an enjoyable experience.</i> |
| 3. I put on the clothes before I buy them. (try on)
I <i>try on the clothes</i> before I buy them. | 6. When I go shopping, I buy a lot of things. (variety)
When I go shopping, I buy a <i>variety of things.</i> |

7. Put the words/phrases in the correct order to make sentences.

- buy / items / at / / / price / only / reasonable / a
I only buy items at a reasonable price.
- prefer / for / / / clothes / shopping
I prefer shopping for clothes.
- avoid / expensive / getting / / / items
I avoid getting expensive items.
- my / a variety / town / shops / of / There / available / is / in
There is a variety of shops available in my town.
- have / a shopping spree / time / / / a / when / great / go / / / on
I have a great time when I go on a shopping spree.
- with / is / Shopping / amazing / family / experience / my / an
Shopping with my family is an amazing experience.

8. Fill in the following sentences with the linking words in the box.

like - and - if - but - so - although

- We usually go out of town, so we make sure we have all day available.
- My mum usually pays for my purchases, but I often use my monthly allowance, as well.
- I like shopping for shoes like trainers or sandals.
- I buy lots of CDs although I have a huge collection of them at home.
- If there is something I really like, my parents usually buy it for me.
- I love shopping and walking around stores all day long.

BE THE TEACHER!

Find and correct the mistakes students have made in their articles.

- My mum usually pay for everything when we go shopping. *pays (3rd person singular)*
- I always make my shopping in a shopping mall. *do my shopping (expression)*
- I go for shopping with my sister. *go shopping (expression)*
- After our shopping spree, we are going out for coffee. *go out (wrong tense)*
- I love jeans. I buy a new jean every time I go shopping. *a new pair of jeans OR new jeans (plural noun)*
- I usually am happy with the items I buy. *I am usually (adv. of frequency after verb 'be')*

YOUR TASK

Write your own article for the Teen International Magazine about your shopping habits. The following information will help you. You should write 120-150 words.

PLAN

- Para 1:** Say if you like shopping and why. Say where and when you go shopping and with whom.
- Para 2:** Describe what you like buying (and why).
- Para 3:** Say who pays for your shopping and how you spend your money.
- Para 4:** Describe what else you do on that day apart from shopping. End with your first name, age and town.

USEFUL VOCABULARY

- shopping mall, local shops, stores, shop assistant, purchase, items, sales, variety
- expensive, bargain, reasonable price, available, fashionable, economical
- clothes, dresses, skirts, track suits, trainers, jackets, jeans, T-shirts, jewellery
- experience, hang out, enjoyable, exhausting, boring, thrilling
- pay, in cash, by cheque, by credit card, allowance
- have fun, cinema, coffee, meal, chat, entertainment

REWRITE YOUR CORRECTED ARTICLE HERE

MY SHOPPING HABITS

Shopping is a wonderful way to spend a day! My friends and I usually go on a shopping spree at department stores when there are sales. Then, we can purchase items that we need at bargain prices.

I like buying clothes for myself and sometimes jewellery for a friend's birthday. My friends and I try on trainers, jeans and T-shirts. We have a great time!

Most of the time my mother pays for the things I buy, but I sometimes use my allowance to buy something special. I never pay by credit card, only in cash. My mother never comes to the stores with me, but she encourages me to find the best bargains.

At the end of our shopping day, my friends and I like to hang out together. We usually go to the cinema or a fast food place. Shopping is enjoyable but exhausting, so when it's all over we are happy to go home!

Sandra, 13, London

ELT PUBLISHING

GLOSSARY

Writing Project 1

publish	δημοσιεύω
available	διαθέσιμος
pick	διαλέγω
selection	συλλογή
complain	παραπονιέμαι
room	χώρος
wardrobe	ντουλάπα
earring	σκουλαρίκι
collection	συλλογή
reasonable	λογικός
(can) afford	έχω αρκετά χρήματα
exhausting	εξαντλητικός
meal	γεύμα
hang out	περνάω χρόνο (με φίλους)

Writing Project 2

adventure	περιπέτεια
hiking	πεζοπορία
destination	προορισμός
wooden cabin	ξύλινη καλύβα
thunder	βροντή, μπουμπουντό
lightning	αστραπή
terrifying	τρομακτικός
fog	ομίχλη
thick	παχύς
sign	σημάδι
scary	τρομακτικός
thank goodness	δόξα τω Θεώ
otherwise	διαφορετικά

Writing Project 3

achieve	επιτυγχάνω
throughout	καθ' όλη τη διάρκεια
influence	επιρροή
godmother	νονά
willing	πρόθυμος
sociable	κοινωνικός

cause	σκοπός
community	κοινότητα
neighbourhood	γειτονιά
raise awareness	ενημερώνω
right	δικαίωμα
receive	λαμβάνω
award	βραβείο
proud	περήφανος
role model	πρότυπο
inspiration	έμπνευση

Writing Project 4

necessary	απαραίτητος
useful	χρήσιμος
research	έρευνα
file	αρχείο
complete	ολοκληρώνω
advantage	πλεονέκτημα
light	ελαφρύς

Writing Project 5

statement	δήλωση
opinion	γνώμη
unpredictable	απρόβλεπτος
living conditions	συνθήκες διαβίωσης
development	ανάπτυξη
waste	σπαταλάω
household chores	δουλειές του σπιτιού
effort	προσπάθεια
hopeful	αισιόδοξος

Writing Project 6

advice	συμβουλή
reply	απάντηση
fight	μαθώνω, τσακώνομαι
state	κατάσταση
please	ευχαριστώ
focus on	εστιάζω σε

tell sb off	κριτικάρω κπ, 'τη λιάω' σε κπ
appreciate	εκτιμώ
contribution	συνεισφορά
rubbish	σκουπίδια
keep sb's part of the deal	κρατάω το λόγο μου
introduce	συστήνω
trust	εμπιστεύομαι
neglect	παρμελιά

Writing Project 7

overlook	έχω θέα σε
ideal	ιδανικός
combination	συνδυασμός
traditional	παραδοσιακός
offer	προσφέρω
spectacular	εντυπωσιακός, εκπληκτικός
amaze	εκπλήσσω
demanding	απαιτητικός
film	γυρίζω ταινία
hospitality	φιλοξενία
cosy	'ζεστός' (για χώρο)
dessert	επιδόρπιο
resort	θέρετρο

Writing Project 8

solution	λήυση
regarding	σχετικά με
alarming	ανησυχητικός
suffer	υποφέρω
lack	έλλειψη
inability	ανικανότητα
concentrate	συγκεντρώνομαι
solve	λύνω
nutrition	διατροφή
opportunity	ευκαιρία
harmful	βλαβερός