

# Appendix 1

## Writing

*Cambridge English: Advanced* Writing paper includes a wide range of text types (see Exam summary, p.8–9). The degree of formality appropriate for these text types will vary considerably. For example, essays should be written in a formal style, whereas competition entries and some letters can be more informal and conversational in style. In many cases a neutral style will be acceptable.

The exam questions will tell you the type of text to write and explain the purpose of the text. From this information, you can decide the level of formality required. For example:

*Write a letter to your friend saying whether or not you would recommend this job to them and giving your reasons.*

So you know this is an informal, personal letter. You know you will need to include the language of recommendations and suggestions. You also know you will need to make points to support your recommendations.

This appendix groups expressions by purpose and indicates whether each expression is formal (F), neutral (N) or informal (I).

### Stating facts

It is certainly true that... F  
It is certainly the case that... F  
Undoubtedly... F  
Undeniably... F  
Unquestionably... F  
Without a doubt... N  
Clearly... N  
Obviously... I  
Of course... I  
It goes without saying that... I

### Making general points

As a general rule... F  
For the most part... F  
Generally... N  
In general... N  
In most cases... N  
On the whole... N  
Generally speaking... I

### Introducing supporting facts

Recent research has shown... F  
There is evidence to suggest... F  
The latest figures suggest that... N

### Suggesting causes

This could be a result of... F  
This may be attributable to... F  
This could be because... N  
This could/may/might be due to... N  
Perhaps this is because... I

### Making additional points

It is also the case that... F  
In addition... F  
Furthermore... F  
More importantly... F  
More significantly... F  
It is also true that... N  
What is more... N  
Another reason for this might be... I  
Besides... I  
Also... I  
On top of this... I  
Another thing... I

### Stating results

Thus... F  
Consequently... F  
This has the effect of... F  
Therefore... N  
As a result... N  
For this reason... N  
So... I

### Presenting alternative views

Nevertheless... F  
Nonetheless... F  
It can be argued that... F  
Even so... N  
However... N  
On the other hand... N  
Despite this... N

### Suggesting something is not true

It is not necessarily the case that... F  
It is not necessarily true that... N  
Not everyone agrees that... N  
It seems unlikely that... N  
It is not very likely that... I

### Contradicting a statement

In actual fact... N  
In reality... N

### Writing about the present

Currently... F  
Nowadays... N  
These days... N  
Recently... N  
In recent years... N  
Today... I

### Writing about the past

Formerly... F  
In the past... N  
In previous years... N  
Previously... N  
At one time... N  
At that time... N  
Over the past few years... N  
Once... N  
Back then... I

### Writing about the future

In years to come... F  
 In a future time... F  
 In the future... N  
 The day will come when... N  
 One day... I

### Writing about future plans

It is our intention to... F  
 We hope to... N

### Ending with a summary

In summary... F  
 In conclusion... F  
 To sum up... N  
 On balance... N  
 All in all... I

### Giving personal opinions and reasons

It is my feeling that... F  
 It is my opinion that... F  
 From my perspective... F  
 In my opinion... N  
 In my view... N  
 I believe that... N  
 Personally, I think/believe/would say/feel... N  
 From my point of view... N  
 It seems to me that... N  
 I'm convinced that... N  
 I can honestly say that... I  
 I think... I

### Giving other people's opinions

According to x... F  
 In x's opinion/view... F  
 As x argues/claims/explains/points out... F  
 Many people argue... F  
 It is often said that... F  
 According to some people... N  
 I've heard/read that... I  
 X says that... I

### Making suggestions and recommendations

My recommendations are as follows... F  
 I would suggest doing... N  
 I suggest that... N  
 I would recommend doing... N  
 I (strongly) recommend that... N  
 It would be a good idea to... N  
 Why not do... I  
 Why don't we/you do... I  
 How about doing... I  
 Let's do... I

### Personalising

I'm sure you will agree... N  
 On a personal note... N

### Stating objectives

The purpose/aim of this report/proposal... F  
 In this report I will...

### Starting a letter

Dear Sir/Madam... F  
 I am writing with regard to... F  
 I am writing in response to... F  
 Dear ... N  
 I am writing to... N  
 Hello... I  
 Hi... I  
 It's great to hear from you... I  
 Sorry that I've been out of touch... I  
 Thanks so much for... I

### Ending a letter

I look forward to your response. F  
 I hope to hear from you soon with regards to... F  
 Yours faithfully... F  
 Yours sincerely... F  
 I look forward to hearing from you soon. N  
 Yours N  
 Best wishes N  
 Kind regards N  
 See you soon. I  
 Write soon. I  
 All the best I  
 Bye for now I  
 Take care. I