

Read the following texts and complete with the words from the boxes.

Article

comment engage eye-catching opinion

The main purpose of an article is to interest and _____ the reader, so there should be some _____ or _____, and an _____ heading will help.

Email

situation reader grammatically accurate punctuation

An email is written in response to the situation outlined. Candidates should write _____ correct sentences with _____ spelling and _____ in a style suited to the _____ and target _____.

Essay

teacher conclusion development argument issues topic

An essay is usually written for a _____. It should be well organised, with an introduction, clear _____ and an appropriate _____. The main purpose of this task is the development of an _____ and/or discussion of _____ around a certain _____.

Letter

organisation known reader individual

An informal letter, which would be written to a _____ reader, e.g. a penfriend, and would usually be intended to interest the _____ in some way. A formal letter would be written to an _____ or an _____, e.g. to apply for work.

Report

sections neutral headings formal well-organised

A report may be _____ or _____ in style, but the style should be consistent. It should be _____, with clear _____. Section _____ can help make the report easy to read.

Review

website opinion newspaper describe

A review is usually written for an English language magazine, _____ or _____. The main purpose is to _____ and express a personal _____ about something which the writer has experienced (e.g. a film, a product, a holiday, a website, etc.).