

Introduction (describing an idea/problem+ personal opinion)

•Taken from the exam paper task

Supportive idea 1

•Paragraph 1

Supportive idea 2

•Paragraph 1

Counter idea + 'disclaimer'

Conclusion  
(personal opinion restated)

•Paragraph 1

**NB!!!!**  
**Transform the bullet points in your task into paragraphs 2-4!!!!**

Introduction (describing an idea/problem+ personal opinion)

•Taken from the exam paper task

Arguments for

•Paragraph 1

Arguments against

Conclusion  
(personal opinion restated)

•Paragraph 1

**NB!!!!**  
**Transform the bullet points in your task into paragraphs 2-4!!!!**

Introduction  
(purpose/reason/describing the problem)

•Taken from the exam paper task

Instruction 1

•Paragraph 1

Instruction 2

•Paragraph 1

Instruction 3

Conclusion  
(summarized recommendation)

•Paragraph 1

**NB!!!!**  
**Transform the bullet points in your task into paragraphs 2-4!!!!**

Purpose and content

•Taken from the exam paper task

Reason

•Taken from the exam paper task

First option

•Paragraph 1

Second option

Conclusion

(personal recommendation)

•Paragraph 1

**NB!!!!**  
**Transform the bullet points in your task into paragraphs 3-4!!!!**

Introduction (purpose)

•Taken from the exam paper task

Saying about the  
info/Collecting the info

•Taken bullet points

Processing/Analyzing  
info/Evaluating the  
effectiveness

•Taken bullet points

Recommendations  
(conclusion)

•Paragraph 1

Greeting

•Taken from the exam paper task

Reason for writing

•Paragraph 1

Body of the letter  
(info/request/ instruction etc)

•Paragraph 1

Farewell (closing+ signing off)

Signature

•Paragraph 1

**NB!!!!**  
**Transform the bullet points in your task into paragraphs 2-4!!!!**

- A few months ago it was decided to set up an Idea Board for your team. Every member can suggest ideas and solutions by posting them on a board placed in the office and gather support for them from teammates who put stickers under the ideas. If the majority votes for an idea or solution, it gets implemented. Your PM has asked you to write a report on the effectiveness of this initiative.
- You **must** write about:
  - Its advantages
  - Its disadvantages
  - Whether you would like to keep using it
  - Write 180-200 words

- Your company has decided to organize an Anarchy Zone – an area to relax and forget about work. All employees are encouraged to send their proposals on this new facility. You decide to take part.
- Write your proposal. You **must** write about:
  - The layout of the space
  - The items to have
  - The items not to have
- Write 180-200 words.