

USEFUL WORDS AND PHRASES

STORY

SEQUENCING EVENTS

As soon as ... All of a sudden, ...
While I was ... ing ... Immediately, ...
No sooner had we ... than ... Within minutes ...
Suddenly, ...

OTHER

It all started when ... I'll never forget ...
I had never imagined I would ...

DESCRIPTION

The first thing you notice about (him / her / the place) is ...
(He / she / this place) is special for a number of reasons.
He / she is the kind of person (who ...)
It is the kind of place that / where ...
The place I like best is ...
I'll never forget ... (a person / an event)
It was an unforgettable (day / event / occasion).
The most [unusual] person I've ever met / place I've been to is ...

REVIEW

INFORMATION ABOUT THE BOOK/FILM AND ITS CONTENT

It tells the story of ...
The story / the action takes place in ... / is set in ...
It is based on real events / on a true story / on a book.
It has been made into a film (by ... / starring ...)

ASSESSMENT

I was impressed by ... One weakness (of the
I couldn't put it down. book / film) is that ...
It's a classic / a masterpiece.

ASSESSMENT - ADJECTIVES

+	-	+/-
BRILLIANT	PREDICTABLE	VIOLENT
SPECTACULAR	UNCONVINCING	SLOW
STRIKING	FAR-FETCHED	SENTIMENTAL
IMPRESSIVE	DULL	SERIOUS
POWERFUL	BLAND	
CONVINCING	DISAPPOINTING	

'FOR AND AGAINST' ESSAY OPINION ESSAY

INTRODUCTION - FOR AND AGAINST

What are the arguments for and against this idea?
What are the benefits and drawbacks of such a step?
This step / idea / solution can be said to have both advantages and disadvantages.

INTRODUCTION - OPINION

In this essay, I am going to argue that ...
In my opinion ...

INTRODUCING THE FIRST ARGUMENT

First of all, ... One (dis)advantage is that ...
First(ly), ... The main argument in support
First and foremost, ... of ... is that ...
For one thing, ... On the one hand, ...
To begin with, ...

MORE ARGUMENTS

Secondly, ... Furthermore, ...
Thirdly, ... What is more ...
Another (dis)advantage is that ... In addition, ...
Moreover, ... Not only that, but ...

FINAL ARGUMENT

Finally, ... Last but not least, ...

PRESENTING THE OPPOSING OPINION

On the other hand, ... However, ... Nevertheless, ...

EXPRESSING YOUR OPINION

In my opinion, ... To my mind, ...

EXPRESSING AN OPINION CAUTIOUSLY

It seems / appears that ...
It would seem / appear that ...
It is believed / recognised that ...
There is little / some / no doubt that ...

SUMMARY

To sum up, ... All things considered, ... On balance, ...
In conclusion, ... All in all, ... On the whole, ...

FORMAL AND SEMI-FORMAL LETTERS

Very formal phrases have been marked with an *.

OPENING PHRASES

Dear Sir or Madam, Dear Mr/Mrs/Miss/Ms Jones,

INTRODUCTION

I am writing (in order) to...
I am writing in connection with...

ASKING FOR INFORMATION

Could you please let me know... I would like to know...

REQUESTS

I would be (very) grateful if you could...
I was wondering if you could...

PROBLEMS

I am afraid... (the camera does not work properly)

CONCLUSION

*I look forward to hearing from you.
Thank you (very much) for your help.

CLOSING PHRASES

*Yours faithfully, (if the letter begins Dear Sir or Madam)
*Yours sincerely, (if the letter begins Dear Mr/Ms...)
(With) best wishes, (semi-formal)
(With) kindest/best regards, (semi-formal)

INFORMAL LETTERS

OPENING PHRASES

Dear Peter, Hi Sue,

INTRODUCTION

Thanks for your letter. / It was good to hear from you.
Sorry I haven't written for so long.
I hope you're OK.

CONCLUSION

I must be going now. Say hello to...
Write soon. Have a nice trip.
Looking forward to your news/ Thanks again.
to hearing from you again. See you (soon/ in the summer).

CLOSING PHRASES

All the best, Love from... Cheers,
Love, Best, Bye for now.

ARTICLE

RHETORICAL QUESTIONS

Have you ever (wondered why/if...)?
What would you do if...?
Should... (it be forbidden/encouraged)?

QUOTING OPINIONS

(The proponents of the idea) believe/say...

CONCLUSION: REFERRING TO THE FUTURE

What will the future of... be?
Let's hope...
Hopefully, ...