**-WRITING 2 BACHILLERATO**



1. **Pasos**

    A. **Analizar qué tipo de texto es**

    B. **Escribir los conectores, frases idiomáticas que quiero utilizar**

    C. **Brainstorming de ideas.**

2. **Introduction**

    **2.1. Utilizar el título de lo más general a lo más específco**

    **2.2. Comenzar con frases hechas**

    **. It is said, It is thought**

    **. Some researches show that**

    **. Verb in gerund**

3. **Body**

**3.1 Formulas dependiendo del tipo de texto**

**3.2 Conectores**

**3.3. Contenidos gramaticales**

**3.3.1 gerunds or infinitives**

**3.3.2 relatives**

**3.3.3. modals**

**3.3.4. impersonal**

**3.3.5. inversion**

**3.3.6. future**

**3.3.7. phrasal verbs, verbs**

**3.3.8. idioms**

**3.3.9. reported speech**

**3.3.10. collocations**

**4. Final part**

**4.1. Formula for ending**

**4.2. Idiom or idiomatic expression**

## Opinion essay

**USEFUL EXPRESSIONS**

**INVERSIÓN**




**ESSAY**




**Letter of Complaint**

- **Vocabulary exam 1**

**Public transportation / public transit – transporte público**

**Commute – desplazamiento al trabajo/estudios**

**Traffic congestion – congestión de tráfico**

**Rush hour – hora punta**

**Unreliable schedules – horarios poco fiables**

**Overcrowded buses/trains – autobuses/trenes abarrotados**

**Delays / cancellations – retrasos / cancelaciones**

**Affordable fares – tarifas asequibles**

**Eco-friendly alternatives – alternativas ecológicas**

**Infrastructure – infraestructura**

**Urban planning – planificación urbana**

**Accessibility – accesibilidad**

- **Verbos útiles**

**Improve – mejorar**

**Upgrade – modernizar / actualizar**

**Invest in – invertir en**

**Reduce – reducir**

**Encourage – fomentar**

**Rely on – depender de**

**Implement – implementar**

**Address (an issue) – abordar un problema**

**Enhance – potenciar, mejorar**

**Expand – expandir**

**Idioms**

**"Packed like sardines" – muy lleno / abarrotado**

**Example: The train was packed like sardines during rush hour.**

**"Miss the bus" – perder una oportunidad**

**Example: If the city doesn't act now, it will miss the bus on sustainable transport.**

**"At a crossroads" – estar en una encrucijada / momento de decisión**

**Example: Public transport is at a crossroads — it's time to invest in the future.**

**"Take the back seat" – no ser prioritario**

**Example: For too long, public transport has taken the back seat in urban planning.**

- **Ejemplo de frases que pueden usar en su redacción**

**"Public transportation in our city is outdated and needs urgent improvement."**

**"Many people avoid using buses because they are often late and overcrowded."**

**"Investing in clean and efficient public transport helps reduce pollution and traffic."**

**“Improving accessibility would benefit the elderly and people with disabilities.”**

**“Affordable and reliable public transport encourages people to leave their cars at home.”**

**Narrative writing is, essentially, story writing. A narrative can be fiction or nonfiction.**

## 🧠 Useful Vocabulary for Narrative Writing (Intermediate English)

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### ✅ Common Verbs for Narration

- Action Verbs:
    - went, ran, walked, climbed, jumped, entered, left, fell, arrived, turned, escaped, followed
- Speech Verbs *(para diálogos y narración)*:
    - said, told, asked, replied, shouted, whispered, explained, warned, admitted
- Thinking/Feeling Verbs:
    - thought, realized, remembered, believed, felt, hoped, wondered, noticed
- "Story Movers" *(avanzan la historia)*:
    - started, began, continued, stopped, decided, tried, managed, faile

### 🕐 Time Expressions *(para estructurar la narración)*

- One day / One night
- Suddenly
- A few minutes later
- In the beginning
- After that

- Then
- Later on
- Finally / In the end
- The next morning
- As soon as...

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😲 Descriptive Vocabulary (Adjectives & Adverbs)

Adjectives (to describe people, places, emotions, etc.):

- scary, exciting, dark, strange, mysterious, quiet, loud, beautiful, cold, tired, lost, angry, surprised

Adverbs (to describe actions more vividly):

- quickly, slowly, suddenly, carefully, nervously, happily, sadly, quietly, unexpectedly

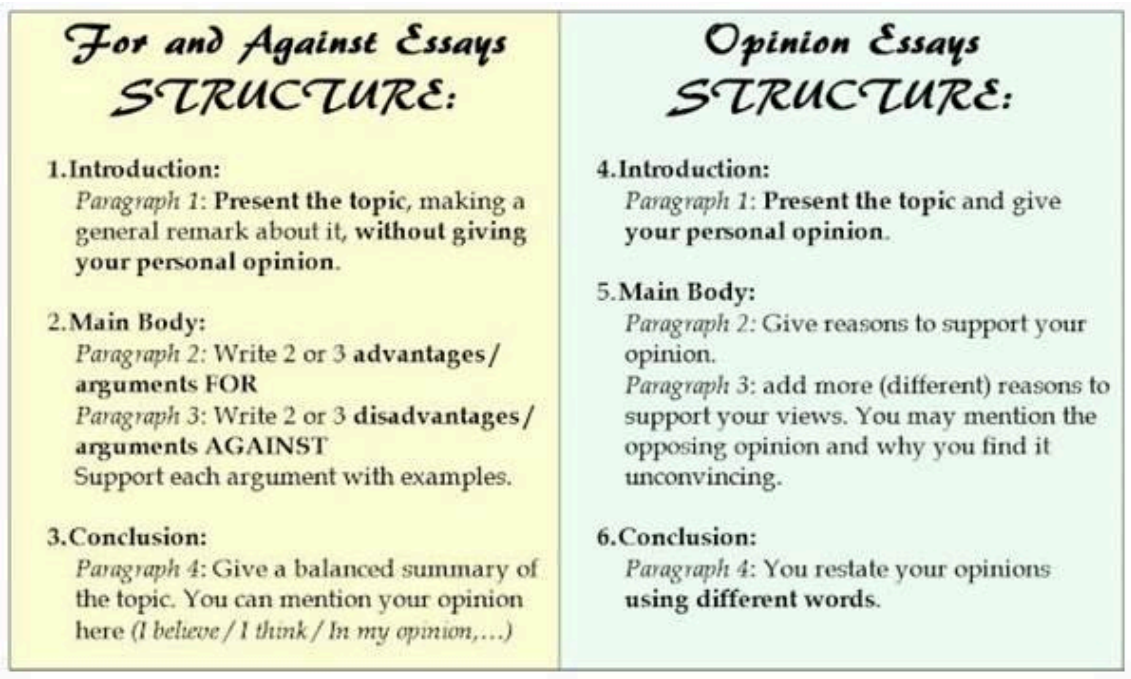
🎭 Useful Phrases for Storytelling

- *It all started when...*
- *I couldn't believe what I saw.*
- *Out of nowhere...*
- *To my surprise...*
- *I'll never forget that day.*
- *Without thinking, I...*
- *As I turned the corner...*
- *It felt like a dream.*

## COVER LETTER

### FOR AND AGAINST

A "for and against" essay presents both sides of a debatable topic in a balanced and objective way, discussing the advantages and disadvantages. It typically includes an introduction that presents the topic without giving an opinion, a main body with separate paragraphs for "for" and "against" arguments with justification, and a conclusion that summarizes the arguments and states the author's personal opinion.




USEFUL CONNECTORS AND EXPRESSIONS

### LETTER OF COMPLAINT

#### Detailed Structure

**Header** (Your details and those of the recipient)

**Your Information:** Full name, address, telephone number and email address (top right or left).

**Date**: Below your information.

**Recipient's Information:** Name (if you have it), title, company name and address (on the left).

**Subject Line**

Clear and concise, indicating the purpose (e.g. ‘Complaint about product X - Order #12345’).

**Salutation**

Formal: ‘Dear Mr/Mrs [Surname]’ if you know the name, or ‘Dear Sir/Madam’ / ‘To whom it may concern’ if you do not know the name.

**Body of the Letter**

Paragraph 1 (Introduction): State directly why you are writing, mentioning dates, products, account or transaction numbers.

Paragraph 2 (Problem Details): Explain what went wrong. Be specific, describe the problem and its impact (not emotionally, but in terms of what you lost or what happened to you).

Paragraph 3 (Desired Solution): Clearly state what you expect them to do (refund, repair, replacement, credit) or suggest solutions.

**Closing Paragraph**

Thank them for their time and attention, and indicate that you expect a prompt response and how they can contact you.

**Sign-off**

Formal: ‘Yours sincerely/faithfully,’ followed by your full name.

**1. Opening / Introducción**

- **I am writing to express my dissatisfaction with…**
- **I am writing to complain about…**
- **I would like to draw your attention to…**
- **I am writing in connection with…**
- **I regret to inform you that…**

**2. Explaining the problem**

- **The issue I am facing is that…**
- **I was disappointed to discover that…**
- **I was extremely dissatisfied with…**

- **What concerns me the most is…**
- **This situation has caused me considerable inconvenience.**

**3. Giving details / Justification**

- **To make matters worse,…**
- **Not only was the service poor, but…**
- **I expected better considering…**
- **It was far below my expectations.**
- **I believe this is unacceptable because…**

**4. Requesting a solution**

- **I would appreciate it if you could…**
- **I kindly request a refund / replacement / explanation.**
- **I urge you to look into this matter immediately.**
- **I expect this issue to be resolved as soon as possible.**
- **I would be grateful for prompt action regarding this issue.**

**5. Closing the letter**

- **I look forward to hearing from you soon.**
- **Thank you for your attention to this matter.**
- **I hope we can resolve this issue promptly.**

**Formal endings:**

- **Yours faithfully** (cuando NO conoces el nombre del destinatario)
- **Yours sincerely** (cuando SÍ conoces el nombre)

**6. Verbos útiles para cartas de queja**

- **to complain (about)**
- **to request**
- **to demand**
- **to refund**
- **to replace**
- **to apologise**
- **to solve / to resolve**
- **to deal with**
- **to fail to…** (e.g., “The company failed to deliver the product on time.”)
- **to disappoint**
- **to damage**
- **to delay**

**Complaint Letter – Model**

**Your address**
Calle Mayor 25
28010 Madrid
Spain

**Date**
March 10th, 2025

**Recipient's address**
Customer Service Department
BrightTech Electronics
45 Oxford Street
London

**Dear Sir or Madam,**

I am writing to **express my dissatisfaction** with the Bluetooth headphones I purchased from your online store on February 20th. I was extremely disappointed to discover that the product does not work as advertised.

Firstly, the battery life is far **below my expectations**, lasting barely two hours instead of the ten hours promised on your website. **Moreover**, the left speaker stopped functioning after only three days of use. This situation has caused me **considerable inconvenience**, especially because I needed the headphones for my daily commute.

I believe this is **unacceptable**, as I trusted your company's reputation and expected a high-quality product. **To make matters worse**, I have tried contacting your customer service several times, but I have received no response.

For these reasons, I kindly **request a full refund or an immediate replacement** of the product. I would appreciate it if you could look into this matter as soon as possible and inform me of the steps I need to follow.

I look forward to **hearing from you soon**. Thank you for your attention.

**Yours faithfully,**
R.N.

Online order – Wrong item received

You bought a portable speaker from an online store for a birthday, but when the package arrived, you discovered that they had sent cheap headphones instead. You tried to contact the company by email, but no one responded. The birthday is in three days and you need an urgent solution.

Write a letter of complaint requesting the correct product or a refund.

https://www.legalombudsman.org.uk/media/gy2c11gt/formal-complaint-template.pdf

### Standard For and Against Essay Structure

- Introduction (Paragraph 1):
  Introduce the topic generally without stating your opinion.
- Body Paragraph 1 (Advantages): Discuss the "for" side (pros/advantages) with supporting reasons, evidence, and examples.
- Body Paragraph 2 (Disadvantages): Discuss the "against" side (cons/disadvantages) with supporting reasons, evidence, and examples.
- Conclusion (Paragraph 3/4): Summarize both sides and give your final, balanced opinion or recommendation (e.g., whether advantages outweigh

### ELECCIÓN DE VOCABULARIO Y ESTRUCTURAS

Decide qué vocabulario y qué estructuras vas a necesitar.

#### Introducción

- *Nowadays...*
- *The issue of... is a controversial one.*

- *Many people say/believe/think that...*

**Exponer un argumento equilibrado**

- *On the one hand, ... On the other hand, ...*
- *There are advantages and disadvantages to...,*
- *There are arguments for and against...*
- *There are positive and negative aspects of...*
- *Some people think/argue ... , but/while other people think/argue...*
- *People have different opinions...*

**Añadir ideas**

- *Firstly, / Secondly, / Thirdly, / Lastly, / Finally,...*
- *One (dis)advantage is ...*
- *Another (dis)advantage/problem is (that) ...*

**Aportar datos**

- *For example,*
- *According to...*
- *It is clear that...*
- *Research has shown (that) ...*
- *It has been proven that...*
- *We do not have any evidence that …*

*Expresar opiniones generales:*

- *People say that:*
- *It is said that:*
- *Many people think that:*
- *Some people believe that:*
- *According to some experts:*

*Contrastar ideas:*

-

**Resumir**

- *To sum up, ...*

- *En conclusión, …*
- *Conversely*

**Expresar una opinión**

- *In my opinion, ...*
- *It seems to me that ...*
- *I (do not) think (that) ...*
- *I (dis)agree with ...*

EXAMPLE

**Should university education be free? Discuss**

It is clear that society needs people with university degrees. Nevertheless, higher education is expensive and some people believe the government should pay for it. There are arguments for and against this idea.

One of the arguments for free university education is that university courses can be very expensive. For instance, becoming a doctor can cost thousands of pounds. In addition, it is claimed that if local universities are too expensive students might go abroad and not return. Consequently the country will lose valuable work force and the economy will suffer.

However, there are also arguments against the idea. For example, some people in society are quite wealthy and can afford fees. People also say there are too many unemployed graduates and that the government should encourage more young people to consider vocational careers.

On balance, I do not think university should be free for everyone because that money is needed for other things. However, the government should support poorer students who deserve the chance.

**RÚBRICAS COMPOSICIONES 3 EVALUACIÓN .**

En la tercera evaluación volveremos a examinarnos de los tres modelos que hemos trabajado a lo largo del curso: opinión, for and against y carta de queja.

La nota máxima será de 5. En este último trimestre, y dependiendo del contenido gramatical nuevo, habrá una serie de puntos obligatorios para llegar al cinco.

La especificación que os hacía antes, se supone tiene que estar ya interiorizada. Me refiero a conectores, párrafos, contenidos de segundo, etc.

Se obtendrán los cinco puntos cuando se cumplan los siguientes requisitos:

. presentación , letra, párrafos

. uso de fórmulas específicas de cada tipo de texto, vocabulario rico, verbos aprendidos durante el año, phrasal verbs, idiomatic expressions , contenidos de segundo.

Se penalizará:

. errores repetidos de spelling

. mala construcción de las frases.

.repetición de ideas, palabras

. mezclar los tipos de texto

.no tener una introducción y conclusión ya memorizada

. no haber evolucionado en cuanto redacciones desde el principio de curso.

5 puntos

**Contenido 1,5**

responder a lo preguntado

mostrar ideas claras

**Organización 1,5**

estructura

conectores

**Lengua 2 puntos**

gramática

variedad estructural

vocabulario adecuado