

Writing a description

* When you describe someone's physical appearance you start with the general features (i.e. height, build, age) and move on to the more specific ones, such as hair, eyes, nose, etc. You can also add a description of the clothes the person likes to wear.

e.g. *Laura is tall, slim woman in her early twenties. She has got red hair, green eyes and freckles. She usually wears smart suits.*

* When you describe someone's **personal qualities** you should support your description with examples and/or justifications.

e.g. *Wayne is very shy. For example, he finds it difficult to make new friends.*

You can also describe someone's personality through their **mannerisms** by:

a) Referring to the way they speak —→ He speaks in a **soft voice** as if he were whispering.

b) describing the gestures they use —→ She **constantly uses her hands** when she speaks.

c) mentioning a particular habit they have —→ Jason always **bites his nails** when he is nervous.

Note: When you mention someone's negative qualities you should use mild language (seems to, can be rather, etc). For example, instead of saying:

Paul is lazy —→ Paul *can be rather* lazy at times.

Read the article in the correct order and then label the paragraphs with the headings below.

Hobbies/interests, name & when/where/how met, comments/feelings, physical appearance & clothes, personal qualities.

Introduction

Paragraph 1:

Name of the person.
When, where and how
you first met him/her.

Main Body

Paragraph 2:

Physical appearance
(facial features and
clothes).

Paragraph 3:

Personal qualities and
justification(s) or
examples.

Paragraph 4:

Hobbies/interests

Conclusion

Paragraph 5:

comments and feelings
about the person.

A friend in need

A In her spare time, Ruth liked to read. She loved detective stories and crime novels, and she used to bring me many of her
to read. I remember she also spoke about the karate lessons
twice a week.

B I first met Ruth when I was in hospital in Melbourne about three years ago. I was there on the holidays, but had become sick
was the patient in the next bed. She not only kept me company
time I was in hospital, but also visited me for many weeks
from my own illness.

C When I returned to England, we kept in touch for about a year ago, Ruth got a new job and moved to
Australia. Sadly we have lost touch with each other, but I
her kindness and help.

D Ruth had a quiet but very friendly nature. She was generous as well as kind-hearted. Whenever she visited me she
flowers and chocolates. She talked in a low voice because
shy. She also blushed very easily, although she had a
humor.

E Ruth was pretty. She was tall, fairly slim and in her mid-twenties
then. She had a small pretty face, with smiling eyes and
brown hair. She liked to dress casually in bright, colorful
matched her sunny personality.

