

## Comparing different Cambridge First Certificate (FCE) Writing tasks with FCE Writing tasks on accommodation and useful phrases for Speaking Part 2

Look at the one example of each of the different tasks in the FCE Writing exam which are given below. Compare and contrast the different tasks and what your writing should be like in each case, finding as many similarities and differences as you can.

1. In your English class you have been talking about housing. Now, your English teacher has asked you to write an essay.

Write an essay using **all** the notes given, giving reasons for your point of view.

“Everyone in the world has a fundamental human right to a roof over their heads (= a place to live.)” Do you agree?

### Notes

Write about

1. Reasons why people might not have somewhere to live.
2. How easy or difficult it might be to provide a living space for everyone who can't provide one for themselves.
3. ... (your own idea)

Write your **essay**. You must use grammatically correct sentences with accurate spelling and punctuation in a style appropriate for the situation.

2. You see this announcement on an English-language website.

### Articles wanted

What would be your perfect home?

Tell us about a dream place to live for you, and why you would choose that kind of place. Write us an article answering these questions. The best articles will be posted on our website.

Write your **article**.

3. You have received this email from your English speaking friend, Alex.

Thanks for all your great advice on visiting your country. I almost feel ready!

Could you also let me know something about places to stay? What different kinds of short-term accommodation are there in your city? Which one do you think is best for me, and what's the best way to book it?

Thanks!

Best wishes

Alex

Write your **email**.

4. You have seen this advertisement in your local English language newspaper.

### Hosting overseas students

Do you want to practice your English at home? Would you like to help make foreign guests welcome in your country?

We need host families for students who will attend our language school next summer. If you are interested in hosting a foreign student for two to four weeks in August, write to Mr Case, including:

- why you are interested in hosting a foreign student
- what will be available for them in your home
- what things you could do together with the foreign guest

Write your **letter of application**.

5. You recently saw this notice on an English-language website.

Reviews wanted.

The best hotel I have ever stayed in!

Have you stayed somewhere nice that you think other readers would like too? Write us a review of the hotel. You should include information on:

- where it is
- why you liked it
- who you would recommend it to

The best reviews will be posted on the website next month.

Write your **review**.

6. Your college is thinking about opening a new student dorm (= student halls) especially for exchange students who come there from abroad to study for one year. Your English teacher has asked you to write a report giving your suggestions about:

- how big the dorm should be.
- what facilities it needs to have.
- how much it should cost students.

Write your **report**.

*Try to use as many different comparing and contrasting phrases as you can to find things in common and contrasts between the tasks above and what you need to do to write those genres. If you run out of ideas or your teacher tells you to, look at the next page for topics you could speak about.*

### **Possible similarities and differences between FCE Writing tasks**

- Expressions that you can almost always use when you write that kind of task
- Final paragraph
- Final sentence
- First sentence
- First paragraph
- Formality
- How easy or difficult they are
- How similar your answer can be every time you try that kind of question
- How different each answer needs to be every time you see that kind of task in the exam
- How to show that you know high-level language/ How to show off your knowledge of advanced language/ How to impress the examiner
- Length
- Organisation/ Structure/ Paragraphing
- Planning process (brainstorming etc)
- Things that you shouldn't do
- Titles and headings
- What is difficult about writing answers to that kind of task
- What is easy about writing an answer to that kind of task
- What you have to do to achieve what the task asks you to do
- What the reader should get from your writing by reading it/ The purpose of writing that thing

*Use the language on one of the lines below to compare at least two different kinds of FCE Writing tasks each time, e.g. a report and an essay. Some lines can refer to three or more different kinds of task because of similarities between some or all of the tasks. Each sentence must have a different comparing/ contrasting phrase, in other words you can't use "but" each time.*

## Statements about different genres in FCE Writing

the reader should be convinced by your arguments and change their mind if they had a different opinion/ the reader should just be interested in what you write about and want to read to the end

the reader should understand why you made the recommendations that you made and accept them/ the reader should know whether they would like the thing that you are describing or not

needs an interesting title/ can have quite a boring title

has section headings/ has paragraphs starting with expressions showing the topic like "Turning to..." and "As for..."

you can impress the examiner with your knowledge of informal English such as idioms/  
you can impress the examiner with your knowledge of formal fixed phrases that are always used in that kind of writing

the first sentence should get the reader's attention and make them interested in reading more

if you include data, you will need to make up the figures and how you found them out/ if you include data, it should be something that you could realistically know

it's very important to stay on topic and answer the questions in the task

different levels of formality can be okay as long as you are consistent

planning the organisation of the writing is very quick and easy

can start with a single sentence and then move onto a new paragraph

a memorable last line is nice

needs strong, colourful language like "wonderful", "awful" and "definitely"/ should have quite reasonable, academic-sounding language like "considerable" and "probably"

*Compare your ideas with those on the next page. Other contrasts might be possible, so please check with your teacher if you have included other contrasting language and/ or statements about different FCE Writing tasks.*

### **Suggested answers**

In an essay the reader should be convinced by your arguments and change their mind if they had a different opinion. In contrast, with an article the reader should just be interested in what you write about and want to read to the end.

In an essay the reader should understand why you made the recommendations that you made and accept them but with a review the reader should know whether they would like the thing that you are describing or not.

An article needs an interesting title whereas a report can have quite a boring title.

The most obvious difference between a report and an essay is that a report has section headings but an essay has paragraphs starting with expressions showing the topic like “Turning to...” and “As for...”

The most important difference between an email and a letter is that in an email you can impress the examiner with your knowledge of informal English such as idioms whereas in a letter you can impress the examiner with your knowledge of formal fixed phrases that are always used in that kind of writing.

In both an article and a review the first sentence should get the reader’s attention and make them interested in reading more.

One small but important contrast between a report and an article is that if you include data in a report, you will need to make up the figures and how you found them out but if you do so in an essay, it should be something that you could realistically know.

It’s very important to stay on topic and answer the questions in the task in a report, letter, email, essay, review and article.

In an article different levels of formality can be okay as long as you are consistent, and the same thing is true for a review.

Planning the organisation of the writing is very quick and easy for an email, a letter, a review, and a report as well.

An email can start with a single sentence and then move onto a new paragraph, and so can a letter.

A memorable last line is nice in an article, and in a review too.

The biggest difference between a review and an essay is that a review needs strong, colourful language like “wonderful”, “awful” and “definitely” but an essay should have quite reasonable, academic-sounding language like “considerable” and “probably”.

### Comparing and contrasting language presentation

Fill the gaps below with one word. Use a different word in each gap (even if using the same word again might be possible).

With an essay the reader should be convinced by your arguments and change their mind if they had a different opinion. In \_\_\_\_\_, with an article the reader should just be interested in what you write about and want to read to the end.

With an essay the reader should understand why you made the recommendations that you made and accept them \_\_\_\_\_ with a review the reader should know whether they would like the thing that you are recommending or not.

An article needs an interesting title \_\_\_\_\_ a report can have quite a boring title.

The \_\_\_\_\_ obvious difference between a report and an essay is that a report has section headings but an essay has paragraphs starting with expressions showing the change in topic like "Turning to..." and "As for..."

The most important difference \_\_\_\_\_ an email and a letter is that in an email you can impress the examiner with your knowledge of informal English such as idioms whereas in a letter you can impress the examiner with your knowledge of formal fixed phrases that are always used in that kind of writing.

In \_\_\_\_\_ an article and a review the first sentence should get the reader's attention and make them interested in reading more.

One \_\_\_\_\_ but important contrast between a report and an article is that if you include data in a report, you will need to make up the figures and how you found them out but if you do so in an essay, it should be something that you could realistically know.

It's very important to stay on topic just answer the questions in the task in a report, letter, email, essay, review \_\_\_\_\_ article.

In an article different levels of formality can be okay as long as you are consistent, and \_\_\_\_\_ same thing is true for a review.

Planning the organisation of the writing is very quick and easy for an email, a letter, a review, and a report \_\_\_\_\_ well.

An email can start with a single sentence and then a new paragraph, and then move onto a new paragraph and \_\_\_\_\_ can a letter.

A memorable last line is nice in an article, and in a review \_\_\_\_\_.

The biggest \_\_\_\_\_ between a review and an essay is that a review needs strong, colourful language like "wonderful", "awful" and "definitely" but an essay should have quite reasonable, academic-sounding language like "considerable" and "probably".  
*Check your answers with the previous page. Other answers may be possible.*