Cheat Sheet 4: Writing

Task	Time	Length	What you write
1. Writing an Email	27 min	150 to 200 words	An email that does three things
2. Responding to Survey Questions	26 min	150 to 200 words	Choose one of two options and support it

The time plan: read and plan 3 to 4 minutes, type 18 to 19 minutes, check 3 to 4 minutes. There is a word counter and a spell check, but the spell check will not catch *there* for *their* or a missing word.

Task 1 email, four paragraphs: 1. greeting and purpose. 2. first point with details. 3. second point with details. 4. third point and closing.

Reader	Open	Close
Manager, company, someone you do not know	Dear Ms. Lee,	Sincerely,
Friend, neighbour, co-worker you know	Hi Sam,	Thanks, / Talk soon,

Task 2 survey, five parts: 1. your choice in the first sentence. 2. reason 1 with an example. 3. reason 2 with an example. 4. why the other option is less suitable. 5. restate your choice. Choose the option that is easier to support. Not an email.

Seven quick wins: answer every bullet; plan for 3 minutes; stay between 150 and 200 words; use paragraphs; match the tone; link ideas naturally (*first, also, however, as a result*); keep 3 minutes to check verbs, plurals, articles and spelling.

No text language: never *u*, *pls*, *thx*.

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