

INSTRUCTIONS TO WRITE A SUCCESSFUL PORTFOLIO

A) Cartas informales:

Correspondence – informal letters

ISE II Controlled Written (approx. 250 words), Portfolio Section 1 (120-150 words)

Purpose (examples)	<ul style="list-style-type: none"> to give/ask for advice/make suggestions to explain/describe a situation/event/experience to give reasons for something to express how you feel about something
Typical readers	<ul style="list-style-type: none"> a friend a member of your family
Organisation of text	<ul style="list-style-type: none"> organisation flexible, but you should think about the information you need to include and organise it logically
Features	<ul style="list-style-type: none"> sender's address optional; don't include recipient's address appropriate salutation, e.g. <i>Dear, Hi</i>, and ending, e.g. <i>From, Love</i>, date optional. If included, it should be above the opening salutation language style: informal to neutral language structures and functions: depend on purpose of letter, e.g. past tenses to describe an experience you had

B) Cartas neutras o formales:

Correspondence – formal/neutral letters and emails

ISE II Controlled Written exam (approx. 250 words), Portfolio Section 1 (120-150 words)

Purpose (examples)	<ul style="list-style-type: none"> to complain to request action
Typical readers	<ul style="list-style-type: none"> the person in charge of a business/other organisation the person responsible for customer service the editor of a newspaper or publication
Organisation of text	<p>Formal <u>letters</u> have a standard layout and organisation:</p> <ul style="list-style-type: none"> sender's address goes at top (it can be indented to the right) recipient's address goes at top (under the sender's address) date goes below sender's address subject heading goes after the opening salutation, on left or in centre of page separate paragraph necessary for each theme <p>Formal <u>emails</u> do not require the same amount of organisation as a letter:</p> <ul style="list-style-type: none"> sender's postal address is often found in an email signature at the end recipient's postal address is not included the date is registered automatically when sending subject headings can appear like in a letter separate paragraphs as necessary for each theme. <p><i>Handwritten notes:</i> can write telephone number & recommend including</p>
Features <u>academishas</u>	<ul style="list-style-type: none"> use standard salutation and ending, i.e. if <i>Dear Sir</i>, end with <i>Yours faithfully</i>; if <i>Dear Mr Smith</i>, end with <i>Yours sincerely</i> language style: neutral to formal for both letters and emails language structures: depends on purpose of letter, e.g. in a letter to request action, this could involve making suggestions language functions: depends on purpose of letter, e.g. in a letter of complaint, this could involve expressing feelings and expressing disagreement <p><i>Handwritten notes:</i> phrase or content (major words)</p>

C) E-mails

Correspondence – emails

ISE II Controlled Written (approx. 250 words) Portfolio Section 1 (120-150 words)

You can choose to write an email or a letter for any of the tasks in this section. However, if the task requires a more formal tone, it would be more appropriate to write it in the format of a formal letter, rather than an email.

Purpose (examples)	<ul style="list-style-type: none"> • to give/ask for advice/make suggestions • to explain/describe a situation/event/experience • to give reasons for something • to express how you feel about something
Typical readers	<ul style="list-style-type: none"> • a friend • a member of your family
Organisation of text	<ul style="list-style-type: none"> • there isn't a 'correct' way, but make sure you organise the information you need to include logically
Features	<ul style="list-style-type: none"> • must be produced on email software and printed out • complete the 'subject line' (the space appears automatically) • date can be in your own language (it's generated automatically) • don't use text-message spelling, but you can use common abbreviations, e.g. asap (as soon as possible), and emoticons, e.g. 😊 • salutations at beginning are optional depending on how well you know the person • sign off in some way, e.g. with your name

D) Artículos:

Factual Writing – article

ISE II Controlled Written exam (approx. 250 words), Portfolio Section 2 (170-200 words)

If you are asked to write an article in the first part of the Controlled Written exam, you will need to include a summary of a text as part of your article. See the section on writing summaries (page 109) to help you with summarising texts. *Hay que poner título y no usar info del texto (copiarlo)*

Purpose (examples)	<ul style="list-style-type: none"> • give information about something, e.g. a subject, event, place, service
Typical readers	<ul style="list-style-type: none"> • readers of a school/college magazine, travel magazine, newspaper • typically non-specialised readers → <i>se puede dar información general</i>
Organisation of text	<ul style="list-style-type: none"> • the article should have a title • articles reporting events often give factual information first • more general articles often start with an interesting statement that attracts the reader • the text is organised over a number of paragraphs <i>(at least 3 or more)</i>
Features	<p>Depends on the purpose of the article and reader:</p> <ul style="list-style-type: none"> • language style: e.g. informal to neutral for popular magazines • language structures: e.g. past tenses to report events <i>(all past tenses)</i> • language functions: e.g. language of advice if the article is giving recommendations, language of instructions and directions if the article is describing how to do something

E) Reports:

Factual Writing – reports

ISE II Controlled Written (approx. 250 words), Portfolio Section 2 (170-200 words)

If you are asked to write a report in the first part of the Controlled Written exam, you will need to include a summary of a text as part of your report. See the Skills for Reading into Writing (page 109) for help with summarising texts.

Purpose (examples)	<ul style="list-style-type: none"> to give factual information about something, e.g. a subject, event, place, service
Typical readers	<ul style="list-style-type: none"> readers of a specialist magazine, e.g. school/college magazine, food magazine
Organisation of text	<ul style="list-style-type: none"> the report should have a title that describes the contents start with a statement about what the report is about you can use bullet points/headings to make organisation clear
Features	<ul style="list-style-type: none"> language style: neutral to formal usually more objective and factual than articles text marking words like <i>below</i> and <i>above</i> can be used to talk about something you are going to say or have said sequencing words are often used, e.g. <i>firstly</i>, <i>secondly</i>, <i>in conclusion</i> often contains recommendations based on the facts presented

F) Reviews:

Factual Writing – review

ISE II Controlled Written exam (approx. 250 words), Portfolio Section 2 (170-200 words)

Purpose (examples)	<ul style="list-style-type: none"> to give factual information about a work of art (a painting, piece of music, book), performance (a play, film, dance), event (an exhibition, concert, fair) or place (a website, restaurant) to give a personal opinion about how well the work was achieved
Typical readers	<ul style="list-style-type: none"> a potential audience member a reader of a magazine or a newspaper
Organisation of text	<ul style="list-style-type: none"> start with factual information about the work, e.g. title or name, characters and actors, authors and artists. for a work of art, describe what it is like; for a performance, what was played; for an event, what it included; for a place; what it was like mention what was both good and bad about it include your opinion and whether you recommend it or not details about the dates, times, locations and how to get more information are often contained at the end of the review
Features ↑ what to use in the review	<ul style="list-style-type: none"> language and style will depend on the type of magazine or newspaper and the audience. A more formal performance like an opera, for example, will have a more formal tone. reviews will often include strong opinions using very expressive words, e.g. <i>superb</i>, <i>excellent</i>, <i>extremely poor</i>

G) Creative & descriptive writing:

Creative and descriptive writing – story, diary, description ✓

ISE II Controlled Written (approx. 250 words), Portfolio Section 3 (170-200 words)

Tasks in this section often involve both narrative, i.e. telling the story of what happened, and description, i.e. information and details about things, places and people in the story.

Purpose (examples)	<ul style="list-style-type: none"> • to narrate an experience (real or imaginary) • to describe a thing/place/person/event
Typical readers	<ul style="list-style-type: none"> • a friend or member of your family (even you if a diary → no details in this case)
Organisation of text	<ul style="list-style-type: none"> • flexible, for narrative stories events often appear in chronological order • diary entries often begin with <i>Dear Diary</i>, and end with a signature • descriptions of places could take the reader from one side to another or from front to back as if looking at a picture • descriptions of people could talk about how they look, features of their personality or how they speak and things they like to do • descriptions of events can be like stories
Features	<ul style="list-style-type: none"> • if describing events chronologically, sequencers are often used (<i>when, until, before, etc.</i>) • language will vary, according to experience being related, e.g. past tenses for a past experience, conditionals and modals to relate an 'ideal' or 'dream' experience