

CONTENTS

I. PRINCIPLES OF WRITING	5
1. Purpose for writing	5
2. Addressee	6
3. Register	8
4. Before you write: brainstorming and outlining	10
5. Text organisation: paragraph	12
6. Topic sentences	13
7. Linking	16
II. WRITING LETTERS	17
1. Introduction to letter writing.....	17
2. The structure of the letter.....	18
3. Greetings and endings.....	20
4. Purpose for writing.....	22
5. Letter organisation.....	24
6. Writing a semi-formal letter.....	26
7. Writing a personal letter.....	28
III. WRITING A COMPOSITION.....	31
1. Purpose for writing. Modes of writing.....	31
2. Addressee and register.....	34
3. Brainstorming and outlining	35
4. Organisation of the composition. General structure.....	36
5. The introduction.....	37
6. The conclusion.....	39
7. The body.....	41
8. Organisation patterns	43
ANSWER KEY	49