

ECCE WRITING PLANS

FORMAL LETTER (EXPRESSING OPINION)

FORMAT

GREETING *Dear editor*

INTRODUCTION

(Tell them why you are writing, where you read the article, and state your opinion briefly.)

FIRST PARAGRAPH *(Tell them why you agree or disagree and support your arguments using elaboration or examples)*

SECOND PARAGRAPH *(Refer to the opposing view and explain why you disagree.)*

CONCLUSION *(Restate your opinion and suggest a better solution)*

CLOSING *(Yours faithfully and your full name)*

USEFUL EXPRESSIONS

INTRODUCTION

- I'm writing to you in connection with....
- I read your article in the local newspaper and I'm writing in order to express my opinion

FIRST PARAGRAPH

- First of all, Moreover, Furthermore, What is more
- As a result, In other words, For example, As a consequence, Therefore

SECOND PARAGRAPH

- On the other hand, However, Nevertheless, In contrast, But

CONCLUSION

- To sum up, To conclude, In conclusion, Taking everything into account

Example

Question: *You have read in the local newspaper that the local council has decided to ban cars from your town center, in an attempt to solve the traffic problem.*

Write a letter to the editor of the newspaper to express your opinion.

GREETING

Dear editor

INTRODUCTION

(Tell them why you are writing, where you read the article, and state your opinion briefly.)

- *Tell them why you are writing and where you read the article.*

I'm writing to you in connection with an article I read in the **local newspaper** about the decision of the local council to ban cars from the town center, and **I would like to express my opinion on the issue.**

- *and state your opinion briefly.*

It is my firm belief that for a number of reasons the local council should reconsider their decision, as I think it will cause more problems than it is going to solve.

FIRST PARAGRAPH *(Tell them why you agree or disagree and support your arguments using elaboration or examples)*

- *first argument*

First of all, it is an undeniable fact that there is a serious traffic problem in our town, especially during the rush hours, **but I believe that** the problem is caused mainly by lack of parking space.

- *support with example*

Car drivers have to drive around the town center for hours looking for a parking space. **As a result,** traffic becomes very slow.

- *second argument*

Moreover, we should bear in mind that banning cars from the center, will transfer the problem to the areas around the center.

- *elaboration*

In other words the council is attempting to solve a problem without serious planning and without taking into account the consequences of their decision.

SECOND PARAGRAPH (*Refer to the opposing view and explain why you disagree.*)

- *Refer to the opposing view*

On the other hand, there are those who insist that the problem is so serious that something should be done immediately. Shop owners, **for example**, claim that they will have to close their shops down, if nothing is done.

- *and explain why you disagree.*

However, I still believe that the situation will become much better if they solve the parking problem. **As for** the shop owners, **I think they should** leave their cars at home and use public transport to come to the center, before having to close down their shops.

CONCLUSION (*Restate your opinion and suggest a better solution*)

- *Restate your opinion*

To sum up, no one can deny that there is a serious traffic problem in our town, **but I think** that banning cars is not an easy and effective solution.

- *and suggest a better solution*

Instead of that a car park near the center would help improve the situation a lot.

CLOSING

Yours faithfully

James Brown