

## Basic Writing Guide

First of all, it's essential to read and/or follow a model if you want to write in English.

(Ante todo, es esencial leer y/o seguir un modelo si quieres escribir en inglés.)

### Before writing an essay;

- Write a list of ideas and organize them in the best and most logical order.  
(Antes de Escribir el texto: escribe una lista de ideas y organízalas de la mejor manera y en el orden más lógico)

Eg.- If you write about 'What job you'd be good at and why' a list of ideas could be:

(Si escribes un texto sobre qué trabajo se te daría bien y porqué podrías escribir una lista como la siguiente:)

- My father's a farmer but I don't want to be the same
  - I'm technical
  - I don't like working outside
  - I want to work inside
  - I'm good at maths and art
- You should know well about the parts of speech, what they are used for and their order in the sentence. Traditional grammar classifies words based on eight **parts of speech**:

(Deberías conocer bien las partes del texto, para qué se utilizan y el orden correcto en el que tienen que ir. La gramática tradicional habla de Nombre, verbos, pronombres [sustituyen a los nombres], adjetivos [siempre en singular y antes del nombre en inglés], adverbios [que se aplican a verbos, adjetivos u otro adverbio], preposiciones, conjunciones e interjecciones)

Verb	Noun	Pronoun	Adjective	Adverb	Preposition	Conjunction	Interjection
run	woman	she	Tall The <b>tall</b> woman looked at me.	Quickly 'He <b>quickly</b> jumped the puddle'	in	And, but, ..	An <b>interjection</b> is a word added to a sentence to convey emotion. Eg.- <b>Ouch!</b> That hurts

- Basic order in affirmative sentences Subject+Predicate (verb + Complements):

Eg.- I am technical.

In some questions we have got inversion: Are you technical?

(El orden básico en frases afirmativas es : Sujeto+Verbo+Complementos. El orden Sujeto + verbo se invierte en las preguntas en Inglés)

- You could write an entire essay using only simple sentences like these:  
(Podríamos escribir una redacción entera usando frases simples como las siguientes:)

William Shakespeare was a writer. He wrote plays. It was the Elizabethan age. One play was Hamlet. It was a tragedy. Hamlet died. The court died too.

### When you're writing you have to be careful with the following things;

(Al escribir en Inglés deberemos tener cuidado con los siguientes puntos:)

- Use adjectives but always before nouns  
(Usa adjetivos pero siempre antes de los nombres)

Eg 'the **big** house near the lake' and not 'the ~~house~~**big** near the lake'

- Adjectives have no plural  
(Los adjetivos no tienen plural)
  - Be careful with punctuation (commas, full stops, apostrophes) and capital letters (the pronoun 'I', names of people, cities, countries, languages, days, months and first words of sentences begin with a capital letter)  
(Cuidado con la puntuación [comas, puntos, apóstrofes] y mayúsculas)
  - Avoid repetition (Use pronouns or synonyms)  
(Evita repetir palabras – Usa pronombres y sinónimos)
- Eg.- My best friend, Zack, is a professional skateboarder.  
I've known **My best friend** for three years (repetition)  
I've known **him** for three years (this is better)
- Use linkers and connectors, time expressions, ... and, but, however, also, too, in addition, because, as a result, consequently,  
(Listado completo de connectors en: [http://heptagrama.com/en/i\\_col\\_tra\\_0002.htm](http://heptagrama.com/en/i_col_tra_0002.htm))
  - Verbs always need subjects in English  
(Recuerda que todas las frases en Inglés necesitan un sujeto. No hay oraciones impersonales)
- Eg.- ~~Is raining~~ (incorrect) – **It** is raining (correct)
- You should understand the use of verb tenses to use them correctly  
(Deberías entender los tiempos verbales y usarlos correctamente)
- Eg.- *I work* (present simple - yo trabajo – We use it for habitual actions)  
*You are studying* (present continuous – tu estás estudiando – We use it for actions in progress)  
*She finished* (Past simple – Ella acabó – We use it for actions that finished in the past)  
*He has sold his house* (Present perfect – El ha vendido su casa – We use it for actions that began in the past and are still in progress or for actions that finished in the past but we don't know when)  
*We will buy a new car* (Future – Nos compraremos un coche)
- Paragraphs in an essay:  
(Párrafos en una redacción:  
Introducción, donde se presenta el tema del que trata la redacción  
Párrafos intermedios, donde desarrollamos el tema introducido en el primer párrafo  
Último párrafo, conclusión )
    - Although each kind of essay can differ a lot from the other essays, most of them have:
      - An introductory paragraph. It's the first paragraph, in which we state the topic we are going to write about.
      - Middle paragraph(s). Second and/or third paragraph in which we develop the topic we introduced in the first paragraph. We use examples, lists, facts. It's the body of the letter or essay.
      - Last paragraph. Conclusion of the essay.

## **After writing**

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It's highly recommendable to read again your text and check for mistakes to correct them. You should also check that it's easy to understand.

(Después de escribir has de leer de nuevo el texto y buscar errores para corregirlos. Comprueba que sea fácil de entender)