

Cambridge Advanced English (CAE) Info Worksheet

 Area of focus: **Writing**

 Text genre: **Letter of reference**
C1 on the Common European Framework

This info worksheet has been designed to help you identify the key characteristics of individual text genres, including the purpose of the text, appropriate lexis, vocabulary and grammar.

Text type / genre <i>What type of text is it?</i>	Purpose <i>Why is the text written?</i>	Register <i>What is being talked about and who are the people involved? Is it a written or spoken text?</i>	Structure <i>How is the text formatted?</i>	Lexis <i>What sort of global language is used in the text?</i>	Grammar <i>What sort of grammar structures are used? Tense (present, past, future)?</i>	Vocabulary <i>What sort of language is used? Formal or informal? Pronouns (we, you, they)? Verbs (passive, active)?</i>
Letter of reference	<ul style="list-style-type: none"> - to give information about someone - express opinion about someone else - to provide a detailed assessment of the positive qualities, traits, characteristics of the person being written about - to recommend somebody for part-time or full-time employment (e.g. restaurant, school, company) or even a place at university 	<ul style="list-style-type: none"> - Written, formal text Writer, candidate and third party (employer, recruiter) - Writing about someone you know well and recommend him or her for a job - Qualities, traits and characteristics of somebody you know professionally or in a professional setting 	<ul style="list-style-type: none"> - Formal letter style with paragraphing (start, two or three paragraphs on the candidate and a final concluding paragraph to recommend the candidate) - begin with a salutation, e.g. Dear Sir / Madam or "To whom it may concern" - End with a farewell: Yours sincerely, Yours truly, Your faithfully 	<ul style="list-style-type: none"> - Language of positive expression - Language of recommendation - Language of the work place - Convincing language - Appropriate terminology for the job/place on offer 	<ul style="list-style-type: none"> - Write in the first person singular in the introduction and conclusion (i.e. I am writing and I recommend) - The remaining paragraphs are heavily third person singular - Defining and non-defining relative clauses, e.g. with relative pronouns: which, who, prep + relative pronoun) - Use of past tense to express past work experience and relationship with the candidate - Present tense to express the qualities of the individual - Use of adjective in their various forms: pure, comparatives, superlatives 	<ul style="list-style-type: none"> - Formal vocabulary - Pronouns (e.g. he, his / she, her) - Connectives and conjunctions (e.g. besides, moreover, furthermore, alongside, in addition to, additionally) - Adjectives expressing satisfaction or confirmation (e.g. valuable, beneficial) - Words used in the specific profession - Adverbs of absolute frequency (always, never) - Time constructions (e.g. from ... to for a timeframe)