

THE 12 RULES OF FCE WRITING

1. Use correct spellings.
2. Avoid contractions like we're; use we are
UNLESS you are writing an informal letter,
informal email, article or review.
3. Never use 'slang' words like 'gonna' in essays,
reports and formal letters/emails.
4. Use formal English words, such as 'discuss'
rather than 'chat' in your formal writing.
5. Use correct punctuation and avoid very long
sentences.
6. Write a mixture of short and longer (complex)
sentences.

7. Use your own words but respect the language.

Write the way native speakers write, don't try to re-invent the wheel!

8. Write so that the reader understands exactly what you mean.

9. Connect your ideas clearly (e.g. Finally/In conclusion/However)

10. Use correct grammar that makes your meaning clear.

11. Do not write informally or in a very friendly way when you are writing formally.

12. Write in a friendly way when you are writing informally.