

Opinion Letter/Essay

Letter

Dear...(Editor, Sir/Madam..),

Paragraph 1: **Who are you?**

(I am a high school student/ a concerned citizen/ a local resident/
an avid reader of.../recent graduate...)

Why you are writing?

(I am writing in response to the article about.../ I came across
your article about.../ I recently read an article in the mentioning.....- and
I wanted to share my thoughts/my views/my opinion with you)

Opinion

(I believe/ In my opinion/ In my view/ I really think that...)

Paragraph 2: **Argument 1 (explanation-example-result)**

Do not forget: **YOU** choose how to
support your argument

Paragraph 3: **Argument 2 (explanation-example-result)**

Paragraph 4: **Conclusion** -> To sum up/ To conclude/In conclusion/ All in all/
All things considered/ On the whole/ Taking everything into account.....+

Opinion (WITH DIFFERENT WORDS) and general comment.

Yours sincerely,

(John Papadopoulos)

Essay

Paragraph 1: **General comment about the topic (PARAPHRASED) + opinion**

(Nowadays.../Many people believe/support/say.../In the past few years.../ It is well-known that.../Given the fact that.../More and more people/students/teenagers....)

(Personally I feel/believe/think.../ I am of the opinion that...)

Paragraph 2: **Argument 1 (explanation-example-result)**

Paragraph 3: **Argument 2 (explanation-example-result)**

Paragraph 4: **Concluding phrase + Opinion (PARAPHRASED) and a general comment**

Advantages-Disadvantages Letter/Essay

Letter

Dear...

Paragraph 1: **Who are you?**

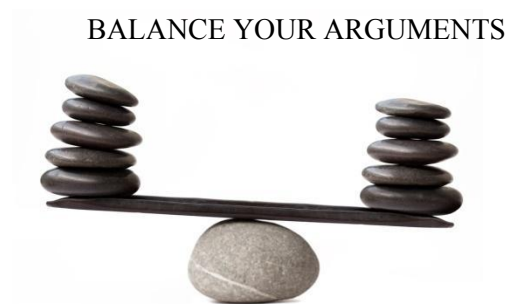
Why you are writing?

State that there are both advantages and disadvantages

(I thought it would be helpful if I pointed out some of the pros and cons/benefits and drawbacks of.../ Although ...might seem beneficial, there are drawbacks that cannot be ignored/ It is a controversial topic with both advantages and disadvantages)

Paragraph 2: **2-3 advantages**

Paragraph 3: **2-3 disadvantages**



Paragraph 4: **Conclusion + Opinion (briefly stated)**

Yours sincerely,

(John Papadopoulos)

Essay

Paragraph 1: **General comment about the topic (PARAPHRASED) + state that there are both advantages and disadvantages**

Paragraph 2: **2-3 advantages**

Paragraph 3: **2-3 disadvantages**

Paragraph 4: **Conclusion + Opinion (briefly stated)**

Suggestion Letter/Essay

Letter

Dear ...

Paragraph 1: **Who are you?**

Why are you writing?

(I am writing in response to the article I read about...and I would like to suggest ways in which the problem could be solved/ I would like to offer some solutions to this problem/to suggest measures against this problem/ to provide you with ideas that will help with this problem)

Paragraph 2: **1st suggestion (explanation-example-result)**

Paragraph 3: **2nd suggestion (explanation-example-result)**

Paragraph 4: **Conclusion - summary of your views - general comment for the future**

Yours sincerely,

(John Papadopoulos)

REMEMBER! It is very practical to use conditionals when ending your suggestion letter/essay, especially when you want to refer to the results or expectations of your arguments e.g. If the government takes these simple steps/ Unless people do that, the situation will simply get worse/ If we all play our part in..., our plane will/may/can be saved/ If they are made aware of..., the will be more likely to...

Essay

Paragraph 1: Introduce the topic (PARAPHRASED) – state that there are solutions/suggestions

(I believe, there are various way to.../Fortunately, there are a lot of ways in which.../ there are a lot of steps/measures that should be taken to...)

Paragraph 2: 1st suggestion (explanation-example-result)

Paragraph 3: 2nd suggestion (explanation-example-result)

Paragraph 4: Conclusion-summary of your views-general comment about the future.

Semi-formal Letter of Advice

Dear ...

Paragraph 1: **who are you?**

why are you writing?

general opinion

Paragraph 2: **1st suggestion (explanation-example-result)**

Paragraph 3: **2nd suggestion (explanation-example-result)**

Paragraph 4: **Summary – expected results**

(These are my suggestions about .../ If you follow my advice, I am sure .../ With these small steps, you will not only..., but ...,too/ I hope you will...)

Good luck!

(John Papadopoulos)

Since this is a semi-formal letter, your tone and vocabulary can be more casual and friendly. However, do not forget that you should be **POLITE!**

BE CAREFUL!

- Your topic may be asking you to combine two essay/letter types: e.g. Problem-solution (2nd paragraph: why is the problem happening – 3rd paragraph: possible solutions)
Cause-opinion (2nd paragraph: why is sth happening – 3rd paragraph: your opinion)
- Also, the task might lead you to refer to specific aspects of the topic: E.g. Many parents today give their young children cell phones as gifts. What's your opinion on kids owning cell phones? Discuss this issue, making specific references to their necessity, safety and their possible effect on children's school performance.