Hints on Writing Compositions

The most important thing is to read the question carefully, and make sure that you answer every part of it.

Make notes on what you are planning to include in your composition, and work out a clear and logical plan.

Think about the register you should write in. Is it formal or informal? If you are writing a note, letter, article or report, who is it for?

To make your plan clear, write in clearly-defined paragraphs, which should be indented, or separated by a line space. Each paragraph should represent a step forward in your thinking, or a new topic, but paragraphs should be connected to each other with linking words.

When writing compositions at home, keep a check list of your common mistakes, and check your compositions for these before handing them in.

Do not become too reliant on your dictionary. You will not be allowed to use one in the exam.