



Template 1: Essay (C1 Advanced / C2 Proficiency)

Structure

Introduction: *"In recent years, the issue of [topic] has become increasingly important. This essay will discuss..."*

Body Paragraph 1: *"Firstly, it is important to consider that..."*

Body Paragraph 2: *"On the other hand, many people argue that..."*

Body Paragraph 3: *"Furthermore, it is worth noting that..."*

Conclusion: *"In conclusion, while there are arguments on both sides, I believe that..."*



Useful Expressions:

- "It is widely believed that..."
- "There is no doubt that..."
- "It could be argued that..."
- "This raises the question of..."
- "Taking everything into account..."



Template 2: Formal Letter/Email (C1 Advanced)

Structure

Opening: *"Dear Mr./Ms. [Name], I am writing to express my interest in..."*

Body Paragraph 1: *"I would like to draw your attention to..."*

Body Paragraph 2: *"Furthermore, I believe that..."*

Closing: *"I look forward to hearing from you. Yours sincerely, [Your Name]"*



Useful Expressions:

- "I am writing to enquire about..."
- "I would be grateful if you could..."
- "In response to your letter..."
- "Please do not hesitate to contact me..."
- "I look forward to your reply."



Template 3: Review (C1 Advanced / C2 Proficiency)

Structure

Introduction: *"I recently had the opportunity to experience [book/film/restaurant] and I would like to share my thoughts."*

Body Paragraph 1: *"The most impressive aspect was..."*

Body Paragraph 2: *"However, there were some drawbacks such as..."*

Conclusion: *"Overall, I would highly recommend [it] to anyone who..."*

 Useful Expressions:

- "From my point of view..."
- "It is worth mentioning that..."
- "What stood out the most was..."
- "On the positive side..."
- "To sum up..."

Template 4: Report (C1 Advanced / C2 Proficiency)

Structure

Title: *"Report on [Topic]"*

Introduction: *"The purpose of this report is to..."*

Findings: *"The research showed that..."*

Recommendations: *"Based on the findings, I recommend that..."*

Conclusion: *"In conclusion, it is clear that..."*

 Useful Expressions:

- "According to the data..."
- "It was found that..."
- "The results indicate that..."
- "The main recommendations are..."
- "I suggest that..."

Template 5: Proposal (C2 Proficiency)

Structure

Title: *"Proposal for [Project/Initiative]"*

Introduction: *"This proposal outlines a plan to..."*

Aims: *"The primary aim of this proposal is to..."*

Details: *"This would involve..."*

Benefits: *"This would bring several benefits, including..."*

Conclusion: *"I strongly recommend that this proposal be..."*

 Useful Expressions:

- "This proposal sets out to..."
- "One possible solution is..."

- "This would be achieved by..."
- "The main advantage is..."
- "It is strongly recommended that..."