**Preliminary (PET): Writing**

**Part 1 (5 marks):** Transformations: There are several types of sentence transformation in the Preliminary (PET) exam. If you practise these, then you will soon find this part of the test easy. You need to be able to recognise the following types and to be able to transform the sentence both ways. (a) There is/ There are; (b) Direct – Reported speech; (c) Active – Passive; (d) comparatives; (e) modals; (f) too – enough; (g) simple past – present perfect; (h) if – unless

**Part 2 (5 marks):** This could contain an email or postcard in which you are given some information and then asked to respond to three bullet points given in the question. You are required to write between 35 and 45 words.

Highlight the key words in the question; there are always three parts. Write a sentence for each part. Then, if necessary, cut down on words or add words to reach the correct word count. Copy onto your answer sheet. Check spelling, punctuation and paragraphing.

**Part 3 (15 marks – you may want to write this part first as it is worth more marks):** This section asks you to write about 100 words in the form of an answer to ONE of the questions (choice of seven or eight). Question 7 is always a letter and question 8 an experience or a story. Most teachers recommend writing a letter as you can practise how to write letters in advance and since you are always given the topic in the question, you do not have to think of ideas as you do for question 8. For both questions you should have a checklist: Who you are writing for? Does your writing answer all parts of the question? Have you paragraphed your work? Is the vocabulary interesting, varied and appropriate? Does your subject and verb agree e.g. The boy go/goes? Are linking words used to connect the paragraphs and sentences appropriately e.g. because, as well, etc.? Have you used the correct tense? Are there any spelling or punctuation mistakes?