

— **STANAG** —
EXPERT

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STANAG EXPERT WRITING

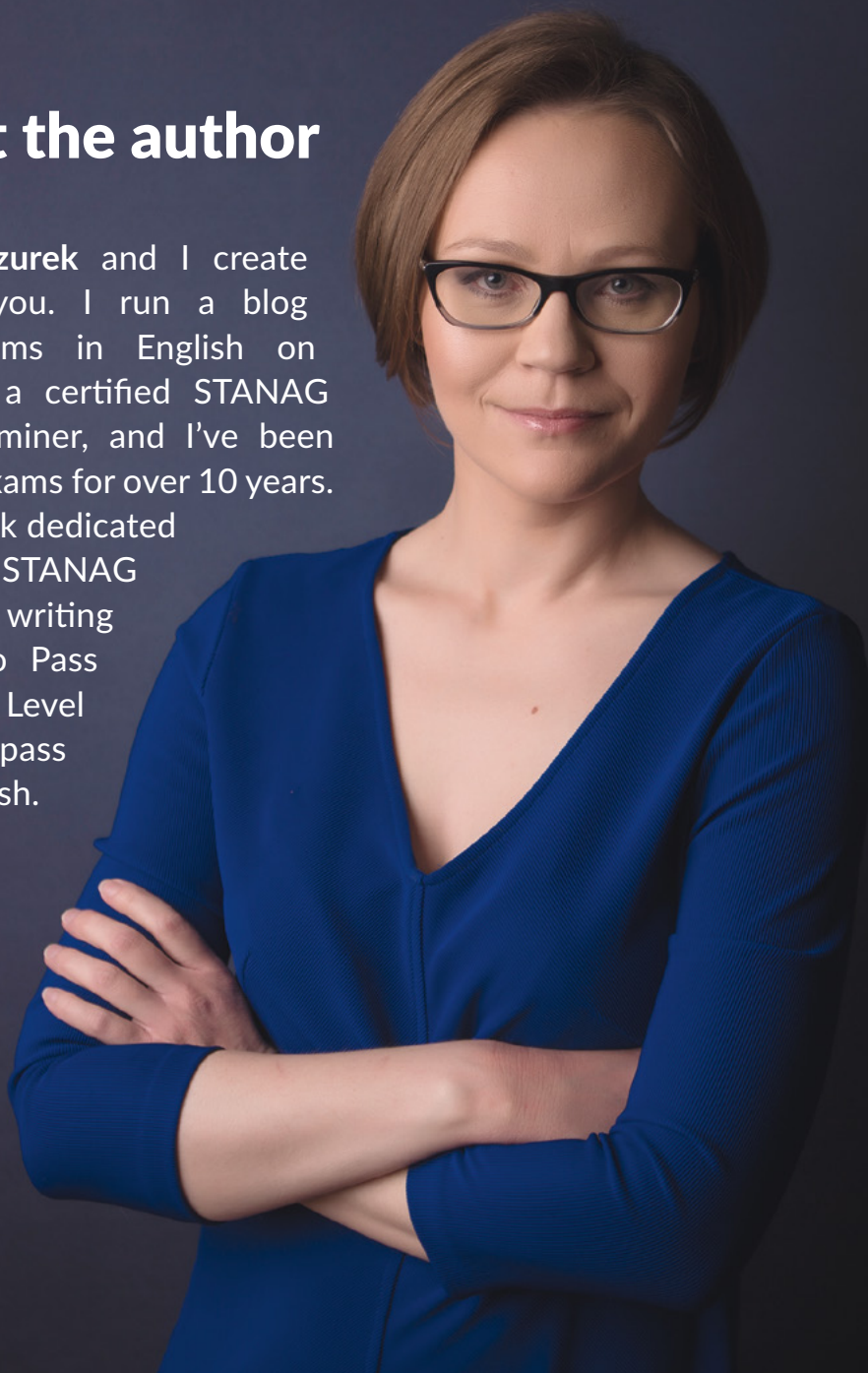
STANAG EXPERT
WRITING 3 TOOLKIT
in accordance with STANAG 6001

www.stanagexpert.com



→ About the author

My name's Małgorzata Mazurek and I create StanagExpert content for you. I run a blog about STANAG 6001 exams in English on www.stanagexpert.com. I'm a certified STANAG 6001 level 1, 2 and 3 examiner, and I've been teaching for STANAG 6001 exams for over 10 years. I'm also the author of the book dedicated specifically to the Polish STANAG 6001 LEVEL 3 speaking and writing in English entitled "How to Pass STANAG 6001 English Exam. Level 3". I show people how to pass STANAG 6001 exams in English.



About this ebook ←

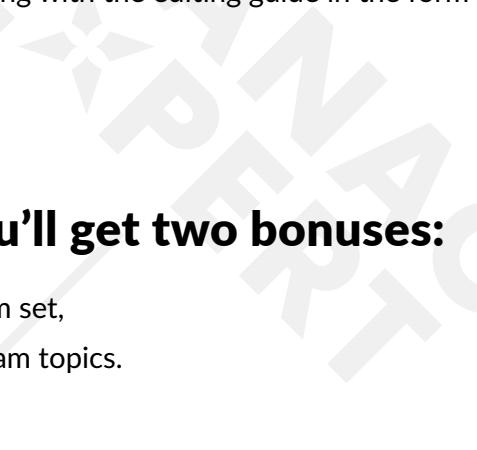
This ebook gathers in one place all the necessary information about the STANAG 6001 LEVEL 3 WRITING. It presents all the issues in a thorough but concise and simple way, where possible in the form of tables. It's a great tool for revision as well as learning all necessary information from scratch. It contains fill-in templates and guides you step-by-step through the structure of every paragraph in an e-mail/letter, memo or report. It's meant to make your life easier.

→ You will learn

- ⑦ the exam format (time limit, types of tasks, number of words and points);
- ⑦ marking criteria (what it takes for a text to be positively and negatively assessed);
- ⑦ formal vs informal style differences (with examples);
- ⑦ formal equivalents of common words (a table with 100+ items);
- ⑦ an extensive list of linking words (100), with their functions (11) and example sentences;
- ⑦ how to structure a paragraph, with sample paragraphs from an e-mail/letter, memo, and report;
- ⑦ how to write e-mails/letters, with a **universal e-mail/letter template** (opening sentences for every paragraph), greetings and sign-offs; the structure of e-mail/letter paragraphs (fill-in opening, body and closing sentences for different paragraph functions, such as asking for information, complaining) + a **sample letter**;
- ⑦ how to write a memo, with a **universal memo template** (opening sentences for every paragraph); the structure of memo paragraphs (fill-in sentences organising ideas within a paragraph depending on its function, such as informing, suggesting, analysing) + a **sample memo**;
- ⑦ how to write a report, with a **universal report template** (opening sentences for every paragraph); the structure of report paragraphs (fill-in opening, body and closing sentences for different paragraph functions, such as comparing, analysing, describing, recommending) + a **sample report**.
- ⑦ how to check your own writing with the editing guide in the form of a checklist;



Plus, you'll get two bonuses:

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- ⑦ a sample exam set,
 - ⑦ 30 sample exam topics.

LETTER/E-MAIL PARAGRAPH STRUCTURE

The following table shows the structure of particular paragraphs in a letter/e-mail and suggests possible topic, body and closing sentences for each paragraph depending on their function.

LETTER/E-MAIL TOPIC, BODY and CLOSING SENTENCES	
INTRODUCTION PARAGRAPH 1	
INTRODUCTORY SENTENCE which announces the purpose of writing.	<i>I am writing in connection with ...</i> <i>I am writing with reference to ...</i> <i>I am writing to (apologise for) ...</i>
BODY PARAGRAPH 2, 3 and 4	
REQUESTING INFORMATION	
TOPIC SENTENCE	<i>I would like to obtain some information about...</i>
BODY SENTENCES	<i>Another matter I need information on is...</i> <i>Could you also please send me the details regarding...</i>
CLOSING SENTENCE	<i>I would appreciate it if you could inform me as soon as possible.</i>
OFFERING INFORMATION	
TOPIC SENTENCE	<i>I am pleased to inform you that ...</i>
BODY SENTENCES	<i>You might also find it useful to know that...</i> <i>I wish to provide you with (the details of) ...</i> <i>It might be interesting for you to know...</i>
CLOSING SENTENCE	<i>Please let me know if I can be of any further assistance.</i>
ASKING FOR ADVICE	
TOPIC SENTENCE	<i>I would appreciate it if you could help me with...</i>
BODY SENTENCES	<i>Could you possibly offer your advice on...?</i> <i>I wonder if you could help me with ...</i>
CLOSING SENTENCE	<i>I look forward to receiving your advice.</i>
OFFERING ADVICE	
TOPIC SENTENCE	<i>With reference to your question, I strongly recommend that you should.../it should be...</i>
BODY SENTENCES	<i>I believe that the best course of action is...</i> <i>I would advise you to...</i>
CLOSING SENTENCE	<i>I trust this advice will be of help.</i>
COMPLAINING	
TOPIC SENTENCE	<i>I am writing to complain about ...</i>
BODY SENTENCES	<i>I would like to draw your attention to ...</i> <i>I also want to express my dissatisfaction with...</i>
CLOSING SENTENCE	<i>I trust the situation will improve.</i> <i>I hope the matter will be resolved as soon as possible.</i>