



ENGLISH | MARC HUCKLE | @ www.intercambioidiomasonline.com

# Intercambio Idiomasonline

WRITING: KEY PHRASES

## Key structures for writing

### Giving advice:

- You should...
- You ought to...
- My advice to you is...
- You had better (bare infinitive)
- If I were you, I would...
- It would be a good idea (infinitive)

### Praising:

- Well done for...
- I congratulate you for...
- Good job on...
- You have done well (infinitive)
- It was a great achievement (infinitive)

### Criticising:

- You appear to have committed an error
- You should not have (participle)
- I have found a fault with
- It was a mistake for you (infinitive)
- I am afraid that you have made an error when you

### Apologising:

- Sorry about...
- I am sorry for (gerund)
- Please forgive for (gerund)
- It was a mistake (infinitive)
- It was stupid of me (infinitive)
- It was silly of me (infinitive)

### Asking for help:

- Would you mind (gerund)?
- Could you help me with...?
- Is it ok if...?
- Would you be able to...?
- Can you (verb)?

### **Making recommendations and suggestions:**

- It would be a good idea to...
- Would it not be better to...
- Why do we not...
- What about... ?
- How about... ?
- Should we not... ?
- Let us consider...
- Why not... ?

### **Linking:**

“Linking” refers to the way the writer relates their ideas together. It is essential to be able to form an argument and have a balanced piece of writing.

- As I have said before...
- With respect to the point on...
- Regarding...
- Like I have said...
- With regards to...
- In relation to...
- Taking into account...

### **Involving the reader:**

- Have you ever thought about...?*
- How would you feel if ...?*
- What would you think of...?*
- Are you one of those people who ...?*
- If the answer is ..., you should....*
- What do you reckon to ...?*
- What would life be like if...*
- Just think for a moment...*
- Just imagine...*

### **Requesting information**

- Can you tell me...?
- Could you give me an indication of...?
- I would be grateful if you could...?
- Would it be ok if you...?
- Is there any chance (that) you could...?
- What are the possibilities of you being able (infinitive)?

### **Expressing enthusiasm**

- It is so exciting (that)...
- It is really great (that)...
- Wow, it is awesome (that)...
- I am delighted (that)...
- It is thrilling (that)...
- I am over the moon about (gerund)
- It is awesome (that)...

### **Expressing surprise**

- It is really surprising (that)...
- I was taken aback when...
- Believe it or not,...
- Funnily enough,...
- Surprisingly...
- Astonishingly,...
- You will never guess what...
- You will never believe what...

### **Changing the subject**

- By the way...
- Anyway, as I was saying...
- That reminds me...
- Changing the subject,...
- Let's move on, shall we?
- Let's change the topic, shall we?

### **Agreeing**

- I agree with (someone)
- I get what you mean...
- I understand your point of view...
- I share your opinion
- We see eye to eye
- I couldn't agree more

### **Disagreeing**

- I disagree with
- No way!
- Are you serious?
- You must be joking/kidding!
- There is no way (on earth)...
- That can't be right!

### **Settling**

- Let's agree to disagree

## Key phrases to explain your opinion

- In my opinion, ...
- As far as I am concerned, ...
- Speaking personally, ...
- From my point of view, ...
- I hold the view that ...
- I would say that ...
- It seems to me that ...
- I am of the opinion that ...
- My impression is that ...
- I am under the impression that ...
- It is my impression that ...
- I have the feeling that ...
- I have no doubt that ...
- I am sure / I am certain that ...
- I think / consider / find / feel / believe / suppose / presume / assume/reckon that ...
- I hold the opinion that ...
- I dare say that ...
- I guess that ...
- I bet that ....
- I gather that ...
- It goes without saying that ...
- In my point of view
- From where I am standing
- I hold a strong opinion on/about
- I have reason to believe
- It is a matter of opinion, but...
- I have the suspicion that
- I share your opinion on
- It seems obvious to me that

To express general opinions, a great thing to do is to use “the impersonal passive”:

- It is thought that
- It is generally believed that
- It is said that
- It is widely known that
- It is often stated that

You can also make reference to the general public:

- Most people think that
- The majority of people believe
- People say that
- Everyone thinks that
- Everybody believes that

## Key phrases to justify your opinion

These phrases are flexible and can be adapted to the context.

To begin, you can use these *basic (B1) phrases* to justify an opinion in English:

- because...
- the reason is...
- the reason I believe that is...
- the facts suggest...
- the evidence shows...
- taking into account what I have seen...

You can justify your opinion more effectively by being more specific. Try some *intermediate (B2) phrases* like these:

- The first reason I believe this is...
- The main reason I feel this way is...
- The final point might be...
- There are several reasons I believe this. The first is...
- Because of/due to/on account of/owing to...
- So/therefore/thus/hence...

When you are **not completely certain**, you can try one of these more *advanced (C1) English phrases*:

- I don't have any special reason for believing this. It just seems right to me that...
- I could be wrong as I have no special reason for believing this. I just feel this is right as...
- I'm not sure why I feel this way but I have reason to believe...

When you **are certain**, try one of these phrases:

- There is a lot of evidence to support my point of view. For example...
- There are many facts in favour of my opinion. One such fact is...
- From my own personal experience, I am lead to believe...