

Remember this for your BEC Writing

1. Write your text **below the task** (not to the right of it)
2. Include the **3 or 4 asked topics** into your writing (written in the task).
3. Be as **specific** as possible (add real life information).
4. Follow the **guidelines** for the **text structure** (email, note, notice).
5. Begin with a **salutation** (Dear, Hi,...).
6. **Don't copy text** from the task. Find your own words (synonyms).
7. Include **paragraphs**.
8. End your text with a **closing** (Kind regards, Sincerely).
9. Include your name.
10. **Count the number of words** and write it on the last line in brackets.

When you're done with the text:

11. **Proofread it.**
12. Delete any **word doubles**.
13. Don't start your sentences with the word 'And'.
14. Capitalize the **pronoun I**.
15. Write your **dates** correctly (May 12, 2022).
16. Pay attention to the English **capitalization rules** (names, places, history events, days of the week, months, ...).
17. Find appropriate verbs (not only have, do, is)

18. Install a **line-height** of **1.0** (**large gap** between the lines used for correction)
19. Set your **proofing-language** to English (**no red wavy lines**).