**Writing a letter**

- Read the instructions.

-You need to sign in and off.

- You need to sign your name.

- Use PARAGRAPHS.

- Do not write anything funny or silly as it might not please your examiner.

- Read over to check spelling and grammar (tenses used...).

**Ex:** Make sure your use of tenses is consistent. If you are writing about a past event then make sure you use the past tense in the whole paragraph.

