

# OBSAH

## POUŽITÉ SYMBOLY

Vážené kolegyně a vážení kolegové,

Úvod .....	5
1. Writing – a productive language skill .....	6
1.1 Writing in everyday life.....	7
1.2 The Style of Written English.....	8
1.2.1 Vocabulary .....	8
1.2.2 Grammar.....	10
1.2.3 Punctuation.....	12
2. Process Writing .....	17
2.1 Brainstorming and Mindmapping.....	17
2.2 Words into sentences.....	18
2.3 Linking ideas and facts .....	18
2.4 Paragraph Writing .....	22
2.5 Writing an essay on cause and effect .....	24
3. Letter Writing .....	33
3.1 Writing letters of application.....	33
3.2 Curriculum Vitae .....	37
4. Miscellany .....	42
4.1 Idioms and Metaphors .....	42
4.1.1 Idioms that are identical/similar in both English and Czech.....	42
4.1.2 Idioms which are different.....	43
4.1.3 Life is a journey .....	45
4.2 How to avoid Czenglish .....	45
4.3 Political correctness .....	47
4.4 Describing places.....	47
Model essay .....	53
Bibliography .....	54