

***a guide to formatting different styles of writing***

***for***

***International Baccalaureate  
Spanish Language B***

## **correct formatting of types of writing for IB Spanish**

### **em@ils – header**

**a: Juan López <j.lopez@correo.es>**  
**de: Pedro Montoro <p.montoro@hotmail.com>**  
**fecha: lunes, 1 de mayo de 2011      hora: 09:35**  
**tema/asunto: los exámenes de verano**

### **em@ils – start**

**¡Hola Juan!**

**Estimado/a Sr/Sra Ordóñez:**

**tú form (informal)**

**Vd form (formal)**

**te / tu / tus**

**le / su / sus**

### **em@ils – body**

**The content of your email must reflect the instructions/topic you have been set in the question. Include ALL relevant information.**

### **em@ils – finish**

**Bueno, Juan, eso es todo por el momento.  
Espero que puedas escribirme pronto.  
Nos vemos pronto.  
Un saludo / un beso,**

**Le saluda atentamente,  
Mr Pedro Montoro**

**Pedro (xx) :-)**

## **correct formatting of types of writing for IB Spanish**

### **informal letters – layout**

**Providencia 9  
Col Valle. México D.F.  
Mexico 03100**

**Barcelona, martes el 15 de marzo de 2011**

**Querido Jaime: (or)  
¡Hola Pedro!**

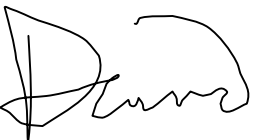
**¿Qué tal estás? ¡Tanto tiempo sin saber de ti!  
Espero que todo vaya bien contigo. Siempre me encanta recibir noticias tuyas.  
La verdad es que yo he estado muy ocupado/a con mis estudios y no he tenido  
mucho tiempo para escribirte. ¿Me perdonas?**

**informal language required**

**The content of your letter must reflect the instructions/topic you  
have been set in the question. Include ALL relevant information.**

**Bueno, pues eso es todo por hoy.  
Espero que puedas escribirme pronto / escíbeme pronto ¿vale?  
Recuerdos a tu familia.  
Espero que podamos vernos este verano.**

**Un abrazo / Abrazos / Saludos/ Recuerdos / Un beso / Besos**



**David**

## **correct formatting of types of writing for IB Spanish**

### **formal letters – layout**

**Miss Clare Adams  
c/ Villarroel, 17-3B  
08011 Barcelona  
España**

**Sr/Sra Fernández  
APE Agencia de Prensa  
c/ de la Torre Nueva, 17-19, 3-B  
08001 Barcelona  
España**

**martes, el 18 de enero de 2010**

**Muy señor mío:                      Muy señora mía:  
Estimado Sr Fernández:      Estimada Sra Fernández:**

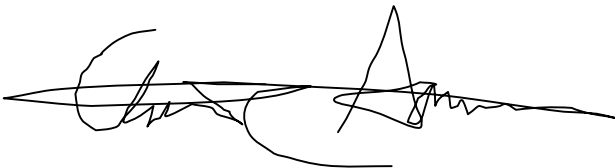
**Me dirijo a Vd acerca de.....  
Le escribo a Vd sobre.....  
Estoy escribiéndole de.....**

**formal language required – Vd / le / su / sus    3rd person singular verbs**

**The content of your letter must reflect the instructions/topic you have been set in the question. Include ALL relevant information.**

**Sin otro particular, quedo a la espera de sus gratas noticias**

**Le saluda atentamente,**



**Miss Clare Adams**

## correct formatting of types of writing for IB Spanish

### formal letters – phrases

FORMAL letters require a formal register of language. It is imperative that you avoid the usual language and phrases normally associated with the informal letters or emails written to ‘friends’.

#### POLITE FORM GRAMMAR

##### SINGULAR

You = USTED (abbreviated to Vd or Ud)

TO You (pronoun) = LE

You (pronoun) = LE

Your = SU / SUS

##### PLURAL

You = USTEDES (abbreviated to Vds or Uds)

TO You (pronoun) = LES

You (pronoun) = LES

Your = SU / SUS

Dear Sir / Madam  
Dear Mr Sánchez / Mrs Alonso

Thank you for your letter.....

I acknowledge receipt of .....

I am writing to you with regard to .....

I would like to thank you for .....

I have pleasure in .....

Please call.....  
Please write.....  
Please contact me.....  
Please send me.....  
Please reply.....

Please find enclosed.....

I would be grateful if you could/would.....

Yours faithfully/sincerely,  
John Smith

I look forward to hearing from you,  
Yours faithfully/sincerely,  
John Smith

Muy señor mío :                      Muy señora mía :  
Estimado Sr Sánchez :              Estimada Sra Alonso :

Le agradezco su atenta carta.....

Acuso recibo de .....

Me dirijo a Vd con respecto a .....

Le escribo a Vd acerca de .....

Quisiera agradecerle .....

Le agradezco.....

Tengo el placer de .....

Le ruego (me) llame  
Le ruego (me) escriba  
Le ruego se ponga en contacto conmigo  
Le ruego (me) envíe/mande  
Le ruego conteste/responda

Adjunto con la presente.....

Estaría muy agradecido si pudiera.....

sin otro particular, le saluda atentamente  
Juan Menéndez

sin otro particular,  
quedo a la espera de sus gratas noticias  
Juan Menéndez

## **correct formatting of types of writing for IB Spanish**

### **articles – layout**

include a header title & include the author/agency/date of writing:

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#### **los exámenes de verano no sirven para nada**

Peter Jones, *Revista Escolar La Estrellita* 25 ENERO 2010

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or

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#### **los políticos son todos corruptos**

Sarah Davis, *Revista Escolar La Gaceta* 12 ABRIL 2010

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***The content of your article must reflect the instructions/topic you have been set in the question. Include ALL relevant information. Use a semi-formal tone/register.***

***some ideas for content:-***

- ***mention the key/central topic in your opening sentence***
- ***mention whether the topic is positive or negative in current affairs/society/the world***
- ***mention what your aim of writing the article is***
- ***mention how the topic affects you personally and others around you***
- ***say where the problem is seen or experienced***
- ***say who or what is to blame for the problem***
- ***suggest remedies or solutions to the key issues***
- ***use persuasive language to engage the readers***
- ***use statistics/names/places/dates/other references/evidence to support your opinions***
- ***think about balancing your content to show positives/negatives, pros/cons, +/-***
- ***don't forget to show what your own personal opinions are on the central topic***
- ***refer to the future with regards to the issue in question – will it change or get worse/better?***

***print your name at the foot of the article and date it in Spanish***

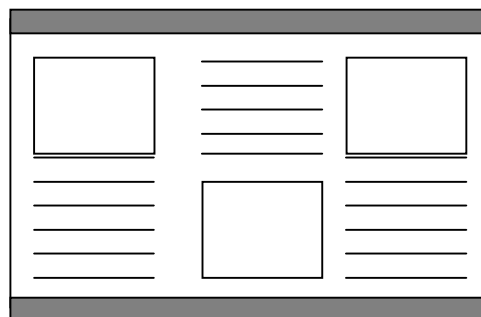
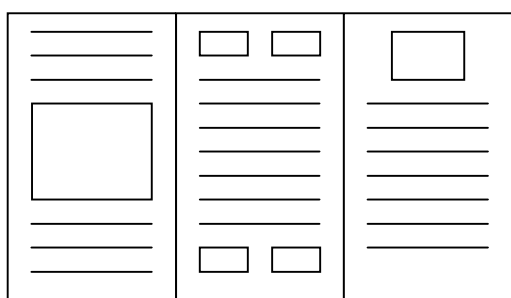
***PETER JONES 25 ENERO 2010***

***SARAH DAVIS 12 ABRIL 2010***

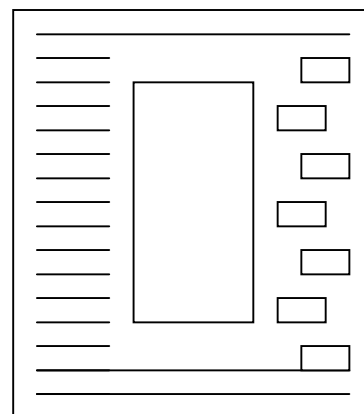
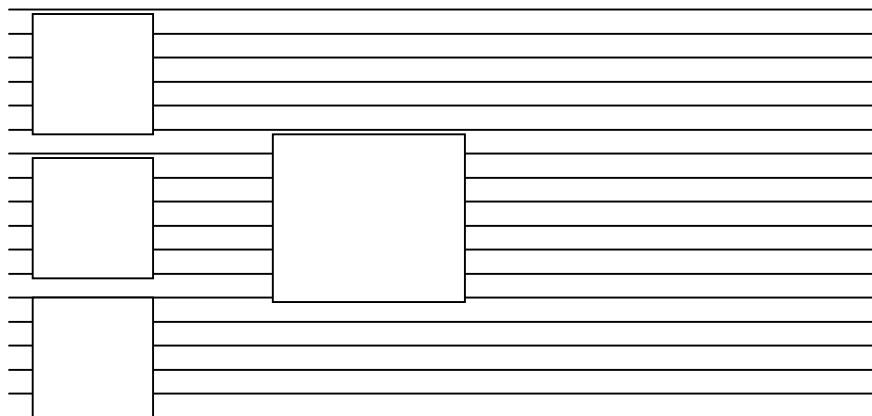
## correct formatting of types of writing for IB Spanish

### leaflets, information posters or web page text – layout

**The IB rewards creativity so do not be afraid to show how your leaflet, poster or web page might look eg sketches of images, photos etc.**



**Alternatively, you can show photos or images within the text you write – don't forget to sketch in the image and give it a small title underneath!**

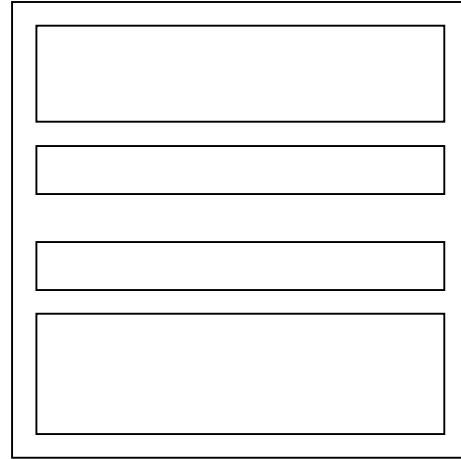
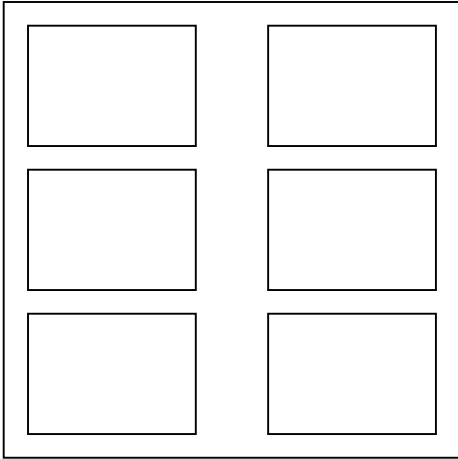


- **ensure that your leaflet has a bold, eye-catching title in large letters to catch your audience's attention eg FESTIVAL DE CINE 2010.**
- **ensure that your name appears somewhere on the leaflet/web page to show authorship.**
- **think about the aim behind your piece of writing and make this stand out in the content eg is it information? a campaign for/against an issue? is it publicity?**
- **include all of the necessary information/details not necessarily mentioned explicitly in the task presented eg time, venue, activities, people involved, prices, addresses, websites, telephone numbers, contact names**
- **end your piece with a catchy/punchy few lines – slogan? catchphrase? summary?**

## **correct formatting of types of writing for IB Spanish**

### **diary or blog entry – layout**

**You could be creative and show what your diary or blog looks like**



**You should head up each section with appropriate information  
eg a diary should have day/month/year/time  
eg a blog should have day/month/year/time plus title**

**It is essential that each entry into a diary or blog is date/time stamped eg lunes, 20 de noviembre 22:00**

**For diaries, it is useful to develop a style whereby you are addressing the diary itself as a third person**

**eg beginning - Querido diario, te escribo con los sucesos del día**

**eg ending – bueno, eso es todo por el momento – espero escribir más mañana**

**For blogs, you are addressing any number of readers eg the whole world but not necessarily in the intimate style of a personal diary**

**Use time references such as “hoy” or “ayer” or “esta tarde” and use a relevant tense for each**

**Be creative and imaginative as a real diary or blog would be. Add personality to your writing through the language you choose. Use exclamations to show emotion for example.**



## correct formatting of types of writing for IB Spanish

### presentations or speeches – layout

include a header or title

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## a favor de la pena de muerte

una presentación de Ana Martínez a la clase 12IBS, *Colegio Santa Cruz* 25 JUNIO 2010

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Include an introduction to your presentation or speech remembering to make it clear to whom the presentation or speech is being directed:

*"Buenos días compañeros de clase - hoy, me gustaría discutir el tema de la pena de muerte. Es un tema muy polémico y quiero evaluar los argumentos a favor y en contra para sacar la conclusión justa....."*

- *the body of your presentation or speech should have 3 or 4 fully developed points*
- 1
- 2
- 3
- 4

Include a conclusion to your presentation or speech remembering to make it clear what your summary and findings are (if relevant) and what your final conclusion is:

*".....Con todos los argumentos que he presentado hoy, queda muy claro por qué no se debe permitir el uso de la pena de muerte en nuestra sociedad."*

introduction

body of arguments or presentation of main points/information

conclusion

## *correct formatting of types of writing for IB Spanish*

### *interviews – layout*

include a header or title, the date of the interview and where it was conducted

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## **entrevista con Penélope Cruz**

una entrevista de Juan Domínguez realizada el 30 de marzo 2010 en el Gran Cine-Teatro Real de Madrid

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Include an introduction to your interview to outline who is being interviewed, why and by whom (eg yourself). The interview is a dialogue and should be formatted as such.

*Esta entrevista fue realizada por Juan Domínguez en el Gran Cine-Teatro Real de Madrid con Penélope Cruz acerca de su nueva película "Volver" de Almodóvar en la que es protagonista.*

*Juan - Buenos Días Penélope, es un placer y un gran honor tener la oportunidad de hablar contigo sobre tu nueva película "Volver" de Almodóvar. En primer lugar, ¿por qué decidiste colaborar con Almodóvar en esta película?*

*Penélope - Hola, mucho gusto. Pues, en mi opinión Pedro Almodóvar es el mejor cineasta contemporáneo español y no quería perder esta gran oportunidad.....*

*J -*

*P -*

*J -*

*P -*

*J -*

*P -*

*etc*

Include an conclusion to your interview to thank the interviewee for their time.

*Juan - Bueno, pues desafortunadamente se nos ha acabado el tiempo. Muchísimas gracias por contestar tan francamente a las preguntas que te he hecho hoy. Te deseo buena suerte con tus proyectos en el futuro y espero que otra oportunidad se presente para que podamos hablar más.....*