

## How to prepare a Composition or Letter

To write Compositions or Letters is easier said than done! There are basically two types; those you can do straight away, and those that need plenty of preparation.

The reason why often you need to spend much time preparing is this: you are not used to it! Probably you have written a Composition or a Letter before, but not necessarily with the subject matter you now have before you!

It is therefore necessary to organize and control this material so that it gives the message you wish, not always a very easy task, especially if what you want to present is complicated. There is one consolation. Once you have done it a few times, you will find you can do the same without a lot of preparation, in fact you should be able to do it almost at once; it is just a matter of practice.

So basically here is how you set about preparing your material:

- a) Write in note form what you want to say: concentrating especially on the message that you wish to come through
- b) Divide your Composition/Letter into three parts: these are called as follows:
  - i) the Beginning
  - ii) the Middle
  - iii) the End

All this may seem very obvious but not so! It is important that you divide what you are about to write in this fashion as you will see on studying how the Beginning, the Middle, and the End are made up...

### The Beginning

The Beginning is also known as the Introduction, and here you set out the Purpose of what you are writing or are about to write. It is important here to make your intended message clear, as especially if what you are writing is not so important to the person you are writing to, he or she may well not bother to finish reading what you have written!

So, keeping the interest and attention of the person you are writing to is important! And one of the ways to keep this interest is to make the message not only clear but easy to follow...

This is where your notes come in! Using them, you can pick out what you want on the lines of what your message is suppose to be for. If you are not sure of that, now is the time to pause and think, because a message or letter without a clear purpose is going to be a waste of time, not only yours, but of the person to whom the message is sent... So it is important to be clear exactly what you want to write, and to express this in as interesting and clear a fashion as possible.

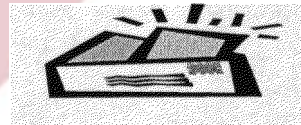
## The Middle

Again using your notes, develop what you have just set out in your first section, enlarging and going on to describe this in greater detail. You may also put in extra information, which arises from what you just set out. The purpose of the Middle Section is to continue to interest your reader, and to expand on what you have introduced.

## The End

Here you explain everything that you have brought into your Composition or Letter. In for example detective stories, this is extremely important, as it provides a solution to a mystery that must have intrigued you the reader throughout the story. The End is often quite short, a summing up and tying together of everything that has gone before.

We all like to receive letters



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