

«KROK» University

**Foreign Languages and General Education Disciplines
Department**

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ESSAYS WRITING: TECHNIQUES AND APPROACHES

**Work book for students majoring in Journalism, Economics, Finance
and International Relations**

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The workbook is built in accordance with the current work programme of the discipline "Foreign language (English)" for the 1st and 2nd year students, majoring in Journalism, Economics, Finance and International Relations.

The workbook is a collection of exercises based on books used in teaching students written communication. It contains texts adapted from different sources, list of which is given in the end of this workbook.

The workbook is designed to help students prepare for studies at university by introducing the types of written communication tasks which are likely to be met in an English speaking study environment. The students can assess their knowledge and practice to:

- write in an appropriate style
- present a solution to a problem
- present and justify an opinion
- compare and contrast evidence and opinions
- evaluate and challenge ideas, evidence, or arguments

Sample answers are provided to give students an insight into what is required for writing a topic sentence, a supporting sentence, a closing sentence and paragraphs. The sample answers are also examples of writing different types of texts using different levels and styles of language. They are adapted versions of the texts from the sources listed in the reference block of the workbook.

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Section 1. PARAGRAPH (PARA) WRITING

PARAGRAPH STRUCTURE:

Topic Sentence (TS)

Closing (Concluding) Sentence (CS)

Example of paragraph structure: There are at least three reasons why Norway is one of the best countries in the world. (TS) First, Norway has an excellent health care system. All Norwegian citizens have access to medical services at a reasonable price. (SS₁) Second, Norway has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. (SS₂) Finally, Norwegian cities are clean and efficiently managed. There are many parks and lots of space for people to live. (SS₃) As a result, Norway is a great country to live. (CS)

TOPIC SENTENCES

The topic sentence is a sentence of a para which states the main idea of the text and introduces the reader to the topic. It is usually the first sentence in a para.

To write a good and well-developed topic sentence you should summarize the main idea of a para in order to indicate to the reader what the para will be about.

Prior Knowledge Quiz

Answer the questions below.

1. Complete the following statement: *A well-developed para should* _____
 - a. focus on a single, coherent idea.
 - b. consist of logically connected sentences.
 - c. Both a and b.
2. Complete the following statement: *A para should* _____
 - a. be at least five sentences long.
 - b. be at least one page long.
 - c. vary in length.
3. Choose the statement about length of a para that is TRUE.
 - a. Start a new para with each new speaker to write down a dialogue.
 - b. Use short paragraphs to analyse complex ideas or data.
 - c. Use long paragraphs to present facts in a technical manual.
4. Complete the following sentence: *Most paras can function as* _____
 - a. miniature essays, each with a main topic and related sentences to support it.
 - b. thesis statements, summarising the key arguments in the body of the essay.
 - c. Both a and b.

5. How is smooth, logical flow of sentences within a para called?
 - a. deduction.
 - b. coherence.
 - c. personality.
6. How can connection between sentences in a para be strengthened?
 - a. by using word patterns such as firstly, secondly, and thirdly.
 - b. by repeating a key word, a phrase or a synonym.
 - c. Both a and b.
7. How can connections between paras in an essay be strengthen?
 - a. by using transitional words or phrases at the beginning of a para.
 - b. by making sure the first sentence in the next para is extremely long and flowing.
 - c. by using the word «the connection» to let the reader know the paras are related.

Exercise 1. Choosing topic sentences

Choose the best topic sentence for each group of supporting sentences. Write it on the line provided.

Example: b . I usually go skiing every weekend in winter even though it is expensive. I love the feeling of flying down a mountain. The views are beautiful from the top of a mountain and along the trails. Even the danger of falling and getting hurt can't keep me away from the slopes on a winter day.

- a) Skiing is expensive.
- b) Skiing is my favourite sport.
- c) Skiing is dangerous.

1. _____. North Americans send cards for many occasions. They send cards to family and friends on birthdays and holidays. They also send thank-you cards, get well cards, graduation cards, and congratulation cards. It is very common to buy cards in stores and send them through the mail, but turning on the computer and sending cards over the Internet is also popular.
 - a) Sending cards is very popular in North America.
 - b) Birthday cards are the most popular kind of a card.
 - c) It is important to send thank-you cards.
2. _____. I enjoy summer sports like water skiing and baseball. The weather is usually sunny and hot, so I can go to the beach almost every day. Gardening is my hobby and I spend many summer days working in my garden. Unfortunately, the days pass too quickly in summer.
 - a) I like to garden in summer.
 - b) Summer is my favourite season.
 - c) Summer is too short.
3. _____. First of all, we need money to repair old roads and build new roads. We also need more to pay teachers' salaries and to pay for services such as trash collection. Finally, more

tax money is needed to give financial help to poor citizens of the city. It is clear that the city will have serious problems if taxes are not raised soon.

- a) We should raise city taxes.
- b) City taxes are too high.
- c) City taxes pay for new roads.

4. _____. For example, a person can have breakfast in New York, board an airplane, and have dinner in Paris. A businesswoman in London can instantly place an order with a factory in Hong Kong by sending a fax. Furthermore, a schoolboy in Tokyo can turn on a TV and watch a baseball game being played in Los Angeles.

- a) Airplanes have changed our lives.
- b) Advances in technology have made the world seem smaller.
- c) The fax machine was an important invention.

5. _____. One thing you must consider is the quality of the university's educational program. You also need to think about the school's size and location. Finally, you must be sure to consider the university's tuition to make sure you can afford to go to school there.

- a) It is expensive to attend a university in the United States.
- b) There are several factors to consider when you choose a university to attend.
- c) You should consider getting a good education.

Exercise 2. Writing a Topic Sentence

Write a topic sentence for each para. Make sure your topic sentence expresses the main idea of the para.

Example: _____. It is always sunny and warm. The beaches are gorgeous, with soft white sand and beautiful water. There are many fine restaurants in the Miami area, and most of the hotels offer terrific entertainment nightly. It's no wonder that Miami is my first choice for a vacation destination.

The supposed answer is:

Miami is the perfect place to take a vacation.

1. _____

He has collected stamps and coins ever since he was a child. He is very proud of his valuable collections. Paul also enjoys painting and drawing. Recently he has become interested in gardening. Out of all his hobbies, Paul's favourite one is reading. He usually reads at least one book every week. Paul keeps busy with all of his hobbies.

2. _____

I can't wait to come home from school and eat the delicious meals she has prepared. She is famous for her desserts like peach pie and chocolate soufflé. She is always experimenting with new recipes and trying different ingredients. No one in the world can cook the way my mother does.

3.

It never starts in cold weather. The horn and the left turn signal don't work properly. Worst of all, the radio only gets one station and the CD player is completely broken. I wish I could get a new car.

4.

First and most importantly, the work is very interesting. I learn new things every day and I get to travel a lot. In addition, my boss is very nice. She is always willing to help me when I have a problem. I have also made many new friends at my job. Last, but not least, the salary is fantastic.

5.

To start things off, my plane was six hours late. When I finally got to my hotel, I was very disappointed. It was small and dirty. On the third day, my wallet was stolen, and I lost all my credit cards. It rained every day except one, and on that day I got a terrible sunburn. All in all, it wasn't a vacation to remember.

SUPPORTING SENTENCES

The supporting sentences develop the main idea in the topic sentence. They add details to the topic. They come after the topic sentence, making up the body of a para and giving details to develop and support its main idea.

To write good supporting sentences, you should give supporting facts, details, and examples.

Example: There are at least three reasons why Norway is one of the best countries in the world. First, Norway has an excellent health care system. All Norwegian citizens have access to medical services at a reasonable price. Second, Norway has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Norwegian cities are clean and efficiently managed. There are many parks and lots of space for people to live. As a result, Norway is a great country to live.

Exercise 3. Recognising supporting sentences

Read the following paras and underline the supporting sentences.

1. Use of the internet has grown very quickly. In 1983, there were 562 computers connected to the Internet. By the turn of the century, there were 72.3 million computers in 247 countries on-line. Experts say that the Internet is now growing at a rate of approximately 40 percent a year. As time goes on, the Internet is becoming more and more popular.

2. There are many reasons I hate my apartment. The plumbing doesn't work properly and the landlord refuses to fix it. I also have noisy neighbours who keep me up all night. Furthermore, there are so many bugs in my apartment that I could start an insect collection. I really want to move.

3. Vegetables and fruits are an important part of a healthy diet. First, fruits and vegetables are packed with the vitamins and minerals you need to keep your body functioning smoothly. In addition, they give you the carbohydrates you need for energy. Fruits and vegetables have lots of fibre to help your digestive system work properly. Finally, many scientists believe that the nutrients in fruits and vegetables can help fight diseases. If you eat a diet rich in fruits and vegetables, you'll be on the road to better health.

IRRELEVANT SENTENCES

Every supporting sentence in a para must relate to the main idea stated in the topic sentence. A sentence that does not support the main idea does not belong in the para, thus such a sentence should be omitted. When a sentence does not belong in a para, it is called an **irrelevant sentence**.

Example: The students in the class come from many different part of the world. Some are from European countries, such as France, Spain, and Italy. Others are from Middle Eastern countries like Saudi Arabia and Israel. Still other students were born in Asian countries, including Japan and Korea. **Korean food is delicious.** The largest number of students is from Latin American countries like Mexico, Venezuela and Peru. The class is an interesting mix of people from many different countries.

Exercise 4. Recognising irrelevant sentences

There is one irrelevant sentence in each paragraph that follows. Find that sentence and cross it out.

1. There are several ways people can conserve natural resources. One way is to turn lights off and appliances when they are not in use. Another way is to drive cars less. My favourite kind of car is convertible. People can also insulate their houses better. Finally, by reusing things like bottles and plastic bags, people can reduce the amount of waste. By practicing these simple guidelines, we can save our natural resources.

2. Cats make wonderful house pets. They are very loving and friendly. Cats are also clean. They don't eat much, so they are not expensive. Unfortunately, some people are allergic to their hair. Cats look beautiful and they're fun to have in your home.

3. The capital city of a country is usually a very important city. The government offices are located in the capital city and political leaders usually live there nearby. There are many different types of governments in the world. The capital may also be the centre of culture. There are often museums, libraries, and universities in the capital. Finally, the capital city

can serve as a centre of trade, industry and commerce, so it is often the financial centre of the country.

4. The Japanese automobile industry uses robots in many stages of its production process. In fact, one large Japanese auto factory uses robots in all of its production stages. Some Japanese universities are developing medical robots to detect certain kinds of cancer. Another automobile factory in Japan uses them to paint cars as they come off the assembly line. Furthermore, most Japanese factories use robots to weld the parts of the finished car together.

5. The packaging of many products is very wasteful. Often the packaging is twice as big as the product. Packaging is used to protect things that are breakable. Many food items, for example, have several layers of extra packaging. Most of these extra layers could be eliminated.

CLOSING (CONCLUDING) SENTENCES

Some paras end with a closing (concluding) sentence. This sentence states the main idea of the para again using different words. It summarizes the main points of the para, or makes a final comment on the topic. Closing (concluding) sentences are not always necessary. In fact, short paras that are a part of longer pieces of writing often do not have closing (concluding) sentences. To write a good closing (concluding) sentence you should restate the main idea of the para using different words.

Example: There are at least three reasons why Norway is one of the best countries in the world. First, Norway has an excellent health care system. All Norwegian citizens have access to medical services at a reasonable price. Second, Norway has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Norwegian cities are clean and efficiently managed. There are many parks and lots of space for people to live. As a result, Norway is a great country to live. (CS)

Exercise 5. Writing closing (concluding) sentences

Write a closing (concluding) sentence for each para.

1. There are many reasons why I like wearing a uniform to school. First of all, it saves time. I don't have to spend time picking out my clothes every morning. Wearing a uniform also saves money. It's cheaper to purchase a new uniform than to go out and buy lots of school clothes. In addition, I don't have the pressure of keeping up with the latest styles. Most importantly, wearing a school uniform gives me a sense of belonging. I really think that it adds to the feeling of school spirit and community. _____

2. There are many reasons why I am against wearing a school uniform. For one thing, I don't like their style of the uniform. The navy blazer and plaid skirt are too conservative for me. Secondly, the uniform isn't comfortable. I prefer to wear baggy pants and a sweater instead of a skirt and a jacket. Finally, I want the freedom to express my individuality through my style of dressing. _____

3. Credit cards have a lot of advantages. First of all, credit cards are convenient because you don't have to carry a lot of cash around. You can buy the products and services you need even if you do not have cash in your pocket. In addition, credit cards are very helpful in emergencies. Finally, you can become a better money manager as you learn to use credit cards responsibly. _____

Section 2. DEVELOPING AN ARGUMENT

Here's an example of a writing task which you may be asked to express your opinion on. The one is typically about a controversial issue or debate – in other words, a subject for which people tend to have strongly opposing opinions:

Present a written argument or case to an educated reader with no special knowledge of the following topic.

Relying on fossil fuels such as oil and coal for our energy needs is becoming increasingly impractical. The rising cost and decreasing supply of these fuels, along with concerns about the global warming they cause, means we must find an alternative. The only realistic alternative is nuclear energy. To what extent do you agree or disagree?

You should use your own ideas, knowledge and experience and support your arguments with examples and relevant evidence.

As always, before you start writing, spend a few minutes thinking about what the question asks, and what the best way to answer is.

Exercise 1. Read the example question above one more time, and then decide whether these statements are TRUE (T) or FALSE (F). Put a tick to indicate your choice.

- | | T | F |
|---|--------------------------|--------------------------|
| 1. The question asks whether or not fossil fuels are impractical. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. You should give a detailed description of how fossil fuels cause global warming. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The question asks whether nuclear energy is a good alternative to fossil fuels. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. You should discuss the arguments for and against nuclear energy. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. You should discuss the arguments for and against fossil fuels. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. You should mention other alternative energy resources. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. You should give detailed historical accounts of nuclear disasters. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. You should only mention your opinions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. You should express your opinions, but show awareness of others. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. You should include relevant facts that help to support your opinions. | <input type="checkbox"/> | <input type="checkbox"/> |

STEP 1. Getting ideas
(Supposed fulfilment time – 3 minutes)

The example question you saw in the previous activity invites you to express your opinion about nuclear energy. One way to do this is to discuss arguments for and against this energy source.

Take a few minutes to write down arguments for and against the use of nuclear power.

ARGUMENTS FOR	ARGUMENTS AGAINST

Exercise 2. Here some ideas we thought of. Put them under the appropriate heading in the table above.

1. Nuclear power stations should be targeted by terrorists.
2. The mining of uranium causes environmental damage.
3. All waste is containerised instead of going directly into the atmosphere.
4. Modern nuclear power stations are designed with many safety features.
5. Radioactive waste poses a danger for centuries.
6. Nuclear power is a much more economical way to produce energy.
7. Nuclear power stations are actually safer places for people to work than coal-fired power stations.
8. There is the danger of a huge environmental disaster.
9. Safety disposing of radioactive waste is expensive.
10. Nations that have no oil or gas reserves can produce their own energy independently.
11. There is always a danger that the human error or negligence could cause an accident.
12. Nuclear power offers almost limitless supply of energy.
13. There are other alternatives to fossil fuels, such as wind and solar power, which pose fewer risks.

Exercise 3. Organising a balanced discussion (Supposed fulfilment time – 10 minutes)

One way to organise a balanced discussion is simply to divide the arguments for and the arguments against into two separate central paras. You would need to connect ideas using words and expressions such as those you can find in the box below.

Complete the example paragraph with the links from the box below.

Secondly • Instead • First of all • Finally • As a result • Furthermore

What are the factors in favour of nuclear power as an energy source? (1) _____, it is an economical source of energy. The power generated by nuclear power stations costs much less to produce than from coal or oil-fired stations. (2) _____, unlike traditional power stations, nuclear power plants do not pollute the atmosphere with their waste. (3) _____, the waste is stored in safe containers deep underground. (4) _____, a move to nuclear power will reduce greenhouse gases that are responsible for global warming in the atmosphere. (5) _____, statistics show that power stations are actually safer places for people to work than coal-fired power stations. (6) _____, nuclear power can potentially supply all our energy needs for many centuries to come.

TIP

However, another effective way to organise your discussion is to match argument with *counterargument* in the same para. This can often be a more persuasive way to present your views. You demonstrate awareness of others' opinions, but at the same time you show why these are mistaken. Again, connecting words and phrases help to hold the paragraph together.

Exercise 4. Connect the example para below with words from the box.

causing • despite • for instance • more importantly • moreover • while

The claims made by those in favour of nuclear power do not stand up to close examination. It is often said, [1] _____, that nuclear power does not damage the environment. [2] _____ it is true that greenhouse gases are not produced, mining for uranium causes real damage to the environment. [3] _____, many reactors use rivers for cooling. This raises temperature in the river water, [4] _____ harm to life in and around those rivers. It is also argued that the technology of modern reactors makes accidents almost impossible. [5] _____ these claims, accidents have happened most famously at Chernobyl. No amount of technology can prevent human error, carelessness or laziness. All of these can cause deadly accidents. [6] _____, nuclear power plants

could become the target of terrorist attacks. Technology could do very little to prevent such an attack, and the consequences are unthinkable.

STEP 2. Developing a more formal style
(Supposed fulfilment time – 10 minutes)

TIP

Notice that in the example paragraph above, which contrasts argument with counterargument, the writer uses the passive to introduce ideas:

It is often said...

It is also argued that...

This is one way to give your writing a more formal style as well as avoiding using colloquial expressions, short forms or personal examples. Compare:

FORMAL STYLE: (a) formal expressions, advanced vocabulary, longer sentences; (b) formal linking words/phrases (i.e., However, Nevertheless, in addition, etc.); (c) no use of short forms; (d) impersonal tone, i.e., use of passive voice, no description of feelings; (e) factual presentation of the information

INFORMAL STYLE: (a) everyday/colloquial expressions, vocabulary and idioms; (b) frequent use of short forms; (c) informal phrasal verbs; (d) simple linking words/phrases (i.e., but, so, because, and, etc.); (e) shorter sentences; (f) personal tone i.e., use of first person (I/We); (g) descriptive tone i.e. use of adjectives/adverbs etc. for vivid description

Exercise 5. Rewrite each of these sentences by putting the main verb in the passive.

Example:

1. People say that wind power turbines are completely harmless.

It is said that wind power turbines are completely harmless.

2. There are people who argue that solar power will never replace fossil fuels.

3. Experts predict that very soon China will be the world's leading economic and political power.

4. Many people regard the Internet as a great force for democracy and freedom of speech.

5. Researchers hope that they will soon find a vaccine for avian flu.

6. Everyone knows that heart disease is the highest cause of death.

TIP

There are a number of other ways to make your writing more formal in style. As a general rule, remember that formal writing is different from spoken language, and your composition shouldn't sound too chatty. You can find this type of writing in the form of an article in newspapers, magazines, etc. Here a number of things you should avoid.

Exercise 6. Match the rules on the left with the examples on the right.

1.	Do not use contractions	a.	Of course, we all know what big nature lovers car manufactures are.
2.	Avoid using phrasal verbs	b.	Nobody wants war, do they?
3.	Avoid using idioms	c.	It isn't only the government who are to blame.
4.	Do not use tag questions	d.	If you ask me, what we should do is.
5.	Do not use irony or sarcasm	e.	If we keep on like this, we will have used up all our resources.
6.	Avoid conversational style	f.	There are loads and loads of reasons why this will not work.
7.	Avoid exaggeration	g.	That idea is just a pipe dream.

Exercise 7. Now rewrite the sentences from exercise b in a more formal style.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____

FURTHER PRACTICE: Example question (Supposed fulfilment time – 10 minutes)

Exercise 8. Read the example question below twice to make sure you know what it is asking (and isn't asking).

- Brainstorm ideas and opinions organise them into a 'for' and 'against' list.
- Decide how you want to organise the whole composition.
- Make a para plan.
- Write only one para, but use the 'argument and counterargument' format.
- Check that your para uses appropriately formal language and style.

Present a written argument or case to an educated reader with no special knowledge of the following topic.

The teaching of Information Technology (computers) has become a standard part of the curriculum in most secondary schools. The same is now happening in primary schools, where children as young as six are learning how to use computers. However, there is a danger that IT skills are being taught at the expense of more basic skills.

To what extent do you agree or disagree?

You should use your own ideas, knowledge and experience and support your arguments with examples and relevant evidence.

Put the sentences below in the appropriate order to make a sample paragraph.

1. Despite the popularity of this belief, nothing could be less motivating or creative than sitting passively in front of a computer screen.

2. IT training does neither of these.

3. For instance, it is often claimed that IT skills are essential for survival in today's world.

4. The arguments that are used to support the teaching of IT skills at primary schools are not very convincing.

5. This is not what the spirit of primary school is all about.

6. This may be true in the world of work, but these skills are easily learned later on in life when needed.

7. School is about building relationships with others and learning how to communicate.

8. Learning how to use computers is also believed to be an engaging and creative activity for young children.

9. There is no need to sacrifice valuable time at primary school for this.

Exercise 9. Read the non-academic version of the essay and then try to complete the more academic one with the words and phrases from the box which goes before it.

NON-ACADEMIC VERSION

Today's food travels thousands of miles before it reaches customers. Is this a positive or negative trend?

In the modern world, we often don't rely on food that has been grown locally, but we've got used to buying food from all over the world. While this trend is good for consumers, I think that overall transporting food over long distances is not a good thing.

The biggest argument against importing food is environmental. We know that transport and the use of fossil fuels is the biggest cause of global warming and climate change. This means that if we want to lead a greener lifestyle, we should try not to use transport so much and this includes transporting of foodstuffs when we don't have to.

Another point is that transporting food is bad for local farmers and traditional ways of life. This is because farmers and smallholders cannot compete in price with the supermarkets that import cheap, and often low-quality, produce from abroad. This is not just a problem for local farmers who will go out of business, it also weakens traditional communities that need those farms for employment and trade.

We should also think how food that has travelled across the world is not as good for you as locally grown, fresh produce. This is because if food travels a lot of miles before it reaches the consumer, it won't be very fresh and experts say that fresh food is better for you. So, in my opinion, supermarkets and other stores shouldn't transport food from other countries.

In conclusion, I think that the trend for transporting food over long distances is wrong because it is not good for the environment, it is bad for local communities and means consumers less healthy options for the consumer.

ACADEMIC VERSION

- | | |
|--|---------------------------|
| a) accustomed to | i) has an impact on |
| b) Another point that needs to be considered | j) is undesirable |
| c) any nutritionist | k) Studies have |
| d) are likely to go | l) the leading causes |
| e) clear benefits | m) there is good research |
| f) considerably less | n) to minimise |
| g) consideration | o) unnecessary |
| h) frequently | p) would argue |

Today's food travels thousands of miles before it reaches customers. Is this a positive or negative trend?

In the modern world, we _____¹ no longer rely on food that has been grown locally, but we have become _____² buying produce from all over the world. While this trend has

some____³ to consumers, I _____⁴ that overall transporting food over long distances is a negative.

The strongest argument against importing food is environmental. _____⁵ shown that transport and the use of fossil fuels is one of _____⁶ of global warming and climate change. This means that if we want to lead a greener lifestyle, we should be trying _____⁷ transport and this includes the _____⁸ transport of foodstuffs. _____⁹ is the impact of transporting food on local farmers and traditional ways of life. Again, _____¹⁰ to show that farmers and smallholders are unable to compete in price with the supermarkets that import cheap, and often low-quality, produce from abroad. This is not just a problem for local farmers who _____¹¹ out of business, it also _____¹² weakening traditional communities that rely on those farms for employment and trade.

A further _____¹³ is that food that has travelled across the world is _____¹⁴ healthy than locally grown, fresh produce. The simple point is that the further food travels before it reaches the consumer, the less fresh it will be and _____¹⁵ will confirm that fresh food is fuller of vitamins. Therefore, it would be preferable if supermarkets and other stores did not transport food from other countries.

In conclusion, I believe that the trend for transporting food over long distances _____¹⁶ because it is environmentally unfriendly, threatens local communities and results in less healthy options for the consumer.

Section 3. PARAGRAPHS AND CONCLUSIONS

Exercise 1. Building paragraphs (1) (Supposed fulfilment time – 10 minutes)

One of the features of good academic writing is that it has a logical ‘flow’ to it. Sentences should not be isolated, but each sentence should follow on logically from the one before it. They should all build into a united paragraph. The basic building block of your paragraphs should be pairs of sentences or sets of three sentences.

Up to now we have looked at the following types of sentence pairs:

- i Argument & counter argument
- ii Opinion & supporting examples
- iii Opinion & supporting reasons
- iv Listing (reasons or examples)

a) Make sentence pairs by matching each sentence (1–4) with one that follows on from it (a–d). For each pair, say what type of pair it is (from the list above).

1. Firstly, television news reports are often too short or superficial to explain the full context of a story.
2. In my view, products such as cosmetics or soaps should not be tested on animals.
3. I am convinced that governments' economic policies do harm to the environment.
4. It is often said that the only way to prevent crime is to enforce stricter punishments.

a. For instance, governments do nothing to encourage people to use public transport instead of their cars.

b. Such items are not essential, and there is no need to make creatures suffer for the sake of making money.

c. However, statistics show that stiff punishments do nothing to reduce crime rates.

d. Secondly, television news editors tend to favour stories which offer sensational images that make ‘entertaining’ viewing.

b) Now write a suitable sentence to follow on from each of these sentences below.

1. Most road accidents are caused by careless and irresponsible driving.
-

2. It is sometimes said that modern technology has helped create greater understanding between nations.

3. In my view, there should be a total ban on the advertising of cigarettes and other tobacco products.

4. The first measure we could take in order to reduce the AIDS pandemic is to make suitable drugs more readily available.

Exercise 2. Building paragraphs (2) (Supposed fulfilment time – 10 minutes)

Your writing should be clear to understand and you can achieve this by writing short sentences with only one or two clauses. However, you are expected to include a few examples of more complex sentences. For instance, you can join two ideas together into a single sentence with linking words like these:

not only, apart from, despite, even though, although, contrary to, while

For example, these two ideas:

Space exploration has some scientific value.

The money spent on space exploration could be better spent on relieving starvation around the world.

could be joined into a single sentence:

Even though space exploration has some scientific value, the money could be better spent on relieving starvation around the world.

Now link the ideas below into a single sentence by using the linking word or phrase in brackets.

Industries waste huge amounts of water. Industries are responsible for the contamination of water supplies.

1. (apart from)

The popular belief is that machines have replaced skilled workers everywhere. There are many skilled artisans in China and other Asian countries.

2. (contrary to)

Billions of dollars in aid have been sent to developing countries. Millions of people in developing countries still live in absolute poverty.

3. (Despite)

People claim to show concern for the environment. People compromise their ecological values almost daily.

4. (While)

There is an epidemic of obesity amongst Western adults. Obesity is becoming widespread in Western children.

5. (Not only)

Exercise 3. Building paragraphs (3) (Supposed fulfilment time - 15 minutes)

In good academic writing, each para should have a logical structure to it. You should think of each paragraph as a mini essay, with an introduction, development and conclusion. Topic sentences act as the introduction. As you could notice in the previous lesson, topic sentences signal to the reader that you are going to discuss a particular aspect of the question. You can then build the paragraph by using pairs or sets of three sentences which develop a logical argument. These can be of the type we looked at in the previous exercises. Finally, round off your paragraph with a restatement of your topic sentence. This signals to your reader that you have come to the end of one part of your discussion and that you are about to move on.

a) In the box are two paragraphs taken from different compositions, but mixed up. Reorganise the sentences into two paragraphs following the paragraph structure discussed above.

Paragraph 1

Paragraph 2

Although technology such as the Internet has increased the ease and speed with which people from different countries communicate, there still exist misunderstandings about each other's cultures and beliefs.

For example, people seem to be no closer in their understanding of faiths other than their own.

Communication technology may have the potential to improve the world, but we have not exploited that potential to best effect.

Drivers who exceed safe speed limits, for example, cause many accidents. In addition, drivers often overtake when it is not safe to do so, such as on sharp bends.

Finally, many road deaths are due to people driving when under the influence of alcohol. Have the recent rapid developments in communication technology made the world a better place?

It is sometimes said that modern technology has helped create greater understanding between nations. However, there is little evidence to support this view.

There is, of course, a human factor involved in road safety. Most road accidents are caused by careless and irresponsible driving.

These are just a few examples of how human error or recklessness can lead to tragedy on the roads.

b) Now write your own paragraph, which carries on from the topic sentence provided below.

Remember to use the paragraph plan:

Topic sentence (TS)

Developers (D1, D2, D3 etc)

Restatement sentence (R)

Unfortunately, it is not unusual for dogs to be owned by people whose homes and lifestyles cannot offer what their pet needs _____

Exercise 4. Checking your work (Supposed fulfilment time – 10 minutes)

It is very important that you leave 2 – 3 minutes at the end of the writing test to read carefully through what you have written and check for errors. At this point, don't worry about ideas. Just make sure that your spelling and grammar are accurate.

a) Here's a typical writing task of the 'problem and solution' type. Plan and write your answer (in not less than 250 words).

Present a written argument or case to an educated reader with no special knowledge of the following topic.

Having a large pet dog is becoming ever more popular, although the lifestyles and homes that people have are becoming less and less suited to dog ownership. What problems does this cause and, what possible solutions are there to these problems?

You should use your own ideas, knowledge and experience and support your arguments with examples and relevant evidence.

b) Now read this example answer. There are ten mistakes with spelling or grammar. Can you find them?

Increasingly, people are opting to keep large dogs such as Rottweilers or Dobermans. This is largely because they can now afford to buy these 'status symbol' breeds. However, people often fail to take into consideration the needs of the dog before they buy. This causes to a number of serious problems. Below I will show the main problems this situation causes and suggest possible solutions.

Unfortunately it is not unusual for large dogs to be owned by people that homes and lifestyles cannot offer what their pet needs. The first requirement for a large dog is plenty of space. Not only are many dogs kept in tiny yards, but some owners even keep their dogs in city flats with only small balconies for them to move about on. A second basic requirements is that the dog gets plenty of exercise. Again, owners often neglect this need because they don't have time to take their dogs out for walks. They're work and family commitments mean that the dog stays cooped up inside for days at a time. Clearly, modern city lifestyles are incompatible with the needs of a large dog.

This situation gives rise to a number of problems, both for the dogs and other people. Firstly of all, the dogs suffer physically. Being kept in cramped conditions without proper exercise leads to poor health and even disfigurement for the dog. Apart from this physical problems, dogs also suffer mentally. Just like humans, dogs get bored and depressed sitting indoors all day, or pacing up and down on a tiny balcony. While dogs are the main victims of this situation, people who live close by also suffer.

Inevitably, bored dogs bark and incessant barking becomes a nuisance, and even a torture, to neighbours. So, the situation affects the welfare of both of the animals and the wider community.

How can the problems described above be prevented? One way is to create laws which prevent people from to own large dogs if they live in city flats. A second measure is to impose fines on owners whose dogs are seen to be suffering, or who cause unacceptable disturbance in the neighbourhood. Finally, there need to be publicity campaigns which educate the public in how to be responsible pet owners.

Exercise 5. A good conclusion (Supposed fulfilment time – 5 minutes)

The example answer in **Activity 4** is missing one important thing a good conclusion. A good conclusion should have the following qualities:

- It should not be more than a few sentences long.
- It should sum up the main points you have mentioned.
- It should not include new ideas or thoughts not already mentioned in the composition.
- It should bring the compositions to a satisfying end.

Write a conclusion for the example composition you read in the previous activity.

Section 4. LINKING WORDS AND EXPRESSIONS

Exercise 1. Put the words and expressions from the box below in the appropriate use purpose section. Some of them can fit more than one section.

actually, however, mainly, moreover, unfortunately, in fact, for this reason, similarly, not only...but also, for the most part, first, besides, this means, notably, luckily, as well as, in particular, indeed, in comparison, therefore, eventually, in detail, for example, so that, finally, still, firstly, in other words, in the end, although, owing to this, overall, in fact, in the first place, after all, to sum up, strangely enough, it goes without saying, or rather, namely, as one might expect, apart from this, as a matter of fact, in consequence, such as, chiefly, in the second place, so, then, in brief, especially, on the contrary, lastly, since, later, that is to say, nevertheless, next, naturally, second, thus, yet, furthermore, secondly, to begin with, generally, because of this, too, what is more, in the same way, at first, usually, but, in most cases, as a matter of fact, as follows, in addition, despite (the fact that), obviously, in spite of, even so (if), in contrast, hence, to put it another way, in spite of this, in order to, on the other hand, whereas, accordingly, as a consequence, as a result, because, consequently, for instance, as a rule, in general, normally, on the whole, clearly, of course, surely, admittedly, certainly, fortunately, oddly enough, undoubtedly, in conclusion, in short, then, to conclude, to be more precise, nor, in that case, particularly.

1. Time/order	2. Comparison/ similar ideas	3. Contrast/ opposite ideas	4. Cause and effect
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
5. Examples	6. Generalisation	7. Stating the obvious	8. Attitude
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

9. Summary/conclusion	10. Explanation/ equivalence	11. Addition	12. Condition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
13. Support	14. Contradiction	15. Emphasis	16. Others (If any)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Exercise 2. Use the appropriate linking word or phrase (Time/order • Comparison/similar ideas • Contrast/opposite ideas) from Exercise 1 to complete the following sentences.

1. _____ the group did manage to buy some land in a village not far from London, _____ the project had to be abandoned when the villagers zoned their land against agricultural use.
2. _____ the freemen of both town and country had an organisation and a type of property which still retained something of the communal as well as something of the private, _____ in the town a radical transformation was taking place.
3. He was first of all an absolute idiot, and _____ he was pretty dishonest.
4. If we try to analyse the conception of possession, we find two elements. _____, it involves some actual power of control over the thing possessed. _____, it involves some intention to maintain that control on the part of the possessor.
5. The vast majority of social encounters are, _____, mild and muted affairs.
6. He had not slept that night. _____, he led the rally with his usual vigour.
7. I have never been an enemy of monarchy. _____, I consider monarchies essential for the well-being of new nations.
8. This could lead you up some blind alleys. _____, there is no real cause for concern.
9. You should notify any change of address to the Bonds and Stock Office. _____, savings certificates should be re-registered with the Post Office.
10. _____ the difference in their ages they were close friends.
11. There are two reasons. _____ I have no evidence whatever that the original document has been destroyed.

Exercise 3. Use the appropriate linking word or phrase (Cause and effect • Examples • Generalisation) from Exercise 1 to complete the following sentences.

1. The Red Cross has not been allowed to inspect the camps, and _____ little is known about them.
2. The cost of running the club has increased. _____, we must ask our members to contribute more each week.
3. The industrial processes, _____, are based on man-made processes.
4. Not all prices have increased so dramatically. Compare, _____, the price of oil in 1980 and the price now.
5. One or two were all right but I _____ used to hate going to lectures.
6. Japan has a massive trade surplus with the rest of the world. _____ it can afford to give more money to the Third World.
7. There are many reasons why the invasion failed, _____ the lack of proper food and the shortage of ammunition.
8. The computer has become smaller and cheaper and _____ more available to a greater number of people.
9. She complained of stiffness in her joints. _____ she was admitted to hospital for further tests.
10. I'm not a member of the Church of England myself. _____, it would be rather impertinent of me to express an opinion.
11. The rain was terrible. _____, the match was cancelled.

Exercise 4. Use the appropriate linking word or phrase (Stating the obvious • Attitude • Summary/Conclusion • Explanation/equivalence) from Exercise 1 to complete the following sentences.

1. _____, imports account for half our stock.
2. In defining an ideology, the claims which seek to legitimate political and social authority are _____ as important as the notion of authority itself.
3. _____, we cannot hope for greater success unless we identify our needs clearly.
4. _____, economists often disagree with each other.
5. _____, the report says more money should be spent on education.
6. _____, publishers are hesitant about committing large sums of money to such a risky project.
7. The account here offered is meant as a beginning of an answer to that question. _____ it contributes by setting the question in a certain way.
8. He could not do anything more than what he had promised – _____, to look after Charlotte's estate.
9. These reforms of Justinian in AD 529 proclaim that they are "imposing a single nature" on trusts and legacies or, _____, imposing it on legatees and trust beneficiaries.

Exercise 5. Use the appropriate linking word or phrase (Addition • Condition • Support • Contradiction • Emphasis) from Exercise 1 to complete the following sentences.

1. Of course the experiment may fail and _____ we will have to start again.
2. I could not afford to eat in restaurants. Nor could anyone I knew.
3. Some people, _____ his business associates, had learned to ignore his moods. The organisation had many enemies, most notably among feminists.
4. Eccleshall and Honderich find common cause in a desire to establish the ideological nature of Conservative thought, but _____ their approaches to the study of Conservatism are very different.
5. The company is doing very well. _____, we have doubled our sales budget.
6. The implications of this theory are examined _____ in chapter 12.
7. How quickly you recover from an operation _____ depends on your general state of health.

Exercise 6. In the following article on Nuclear Hazards the linking words and phrases are missing. Using the appropriate links from the table above complete the following text.

There are three separate sources of hazard related to the use of nuclear reactions to supply us with energy. (1) _____, the radioactive material must travel from its place of manufacture to the power station. (2) _____ the power stations themselves are solidly built; the containers used for the transport of the material are not. (3) _____, there are normally only two methods of transport available, (4) _____ road or rail, and both of these involve close contact with the general public, (5) _____ the routes are bound to pass near, or even through, heavily populated areas. (6) _____, there is the problem of waste. All nuclear power stations produce wastes which in most cases will remain radioactive for thousands of years. It is impossible to de-activate these wastes, and (7) _____ they must be stored in one of the ingenious but cumbersome ways that scientists have invented. (8) _____ they may be buried under the ground, dropped into disused mineshafts, or sunk in the sea. (9) _____ these methods do not solve the problem; they merely store it, (10) _____ an earthquake could crack open the containers like nuts. (11) _____ there is the problem of accidental exposure due to a leak or an explosion at the power station. As with the other two hazards, this is extremely unlikely and (12) _____ does not provide a serious objection to the nuclear programme, (13) _____ it can happen, as the inhabitants of Harrisburg will tell you. Separately, and during short periods, these three types of risk are no great cause for concern. Taken together, (14) _____, and especially over much longer periods, the probability of a disaster is extremely high.

Section 5. WRITING A THESIS STATEMENT

A THESIS STATEMENT

A **thesis statement** in the introduction of an opinion essay is a topic sentence (or two) that clearly states the writer's side of the argument and may briefly outline why he/she hold that position. If the essay is a kind of a for and against essay or problem-solution essay, then the thesis sentence(s) should just overview the writer's intention to tackle the topic without his/her own opinion.

By reading the thesis statement in the introduction part of an essay the reader will easily imagine what will be discussed next in the body paragraphs of the essay.

For example:

1. *This essay looks at ideas in favour of and against early marriage (**thesis sentence in for and against essay**).* Then the body paragraphs of this essay will contain points supporting early marriage as well as points against getting married early.
2. *I strongly believe that universal free health care will bring many benefits to the government (**thesis sentence in an opinion essay without introducing the supporting points**).* The reader knows that the writer supports universal free health care and in the body paragraphs he/she will illustrate his supporting points.
3. *This essay will discuss what should be done to improve the lives of elderly people (**thesis sentence in a problem-solution essay**).* Essential steps that should be done in order to improve the lives of the elderly will be presented in the body paragraphs.

Thesis statement (opinion essay): What is your opinion on this issue? *This essay will argue that.*

Thesis statement (argument essay): What will happen in this essay? *This essay will look at both sides of the argument before stating my own opinion.*

Thesis statement (problem/solution essay): What are you going to write about? *The main problems are X and Y and I will propose solutions to both in this essay.*

Hint: You can choose either to write in the first person (*I believe...*) or third person (*This essay will...*). The third person sounds more objective and academic.

Hint: Don't include your main reasons or arguments in the introduction these should go in each of the body paragraphs.

Thesis sentence vocabulary for opinion essay and argument essay: analyze, look at, examine, discuss, outline, consider, describe, focus on, decide.

The thesis statement has 3 main parts: the limited subject, the precise opinion, and the blueprint of reasons (a plan of the essay).

Exercise 1. Write the thesis statement for the following essay introductory paragraphs.

1.

With many global concerns such as war, poverty, hunger and pollution, many people question whether nations should waste money on exploring space. However, others are convinced that expenditure on space programs is justified.

Thesis _____

2.

In today's modern world, computers are an essential part of everyday life. Around the globe, children often use computers from a very young age. Although it is important for children to participate in various well-balanced activities, in my opinion, children who use the computer daily are actually developing a critical skill for future success.

Thesis _____

3.

Drug abuse is rife in many countries. Billions of dollars are spent internationally preventing drug use, treating addicts, and fighting drug-related crime. Although drugs threaten many societies, their effects can also be combated successfully.

Thesis _____

4.

Today we live in a global consumer society. People across the world purchase, use, and dispose of a huge variety of products which make our lives easier and more comfortable. However, the result of this is massive damage to our environment.

Thesis _____

5.

There is no doubt that education and the learning process has changed since the introduction of computers: The search for information has become easier and amusing, and connectivity has expedited the data availability. Though experts systems have made computers more intelligent, they have not yet become a substitute of the human interaction in the learning process.

Thesis _____

Exercise. 2 Write the introduction including a thesis statement for the following essay.

You should spend about 40 minutes on this task.

What factors are related to academic success of the students at high school? To what extend do you agree with this? Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

Write your answer here:

First, the family plays the central role by providing the backdrop in a young person's life. A positive family environment provides love, support and encouragement for the student to do his/her best. Simultaneously, the family aims to instill discipline and ambition in the child. The influence and expectations of family members remain paramount at this time and throughout a young person's life.

Second, as a child turns into a teenager, the peer group begins to play an increasingly important role in his/her life. The friendship one develops at this highly sensitive stage can affect one's attitude to studies, authority, society and the world. In the right company, young people can get involved in positive activities that support their academic performance. With the wrong crowd, teenagers could develop a host of unhealthy and dangerous habits which impact not only their grades but all aspects of their lives.

Lastly, the school itself is a deciding factor in the student's academic success. A variety of elements determine how the students feel about school: the teachers, the staff, the facilities, the subjects, the text books, the method of instruction and more. All of these have a significant impact on the young person's motivation to excel.

In conclusion, high school success is the product of various influences. We are all fortunate that, aside from a few unfortunate exceptions, the majority of students worldwide aspire to do well and grow up to become active and healthy participants in the world around them. (309 words).

Section 6. OPINION ESSAY

Lead-in: Read the opinion essay description below and complete the essay organiser which follows.

An opinion essay is a formal piece of writing. It requires your opinion on a topic which must be stated clearly, giving various viewpoints on the topic supported by reasons and/or examples. You should also include the opposing viewpoints in another paragraph. A successful opinion essay should have:

A successful opinion essay should have:

- a) an **introductory paragraph** in which you state the topic and your opinion.
- b) a **main body** which consists of several paragraphs, each presenting a separate viewpoint supported by reason. You also include a paragraph presenting opposing viewpoint and reason why you think it is an unconvincing viewpoint; and.
- c) a **conclusion** in which you summarise or restate your opinion using different words.

"Opinion Essay" Organiser

1. Stating the topic

1. Stating what the issue or _____ is
2. Stating your _____ or your point of view clearly (OR Stating the opposing point of view)
3. (A thesis statement)

2. Arguments

4. Providing _____ 1. & reasons
5. Providing viewpoint 2. & _____
6. Providing _____ viewpoint & reasons

3. Concluding

7. _____ your own opinion paraphrased

Some essay topics ask whether you agree or disagree with an argument. In this case, you have to either agree or disagree. You cannot agree with the given topic in one paragraph and disagree with it in the next paragraph. If you don't have a strong opinion, you can 'partly' agree, but you must still have a clear stand on the topic.

Consider the topic given below.

Many people believe that population growth should be controlled. To what extent do you agree or disagree?

Topics like these ask for your opinion. You are free to agree or disagree. It does not really matter. What matters is your ability to support your stand with convincing arguments. Before you start writing an essay on a topic like this, you must decide whether you want to agree or disagree. Express your opinion in the opening paragraph itself. In the subsequent paragraphs you have to explain why you agree or disagree with the given statement. Give a brief summary of your arguments in the last paragraph and restate your opinion before closing the essay.

If you agree with the given statement, then the whole of your essay should support that idea. Note that you cannot write one paragraph supporting one argument and another paragraph supporting the counter argument.

Getting started with your composition can be the worst part. Sometimes it can be difficult to think of the reasons and supporting arguments, but there are things you can do to help. One technique is to draw a mind map.

A mind map is simply a way of generating ideas about a topic by looking at it from different angles.

Each 'angle' is a heading in the mind map. You should keep the headings as general as possible because this will help generate more ideas. For example, you can look at almost any question from one of these angles: personal, economic, political, educational, scientific, psychological etc.

Exercise 1. Study a typical essay writing task:

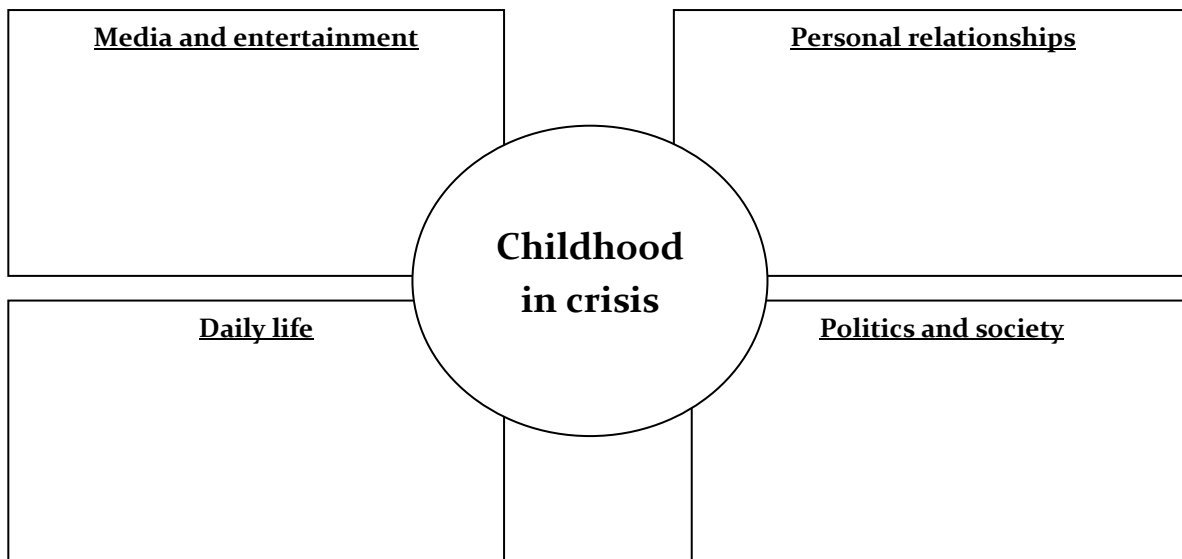
Present a written argument or case to an educated reader with no special knowledge of the following topic.

Levels of depression and antisocial behaviour in children have increased dramatically in modern societies. This situation has led many people to believe that childhood itself is in crisis. To what extent do you agree or disagree with this view?

You should use your own ideas, knowledge and experience and support your arguments with examples and relevant evidence.

Below is a mind map for the question you've just read. There are five very general headings, each one representing a different way to look at the question of childhood in crisis.

a) Try to think of two ideas of your own to note down under each heading.



b) Here are some ideas we thought of. Now complete the mind map by putting each of these ideas under the best heading.

- Children spending more time alone
- Computer games often promote violence
- Dangers of the Internet
- Disappearance of traditional home routines such as family mealtimes
- Exposure to sex and violence on TV at an early age
- Less clear views in society about suitable behaviour for children and adults
- Less structured days at home e.g. no fixed bedtime
- Long working hours interfere with family life
- Marketing of products and 'image' creates consumers from children
- More and more testing and exams at schools
- More competitive society adds to pressure to succeed
- Too much time taken up by 'lonely' activities such as computers and TV
- Parents often absent or disinterested
- Peer pressure from friends and classmates
- Poor discipline in school disrupts routines and patterns
- Pressure from parents to succeed and achieve

The essay writing task question often ends with the words ‘To what extent do you agree or disagree with this view?’ You do not have to agree with the statement, but it is important that you express an opinion of your own. Whether you disagree or agree, you should give good reasons why.

Examiners want you to:

- state your opinion
- clarify what you mean
- give reasons for your views
- give examples when appropriate
- emphasise important points

Exercise 3. Put the expressions from the box under the correct headings in the table which follows.

A typical example is, • Clearly, • For example, • For instance, • From my point of view, • I am convinced that, • In fact, • In my opinion, • In other words, • Indeed, • It is my belief that, • Needless to say, • Obviously, • such as, • That is to say that..., • The reasons for this are, • This is because, • This is due to, • This is on account of, •
What I mean by this is

Stating your opinion
Clarifying what you mean
Giving reasons for your views
Giving examples
Emphasising important points

Exercise 4. Now replace the underlined phrases with the interpersonal expressions provided below.

It is quite clear that • There can be no doubt that • It does not seem unreasonable to suggest that • It is particularly significant that • There is not a shadow of doubt that

Exercise 5. Every time you state an opinion, it's important that you follow this up with your reasons or examples. Below there outlined the opinions which could be expressed in answer to the question about childhood. Match the opinions (1 – 5) with the supporting sentences (A– E).

1. School has become a source of anxiety more than a source of learning.
2. Today's children lead a much more 'lonely' life style than previous generations.
3. There has been a gradual breakdown of the bonds between children and their parents.
4. Children need the security of routine, but this is often lacking in today's families.
5. The frequency of unsupervised access to television and the Internet is also having an effect on the psychological state of many modern children.

A For instance, they would much rather play computer games alone than play in the park with friends.

B In other words, children are being allowed to view programmes and internet sites that are totally unsuitable for their age. As a result, their understanding of the world is often misbalanced or confused.

C This is due to the fact that school pupils face more and more tests and exams each year.

D One of the many reasons for this is that parents simply spend less time with their children.

E In some families, for example, there are no set meal times and children may be not be going to bed before 11.00 p.m.

Exercise 6. Make a plan for your own answer to the question you read in Activity 1. You can use the ideas in the mind map in Exercise 1, or your own ideas. Remember that you don't need to use all the ideas.

Exercise 7. Write your answer. You need to write at least 250 words. Try to use some of the expressions from Activity 1 and remember to follow up all your opinions with reasons or examples.

Write your answer here:

Lined writing area with 28 horizontal lines.

_____ **words**
Number

Exercise 8. Read the sample answer and match the topic sentences with the correct paragraphs [A, B, C].

1. Another area of concern is the pressure to succeed.
2. There is also what I would call the pressure to grow up or mature too early.
3. The first is the pressure to conform.

Crisis is a strong word to describe a situation. Although I would not go so far as to say that childhood is in crisis, I would certainly agree that modern children are under more pressure from more directions than ever before. But what are these pressures and what problems do they cause? [1....] there are three main areas of concern.

[A.....] [2....], children are under pressure to be like each other and to be like the role models that they see in the media. 'Pop' and 'rock' culture has become so much a part of children's lives that it is now the defining characteristic of the 10-18 year old age group. [3....] are purely economic. The pop music and fashion industries are worth a fortune, and they benefit from the most easily persuaded consumers: children. The result, however, is that children as young as ten feel like outcasts among their peers unless they buy the latest CDs and clothes. [4....], not being able to conform with the group can lead to conflict with parents and even depression.

[B.....] [5....] is that school children are being tested on their learning much more frequently. Furthermore, most children these days are expected to take exams for university entrance. Constant testing makes children anxious about school. Likewise, children who are not suited to academic study feel inadequate when they take exams and then fail. [6....], instead of helping children's minds grow, the education system has become the cause of many mental health problems in the young today.

[C.....] [7....] many modern children are being forced to behave like adults before they are ready. [8....], many children now have to look after themselves at home because their parents are staying ever longer hours at work. More worrying, though, is the effect of unsupervised television viewing and internet surfing. Children are expected to have the judgement to decide what is suitable for them. [9....], they do not have such judgement. As a result, young children are often exposed to material that can frighten, worry and confuse.

To sum up, although [10....] childhood is in crisis, there have recently been worrying changes in the way children grow up. If these trends continue, there may indeed be a crisis.

Exercise 9. Now look back at the mind map for this question from Exercise 1. Tick the ideas that were used in the final composition.

Exercise 10. Now use the words and expressions below to complete the sample answer.

For instance

I believe

In fact

In other words

Indeed

it is not my belief that

Needless to say

The reasons for this

This is to say that

What I mean by this

Exercise 11. Study the task in the box. Complete the opinion essay using your own ideas.

You should spend about 40 minutes on this task.

Write about the following topic:

Some people believe the aim of university education is to help graduates get better jobs. Others believe there are much wider benefits of university education for both individuals and society.

Discuss both views and give your opinion.

Give reasons for your answer and include any relevant examples from your own experience or knowledge.

You should write at least 250 words.

These days, more and more people are making the choice to go to university. While some people are of the opinion that the only purpose of a university education is to improve job prospects, others think that society and the individual benefit in much broader ways.

It is certainly true that one of the main aims of university is to secure a better job.

OPTIONAL EXTENSION

You should spend about 40 minutes on this task.

Write about the following topic:

A person's worth nowadays seems to be judged according to social status and material possessions. Old-fashioned values, such as honour, kindness and trust, no longer seem important.

To what extent do you agree or disagree with this opinion?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

All the verbs have been taken out of this text. Put them back in again.

...the power and influence of the super rich, it as if social status and material possessions the new symbols of personal worth, but in everyday life I this is true.

It apparent that most celebrities today or solely for their material wealth or position in various social hierarchies. Many of these people to their backs on friends, cheat on their spouses or their evenings over-indulging in alcohol and/or drugs. Things like owning a mansion, driving an expensive car and getting into A-list parties above old-fashioned values. Ultimately, though, it the many readers of gossip magazines and celebrity blogs who these ideas.

Nevertheless, I that in their day-to-day lives most people still in values such as honour, kindness and trust. In some way most of us to form loving families, our children to good citizens, for the downtrodden and our communities from harm. We still form friendships, romances and business partnerships old-fashioned criteria. When our trust or we unfairly, we see that as a major violation of our relationship and we the wrongdoer accordingly.

In conclusion, I there some truth to the notion that status and possessions old-fashioned values as a measure of a person's worth. beyond the tabloids, however, it apparent that most ordinary people still an old-fashioned conscience.

Section 7. ADVANTAGES AND DISADVANTAGES ESSAY

Lead-in: Read the advantages and disadvantages (or for and against) essay description below and complete the essay organiser which follows.

An 'for and against' essay is a formal piece of writing in which a topic is considered from opposing points of view. You should present both sides in a fair way by discussing them objectively and in equal detail.

A good essay of this type should consist of:

- a) an **introductory paragraph** in which you clearly state the topic to be discussed without giving your opinion.
- b) a **main body** in which the points for and against along with your justifications, examples or reasons are presented in separate paragraphs; and.
- c) a **conclusion** in which you state your opinion or give a balanced consideration of the topic.

"Advantages and Disadvantages Essay" Organiser

1. *Stating the topic*

1. Stating what the topic or the problem is
2. Summarising the topic _____
3. (A thesis statement)

2. *Arguments*

4. Providing arguments for & _____
5. Providing arguments _____ & reasons

3. *Concluding*

6. Suggesting _____ /your own _____

STEP 1. Analysing the question
(Supposed fulfilment time – 7 minutes)

In the task of this type you may be asked to write a discursive composition discussing the advantages or disadvantages of something. Here's an example:

Present a written argument or case to an educated reader with no special knowledge of the following topic.

More and more colleges and universities are offering courses via distance learning. Distance learning has many benefits, but there are also drawbacks, and not every learner will be suited to this mode of study.

To what extent do you agree or disagree?

You should use your own ideas, knowledge and experience and support your arguments with examples and relevant evidence.

Exercise 1. Before you begin writing you should take a few moments to consider what your answer should include – and what it should not include! Read the example writing task again, and then check off the appropriate points to answer these questions.

When answering the question you should:

1. Discuss reasons why distant learning can be good for learners.
2. Discuss reasons why distant learning is good for colleges and universities.
3. Discuss the history of distance learning.
4. Discuss the problems associated with distance learning.
5. Discuss reasons why distance learning is not suitable for some learners.
6. Give a detailed account of the types of courses that can be followed by distance learning.
7. Discuss reasons why distance learning is bad for colleges and universities.
8. Describe the kind of a learner that would be suitable for distance learning.
9. Come to a logical conclusion about the value of distance learning in your view.
10. Say what you would like to learn by distance if you had time.

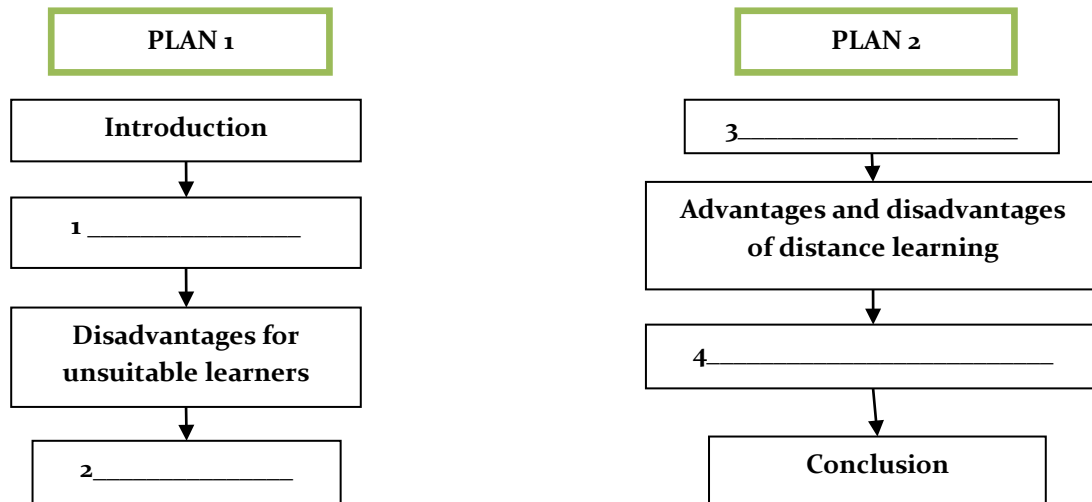
Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>

STEP 2. Planning your composition
(Supposed fulfilment time – 5 minutes)

Once you're sure you understand what the question is asking you to discuss, it's time to plan. It's worth spending 2 or 3 minutes thinking about how you're going to organise your answer. There's never any single 'correct' way to organise an essay, but it should have some kind of logic.

Exercise 2. Here are two ways of organising an answer to the example question in Exercise 1. Use the phrases in the box to complete the two plans. Match the box number to the ideas.

1. Introduction
2. Suitable and unsuitable learners for distance learning
3. Conclusion
4. Advantages for suitable learners



STEP 3. Introductory paragraphs
(Supposed fulfilment time – 10 minutes)

It's important that you make a good start to your composition - remember that first impressions last, and your opening paragraph will give the examiner his or her first impression of your work.

Your opening paragraph should not be too long. The function of the paragraph is to introduce the topic, but also to tell the reader how your essay is going to be organised. A mistake that many students make is to use the opening paragraph to make general statements about the topic. Instead, make sure that your first paragraph is completely focused on the question.

Exercise 3. Here is an opening paragraph for the example question about distance learning. Read the questions again, and then read the paragraph. Put a tick against the appropriate point to choose the sentences which you think might be included.

	Yes	No
1. The number of distance-learning courses on offer has increased a great deal over the last few years.	<input type="checkbox"/>	<input type="checkbox"/>
2. In the past, this type of learning was something called correspondence learning.	<input type="checkbox"/>	<input type="checkbox"/>
3. The advent of the Internet as a learning medium has helped to create distance learning opportunities.	<input type="checkbox"/>	<input type="checkbox"/>
4. Learners need to have a computer and an Internet connection in order to follow these courses.	<input type="checkbox"/>	<input type="checkbox"/>
5. However, is it really possible to learn from home?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are such courses suitable for all learners?	<input type="checkbox"/>	<input type="checkbox"/>
7. I know several people who have tried this type of courses and they all gave up after a few weeks.	<input type="checkbox"/>	<input type="checkbox"/>
8. I will examine these questions below, firstly by considering the advantages and disadvantages of learning in this mode, and then by looking at the kind of learner that suits distance learning.	<input type="checkbox"/>	<input type="checkbox"/>
9. But first, here is a brief history of distance learning.	<input type="checkbox"/>	<input type="checkbox"/>

STEP 4. Brainstorming ideas
(Supposed fulfilment time –5 minutes)

In the previous lesson we looked at ‘brainstorming’ as a way to generate ideas before you start writing. Spend five minutes now brainstorming ideas for the example question we have been working on. Use the following headings:

Advantages of distance learning	Disadvantages of distance learning	What makes a learner suitable for distance learning

Exercise 4. Put each idea under the correct heading: Advantages, Disadvantages, or Suitability.

1. Learners learn at their own place.
2. Learners are isolated and get little opportunity to meet fellow students.
3. Learners have to wait some time before tutors can answer their questions.
4. It can be difficult to fit time for study into a busy working or family life.
5. Students can study in the comfort of home.
6. It's difficult to get quick feedback on coursework from tutors.
7. Technology break-downs can hinder learning.
8. There are possibilities to study at universities from all over the world.
9. A learner should be good at using technology, especially computers.
10. A learner needs to be highly motivated.
11. A learner should have a good learning environment at home.
12. The content of the course can be viewed or read again and again by learners.
13. A learner should have a good idea about what they need to study.
14. A learner needs to be self-disciplined.
15. A learner needs to be well-organised.

STEP 5. Supposed fulfilment time – 40 min.

Now write your answer. You need to write at least 250 words. Try to use some of the expressions from Exercise 1 and remember to follow up all your opinions with reasons or examples.

You may also wish to use the below essay template to write the essay on the topic suggested.

Take a look at this outline of an essay. It contains 125 words: that is half of all the words you need for an essay.

One of the most controversial issues today relates to..... While there are..... . This essay will examine this question from both points of view.

On one side of the argument there are [people] who argue that the benefits of considerably outweigh its disadvantages. The main reason for believing this is that It is also possible to say that One good illustration of this is

On the other hand, it is also possible to make the opposing case. It is often argued that in fact People often have this opinion because

A second point is that A particularly good example here is.....

As we have seen, there are no easy answers to this question. On balance, however, I tend to believe that

Useful Formulae for Thesis Statements

- [Something] [does something] because [reason(s)].
- Because [reason(s)], [something] [does something].
- Although [opposing evidence], [reasons] show [something] [does something].
- While the two sides disagree over [a minor point], they both share a deep concern over[the topic of your paper].
- This essay will examine/study/analyse.....

Write your answer here:

Section 8. PROBLEM AND SOLUTION ESSAY

Lead-in: Read the problem and solution essay description below and complete the essay organiser which follows.

An essay discussing problems and suggesting solutions is a formal piece of writing. You should state the problem and its causes clearly, then present your suggestions and the expected results or consequences these might have.

A successful essay of this type should consist of:

- a) an **introductory paragraph** in which you clearly state the problem, what has caused it, and the consequences;
- b) a **main body** in which you present several suggested solutions, each in a separate paragraph together with its consequences/results; and;
- c) a **conclusion** in which you summarise your opinion.

"Providing Solutions to Problems Essay" Organiser

1. Stating the topic

1. Stating what the topic or the problem is
2. Generally stating the reason(s) why the problem has arisen, its _____ and/or the _____
3. (A thesis statement)

2. Arguments

4. Providing _____ 1. & result
5. Providing suggestion 2. & _____

3. Concluding

6. Stating your own _____ / _____

Here's a task example asking to write a composition discussing the causes of a problem and suggesting possible solutions:

Present a written argument or case to an educated reader with no special knowledge of the following topic.

Overfishing of the world's oceans threatens many species with extinction and is putting the livelihood of millions of people around the world at risk. What are the causes of this problem and what can be done to prevent it from happening?

You should use your own ideas, knowledge and experience and support your arguments with examples and relevant evidence.

Before you begin writing, spend a few minutes to think of ideas related to the topic. At this stage, don't worry too much about how you're going to express or organise these ideas – just 'brainstorm' the topic and jot down notes.

STEP 1. Planning your composition
(Supposed fulfilment time – 3 minutes)

Spend 3 minutes brainstorming ideas for the example question above. Use these headings:

Causes of Overfishing	Ways to Prevent Overfishing

Exercise 1. Here are some ideas we've brainstormed for the composition. Put each idea under the appropriate heading in the table above.

1. Huge areas of the world's oceans are NOT protected by environmental laws.
2. Raise public awareness through the media.
3. Illegal fishing is difficult to police.
4. There is a growing demand for fish worldwide.
5. Create an international body to police the oceans and enforce laws.
6. Ban the catching of certain species of fish.
7. "Factory fishing" makes huge catches too easy.
8. Fishing provides a quick return for companies and governments.
9. The problem does not get enough publicity.
10. Bring in laws to protect fish species and limit fishing.
11. Impose taxes on fishing which make it less attractive to companies.

Exercise 2. Expressing cause and effect

If you are asked to discuss a problem and possible solutions in Task 2, you will need to be able to outline the causes of the problem and show what effects these have. Here are some useful expressions for doing this.

RESULT	(IS)	due to owing to because of caused by brought about on account of as a result of	CAUSE
CAUSE		results in causes gives rise to leads to brings about accounts for	RESULT

Each of the sentences below describes a cause and effect of relationship. Choose the best expression to complete the gap.

1. Global warming is partly as increasing emissions of greenhouse gasses.

- a) a result of
- b) causes

2. The decline of manufacturing industry high unemployment in many countries.

- a) on account of
- b) brought about

3. People are more worried about crime exaggerated reports in the media.

- a) on account of
- b) brings about

4. Increasing pressure to work overtime parents to spend less time with their children.

- a) causes
- b) owing to

5. Drugs for the treatment of AIDS remain unavailable to millions their high cost.

- a) owing to
- b) gives rise to

Exercise 3. Complete the paragraph by using appropriate phrase from the table above.

There are a number of reasons why overfishing of the world's fish stock has reached crisis levels. First, catching large numbers of fish has become very easy (a) _____ modern methods of factory fishing. Second, the scarcity of fish (b) _____ the higher prices, making fishing a more attractive industry for governments and companies to invest in. This (c) _____ even more fishing and (d) _____ a vicious circle of increasing demand and diminishing supply. Furthermore, fishing in most parts of the world remains uncontrolled (e) _____ the lack of environmental laws. Finally, where laws do exist, they are difficult to enforce (f) _____ the lack of an international maritime police authority.

STEP 2. Suggesting solutions

Once you have discussed the causes of the problem, you are ready to put forward your suggestions for possible solutions. For every suggestion you make, you need to back up your argument by explaining how this idea will help. Again, there are useful words and phrases for you to do this.

Exercise 4. Match each phrase with the verb from which follows it.

1.	so (that)	a.	to prevent overfishing
2.	with the purpose of	b.	prevent overfishing
3.	in order	c.	preventing overfishing
4.	so as to	d.	overfishing is prevented

Exercise 5. Now complete the paragraph with phrases from the previous activity (Exercise 4.)

What can be done in (a) _____ prevent fish species being wiped out by overfishing? One immediate measure is to put a complete ban on fishing of certain species of fish (b) _____ save them from extinction. Environmental agencies should work to give the problem a higher profile in the media (c) _____ the public become more aware. Governments can help by imposing taxes on the fishing industry. (In this way), companies may be less likely to see fishing as an easy way to make money. Governments should also bring in stricter laws (d) _____ protect fish stocks from uncontrolled factory fishing. Finally, an international body ought to be created (e) _____ enforcing these laws worldwide.

Exercise 6. Here's another example of an essay writing question requiring a 'problem and solution' approach. Spend five minutes brainstorming the question, and then write your composition, using language we have looked at during this lesson.

Present a written argument or case to an educated reader with no special knowledge of the following topic.

The numbers of indigenous peoples living traditional lives in the world's rainforests are becoming fewer and fewer. Within a few decades the last of these indigenous tribes may have disappeared forever. What are the causes of this problem and what can be done to prevent it from happening?

You should use your own ideas, knowledge and experience and support your arguments with examples and relevant evidence.

Write your answer here:

Section 9. CHECKING FOR ACCURACY

Exercise 1. Correct the spelling errors in the advice below.

You have got only 40 minutes to complete the essay writing task. Make sure you leave enough time to give yourself the opportunity to check your answer thoroughly. Make any corrections neatly and legibly. Errors often occur when a letter is silent, for example in words *government*, *technology* and otherwise. Be especially careful with vowel combinations in words such as *beautiful* and *enormous*. Also, remember to check that you have added any suffixes accurately: *-ness* and *-ful* are often misspelled.

Exercise 2. Read the task. Then read sentences A –J and correct any errors in word order. Write the corrected sentences in the appropriate part of the paragraph plan.

You should spend 40 minutes on this task.

Write about the following topic.

People face far greater risks in our modern way of life than they did in the past.

How far do you agree or disagree with this statement?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

A People used to have rarely as long a life expectancy as we enjoy today.

B The streets of our cities are probably now safer to walk in than they were a hundred years ago.

C Modern inventions like nuclear power plants could be perceived as life-threatening, although in reality, a dangerous incident is extremely unlikely to occur.

D It is true that people choose sometimes in their choice of leisure activities to take risks.

E We are undoubtedly today at risk of injury from the cars we drive, a threat that in the past was absent.

F Thanks to advances in modern medicine, we are protected better from deadly diseases nowadays.

G Natural disasters such as earthquakes have been always a part of life, though it could be argued that we are now facing disasters on a larger scale, due to severe weather trends.

H We have to consider what are the causes of this obesity and heart disease.

I In fact, we are far more likely in the home to injure ourselves than outside, which has probably always been the case.

J Newspapers and television are partly responsible for the current perception of risk from violent attacks.

PARAGRAPH PLAN

• **Health and illness**

• **Personal risk-taking and accidents**

• **Crime**

• **Catastrophic events**

Exercise 3. Spot and correct the grammar errors in the sentences below.

1. One year later, the company send me on a merchandising training session.
2. In my essay, I am discussing the merits and demerits of the mobile phone.
3. I am glad to welcome you and your family next week.
4. Our parents have respected their teachers more than we do.
5. It is a pity that there are so many students who have enrolled in the university but lived with their family.
6. Before computers, if you want to write something, you had to write it with a pen or pencil.
7. I've now been to some of the places I've been dreaming of as a child.
8. Last week, they hold a family meeting where they decided they will watch TV only three hours a day.

- 9. Parents feel that if their child will become an artist, it will be difficult for him or her financially.
- 10. Nowadays man was influenced by scientific inventions.

Exercise 4. Replace the word which has been used wrongly with the correct word, chosen from the box above the sentences. There is ONE EXTRA WORD in each box.

available • lowest • modern • poor • popular • prompt

- 1. The least percentage of tourists was ten.
- 2. Your earliest action will be appreciated.
- 3. Nevertheless, her general condition is still fair and requires special care.
- 4. The least preferable activities were hobbies.
- 5. Computers have a vast number of uses in the present world.

drawbacks • effects • events • facilities • goods • hours • methods •
negotiations • numbers • scenes • values

- 6. The chart shows the amount spent on six consumer goals in four European countries.
- 7. I work in an organisation where the office timing are from nine to six.
- 8. Some pictures in films are unsuitable for children.
- 9. Our country has received a lot of aid to help maintain our infrastructure, health institutes and agriculture schemes.
- 10. They depended on old ways of communication like drum-beating and lighting fires.
- 11. Children should be taught that they have responsibility for the efforts of their actions.
- 12. I've also been in charge of price dealings with our parents.
- 13. There is a proposal to hold art parties in public places.
- 14. The benefits of computers are greater than the losses.
- 15. In 1980, the amounts of scientists and technicians in developing countries was three times smaller than in industrialised countries.

Exercise 5. Add your ideas to the paragraph plan in Exercise 2. Then answer the task in at least 250 words.

Write your answer here:

ANSWER KEY

Section 1. WRITING A PARAGRAPH

Prior knowledge quiz: 1c; 2a; 3a; 4c; 5b; 6c; 7a.

1. Choosing topic sentences: 1a, 2b, 3a, 4 b 5 b.

2. Writing a topic sentence:

Suggested answers:

1.) **Paul has many hobbies.** (Instead of 'many' you can use: a lot of, several).

2.) **My mother is a great cook.** (Instead of 'great' you can use similar adjectives: very good, fantastic), also: **My mother's cooking is very good.**

3.) **I have (got) problems with my car.** Also: I have difficulties / troubles with my car.

4.) **I have (got) a great job.** (Also: I have (got) a fantastic / perfect / a very good job.

5.) **My holidays / vacations were a disaster.** (Also: My vacations / holidays were disastrous / terrible.)

3. Recognising supporting sentences

1.) Use of the internet has grown very quickly. In 1983, there were 562 computers connected to the Internet. By the turn of the century, there were 72.3 million computers in 247 countries on-line. Experts say that the Internet is now growing at a rate of approximately 40 percent a year. As time goes on, the Internet is becoming more and more popular.

2.) There are many reasons I hate my apartment. The plumbing doesn't work properly and the landlord refuses to fix it. I also have noisy neighbours who keep me up all night. Furthermore, there are so many bugs in my apartment that I could start an insect collection. I really want to move.

3.) Vegetables and fruits are an important part of a healthy diet. First, fruits and vegetables are packed with the vitamins and minerals you need to keep your body functioning smoothly. In addition, they give you the carbohydrates you need for energy. Fruits and vegetables have lots of fibre to help your digestive system work properly. Finally, many scientists believe that the nutrients in fruits and vegetables can help fight diseases. If you eat a diet rich in fruits and vegetables, you'll be on the road to better health.

4. Recognising irrelevant sentences

1.) My favourite kind of car is convertible.

2.) Unfortunately, some people are allergic to their hair.

3.) There are many different types of governments in the world.

4.) Some Japanese universities are developing medical robots to detect certain kinds of cancer.

5.) Packaging is used to protect things that are breakable.

6. Writing concluding sentences

Suggested answers:

- 1.) I am happy that we have to wear a uniform to school. (Answers can vary.)
- 2.) I am not keen on wearing a uniform to school. / I don't like to wear a uniform to school. / I am not fond of wearing a uniform to school. (Answers can vary.)
- 3.) Credit cards are my favourite means of payment. / Credit cards are the best means of payment. (Answers can vary.)

Section 2. DEVELOPING AN ARGUMENT

Exercise 1. 1F; 2F; 3T; 4T; 5F; 6T; 7F; 8F; 9T; 10T.

Exercise 2. For: 3, 4, 6, 7, 10, 12; **Against:** 1, 2, 5, 8, 9, 11, 13.

Exercise 3. 1. First of all; 2. Secondly; 3. Instead; 4. As a result; 5. Furthermore; 6. Finally

Exercise 4. 1 for instance; 2 while; 3 moreover; 4 causing; 5 despite; 6 more importantly

Exercise 5. 1 It is said that wind power turbines are completely harmless. (Example)

2. It is argued that solar power will never replace fossil fuels.
3. It is predicted that very soon China will be...
4. The Internet is widely regarded as a great force for...
5. It is hoped that a vaccine for avian flu will soon be found.
6. It is widely known that heart disease is...

Exercise 6. 1c; 2e; 3g; 4b; 5a; 6d; 7f

Exercise 7.

- a Car manufacturers have shown little concern for the environment.
- b Nobody wants war.
- c It is not only the government who are to blame.
- d In my view, people ought to...
- e If this continues, we will have exhausted all our resources.
- f There are a number of good reasons why this will not work.
- g This idea is simply not feasible.

Exercise 8. Sample Paragraph

The arguments that are used to support the teaching of IT skills at primary schools are not very convincing. For instance, it is often claimed that IT skills are essential for survival in today's world. This may be true in the world of work, but these skills are easily learned later on in life when needed. There is no need to sacrifice valuable time at primary school for this. Learning how to use computers is also believed to be an engaging and creative activity for young children. Despite the popularity of this belief, nothing could be less motivating or creative than sitting passively in front of a computer screen. This is not what the spirit of primary school is all about. School is about building relationships with others and learning how to communicate. IT training does neither of these.

Exercise 9. 1h; 2a; 3e; 4p; 5k; 6l; 7n; 8o; 9b; 10m; 11d; 12i; 13g; 14f; 15c; 16j.

Section 3. PARAGRAPHS AND CONCLUSIONS

Exercise 1. 1d type 4; 2b type 3; 3a type 2; 4c type 1

Exercise 1b: Students' own answers

Exercise 2.

1. Apart from wasting huge amounts of water, industries are responsible for the contamination of water supplies.
2. Contrary to the popular belief that machines have replaced skilled workers everywhere, there are many skilled artisans in China and other Asian countries.
3. Despite billions of dollars in aid having been sent to developing countries, millions of people in developing countries still live in absolute poverty.
4. While people claim to show concern for the environment, they compromise their ecological values almost daily.
5. Not only is there an epidemic of obesity amongst Western adults, but obesity is becoming widespread in Western children.

Exercise 3.

Paragraph 1:

(TS) There is, of course, a human factor involved in road safety. (D1) Most road accidents are caused by careless and irresponsible driving. (D2) Drivers who exceed safe speed limits, for example, cause many accidents. (D3) In addition, drivers often overtake when it is not safe to do so, such as on sharp bends. (D4) Finally, many road deaths are due to people driving when under the influence of alcohol. (R) These are just a few examples of how human error or recklessness can lead to tragedy on the roads.

Paragraph 2

(TS) Have the recent rapid developments in communication technology made the world a better place? (D1) It is sometimes said that modern technology has helped create greater understanding between nations. (D2) However, there is little evidence to support this view. (D3) Although technology such as the Internet has increased the ease and speed with which people from different countries communicate, there still exist misunderstandings about each other's cultures and beliefs. (D4) For example, people seem to be no closer in their understanding of faiths other than their own. (R) Communication technology may have the potential to improve the world, but we have not yet exploited that potential to best effect.

Exercise 4.

Increasingly [Increasingly], people are opting to keep large dogs such as Rottweilers or Dobermans. This is largely because they can now afford to buy these 'status symbol' breeds. However, people often fail to take into consideration the needs of the dog before

they buy. This **causes** [leads] to a number of serious problems. Below I will show the main problems this situation causes and suggest possible solutions.

Unfortunately [Unfortunately] it is not unusual for large dogs to be owned by people **that** [whose] homes and lifestyles cannot offer what their pet needs. The first requirement for a large dog is plenty of space. Not only are many dogs kept in tiny yards, but some owners even keep their dogs in city flats with only small balconies for them to move about on. A second basic **requirements** [requirement] is that the dog gets plenty of exercise. Again, owners often neglect this need because they don't have time to take their dogs out for walks. **They're** [Their] work and family commitments mean that the dog stays cooped up inside for days at a time. Clearly, modern city lifestyles are incompatible with the needs of a large dog.

This situation gives rise to a number of problems, both for the dogs and other people. **Firstly** [First] of all, the dogs suffer physically. Being kept in cramped conditions without proper exercise leads to poor health and even disfigurement for the dog. Apart from **this** [these] physical problems, dogs also suffer mentally. Just like humans, dogs get bored and depressed sitting indoors all day, or pacing up and down on a tiny balcony. While dogs are the main victims of this situation, people who live close by also suffer. Inevitably, bored dogs bark and incessant barking becomes a nuisance, and even a torture, to neighbours. So, the situation affects the welfare of both **of** the animals and the wider community.

How can the problems described above be prevented? One way is to create laws which prevent people from to **own** [owning] large dogs if they live in city flats. A second measure is to impose fines on owners whose dogs are seen to be suffering, or who cause unacceptable disturbance in the neighbourhood. Finally, there need to be publicity campaigns which educate the public in how to be responsible pet owners.

Exercise 5.

To sum up, prospective owners of large dogs need to consider whether they can offer their intended pet the right conditions for a healthy, happy life. Dog owners who do not provide these conditions, either through ignorance or selfishness, cause harm to both the dog and the community.

Section 4. LINKING WORDS AND EXPRESSIONS

Exercise 1.

1. Time/order	2. Comparison/ similar ideas	3. Contrast/ opposite ideas	4. Cause and effect
at first, eventually, finally, first, firstly, in the end, in the first place, in the second place, lastly, later, next, second, secondly, to begin with	in comparison, in the same way, similarly	but, despite (the fact that), in spite of, even so (if), however, in contrast, in spite of this, nevertheless, on the contrary, on the other hand, still, whereas, yet, although	accordingly, as a consequence, as a result, because, because of this, consequently, for this reason, hence, in consequence, in order to, owing to this, since, so, so that, therefore, thus

5. Examples	6. Generalisation	7. Stating the obvious	8. Attitude
for example, for instance, such as, thus, as follows	as a rule, for the most part, generally, in general, normally, on the whole, in most cases, usually	after all, as one might expect, clearly, it goes without saying, naturally, obviously, of course, surely	admittedly, certainly, fortunately, luckily, oddly enough, strangely enough, undoubtedly, unfortunately
9. Summary/ conclusion	10. Explanation/ equivalence	11. Addition	12. Condition
finally, in brief, in conclusion, in short, overall, so, then, to conclude, to sum up	in other words, namely, or rather, that is to say, this means, to be more precise, to put it another way	apart from this, as well as, besides, furthermore, in addition, moreover, nor, not only...but also, too, what is more	in that case, then
13. Support	14. Contradiction	15. Emphasis	16. Others (If any)
actually, as a matter of fact, in fact, indeed	actually, as a matter of fact, in fact	chiefly, especially, in detail, in particular, mainly, notably, particularly	

Exercise 2. 1) eventually, but; 2) at first, but; 3) secondly; 4) in the first place/in the second place; 5) in comparison; 6) nevertheless; 7) on the contrary; 8) even so; 9) similarly; 10) despite; 11) firstly.

Exercise 3. 1) as a consequence; 2) because of this; 3) in general; 4) for instance; 5) on the whole; 6) consequently; 7) such as; 8) hence; 9) accordingly; 10) therefore; 11) owing to this.

Exercise 4. 1) overall; 2) surely; 3) to sum up; 4) admittedly; 5) In short; 6) Naturally; 7) or rather; 8) namely; 9) to be more precise.

Exercise 5. 1) in that case; 2. nor; 3) notably; 4) apart from this; 5) as a matter of fact; 6) in detail; 7) chiefly.

Exercise 6.

1) first / firstly; 2) although / despite the fact that; 3) unfortunately; 4) namely / specifically / that is to say; 5) since / as / because; 6) second / secondly; 7) therefore / consequently / so; 8) for example / for instance; 9) but / yet / however; 10) since; 11) thirdly; 12) so; 13) but; 14) though.

Section 5. WRITING A THESIS

Exercise 1.

1. This essay will examine some arguments for and against space exploration.
2. The bases for my views are personal, academic, and professional.
3. This essay looks at some of the effects of drug use on society, and suggests some solutions to the problem.
4. This essay will examine how authorities and individuals need to work together to protect our resources and our planet.
5. In my opinion what can be expected is a change of the teachers' role, but not their disappearance from the classroom.

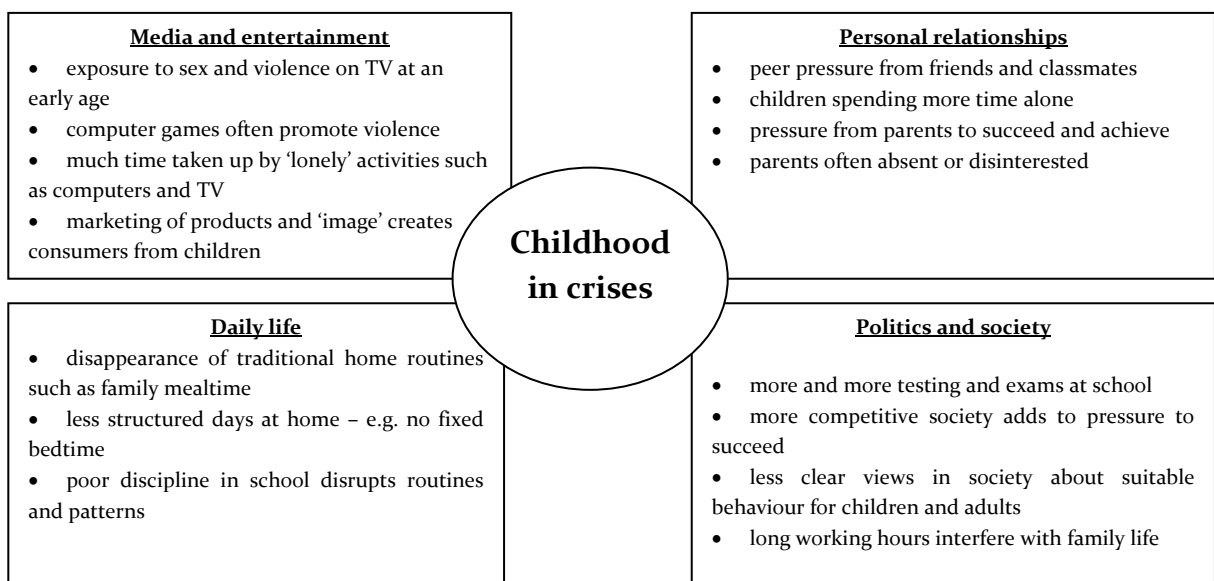
Exercise 2. INTRODUCTION SAMPLE

High school is a critical time in the life of young people. On the one hand, teenagers are eager to enjoy their freedom and independence. On the other hand, they must be disciplined enough to keep their priorities straight. In my opinion, three social institutions impact high school students the most at this vulnerable time – the family, peer group and school.

Section 6. OPINION ESSAY

Lead-in: 1. topic; 2. opinion; 4. viewpoint; 5. reasons 6. opposing; 7. Restating

Exercise 1b:



Exercise 3.

Stating your opinion	Clarifying what you mean
In my opinion From my point of view It is my belief that I am convinced that	In other words That is to say that... What I mean by this is that
Giving reasons for your views	Giving examples
This is because The reasons for this are This is due to This is on account of	For instance For example A typical example is such as
Emphasising important points	
Clearly Obviously Needless to say Indeed In fact	

Exercise 5.

1. School has become a source of anxiety more than a source of learning.
C. This is due to the fact that school pupils face more and more tests and exams each year.
2. Today's children lead a much more sedentary life style than previous generations.
A. For instance, they would much rather play computer games than play in the park.
3. There has been a gradual breakdown of the bonds between children and their parents.
D. One of the many reasons for this is that parents simply spend less time with their children.
4. Children need the security of routine, but this is often lacking in today's families.
E. In some families, for example, there are no set meal times and children may be not be going to bed before 11.00 p.m.
5. The frequency of unsupervised access to television and the Internet is also having an effect on the psychological state of many modern children.
B. In other words, children are being allowed to view programmes and internet sites that are totally unsuitable for their age. As a result, their understanding of the world is often misbalanced or confused.

Exercise 8.

- A The first is the pressure to conform.
- B Another area of concern is the pressure to succeed.
- C There is also what I would call the pressure to grow up or mature too early.

Exercise 10.

- | | |
|-------------------------|------------------------------|
| 1. I believe | 6. In fact |
| 2. In other words | 7. This is to say that |
| 3. The reasons for this | 8. For instance |
| 4. Indeed | 9. Needless to say |
| 5. What I mean by this | 10. it is not my belief that |

Exercise 11.

Opinion Essay (Score Band 7-8)

You should spend about 40 minutes on this task.

Write about the following topic:

Some people believe the aim of university education is to help graduates get better jobs. Others believe there are much wider benefits of university education for both individuals and society.

Discuss both views and give your opinion.

Give reasons for your answer and include any relevant examples from your own experience or knowledge.

You should write at least 250 words.

These days, more and more people are making the choice to go to university. While some people are of the opinion that the only purpose of a university education is to improve job prospects, others think that society and the individual benefit in much broader ways.

It is certainly true that one of the main aims of university is to secure a better job. The majority of people want to improve their future career prospects and attending university is one of the best ways to do this as it increases a person's marketable skills and attractiveness to potential employers. In addition, further education is very expensive for many people, so most would not consider it if it would not provide them with a more secure future and a higher standard of living. Thus job prospects are very important.

However, there are other benefits for individuals and society. Firstly, the independence of living away from home is a benefit because it helps the students develop better social skills and improve as a person. A case in point is that many students will have to leave their families, live in halls of residence and meet new friends. As a result, their maturity and confidence will grow enabling them to live more fulfilling lives. Secondly, society will gain from the contribution that the graduates can make to the economy. We are living in a very competitive world, so countries need educated people in order to compete and prosper.

Therefore, I believe that although a main aim of university education is to get the best job, there are clearly further benefits. If we continue to promote and encourage university attendance, it will lead to a better future for individuals and society.

(279 words)

This answer highly scored because:

*The writer in this essay has a clear thesis in the second sentence of the introduction, establishing that two sides of this issue will be discussed (**While some people are of the opinion..., others think that...**).*

*Looking at the structure, the topic sentences make it clear when the first opinion is being discussed (**It is certainly true that one of the main aims of university is to secure a better job.**) and when the writer is moving onto the next opinion (**However, there are other benefits for individuals and society**).*

*Connectors (**To begin..., Also..., Firstly..., Secondly...**) are used well to introduce each new supporting idea. Further connectors (**For example..., A case in point is that..., As a result...**) are used to expand on these ideas.*

*Finally, the writer has demonstrated that they are able to use complex sentence structures (**While..., that..., in order to..., as...**), and has discussed both views and combined this with his/her opinion, thus ensuring the question has been answered.*

OPTIONAL EXTENSION

Student's Answer

Given the power and influence of the super rich, it might seem as if social status and material possessions are the new symbols of personal worth, but in everyday life I do not think this is true.

It is apparent that most celebrities today are admired or envied solely for their material wealth or position in various social hierarchies. Many of these people are known to turn their backs on friends, cheat on their spouses or spend their evenings over-indulging in alcohol and/or drugs. Things like owning a mansion, driving an expensive car and getting into A-list parties are exalted above old-fashioned values. Ultimately, though, it is the many readers of gossip magazines and celebrity blogs who reinforce these ideas.

Nevertheless, I do believe that in their day-to-day lives most people still believe in values such as honour, kindness and trust. In some way most of us want to form loving families, raise our children to be good citizens, stand up for the downtrodden and protect our communities from harm. We still form friendships, romances and business partnerships based on old-fashioned criteria. When our trust is abused or we are unfairly treated, we see that as a major violation of our relationship and we judge the wrongdoer accordingly.

In conclusion, I believe there is some truth to the notion that status and possessions have superseded old-fashioned values as a measure of a person's worth. Looking beyond the tabloids, however, it is apparent that most ordinary people have still preserved an old-fashioned conscience.

Section 7. ADVANTAGES AND DISADVANTAGES ESSAYS

Lead-in: 2. without giving your own opinion; 4. reasons; 5. against; 6. a balanced consideration, opinion.

Exercise 1: Yes: 1, 4, 5, 8, 9; **No:** 2, 3, 6, 7, 10.

Exercise 2: 1. Advantages for suitable learners; 2. Conclusion; 3. Introduction; 4. Suitable and unsuitable learners for distance learning.

Exercise 3: Yes: 1, 2, 3, 5, 6, 8. **No:** 4, 7, 9.

Exercise 5: Student's answer

The number of courses offered by distance has increased a great deal over last decades. The advent of the Internet as a learning medium has helped to create distance learning opportunities worldwide. However, is it really possible to learn from home? Are such courses suitable for all learners? I will examine these questions below, firstly by considering the advantages and disadvantages of learning in this mode, and then by looking at the kind of learner that suits distance learning.

A key advantage of distance learning is that learners can work at their own pace and study in the comfort of home. In addition, they can choose the parts of the course that suit their learning needs. Equally important, presentation of distance learning material through the Internet or television broadcasts can often be more interesting than classroom presentations and the content of the course can be viewed or read again and again repeatedly by learners. It is also believed that there could be possibilities to learn courses from universities all over the world via internet.

It is undeniable that distance learning has many advantages, but there are also many disadvantages. Firstly, not all learners are comfortable using the computer technology because distance learning nowadays may be difficult for people who find computers difficult to use. Moreover, if the technology breaks down, learning is disrupted. Besides, remote learning demands that learners are highly motivated and organised. However, many learners admit they need teachers' guidance and cannot study independently. While classroom based courses provide opportunities for learners to meet each other and socialise, distance learners may often feel isolated. It is also difficult for distance learners to contact their tutor to ask questions. Furthermore, they may need to wait weeks for feedback on assignments.

To study at home, therefore, distance learners need to be highly motivated, self-disciplined and well-organised and possess a good learning environment. Equally important, the learners should be good at using technology, especially computers and have a good idea about what they need to study.

In conclusion, distance learning is becoming increasingly popular because of its benefits but it is not suitable for all learners. It is a good idea for universities to give options to students to choose what method to learn because students can find what is the best for them.

Section 8. PROBLEM AND SOLUTION ESSAY

Lead-in: 2. causes, consequences 4. suggestion; 5. result; 6. opinion/suggestion.

Exercise 1. Overfishing causes: 1, 3, 4, 7, 8, 9. **Ways to prevent it:** 2, 5, 6, 10, 11.

Exercise 2. 1a; 2b; 3a; 4a; 5a.

Exercise 3. **a.** on account of; **b.** leads to; **c.** gives rise to; **d.** causes; **e.** owing to; **f.** due to.

Exercise 4. 1d; 2c; 3a, 4b.

Exercise 5. **a.** in order to; **b.** so as to; **c.** so that **d.** in order to; **e.** with the purpose of

Exercise 6. Student's Answer

The cultural diversity makes our world more beautiful and more colourful. However, we are facing a rapid decline of indigenous people in America, Asia and Africa. Some measures should be taken in order to protect these people and help them have a better life. There are two main reasons which lead indigenous tribes to disappear forever.

The first reason I want to mention is the lack of knowledge. Although the technique and science change people's life more comfortable and convenient, indigenous people still live widely in natural environment such as in small islands, caves and rainforest, and little do they have contact with other societies. The food is becoming more and more scarcity and a lot of diseases threat them every day. They cannot find enough food and also can not treat serious illness. Hence, the number of these distinct people decreases quickly.

Another cause of this problem is the encroachment of modern people. They need more natural resources, for example, more land to meet the demand of living and production. In history, the expansion and colonialism from European and American affected a lot indigenous life. They became slaves and worked for invaders. Nowadays, modern people still build factories, houses in the region of ethnic groups and change the way of living of local people.

In order to solve the disappearance of indigenous people, government and international organisations need to protect the collective rights of indigenous people to their culture, identity, language, health, education and natural resources. For that reason, government should create laws to protect ethnic regions and send volunteers to provide medicine, food and teach them basic knowledge. Members of Indigenous communities should be involved in special programs such as transmission of knowledge and skills across age groups and cultural exchange among different Indigenous communities and between Indigenous and non-Indigenous cultures. These programs will help them increase their awareness of their society. In conclusion, cultural diversity is one of the strongest components to a healthy world.

Therefore, the heritage cultures of ethnic groups need to be protected from all of us.

Section 9. CHECKING FOR ACURACY

Exercise 1. You have got only 40 minutes to complete the essay writing task. Make sure you leave **enought** (**enough**) time to give yourself the **oportunity** (**opportunity**) to **chek** (**check**) your answer **thoroughly** (**thoroughly**). Make any **corections** (**corrections**) neatly and **legibly** (**legibly**). Errors often occur when a letter is silent, for example in words **goverment**, technology and otherwise. Be **especialy** (**especially**) **carefull** (**careful**) with vowel combinations in words such as *beautiful* and **enourmous** (**enormous**). Also, remember to check that you have added any suffixes **acurately** (**accurately**): *-ness* and *-ful* are often misspelled.

Exercise 2. HEALTH AND ILLNESS

A People rarely used to have as long a life expectancy as we enjoy today. Or **Rarely did people used to have as long a life expectancy as we enjoy today.**

F Thanks to advances in modern medicine, we are **better protected** from the deadly diseases nowadays.

H We have to consider **what the causes of this obesity and heart disease are.**

PERSONAL RISK-TAKING AND ACCIDENTS

D It is true that people **choose to take risks sometimes in their choice of leisure activities.** Or It is true that people **sometimes choose to take risks in their choice of leisure activities.**

E **Today**, we are undoubtedly at risk of injury from cars we drive, a threat that **was absent in the past.**

I In fact, we are far more likely **to injure ourselves in the home** than outside, which has probably always been the case.

CRIME

B The streets of our cities **now are probably safer** to walk in than they were a hundred years ago. or **Now**, the streets ... or The streets of our cities are probably **safer to walk in** now than...

J **Newspapers** and television are partly responsible for the current perception of risk from violent attacks. (*correct*)

CATASTROPHIC EVENTS

C Modern inventions like nuclear power plants could be perceived as life-threatening, although in reality, a dangerous incident is extremely unlikely to occur. (*correct*)

G Natural disasters such as earthquakes have **always been** a part of life, though it could be argued that we are now facing disasters on a large scale, due to severe weather trends.

Exercise 3.

1. One year later, the company **sent** me on a merchandising training session.
2. In my essay, I (**will**) **discuss** the merits and demerits of the mobile phone.
3. I **will be** glad to welcome you and your family next week.
4. Our parents ~~have~~ respected their teachers more than we do.
5. It is a pity that there are so many students who have enrolled in the university but **live** with their family.
6. Before computers, if you **wanted** to write something, you had to write it with a pen or pencil.
7. I've now been to some of the places I'd been dreaming / I'd **dreamt** / I **dreamt** of as a child.
8. Last week, they **held** a family meeting where they decided they **would** watch TV for only three hours a day.
9. Parents feel that if their child **becomes** an artist, it will be difficult for him or her financially.
10. Nowadays man **is** influenced by scientific invention.

Exercise 4.

1. The **lowest** percentage of tourists was ten.
2. Your **prompt** action will be appreciated.
3. Nevertheless, her general condition is still **poor** and requires special care.

4. The least **popular** activities were hobbies.
5. Computers have a vast number of uses in **modern** world.
6. The chart shows the amount spent on six consumer **goods** in four European countries.
7. I work in an organisation where the office **hours** are from nine to six.
8. Some **scenes** in films are unsuitable for children.
9. Our country has received a lot of aid to help maintain our infrastructure, health **facilities** and agriculture schemes.
10. They depended on old **methods** of communication like drum-beating and lighting fires.
11. Children should be taught that they have responsibility for the **effects** of their actions.
12. I've also been in charge of price **negotiations** with our parents.
13. There is a proposal to hold art **events** in public places.
14. The benefits of computers are greater than the **drawbacks**.
15. In 1980, the **numbers** of scientists and technicians in developing countries was three times smaller than in industrialised countries.

Exercise 5. Student's answer.

In my opinion, it is hard to accept the statement as it stands. While it is true that we face new risks in today's world, we are far healthier than our ancestors, which argues against the statement.

People rarely used to have as long a life expectancy as we enjoy today. Due to modern medicine, we are better protected from deadly diseases nowadays. At the same time, bad diet and lack of exercise could be threatening our health by causing obesity and heart disease.

Furthermore, we are undoubtedly at risk of injury from the cars we drive, a threat that was absent in the past. Modern transportation and increased mobility do pose new dangers for us, though minimally so. It is also true that people sometimes choose to take risks in their choice of leisure activities – going sky-diving and bungee-jumping, for example. Yet in fact, we are far more likely to injure ourselves in the home than outside, which has probably always been the case.

Considering the aspect of crime, the streets of our cities are probably safer to walk in now than they were a hundred years ago. Many people today have an irrational fear of crime. Newspapers and television are partly responsible for current perception of risk from violent attacks.

Finally, how real is the threat of catastrophic events in today's world? Modern inventions like nuclear power plants could be perceived as life-threatening, although in reality, a major incident is extremely unlikely. Natural disasters such as earthquakes have always been a part of life, though it could be argued that we are now facing disasters on a larger scale, due to severe weather trends.

In a nutshell, the argument works both ways. There are new risks associated with our modern lifestyle, though in other ways we are 'safer' than our forebears.

(304 words)

LINKING WORDS / PHRASES

Personal opinion:	<i>In my opinion/view... , To my mind... , To my way of thinking ... , I am convinced that... , It strikes me that... , It is my firm belief that, I am inclined to believe that... , It seems to me that... , As far as I am concerned... , I think</i> that the economic recession of the previous decade was foreseeable.
To list advantages and disadvantages:	<i>One disadvantage of... , Another disadvantage of... , One other disadvantage of... , A further disadvantage of... , The main disadvantage of... , The greatest disadvantage of... , The first disadvantage of</i> driving a car in a large metropolis is that of finding a parking space.
To list points:	<i>Firstly... , First of all... , In the first place... , Secondly... , Thirdly... , Finally... , To start/begin with,</i> we have to address the inadequacies within the education system before we can tackle unemployment fully.
To list points in a specific sequence:	BEGINNING – <i>First... , To start/begin with... , First of all,</i> the Home Secretary will make an introductory speech. CONTINUING – <i>Secondly... , After this/that... , Afterwards... , Then... , Next,</i> the Prime Minister will speak. CONCLUDING – <i>Finally... , Lastly... , Last but not least,</i> the Chancellor of the Exchequer will announce the new budget.
To add more points to the same topic:	<i>What is more... , Furthermore... , Apart from this/that... , In addition (to this)... , Moreover... , Besides (this),... not to mention the fact</i> that your choice of career is a fundamental decision which will influence the rest of your life. <i>Not only</i> is your choice of career a fundamental decision, <i>but</i> it is <i>also</i> one that will influence the rest of your life. Your choice of career is <i>both</i> a fundamental decision <i>and</i> something that will influence the rest of your life.
To refer to other sources:	<i>With reference to... , According to the latest scientific research,</i> the use of mobile phones can be damaging to one's health in the long run.
To express cause:	The man was acquitted of the crime <i>because, owing to the fact that, due to the fact that, on the grounds that, since, as</i> there wasn't any substantial evidence. <i>In view of... , Because of... , Owing</i> to the lack of substantial evidence the man was acquitted of the crime. There was a lack of substantial evidence; <i>for this reason</i> the man was acquitted. <i>Seeing that</i> there was a lack of substantial evidence, the man was

	acquitted. The man is to be retired now that some new evidence has come to light.
To express effect:	There was a sudden deluge; thus, therefore, so, consequently, as a result, as a consequence , he sprinted home.
To express purpose:	Due to the storm, the pilot decided to turn back, so that the flight would not be jeopardised. Due to the storm, the pilot decided to turn back, so as to/in order to avoid jeopardising the flight. Due to the storm, the pilot decided to turn back in case the flight was jeopardised. They purchased the old mansion with the purpose/intention of converting it into a luxury hotel.
To emphasise a point:	Indeed... , Naturally... , Clearly... , Obviously... , Of course... , Needless to say , the scheme was bound to fail due to insufficient funds.
To express reality:	It is a fact that... , In effect... , In fact... , As a matter of fact... , The fact of the matter is (that)... , Actually... , In practice... , Indeed , smoking over a long period of time will seriously increase the risk of heart disease.
To express the difference between appearance and reality:	Initially... , At first , the proposal was viewed with suspicion but after much deliberation it was finally accepted.
To give examples:	For instance... , For example , by establishing day-care centres across the country, working mothers can be encouraged to resume their careers. By providing incentives such a/ like day-care centres working mothers are encouraged to resume their careers. If working mothers are to resume their careers then the provision of incentives particularly/in particular/especially day-care centres is essential.
To make general statements:	As a (general) rule... , By and large... , Generally... , In general... , On the whole , countries nearer the equator have warmer climates.
To make partially correct statements:	Up to a point... , To a certain extent/degree... , To some extent /degree... , In a sense... , In a way... , To a limited extent , this is true but computers will always need human input.
To express limit of knowledge:	To the best of my knowledge... , As far as I know , Canary Wharf is the tallest building in London.

<p>To state other people's opinion:</p>	<p><i>It is popularly believed that... , People often claim that... , It is often alleged that... , Some people argue that... , Many argue that... , Most people feel that... , Some people point out that</i> wealth will bring happiness. <i>Contrary to popular belief</i>, wealth does not necessarily bring happiness.</p>
<p>To make contrasting points:</p>	<p>It is a well-known fact that living in the city is harmful to one's health <i>yet/however/nevertheless/but/even so/still nonetheless</i>, a lot of people move to the city every year in search of a better future. <i>Although... , Even though... , Regardless of the fact that... , In spite of the fact that... , Despite the fact that... , While it is a well-known fact</i> that living in the city is harmful to one's health, a lot of people move to the city every year in search of a better future.</p>
<p>To express balance (the other side of the argument):</p>	<p><i>Opponents of</i> using animals in experiments <i>argue/claim/believe</i> that alternative methods of testing can always be used. <i>While it is true to say that</i> genetic engineering holds the key to solving many of the world's serious problems, <i>in fact</i> it should be viewed with caution. <i>The fact that</i> a great number of university graduates cannot find employment <i>contradicts the belief/idea that</i> a university education is the key to a successful career.</p>
<p>Negative addition:</p>	<p><i>Neither</i> smoking <i>nor</i> consuming too much alcohol are considered healthy. Smoking is not considered healthy; <i>nor/neither</i> is consuming too much alcohol. Smoking is not considered healthy and consuming too much alcohol isn't, <i>either</i>.</p>
<p>To express exception:</p>	<p>He had collected every edition of the magazine <i>apart from/but/except (for)</i> one.</p>
<p>To clarify /rephrase:</p>	<p><i>In other words... , That is to say... , To put it another way</i>, if you drive more carefully you are less likely to have an accident.</p>

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