

BUILDING WRITING SKILLS



from SENTENCE to ESSAY

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Table of Contents

Chapter 1 – Sentence Writing	3
Chapter 2 – Simple Paragraphs	8
Chapter 3 - Parts of a Paragraph	11
Chapter 4 - Paragraph Writing	18
Chapter 5 – Story Writing	23
Chapter 6 – Parts of an Essay	26
Chapter 7 - Opinion Essay	28
Chapter 8 - Cause and Effect Essay	32
Chapter 9 - Compare and Contrast Essay	36
Chapter 10 - Writing a Report	42
Chapter 11 - For and Against Essay	47
Chapter 12 - Problem Solution Essay	53
Chapter 13 - Bar Chart Description	58
References	64

Chapter 1 – Sentence Writing

What is a sentence?

- A sentence has a **subject (S)** and a **verb(V)**.
She studies.
(S) (V)
- It expresses a **complete idea**. → **She goes to the gym every day.**
- It begins with a **capital letter** and ends with a **punctuation mark** (. , ! ?)

Sentence Expansion (Adding Details)

To write longer sentences, we include a

***subject, verb, object + time** → She studies every evening.

***subject, verb, object + time + place** → She studies every evening at the library.

***subject, verb, object + time + place + reason** → She studies every evening at the library because she has an exam.

Note: The order of time & place may change. (time + place / place + time)

Look at the examples to see how we make longer and more complicated sentences.

☐ **They played football.**

→ *They played football last Saturday in the park.*

☐ **He drives.**

→ *He drives to work every morning at 7 a.m. because the traffic is heavy later.*

☐ **We ate lunch.**

→ *We ate lunch at 12:30 in the school cafeteria because we were hungry.*

☐ **I watch movies.**

→ *I watch movies at night in my room to relax.*

☐ **The children read.**

→ *The children read storybooks before bedtime in their bedroom because it helps them sleep.*

☐ **My mother is cooking.**

→ *My mother is cooking dinner in the kitchen because we are all hungry.*

☐ **You walk.**

→ *You walk to school every day in the morning because you live nearby.*

Exercise 1

Expand the sentences. Add time (when?), place (where?), or reason (why?). Add at least two details.

1. He goes. → _____
2. She reads. → _____
3. They play. → _____
4. I sleep. → _____
5. We study. → _____
6. She cooks. → _____
7. The children run. → _____
8. He drives. → _____
9. We meet. → _____
10. My friend works. → _____
11. I walk. → _____
12. She writes. → _____
13. We watch. → _____
14. He eats. → _____
15. They listen → _____
16. My teacher talks → _____
17. The dog sleeps. → _____
18. You drink. → _____
19. The students answer. → _____
20. My brother plays. → _____

Exercise 2

Put the words in the correct order to make sentences.

1. at / the piano / plays / Mary / home → _____
2. every day / football / we / play / at 5 → _____
3. study / they / in the library / English → _____
4. likes / coffee / she / hot → _____
5. the bus / takes / John / to school → _____
6. my friends / watch / movies / at night → _____
7. usually / goes / to work / he / by car → _____
8. we / in the park / run / every morning → _____
9. reads / the newspaper / every day / my father → _____
10. drinking / water / the baby / is → _____
11. listen / to music / she / in her room → _____
12. I / at the gym / exercise / twice a week → _____
13. opens / at 9 a.m/ the shop → _____
14. plays / tennis / on Sundays / Mark → _____
15. often / cooks / dinner / my mother → _____

Exercise 3

Are these sentences? Put a (✓) into the right box.

	Sentence	Not a sentence because..(no subject, no verb, incomplete idea, etc.)
1. The kids are in the garden.	✓	
2. Works in a hospital.		No subject
3. My friend in the evening.		
4. She plays tennis.		
5. Running fast.		
6. The dog is barking.		
7. These flowers beautiful.		
8. Jimmy is tired.		
9. A big, old tree in the park.		
10. Because I was tired.		
11. For example, football, tennis and volleyball.		
12. That was my boyfriend.		
13. Jennie travels to Egypt every year.		
14. When Jim got off the bus.		
15. Michal bought a new.		
16. Because she was tired, she slept for 12 hours.		
17. Is very hardworking.		
18. The keys on the table.		
19. Watch out!		

GRAMMAR GUIDE: Coordinating and Subordinating Conjunctions

CONJUNCTION	USE	EXAMPLE
and	Joins two similar ideas together	Tim has a close family, and he loves them very much
but	Joins two contrasting ideas	I enjoy spending time with my family, but I don't see them very often.
so	Connects a reason and a result	James misses his girlfriend, so he calls her every day.
or	Joins two alternative ideas	You can call me, or you can send me an e-mail.
because	Tells why	Katie is always very busy because she has two jobs.

Exercise 4

Join two simple sentences to make one compound sentence. Use a conjunction *and* / *but* / *so* / *or* / *because*

1. I enjoy playing soccer. My brother loves basketball.
_____.
2. Sarah enjoys painting. She likes sculpting, as well.
_____.
3. I clean the kitchen every morning. It gets dirty quickly.
_____.
4. My dog is very playful. My cat is very calm.
_____.
5. I like Francesca. She is very friendly.
_____.
6. We can go to a French restaurant. We can try some Japanese food.
_____.
7. Jack reads every night. He hardly finishes his books.
_____.
8. We can visit the beach. We can go hiking in the mountains.
_____.
9. We didn't go out. The weather was too hot.
_____.
10. Mike isn't very handsome. He has a lot of girlfriends.
_____.
11. Martin studies very hard. He gets low grades.
_____.
12. Kevin eats a lot of fast food. He is very thin.
_____.
13. Kevin eats a lot of fast food. He is unhealthy.
_____.
14. Tony wants to buy a house. He works hard to save money.
_____.
15. She bought a new laptop. Her old one was too slow.
_____.

Common Sentence-level problems

- **Run-on sentences / comma splices:** Two independent clauses joined without proper punctuation or conjunction.
False: I went to the store I bought some milk.
True: I went to the store, and I bought some milk.
- **Fragments:** Incomplete sentences that are missing a subject, verb, or complete idea.
False: Because I was tired.
True: I went to bed early because I was tired.

- **Subject-verb agreement errors:** The subject and verb do not match in number.
False: She go to school every day.
True: She goes to school every day.
- **Misplaced modifiers:** Words or phrases that are not clearly connected to the word they describe.
False: She almost drove her kids to school every day. (Implies she “almost” drove, instead of “almost every day”)
True: She drove her kids to school almost every day.
- **Parallelism errors:** Items in a list or series do not follow the same grammatical structure.
False: I like reading, to swim, and biking.
True: I like reading, swimming, and biking.

Exercise 5

Each sentence below contains one type of error. Identify the error (run-on sentence, fragment, subject-verb agreement, misplaced modifier, or parallelism) and rewrite the sentence correctly.

1. I finished my homework I went out to play.
_____.
2. Because she was hungry.
_____.
3. The dogs runs fast in the park.
_____.
4. He served sandwiches to the children on paper plates.
_____.
5. My favourite hobbies are to read, swimming, and jog.
_____.
6. I wanted to go to the party I had too much work.
_____.
7. They enjoys playing basketball every weekend.
_____.
8. She almost ate the cookies all afternoon.
_____.
9. He likes cooking, painting, and to dance.
_____.
10. When I saw the movie.
_____.

Chapter 2 – Simple Paragraphs

What is a paragraph?

A paragraph is a group of sentences in a special form. There are some rules to follow when you write a paragraph:

BE CAREFUL!

Follow these rules of proper paragraph form:

1. **Indent** the first word of each paragraph.
2. **Begin** each sentence with a capital letter.
3. **End** each sentence with a period, a question mark, or an exclamation point.
4. **Do not** start each new sentence on a new line.
5. **Write a title** for your paragraph.

Writing About Yourself

SAMPLE

Indent first line

Capital letter

Period

Beginning of a
new sentence

My name is Jean D'arc. I am from Paris, France. I am 20 years old. I speak French, English and a little Spanish. I am a law student at Sorbonne University. I love all kinds of sports. My favourite sports are tennis and skiing. I also like reading books, going to the cinema and parties with my friends.

GRAMMAR GUIDE: Capital Letter

RULES:ALWAYS CAPITALIZE	EXAMPLES
1. The first word of a sentence	What is his name? H is name is Brad Pitt.
2. The pronoun I	Jane and I like playing tennis.
3.The names and titles of people	He has a meeting with Prof. Dr. Jane Wolf .
4. The names of streets, cities, states, countries, and continents	The post office is on Victoria Street . She is from Austin, Texas . They live in Amsterdam, Netherlands . Paris is in Europe .
5. Days of the week and months of the year	Her birthday is on Friday . We always go on a holiday in August .
6. The names of languages and nationalities	We speak Italian . My parents are Turkish .

Writing About Yourself

A. Answer these questions about yourself in complete sentences.

1. What is your full name?
_____.
2. Where are you from? Is it big? Is it old?
_____.
3. Where do you live?
_____.
4. What language(s) do you speak?
_____.
5. What do you do? (For example: Are you a student? Are you a businessperson? Are you a teacher? etc.)
_____.

B. Use the sentences you wrote to complete a paragraph about yourself in 30-50 words. Be sure to follow the rules of paragraph writing.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is no handwriting or other markings on the paper.

Describing a Person

SAMPLE 1

MY FRIEND

My friend Sarah is a very kind and cheerful person. She has long brown hair and bright green eyes. She loves reading books and often shares interesting stories with everyone. Sarah is also very helpful; she always tries to make people feel comfortable and happy. Her friends enjoy spending time with her because she is friendly and fun.

SAMPLE 2

MY BEST FRIEND

My best friend's name is Katie. She lives in Dublin, in Ireland. She is 29 and single. Katie is always very busy because she has two jobs. She is a music journalist for a newspaper in Dublin. She is also a singer in a rock band. In her free time, she goes to the cinema. She also eats out a lot. She does not eat meat because she is a vegetarian. She loves Chinese and Italian food. She also drinks six cappuccinos a day! I do not see Katie very much because I live in London, but we are always together on our birthdays.

Make notes about your best friend.

Appearance	Life	Personality	Free time	Likes/dislikes

Write a paragraph about your best friend using your notes above in 50-100 words. Write a title for your paragraph.

[illegible]

ON YOUR OWN

Write a paragraph about your brother/sister/teacher/a friend in the class in 50-100 words.

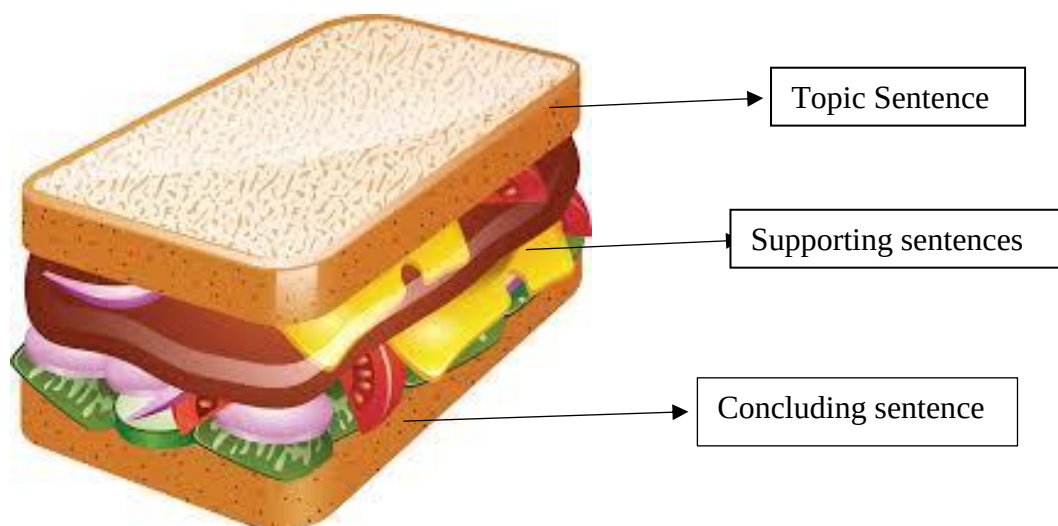
Chapter 3 - Parts of a Paragraph

A paragraph is a group of sentences that communicates one main idea. Most paragraphs have three parts: a **topic sentence**, **supporting sentences**, and a **concluding sentence**.

The topic sentence is the most important sentence in a paragraph. It is often the first sentence. The function of the topic sentence is to tell the reader what the paragraph is about.

It is followed by **supporting sentences**. These sentences give details, examples, and reasons to explain the topic sentence. It is important that all the supporting sentences must relate to the topic sentence of the paragraph.

Some paragraphs end with a **concluding sentence**. The concluding sentence restates the main idea in different words. Here are some common ways to begin a concluding sentence: ***All in all, in conclusion, to conclude.***



Read the paragraph. Notice the three basic parts.

There are many reasons why people move. (**Topic Sentence**). Some move to find better jobs or to advance their careers. Others are attracted to places with better weather. Still others want to move to a place with less crime. Finally, people often want to move to a place with a lower cost of living. (**Supporting sentences**). For these reasons, every year millions of people move to new places. (**Concluding sentence**).

Read each paragraph and think about the parts. Answer the questions.

1. I have several hobbies that keep me busy in my free time. I love reading, and I often read short stories and magazines. I also enjoy cooking, and Chinese cooking is my specialty. My favourite hobby is photography. I usually take black-and-white pictures because I think they are more interesting than colour pictures. In conclusion, my life would be very boring without my hobbies.

- a. What is the topic sentence? Circle it.
- b. How many supporting sentences are there? _____. Underline them.
- c. What is the concluding sentence? Highlight it.

2. I live in a big city, so there are many things to do in my free time. One thing I really enjoy is trying different kinds of restaurants. I also like going to concerts and listening to new bands. Also, I love going shopping. Sometimes I just like sitting at a café and watching people. With so many choices, it is often difficult for me to decide what to do in my free time.

- a. What is the topic sentence? Circle it.
- b. How many supporting sentences are there? _____. Underline them.
- c. What is the concluding sentence? Highlight it.

3. I'm usually very lazy on Sundays. I get up late, and I eat a big breakfast. After breakfast, I read the newspaper for a few hours. Sometimes I talk to my friends on the telephone. At four o'clock, I'm usually hungry, so I make a snack. Then I watch TV or take a nap. In the evening, I often go out for dinner with my friends, but I'm back in bed again at ten o'clock. I like to relax on Sunday so that I am ready to start my week on Monday.

- a. What is the topic sentence? Circle it.
- b. How many supporting sentences are there? _____. Underline them.
- c. What is the concluding sentence? Highlight it.

4. For thousands of years, garlic has had many uses. The Romans gave garlic to their slaves for strength and to their soldiers for courage. During the Middle Ages, some people used garlic to keep witches away. In the eighteenth century, garlic was used to cure diseases. Even today, some people believe that eating garlic can prevent colds. Garlic has a long history as a plant with many uses.

- a. What is the topic sentence? Circle it.
- b. How many supporting sentences are there? _____. Underline them.
- c. What is the concluding sentence? Highlight it.

Read the paragraph. Notice the three basic parts.

Superstitions affect several important aspects of my life. First of all, I have a lot of superstitions about tests. **(TOPIC SENTENCE)**. For example, I always wear the pearl necklace that my grandmother gave me when I have to take a test. I think it brings me good luck, and I am afraid that I will fail the test if I don't wear it.

When I go to school, I always find the seat in the front and then switch my watch to my right wrist before the test begins. I'm also very superstitious about travelling. I will never start a trip on Friday because I am sure it will bring me bad luck. When I have to stay in a hotel, I refuse to sleep in a room on the thirteenth floor. For me, thirteen is an unlucky number. In addition, I always wear something green, my lucky colour, on the first day of a trip. Finally, like many other athletes, I am especially superstitious when it comes to my favourite sport, tennis. When I dress for a match, I always wear the same white T-shirt with my initials on it. I also use the same shoelaces in my sneakers that I have had since I first started playing tennis. As soon as I buy a new pair of sneakers, I replace the laces with my lucky ones. I am also superstitious about breakfast on the day of a match. I always eat the same thing: an egg and a muffin. **(SUPPORTING SENTENCES)**

All in all, I am superstitious about many aspects of my life. **(CONCLUDING SENTENCE)**

Read the following paragraphs and answer the questions.

1. There are many reasons why people move. Some move to find better jobs or to advance their careers. Others are attracted to places with better weather. Still others want to move to a place with less crime. Finally, people often want to move to place with a lower cost of living. For these reasons, every year millions of people move to new places.

a. What is the topic sentence? _____

b. How many supporting sentences are there in the paragraph? _____

c. What is the concluding sentence? _____

2. For thousands of years, garlic has had many uses. The Romans gave garlic to their slaves for strength and to their soldiers for courage. During the Middle Ages, some people used garlic to keep witches away. In the eighteenth century, garlic was used to cure diseases. Even today, some people believe that eating garlic can prevent colds. Garlic has a long history as a plant with many uses.

a. What is the topic sentence? _____

b. How many supporting sentences are there in the paragraph? _____

c. What is the concluding sentence? _____

TOPIC SENTENCES

The topic sentence is the most important sentence of a paragraph. It states the main idea and introduces the reader to the topic. The topic sentence is more general than the other sentences in the paragraph.

A topic sentence should have two parts: the **topic** and the **controlling idea**.

Examples:

a. Cell phones make communication much easier.

Topic **Controlling idea**

b. Cell phones are annoying inventions.

Topic **Controlling idea**

c. Cell phones keep improving every year.

Topic **Controlling idea**

As you have noticed with the above topic sentence examples, the topic is the same: cell phones, but the controlling ideas are different.

Read the following sentences and circle the topic and the controlling idea in each sentence.

1. Written exams make me nervous.
2. There are several advantages of growing up in a small town.
3. Colours have different meanings around the world.
4. Miles Davis is my favourite jazz musician.
5. The computer was the greatest invention of the twentieth century.

Complete each sentence by adding a controlling idea.

1. Television _____.
2. Football _____.
3. My first day at school _____.
4. My parents _____.
5. Public transportation _____.

Choose the best topic sentence for each paragraph. An example is given (0).

0. Skiing is my favourite sport. I usually go skiing every weekend in the winter although 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 rails. 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. _____. 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 the summer.
- b. Summer is my favourite season.
- c. Summer is too short.

2. _____. 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.

3. _____. One type of reality television show is the competition-based program. In these shows, contestants go through a series of challenges, and whoever wins the most challenges at the end of the season gets a big prize. Another type of popular reality show is the documentary-based type. In these shows, viewers watch people going about their daily lives and facing everyday challenges. Finally, there are instructional reality shows. For example, there are shows that can teach you how to cook a delicious meal in thirty minutes or redecorate your living room without spending too much money.

- a. There are many types of reality shows on television today.
- b. Reality shows are my favourite type of television programs.
- c. Anyone can learn to cook just by watching television.

Write a topic sentence for each of the following paragraphs. An example is given (0).

0. Miami is the perfect place to take a vacation. It is always sunny and warm. The beaches are gorgeous, with soft white sand and beautiful weather. There are many fine restaurants in the Miami area, and most of the hotels offer terrific nightly entertainment. It is no wonder that Miami is my first choice for a vacation destination.

1. _____. 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 friends at my job. Last but not least, the salary is fantastic. I plan on staying at this job for a long time.

2. _____. 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 hobbies, Paul's favourite one is reading. He usually reads at least one book every week. Paul keeps busy with all of his hobbies.

3. _____. I can't wait to come home from school and eat the delicious meals she has prepared. My mother 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.

SUPPORTING SENTENCES

The function of the supporting sentences is that they develop the main idea stated in the topic sentence. They are more specific than the main idea. Their purpose is to help the reader to understand more about the main idea. Supporting sentences often answer the questions of *who*, *what*, *when*, *where*, *why*, *how*, *how much* or *how many*.

Read the paragraphs and underline the supporting sentences.

1. There are many reasons why I hate my apartment. First of all, the windows are small and the apartment is never sunny. I also have noisy neighbours who keep me up all night. The air conditioner doesn't work properly, so it is too hot in the summer. Finally, there are so many bugs in my apartment that I could start an insect collection. I really want to move!

2. 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 will be on the road to better health.

Write supporting sentences for each topic sentence.

1. There are several reasons why I am learning English.

- a. _____.
- b. _____.
- c. _____.

2. My hometown is an interesting place to visit.

- a. _____.
- b. _____.
- c. _____.

3. It is almost impossible to study in my dormitory (or at home)

- a. _____.
- b. _____.
- c. _____.

CONCLUDING SENTENCES

Some paragraphs end with a concluding sentence. The concluding sentence restates the main idea of the paragraph using different words. It summarizes the main points of the paragraph or makes a final comment on the topic.

Choose the best concluding sentence for each paragraph.

1. Like most Koreans, I love kimchi. Kimchi is the most popular food in Korea. Koreans serve kimchi as a side dish at almost every meal. Kimchi is made of pickled vegetables and spices, and it is very hot and spicy. Koreans enjoy more than 100 different kinds of kimchi! This delicious food can be eaten alone or mixed with rice or noodles. Luckily, since I eat a lot of it, kimchi is very nutritious. It has vitamins, lactic acid, and minerals. _____

- a. If you visit, I hope you will try kimchi.
- b. I love all kinds of spicy food.
- c. Pho is the most popular food in Vietnam.

2. My sister Ellen is one of the worst drivers I know. First of all, she is always talking on her cell phone while she drives. To make matters worse, she doesn't pay attention to road signs or speed limits. Sometimes, she puts on lipstick while she is at a red light and doesn't notice when the light turns green. Finally, she often forgets to use her turn signal when she is making a turn. _____

- a. I won't be surprised if Ellen gets into an accident.
- b. Ellen has never gotten a speeding ticket.
- c. Ellen's new car is a hybrid; it uses less gas than a regular car.

Write a concluding sentence for each paragraph.

1. 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. _____

2. 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 is cheaper to purchase a few uniforms 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 that I belong. I really think it adds to the feeling of school spirit and community _____

Chapter 4 - Paragraph Writing

The Writing Process

Step One: Pre-writing (generating ideas, planning, and organizing your ideas)



Step Two: Writing (using your ideas to write the first draft)



Step Three: Revising and Editing (improving what you have written)

- **Step one: Prewriting**

The first step includes some exercises to generate ideas to start writing.

Brainstorming

Brainstorming is one of the quick ways to generate a lot of ideas on a subject. The purpose is to have as many ideas as possible without thinking how to use them. You are free to use phrases, words, sentences or even questions.

Example:

TOPIC 1: A Place to Study

I chose a quiet place.

I found a comfortable table and chair.

I cleaned the area and took away my CD player and other things.

I put my school materials where I could reach them easily.

I pinned my weekly study schedule on the wall where I could see it from my chair.

TOPIC 2: Soccer Championship in Brazil

1. The players

- a. graceful movements
- b. team coordination
- c. offensive strategy

2. The fans

- a. fan –club T-shirts
- b. play music and dance
- c. set off fireworks
- d. singing
- e. banners

- **Step Two: Writing**

Now, it is time to write the first draft of your paragraph. When you write the first draft of your paragraph, use the ideas you generated from prewriting.

The First Draft for Topic 1

Creating a Place to Study

To improve my study habits, I set up a special place in my apartment. I chose a place with good light and the right temperature. I cleaned the area and removed my CD player and other stuff, and I put my school things there. I put my study schedule on the wall so that I can look at it when I am sitting at the desk. Having a nice place to study has made me want to do my homework and succeed in school.

The First Draft for Topic 2

A Soccer Game

The 2008 soccer championship for the state of Bahia, Brazil had the best players and fans. The players of the two teams showed great skill. They all played with great strategy and coordination. They were graceful. They seemed to dance with the ball as they ran with it and passed. The fans showed their enthusiasm for the sport and their loyalty to their teams. They came wearing fan club T-shirts and they started playing samba drums and dancing before the game began. When the players appeared on the field, the fans set off fireworks. Every time a team scored, the fans sang songs of praise and held up banners. In this match, the players showed the best Brazilian-style soccer, and the fans showed their passion for the game and for the players.

• Step Three: Revising and Editing

Your first draft is not your final product. After you write the first draft, you should try to improve it. This is called *revising*. When you revise, you can add new ideas to support the topic or delete irrelevant sentences. You should order your paragraph and edit it or check it for any mistakes in grammar, punctuation, and spelling.

REVISING CHECK LIST	YES	NO
1. Does the topic sentence include a topic and a controlling idea?		
2. Do all of the supporting sentences relate to the main idea ?		
3. Is there enough support for the topic sentences?		
4. Are there signal words to help guide the reader?		
5. Is the punctuation, spelling, and grammar correct?		

The Final Draft for Topic 1

Creating a Place to Study

To improve my study habits, I set up a special place in my apartment. **First**, I chose a place with good light and the right temperature. **I can concentrate more easily in cool temperatures. Then I found a comfortable table and chair.** **Next**, I cleaned the area **of clutter** and removed **distractions like** my CD player, **photograph albums, and magazines.** **Then I arranged my textbooks, dictionary, paper, pens, and pencils where they are easy to reach.** **Finally, I pinned my weekly study schedule on the wall** so that I can look at it when I am sitting at the desk. **The study schedule shows the hours I attend class, the blocks of time when I study, and the times when I relax. It reminds me of my goals and responsibilities.** Having a clean, functional place to study has made me **more motivated** to do my homework and succeed in school.

The Final Draft for Topic 2

A Marvellous Game

Last year's soccer championship for the state of Bahia, Brazil, **was amazing because of the skilful and enthusiastic loyal fans.** The players of **both teams, Vitoria and Bahia**, showed great skill. They played with **marvellous offensive** strategy and **great team** coordination. **Their movements** were graceful **and unpredictable.** They seemed to dance with the ball as they ran with it and passed. **They shot for the goal when no one expected them to. In addition, 96,000 fans in Fonte Nova Stadium** showed their enthusiasm for the sport and their loyalty to their teams. They came wearing fan club T-shirts and they started playing samba drums and dancing before the game began. When the players appeared on the field, the fans **exploded** fireworks **that sent up puffs of smoke in the team colours.** Every time a team scored, the fans sang songs of praise and held up **massive** banners **that covered entire sections of the stadium.** In this match, the players showed the best Brazilian-style soccer, and the fans showed their passion for the game and for the players.

PARAGRAPH UNITY

It is important that paragraphs have single focus. It means that all the supporting sentences in a paragraph must relate to the main idea expressed in the topic sentence. A sentence that does not support the main idea is called an *irrelevant sentence*. It does not belong in the paragraph. The paragraph has a unity when all of the sentences support the main idea.

Read the paragraphs and delete the sentence that is irrelevant.

1. 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 to feed. Unfortunately, some people are allergic to their hair. Cats look beautiful, and they are fun to have in your home.
2. There are several ways people can conserve natural resources. One way is to turn off lights and appliances when they are not in use. Another way is to drive cars less often. 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 practising these simple guidelines, we can save our natural resources.

COHERENCE

Coherence in writing means that all parts of your text connect and make sense together. In a coherent essay, the ideas are **organized logically**, and the reader can **follow your thoughts easily**.

Key points about coherence:

1. **Logical order:** Ideas should flow in a natural sequence (e.g., introduction → reasons → conclusion).

2. **Linking words:** Use **transition signals** like *first, moreover, therefore, in conclusion* to connect sentences and paragraphs.
3. **Consistency:** Stick to your opinion or main idea throughout the text.

Coherent paragraph example:

I believe children should have pets because pets teach responsibility. First, children learn to feed and take care of their pets every day. For example, they must make sure their dog has food and water. Second, pets help children develop empathy. For instance, children learn to understand their pet's needs and feelings. Therefore, having a pet helps children grow into caring and responsible individuals.

Why it's coherent:

1. **Logical order:** The paragraph starts with the main opinion, then gives two reasons in order.
2. **Linking words:** Words like *first, for example, second, therefore* connect the ideas.
3. **Consistency:** All sentences relate to the main idea: pets teach responsibility.

Write a short **PARAGRAPH** about the topic in **100-150 words**. Consider topic sentence, supporting sentences and concluding sentence. Pay attention to **paragraph unity** and **coherence**. You can use the outline given.

Topic: "There are several things you should do so that you will succeed in school".

How to succeed in school

*Attend all classes

*Take good notes

*Complete all assignments

*Study for exams in advance

ON YOUR OWN

Choose one of the topics given below and write a short paragraph in 100-150 words. Make an outline before you start writing.

- Things to consider when renting an apartment or buying a house
- Qualities of a good teacher
- Things to consider when you choose a university

Chapter 5 – Story Writing

When we are telling a story, we use three main tenses:

- * **Past simple (events in sequence):** *had, got, pushed, stopped, called, climbed, hurt*
- * **Past continuous (background/ongoing actions):** *was going, were entering, was feeling, were waiting*
- * **Past perfect (earlier events or experiences):** *had already arranged, had never been, had brought*

SAMPLE 1

A Frightening Experience

I got on the elevator in the lobby and pushed the button for the fifth floor. The elevator stopped at the third floor, and a couple got on with their baby. While they were entering, the woman pushed the button for the eighth floor. The door closed, and the elevator started to go up. A few seconds later, it suddenly stopped. Then it bounced up and down twice. We all looked at each other, and the baby began to cry. I was feeling very nervous because I had never been stuck in an elevator before. A few minutes later, the door opened. We were stuck between the third and the fourth floors, and the third floor was about five feet below. Luckily, I had brought my cell phone with me, so I called my friend. While we were waiting in the elevator, it felt like ten hours instead of ten minutes. Finally, my friend came to the third floor with a ladder, and we all climbed out safely. I was happy to be free, but my stomach hurt and I couldn't eat dinner.

SAMPLE 2

The Day I Met Nicole...

Last Thursday I went to London with two of my friends from language school. It was a very special day because it was my 21st birthday, and I had already planned to celebrate it with them. After we arrived in London, we went to an Italian café in Leicester Square and had coffee. While we were sitting there, we talked about what we wanted to do later. Then we went to the theatre to see a play called *The Blue Room*. I wanted to see it because my favourite actress, Nicole Kidman, was starring in it. We sat in a box and had a very good view. The play was really good, and Nicole Kidman was wonderful. When the play had finished, we went for a meal in a Japanese restaurant near the theatre. It was quite crowded, but the food was great. We had sushi and salad – it tasted delicious. While we were eating, my friends gave me presents, and then the whole restaurant sang *Happy Birthday!* After we left the restaurant, we were walking past the theatre again – and suddenly there was Nicole Kidman! I had dreamed of meeting her for years, and now it was happening. I went over and said hello, and she was really friendly. We talked for about five minutes, and my friends took some photos of us together. When I got home, I emailed my friends in Japan and told them about my birthday. I also sent them the photos of me and Nicole. It really was a night to remember.

Exercise 1

Put the sentences in the correct order to form a meaningful story.

- _____ I had just finished shopping when I realized my wallet was missing.
- _____ While I was waiting at the bus stop, I checked my bag and saw that it wasn't there.
- _____ When I got home, I told my family what had happened.
- _____ Luckily, a kind woman had already found my wallet and given it to the shop assistant.
- _____ I went back to the store immediately to ask about it.
- _____ I felt very relieved because I had thought I would never see it again.
- _____ Last Saturday, I went to the market with my friend.
- _____ While we were walking around, we bought some fruit and vegetables.

GRAMMAR GUIDE: Time Conjunctions

TIME WORDS	EXAMPLE
After	After we arrived in London, we went to an Italian café.
After...had...	After I had finished my homework, I watched a movie.
Before	Before we went to the restaurant, we had booked a table for two.
When	When the play finished, we went for a meal.
While...was	While I was walking home, it started to rain heavily.
and then	We talked for ten minutes, and then my friends took some photos.
As soon as	As soon as I opened the door, everyone yelled, "Surprise!"
By the time	By the time I got to the station, the train had already left.
Just as	Just as I was about to leave, my phone rang.
Once	Once I packed my bag, I went to bed.

Put these sentences together. Use the conjunctions in brackets.

1. I left the party. I went home. (after)
_____.
2. Martin had dinner. He watched TV. (and then)
_____.
3. I got home. I phoned my brother. (when)
_____.
4. I met her in person. I watched her in a theatre play. (before)
_____.
5. I read the email. I replied immediately. (as soon as)
_____.
6. I was leaving the house. The phone rang. (just as)
_____.
7. He got to the shop. They closed the doors. (by the time)
_____.
8. He studied for two hours. He went to bed. (after...had)
_____.

Think of a day to remember that you had in the last six months. Look at these questions and make notes in the table.

A DAY TO REMEMBER	
When was it? Where did you go?/Where were you going? Who did you go with?	
What happened?-What were you doing? What did you do there? What did you like about it?	
What did you do after that? Did you have a good time?	
When did you get home? What did you do when you got home?	

Write a paragraph about a night/ day to remember that you had in the last six months in 50-100 words. Write a title for your paragraph. Make sure you use time conjunctions in your paragraph.

[illegible]

Chapter 6 – Parts of an Essay

An **essay** is a short piece of writing that expresses a writer's **ideas, opinions, arguments, or information** about a particular topic. It usually has a clear **structure**:

BASIC PLAN OF AN ESSAY
INTRODUCTION • Gives background information • Gets readers attention • Includes a thesis statement that states the subject and focus of the essay.
BODY Supporting paragraphs • Start with a topic sentence • Provide supporting details, examples, reasons.
CONCLUSION • Restates the main points • Makes final comments about the subject • Leaves reader with something to think about

The Introduction

The introduction is the first paragraph of the essay. The introduction should start with a general discussion of your subject and lead up to specific statement of your main idea, or thesis. In the introductory paragraph, the main idea is usually stated in the last sentence. This sentence is called **thesis statement**.

There are several techniques for writing an introduction. You can use one or combination of the following techniques to provide background information.

- A personal experience or idea
Now, however, when I feel discouraged by my problems, I overcome this by trying to remember my years at boarding school.
- A quotation
A Czech proverb tells us, "Do not protect yourself by a fence, but rather by your friends."
- A question
Have you ever wished that you were an only child?
- Surprising information
Americans make up five percent of the world's population, but use 26 percent of the world's energy.

Thesis Statement: A thesis statement is similar to a topic sentence. A good thesis statement identifies the subject of the essay, states the purpose of the essay, and tells the focus of the essay.

Weak thesis statement:

India has a lot of interesting festivals. (too broad)

Strong thesis statement:

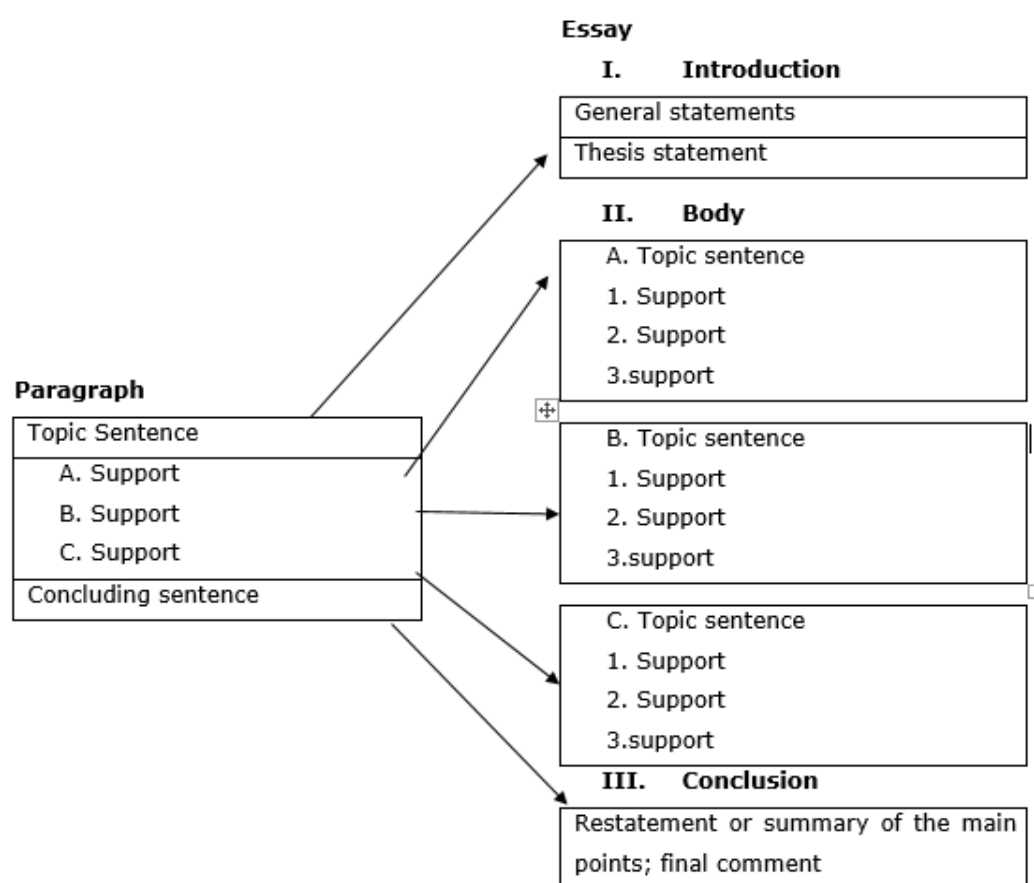
Diwali is an important festival for Indians because they celebrate, remember traditional legends and enjoy time with their families. **(It has a topic and controlling ideas & it is specific)**

The Body

The body of an essay consists of several supporting paragraphs that support the thesis. Each supporting paragraph develops one main point about the subject. Each paragraph begins with a topic sentence that is supported with specific details, facts, and examples.

The Conclusion

The conclusion ends your essay. You have already made your main points in the body paragraphs, so do not add any new points here. Sometimes in the conclusion you can use the same idea that you used for your introduction, but in a different way. The purpose of conclusion is to restate the thesis, summarize the main ideas, or leave the reader with something to think about.



The Paragraph vs The Essay	
The Paragraph The topic sentence states the topic. The topic sentence states the controlling idea. The supporting sentences of the paragraph support the idea in the topic sentence. The concluding sentence summarizes the idea in the topic sentence.	The Essay The introductory paragraph gives general information about the topic. The thesis statement states the topic and the controlling idea. The body paragraphs support the idea in the thesis statement. Each body paragraph has a topic sentence. The conclusion paragraph restates or summarizes the idea in the thesis statement. It also gives a final message (optional).

Chapter 7 - Opinion Essay

An opinion essay is a piece of writing where you **express your opinion** on a topic and **support it with reasons and examples**. You should write in clear paragraphs:

1. **Introduction** – State your opinion.
2. **Body Paragraphs** – Give reasons and examples.
3. **Conclusion** – Restate your opinion in a strong way.

To connect ideas, we use **transition signals**. These words help your essay flow and make your arguments clear.

State your opinion (Introduction) In my opinion, I think that... I believe that... From my point of view, Personally I feel, My view is that...	Add ideas First / First of all/ To begin with, Second / Third / Next / Finally In addition, / Moreover / Also	Restate your opinion (Conclusion) In conclusion, To sum up, Overall, All in all, To conclude, In short,
	Give examples For example, / For instance	
	Show results As a result, Therefore, Because of this,	

!!!! The **introduction** and **conclusion** must reflect the same opinion with different words.

SAMPLE 1

Should Students Wear School Uniforms? Many people debate whether students should wear school uniforms. In my opinion, wearing uniforms is a good idea because it creates equality, reduces distractions, and strengthens school spirit. (introduction) Firstly, uniforms create equality among students. (topic sentence) For example, when everyone wears the same clothes, it is harder to judge people based on their appearance. In fact, in many schools without uniforms, some students wear expensive brand-name clothes while others cannot afford them. As a result, this situation may lead to jealousy, bullying, or feelings of inferiority. However, when students wear uniforms, such differences become less visible. Therefore, students focus more on learning instead of comparing fashion styles or economic backgrounds. (1st body paragraph) Secondly, uniforms reduce distractions. (topic sentence) In other words, students do not waste time deciding what to wear every morning. Moreover, this can save both time and energy, especially for teenagers who usually care a lot about their outfits. In addition, teachers can concentrate on teaching instead of worrying about inappropriate or flashy clothing. For instance, if students were allowed to wear anything, some might choose clothes that are not suitable for school, which could interrupt lessons or make others uncomfortable. Thus, uniforms prevent these problems and help create a more serious learning environment. (2nd body paragraph)
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Finally, school uniforms help build a sense of community. (topic sentence) For instance, when students wear the same colours and logos, they feel proud to represent their school. During sports events or competitions, uniforms can also strengthen teamwork and solidarity because everyone looks like part of the same team. Furthermore, wearing a uniform reminds students that they belong to a group that shares common goals and values. Consequently, uniforms encourage teamwork, cooperation, and a stronger sense of belonging. **(3rd body paragraph)**

In conclusion, I believe that school uniforms are beneficial. They promote equality, reduce distractions, and increase school spirit. Overall, uniforms make school a better place for both students and teachers by creating a fair, focused, and united environment. **(conclusion)**

SAMPLE 2

Is Online Learning Better than Traditional Learning?

Nowadays, many people argue about whether online learning is better than traditional classroom learning. In my opinion, online learning is more effective because it is flexible, affordable, and accessible to more people.

To begin with, online learning offers flexibility. For example, students can watch recorded lessons at any time that fits their schedule. In fact, this is especially helpful for people who work part-time jobs or have family responsibilities. As a result, they can study at their own pace instead of following a strict timetable that traditional classes usually require. Furthermore, online platforms often allow students to pause, rewind, or review lessons, which helps them understand difficult topics better.

In addition, online education is usually more affordable. For instance, students do not need to pay for transportation, dormitories, or expensive textbooks because most resources are available digitally. Moreover, many online courses are free or cheaper than university tuition fees, which makes higher education possible for more families. Therefore, online learning reduces financial pressure on students and parents, making education more inclusive.

Finally, online learning is accessible to a wider audience. In other words, people from different countries and backgrounds can take the same course without having to travel. For example, a student in Turkey can join a lecture from a university in the United States with just a laptop and internet connection. Additionally, online platforms support lifelong learning, because adults can take short courses to improve their skills without leaving their jobs. Consequently, online learning opens doors to education for people who might otherwise be left behind.

In conclusion, I strongly believe that online learning is better than traditional classroom learning since it provides flexibility, reduces costs, and makes education available to everyone. Overall, online learning gives students more control, more opportunities, and more access to knowledge than ever before.

Choose one of the thesis statements and write an opinion essay on the following topic in 150-200 words.

Topic: Should students have homework? Thesis statement: I believe <u>students should have</u> homework because it helps learning, builds responsibility, and improves time management. 1. Reason / Idea 1: Helps learning 2. Reason / Idea 2: Builds responsibility 3. Reason / Idea 3: Improves time management	Topic: Should students have homework? Thesis statement: I believe <u>students should not have</u> homework because it causes stress, reduces free time, and can make learning less effective. 1. Reason / Idea 1: Causes stress 2. Reason / Idea 2: Reduces free time 3. Reason / Idea 3: Can make learning less effective
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[illegible]

ON YOUR OWN

Choose one of the following topics and write an opinion essay in 150-200 words.

“Should mobile phones be allowed in classrooms?”

“Do smartphones make life easier or more difficult?”

“Should people use bicycles instead of cars?”

Chapter 8 - Cause and Effect Essay

Most situations, events, and actions have causes and effects. For example, when you explain why something happened, or why you made a certain decision, you are describing **the causes** and the **reasons**. On the other hand, when you explain the results of something that happened, or the results of a decision you made, you are describing the effects.

THE LANGUAGE OF CAUSE AND EFFECT ESSAYS

Signal Words for Cause	Examples
because + sentence	I took my umbrella because it was raining. Because it was raining, I took my umbrella.
since + sentence	We cancelled the tennis match since it was raining. Since it was raining, we cancelled the match.
due to + noun	Due to the heavy maintenance cost, I decided to sell my car. I decided to sell my car due to the heavy maintenance cost.
because of + noun	Because of the heavy maintenance cost, I decided to sell my car. I decided to sell my car because of the heavy maintenance cost.
Signal Words for Effect	
therefore,	Our company is expanding rapidly. Therefore, we hired more people.
consequently,	It was raining. Consequently, we decided to stay indoors.
as a result,	I went on a diet. As a result, I lost 10 kilos.
thus,	The car was too expensive. Thus, I decided not to buy it.
so	The young man found \$100, so he was happy.

Exercise

Complete the sentences.

1. I am learning English because _____.
2. Due to the drought, _____.
3. _____ because of the crisis in the economy.
4. Since I can't read Japanese fluently _____.
5. It snowed five inches last night, so _____.
6. The city was too crowded. Therefore, _____.
7. Jim likes to get exercise in the morning. Thus, _____.
8. It was very cold last year. As a result, _____.

The following sentence patterns are useful in writing **thesis statements** for cause and effect essays.

1. **There are several** causes of / reasons for / effects of _____.
There are several causes of unemployment.

2. **There are** three / a few/ several **main reasons why** _____.
There are three **main reasons why** I want to get my own apartment.
3. _____ **has had** several / many / a few **important effects on** _____.
 My parents' divorce **has had** several **positive effects on** my life.

Cause / Effect Essay Specific Vocabulary

Poverty is **a cause of / a reason for** crime.

Watching violent films **affects / influences** teenagers.

Unemployment **leads to / gives rise to / brings about** psychological problems.

Children **are affected / are influenced** by violence at home.

Financial problems **causes / produces / results in** family problems.

Behaviour problems **are caused by / are produced by / result from** the upbringing of kids.

Some criminal behaviour is **a consequence of / a result of / due to** your genes.

SAMPLE 1

SECRET DANGER

Heart disease affects so many people that it has become a serious concern for medical science. The heart is a complex organ that is vulnerable to hereditary as well as environmental risks. Cardiologists think of these risk factors as either major or minor causes of heart disease.

There are several causes of heart disease. Family history is the most important reason. You are at a higher risk for developing heart disease if your parents or grandparents have had it. Second, high blood pressure also affects our body. It causes the heart to work too hard and can damage arteries. Next, high cholesterol levels affect our heart because fatty deposits build up in blood vessels. Still another cause of heart attack is diabetes which can lead to hardening of the arteries. Smoking cigarettes has several effects on our body. Due to smoking, smokers are two or three times more likely to have a heart attack than non-smokers.

Heart disease has also several minor causes. First, if you are a type A personality who is easily stressed, being overly competitive, aggressive, and intense, you have the risk of suffering from heart attack. Second, a sedentary lifestyle is another cause. People of the 21st century spend many hours sitting in front of the computer or television for many hours. Moreover, they don't get enough exercise because they prefer to go to work or anywhere by car. Another minor cause of heart disease is obesity. People consume too much fast food as well as fatty food. Therefore, having a poor diet causes being extremely overweight.

In conclusion, if we pay attention to these minor and major causes of heart disease and take precautions against them, I am sure we will live longer.

1. What is the thesis statement in the introduction? Underline it.
2. What are the topic sentences in the second and third paragraphs? Circle them.
3. What are the causes of heart attack? Underline and number them.

SAMPLE 2

EFFECTS OF WATCHING TOO MUCH TV

Discoveries and invention of devices are always welcome till we, humans, find a way to abuse its benefits and be adversely affected by it. This was the case when Wilhelm Roentgen discovered x-ray and within five years, the British Army was using a mobile x-ray unit to locate bullets and shrapnel in wounded soldiers in Sudan. TV was also invented with positive thoughts in mind – there would be no national borders, education and communication would be worldwide, etc. However, we are now trying to overcome its physiological and psychological adverse effects on human beings.

TV has several physiological and psychological effects. One of the physiological effects of watching TV in excessive amounts is eye-strain. It is true that there are specifications for watching TV; TV should be 5 m. away from the eye, the room should be adequately lit, TV should be placed at the same height with our eyes, etc. However, these do not prevent our eyes from getting tired if we keep watching TV for a long time. Another effect is obesity, which is widely observed in people who like watching TV and eating snacks every day (there is even a term “TV snacks” to refer to fast food that is suitable for eating in front of the TV). TV is such a powerful machine that people cannot get away from it – it is addictive.

Apart from the physiological effects, TV also causes psychological effects. First, people are exposed to violence. After seeing so many violent scenes on TV, people start considering violent actions normal and they lose their sensitivity to their environment. In addition to this effect, the interpersonal communication among people decreases. Being insensitive to the suffering of other people causes people to become alienated. Also, after coming home from work people seek to relax in front of the TV, and generally people prefer watching TV to talking to each other. This issue is very important since lack of interpersonal relationships mostly end with divorces.

Shortly, inventions are meant to be beneficial for human beings, if we know how to benefit from them. TV is one of such inventions that need to be used for the right purpose only – being educated and entertained for a reasonable (according to age) period of time. We may, then, be safe from or at least reduce the adverse physiological and psychological effects of watching too much TV.

1. What is the thesis statement in the introduction? Underline it.
2. What are the topic sentences in the second and third paragraphs of the body? Circle them.
3. What are the effects of watching TV? Underline and number them.

Write a cause and effect essay on the following topic in 150-200 words. Include at least two reasons. You can use the ideas given in the outline.

“I decided to move to another city for several reasons”.

Chapter 9 - Compare and Contrast Essay

Compare and contrast essays are written to explain how things are similar or different. When you compare two things, you explain how they are similar. When you contrast two things, you explain how they are different.

THE LANGUAGE OF COMPARISON AND CONTRAST

Signal Words of Comparison	Examples
similarly	Tokyo has an efficient subway system. Similarly , London has an efficient subway system.
both....and	Both London and Paris are metropolitan cities.
as +adjective +as as +adverb +as	Paris's subway system is as efficient as London's. Paris's subway system runs as efficiently as London's.
and...too	İzmir has an international airport, and Istanbul does, too .

Combine the sentence with the words given in parenthesis.

1. Soccer teams have eleven players. American football teams have eleven players. (**and...too**)
_____.
2. Bats hibernate in winter. Snakes hibernate in winter. (**Similarly**)
_____.
3. The weather in Moscow is cold. The weather in Anchorage is cold. (**as...as**)
_____.
4. Egypt is in Africa. Kenya is in Africa. (**Both...and**)
_____.

Signal Words of Contrast	Examples
however	In South Africa, red is the colour of mourning. However , in China red is the colour of good luck.
on the other hand	The Sahara Desert has a dry climate. On the other hand , the Amazon Rain Forest has a wet climate.
whereas	Whereas James is tall, I'm short. James is tall whereas I'm short.
but	My mother likes dancing, but my father loves watching TV.
although/even though	Although she is very rich, she never spends money. Even though the Sahara Desert has a dry climate, some crops can be grown there.

Combine the sentence with the words given in parenthesis.

1. I'm usually punctual. My brother is often late. (**whereas**)
_____.
2. Black means mourning in Turkey. White signifies mourning in China and Japan. (**On the other hand**)
_____.

3. In England, people drive on the right side of the road. In Turkey, people drive on the left side of the road. **(However)**

4. Maria felt ill, but she went to school. **(Although)**

The following sentence patterns are useful in writing thesis statements for comparison and contrast essays.

1. **There are several** differences / similarities between _____ **and** _____.

There are several differences **between** high school **and** college.

There are several similarities **between** high school **and** college.

2. _____ **and** _____ **are** similar / different **in some ways**.

Istanbul **and** Ankara **are** similar **in some ways**.

Istanbul **and** Ankara **are** different **in some ways**.

3. _____ **is** different from / similar to _____ **in some ways**.

My father **is** different from my mother **in some ways**.

My father **is** similar to my mother **in some ways**.

4. _____ **and** _____ **have** several / many **things in common**.

Skiing **and** snowboarding **have** several **things in common**.

5. **A comparison between** _____ **and** _____ reveals / shows / demonstrates _____.

A comparison between jazz **and** rock'n roll reveals some similarities.

A comparison between jazz **and** rock'n roll shows some differences.

SAMPLE 1

A Difficult Decision

Last week when I received acceptances from my top two choices for college, State and Greenwell, I knew I had a difficult decision to make. Although I talked to friends and relatives who had attended both schools and had visited both campuses many times, I couldn't make up my mind. This essay will examine the similarities and differences between the two schools.
(Thesis Statement)

At first glance, it seems that State and Greenwell have a lot in common. **(Topic Sentence).**
First of all, both universities are located in Pennsylvania, where I am from. The tuition is also exactly the same at both schools-\$30,000 per year. In addition, the basketball team at State is just as good as the one at Greenwell, and I would love to play for either one. Most importantly, both schools have large libraries excellent academic reputations, and first class engineering departments. **(Supporting details)**

It was when I looked at the differences between the schools that I made my final decision. **(Topic Sentence).** In terms of location, State is more attractive. Its setting in a safe suburb was definitely more appealing than Greenwell's location in a dangerous city neighbourhood. I also liked State's older campus with its beautiful buildings and trees more than Greenwell's new campus, which looks like an office complex. But I realized that these should not be the most important factors in my decision. I had to pay a lot of attention to the financial component. Although the tuition is the same at both schools, Greenwell offered me an \$8,000 scholarship, whereas State couldn't give me any financial aid. In addition, if I go to Greenwell, I can live at home and save money on room and board. Since Greenwell is much closer to home, I won't have to spend as much on transportation to and from school. The most important factor in making my decision was the difference in class and impersonal feeling. On the other hand, Greenwell has small classes, and students get a lot of personal attention. **(Supporting details)**

In conclusion, after taking everything into consideration, I think I made the right decision. Since small classes, personal attention from my professors and saving money are all very important to me, I will probably be happier at Greenwell.

SAMPLE 2

Vacationing at the Beach or in the Mountains

People are always looking forward to their vacation period. There are many options where to choose. I think that the two most common places people choose for taking a vacation are the beaches and the mountains. Both places offer a variety of fun activities. The beach offers activities that the mountain cannot offer and vice versa. The mountain and the beach are totally different. A comparison between the beach and the mountains reveals some differences in terms of climate, types of activities, and location.

The mountains have different climate, location and offer different types of activities. Climate is always important in order to enjoy vacations. If a person dislikes cold weather, he or she might have a hard time in the mountains. The cold climate in the mountains is the first barrier to enjoying them, but the climate and the temperature of these zones also determine the types of activities they offer. Snowboarding, mountain climbing, mountain biking, hiking, and skiing are some activities people can enjoy when going to the mountains. There are many regions that have mountains where people can go and have a great vacation. Canada is a country located in North America and contains many mountain vacation sites where people can go and have fun.

The beaches are different from the mountains. Warm climate is one of the most important features that the beach has. Sun and fun are two words that describe the beach. The temperature in those places is always hot. The sea and the warm climate determine the activities that are available at the beach. People can swim, play volleyball, play soccer, and ride water bikes. In most coastal sites, there are discos and restaurants where people can dance or party throughout the night. Mexico offers many amazing coastal sites to visit. Acapulco and Cancun are two of the most beautiful and famous beaches in the world.

It doesn't matter what place a person decides to choose. The fun is 100% guaranteed. People often choose one of these two options to spend their vacations. Depending on what the person likes is what he or she will choose. I like the beach better than the mountains, but sometimes it is better to take a risk and try a different place to enjoy.

Answer the following questions according to sample 2.

1. What is the thesis statement?

_____.

2. What is the topic sentence of the first supporting paragraph?

_____.

3. What is the topic sentence of the second supporting paragraph?

_____.

4. What differences between the two places does the author mention?

_____.

SAMPLE 3

My Parents

My mother and my father got married in 1984 and since that time they have been living together, and they are really happy. I envy them their happiness and their relationship. One day if I get married, I want to be like them. They are very similar in some ways such as physical appearance, personality and goals in life. I believe that because of these similarities they get on very well.

Firstly, they are both tall. They are not the same height but my mother is tall for a woman and my father is also tall for a man according to Turkish standards. They have fair skin although my mother is a bit darker than my father. Also they are similar in their body build. They are not fat but they aren't thin either. The only difference in their physical difference is the colour of their eyes. My father has green eyes whereas my mother has dark brown eyes.

They have some similarities in their personality too. Surprisingly, they get angry at the same time at the same things. When one of them starts to shout at my sister or me the other one carries on. I believe that they think about the same things too, so they can do this. They are also both easy-going. I can explain or share my ideas and my aims to them very easily. I am never afraid of them, because they never frighten me. But in some conditions, of course, they are different from each other. We are like friends with my mother. I share all of my secrets with her and she helps me, like a close friend. On the other hand, my father is a bit distant but I think that is normal because I am a girl. I am sure if I told him my secrets he would become angry. In general, I get on well with both of them.

In addition to these, they have the same goals. First of all, their only wishes are about my sister and me. They want us to be healthy, successful and happy. They also have some dreams. After my sister and I get married they want to have a small house in a small seaside town. They also want to travel the world. They are interested in the same things too. They like the same kind of music, movies and sports. For example, my mother watches football matches with my father and he in turn goes shopping with her. They get on very well; I don't remember a thing which they think differently about.

In conclusion, they are very similar in lots of ways. Because of these, they are a perfect couple. I am very proud to have parents like them. They have brought me up in a happy home. In the future I want to do the same thing for my child, and make him as happy as I am.

Answer the following questions according to sample 3.

1. What is the thesis statement?

_____.

2. What is the topic sentence of the first supporting paragraph?

_____.

3. What is the topic sentence of the second supporting paragraph?

_____.

4. What similarities between the two parents does the author mention?

_____.

5. Which signal words of comparison and contrast are used in the text?

_____.

Write a compare and contrast essay about living in a city and living in a village in 150-200 words. You can use the outline given below or use other ideas of your own.

DIFFERENCES		
	VILLAGE	CITY
HEALTH SYSTEM	*Low health system because village is small and undeveloped *No qualified doctors or hospitals. Have to travel to the nearest city	*Better doctors *Many hospitals and clinics (either state or private) *Can be cured easily
EDUCATION	* Children cannot get efficient Education *Less teachers and no well-equipped schools *Children do not go to school because they help their families in farms or fields *Families are not educated	*Children get good education *Qualified teachers *Many schools either state or private *Well-equipped schools *Families are aware of importance of education *Children get more financial opportunities from their family
WORKLIFE	*Difficult to find a job because there are not many factories or companies *People earn their living with working in farms	*More job opportunities because there are many factories or companies *People are stressed because they are competitive and work hard in the offices

Chapter 10 - Writing a Report

A report is a text written to communicate information. Some reports only communicate information, while other reports not only communicate information, but also analyse and evaluate that information.

A report includes **the introduction, main body, conclusion and recommendation.**

Note: Reports use only formal language, so the passive voice is usually preferred.

BASIC PLAN OF A REPORT	
Title	• Clear and simple. • Straight to the point and helps the readers know what you will be discussing in the report.
Introduction	• State the aim of your report. • Make sure you mention where you got the information from.
Main body	• Remember, headings and using listing/ numbering points make it much easier to read. • When you write make sure that you use a wide variety of phrases and write in an impersonal way (For example. "All those who responded believe that this would be....") • Make sure that all of your ideas are factual. This is not a story or a letter so using extreme adjectives is not required here
Conclusion and recommendation	• Make a generalized point of view, not a detailed argument in this section. • Give the recommendations only at the end.

Useful language in writing a report

Introduction

- The aim of this report is to_____.
- The purpose of this report is to _____.
- This report examines / depicts / illustrates_____.

The aim of this report is to describe the facilities provided by the municipality to the tourists visiting Datça.

Making a recommendation

It is recommended that _____.

It would be advisable (for X) to (do)

X might /should consider +Ving

I would like to recommend _____

I suggest _____

I recommend_____

I suggest that we do not _____

I do not suggest _____

It is recommended that the school administration should provide PCs for each student.
It would be advisable (for the municipality) to start a youth club for the young.
The committee should consider opening language courses for the public.
I would like to recommend visiting the castle.
I suggest eating / you should eat at Leon's in Brussels.

Conclusion

To sum up,
To summarise,
In short,
etc.

EXAMPLE 1

Example Question

The school where you learn English has decided to buy some DVDs in English. You have been asked to write a report for the Principle suggesting what kinds of DVDs the school should buy. In your report you should also explain why students at the school will enjoy these DVDs.

REPORT ON SCHOOL DVDs

English Connection School of English intends to buy a selection of DVDs for the school library. **This report examines what sort of DVDs are appropriate.**

Current Situation

At the moment there are more than 100 videos in the school library. However, not many students still possess a video recorder therefore no-one borrows them.

Student's choice

All students were given a questionnaire which asked what sort of DVDs the students would like to see. The results are as follows: More than 75% of students wanted to see British films. Although they prefer American films for their action, almost everyone agreed that British films are easier to understand. Suggested films include "Harry Potter", "The Queen" and "The King's Speech".

Students are also interested in documentary and factual films, particularly documentaries about science, nature, animals and history. These films have a slow and clear commentary and at the same time they are educational. Films of this sort include "Into the Wild".

A full list of requested films is attached.

Recommendations

- DVDs currently cost between 5 and 20 Euros each, depending on the age of the film.
- I suggest buying 100 DVDs to replace the videos which are no longer used.
- Buying at least 3 copies of the most popular films would be sensible.
- This should be possible with a budget of 1,000€.

EXAMPLE 2

Improvements to Oak Hall

Introduction

This report aims to describe problems in Oak Hall of Residence and discuss possible maintenance work to solve them. The two biggest issues were discussed at a meeting on 12 May, which was attended by 165 of the 250 students who live in the building.

Issue 1: temperature in rooms

A number of students complained that the second-floor bedrooms are too hot. Concerns were raised about lack of sleep and students finding it hard to study in their rooms. Air conditioning was suggested as a possible solution.

However, there is no budget left for installing air conditioning this academic year. Also, installation can only be carried out during holidays as students cannot be present in the building while the work takes place.

Issue 2: improving wheelchair access to Oak Café

It was noted that wheelchair users can only access Oak Café from the back and not the front entrance nearer the lifts. This makes access to the café difficult for wheelchair users. The university is looking to improve its wheelchair access in general by installing ramps in key areas and work can take place during term time with no issues for staff or students.

Conclusion and recommendations

Taking the factors mentioned into account, August would be the best time for the installation of air conditioning. Until then, the university could consider supplying fans to each second-floor room so students can sleep and study comfortably.

The front of the café is recommended as an ideal place to install a wheelchair ramp. This work can take place immediately and should be a priority.

Exercise 1

Are the sentences true (T) or false (F)?

1. You should begin a report with your most important recommendation. _____
2. You should explain the context of the report in detail. _____
3. You should use sub-headings. _____
4. This sentence is in the right style for a report: In this report I'm going to talk about a few problems in Oak Hall of Residence, where we live. _____
5. This sentence has the right tone for a report: I think air conditioning is the best solution for me and my friends. _____
6. This sentence has the right tone for a report: Some building work is needed at Oak Hall. _____

Exercise 2

Write the phrases in the correct group.

A number of people complained that ...	A range of solutions were suggested.
My housemates and I think ...	Concerns were raised that ...
	Maya mentioned that ...
It would be better to avoid major building work during term time.	
We do not think it is a good idea to do the work in term time.	I suggested a solution.

Impersonal/Objective	Personal/Subjective

Exercise 3

Complete the second sentence using the passive (in the same tense) so that it has the same meaning as the first.

1. Oak Hall needs maintenance work.

Maintenance work _____ at Oak Hall.

2. People raised concerns about the temperature of the rooms. Concerns

_____ about the temperature of the rooms.

3. Someone suggested air conditioning.

Air conditioning _____

4. They can only install air conditioning during the holidays.

Air conditioning can only _____ during the holidays.

5. They can complete the ramp installation during term time.

The ramp installation can _____ during term time.

6. People have made complaints about the budget.

Complaints _____ about the budget

WRITING

Write a report on the following topic in 150-200 words.

Your college principal has asked you to write a report for new students coming to the college. He would like you to write your report on the facilities provided by the college such as gym, clubs, medical centre, restaurants, and library.

[illegible]

REVISING CHECK LIST	YES	NO
1. Is the title clear and simple?		
2. Does the introduction state the main idea and focus of the report in a clear statement?		
3. Does every sentence in support the body ?		
4.Does the paragraph have a unity?		
5. Are there signal words to help guide the reader?		
6. Does the conclusion summarize the information and make recommendations?		
7. Is the punctuation, spelling, and grammar correct?		

Chapter 11 - For and Against Essay

For and against essay writing refers to analysing advantages and disadvantages of a chosen issue without persuading the audience or forcing to make a particular conclusion. This essay format requires an organized outline, a list of advantages and disadvantages (pros and cons), and a summary of the above. You can also state your opinion.

THE LANGUAGE OF FOR AND AGAINST ESSAY

Signal Words			
	Examples		Examples
however	Normally we don't refund money without a receipt. However, on this occasion I will do it.	moreover	The hairdresser had dyed his hair the wrong colour. Moreover, the hair turned green when she tried to correct the error.
despite	Despite the rain, we went for a walk in the woods.	in addition	She is a famous novelist. In addition, she writes articles for a local newspaper.
in spite of	In spite of his hard work, he did not get a promotion.	furthermore	He has earned the respect of farmers everywhere. Furthermore, they know they can trust him.
but	Bob ate a large dinner, but he is still hungry.	first	
although/ even though	Although /Even though I asked her, she didn't come.	second,	
nevertheless	It was cold. Nevertheless, I went swimming.	third,	
on the other hand	Mary is rich. John, on the other hand, is poor.	finally	

The following sentence patterns are useful in writing thesis statements for for and against essays.

1. **There are several** advantages and disadvantages of _____.

There are several advantages and disadvantages of living abroad.

2. _____ **has had** several / many **advantages and disadvantages**.

Online shopping **has had** several **advantages and disadvantages**.

Linking expressions to list advantages and disadvantages:

The main argument ... is that ..

Another advantage is that ...

Another point in favour of ... is that ...

Another negative point is that

to add more points: In addition, Furthermore, Moreover ...

to introduce examples: for example, for instance, to give you an example, a good example of this is,

to introduce contrasting points: on the other hand; however,

to introduce the conclusion: to sum up; in conclusion, In summary, in short

The first thing you have to do before writing a FOR AND AGAINST ESSAY is make a list of ideas for and against the topic. For example, we are going to write an argumentative essay about streaming video platforms like Netflix or HBO.

FOR	AGAINST
• Portability • Great availability of contents • Learning languages	• Internet connection necessary • Some content is not available • Addictive

Streaming platforms like Netflix or HBO

Everyone knows about streaming platforms. Netflix, Amazon Prime, Hulu, HBO, and the list goes on. **Many people believe that** they offer their audiences numerous advantages. **Others, however, feel** they are not for everyone, and before signing up for one of them, their disadvantages should be considered.

One of the arguments in favour of streaming video services is that you can take your favourite shows and movies anywhere, you just need a phone / tablet, and internet connection, and you are good to go. **Another issue** is the great availability; you have access to almost any show or film that you can think of, and you don't have to wait one week to see another episode of your favourite series. **Furthermore**, if you are learning a language, you can easily find movies in the original version and you decide whether you want to add subtitles or not.

However, not everything is positive about these platforms. Therefore, some people are against these streaming video services. **An important argument** is that if you go somewhere with a poor internet connection, or with no internet connection, then you would better go straight to bed or read a book, because you are not going to watch your series. **In addition**, it is true that you can almost watch anything, but there are important limitations. Not everything you want to watch is there; **for instance**, if you love old movies, you will probably not find what you are looking for, and if you have Netflix, forget about watching Game of Thrones. **Another negative point** is that there are so many films and series episodes available, that you may end up sleeping less than you need.

In conclusion, streaming video platforms are great, and they are the present and future of TV entertainment, but people who want to use one of these platforms should know that not everything is positive about these services.

SAMPLE 1

Advantages and Disadvantages of Living in a Foreign Country

As we know, today there are about six billion people in the world. All of them live in different countries and have special cultures. Some countries have become very sophisticated, while others haven't yet been developed well. For this reason, some people want to go to well-developed foreign countries, especially to the U.S.A. People want to go to well-developed countries to live more comfortably. They also strongly believe that if they go there, they will earn more money. Living in a foreign country has many advantages, but it also has some disadvantages. Therefore, before people come to a decision about going to a foreign country, they should consider the advantages and disadvantages of living in a foreign country.

One of the main advantages of living in a foreign country is that people have better economic conditions. For example, they may get a good job and a high salary so they can buy what they want and they may live how they desire. In addition, they may benefit from well-developed education and health systems. Moreover, one is given the chance to learn and become fluent in another language through everyday use. Furthermore, one can participate in lots of social activities. Thus, people can improve their abilities. Finally, they become more independent by having to deal with difficult situations on their own.

On the other hand, it may be difficult for people to adapt to their new surroundings. If they live alone, they miss their families and countries. Sometimes they may feel isolated, frustrated, and lonely. In addition, if someone can't speak the language yet, he or she may face communication problems. What is more, there is racial discrimination in some countries. Foreigners aren't easily accepted in these places. It is possible that racist people may hurt them.

To sum up, even though living in a strange place may be hard at first, in time one can adjust to it. In my opinion, if a person has an opportunity to go to a well-developed foreign country, he or she should benefit from this opportunity for his or her future.

1. What is the thesis statement in the introduction?

_____.

2. What are the topic sentences in the second and third paragraphs?

_____.

_____.

3. Which transition signals are used? List them.

_____.

_____.

SAMPLE 2

Mobile Phones - A Great Invention?

Today, mobile phones have become universally popular because of their convenience. We can reach anybody wherever we are in the world. Despite the advantages of mobile phones, they have some disadvantages, too.

The most important advantage of having a mobile phone is that we can communicate to our family and our friends no matter where we are. With them we can call anyone at any time, independent of a landline connection. Next, it is obvious that our cellies keep us in constant communication with our families, our friends, and our businesses. Moreover, we also use special applications for listening to music, playing games, surfing the net, and text messaging. It's hard to picture life as it was before the mobile phone.

But there are disadvantages to the use of mobile phones. Using mobile phones is said to be harmful to the brain, especially for those who are under the age of sixteen. Excessive use of mobile phones has been accused of causing dizziness, sore eyes, and ear problems. Moreover, it has not been proved by many scientists that radiations emitted from the phone are dead harmful for the eardrum. In addition, when we use mobile phones while we are driving, we are more likely to get into car crashes.

Mobile phones solve problems and provide new channels of communication. We can access all the world's information no matter where we are, just by using a device small enough to fit into one hand. But be careful - mobile phones might also be bad for you!

1. What is the thesis statement in the introduction?

_____.

2. What are the topic sentences in the second and third paragraphs?

_____.

_____.

3. What are the advantages and disadvantages of mobile phones? List them.

_____.

_____.

WRITING

Write a for and against essay on the following topic in 150-200 words. You can use the ideas given in the outline.

“More and more students are choosing to study abroad. Discuss the advantages and disadvantages of living abroad”.

Advantages	Disadvantages
*Learn advanced knowledge and experience abroad	*Meet many psychological problems (such as feel lonely, helpless)
*Broaden their horizon (enrich their lives and think globally)	*Homesickness because of being away from their parents, friends
*Live independently and learn to deal with many problems and how to be accustomed to a new environment and get along with classmates.	*Face daily problems (buying food, paying the cost of living, finding accommodation, sharing a flat with unknown people)
*Provide good language environment to pick up a language	*Financial problems due to high tuition
* Offer better education opportunities for their future careers	*Suffer from cultural shock (a process to adapt to a new culture)
* Better job opportunities after their graduation	*Lack of communication because of language and culture and traditions

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is a small dark mark near the top center, possibly a staple or a hole punch reinforcement. The paper appears to be part of a notebook or a binder.

ON YOUR OWN

Choose one of the following topics and write a for and against essay in 150-200 words.

- Technology is indispensable for most of the people. Discuss the advantages and disadvantages of technology.
- Living in a big city has both advantages and disadvantages.

Chapter 12 - Problem Solution Essay

When your purpose is to describe a problem and suggest possible solutions, you will write a problem-solution essay. For example, if you are discussing solutions to the problem of employee dissatisfaction in your country or the problems of adjusting to another culture, you would write this type of essay.

In this type of essay, you need to discuss the problems with regards to a particular topic and then suggest possible solutions to these problems.

Proposing Solutions

For each of the following problems, think at least three possible solutions.

1. An increasing number of professionals, such as doctors and teachers, are leaving their own poorer countries to work in developed countries. What problems does this cause? What solutions can you suggest to deal with this situation?

Problem: Immigration to another country

Solutions:

- a. _____
- b. _____
- c. _____

2. Stress at work or school can be a serious problem. A person suffering from too much stress usually finds it difficult to be productive or happy. What are some ways to reduce the amount of stress in someone's life?

Problem: Stress at work or school

Solutions:

- a. _____
- b. _____
- c. _____

SAMPLE 1

The internet has transformed the way information is shared and consumed, but it has also created problems that did not exist before.

What are the most serious problems associated with the internet and what solutions can you suggest?

GROWING PROBLEMS AND SOLUTIONS

The enormous growth in the use of the internet over the last decade has led to radical changes to the way that people consume and share information. Although serious problems have arisen as a result of this, there are solutions.

One of the first problems of the internet is the ease with which children can access potentially dangerous sites. For example, pornography sites are easily accessible to them because they can register with a site and claim to be an adult. There is no doubt that this affects their thoughts and development, which is a negative impact for the children and for society.

Another major problem is the growth of online fraud and hacking. These days, there are constant news stories about government and company websites that have been hacked, so sensitive information fall into the hands of criminals.

It is important to take action to combat these problems. Governments should ensure adequate legislation and controls that will prevent young people from accessing dangerous sites, such as requiring more than simply confirming that you are an adult to view a site. Parents also have a part to play. They need to closely monitor the activities of their children and restrict their access to certain sites, which can now be done through various computer programs. Companies must also improve their onsite IT security systems to make fraud and hacking much more difficult by undertaking thorough reviews of their current systems for weaknesses.

To conclude, the internet is an amazing technological innovation that has transformed people's lives, but not without negative impacts. However, with the right action by individuals, governments and businesses, it can be made a safe place for everyone.

Here is an example of the brainstorming for this essay:

Problem 1: Children can access potentially dangerous sites

Explanation / Example: Pornography sites

Result: Affects thought & development - negative for children & society

Problem 2: Growth of online fraud and hacking

Explanation / Example: Evident from the constant news stories

Result: Criminals get sensitive information

Solution 1: Governments

- **Idea:** *Adequate legislation and controls for young people*
- **How:** More complex website access criteria

Solution 2: Parents

- **Idea:** *Monitor children and restrict access*
- **How:** Use a computer program

Solution 3: Companies

- **Idea:** *Improve IT security systems*
- **How:** Review current systems in place

SAMPLE 2

Global warming is one of the biggest threats humans face in the 21st century and sea levels are continuing to rise at alarming rates.

What problems are associated with this and what are some possible solutions?

THE DANGER

One of the biggest problems facing the world today is global warming. Many experts believe that our production of carbon dioxide and other greenhouse gases is heating the atmosphere, and this could be very dangerous for human life. There are several things we can do to deal with global warming.

Many problems could result from global warming. One of the biggest is rising sea level. This could result in the flooding of low lying coastal areas and cities, such as Egypt, the Netherlands, and Bangladesh. Another problem is changes in weather patterns. Many areas of the world are experiencing increased hurricanes, floods, and other natural disasters. A final issue associated with this phenomenon is the negative effect on animals. Fish populations could be effected, while some insects which spread disease might become more common.

One solution is to stop making C02. We can do this by switching from oil, coal and gas to renewable energy. A second solution is to plant more trees. Trees absorb C02 and produce oxygen, which is not greenhouse gas. A third idea is to use less energy and recycle more products. If we use less energy and are more environmentally friendly, the earth's temperature may not rise too much.

In conclusion, making small changes now in the way we live means avoiding huge changes in the future. Scientists, governments and individuals must work together to overcome this serious threat.

WRITING

Write a problem and solution essay on one of the following topics in 150-200 words. You can use the ideas given in the outline.

“Overpopulation of urban areas has led to numerous problems. Identify one or two serious ones and suggest ways that governments and individuals can tackle these problems.”

Problems	Solutions
*Overcrowding and poor quality housing in many large cities *Significant health problems due to poorly heated and damp houses such as bronchitis or pneumonia *Rising crime rate	Solution 1: Government a. Provide housing and health care b. Set up community projects to help develop community spirit and keep young people off the street c. Effective policing Solution 2: Individual a. Put pressure on government to deal with this problem like forming action groups to lobby the government and request intervention and adequate funding b. Form neighbourhood watch areas to try and help reduce crime c. Effective policing

[illegible]

ON YOUR OWN

Choose one of the following topics and a problem and solution essay in 150-200 words.

“Despite a large number of gyms, a sedentary lifestyle is gaining popularity in the contemporary world. What problems are associated with this? What solutions can you suggest?”

“A new student has moved in next door and does not like living in your neighbourhood. Identify the problem, and then offer your solutions to this student.”

Chapter 13 - Bar Chart Description

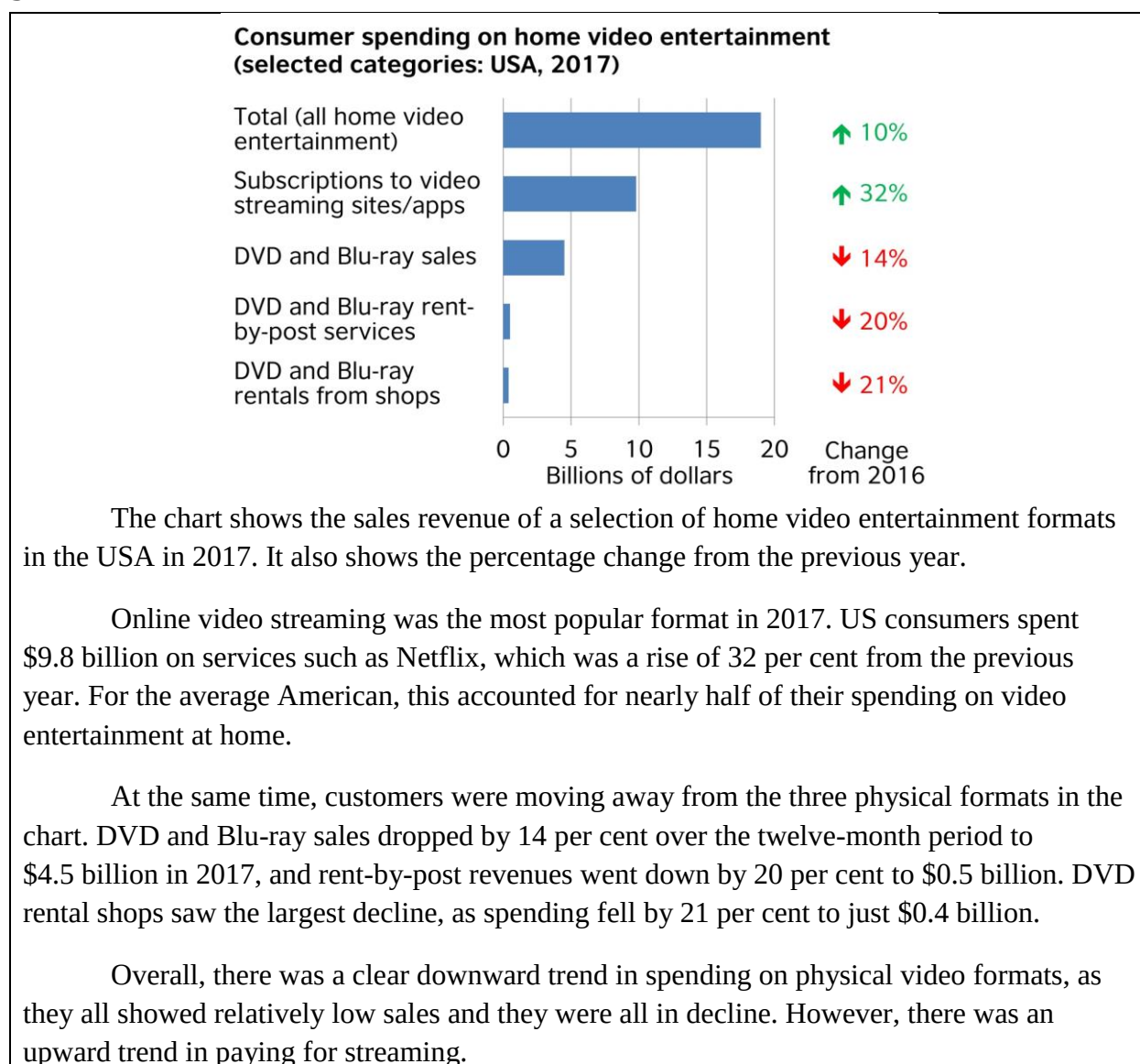
A **bar chart** is a visual way of showing and comparing information. It uses **rectangular bars** to represent numbers, amounts, or percentages. Each bar's **length or height** shows the value:

- **Longer / taller bars** = higher numbers or larger amounts.
- **Shorter bars** = lower numbers or smaller amounts.

When reading a bar chart, you should:

1. Look at the **title** to understand what the chart is about.
2. Check the **labels** on the axes to see what is being measured.
3. Compare the **bars** to see which values are bigger or smaller.
4. Notice any **patterns or trends** (e.g., which item is the highest, which is the lowest, which categories are similar).

SAMPLE 1



Please note: This chart was designed for writing practice only. Information in the chart may not be accurate.

Exercise 1

Choose the correct answer according to the bar chart above.

1. In 2017, what percentage of the average American's home entertainment expenses was spent on streaming services?
a) 14 per cent b) 31 per cent c) about 50 per cent d) not stated
2. How much did American consumers spend on buying DVDs and Blu-rays in 2016?
a) under \$4.5 billion b) \$4.5 billion c) over \$4.5 billion d) not stated
3. Which of the following saw the biggest drop in spending in 2017?
a) Streaming services
b) DVD and Blu-ray sales
c) DVD and Blu-ray subscriptions
d) DVD and Blu-ray rental shops
4. Which of the following saw the only growth in 2017?
a) Streaming services
b) DVD and Blu-ray sales
c) DVD and Blu-ray subscriptions
d) DVD and Blu-ray rental shops
5. What does the writer conclude from the data?
a) Physical video formats will eventually disappear.
b) Video streams were becoming more popular, while physical formats were becoming less so.
c) Digital distribution is cost-effective.
d) American consumers will spend more on home entertainment in the future.

Exercise 2

Choose the correct answer according to the bar chart above.

1. Which is the best first sentence?
a) The bar chart shows spending on entertainment.
b) In 2017, US consumers spent \$9.8 billion subscribing to streaming services, which was 32 per cent higher than the previous year.
c) The bar chart shows American consumer spending on various home video entertainment formats in 2017.
2. Which of these sentences describes a trend?
a) Spending at DVD rental shops fell by 21 per cent over the twelve-month period.
b) Spending at DVD rental shops was \$0.4 billion.
c) Spending at DVD rental shops was the lowest of all the categories in the chart.

3. Which is the correct way to write this amount of money?
 - a) In 2017, US consumers spent 9.8 billion.
 - b) In 2017, US consumers spent \$9.8 billion.
 - c) In 2017, US consumers spent 9.8 billion \$.

4. Which sentence gives a more complete description?
 - a) Rent-by-post revenues were \$0.5 billion.
 - b) Rent-by-post revenues went down by 20 per cent.
 - c) Rent-by-post revenues went down by 20 per cent to \$0.5 billion.

5. Which is the best conclusion?
 - a) Spending on video entertainment in the home was growing overall, thanks to streaming.
 - b) For DVD rental shops, spending fell by 21 per cent to just \$0.4 billion.
 - c) In total, spending on home video entertainment reached \$19 billion.

Exercise 3

Complete the second sentence so that it has the same meaning as the first. Write a noun or verb related to the verb or noun in the first sentence.

1. There was a 31 per cent rise in spending.
Spending _____ by 31 per cent.

2. DVD sales dropped 14 per cent.
There was a 14 per cent _____ in DVD sales.

3. There was a 60 per cent fall in prices.
Prices _____ by 60 per cent.

4. The temperature increased by 15 degrees.
There was a 15-degree temperature _____ .

5. There was no decline in sales revenue.
The sales revenue did not _____

6. The population grew by 20 per cent.
There was population _____ of 20 per cent.

Tips for bar chart description:

1. In the first paragraph, give basic details about the chart including what it shows, where it refers to and when.
2. When you describe chart data, be specific. Mention the category and figure, e.g. *Online video streaming was the most popular format in 2017. US consumers spent \$9.8 billion ...*
3. A trend is a change over time. To describe trends, focus on what is increasing or decreasing compared to some time in the past, e.g. ... *which was a rise of 32 per cent from the previous year.*

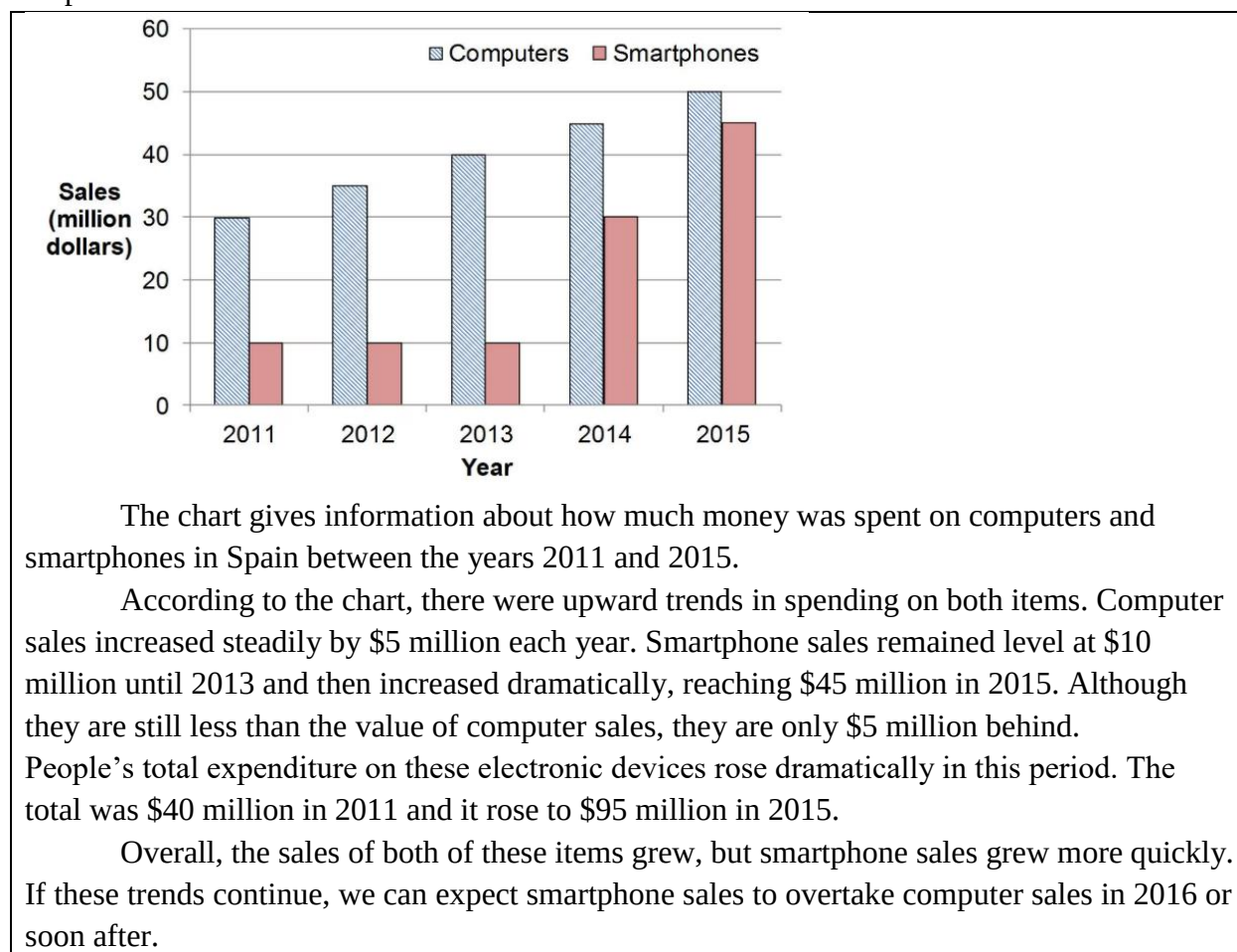
4. If several categories show the same trend, talk about them together, e.g. *customers were moving away from the three physical formats in the chart.*
5. State the units of measurement, e.g. *US consumers spent \$9.8 billion.*
6. Many of the verbs for up and down trends can also be used as nouns, e.g. *Spending fell by 21 per cent = There was a 21 per cent fall in spending.* (You can write % or per cent, but be consistent.)
7. Write a conclusion. Say what we learn from the data overall.

Signal words for bar chart description

Comparing more than → In 2024, more students preferred online classes more than face-to-face classes. less than → Less than 10% of participants chose walking as their main transport. higher → The number of male participants is higher than the number of female participants. lower → The sales in March were lower compared to February. the most → Football is the most popular sport among teenagers. the least → Cycling is the least common way of commuting to school.
Showing Contrast however → Most students travel by bus; however, only a few use bicycles. on the other hand → The percentage of people using laptops increased. On the other hand, desktop computer use declined. while → The chart shows that coffee sales increased, while tea sales remained the same. whereas → In 2023, 40% of students chose science subjects, whereas only 20% chose arts.
General Trends overall → Overall, the chart shows that younger people use social media more frequently than older people. in general → In general, the highest spending is on housing, followed by food and transport. as we can see → As we can see from the chart, the number of international students has risen steadily. it shows that → It shows that unemployment rates decreased significantly between 2020 and 2024.

SAMPLE 2

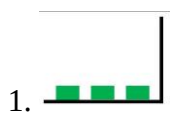
The bar chart shows the amount of money spent on two types of electronic items in Spain. Summarise the information in the chart by selecting and reporting the main features. Make comparisons where relevant.



Exercise 4

Match the descriptions and the bar charts.

a) increased dramatically



b) rose steadily



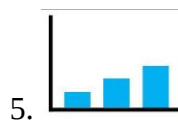
c) remained level



d) fell steadily



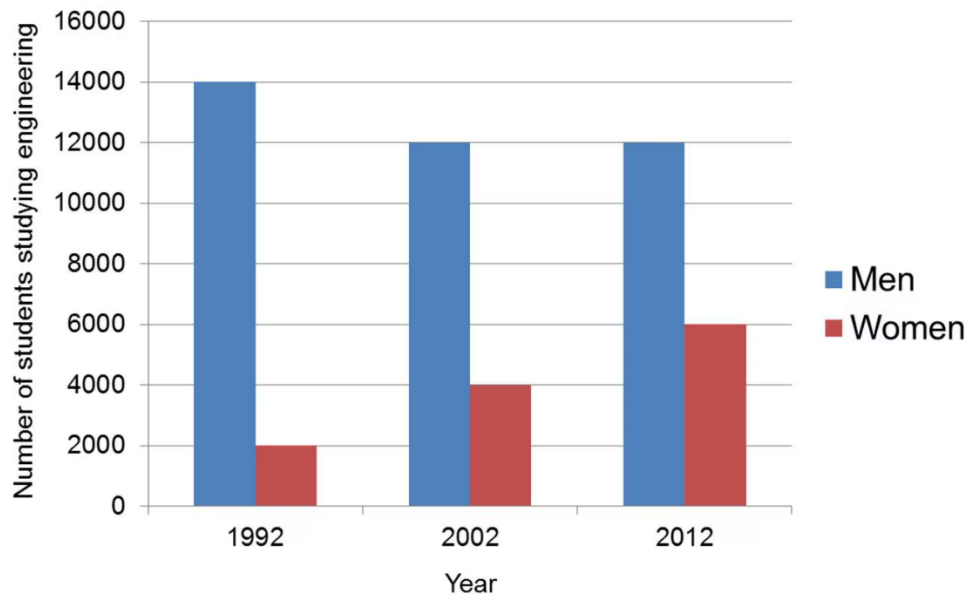
e) fell dramatically



ON YOUR OWN

The bar chart below shows the number of men and women studying engineering at Australian universities.

Summarise the information in the chart by selecting and reporting the main features. Make comparisons where relevant.



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