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B1 WRITING BOOKLET

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UNIVERSITY
School of Foreign
Languages**

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THE ELEMENTS OF GOOD WRITING

Not everyone is a naturally gifted writer. Fortunately, writing is a skill that you can practice and master. In some ways, writing is like driving a car. If you have ever driven in another country, you know that some of the rules of the road may be different. Just as the rules for driving differ from country to country, the conventions for writing may change from language to language.

Writing in English involves more than mastering its vocabulary and grammar. Language, including written language, is a reflection of the thought patterns of native speakers. In order to write well in English, it is important to understand the **way native speakers organize their thoughts**. That is why it **rarely works to write something in your native language and then translate it into English**. The words may be in English, but the **logic, organization, and thought patterns reflect those of your native language**.

To write effectively in English, you need to conform to the accepted patterns of organization. Practicing these patterns will put you on the road to becoming a better writer.

WRITING IN ENGLISH

Writing to communicate dates back thousands of years. Writing started as symbols on a cave wall, and then, about 3,500 years ago, people began to use alphabets.

Different languages also use different writing styles of organization. English organization, for example, is fairly simple. English uses a straight line from beginning to end. For instance, when English speakers read an article, they expect the article to have a beginning, a middle, and an end. The beginning should say what the article is going to be about, the middle should talk about the topic of the article, and the end should say what the article was about. Here is a diagram of the English style of writing

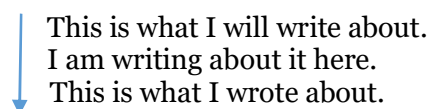


Diagram I: English Organization

The Japanese style of writing is often circular. This means that the topic comes at the end of the article. In fact, sometimes, the writer doesn't say what the topic is. Instead, the writer gives hints to help the reader guess the topic. Here is a diagram of the Japanese style of writing.

It's important to understand that one style of writing isn't better than another, just as one language isn't better than another. The styles are just different. To be a successful writer in any language, you need to learn the writing style in addition to words and grammar rules. In this booklet, you will learn the English style of writing.

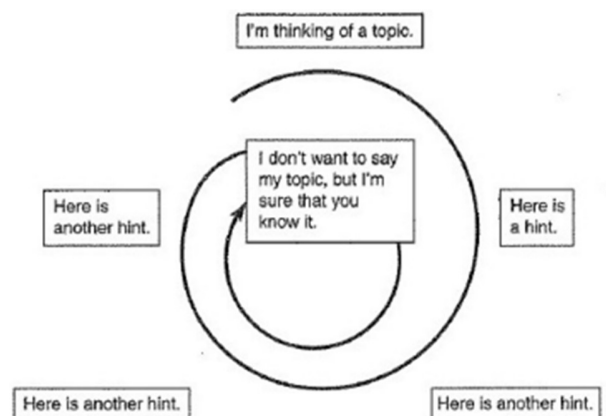


Diagram II: Japanese Organization

WHAT IS ACADEMIC WRITING?

Academic writing is the kind of writing used in high school and college/university classes. Academic writing is different from creative writing, which is the kind of writing you do when you write stories. It is also different from personal writing, which is the kind of writing you do when you write letters or e-mails to your friends and family. Creative writing and personal writing are informal, so you may use slang, colloquial (daily) language, abbreviations, and incomplete sentences. However, **academic writing is formal**, so you should **not use slang or contractions**. Also, you should take care to write **complete sentences and to organize them in a certain way**.

Academic writing in English is probably different from academic writing in your native language. The words and grammar and also the way of organizing ideas are probably different from what you are used to. Just remember that it is neither better nor worse than other ways; it is just different.

This booklet will help you learn and practice the format, sentence structure, and organization appropriate for academic writing.

FROM PARAGRAPH TO ESSAY

Parts of a paragraph

A **paragraph** is a **group of sentences** that all relate to a **single topic**. A paragraph consists of three parts: a topic sentence, several supporting sentences, and a concluding sentence.

A **topic sentence** is the most important sentence in a paragraph because it contains the main idea/topic of the paragraph. It is the first sentence in a paragraph.

Supporting sentences explain the topic sentence with examples, statistics, facts etc. • And usually, **a concluding sentence** is a restatement of the topic sentence. Notice these three parts in Model Paragraph 1 below.

Look at this model paragraph. What is the purpose of each shaded part?

Model Paragraph 1

Man's Best Friend

Topic sentence	Supporting Sentence	Conclusion
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There are three main relationships that people have with dogs. First, we have working dogs. These dogs, such as Siberian huskies and collies, serve people almost like employees. To a sheep farmer, for example, a good sheep dog is his most valuable partner. Other dogs are known primarily for their excellence in sports. The sleek and extremely fast greyhound is used in dog races, and many hunting dogs, such as setters, retrievers, and pointers, often compete in hunting trials. Third, many people enjoy dogs as companions. All kinds of dogs can be excellent companion, but a few breeds are kept only for this purpose. Some examples are the toy dogs, such as Chihuahuas or Lhasa apsos. Because of the relationships they have with people, dogs are often called "man's best friend."		
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When you want to write about a topic in more detail, you can turn your paragraph into an essay. Writing an essay is a lot like writing a paragraph. Similar to a paragraph, an **essay** is composed of **three sections**. These sections are the **introductory paragraph**, the **body paragraphs**, and the **concluding paragraph**. Paragraphs can be easily expanded to essay length. Here is Model Paragraph 1 expanded into an essay.

Model Essay 1

Man's Best Friend

The dog is generally considered the first domesticated animal. It is believed that the direct ancestor of the domestic dog is the wolf, originally found throughout Europe, Asia, and North America. Archaeologists have found remains of dogs that are 10,000 years old. In these ancient societies, as well as in our modern one, there are three main relationships that people have with dogs.

Introduction
Paragraph
(Expansion of
Topic
Sentence)

First, there are working dogs. These dogs, such as Siberian huskies and collies, serve people almost like employees. The dogs help pull heavy loads, round up cattle, and keep a sharp eye out for strangers. To a sheep farmer, for example, a good sheepdog is his most valuable partner. Sheepdogs, such as Border collies, standard collies, and Shetland sheepdogs, are very intelligent and can learn to respond to hand signals as well as spoken words. Sheepdogs in Scotland, for instance, move sheep along with just a glance from the farmer. As a result, working dogs know their worth to their master, and they are proud of it.

1st Body
Paragraph
(Expansion of 1st reason)

Other dogs are known primarily for their excellence in sports. For example, the sleek and extremely fast greyhound is used in dog races. These races take place on specially prepared tracks where the competitors chase a mechanical rabbit. People gamble on these athletes' performance. Next, special hunting dogs often compete in hunting trials. Bird dogs are a type of hunting dog. Setters and pointers, for example, recognize a bird's scent long before it makes a sound and show their owner where the bird is by standing very still. Retrievers, such as golden retrievers or Labrador retrievers, will throw themselves into an icy cold lake to pick up the bird their owner has shot. Clearly, sporting dogs are the athletes of the dog world.

2nd Body
Paragraph
(Expansion of 2nd reason)

Third, many people enjoy dogs as companions. All kinds of dogs can be excellent friends. Both the working dogs and the hunting dogs have great patience and are very good with small children. Most of these dogs will allow children to climb all over them and are great baby-sitters because of their loyalty to their owner and their family. A few breeds are kept only for the purpose of being a companion. Some of these are the toy dogs, such as Chihuahuas or Lhasa apsos. Since these dogs are so tiny, they are great to have if you live in a small apartment. In short, all dogs, including the toy dogs, are wonderful companions.

3rd Body
Paragraph
(Expansion of 3rd reason)

In summary, although there are a great many breeds of dogs, they can be classified into these three main types by their relationships to their owners. Even if you have no interest in sports and no farm, you can have a great companion in a dog. Because of the relationships they have with people, dogs are often called "man's best friend."

Concluding
Paragraph
(Expansion of Concluding
Sentence)

The topic sentence of the paragraph becomes the thesis statement of the essay, which comes at the end of the introductory paragraph. The supporting sentences of the original paragraph expand into three separate body paragraphs in the essay. In other words, each major supporting sentence and its supports in the Model Paragraph 1 become one body paragraph in the corresponding essay. Finally, the concluding sentence is made into a concluding paragraph.

Topic sentence Thesis statement
Supporting sentences Body paragraphs
Concluding sentence Concluding paragraph

ESSAY FORMAT

When you write an essay in English, you must use the correct essay format. Create an original title and place it in the centre of the page. Also, leave a blank line between each line of writing. The first line of each paragraph should be indented.

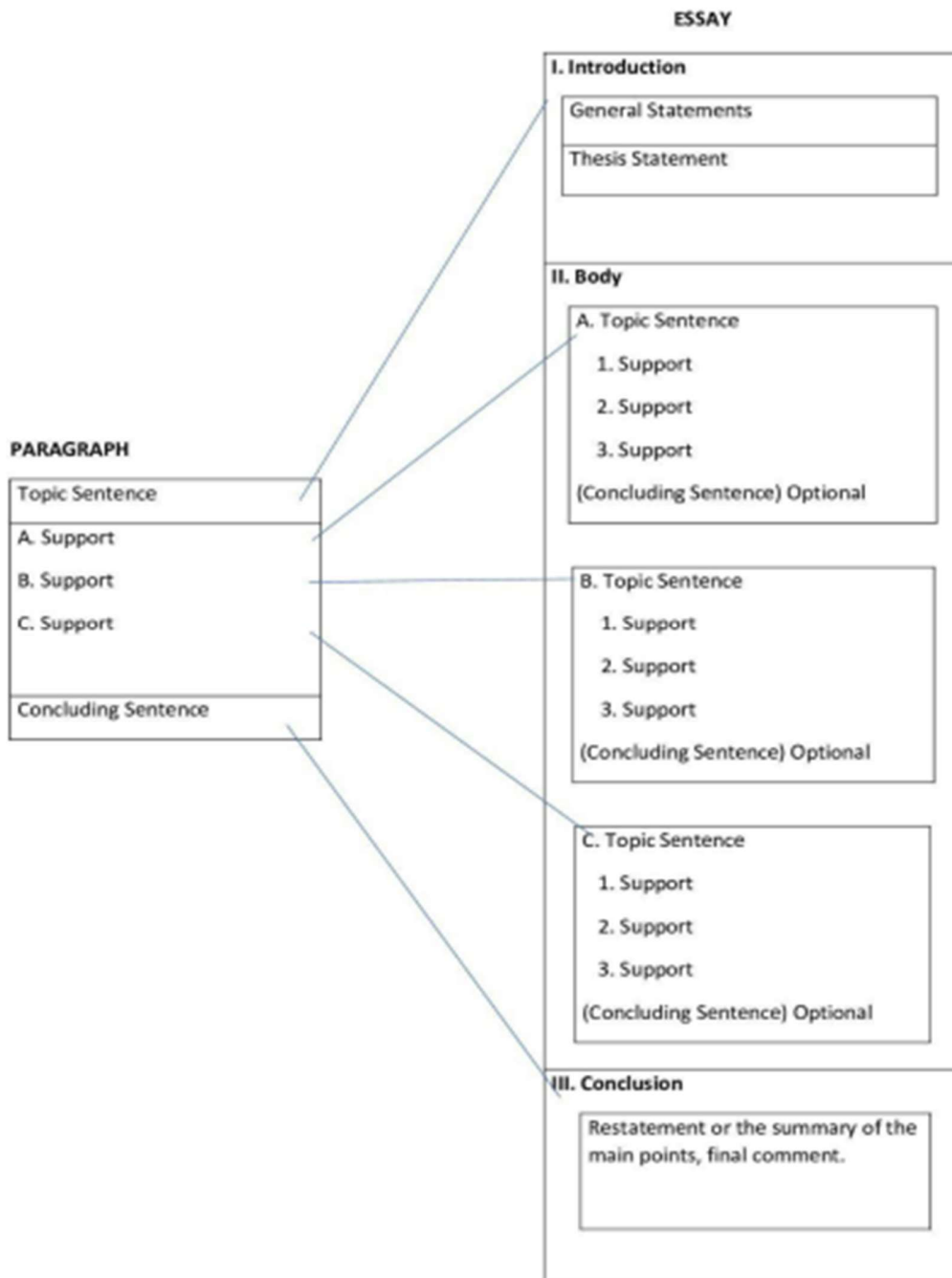
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First, there are working dogs. These dogs, such as Siberian huskies and collies, serve people almost like employees. The dogs help pull heavy loads, round up cattle, and keep a sharp eye out for strangers. To a sheep farmer, for example, a good sheepdog is his most valuable partner. Sheepdogs, such as Border collies, standard collies, and Shetland sheepdogs, are very intelligent and can learn to respond to hand signals as well as spoken words. Sheepdogs in Scotland, for instance, move sheep along with just a glance from the farmer. As a result, working dogs know their worth to their master, and they are proud of it.

(The essay continues)

Man's Best Friend

INTRODUCTION TO WRITING AN ESSAY



ESSAY ORGANIZATION

There are three parts in an essay: introduction, body, and conclusion. An essay **introduction** consists of two parts: general statements to provide background information and a thesis statement to state the main idea of the essay. A thesis statement for an essay is like a topic sentence for a paragraph: It names the specific topic and gives the reader a general idea of the contents of the essay. The **body** consists of two or more paragraphs (preferably three).

Each paragraph develops a reason to support the main argument in the thesis statement. The **conclusion**, like the concluding sentence in a paragraph, is a summary or review of the main points discussed in the body. An essay has **unity** and **coherence**, just as a paragraph does. **Connectors** and **the repetition of key nouns** link the paragraphs into a cohesive whole.

1. INTRODUCTORY PARAGRAPH

The introductory paragraph, or introduction, is the first paragraph of an essay. It has three functions:

- It attracts the reader's attention.
- It provides background information.
- It states the main idea of the essay in a thesis statement.

Moving from General to Specific

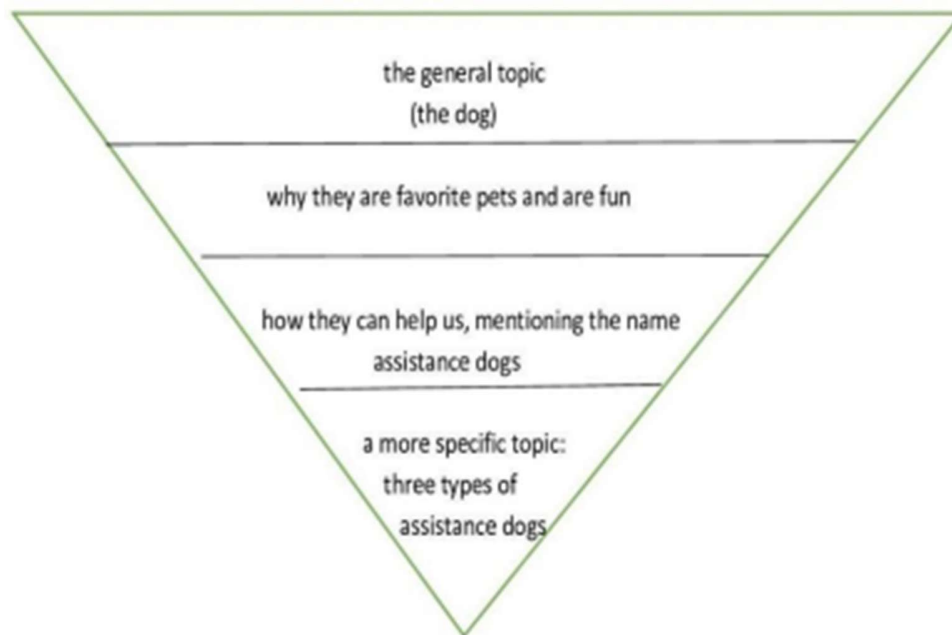
There are several kinds of introductory paragraphs. In this booklet, you will learn to write a kind known as **moving from general to specific**.

This introduction has two parts: several general statements and one thesis statement. The **general statements** give the reader background information about the topic of the essay. This strategy leads the reader gradually from a very general idea of your topic to a very specific idea. The first general statement just introduces the topic. Each sentence that follows becomes more and more focused on a specific topic. The **thesis statement** is the last sentence in an introductory paragraph. It has three purposes:

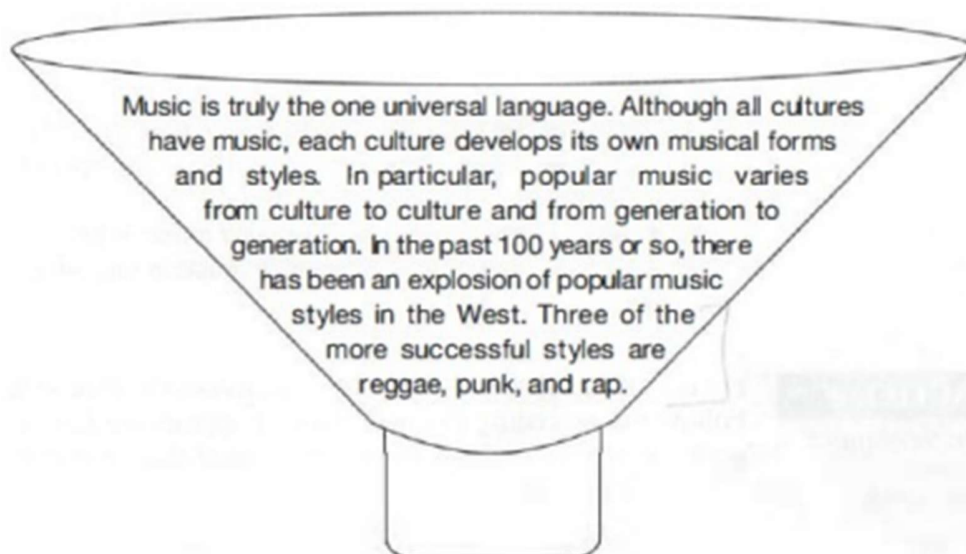
- It states the specific topic of the essay.
- It may list the subtopics of the main topic.
- It may also mention the method of organization.

Example 1: *Read the example introduction and notice how the sentences gradually move from the general topic of dogs to the specific topic, three types of dogs.*

The dog is one of the most popular pets. One very important reason why people love dogs as pets is that they are great fun. They can make you laugh, and they are there at the end of a hard day! Also, they can improve our physical and mental health. Besides these, there are assistance dogs that can actually help: They are special dogs with training to help people with disabilities or special needs. There are several types of assistance dogs, but the most common are guide dogs, hearing dogs, and service dogs.



(OPTIONAL) Example 2: Read the introduction and notice how the sentences gradually move from the general topic of music to the specific topic, three successful styles of popular music.



Thesis Statement

The **thesis statement** is **the last sentence** of your introductory paragraph. It contains the focus of your essay and tells your reader what the essay is going to be about. Writing a clear thesis statement is essential for a good essay. Like a topic sentence, a thesis statement has two main parts: **a topic (T.)** and **a controlling idea (C.I.)**. The topic is the subject of the essay or what the essay is about. The controlling idea is what you are going to say about the topic.

Cats are better than dogs for some reasons.

T.

C.I.

I think that there are some solutions to the traffic problem in Istanbul.

C.I.

T.

The Predictor

Some thesis statements may also have a third part called **a predictor**. The predictor of a thesis statement can tell the reader how many body paragraphs there will be in the essay and/or what their content will be.

For example:

Blindness can improve other senses, especially touch and hearing.

In this thesis statement, the topic is blindness. The controlling idea is that it can improve other senses. The third part of this thesis statement lists two senses that the writer is going to discuss: touch and hearing. This is called the predictor because *it predicts the number and content of the body paragraphs*. In this case, there will be two body paragraphs, one about the sense of touch and the other about the sense of hearing.

NOTE: Make sure that the **predictors** that you use are in **parallel in their forms**. A

colon (:) is often useful before lists of two, three, or more predictors in a thesis statement:

Young people in my culture have less freedom than young people in the United States in three areas: where they live, whom they marry, and what their job is.

The Father of Psychoanalysis, Sigmund Freud, believed that the human mind had three separate parts: the id, the ego, and the superego.

Practice 1: Look at the example thesis statement. The topic of the thesis statement is underlined, the controlling idea is written in italics and predictors are in bold.

The movie was fun to watch because of **its visual effects, scenario, and actors**.

Answer the questions about the following thesis statements.

1. Losing the sense of taste can cause difficulties in a person's social, professional and family life.

a. What is the topic? _____

b. What is the controlling idea?

c. If there is a predictor, what is it? _____

2. Toy ads on TV teach children to be competitive and greedy.

a. What is the topic?

b. What is the controlling idea?

c. If there is a predictor, what is it? _____

Practice 2: Complete the following thesis statements by adding predictors to them.

1. International students have a difficult time taking notes in class due to

2. Poverty creates negative consequences for society such as

3. A computer is necessary for college students for three reasons:

4. My two sisters are as different as day and night not only in but also in ____

Practice 3: Read the introduction paragraphs from different essays. Write a thesis statement for each of them. Compare your statements with your partners.

1. Topic: Why should students eat breakfast every day?

A lot of people, especially young people, go through the day without having breakfast. Many people believe that it is not necessary, or they say that they do not have time for that and begin their day with no meal. ____

2. Topic: Write about your travelling choices.

On hearing the word vacation, most people react positively. It can be a weekend trip, a last minute getaway, or a trip around the world. Prospective travellers spend days, if not weeks, researching their travel destination. While the destination has a lot to do with the success of a trip, there are other factors to consider. Experienced travellers will argue that more important than where they go on vacation is who they go with.

Practice 4: Work in groups or in pairs and write introductory paragraphs for the thesis statements below.

1. _____

_____. In my opinion, young people who live at home have several advantages: saving money, getting emotional support and learning life skills.

NOTE: For this introductory paragraph, you will write “Topic Sentences”, in Practice 2, exercise 1 on page 16. **(OPTIONAL)**

2. _____

_____. The three biggest ways I waste time are by watching TV, talking on the phone and daydreaming.

3. _____

- In my opinion, learning a foreign language offers us the chance to travel more widely, to communicate with more people and to read literary works in the original language.

2. BODY PARAGRAPHS

The **body** of a short essay consists of some, **preferably three body paragraphs**. Each body paragraph has **a topic sentence and several supporting sentences**. It may or may not have a concluding sentence. **The purpose** of the body paragraphs **is to develop and support the idea in the thesis statement**. To see the relation between a thesis statement and body paragraphs, study the essay below.

Practice 1: Read the essay below and answer the questions. While answering the questions, notice:

- how the **topic sentences** of each body paragraph **are connected to the thesis statement**.
- how the **supporting sentences** of each body paragraph **support the idea in the topic sentences**.

The Smell of Home

Last week a friend told me that she was reading a French novel in her university literature class. It was called *Remembrance of Things Past* and was written by Marcel Proust. She told me that in that book, a man bites into a little cookie called a madeleine and that the taste of the cookie makes him think about the past. For me, it is the sense of smell rather than the sense of taste that brings back happy memories.

The aroma of pipe tobacco always makes me smile. I know most people feel very differently about the smell of tobacco, but I like it for a simple reason: My grandfather used to smoke a pipe, and I adored my grandfather. After an especially good dinner, he used to settle into his favourite chair and go through a long ritual of filling his pipe with something that looked like dead leaves and smelled of apples. Then he would light the pipe, lean back, and smile. The grandchildren gathered around him while he smoked and told us stories about when he was young and travelled the world on sailing ships. I felt safe and loved sitting near my grandfather while he smoked his pipe.

Another wonderful smell is the scent of sweet rolls just coming out of the oven. When I was a child, my mother used to bake sweet rolls every Saturday. We helped mix the dough with sugar and cinnamon and shape it into little balls. Then we eagerly watched the timer as it counted down the minutes until the rolls were done. After my mother took out the hot rolls and placed them on the counter, we mixed water and sugar into a paste. When the rolls were cool, we spread the paste over the rolls. What a wonderful aroma! My mother let us eat one right away. We were very happy and secure there in the family kitchen with the smell of sweet, hot rolls.

My favourite aunt always wore a perfume that smelled like roses. My aunt was a tall and large woman who had lots of blond hair and wore flowered dresses. Her perfume was just like her: soft, friendly, warm, and cheerful. She had a lovely singing voice, and when I spent the night at my cousins' house, she would sit in the bedroom as we fell asleep singing old lullabies in her rich, low voice. I fell asleep under the blankets to the smell of her rose perfume and her soft songs, feeling cared for and content.

These are just three examples of smells that I associate with happiness and safety. I do not know anyone who smokes a pipe these days, so I rarely smell pipe tobacco. However, I have my mother's recipe for sweet rolls, and I sometimes bake them for my friends. I like to wear more than one kind of perfume, but whenever I wear my rose perfume, I think of my aunt. Smells bring back wonderful memories.

1. Write the thesis statement here.

2. What is the topic and controlling idea of the first supporting paragraph? Circle.

3. What is the topic sentence of that paragraph? Underline.

4. Does it develop the controlling idea mentioned in the thesis statement? _____

5. What specific details/examples are used for support?

6. What is the topic and controlling idea of the second supporting paragraph? Circle.

7. What is the topic sentence of the second body paragraph? Underline.

8. What specific details/examples are used support the idea in the topic sentence?

9. What is the topic and controlling idea of the third supporting paragraph? Circle.

10. What is the topic sentence of the third supporting paragraph? Underline.

11. What specific details support it?

Developing Ideas in the Body Paragraphs

One of the main challenges in essay writing is to find good reasons to support the thesis statement. Without sufficient support, an essay is not convincing. Therefore, you especially need to work on the development of your argument and make sure that your support is strong and relevant. When you write the body paragraphs, think about and write **three concrete ideas/reasons to support your thesis statement. These reasons will be stated in your topic sentences.** Then generate some ideas, **give details (facts, statistics, examples) to support your topic sentences.**

Practice 2: For each thesis statement, write topic sentences for three body paragraphs. Use a connector in each topic sentence.

1. Young people who live at home have several advantages: saving money, getting emotional support and learning life skills.

Topic sentence for Body 1:

Firstly, _____

Topic sentence for Body 2:

Secondly, _____

Topic sentence for Body 3:

Finally, _____

NOTE: You will add supporting details to this exercise in Practice 3 on page 17.

2. My country has several interesting places to visit.

Topic sentence for Body 1:

To begin with, _____

Topic sentence for Body 2:

In addition, _____

Topic sentence for Body 3:

Last but not least, _____

(OPTIONAL) Three modern technological devices have changed the way we communicate.

Topic sentence for Body 1:

Topic sentence for Body 2:

Topic sentence for Body 3:

(OPTIONAL) There are several types of movies that I especially enjoy watching / books that I enjoy reading.

Topic sentence for Body 1:

Topic sentence for Body 2:

Topic sentence for Body 3:

Practice 3: Now, work on topic sentences that you have written above on page 16 and add supporting details (facts, statistics, examples...).

1. Young people who live at home have several advantages: saving money, getting emotional support and learning life skills.

Topic Sentence for Body 1: _____

•Supporting details: _____

Supporting details: _____

Supporting details: _____

Supporting details: _____

3. CONCLUDING PARAGRAPH

The **last paragraph** of your essay is the **concluding paragraph**. In the concluding paragraph, you:

- may restate your thesis in different words.
- summarize the main points (stated in the topic sentences).
- make a final comment on your topic and leave your reader with something to think about (You can **give a message, make a prediction, or suggest a solution.**)

Do not introduce new ideas or use examples about the topic of the essay in a concluding paragraph.

Practice 1: *Read the sentences and put them in the correct order to make a well-organized concluding paragraph.*

Before stress ruins you, act now and get over it. (2) However, there are ways to limit the potential impacts by making time for relaxation, taking care of your body and having professional support if you cannot handle it on your own. (3) In conclusion, stress that might be the consequence of various factors in modern society can have detrimental effects on many people's lives.

Practice 2: *Study the following introduction and conclusion with your pair. Find and underline the topic sentence in the introductory paragraph and how it is paraphrased in the concluding paragraph.*

Introductory Paragraph

With the emergence of Covid-19, everything we do has gone through big changes. That is, even single things started to be done via the internet, including the education facilities. At first, to provide safety e-learning was quite beneficial. However, it is time to cover the opposite side of the coin. There are major drawbacks of e-learning such as lack of face-to-face communication, difficulty of cheating prevention and limitations to certain disciplines.

Concluding Paragraph

After the introduction of Covid-19, the traditional education system had to alter dramatically to meet the urgent need to stay safe and sound. Online learning was initially helpful, but its downsides significantly outweigh. Loss of in-person interaction, the challenge of avoiding fraud and restrictions on specific areas are the ones which shine out. It is high time to confront with the reality that without improvements, online teaching is not an effective way to teach young minds. To avoid the substantial effects beyond education, all the necessary precautions should be taken both at personal and governmental level before it is too late.

(OPTIONAL) Practice 3: *Have a look at the introductory paragraph with a partner and then choose the best concluding paragraph and discuss why it is the best option.*

People in Safranbolu had woken up on a usual morning on 26.11.21 until they saw the billboards covered with the number 3311. Citizens were asked about what that number meant and most of them kept their silence. That was the number of women who were killed in the last decade. It was quite a provoking campaign that aimed to attract attention to violence against women and to the insufficiency of the law to protect the women. In my opinion, women can be protected by passing deterrent laws, strengthening women's ability to earn money and highlighting the value of girls' education.

Possible concluding paragraphs: Choose 1 or 2.

1. All in all, it is still a dream to prevent all forms of gender-based violence overnight, but it should not be forgotten that small steps make huge differences. Enacting deterrent legislation, enhancing women's capacity to support themselves financially and empowering young advocates with information are some of the ways that will start up that fight. As Barack Obama who used to be the President of the USA once stated: 'All women deserve the right to live free from fear.'

2. In a nutshell, ending violence against women is everyone's business. Making a safe and impactful difference is a tough process but not impossible. For example, providing services like shelters, hotlines or counselling for survivors, teaching young generation about women's rights and funding women organizations might end that torture against women. Isn't it time to take a stand now?

You can explain your reasons here:

Writing the Final Sentence of the Concluding Paragraph

There are no specific rules for writing a conclusion, but there are several techniques you can use. Many conclusions use one or a combination of the following techniques to wrap up the essay.

a. Make a prediction:

... We can never know what is waiting for us in the future, but what is certain is that mother nature will definitely punish us if we continue to value industrial expansion more than environmental issues.

b. Make a recommendation or propose a solution:

... Do not underestimate the power of leadership to solve the climate crisis we have been experiencing now, so new policies should be adopted to deal with the current problems. Do not forget there is no planet B, and we owe a better future to young generations.

c. Ask a rhetorical question:

... Is not it high time to find immediate remedies to climate change before it becomes unstoppable?

Practice 4: Complete the concluding paragraphs below with a final thought.

a. Based on the evidence presented, there are not enough regulatory norms to make the modern advertisement less deceiving. The line between exaggeration and lies is not clear and the products advertised often do not meet customer needs creating dissatisfaction and unhappiness.

b. All in all, it is obvious that missions to the moon are one of the most controversial issues around the globe while a great deal of people are suffering from famine. Further missions to the moon should be stopped mainly because of the high cost and focus on more strategically important expenditures.

Practice 5: Read the essay that you have written “*The Benefits of Living at Home*” and write the concluding paragraph.

TYPES OF ESSAY

OPINION ESSAY

What is an opinion essay?

In an **opinion essay**, you express **what you think about a topic** (you must state if you agree or disagree with a statement. **You must take a stance!**) and support that opinion with reasons and details.

Organisation

- Introductory Paragraph (Introduction)
- Body Paragraphs
- Concluding Paragraph (Conclusion)

I. Introduction

- Several **general statements** about the topic: Introduce the topic and give background information about the topic.
- One **thesis statement**: State your opinion/idea about the topic.

II. Body

- You should develop and support your opinion that you write in the thesis statement.
- Each body paragraph should start with a **topic sentence** which clearly states the main idea of the paragraph.
- Each topic sentence should be followed by appropriate **supporting sentences**. • These explain and provide supporting evidence for your opinion in the topic sentence.
- This evidence can be in various forms:
 - Facts / Statistics
 - Examples
 - Personal experience
- An essay should have preferably three body paragraphs.

III. Conclusion

- You may **state your thesis** in different words.
- You may **summarize** your ideas.
- You may write your **final comment** about the topic.

Connectors

The structure of your essay should be easy to follow so that the reader can easily understand the connections between your ideas. To this end, connectors will help you improve your writing. Use these connectors to make your essay cohesive.

Practice 1: *Classify the connectors from the box as in the example.*

First of all, Also, For example, To sum up, Moreover, Because However,	In order to To On the other hand, Firstly, such as Therefore, To begin with,	For instance, To conclude, Secondly, In addition, In brief, To summarize, In contrast,	Furthermore, Since Last but not least, All in all, but Finally, In short,	Lastly, Thus As yet Due to Consequen tly, In addition to
--	--	--	---	---

to add ideas	to give reason	to express result	to express purpose
In addition,	due to	Therefore,	in order to
to conclude	to introduce examples	to list ideas	To add opposite ideas
To sum up,	for example,	First of all,	However,

Practice 2: *Fill in the blanks with connectors provided to make the paragraph flow more coherently.* **Connectors:** such as, to, since, in addition to

My family always throws the best New Year's Eve party, and people love coming to it each year. First of all, we start with our plans (1) _____ be sure everything is ready on time. Next, we make a basic guest list, and then double that number of people (2) _____ we always welcome extras. This calculation helps us get an idea of howmuch food and drink we will need. (3) _____ making goodies to store in the freezer, we start preparations (4) _____ finding engaging games to play or choosing energetic music for the party ahead of time. When party time arrives, we are just as free as our guests to have a great time and welcome the new year.

Practice 3: Complete the gaps with the correct connectors.

There are certain disadvantages to having your own car. (1) _____, cars have to be maintained and repaired regularly. (2) _____, you need to spend a considerable amount of money to keep the car in good condition. (3) _____, driving can sometimes be extremely stressful. (4) _____, being in a traffic jam is not only irritating but also time consuming.

Useful Expressions for Giving Opinions

I believe / think / feel (that) ... I think that smoking should not be allowed in public places. **My opinion is that ...** My opinion is that we could have won this game.
I strongly believe (that) ... I strongly believe that you will wake up one day and say it is enough. **As far as I am concerned, ...** As far as she was concerned, Tom wasn't paying enough attention. **It seems / appears to me (that) ...** It seems to me that artificial intelligence will change the business world. **I am totally against ...** I am totally against early marriage.
I do not agree that / with ... I do not agree that freedom of speech can be suppressed. **In my opinion / view, ...** In my view, freedom is not bestowed, it is earned.
I (completely) agree that / with ... I agree that morality and justice are different topics. **I (strongly) disagree that / with ...** Few people disagree that women should serve in the military.
According to (x), ... According to Tuba, professional athletes do not deserve their million-dollar salaries. **For these (two / three ...) reasons, ...** For these two reasons, freedom of speech is crucial in academia.

Practice 4: Use the prompts below to write sentences, as in the example. Start your sentences using one of the expressions in the box above.

1. we / help the elderly → their lives be easier

I strongly believe that we should help the elderly. If we do this, their lives will be easier.

2. all students / learn / foreign language → have better career opportunities

3. people / give up smoking → have fewer health problems

4. teenagers / get a part-time job → learn to be more responsible

5. we / all do/ voluntary work → our community be a better place to live

Practice 5: Make sentences expressing an opinion, as in the example.

1. in order to / protect / environment / people / follow the three “R’s”: Reduce-Reuse-Recycle

***It seems to me that,** in order to protect the environment, people should follow the three “R’s”: Reduce-Reuse-Recycle.*

2. a human mission to Mars / not be / completely / unjustified

3. In order to reduce / poverty / access to basic social services / be provided

4. organic food / be / much / healthy / than / conventionally produced food

5. girls / be / educated / promote gender equality.

Practice 6: Read the essay below and match the paragraphs with the headings below.

- A. Second reason, supporting details
- B. First reason, supporting details
- C. Restatement of the writer's opinion
- D. Third reason, supporting details
- E. Background information and thesis statement

Many students go to universities in a country other than their own. Would you choose to go to school in your own country or abroad?

Should I Stay or Should I Go?

Choosing a university to attend is one of the most important decisions students will make in their lifetime. **Indeed**, where they attend university will have a long-lasting impact on their academic and professional life. For some students, attending a university in their own country is the easiest solution. **On the other hand**, many others opt to study abroad. **In my opinion**, it is better to go to university in another country for several reasons. 1.

Firstly, I would want to go to university in another country because the resources in a particular field may be better there. When a student intends to specialise in an area of study, they will want to find the place where they can learn the most, and sometimes that place is in a different country. **For example**, if I knew that I wanted to study archaeology, it would be a good idea for me to study in Turkey, Greece, or Italy. 2.

Another reason why I think it is a good idea to attend university in another country is because it enables students to heighten their self-awareness. **For one thing**, as students learn about a different culture, they use and adapt some aspects of this new culture to their own lifestyle.

Vice versa, studying abroad can make them scrutinise what to appreciate about their own culture and lifestyle. **As a result**, they will become more well-rounded people. 3.

Finally, studying abroad can provide students with a huge benefit, which is the chance to learn a new language. Acquiring a foreign language can be a real challenge; yet there is nothing quite like living somewhere where that language is spoken natively. Students who study abroad will have that native immersion, which is the most efficient way to master a new language. **In addition**, since they will be exposed to the language within the context of culture, they will acquire a deeper understanding of that language. **Also**, by making new friends and meeting new people throughout their study overseas, they will have emotional and social motivation to improve their language study and practice. 4.

To conclude, choosing a university is a very difficult personal decision regardless of whether one stays close to home or goes abroad. There are unique challenges that come with going abroad to study but stepping outside of your comfort zone can promise valuable experience. **Hence**, I would rather go to university abroad, so I can get the best education possible, increase my self-awareness and learn a new language. 5.

Practice 7: *Decide if the statements are true (T) or false (F) according to the essay above.*

1. All reasons are given in one paragraph.
2. A topic sentence summarises each body paragraph.
3. Reasons are stated with sequence words.
4. Each reason is supported by supporting details.
5. The writer's opinion is presented in the first paragraph only.

Practice 8: *Read the essay again and answer the questions.*

1. What's the writer's opinion?

2. What are the main reasons the writer gives to support his/her opinion?

Reason 1: _____ Reason 2: _____ Reason 3: _____

3. What are the supporting details the writer gives for each reason?

Supporting details 1: _____ Supporting details 2: _____ Supporting details 3: _____

4. Do you agree or disagree with the writer's opinion? _____

Practice 9: Read the essay below “The Negative Effects of Artificial Intelligence on Jobs?” and do the following exercises.

The Negative Effects of Artificial Intelligence on Jobs

Artificial intelligence (AI) is transforming many aspects of our lives in a way we could hardly have imagined a few decades ago. While AI brings many benefits to productivity and efficiency, it also poses significant challenges, particularly for the job market. In my opinion, artificial intelligence has several negative impacts on the job market: job displacement, reduced job opportunities, and increased inequality.

First, AI is causing job displacement. Many tasks that were once performed by humans are now being automated. For instance, in manufacturing, robots can assemble products more quickly and accurately than humans. Therefore, many workers are losing their jobs because machines can do their work more efficiently. This displacement is especially challenging for those who do not have the skills to transition to new types of employment.

Second, AI reduces job opportunities. As companies adopt AI technologies, they often require fewer employees. For example, in warehouses⁹, AI systems can manage inventory¹⁰ and shipping with minimal human intervention. This means that companies can operate with fewer staff members. Additionally, new jobs created by AI, such as data scientists or AI specialists, often require advanced skills and education. This makes it difficult for many workers to find new opportunities, particularly those from lower educational backgrounds.

Third, AI can increase inequality. The benefits of AI are not evenly distributed, and people who can adapt to the new technological landscape are often the ones who already have advantages, such as higher education and better access to resources. However, workers in lower skilled jobs are more likely to be displaced and have fewer opportunities to retrain. This can widen the gap between the rich and the poor, leading to greater social and economic inequality.

In conclusion, while AI has the potential to improve productivity and create new industries, its negative effects on jobs cannot be overlooked. Job displacement, reduced job opportunities, and increased inequality are significant challenges that need to be addressed. Society must find ways to reduce these effects, such as through retraining programs and policies that promote fair distribution of AI's benefits.

⁹ a large building for storing large quantities of goods

¹⁰ a list of all the things in a place

Introduction

1. What points does the background information include?
2. What does the writer think about the topic? Underline.

Body Paragraph 1

3. What is the writer's first reason? Underline topic sentence of the paragraph.
4. What are the supporting ideas and/or examples?

Body Paragraph 2

5. What is the writer's second reason? Underline topic sentence of the paragraph.
5. What are the supporting ideas and/or examples?

Body Paragraph 3

7. What is the writer's third reason? Underline topic sentence of the paragraph.
8. What are the supporting ideas and/or examples?

Conclusion

9. What points does the conclusion include?

OUTLINE

An outline is **a map of your essay**. It shows what each paragraph will contain, in what order paragraphs will appear, and how all the points fit together as a whole in an essay. So, it is an essential part of writing that **helps you organize your thoughts** before you start writing. When you complete an outline, it means that you have already finished your essay in your mind. The rest is to write down your thoughts that you have already written in the outline.

Developing an outline also helps you save time. Because you already have the map of the essay in your mind/in the outline, while writing an essay, you do not need to spend time thinking about what to write. Preparing an outline will also prevent you from going off topic by keeping you on track while writing an essay and you will not have to erase and rewrite what you have already written.

How Do I Develop an Outline?

- **Introduction:** The first step to make an outline is to write a good **thesis statement**.
What is your main argument? What do you think about the topic?
- **Body:** After developing your argument/thesis, identify a few, **preferably three reasons** to support your argument in the thesis statement. These three reasons will be your three topic sentences in the body paragraphs.
- **Body:** Then add supporting **details/ideas (explanation, examples, facts, statistics etc.)** to support each reason in the topic sentences. Remember that you must develop your ideas/reasons in the bodies and support your thoughts in a coherent and logical way.
- **Conclusion:** Finally, you can **restate** your thesis statement and **summarise** the main points in the essay.
- Do not forget to use connectors to create coherence in your essay.
- Because it is informal, an outline can be written in incomplete sentences, similar to notes.
- Making an outline is so important that if you have 40 minutes to write an essay, you can even spend 15-20 minutes for an outline.

THE WRITING PROCESS

In the following example, you will learn how to use an outline format to organize your thoughts before starting writing. Please follow the processes step by step, taking into account the example question given.

Example Question¹¹: What do you think is the most successful film in the history of cinema? Give specific reasons to support your idea.

STEP 1: Deciding the Topic

Decide the topic that you are going to write about and write a thesis statement. (In this step, before you decide your topic, you can make a list of topics (in this case films) and choose one of them. However, if you have a topic in your mind, you don't have to make a list.)

Topic: The Lord of the Rings

OUTLINE

Introduction

Thesis Statement: The success of the film can be attributed to its faithful adaptation of J.R.R. Tolkien's books, its great story, and interesting characters.

Body Paragraphs

1st Topic sentence:

_____ • Supporting
ideas: _____ • Supporting ideas:
_____ • Supporting ideas:

2nd Topic Sentence:

_____ • Supporting ideas:
_____ • Supporting ideas:
_____ • Supporting ideas:

3rd Topic Sentence:

_____ • Supporting
ideas: _____ • Supporting ideas:
_____ • Supporting ideas:

Conclusion: _____

YOUR TURN:

Decide the topic that you are going to write about and write a thesis statement.

If you do this exercise as a part of your "in-class writing task", you can use the in-class writing question/topic.

STEP 2: Writing Reasons and Topic Sentences

Decide three reasons to support your controlling idea/argument in the thesis statement. These reasons will be your topic sentences. Then, write the topic sentences using the reasons. (Why is your topic the most successful film? Think about it and generate some reasons. In this step, you can make a list of more reasons/ideas than two/three and choose the most relevant ones.)

Reason 1: Faithful adaptation of the books **Reason 2:** The great story of the Lord of the Rings

Reason 3: The Interesting characters

Introduction

Thesis Statement: The success of the film can be attributed to its faithful adaptation of J.R.R. Tolkien's books, its great story, and interesting characters.

Body Paragraphs

1st Topic sentence: One of the main reasons for the success of The Lord of the Rings is its faithful adaptation of the books.¹²

• Supporting ideas: _____

• Supporting ideas: _____

• Supporting ideas: _____

2nd Topic Sentence: The great story of The Lord of the Rings is a key factor in its success. • Supporting ideas: _____

• Supporting ideas: _____

• Supporting ideas: _____

3rd Topic Sentence: The interesting characters contribute significantly to its success. • Supporting ideas:

• Supporting ideas: _____

• Supporting ideas: _____

Conclusion:

YOUR TURN:

Decide two/three reasons to support your controlling idea in the thesis statement. Then write the topic sentences.

Because outline is informal, instead of full sentences, you can write just like notes as “faithful adaptation of the book.

STEP 3: Adding Details, Examples etc.

After writing the topic sentences, add details (facts, examples etc.) to each reason and write the concluding sentence. Sometimes one well-developed idea/example is enough to write supporting sentences. If you can't develop one example, then give a few ideas/examples. (Think about what details/examples you can give to explain and develop your reasons. You can make a list of more details/examples and choose the most relevant ones.)

Introduction

Thesis Statement: The success of the film can be attributed to its faithful adaptation of J.R.R. Tolkien's books, its great story, and interesting characters.

Body Paragraphs

1st Topic sentence: One of the main reasons for the success of The Lord of the Rings is its faithful adaptation of the books.

- **Supporting idea:** The film stayed true to J.R.R. Tolkien's vision.

1. **Example:** Middle earth – architecture of Shire

- **Supporting idea:** Use of real locations provides realistic backdrop.

2nd Topic Sentence: The great story of The Lord of the Rings is a key factor in its

success. • **Supporting idea:** The plot is both epic and engaging.

2. **Examples:** Story of good versus evil, bravery, and friendship, Fellowship's journey create suspense and excitement.

- **Supporting idea:** Themes of hope and perseverance provide emotional depth.

3rd Topic Sentence: The interesting characters contribute significantly to its

success. • **Supporting idea:** Each character is unique and well-developed.

3. **Example:** Frodo Baggins: from a simple hobbit into a hero

4. **Example:** Aragorn: from a ranger into a noble king

5. **Example:** Gollum: most memorable characters

Conclusion: The Lord of the Rings is the most successful film in the history of cinema for several reasons.

YOUR TURN:

After deciding the reasons, add details, examples etc. to each reason and write the concluding paragraph. (In this step, you can make a list of more details/examples and choose the most relevant ones.)

STEP 4: Writing Your Essay Using the Information in Your Outline and Adding a Title

The Lord of the Rings: The Most Successful Film in Cinema History

The Lord of the Rings is considered one of the most successful film series in the history of cinema for several reasons. This trilogy, directed by Peter Jackson, has captivated audiences worldwide since its release. I think that the success of these films can be attributed to their faithful adaptation of J.R.R. Tolkien's books, their great story, and their interesting characters.

Firstly, one of the main reasons for the success of The Lord of the Rings films is their faithful adaptation of the books. Peter Jackson and his team worked hard to make sure the films stayed true to J.R.R. Tolkien's vision. For example, they carefully recreated Middle-earth, paying attention to the smallest details like the architecture of the Shire and the design of the weapons and armour. The filmmakers even used real locations in New Zealand to provide a stunning and realistic backdrop. This dedication to authenticity won the hearts of Tolkien fans, who appreciated the respect shown to the source material.

Secondly, the great story of The Lord of the Rings is a key factor in its success. The plot is both epic and engaging, taking viewers on an unforgettable journey through Middle-earth. It follows the quest to destroy the One Ring, a powerful artifact that could bring about the end of the world if it falls into the wrong hands. This story of good versus evil, bravery, and friendship resonates with audiences of all ages. For example, the Fellowship's journey through dangerous landscapes and their battles against formidable foes like the Balrog and the orcs create suspense and excitement. Additionally, the themes of hope and perseverance, such as Sam's unwavering support for Frodo, provide emotional depth that enhances the narrative.

Lastly, the interesting characters in The Lord of the Rings contribute significantly to its success. Each character is unique and well-developed, with their own distinct personalities and arcs. For instance, Frodo Baggins transforms from a simple hobbit into a courageous hero, while Aragorn evolves from a ranger into a noble king. Another example is Gollum, whose complex personality and tragic backstory make him one of the most memorable characters in film history. The strong character development allows viewers to connect with and care about their fates, making the story even more impactful.

In conclusion, The Lord of the Rings is the most successful film in the history of cinema for several reasons. Its faithful adaptation of the beloved books, its great and engaging story, and its interesting and well-developed characters have all contributed to its lasting popularity. The combination of these elements has created a film series that continues to be cherished by audiences around the world, solidifying its place as a cinematic masterpiece.

YOUR TURN:

Write your essay using the information in your outline.

STEP 5: You can revise and edit your essay.

(OPTIONAL) Practice 10: *Read the following prompts and complete the outline.*

Prompt 1: Do you think social media has some negative impacts on people?

Five-Paragraph Essay Outline

Introduction:

Thesis Statement: In my opinion, _____

Body Paragraphs

1st Topic sentence: Firstly,

_____ • Supporting ideas¹³:

_____ • Supporting ideas:

_____ • Supporting ideas:

2nd Topic Sentence: Besides,

_____ • Supporting ideas:

_____ • Supporting ideas:

_____ • Supporting ideas:

3rd Topic Sentence: Finally,

_____ • Supporting ideas:

_____ • Supporting ideas:

_____ • Supporting ideas:

Conclusion: All in all, _____

Sometimes well-explained one or two supporting ideas are acceptable. You don't necessarily have to write three supporting ideas.

Signal Words and Expressions

TO EXPRESS PERSONAL OPINION TO EXPRE OPINION OF - <u>In my opinion</u> / <u>In my view</u> ... - <u>I think</u> / <u>I believe</u> (that) ... - I <u>strongly</u> / <u>firmly</u> believe that ... - I (completely) <u>agree</u> / <u>disagree</u> with.. - It seems to me that ... - As I see it, ... - In my view, ... - From my point of view, ... - As far I am concerned, ... - I am <u>sure</u> / <u>convinced</u> that ... - To me, ... - I prefer ...	SOMEBODY ELSE - It is said that ... - According to <u>newresearch</u> / <u>a recent poll</u>, ... - Many <u>scientists</u> / <u>experts</u> say that ... - It is believed by <u>experts</u> / <u>scientists</u> / <u>politicians</u> that ... - It is a widely held view that ... - It is a common belief that ...	TO GIVE REASONS - The <u>first</u> / <u>main</u> reason is ... - My first and most important reason is ... - Another reason is ... The second reason is ... One reason for... is ... - Many people <u>say</u> / <u>believe</u> that ... - <u>Because</u> / <u>Since</u> / <u>As</u> ... - <u>Because of</u> / <u>Due to</u> ...
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TO EXPRESS FACTS/ GIVE EXAMPLES - It is widely known that ... - It is a well-known fact that ... - Research has shown that ... - There are definitely ... - It is a fact that ... - It is <u>clear</u> / <u>true</u> that ... - <u>For example</u> / <u>For instance</u>, ... - To cite an example, ... - ... such as ... - To illustrate, ... - Namely, ...	TO ADD IDEAS - What is more, ... - Moreover, ... - Furthermore, ... - Additionally, ... - In addition (to) ..., - Also, ... - Apart from this, ...	TO LIST IDEAS - Firstly, ... - First of all, ... - Secondly, ... - Thirdly, ... - Lastly, ... - Finally, ... - Last but not least, ...
TO EXPRESS PURPOSE - so (that) ... - In order to ... - To... - so as to...	TO EXPRESS RESULT - Therefore, ... - Thus, ... - As a result, ... - Consequently, ... - As a consequence, ... - For this reason, ...	TO CONCLUDE - <u>In short</u> / <u>In brief</u>, ... - To sum up, ... - To conclude, ... - In conclusion, ... - All in all, ...

OPTIONAL

PARAGRAPH OUTLINE FORMAT

Topic Sentence: _____

• Supporting reason: _____ •
examples: _____

• Supporting idea: _____ •
examples: _____

• Supporting idea: _____ •
examples: _____

Concluding Sentence: _____

Example Paragraph

Beaches differ in various parts of the world. Thailand has miles of empty beaches. They are beautiful, clean, and not crowded, even in summer. You can spend the whole afternoon on a beach and not see another person. In Japan, on the other hand, the beaches are very crowded. You can hardly find a place to sit down at the more popular Japanese beaches. The beaches in Northern Europe are different in another way. The water is cold, so most people go to the beach only to sunbathe. Along the French Riviera, the beaches are rocky, not as sandy as they are on tropical islands. Each type of beach - empty or crowded, sandy or rocky - has its own special features to enjoy.

The Outline of the Example Paragraph

Topic Sentence: Beaches differ in various parts of the world.

- **1. Supporting idea:** Thailand
 - 1. **Examples:** miles of empty beaches, beautiful, clean, and not crowded...
- **2. Supporting idea:** Japan
 - 2. **Examples:** very crowded, hardly find a place to sit down
- **3. Supporting idea:** The beaches in Northern Europe
 - 3. **Examples:** cold water, go only to sunbath
- **4. Supporting idea:** the French Riviera
 - 4. **Examples:** rocky beaches

Concluding Sentence: Each type of beach - empty or crowded, sandy or rocky - has its own special features to enjoy.

OPTIONAL

EXPANDING THE PARAGRAPH

As you have learned, a paragraph consists of three parts: a topic sentence, supporting sentences (the body), and a concluding sentence. Identify these three parts in Model Paragraph 1 below.

Model Paragraph 1

COMPUTERS

I think computers are an important tool because they help us communicate more easily and add convenience to our busy lives. To begin with, computers have vastly improved daily communication. For example, by e-mail, people stay in touch with people all around the world. Also, people can chat with their friends on the computer. And they can do their assignments with better writing on computer so that teachers do not have troubles while they read their essays or assignments. Furthermore, shopping on the Internet is another great benefit of having a computer. You can buy books, music CDs and gifts on the Internet. In short, these are some reasons why I think computers are great tools.

Read the model essay below and see how the three parts of the Model Paragraph 1 correspond to the three parts of the essay. Notice the differences in organization.

Model Essay 1

COMPUTERS

I have grown up on a farm, but even in our rural area, I can see ways that people use technology in all areas of life. Computers play an important role in society. They affect us as much as TV, cars, etc. I think computers are an important tool because they help us communicate more easily and are convenient in our busy lives.

To begin with, computers have greatly improved daily communication. E-mail has changed the way many people stay in touch. For example, by using e-mail, I could send a photograph of me playing football to my grandmother in London. She was thrilled, and that evening she sent me an electronic greeting card with an interactive football game! In addition, I can communicate instantly with friends abroad. On the computer, if you can type, you can chat.

Working on a computer helps me write my assignments neatly. I can tell that my teachers like it when they do not have to read my handwriting. Besides, writing a long essay or a report by hand is extremely tiring.

Finally, shopping on the Internet is another great benefit of having a computer. I have bought books, music CDs, and gifts on the Internet. It is so much better than going from store to store, carrying shopping bags, and waiting in long lines. Of course, my parents keep an eye on me when I shop online and how much it costs. They do not let me shop on the Internet that much, but I love to do it when I can.

In my opinion, computers are marvellous machines. These are only a few of the differences they make to me, my family, and my friends right now. Just think about all the other ways computers help people and organizations around the world and about the other benefits they will bring in the future!

Read the paragraph and the short essay. What are the basic differences between them?

Paragraph	Short Essay
My uncle, Patricio, is one of the most interesting people in my family. He is old and has a huge beard. On his arm there is a tattoo. Patricio has an interesting past. He and my mother were born in a small village in the mountains. When he was seventeen, he left home to travel the world. Now he is a gardener in Los Angeles, and during the winter months, he sometimes comes to visit us and play the accordion. I love spending time with my uncle Patricio because he has an interesting look and a mysterious past. Someday, I hope that he will tell me more about his life.	My family is full of interesting people. My aunt, Margarita, has a garden full of twenty cats and dogs. My brother, Jose, is a famous painter, and my mother loves to try new recipes from all over the world in the kitchen. However, I think the most interesting one is my mysterious uncle Patricio. Patricio is an elderly man now, with grey hair and a huge beard. His eyes show many emotions. Patricio is tall and skinny, and he always wears jeans. He has a tattoo of a heart on his arm. The heart has the word, <i>Rosa</i>, written in red and black letters, but he has never told me who she is. Patricio has a fascinating history. He and my mother were born in a small village in the mountains. When he was seventeen, he left home to explore the world. On one trip, he went to Siberia to look for gold. On another trip, he went to Alaska to work on a fishing boat. Now he is a gardener in Los Angeles, and during the winter months, he sometimes comes to visit us and play the accordion. To sum up, I love spending time with my uncle Patricio because he has an interesting look, and a mysterious past. He is also a talented musician. Someday, I hope that he will tell me about Rosa and how he got the tattoo with her name.

OPTIONAL KINDS OF INTRODUCTORY PARAGRAPH

A. Use an anecdote (Dramatic/Interesting/Funny Story)

An anecdote is a brief story that illustrates your topic. You tell a story that is relevant to your thesis.

For example:

Throughout my childhood, I was always in trouble at school. The teachers said I was an "underachiever" and "lazy." I had a hard time learning to read. When I was fourteen years old, my parents finally realized what was wrong: I am dyslexic. They got me the extra help I needed, and now I am the owner of a chain of grocery stores, I have a loving family and two children, and I was recently elected mayor of our town. In my opinion, success depends more on hard work than on innate ability.

B. Give the historical background

You can also choose to write a brief historical introduction to your essay. Since this is just the introduction to the essay, you don't need to give a detailed historical account, just an overview.

For example:

With the exception of Native Americans, the United States is a country of immigrants. Each new group of immigrants arrived bringing their hopes, their dreams, and their work ethic, and they all had to start at the bottom. One by one, the immigrant groups, such as the Irish, the Italians, the Chinese, the Vietnamese, and the Latinos, struggled for acceptance and respect. Each group faced enormous obstacles from discrimination. In the end, however, each succeeded and now makes up an important part of this country. As immigrants' experiences have shown, success depends more on hard work than on innate ability.

C. Present facts and statistics

Presenting some interesting facts or statistics is another method to use in an introduction. *For example:*

Homicide is the cause of death for more children in Washington, D.C. than any other single cause involving injury, including car accidents, house fires, and drowning. Unfortunately, this phenomenon is not exclusive to Washington. The overcrowded neighbourhoods of many big U.S. cities, such as Detroit, Dallas, St. Louis, Atlanta, and Miami are all plagued with senseless violent crime. Types of violent crime range from arson and burglary to assault, rape, and murder. The solution to this growing problem is not to build more and bigger prisons, but rather to examine and deal with the causes: access to guns, drug use, and poverty.

Note: Make sure that you have the real statistical information, that is, you don't invent them.

OPTIONAL

The introduction and the conclusion part of an essay are given below. Write the body paragraphs of the essay.

Controlling Stress

The busy schedules that most adults face every day have created a growing health problem in the modern world. Stress affects almost everyone, from the highly pressured executive to the busy homemaker or student. It can cause a variety of physical disorders ranging from headaches to stomach ulcers and even alcoholism. Stress, like the common cold, is a problem that cannot be cured; however, it can be controlled. A person can learn to control stress in three ways.

_____.

_____.

_____.

To summarize, nearly everyone feels some degree of daily stress. Symptoms can vary and not all people can cope with it. Nevertheless, setting realistic goals, taking up a hobby and maintaining close relationships with family and friends can reduce the effects of it.

OPTIONAL

Practice: In the following paragraph, choose an appropriate connector from those listed and write it in the blank. Capitalize and punctuate correctly. In some cases, there may be more than one correct answer.

How Storms Are Named

Have you ever wondered how those big ocean storms called hurricanes or typhoons get their names? Who decides to name a hurricane Ann or Barbara or Bill? The way hurricanes and typhoons are named has changed over the years, and it is an interesting story. Originally, weather forecasters described them by their position in degrees of latitude and longitude. (1) _____ (in addition / for example / but) a typhoon might have been called 21.20 north, 157.52 west (2) _____ (then/however/moreover) this method was confusing because storms don't stay in the same place (3) _____ (thus / therefore / in brief) people developed other ways to identify them. In the Caribbean Sea, hurricanes were named for the Catholic saints' days (4) _____ (thus / for instance / moreover) a hurricane that struck an island in the Caribbean on Saint Ann's Day was named Santa Ana. During World War I, hurricanes and typhoons were named according to the military alphabet: Able, Baker, Charlie, and so on. During World War II, women's names began to be used (5) _____ (so / because / and) for the next thirty-five years, weather forecasters talked about Typhoon Alice or Hurricane Betsy. (6) _____ (however / then / also) in the 1970s, the women's liberation movement came along and forced weather forecasters to use men's names, too. (7) _____ (in contrast/ as a result/ since) after about 1975, a storm could be named Gertrude or George. Currently, men's and women's names alternate: Alice, Bret, Carla, David, Ellen, Frederick, and so on. (8) _____ (To sum up/ So/ As a result) the way hurricanes and typhoons are named has changed over the years and will undoubtedly change again.

Answer Key: (Pay attention to punctuation.)

1. For example,
2. . However,
3. . Therefore, (or) Thus, (; therefore, /; thus,)
4. . For instance, 5. and (or) , so 6. . Then
7. As a result, 8. To sum up,

WRITING CORRECTION CODES

	MEANING	INCORRECT SENTENCE	CORRECTED SENTENCE
PS	Plural/singular	PS I have two <u>sister</u> .	I have two sisters.
WW	Wrong word	WW All students <u>made</u> their homework.	All students did their homework.
WO	Word Order	WO The students can speak <u>well English</u> .	The students can speak English well.
T	Tense	T I <u>don't have</u> dinner last night.	I did not have dinner last night.
WF	Word Form	WF He is an <u>ambition</u> person.	He is an ambitious person.
SV	Subject-Verb	SV She <u>come</u> from Spain.	She comes from Spain.
^ MW	Missing Word	He is going to frightened. ^	He is going to be frightened.
SP	Spelling	SP He is <u>turist</u> .	He is a tourist.
	Delete	We live in the another city.	We live in another city.
P	Punctuation	P Ali is talented but he is also lazy.	Ali is talented, but he is also lazy.
SS	Sentence Structure	My sister is likes football.	My sister likes football.
?	Unclear	? <u>I İstanbul with my family.</u>	I live in İstanbul with my family.
cap	Capitalization	cap. manisa is famous for apples.	Manisa is famous for apples.
prep	Preposition	prep. We started serving dinner 6:00 p.m. ^	We started serving dinner at 6:00 p.m.
conj	Conjunction	conj. He came, had dinner. ^	He came and had dinner.
art	Article	art. She bought book yesterday. ^	She bought a book yesterday.

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