

WRITING 4



UNIT 1

GENIUS:
NATURE OR

Nurture?

EXPAND

1 Complete the chart with the correct word forms. Use a dictionary if necessary. An **X** indicates there is no form in that category.

NOUN	VERB	ADJECTIVE	ADVERB
		predictable	
		estimated	X
sum		X	X
	X	anxious	
savant	X	X	X
		flexible	
interaction			
	transform	1. 2. 3.	X
	retain		X
benefit			X
		disabled	X
1. expertise 2.	X		
	assimilate		X
		emerging	X
		persistent	
	compensate	X	X

NOUN	VERB	ADJECTIVE	ADVERB
		predictable	
		estimated	X
sum		x	X
anxiety	X		
savant	X	X	X
		flexible	
interaction			y
	transform		X
	retain		X
	benefit		X
		disabled	X
1	X		
2. expert			
ε	assimilate		X
		emerging	X
		persistent	
1	compensate		X

2

Complete the sentences with the words in the boxes. You may need to change the word form and/or the verb tense.

expertise flexible persistence predictable transform

1. According to Anna Pavlova, work has the _____ effect of turning talent into genius.
2. A lack of _____ is one of the symptoms of ASD.
3. Daniel Tammet's life is very _____; he always drinks his tea at the same time.
4. Gladwell believes that to achieve mastery you must _____ in your practice and never give up.
5. Gladwell says it takes about ten years to attain true world-class _____.

anxious compensate emerging estimated interaction

6. Mathematical problems with no solution cause a feeling of _____ for Daniel Tammet.
7. Scientists _____ that there are fewer than 100 autistic savants alive today.
8. Daniel Tammet's choosing to work at home instead of in an office is a type of _____ for the fact that he needs structure and has trouble with social _____.
9. The symptoms of ASD usually begin to _____ when a child is two or three years old.

GRAMMAR

1 Read the sentences based on the two readings. Look at the boldfaced verbs. Notice how they change the meaning of the underlined verbs that follow them. What added information do they provide?

- Malcolm Gladwell has written a fascinating study, *Outliers: The Story of Success*, which **should** make a lot of people feel much better about not achieving instant success.
- Scans of the brains of autistic savants suggest that the right hemisphere **might** compensate for damage in the left hemisphere.
- For instance, Tammet **has to** drink his cups of tea at exactly the same time every day.

- In sentence *a*, does **should** indicate advice or does it express likelihood?
- In sentence *b*, does **might** indicate speculation or a conclusion?
- In sentence *c*, does **has to** indicate a conclusion or necessity?

Modals and semi-modals are auxiliary (“helping”) verbs. They are always followed by the base form of the verb.

MODALS AND SEMI-MODALS: ADVICE, LIKELIHOOD, NECESSITY, SPECULATION, AND CONCLUSIONS

Advice: *should, ought to, and had better*

SUBJECT	MODAL	VERB (BASE FORM)	THE REST OF THE SENTENCE
You	should (not)	practice	10 hours a day.
	ought (not) to*		
	had better (not)		

Likelihood: *should and ought to*

SUBJECT	MODAL	VERB (BASE FORM)	THE REST OF THE SENTENCE
Gladwell	should (not)	explain	his theory.
	ought (not) to		

Ought to*, like *have (got) to*, is considered a semi-modal because the word **to is placed between it and the verb that it is modifying. *Had better* is also considered a semi-modal because it is two words. The meanings of these semi-modals are similar to their modal counterparts except that *had better* often implies a threat. “You had better listen to me (or else you are going to have a problem).” When asking a question, speakers generally use *should* instead of *ought to* or *had better*.

(continued on next page)

Necessity: must, have to, and have got to

SUBJECT	MODAL	VERB (BASE FORM)	THE REST OF THE SENTENCE
Daniel's brother	must (not)	eat	at exactly the same time.
	has to		
	has got to		

Be careful. The meaning of *must not* is very different from *doesn't have to* or *hasn't got to*.

- "You **must not** drive over 50 mph" means you are not allowed to drive faster than 50 mph.
- However, "You **don't have to** drive over 50 mph," means you are not obligated to drive faster than 50 mph, but you can if you want to. It is your choice.

Modals have only one form; however, *have in have (got) to* changes depending on the subject.

- He **has got to** go.
- They **have got to** go.

Speculation: may, might, and could

SUBJECT	MODAL	VERB (BASE FORM)	THE REST OF THE SENTENCE
Daniel	may (not)	know	Kim Peek's sister.
	might (not)		
	could		

Conclusions: must, have to, have got to, can not, and could not

SUBJECT	MODAL	VERB (BASE FORM)	THE REST OF THE SENTENCE
Daniel's brother	must (not)	live	in a very neat house.
	has to		
	has got to		
	can not		
	could not		

Be careful.

- Both *must* and *must not* can indicate a conclusion.
- However, *have to* and *have got to* only indicate a conclusion in the affirmative; in the negative, they indicate a choice. "You **don't have to** believe Dr. Levitin."
- *Can not* and *could not* can indicate a negative conclusion based on something being impossible. "Daniel **couldn't** (or **can not**) have crashed the car because he **doesn't** drive."
- However, *could* in the affirmative indicates speculation or possibility. "Daniel Tammet **could** know Kim Peek's sister."

3 Circle the best modal or semi-modal to complete the paragraphs.

1. Although Daniel Tammet has many abilities, he also has many disabilities. For example, he can't drive a car; he has never learned how. For him not to be anxious, his life _____
1. (could / has got to) _____ be very structured. In other words, things _____
2. (don't have to / must not) _____ happen randomly. Instead, they _____
3. (must / might) _____ happen in the same order every day. In addition, he never goes to the beach because there are so many pebbles there, and he _____
4. (might / should) _____ feel he has to count them. Making choices is also difficult for Daniel. That is perhaps why his parents think that maybe he _____
5. (should / must) _____ also stay out of the supermarket. There are too many products for him to choose from! In terms of his abilities, Daniel _____
6. (is able to / had better) _____ solve complex mathematical problems so fast that for most problems, he _____
7. (has got to / ought to) _____ be able to arrive at an answer faster than a calculator. He can also retain amazing amounts of information in his memory. In fact, if you allow him to study a 100-digit number, he _____
8. (should not / could not) _____ have any trouble remembering it.

2. Malcolm Gladwell's book, *Outliers*, _____
1. (had better / ought to) _____ make people who have not attained instant success feel better. In it, he states that if you want to reach true expertise, you _____
2. (might / have to) _____ spend about 10,000 hours practicing. The ballerina, Anna Pavlova, speaking from personal experience, commented that no matter how talented you are, you _____
3. (can't / shouldn't) _____ reach genius without hard work. Therefore, don't expect to become an expert at anything overnight. You _____
4. (must / may) _____ be prepared to work hard.



Problem And Solution Essay

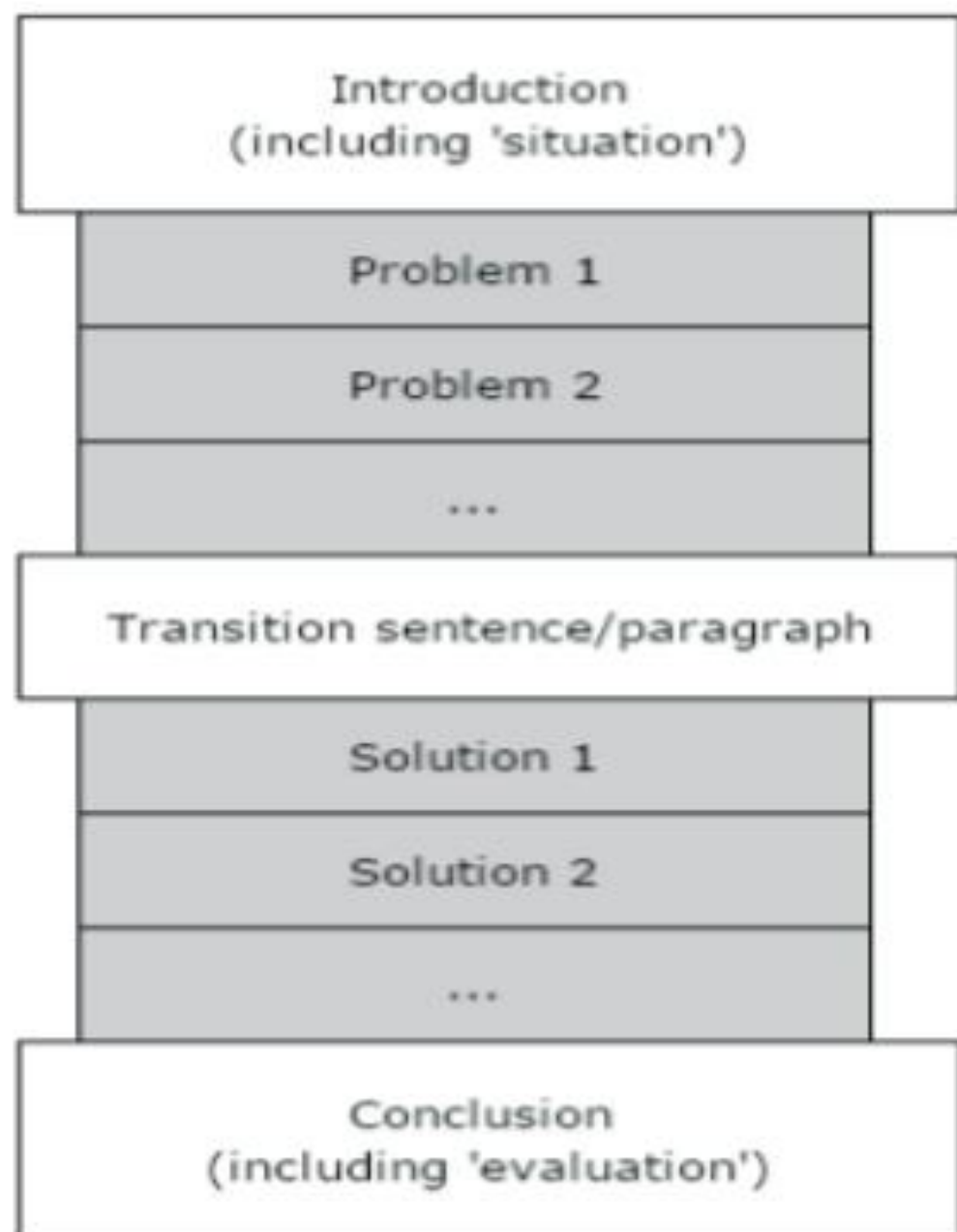


Despite a large number of gyms, a sedentary lifestyle is gaining popularity in the contemporary world.

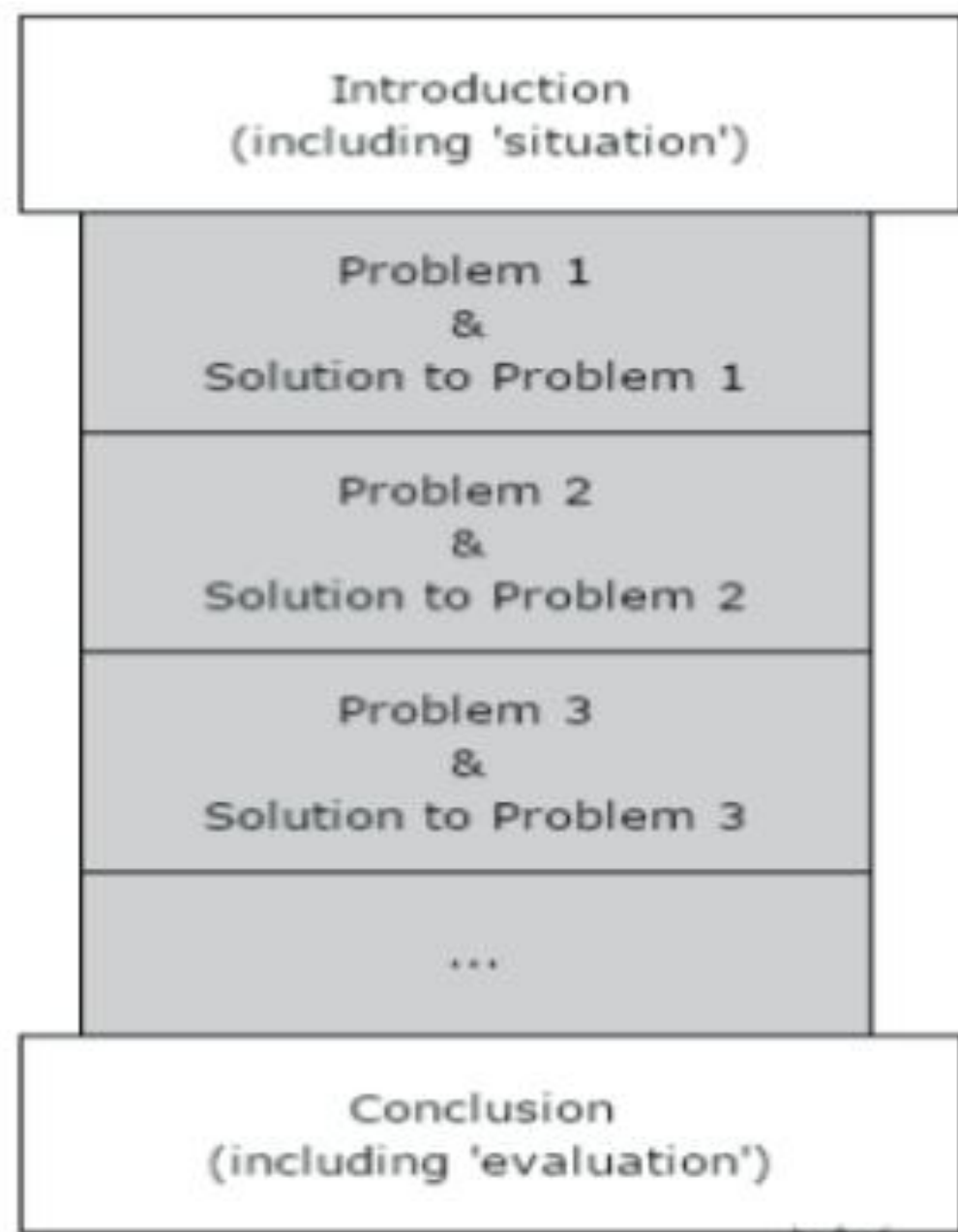
What problems are associated with this?

What solutions can you suggest?

Block



Chain



INTRODUCTION

2-sentence introduction

IELTS WRITING TASK 2



(1) General statement + (2) Thesis statement

It is true that genetic engineering is a key area of modern scientific research, with broad implications for all human societies. While I accept that this field of technology may have its dangers, I believe that the benefits of genetic engineering outweigh the drawbacks.



3-sentence introduction

IELTS WRITING TASK 2



(1) 'Hook' sentence + (2) Topic sentence + (3) Thesis statement

As tuition fees have been inexorably increasing in recent years, the affordability of higher education has always been a topic of interest. It is argued that the government should abolish college tuition fees, irrespective of students' socioeconomic background. While this thinking is valid to a certain extent, I believe that waiving tuition would have an adverse bearing on both students and society.





In the developed world, average life expectancy is increasing. What problems will this cause for individuals and society? Suggest some measures that could be taken to reduce the impact of ageing populations

- ▶ *life expectancy → human longevity*
- ▶ *average life expectancy is increasing → higher average age of the population*

With the development of technology and medication, human longevity has been increasing throughout the years, which leads to a higher average age of the population. This phenomenon can result in serious problems, which can be tackled using appropriate measures.



BODY

- *Paragraph 1: Introduction*
- *Paragraph 2: Problems*
- *Paragraph 3: Solutions*
- *Paragraph 4: Conclusion*

- *Paragraph 1: Introduction*
- *Paragraph 2: Problem 1 + Solution 1*
- *Paragraph 3: Problem 2 + Solution 2*
- *Paragraph 4: Conclusion*



It is possibly said that this issue may be caused by some main factors.....

Some negative consequences.....

Several related problems can be anticipated.....

The main issue is.....

This could be a burden on.....



➤ *Some measures ought to be taken to resolve these prospective issues.....*

To solve the problems described above.....

... could conduct several measures.....

To take steps to mitigate these potential problems.....

A simple solution is.....

... is highly recommended/ suggested to prevent ...

To tackle the problem / to reduce pressure on ...

Useful Expressions: Problems & Solutions

Steps	should	be taken	so as to	solve/overcome/combat ...
Measures	must		in order to	deal with/eradicate ...
	could			

Serious attempts to halt/prevent/solve ... must be made.

One (possible)	way to	solve/overcome	this problem the problem (of) ...	would be/
Another		combat/deal with		is ...
An alternative		eradicate		

People	should focus their/ our attention on ways	to solve/overcome the problem of ...
Governments		to improve the situation of ...
We		to reduce the impact of ... on society ...

● If steps/measures were taken to ...	the effect/result/ consequence would be ...
If ... happened/were to happen,	
If attempts were made to address the problem	
By (+ing) ..., we/governments/etc, can ensure that /prevent ...	



CONCLUSION

- Summarize main idea.
- 

Task: Complete the text with the words in the box. Then match each person to the correct photo.

abroad

commute

fare

pollution

traffic jams

rush hour

service

crowded



1. Picture _____

Generally, I like driving, but in the *rush hour*, when there is a lot of traffic, it can be really frustrating. The roads are really busy here, so there are _____ all the time.

2. Picture _____

I work in the city and I _____ to work by underground. It's really quick and easy, but it can also be extremely _____ - I almost never get a seat!

3. Picture _____

I take the bus to school because the _____ is cheap and there are discounts for students. Also, the _____ is fast and reliable.

4. Picture _____

I often travel _____ with my work, so I spend a lot of time in airports. I like flying, but I worry about the amount of _____ that is caused by the airline industry.


Task 1: Read the essay title and the list of problems and solutions below. Decide which are Problems and which are Solutions. Write P (problem) or S (solution) next to each idea.


Many cities suffer from traffic-related problems. What problems does traffic cause in cities and what are the possible solutions?

1. The government should increase road tax. _____
2. People should use their cars and public transport more. ____ _____
3. Traffic jams create stress in people's lives. _____
4. The cost of travelling by bus or train needs to be cheaper. _____
5. There is a lot of air pollution in cities. _____
6. Public transport is too crowded. ____ _____
7. Many accidents happen because there are so many cars on the roads. _____
8. If driving tests were more difficult, there would be fewer cars on the roads. _____

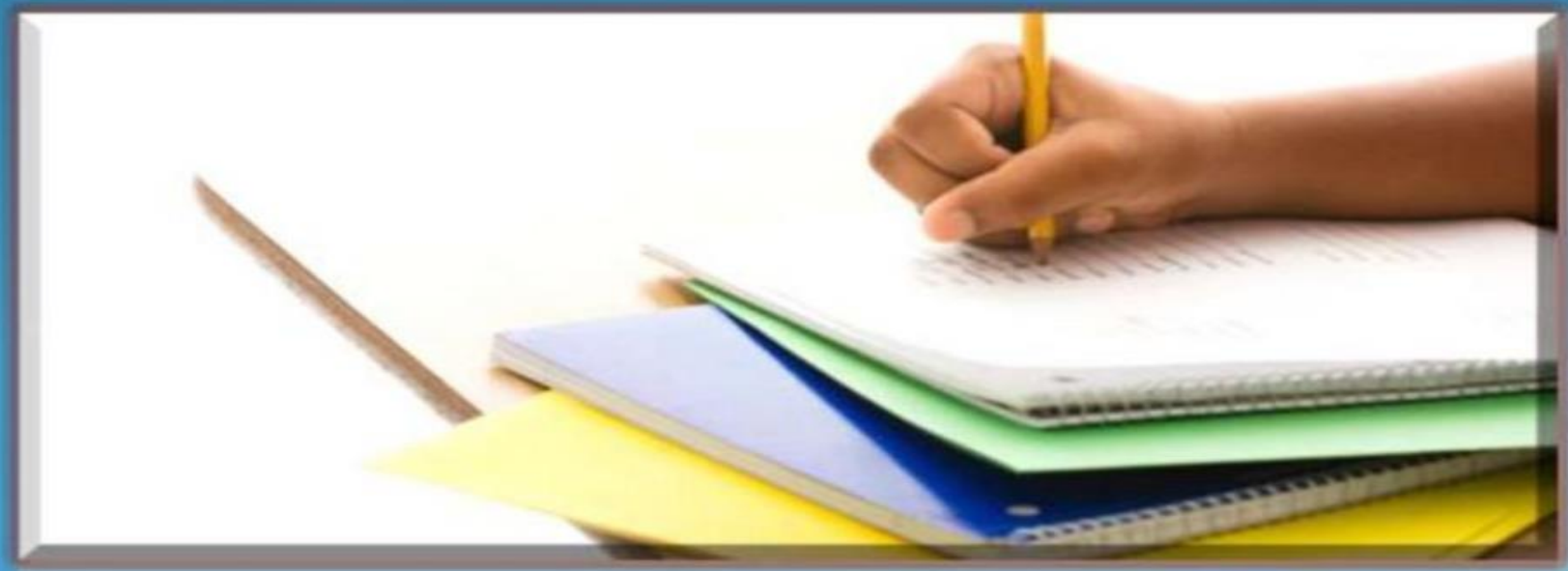
Task 2: Look at the ideas for the essay in Task 1 and match problems 1-4 to solutions a-d.

Problems	Solutions
<p>1. Traffic jams are caused by too many cars and lorries.</p> <p>2. Public transport is expensive, so people do not use it.</p> <p>3. Air pollution caused by traffic has increased health problems.</p> <p>4. Traffic problems in cities increase journey times to work and school.</p>	<p>a. People should pay to drive into cities during busy times such as mornings and evenings.</p> <p>b. The government could help reduce train and bus fares.</p> <p>c. The number of vehicles allowed into city centres should be limited to reduce the amount of traffic.</p> <p>d. Environmentally-friendly cars should be cheaper.</p>

- 
- ➔ Public transport is essential but problematic. Describe some of the problems connected to public transport and suggest some solutions.

- 
- ***In the developed world, average life expectancy is increasing. What problems will this cause for individuals and society? Suggest some measures that could be taken to reduce the impact of ageing populations***

Opinion Essay



WRITE: An Opinion Essay

An **essay** is a group of paragraphs about one topic. An **opinion essay** is written to persuade or convince the reader that your opinion is “the right way of thinking.” An opinion essay has three parts: the **introduction**, the **body**, and the **conclusion**.

INTRODUCTION

The **introduction** is the first paragraph of your essay. It includes a thesis statement that introduces the topic and states the main idea. The introduction should capture the readers’ attention and make them want to read on. Many introductions begin with general background information on the topic and often end with the thesis statement as the last sentence of the paragraph. In an opinion essay, the thesis statement should state your opinion about the topic. *Tip:* Some writers find it helpful to write their introductory paragraph after they have completed their essay.

BODY

The **body** is one to three paragraphs. The body supports the thesis statement by giving examples, details, reasons, and facts to support the thesis statement. Each paragraph should start with a clearly stated topic sentence that relates to the thesis statement. In addition, because you are trying to convince your readers to accept your opinion, you need to give evidence to support your opinion. You also need to give reasons that explain why the evidence supports your opinion.

CONCLUSION

The **conclusion** should restate the thesis statement and include the writer’s final thoughts on the topic. For example, the writer can give advice, suggest a solution to a problem, or predict what will happen in the future. The conclusion should not include new or unrelated topics.

THREE PARTS OF AN ESSAY

NOTES

I. Introduction

Background Information:

Thesis Statement:

II. Body Paragraph 1

Body Paragraph 1

Topic:

Support/Evidence:

Body Paragraph 2

Body Paragraph 2

Topic:

Support/Evidence:

III. Conclusion

Restate the Thesis:

Final Thought/Wrap Up:

VOCABULARY

REVIEW

Complete the paragraph using the words in the boxes.

advocates impact potential revolutionize risk factors

Many people believe that genetic testing will _____ the practice of medicine. These _____, who support genetic testing, believe it has the _____ to save many lives. They point out that the _____ indicated by genetic test results can help patients choose an appropriate treatment plan. These supporters acknowledge that the _____ of a positive test could be devastating, but point out that with proper counseling this negative aspect of genetic testing will not be a problem.

consult environment linked reliable skeptical

However, others are _____ of the value of genetic testing. For one thing, some people don't believe it is _____. In addition, they note that without professional help to interpret the results, patients may experience more harm than good from the tests. Of course, if patients were required to _____ with their doctors about the results, this problem would be eliminated. Another problem they see is that some diseases are not caused by genetics. They are _____ to the _____.

(continued on next page)

alternative

consensus

conventional

interaction

A further area of concern is that doctors still do not fully understand the _____ between specific genes and how this affects the possibility
11. for disease. Although there may never be _____ on the value
12. of genetic testing, the way the public and the medical establishment view specific treatments and therapies may change over time. Don't forget that when Norman Cousins first used Laughter Therapy in the summer of 1964, it was definitely viewed as a(n) _____ therapy.
13. Nowadays, it is used in many hospitals around the world, and has entered the realm of _____ medicine.
14.

EXPAND

1 Work with a partner. Write **S** if the word pairs have a similar meaning and **D** if they have a different meaning.

1. reliable / dependable S

2. impact / interaction _____

3. conventional / alternative _____

4. interpret / elicit _____

5. revolutionize / change _____

6. environment / surroundings _____

7. treatment / diagnosis _____

8. linked / connected _____

9. elicit / produce _____

10. consensus / disagreement _____

11. consulted / asked advice of _____

12. potential / ability _____

13. aspect / factor _____

14. skeptical / doubtful _____

15. advocate / supporter _____

2 Write the word that best completes each sentence.

1. The _____ (*impact / interaction*) of a positive test result can be devastating for a patient.
2. A medical professional can help a patient _____ (*elicit / interpret*) genetic test results.
3. After the doctor told Norman Cousins he was suffering from ankylosing spondylitis, Cousins had to decide on his _____ (*treatment / diagnosis*).
4. The idea of genetic testing is still a controversial topic. There is ongoing _____ (*disagreement / consensus*) on when it should be used.
5. When Norman Cousins first used Laughter Therapy, it was considered a(n) _____ (*alternative / conventional*) treatment.
6. Norman Cousins watched comedy films as a way to _____ (*revolutionize / elicit*) positive emotions.
7. Some people are skeptical of Cousins's original _____ (*diagnosis / treatment*). They don't think he was really suffering from a severe form of arthritis.

FINAL WRITING TASK

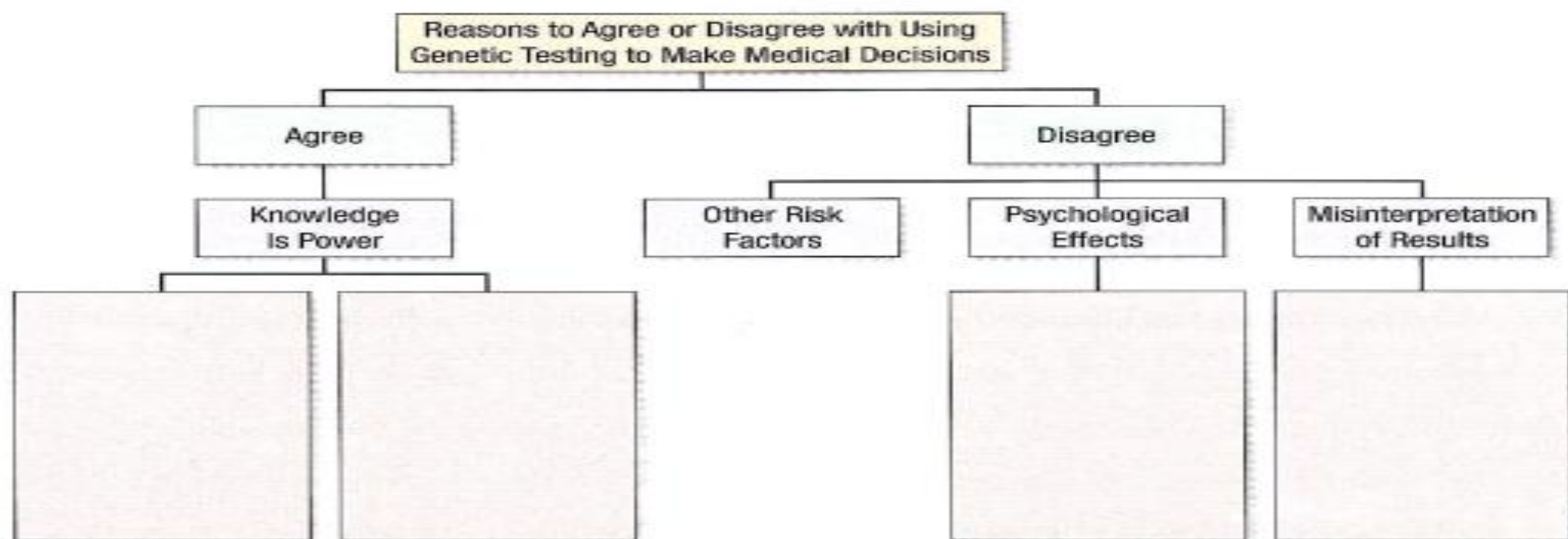
In this unit, you have read about genetic testing. Genetic testing can be ordered and interpreted by medical professionals. It can also be done at home by sending saliva samples to private companies. In these cases, there is often no consultation or interpretation offered.

You are going to *write a four-paragraph opinion essay expressing your opinion on making medical decisions based on genetic testing*. Use the vocabulary and grammar from the unit.*

PREPARE TO WRITE: Tree Mapping

Tree mapping helps you to organize ideas about a topic. The topic is written on the top line. Your ideas are written in branches leading from the topic. You can include reasons and evidence on smaller branches.

Complete the tree map. Then discuss your tree map with a partner. Notice how the ideas become more detailed as the branches extend.



A **hook** is a sentence or two meant to grab the reader's attention. The hook could be:

- a shocking or surprising sentence;
- an anecdote (story);
- an interesting point;
- a quote.



1 Is there a hook in the essay "Home Genetic Testing" on page 84? What is it? Is it effective? Why or why not? Share your answer with a partner.

2 Read the hooks from introductions of opinion essays. Check (✓) the hooks you think are effective. Discuss your answers with a partner.

1. _____ "Genetic testing definitely saved my life! If I hadn't been tested, I would never have known that I had an elevated risk of type-2 diabetes. Because of my test results, I was able to change my lifestyle before developing the disease," says Dr. Neville Clynes of Columbia Presbyterian Hospital.
2. _____ People are becoming more interested in genetic testing. Genetic testing can be very useful in making medical decisions.
3. _____ Stop! Don't go to the doctor! You can cure all problems with genetic testing. Or at least that's what people who believe in genetic testing would have you believe.
4. _____ People should stick with conventional medicine because it has been proven. There is no proof that genetic testing is an effective tool in making medical decisions.
5. _____ There are some studies that prove genetic testing can help with medical decision-making. This is why genetic testing should be a regular part of medical treatment.
6. _____ Dr. Robert Grasberger finally, after almost 3 months of consultation, understood what was wrong with his patient. What had he done? He had ordered a genetic test; the results explained everything.
7. _____ Imagine a world in which people are given jobs entirely based on their genes. Marriages are permitted only between couples whose genetic matchup ensures a "perfect" child. This is the future genetic testing will bring! Is this the future you want?

A big salary is much more important than job satisfaction.

Do you agree or disagree?

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

Write at least 250 words.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. harsh
2. a perpetrator
3. to deter someone from doing something
4. to reoffend
5. rehabilitative
6. empathy

Definition

- a. someone who has committed a crime or a violent act
- b. the ability to understand how other people feel
- c. able to bring someone back to health or a normal life
- d. strict; severe
- e. to make someone avoid or stop doing something
- f. to commit a crime again (not for the first time)

Reading text: An opinion essay

Some people think that some types of criminals should not go to prison. Instead they should do unpaid work in the community. To what extent do you agree?

Owing to the great variety of crimes that can be punishable by prison, some people argue that not all criminals are the same and it would therefore be more appropriate to give certain criminals community service instead. I agree that in some cases, prison may not be the best solution and community service would probably have more benefits.

One justification given for prisons is to keep society safe by removing criminals from the outside world. So the first thing to consider is if someone who has broken the law is a danger to other people. In the case of violent crime, there is an argument to keep the perpetrator away from society. However, burglary or possession of drugs, for example, does not involve violence against other people so the criminal does not present a direct danger to anyone in the community. Keeping these types of criminals in prison is expensive for the taxpayer and does not appear to be an effective punishment as they often commit the same crime again when they come out of prison.

Personally, I also believe punishments should reform people so they do not reoffend. A further reason not to put these people in prison is that they may mix with more dangerous and violent criminals, potentially committing a worse crime when they are released. By keeping them in the community, helping others, they not only learn new skills, but they could also develop more empathy and care towards others. If this occurs, society can only benefit.

Critics of this more rehabilitative approach to crime believe that justice should be harsh in order to deter people from committing similar crimes and that community service could be less likely to have that effect. However, there is very little evidence to suggest that long prison sentences deter criminals.

In conclusion, putting criminals who are not a danger to society in prison is expensive and, in my opinion, ineffective, both as a deterrent and as a form of rehabilitation. Community service for non-violent crimes benefits both society and the offender. That said, it would be useful to have more data to work out whether community service or prison is more likely to stop someone reoffending. I strongly believe that decisions on how best to deal with criminals should be based on evidence of what actually works.

It usually, though not always has a sub question alter the statement, which may take one of the following forms

- *To what extent do you agree or disagree? /To what extent is ... always good?*
- *What do you think (of this statement)? / What is your opinion about...? / Which of the views do you agree with?*
- *Is it a good idea to ...?*
- "Should" starting questions (e.g. Should children be educated at home by their own parents?)

The outline format

Type 1

Introduction:

- Background information:
 - + mention the issue you are going to defend.
 - + summarize the opposing arguments (pros)
- Thesis statement: say clearly that you are for or against.

Paragraph 1:

- Topic sentence 1: The first argument (the first reasons why you say should or should not)
- say WHY and HOW
 - give at least an example to illustrate.

The outline format

Type 1 (cont)

Paragraph 2:

Topic sentence 2: The second argument

Paragraph 3: (optional)

Topic sentence 3: counterargument / refutation

-Writing a counterargument paragraph

The counterargument is your opponents' (the other side's) argument that explains why you are wrong.

Transition + some critics / opponents + argue / claim + that + argument against your thesis.

Reasons/ examples for why the counterargument is wrong.

The outline format

Type 1 (cont)

Writing a refutation paragraph

The refutation is the other side's objection and you need to acknowledge the validity of the objection.

It may be true that + paraphrase of objection.

Reasons/ examples for why the objections is wrong.

Conclusion:

- Restate the importance of the issue you are discussing.
- Restate the arguments.
- Confirm your choice again (For or Against)
- Solutions, recommendations or predictions if possible.

The outline format

Type 2

Introduction:

Background information

Present situation

Thesis sentence: What this essay will do (examine which point is correct)/ Your opinion

Paragraph 1: The for arguments

Topic Sentence: reasons for

- Reason 1 + say WHY and HOW

+

example to illustrate

- Reason 2

...

The outline format

Type 2 (cont)

Paragraph 3: The against arguments

Topic Sentence: reasons against

-Reason 1 + say WHY and HOW

+ example to illustrate

- Reason 2

...

Conclusion

-Summary

-Personal Opinion

-Recommendation

Useful expressions and linking words/ phrases

For Giving Opinions

To my mind/ To my way of thinking...

It is my firm belief/ opinion/ view/ conviction (that)...

In my opinion/ view...

My opinion is that...

I (firmly) believe ...

I (definitely) feel/ think that...

I am (not) convinced

I am inclined to believe that

I (do not) agree that/ with...

It appears/ seems to me...

It strikes me that...

As far as I am concerned,...

Useful expressions and linking words/ phrases

For presenting opposing point

- Opponents of.../ believe/claim that...
- The fact that... contradicts the belief/ idea that...
- While it is true to say that.... in fact...
- While/although... it cannot be denied that...

Useful expressions and linking words/ phrases

For Conclusion

- In conclusion, it can/ must be said/ claimed that...
- All in all, it seems appears that...
- On balance, it would seem that...
- All things considered, it is likely/ unlikely/ possible/ foreseeable that...
- Taking everything into consideration, it is clear/ obvious that...
- To conclude, there is no/ little doubt that...
- To sum up, the best course of action would be to...
- Finally, achieving a balance between... would be...
- it is true to say that that...
- it may be concluded that...

Useful expressions and linking words/ phrases

For Conclusion

- All things considered, the obvious conclusion to be drawn is that...
- There is no absolute answer to the question of...
- In the light of this evidence, it is clear/ obvious that...
- In conclusion, it is my belief/ opinion that...
- All in all, I (firmly) believe/ feel/think that...
- All things considered, I am convinced that
- Taking everything into consideration, I am inclined to believe that
- Taking everything into account, I therefore conclude, feel/ believe (that).
- For the above -mentioned reasons, therefore, I (firmly) believe that...

Complete the sentences with words and phrases from the box.

However	One justification for	Owing to	The first thing to consider
In conclusion	It could be argued that	Personally	A further reason to

1. is what the purpose of prison is.
2. harsh prison sentences is that they act as a deterrent. , there is very little evidence to support this claim.
3. justify putting people in prison is to keep them away from society.
4. , I believe that prison should aim to rehabilitate people and reform violent criminals so they are less likely to reoffend.
5. prison works mainly as a punishment. overcrowded, cramped and sometimes violent conditions, prison is not a pleasant place to be.
6. , prison may not do everything that we want it to do but it does serve as an unpleasant punishment.

Tick the three sentences that are more tentative.

_____ Prison sentences are more effective in 29 per cent of cases.

_____ It seems that prison sentences are more effective.

_____ It might be argued that unpaid work exploits criminals.

_____ Unpaid work exploits criminals.

_____ This may suggest that the criminal is not a danger to others.

_____ These kinds of criminals are no danger to others.

1) Introduction

- Paraphrase the question
- Give your opinion
- State two supporting reasons

2) Main body paragraph 1

- Topic sentence – outline 1st reason for supporting this view
- Explanation – explain this idea
- Example – give an example or expand the idea

3) Main body paragraph 2

- Topic sentence – outline 2nd reason for supporting this view
- Explanation – explain this idea
- Example – give an example or expand the idea

4) Conclusion


It is argued that earning lots of money has more significance to people than being content in their work. This essay totally disagrees with that statement. I believe that people are increasingly concerned about the risk of stress-related ill-health frequently experienced by people in highly paid positions and they care more about feeling fulfilled at work.

Employees who earn a large income are generally under significant mental and emotional pressure to perform well and achieve targets. This causes many individuals to suffer high levels of stress which can result in mental health problems. This happened to my uncle. He used to boast about his huge salary but the boss kept increasing his sales targets and in the end, the stress became too great and he had a nervous breakdown. Now he regrets being driven by the money.


Having a job that they enjoy doing, and in which they feel valued, is a major concern for most of the modern workforce. A significant number of people are giving up well-paid positions to do jobs which pay less but that they find more enjoyable and less stressful. I am an example of this myself. A year ago I left the teaching profession because the workload had become too great, and I am now a gardener. I feel really fulfilled in this work and I am much more relaxed and happy even though I earn far less money.

In conclusion, for a high percentage of the population, earning a substantial wage is less important than job satisfaction because of the negative effects of work-related stress and the desire to feel happy and fulfilled at work.

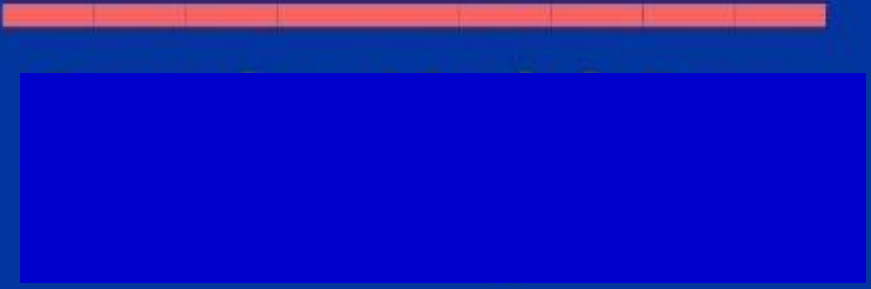
(272 words)



Medical studies have shown that smoking not only leads to health problems for the smoker, but also for people close by. For this reason, smoking should not be allowed in public places.



Advantage and Disadvantage Essays



disadvantages



advantages

You will need to:

- write an introduction to the topic;
- think of two advantages to the situation and provide clear examples;
- think of two disadvantages and write about these with good support;
- write a short conclusion giving your overall opinion;
- write a minimum of 250 words.

Getting away from it all

- 1 When I graduated from university a few years ago, I didn't really have any concrete plans for the future. A lot of my friends already had jobs lined up and went straight to work, but things weren't so clear-cut for me. After studying hard for three years, I just wanted to take my time before I rushed into making any decisions about my career.
- 2 London is great, but after growing up there, then spending my student years in the capital, I decided that I needed a change of scenery. I started to look into the possibility of taking a gap year and did a bit of research. In my mind, it would be a good way to buy me some time to think things through. And of course, on top of that, I was very excited about the opportunity to have an adventure! I also knew that having a year out wouldn't really harm my job prospects because employers generally look favourably on it.
- 3 One night I was out with some friends and I got talking to a guy called Ian. He told me that he had been living and working out in New York for the past six months on an international exchange programme. He was working for a market-research company in the centre of Manhattan and living with a group of other British people who were also carrying out work placements in the city. It sounded right up my street and just the kind of opportunity I was looking for. I took some contact details from Ian, and within a week I had applied for a position on the scheme. A month or so later, I was called for an interview and the rest, as they say, is history!
- 4 Arriving in New York after all that hard work at university was an unforgettable experience. I'll never forget standing on Fifth Avenue for the first time and looking up at the Empire State Building while yellow taxis raced up and down. I felt like I was in a scene from a movie. I had to pinch myself.
- 5 Even though it was the first time I had spent an extended period of time away from home, the first few months passed by very quickly. Looking back, it was probably down to the fact that there were lots of other British people around. I had a kind of instant social life, I think because we were all a long way from home and starting afresh, we quickly bonded and became good friends. New York has so much to offer, and soon I had started to discover new interests. My friends back in England laughed when I told them about my cocktail-making classes at night school! I love hip-hop music and street art, so it was easy for me to immerse myself in the New York culture.
- 6 Although my work placement wasn't exactly what I had expected, I gained valuable experience and knew that whatever happened, it would look good on my CV. Anyway, my year abroad was more about the chance to broaden my horizons and consider my future options than about the work.
- 7 I can't say everything about my New York adventure was plain sailing. There were times when I really missed my family and friends. If I had a bad day or was just feeling down, I didn't have the same support network of friends that I could go to back at home to cheer me up. Having said that, I was able to keep in contact with everyone fairly regularly via phone or email, so I was never too homesick.
- 8 On the whole, I would describe my year in New York as a life-changing experience and an opportunity that I'm happy to say I made the most of. I got the chance to live in one of the most vibrant and cosmopolitan cities in the world. I became a much more outgoing person and, above all, I made lots of great friends along the way. I certainly don't regret my decision to go.



What are the advantages and disadvantages of living abroad?

Good points of moving away	Downside of moving away

What are the advantages and disadvantages of living abroad?

Good points of moving away	Downside of moving away
<ul style="list-style-type: none">• Time to think things through• Have an adventure• Can improve job prospects• Discover new interests/culture• Gain work experience	<ul style="list-style-type: none">• miss family and friends• lack of support network from home• can feel homesick

5 Find the words or expressions in the article that have a similar meaning to these definitions.

- 1 clear arrangements (paragraph 1) **concrete plans**
- 2 had jobs organized (paragraph 1) **had jobs lined up**
- 3 to not hurry (paragraph 1) **had jobs lined up**
- 4 hurried (paragraph 1) **rushed into**
- 5 needed to see new places and have new experiences (paragraph 2) **needed a change of scenery**
- 6 give myself extra time to (do something) (paragraph 2) **Buy me some time to**
- 7 damage future work opportunities (paragraph 2) **harm my job prospects**
- 8 exactly the kind of thing I like (paragraph 3) **right up my street**
- 9 organized programme or course (paragraph 3) **scheme**
- 10 I couldn't believe the moment was real (paragraph 4) **I had to pin myself**
- 11 beginning a new life in a different place (paragraph 5) **Starting a fresh**
- 12 become completely involved in (an experience) (paragraph 5) **immerse myself in**
- 13 see more of the world (paragraph 6) **broaden my horizons**
- 14 easy or without problems (paragraph 7) **plain sailing**
- 15 improve my mood (paragraph 7) **cheer me up**
- 16 remain in touch with (paragraph 7) **Keep in contact with**
- 17 full of life (paragraph 8) **vibrant**

Write about the following topic:

These days, more and more people are going to other countries for significant periods of time, either to find a job or to study. There are clearly many benefits to doing this, but people who live abroad can also face some difficulties.

Discuss the advantages and disadvantages of living and working in a foreign country.

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

Write at least 250 words.

Skim the model essay below to find the main points, then complete this table about moving away.

about moving away.

advantages	examples	disadvantages	examples

Nowadays, taking a year out to live or study abroad is becoming increasingly popular. For many people, especially young adults, the chance to spend an extended period of time overseas is an attractive one. However, there are both pros and cons to deciding to do this. In this essay, I will discuss some of the reasons why moving abroad is so popular and some of the challenges to be overcome.

Let's begin by looking at the advantages of moving away. One of the main positives of heading overseas is that it broadens your horizons. What I mean by this is that you have the chance to meet people from different cultural backgrounds and learn to cope with foreign customs and food. This can make you more rounded as a person.

Secondly, moving abroad can lead to a better quality of life. Take British people for example. Thousands of people from the UK move to Spain and Australia every year. These countries have warmer climates and encourage a better work-life balance. In addition, by

living overseas, you can gain qualifications and language skills, which may improve promotion prospects on your return.

Turning to the other side of the argument, culture shock is a major problem. Many people who take a year out find it hard to cope with the language barrier, the food and general cultural differences. This often leads to homesickness and in some cases a sense of isolation.

Another issue is that it can be difficult to start a new life from scratch. In other words, when you move abroad, you have to make new friends and find your place in the community. This process takes time and can be especially challenging if there is also a language barrier to deal with.

All things considered, starting life in a foreign country is never easy. You need to weigh up the pros of the better lifestyle, weather and so on, and the cons of culture shock and language barrier. Personally, I believe the benefits in terms of personal growth eventually outweigh any negatives.



Advantages	Examples
broaden horizons	Meet people from other cultural backgrounds; experience new food, customs
Improve quality of life	weather- Spain/ Australia
Gain qualifications and language skills	better work –life balance
Advantages	Examples
Hard to integrate	Language barrier,different food and other cultural differences
Have to start life again	Meeting new friends

Nowadays, taking a year out to live or study abroad is becoming increasingly popular. For many people, especially young adults, the chance to spend an extended period of time overseas is an attractive one. However, there are both pros and cons to deciding to do this. In this essay, I will discuss some of the reasons why moving abroad is so popular and some of the challenges to be overcome.

1 Look again at the introduction to the essay from this unit in the table below. It consists of four sentences. Complete the table by matching the correct step from the formula (a–d) to the correct sentence in the introduction (1–4).

- a Add an extra sentence to support the first.
- b Focus on the question in your own words.
- c Tell the reader your plan.
- d Write a general sentence about the topic (living/working abroad).

sentence	formula for introduction (advantages and disadvantages essay)
1 Nowadays, taking a year out to live or study abroad is becoming increasingly popular.	
2 For many people, especially young adults, the chance to spend an extended period of time overseas is an attractive one.	
3 However, there are both pros and cons to deciding to do this.	
4 In this essay, I will discuss some of the reasons why moving abroad is so popular and some of the challenges to be overcome.	

Advantages/Disadvantages Structure

- **Introduction**
- Paraphrase the question
- Introduce the specific advantages/disadvantages that will be discussed in the main body paragraphs.
- **Main Body Paragraph 1**
- Introduce the advantage (topic sentence)
- Explain/give detail
- Example
- **Main Body Paragraph 2**
- Introduce the disadvantage (topic sentence)
- Explain/give detail
- Example
- **Conclusion**
- Summary of the main points
- What you think were the most important pros and cons

- 2** Now read this question and a model introduction to it. The four steps in the introduction are in the wrong order. Rewrite it correctly.

These days, people work in more than one job, and often change career several times during their life. What are the advantages and disadvantages of this?

In this essay, I will look at both sides and try to draw some conclusions.

Many have at least one change of career at some point in their lives.

Nowadays, it is becoming more and more common for people to take two jobs.

But what are the benefits of this situation, and what are the drawbacks?

- 3** Write four-sentence introductions for these exam questions.

1 What are the pros and cons for children of watching television?

TOPIC SENTENCES

To do this, you need to practise writing clear topic sentences. Topic sentences help the reader to follow the plan of your essay. They are like signposts for a driver.

- 1 Unjumble these useful chunks of language for writing clear topic sentences.**
 - a advantage / overseas / of / living / is / another
Another advantage of living overseas is ...
 - b moving / one / of / disadvantages / home / of / away / the / from / biggest / is
 - c to / of / the / turning / side / other / argument / the
 - d is / the / abroad / one / main / of / of / moving / positives
 - e that / another / be / drawback / is / it / can / major
 - f by / overseas / let's / advantages / looking / start / the / of / travelling / at
- 2 Number the chunks from Exercise 1 in the order they would come in your essay.**

Linking Words – Result

Dùng để nêu kết quả cho quá trình, hành động...

- ▶ As a result: Kết quả là
- ▶ As a consequence (of): Như một hệ quả của
- ▶ Therefore: Vì thế
- ▶ Thus: vì vậy
- ▶ Consequently: Do đó
- ▶ Hence: Vì thế
- ▶ For this reason: Vì lý do này

Connecting Words – Emphasis

Sử dụng: Nhấn mạnh một điểm nào mạnh hơn

- Undoubtedly: Chắc chắn
- Indeed: Thực sự
- Obviously: Chắc chắn
- Particularly / in particular: Đặc biệt / đặc biệt
- Especially: Đặc biệt
- Clearly: Thông suốt
- Importantly: Quan trọng
- Absolutely: Chắc chắn rồi
- Definitely: Chắc chắn
- Without a doubt: Không nghi ngờ gì
- Never: Không bao giờ

- It should be noted: Cần lưu ý
- Unquestionably: Không nghi ngờ gì
- Above all: Trên hết
- Positively: Tích cực

Linking Words – Addition

Sử dụng: Thêm ý tưởng, bổ sung

- Additionally / an additional: Ngoài ra / bổ sung
- Furthermore: Hơn nữa
- Also: Cũng thế
- Too: Quá
- As well as that: Cũng như
- Along with: Cùng với
- Besides: Ngoài ra
- In addition: Ngoài ra
- Moreover: Hơn thế nữa
- Not only...but also: Không những ... mà còn
- In addition to this: Thêm vào đó
- Apart from this: Ngoài việc này



Linking Words – Reason

- ➔ **Because of: Bởi vì**
- ➔ **With this in mind: Với ý nghĩ này**
- ➔ **In fact: Trong thực tế**
- ➔ **In order to: Để mà**
- ➔ **Due to: Do là**

Transition Words – Illustration - Give Examples

- ▶ For example/ For instance: Ví dụ
- ▶ Such as: Như là
- ▶ Including: Bao gồm, kể cả
- ▶ Namely: Cụ thể
- ▶ In this case: Trong trường hợp này
- ▶ Proof of this: Bằng chứng này
- ▶ Like: Giống
- ▶ To demonstrate/ To clarify: Để chứng minh / Để làm rõ

Linking Words – Contrast

- Unlike: Không giống, không thích
- Nevertheless: Tuy nhiên
- On the other hand: Mặt khác
- Nonetheless: Tuy nhiên
- Despite / in spite of: Mặc dù / mặc dù
- In contrast (to): Trái ngược với
- While: Trong khi
- Whereas: Trong khi
- Alternatively: Hoặc
- Conversely: Ngược lại
- Even so: Ngay cả như vậy
- Differing from: Khác với
- Contrary to: Trái với

Linking Words – Comparison

- Similarly: Tương tự
- Equally: Bằng nhau
- Likewise: Tương tự như vậy
- Just as: Cũng như
- Just like: Giống như
- Similar to: Tương tự như
- Same as: Giống như
- Compare / compare(d) to (with): So sánh / so sánh với
- By the same token: Bởi lẽ ấy
- In the same way: Theo cùng một cách
- Correspondingly: Tương ứng

Linking Words – Sequencing ideas: Dùng sắp xếp ý tưởng

- First/ firstly: Đầu tiên / trước hết
- Second/ secondly: Thứ hai / thứ hai
- Third/ thirdly: Thứ ba / thứ ba
- Finally: Cuối cùng
- At this time: Tại thời điểm này
- Following: Tiếp theo
- Previously: Trước đây
- Before: Trước
- Subsequently: Sau đó

Ngoài ra còn có một số từ dùng để kết các ý:

- Above all: Trên hết
- Lastly and most importantly: Cuối cùng và quan trọng nhất
- Last but not least: Cuối cùng nhưng không kém phần quan trọng
- First and foremost (Đầu tiên và quan trọng nhất)...



Linking Words– Summary

- In conclusion: Tóm lại là
- To summarise: Tóm tắt
- In short: Nói ngắn gọn
- To sum up: Tóm lại
- In summary: Tóm tắt
- To conclude: Để kết luận



Linking Words – Condition: Thể hiện điều kiện

Cung cấp điều kiện cho những gì được nêu

- If: Nếu
- In that case: Trong trường hợp đó
- In case: Trong trường hợp đó
- Unless: Trừ khi

Linking Words – Concession: Nhượng bộ

- Admittedly: Phải thừa nhận
- All the same: Tất cả đều giống nhau
- Up to a point: Lên đến một điểm
- Even so: Ngay cả như vậy
- In spite of: Mặc dù
- Although/Even though: Mặc dù / Mặc dù
- Even if: Thậm chí nếu
- However: Tuy nhiên



Linking Words – Generalisation: Thể hiện khái quát hóa

- **Đưa ra tuyên bố chung, khái quát lại**
- **As a rule: Như một quy luật**
- **For the most part: Hầu hết**
- **In general/ Generally: Nói chung / Nói chung**
- **On the whole: Trên toàn bộ**
- **Overall: Nhìn chung**
- **In most cases: Trong hầu hết các trường hợp**

Linking Words – Restatement

- **In other words: Nói cách khác**
- **To put it differently: Nói cách khác**

Avoid generalization in your essay

Good academic writers are careful that they don't make statements which are too general. This is important in a piece of academic writing.

1 Complete these sentences using the model essay on page 12.

- 1 This^{can}..... make you more rounded as a person.
- 2 Secondly, moving abroad lead to a better quality of life.
- 3 ..., which improve promotion prospects on your return.
- 4 This leads to homesickness ...
- 5 Another issue is that it difficult to start a new life from scratch.
- 6 This process takes time and especially challenging if ...

2 Rewrite these sentences so that they sound less general.

- 1 It is difficult to find a job when you are in a foreign country.
- 2 Children copy the behaviour of their parents.
- 3 Working from home makes it difficult to build good relationships with your colleagues.
- 4 Learning a language gets harder with age.
- 5 Young people turn to crime because of the lack of employment opportunities in their area.

Nowadays, taking a year out to live or study abroad is becoming increasingly popular. For many people, especially young adults, the chance to spend an extended period of time overseas is an attractive one. However, there are both pros and cons to deciding to do this. In this essay, I will discuss some of the reasons why moving abroad is so popular and some of the challenges to be overcome.

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Secondly, moving abroad can lead to a better quality of life. Take British people for example. Thousands of people from the UK move to Spain and Australia every year. These countries have warmer climates and encourage a better work-life balance. In addition, by

living overseas, you can gain qualifications and language skills, which may improve promotion prospects on your return.

Turning to the other side of the argument, culture shock is a major problem. Many people who take a year out find it hard to cope with the language barrier, the food and general cultural differences. This often leads to homesickness and in some cases a sense of isolation.

Another issue is that it can be difficult to start a new life from scratch. In other words, when you move abroad, you have to make new friends and find your place in the community. This process takes time and can be especially challenging if there is also a language barrier to deal with.

All things considered, starting life in a foreign country is never easy. You need to weigh up the pros of the better lifestyle, weather and so on, and the cons of culture shock and language barrier. Personally, I believe the benefits in terms of personal growth eventually outweigh any negatives.

Complete the sentences based on the given essay.

- 1 This ^{can} make you more rounded as a person.
- 2 Secondly, moving abroad lead to a better quality of life.
- 3, which improve promotion prospects on your return.
- 4 This leads to homesickness ...
- 5 Another issue is that it difficult to start a new life from scratch.
- 6 This process takes time and especially challenging if ...

Rewrite these sentences so that they sound less general.

- 1 It is difficult to find a job when you are in a foreign country.
- 2 Children copy the behaviour of their parents.
- 3 Working from home makes it difficult to build good relationships with your colleagues.
- 4 Learning a language gets harder with age.
- 5 Young people turn to crime because of the lack of employment opportunities in their area.

We also use certain expressions to avoid making generalizations.

In many cases / the majority of cases, it is extremely difficult at first to integrate in a new society.

Generally speaking, moving abroad is a very difficult thing to do.

For many, the language barrier is a major problem. (= for a lot of people but not everyone)

In the examples above, has the writer used modal verbs to avoid generalizations?

Why? / Why not?

Complete these sentences with your own ideas.

- 1 Generally speaking, living in the city ...
- 2 In the majority of cases, if you work hard, ...
- 3 Generally speaking, developing countries ...
- 4 In many cases, people who are aged 50 and over ...
- 5 For many, learning a new language ...

Writing a conclusion

A good conclusion generally consists of:

- 1 a general, one-sentence summary
- 2 a focused summary of the main points – avoiding repetition of vocabulary

All things considered, starting life in a foreign country is never easy. You need to weigh up the pros of the better lifestyle, weather and so on, and the cons of culture shock and language barrier. Personally, I believe the benefits in terms of personal growth eventually outweigh any negatives.

Now read another possible conclusion for the same essay.

In conclusion, there are clearly both positives and negatives to spending an extended period of time overseas. While going abroad can be a great experience and lead to a better lifestyle, for many people there are too many differences to cope with. In my opinion, if you go with the right attitude, moving overseas should be an absolutely unforgettable experience.

Rewrite the following sentences in the correct order to make a good conclusion

However, it can also be very difficult to cope with the new culture and language.

In my view, having the chance to see life in another country can open up lots of exciting new experiences.

It is important to be happy wherever you are, as the grass is not always greener on the other side.

To sum up, living abroad is a challenging experience with both ups and downs.



REPORTS

A report is an informative formal piece of writing concerning a particular person, place, situation, plan, etc; it is addressed to one's superior/colleagues, members of a committee, etc, and is written in response to a request or instruction.

There are various types of reports, such as:

- a) **assessment reports** which present and evaluate the positive and/or negative features of a person, place, plan, etc; they also include your opinion and/or recommendation
- b) **informative reports** which present information concerning a meeting that has taken place, progress made on a project, etc;
- c) **survey reports** which present and analyse information gathered from door-to-door surveys/questionnaires, including conclusions drawn from this information and suggestions or recommendations
- d) **proposal reports** which present plans, decisions or suggestions concerning possible **future** courses of action for approval by one's superior at work, a bank manager, members of a committee, etc.

A successful report should consist of:

- a) **an introductory paragraph** which clearly states the purpose and content of the report;
- b) **a main body** in which the relevant information is presented in detail under suitable subheadings; and
- c) **a conclusion** which summarises the information given, and may include an opinion and/or suggestion/recommendation

Note that before you start writing your report you should give information indicating who the report is written to (name/position/ company, etc), who the report is written by (name/position), the subject of the report, and the date:

e.g. **To:** Peter Roberts, Chairman, Grosvenor & Sons
From: Lindsay O'Neill, Assistant Manager
Subject: Appraisal of Thompson Distribution Co.
Date: 19th March 1997

Points to consider

- Reports should be written in a formal style (complex sentences, non-colloquial English, frequent use of the passive, linking words/phrases).
- Before you write your report you should think of who the report is being written by and who the report is addressed to.
- Give your report an appropriate subject title, then carefully plan the information you will present. Think of suitable subheadings, then decide on the information you will include under each subheading. Use linking words to join your ideas.

To:
From:
Subject:
Date:

Introduction

Paragraph 1

state the purpose and content of your report

Main Body

Paragraphs 2-3-4-5*

present each aspect of the subject under separate subheadings (positive/negative points of each aspect are presented in same paragraph)

Conclusion

Final Paragraph

general assessment opinion and/or suggestion/ recommendation

* The exact number and division of paragraphs will depend on the specific instructions for each report task



Useful Language

- **To begin reports:**

The purpose/aim/intention of this report is to ...

As requested, this is a report concerning/regarding ...

This report, etc contains/outlines/examines/assesses ...

- **To end reports:**

To conclude/To sum up/In conclusion/On the whole,...

On the basis of the points mentioned above, it would seem that ...

It is (therefore) felt/believed/apparent/obvious (that) ...

I/We conclude/recommend/would suggest (that) ...

My/Our recommendation is that ... should be ...

2 Look at the beginnings and endings from various reports. Match the introductions with the conclusion and say:

- who each of these reports are written by.
- who the reports are written for.
- what the purpose of each report is.
- what each of them concludes and/or recommends.

INTRODUCTIONS

- 1** This is the report commissioned by Ace Taxis Inc. to assess the suitability of the Starcar and the Sarabande for use in the Ace taxi fleet. Both models were rigorously tested and examined by expert mechanics and automotive consultants. The research data has been consolidated and the relevant information appears below.
- 2** This report contains the suggested plans for opening a small shopping centre in the Kingston area. As requested by the bank, whose financial support is required, the proposed size, number of shops and potential income of the centre are considered.
- 3** As requested by the Board of Designers, this report examines information gathered from observations made at the Miriam Hasawell and Adrian Banks spring collection shows viewed in Paris on 5th February and Milan on 9th February.
- 4** The purpose of this report is to analyse the results of a survey, conducted at the request of Family Foods plc, to gauge public response to the company's proposed new range of packaged foods. The report summarises replies to questionnaires completed by 400 families, classified according to income, who sampled the new products on 26th and 27th September.

CONCLUSIONS

- A** It is felt, therefore, that although the initial outlay for the centre is relatively high, the future financial benefits will be considerable. In addition, the opening of such a shopping centre would be a definite asset to the community.
- B** To sum up, it is apparent that radical changes are necessary in the company's use of colours and fabrics. Furthermore, I would recommend introducing a sportswear line in the immediate future.
- C** On the basis of the points mentioned above, we strongly recommend that the client should reduce the retail price of the new products in order to make them attractive to a wider sector of the consumer market.
- D** In conclusion, it is obvious that the Starcar is preferable, being better value for money, better equipped and more reliable. It is therefore recommended that Ace Taxis Inc. supplement its fleet with Starcars.

INFORMATIVE REPORTS

An informative report is a formal piece of writing, usually to one's superiors, colleagues or members of a committee. It presents information concerning the progress which **has been made** on a project, a meeting that **has taken place** or decisions which **have been made** concerning future action. An informative report should consist of:

- a) an **introduction** in which you state the purpose and content of your report;
- b) a **main body** in which you present various aspects of the subject under suitable sub-headings; and
- c) a **final paragraph** in which you summarise all points mentioned before.

Useful Language

● To begin reports:

The purpose/aim/intention of this report is to outline/present/discuss the meeting held on .../the progress of .../the decision of the committee ...

As requested, this is a report concerning/regarding the matter/subject of ...

This report contains the (relevant) information/details of/concerning ... which you requested/asked for ...

This report outlines recent investments in .../changes made to club rules and procedures/the company's achievements in ... /concerning ...

The information below summarises the events which took place ...

● To end reports:

To conclude/To sum up/In conclusion, the current state of affairs is that ...

On the whole, it would be fair to conclude that ...

I am pleased, etc to announce/inform members (that) arrangements are progressing smoothly/according to schedule/faster than anticipated... /ahead of schedule ...

Unfortunately, progress has not been as fast as expected/a number of difficulties have been encountered/the issue has not been resolved ...

To:
From:
Subject:
Date:

Introduction

Paragraph 1

state the purpose and content of your report

Main Body

Paragraphs 2-3-4 (5)*

present each aspect of the subject under suitable subheadings

Conclusion

Final Paragraph

general assessment/summary of points

* *The exact number and division of paragraphs will depend on the specific instructions for each report task*

2 Read the task instructions and the model below, and identify the topic of each paragraph then fill in the following sub-headings in the appropriate spaces.

Performing Artists/Groups
Catering and Ticket Sales
Purpose

Conclusion
Venue, Facilities and Equipment
Projected Costs

You are organising a music concert, on behalf of a local charity which is going to take place in three weeks. Write a progress report for the next meeting of the charity committee, explaining what arrangements have been made and what remains to be done.

To: The Chairperson, Crowtree Care Group
From: Charlotte Morris, Events Organiser
Subject: Summer Concert
Date: July 29th 1997

1. _____
The purpose of this report is to outline the progress of arrangements for the concert to be held on Sunday 17th August to raise funds for the Terminal Illness Research Fund.

2. _____
Auditions were held on 15th July to select local performers. In addition, two professional groups have agreed to appear in the concert free of charge. Unfortunately, another band we had hoped would appear is unavailable. However, our Director of Music, Ms Foxe, is confident that the standard will be more than satisfactory, and states that rehearsals are progressing smoothly.

3. _____
The concert will be held in the main area of Crowtree Park, which is easily accessible both by private and public transport and has good public toilet facilities. Seating will be hired from a local company, and a covered stage, to be erected in the centre of the park, has already been constructed by volunteers under the supervision of Mr Wilson.

4. _____
Refreshments will be provided by local restaurants, who will make their own arrangements regarding stalls and vendors. Mr Wilson's group of volunteers have agreed to sell tickets at the Town Hall, as well as undertaking crowd control and ticket inspection during the concert itself.

5. _____
Permission has been granted by the council authorities for us to use the park free of charge, and Harrison Rentals have agreed to a reduced price of £100 for the hire of chairs. Excluding the cost of printing tickets and posters, the cost of the concert will be approximately £550.

6. _____
I am delighted to inform the committee that arrangements have proceeded faster than anticipated, and the concert promises to be of a higher standard than last year's. However, it must be pointed out that no arrangements have yet been made concerning publicity and printing, which is now a matter of some urgency.

3 Look at the following writing task instructions and then answer the questions below.

As secretary of the school/college photography club, write a report for the club's annual meeting. You should report on such matters as membership, special projects and activities during the past year, and what has already been proposed for next year.

- What information would you give before stating the purpose of the report?
- What is the purpose of the report?
- What information would you include in the report?
- In what order would you present this information, and under which sub-headings?
- What useful expressions could you use in the introductory and final paragraphs?

4 Now write a complete paragraph plan, with notes, for the task above. Then write the report in about 300 words.