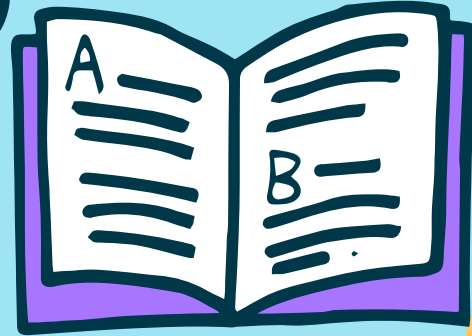


Writing 3

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CONTENTS OF THIS COURSE

YOU WILL LEARN HOW TO WRITE THREE TYPES OF ENGLISH WRITING

- A COVER LETTER
- OPINION ESSAY
- A CAUSE AND EFFECT ESSAY





Lesson 1: Cover letter



Definition

Formal letters are normally sent to people in an official position or people you don't know well.

→ They are written in a **formal style** with a polite, impersonal tone.

You can write a formal letter to apply for a job/course, make a complaint, give/request official information, etc.

STRUCTURE OF A GOOD FORMAL LETTER

A formal greeting

Dear Sir/Madam – when you do not know the person's name
Dear Ms Green – when you know the person's name

An introduction

Reasons for your writing – I am writing to apply for the position of....

A main body

Main subjects of the letter in detail, starting a new paragraph for each topic

A conclusion

Closing remarks – I look forward to hearing from you as soon as possible.

A formal ending

Yours faithfully – when you do not know the person's name
Yours sincerely – when you know the person's name

Letter of application

A. opening remarks/reasons for writing

- Name of the job/course, when and where you saw it advertised
e.g.*the position of manager advertised in yesterday's Herald.*

B. Main body

- age, present job and/or studies (e.g. *I am a nineteen-year-old university student.*)
- Qualifications (e.g. *I have a BA in French.*)
- Experience (e.g. *I have been working as a waiter for the last two years.*)
- Skills and personal qualities that are suitable for the job/course. (e.g. *I am a good and careful driver. I consider myself to be mature and responsible.*)

C. Closing remarks

- Any other important information (i.e. when you are available for interview, where and when you can be contacted, references you can send, a remark that you hope your application will be considered, etc.)
(E.g. *I will be available for interview in September.*
I enclose references from my last two employers.
I look forward to hearing from you as soon as possible.)

Exercise 1

You saw this advertisement in a local newspaper and have decided to apply for the job. Read the ad and answer the questions.

St. George's Primary School is looking for a young, energetic and experienced schoolteacher to join us in September. Must be a good organizer and keen on sports.

Please apply in writing to Mrs Hunter, giving details of qualifications, skills and previous experience and saying why you think you are suitable for the job.

Closing date 12th May.

1. Who is going to read your letter?
2. Do you know this person at all?
3. What style should you use?
4. Why are you writing this letter?
5. What information should you include in your letter?

Exercise 2: Reorder the paragraphs to make a complete letter of application for the job.

A. I am 28 years old and currently teaching in Margate. I have a BSc degree awarded by Glasgow University in 1997. I completed my certificate in Education at Preston Teacher Training College in 1998.

B. I consider myself to be punctual, hard-working and fair. I enjoy working with children and have good organizational skills.

C. With reference to your advertisement in Thursday's edition of the Daily Star, I am interested in applying for the position of primary school teacher.

D. I have been working for Margate Education Department since 1999. During this time, I have enjoyed teaching a variety of subjects, including English, General Science and Games.

E. Dear Mrs Hunter,

F. I enclose a reference from my present employer. I would be grateful if you would consider my application. I am available for interview any weekday morning. I look forward to hearing from you.

G. Yours sincerely,
Steven Davies

Exercise 3

You saw this advertisement in a local newspaper, and have decided to apply for the job.

Young helpers (18-25) needed in our summer camp for 10 – 14 years old. Duties include helping with games and other activities. Helpers must speak English or French and be able to work at any time, including some evenings, from 5th to 25th July. Apply in writing to Ben Carroll.

Write a letter from 120-150 words applying for the job.

Letters of complaint

In the opening remarks, you should state your complaint, including details of what has happened and where/when the incident took place.

E.g. *(Mild) I am writing in connection with.../to complain about....the terrible behavior/attitude/rudeness of..../I am writing to draw your attention to...which....*

(Strong) I wish to bring your attention to a problem which arose due to your staff....

I am writing to express my strong dissatisfaction at.....

I wish to express my dissatisfaction/unhappiness with the product/treatment I received from....on....

In the main body paragraphs, you present each of the specific points you are complaining about. You start a new paragraph for each point and justify these points by giving examples/reasons.

E.g. *Although you advertise “top quality”, I felt that the product I purchased was well below the standard I expected.”*

In the closing remarks, you should explain what you expect to happen (e.g. to be given a refund/replacement/apology/etc).

E.g. *(Mild) I hope that this matter can be resolved/dealt with promptly.*

(Strong) I insist on/demand a full refund/an immediate replacement or I shall be forced to take legal action/the matter further.

Exercise 1

Read the rubric and underline the key words, then answer the questions.

You recently bought a calculator, but you were given the wrong model by mistake. When you complained, the shop assistant was rude to you. Write a letter to the company's complaints department, explaining the reasons for your dissatisfaction and saying what action you expect the company to take.

1. Who is going to read your letter?
2. Do you know the person you are writing to?
3. Why are you writing this letter?
4. What opening and closing remarks would you write?

Exercise 2

You recently went for a meal at Benny's fast food restaurant, which is part of an international chain. Unfortunately, the service was very slow and the food was badly cooked, so you complained to the manager. However, he was very rude to you and insisted on your paying for the meal. You have decided to write a letter of complaint to the company's head office. Write your letter, explaining the reasons for your complaint and saying what you expect the company to do.



Lesson 2: advantages and disadvantages essay



DEFINITION

Giving advantages and disadvantages

If the aim of your essay is to outline the advantages and disadvantages of something, you are not expected to express your own opinion by using personal words or expressions. Start by making a general statement and then divide the advantages and disadvantages into two separate paragraphs. To conclude, give a balanced consideration of your points. An opinion can be expressed in a non-emotional way. e.g. it seems that ..., it can be seen that ...

STRUCTURE OF AN OPINION ESSAY

OUTLINE : GIVING ADVANTAGES AND DISADVANTAGES

Introduction: general statement about the topic

Main body: para 2: advantages and statements to support your point of view

para 3: disadvantages and statements to support your point of view

(Note: If you believe that the advantages outweigh the disadvantages write them in the third paragraph so that it will be easier for you to lead the reader to the conclusion.)

Conclusion: Give a balanced consideration or give your opinion without using personal words or expressions

Exercise 1: Read the following essay and complete the table for the outline of the essay.

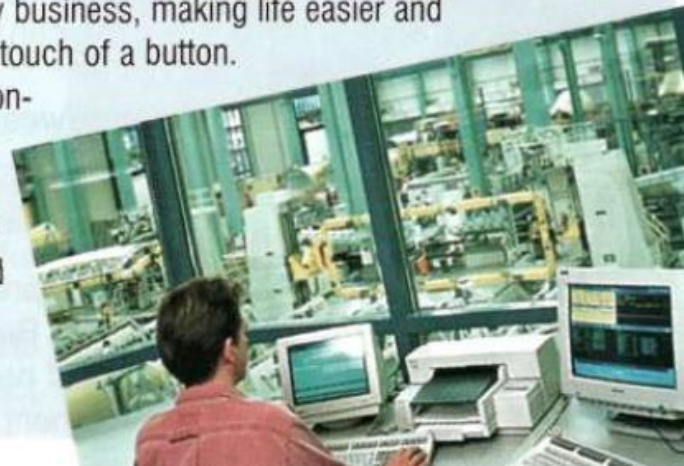
MODEL 1

Computers are a major technological breakthrough of the twentieth century. Their benefits are numerous yet much can be said against them. Clive James, an Australian critic, once said that "It is only when they go wrong that machines remind you how powerful they are".

The main disadvantage of computers is that staring at a screen for long periods of time can be damaging to the eyes, and sitting on a chair for hours at a time is certainly not healthy. Secondly, computers distract from social interactions such as conversation. Also, people can be inclined to become anti-social and stay at home to use their computer. Finally, the most persuasive argument against the use of computers is that the more jobs which are done by computers, the less are done by people.

However, the advantages of computers are numerous, such as the undeniable educational benefits, especially to children. School subjects become more interesting when presented on a computer screen. Moreover, computers can be fun with a seemingly endless variety of games which can be played on them. In addition, computers are valuable to any business, making life easier and saving time by being capable of storing and retrieving vast amounts of information at the touch of a button. Furthermore, personal gains can be seen as the use of computers increases powers of concentration.

To sum up, there are strong arguments both for and against the use of computers. Yet, despite the health problems, risk to jobs and lack of personal interaction, it seems that as long as the use of computers is regulated, the benefits computers provide to education and business are invaluable.



Topic	
Thesis statement	
Advantages	
Disadvantages	
Conclusion	

EXERCISE 2: Write an essay using 150-180 words giving advantages and disadvantages of owning a mobile phone.

LESSON 3: CAUSE AND EFFECT ESSAY

HOW TO WRITE A CAUSE AND EFFECT ESSAY?



Connectors of cause and effect

○ How to use connectors of cause and effect for expressing opinions

Because, since, and so are connectors of cause and effect. They join two ideas when one idea causes or explains the other. *Because* and *since* introduce the cause or reason, and *so* and *therefore* introduce the effect or result:

cause / reason

petrol is becoming scarce and expensive

effect / result

we should develop electric cars

For example:

Because *petrol is becoming scarce and expensive, we should develop electric cars.*

*We should develop electric cars, **since** petrol is becoming scarce and expensive.*

*Petrol is becoming scarce and expensive, **so** we should develop electric cars.*

Therefore is slightly different. It joins the ideas in two sentences:

*Petrol is becoming scarce and expensive. **Therefore**, we should develop electric cars.*

☞ Punctuation note

- When *because* or *since* begin a sentence, use a comma after the first part of the sentence (the cause).
- When the effect or result comes first, don't use a comma before *because* and *since*.
- A result or effect beginning with *so* is usually the second part of a sentence. Use a comma before *so*.
- Use *Therefore* after a full stop.
- Use a comma after *Therefore*.

13 Complete this opinion paragraph using *because* or *since*, *so*, or *Therefore*. Add punctuation where necessary.

Bruce Lee (1940–1973), the greatest action movie star of all time, should be given a lifetime achievement award for his work in films. Bruce died tragically in 1973 ^a. he wouldn't be able to receive the award himself, but his fans all over the world would love to see him honoured. Why was Bruce Lee so great? The fight scenes in his films were amazing ^b. Bruce was always in top physical condition. His body was almost perfect. He was also a great actor. ^c. he started acting when he was just six years old, he was very comfortable and natural in front of the camera. His face was very expressive ^d. he was able to communicate a lot of feeling with a simple look. Bruce always looked good on film ^e. he was so charming. Bruce Lee was a talented actor, a brilliant fighter, and an almost perfect example of physical fitness. ^f. he should receive an award that recognises his great contribution to the art of film making.



14 Use the connectors of cause and effect in brackets to join these ideas. You may change the order of ideas. You may make one sentence or two. Use appropriate punctuation.

a. the city doesn't have enough money / we ought to increase council tax (so)

.....

b. I'm going to leave my part-time job / I don't have enough time for my homework (because)

.....

c. some plants and trees are dying / this summer has been very dry (since)

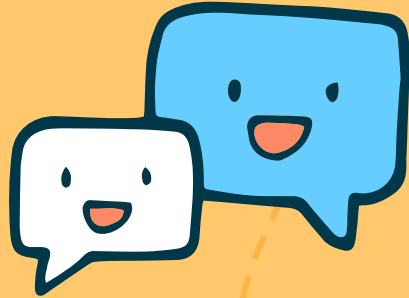
.....

d. many students are graduating with nursing degrees / it might be hard for nurses to find jobs in the future (Therefore)

.....

e. my friends all recommend that restaurant / I will try it this weekend (so)

.....



FINAL TEST



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