

# **MODULE INTRODUCTION: WRITING 3**

# WRITING 3

## General information:

- ❖ **Course name:** Writing 3
- ❖ **Code:** ANH4 122
- ❖ **Compulsory course**
- ❖ **Prerequisite:** Students must complete ANH4 042, ANH4 082.
- ❖ **Objectives:**
  - ❖ **learn the basic principles of paragraph writing. Practice and develop English paragraph writing skills. Write and develop topic sentences that connect good ideas, coherent layout, clear presentation, accurate language and appropriate style**
  - ❖ **Practice writing different types of English paragraphs: descriptions, stories, pictures discussion, presenting opinions, ...**
  - ❖ **provide students with opportunities to practice writing skills which are equivalent to B1-B2 level- CEFR**

# OUTCOME STANDARDS

## ❖ Attitude:

### Students

- can identify the importance of vocabulary, cultural and social knowledge in English the formation of English writing skills
- can appreciate independent thinking and ideas during the writing process and actively participate in class activities such as pair work, group work, discussion...
- can realize the importance of self-reflection, assessment and learning as a continuous process.

# OUTCOME STANDARDS

## ❖ **Knowledge:** Students

❖ can understand different types of paragraph development.

❖ can consolidate knowledge of the basic principles of paragraph writing process

## ❖ **Skills:** Students

❖ can practice paragraph development skills based on various sentence structures/ topics

❖ can analyse sample paragraphs and then write a complete paragraph based on each specific type of paragraph development

# MODULE SUMMARY

**This two-credit module is designed to help second-year language major students continue to consolidate the knowledge they have learned in writing modules 1 and 2.**

**In addition, students are trained to write outlines in the format of writing, practice important criteria to help write an effective paragraph. Students will then be introduced to the form and content of an essay and will also be given the opportunity to practice writing in accordance with these requirements.**

# WRITING 3

## Main content:

- **Writing a cause/effect paragraph**
- **Writing a formal letter - Writing a thank-you letter**
- **Writing a formal letter - Writing an apology letter**
- **Writing a formal letter - Writing a permission letter**
- **Writing an essay**

# OUTCOME STANDARDS

- ❖ **Knowledge:** improve students' reading ability through different genres of reading articles with intermediate-level of vocabulary and structure
- ❖ **Skills:** Reinforce reading comprehension skills that was learnt from the previous course ( skimming and scanning) and equip students with essential skills ( inference) to understand the main idea of the text
- ❖ **Attitude and attendance:** Student should have proper attitude and actively participate in skill training activities in class as well as complete all the tasks regarding to lesson preparation and homework.

- This module helps learners gradually practice reading skills for main ideas and readings for details. In addition to helping students recognize the topic and purpose of the reading through guessing skills.
- The skill is evaluated at level 3-5 based on the 6-level Foreign Language Proficiency Framework for Vietnam:
  - students' ability to scan quickly through long and complex text, to locate useful details
  - quickly identify the content of readings on a variety of specialist topics, deciding whether it is worth reading more carefully.
  - understanding long, complex instructions in his/her field of expertise by rereading difficult passages



# BRIEF INFO



## **Educational background:**

**-Bachelor of Arts: Hue University**

**-Master of Arts: University of Languages and International Studies, Hanoi National University**

**-Doctor of Philosophy (NZAID Scholarship): Victoria University of Wellington, New Zealand**

## **Contact info:**

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# WRITE A CAUSE/EFFECT PARAGRAPH

## What Is a Cause/Effect Paragraph?

A cause/effect paragraph is one which shows *either* the reasons *or* the results of something. A paragraph giving causes answers the question, “Why does/did this happen?” A paragraph giving effects answers the question, “What are/were the results of this?”

# WRITE A CAUSE/EFFECT PARAGRAPH

## What Makes a Good Cause/Effect Paragraph?

It is about either causes or effects. In one paragraph, you cannot address both. You should say early in your paragraph whether you are talking about causes or effects.

It is about a topic that is easily managed in one paragraph. In the paragraph you have just read, the author discusses only animals in shelters—this is a small enough topic that it can be covered in one paragraph.

It recognizes the complexity of the situation. There is often more than one cause for an event or situation, and there is often more than one result. The results can be positive, negative, or both.

It is sufficiently detailed. As with all good paragraphs, don't make your reader guess what you want to say. Give examples.

## **A SAMPLE PARAGRAPH**

If you walk into any animal shelter, especially in a big city, you will see dogs of all shapes and sizes who need a loving home. There are several reasons why so many dogs end up in animal shelters. Firstly, these dogs might simply be lost. Maybe they have wandered away from home and can't find their way back. This sad situation could be avoided if dog owners remembered to put a collar on their dog with their name and phone number on a tag. Secondly, in some cases, a dog's owner becomes too old or sick to care for the animal. One day, the dog is found looking for food on the street and is taken to a shelter. This unfortunate situation can be avoided by making sure a friend or family member is willing to take care of your dog if you are unable to. Thirdly, and most tragically, the dog is simply no longer wanted. Too many pets are given to children as birthday presents. The children become bored with the pet, and the poor creature is abandoned. These tragedies can be avoided if people think very carefully about giving cute animals as presents. Puppies grow up, they are no longer cute, and they need a lot of care. It is clear, therefore, that the number of shelter dogs could be reduced if people exercised a little more thought and planning when it comes to their dogs.

**Point out some reasons that pets end up in shelters in the paragraph**

## WRITE A CAUSE/EFFECT PARAGRAPH

**Cause-effect paragraphs** seek to illustrate the relationship(s) between two or more events by revealing why or how something happened.

Therefore, it's not enough simply to state the cause(s) and the effect(s). The cause-effect paragraph should be organized in a way that focuses on the connection(s) between the cause(s) and the effect(s).

### **There are several ways to develop a cause-effect paragraph:**

- ❖ discuss how one cause led to one effect, how one cause led to several effects, how several causes led to one effect, or many other variations of the process.
- ❖ a cause and effect relationship may not necessarily be explained in its entirety in a single paragraph. If the process that is being described is quite detailed or complicated, a paragraph block might work better.

# WRITE A CAUSE/EFFECT PARAGRAPH

## The typical organizational structure:

In the paragraph's topic sentence, make your claim that x, or x and y, or x, y and z, were the causes for the event (effect).

- In the paragraph's body, use evidence and commentary to describe the process of how these causes, x, y, and z, led up to the effects.

- In the paragraph's conclusion, describe the resulting effect(s).

### Steps for Writing the Cause/Effect Paragraph:

1. your writing should begin with some brainstorming. Think about your topic—what do you want to say about it? Use a mind map to start to collect some ideas.
2. Make a plan for your paragraph.
3. Write your first draft. Don't worry about getting everything perfect at this stage; just get your ideas on paper. Have you recognized and indicated that causes or effects are rarely straightforward, and that there may be complicated factors at work? Make sure you have included enough detail.
4. Revise your draft. Follow the ARMS checklist you learned in Unit 1 (Add, Remove, Move, and Substitute). You may want to use words like *Firstly*, *Secondly*, and *Finally* to introduce your various points.
5. Edit your paragraph and write your final draft. Now that your ideas are in place, you can focus on grammar, spelling, word choice, and punctuation.

## Example 1: Read the sample paragraph

While many teachers and parents offer rewards to entice children into behaving in a specific manner, recent research indicates that providing rewards may have negative effects on the child, including delayed egocentric growth.

Rewards are detrimental to a child's ego development because they manipulate the very basic foundations of the ego's function. According to Smith (2004), development of the ego relies on allowing one to choose and control situations for oneself subliminally without outside pressure. When that ability to choose and control for oneself is taken out of a child's life and is manipulated with a concrete reward, some degree of meaning is lost (Smith 2004). Quite clearly, rewards, much like punishments, seek to control an individual's behavior. Therefore, these rewards inhibit egocentric growth by taking the aspect of choice away from the child and placing the control of the child's ego into the hands of the person with the reward.

What is the cause?

.....

What are the effects?

.....



## **Example 2:**

For many people, a trip to the zoo is a fun day out. However, a zoo is not a natural habitat for any animal, and living in a zoo has many negative effects on the creatures who live there. This is especially true for elephants. Firstly, elephants in a zoo can be lonely. In the wild, elephants live in herds and have long-term connections with other elephants. In a zoo, there may only be one other elephant. You can often see elephants walking around looking bored because they have no companions. Secondly, elephants may not get enough exercise. African elephants can, if necessary, walk for fifty miles every day to search for food. They have huge rivers to play in with their herd. In a zoo, they are limited to a small space. There may be no water for them to splash in, or no trees to find foliage to eat. Thirdly, elephants in the wild are used to a very different climate. In Canadian zoos, elephants cannot stay outside in the sunshine all year round. They may be kept indoors in the winter, which is not a natural environment for them. Because of these problems, many zoo elephants live shorter lives than those in the wild. It is time to reconsider whether zoos are good environments for large animals like elephants.

## Example 2:

1. What point is the writer making here?

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2. What three reasons does the writer give to support this argument?

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

3. Have you ever visited a zoo? What were your impressions?

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# **WRITING A FORMAL LETTER - WRITING A THANK-YOU LETTER**

# WRITING A FORMAL LETTER - WRITING A THANK-YOU LETTER

## What to Include in a Thank-You Letter

**1. Address the person appropriately.** At the start of the letter, address the person with a proper salutation, such as “Dear Mr. Lastname.” or “Dear Firstname.” If you know the person well, use the person’s first name. Otherwise, address him or her as Mr., Ms., or another appropriate title.

**2. Say thank you.** Get to the point of your note quickly. Say the words “thank you” in the first sentence or two, so the person knows why you are writing. If you are sending an email, include the phrase “Thank You” in the subject line as well.

**3. Give (some) specifics.** Make sure you specify what you are thanking the individual for. Go into a bit of detail, so the person understands exactly what you appreciate. For example, if you are saying thank you to someone who gave you job advice, explain what you found to be most helpful. If you are saying thank you after a job interview, remind the person of a particular moment from the interview (or remind them why you are a good fit for the job).

### **Note:**

A bit of detail shows the person what you really appreciate, and why.

**Say thank you again.** Before signing off, reiterate your appreciation.

**Sign off.** Use an appropriate closing, such as “Best” or “Sincerely.” Then end with your signature (handwritten and typed if it is a letter, handwritten if it is a card, and typed if it is an email).

Jason Jones  
123 Main Street  
Anytown, CA 12345  
555-555-5555  
[jason.jones@email.com](mailto:jason.jones@email.com)

14 February 2024

Cedric Lee  
Account Manager  
Acme Rental  
123 Business Rd.  
Business City, NY 54321

Dear Mr. Lee:

I hope you are well. I just wanted to say thank you so much for writing me a letter of reference for the job at Acme Retail.

I really appreciate you taking the time to write the letter. I am happy to announce that I have a second interview with the company next week! I will let you know how it goes.

Again, thank you so much. I greatly appreciate your assistance with my job search.

Best regards,

*Jason Jones* (signature hard copy letter)

Jason Jones

## Email thank-you sample

**Subject:** Thank you!

Dear Ms. Lee,

I would like to thank you for the invaluable support you provided to me during my recent career search. When I began this search, I had very little idea how to go about it – or especially, how to network to discover new job opportunities. The information and advice you gave (and, in particular, the list of contacts you shared with me) made all the difference in helping me to focus my job search.

I'm happy to report that I have just accepted a new position with ACME Auto! Again, thank you so very much. I greatly appreciate your generosity.

Sincerely,

Terry Lau  
555-555-5555  
terry.lau@email.com

## **WRITING A FORMAL LETTER - WRITING AN APOLOGY LETTER**

A yellow rectangular area with a gradient, containing abstract shapes like a circle, a square, and a curved arrow.

*How To Write an*  
**Apology Letter**

# **WRITING AN APOLOGY LETTER**

## **Typical steps**



## 1. Acknowledge the mistake

The first step in writing an apology letter is informing your reader what the letter is about. Your first sentence should explain what you have done wrong and acknowledge the consequences that your mistake has had.

*Example:*

*"Jackie, I need to tell you that I was the one responsible for sending you the wrong flight information for your most recent business trip. I realize that my mistake made you miss your flight and caused you unnecessary stress."*

Owning up to your mistake from the very beginning of your letter will help you seem sincere and humble. It will also ensure that your recipient hears about your mistake from you instead of through office gossip. Confronting your mistake and reaching out to the affected party directly will help you resolve the issue as quickly as possible.

## 2. Apologize sincerely

The next step in writing your letter is to apologize. A sincere apology will involve saying "*I am sorry*" without any excuses or caveats.

In many cases, a genuine apology that does not attempt to shift blame to anyone else is sufficient in earning your recipient's forgiveness. Part of apologizing sincerely is expressing your regret for the consequences you caused.

For example, you might say: "*I am sorry for forgetting to email you the financial report you asked for. I felt awful when I heard that you had to reschedule your meeting with accounting because of my forgetfulness.*"

### 3. Share your plan to fix the problem

In addition to expressing your regret, you will also need to find a way to improve the situation. Assuring your recipient that you will do everything you can to make the matter right is a good place to start, but it will be even better if you can share the specific steps you will take to do so. Having this kind of plan shows your recipient that you recognize you owe them in some way and that you have put serious thought into how you can make the situation better.

For example, you might write: *"I realize that my mistake made you look bad in front of the district manager. I have already called the district office and scheduled a meeting so I can explain that I am actually the one to blame."*

## 4. Ask for forgiveness

Your letter should conclude with a specific attempt at making things right between you and your recipient. In most cases, this should involve a direct request for forgiveness. Asking for forgiveness shows that you realize the matter is not truly resolved until your relationship with the recipient is mended. It also invites the recipient to contribute to resolving the issue and finding closure. An example of this might be: *“I need to humbly ask for your forgiveness. I know that my mistake upset you, but I can hope we can resolve this and continue to work well together.”*

## 5. Deliver the letter

Depending on the situation and your relationship with the recipient, you might choose to either email your letter, send it by post or deliver it in person. If your mistake was an accident and if you and your recipient are equals in the workplace, a simple email would probably suffice. However, if your mistake was a result of poor judgment and if it affected your supervisor, manager or your entire team, it would likely be better to print the letter out and deliver it to a superior's office in person. Regardless of the particular situation, the most important things to focus on are sincerity, humility and honesty.

## 6. End the letter

End the letter with a polite and respectful closing.

Use phrases like "Thank you for your understanding," "Once again, I apologize," or "I hope we can move forward from this."

Sign off with a formal closing such as "Sincerely," or "Yours sincerely," followed by your name.11

## *Sample of a formal apology letter*

*Dear Mrs. Baker,*

*I realize that the mistake I made resulted in a delayed shipment to one of our most important clients. The mistake was no one's fault but my own. Unfortunately, when I was printing the labels, I did not notice the incorrect address. I sincerely apologize for the careless mistake. I realize that had we lost that client because of that error, it would've cost the company a fortune.*

*With the help of my supervisor, I've reached out to the affected client to offer a discount on future purchases. They were appreciative that we reached out to rectify the mistake. I assure you that from here on out, I'll triple-check all printing labels before sending them out. I appreciate you taking the time to read this letter.*

*Regards,*

*Beth Taylor*

**Sub: Apology letter**

Dear Mr./Ms./Mrs. {Recipient's Name},

Please accept my sincere apology for sending wrong reports to the client. I understand this has caused a lot of inconvenience to the client and our company.

I cannot defend my actions, but I want to tell you that I am handling four projects simultaneously. I got confused and mistakenly sent the wrong reports. I am truly sorry for such a lousy mistake.

I want you to know that I have already apologized to the client personally and sent the correct reports. I have also arranged a meeting with the client to eliminate any chance of miscommunication about our reports.

Kindly suggest if any other remedial step should be taken from our end.

I understand your disappointment, and I am truly sorry. I can assure you that this mistake will never be repeated in the future.

Yours Sincerely,  
{Your Name}



**Sub: Apology letter**

Dear Mr./Ms./Mrs. {Recipient's Name},

I want to apologize for missing our appointment on Saturday. It was very unprofessional on my part to not inform you on time. I would like you to know that I was caught up in an emergency situation with another patient.

I know how busy you are, and missing an appointment would require a lot of planning on your part. I totally respect your time. I want to assure you it will not happen again. I usually make sure my patients are informed if I am unable to make an appointment. I regret that I could not inform you ahead of time. I am very sorry if I caused you any trouble.

Please let me know if I can do anything else to help you. You have your next appointment on coming Thursday. I look forward to seeing you then. If you need to visit me before that, please let me know exactly when you would like to schedule your appointment.

Thank you for your patience. Should you have any concerns, please contact me.

Yours Sincerely,  
{Your Name}

**Sub: Apology letter**

Dear Mr./Ms./Mrs. {Recipient's Name},

Thank you for contacting us about your faulty LED television set. We are very sorry that the item {Order no.} that you received on {Specific Date} was defective and did not function as promised. We sincerely regret the inconvenience caused by this.

All our products undergo several stages of quality checks before we ship them. We will surely carry out a formal inquiry to examine how your product slipped past our quality measures.

We have already shipped you a new LED television, which should arrive at your registered address in 3-5 business days. Please return the defective television set in the enclosed box when you receive the new one. We will investigate at which level the quality check failed. This will help us improve our quality check process.

We have also sent you a coupon for 30% off on your next purchase in hopes of compensating for the inconvenience.

Please feel free to contact us with any further concerns.

Yours Sincerely,  
{Your Name}

## Sub: Apology letter

Dear Mr./Ms./Mrs. {Recipient's Name},

Please accept my sincere apology on behalf of our company {Company Name}. We are sorry to learn that your experience with the delivered software did not meet your expectations. Our development team should have followed the exact guidelines and sought your validation before making any change in the approved plan. We understand that it is annoying for you.

We take full responsibility for the situation and offer to provide you with a newer version of the software without any extra cost borne by you as a gesture of gratitude from the company. Our team will get in touch with you soon to discuss the changes you would like to make in the current version.

We have also put new guidelines in place for our development team to avoid such situations in the future. We want to assure you that this type of situation will never happen again. You are a valued client, and we hope to continue the business with you in the future.

If there are any other issues that need to be addressed, please don't hesitate to contact me personally or any member of the team.

Yours Sincerely,  
{Your Name}

## WRITING A FORMAL LETTER - WRITING A PERMISSION LETTER

A permission letter can be written for a variety of reasons, including requesting leave to go on vacation, attending a ceremony, granting permission to use someone else's copyrighted work, and so on. In any case, knowing how to draft a permission letter is critical to ensuring that the recipient has the authority to carry out a specified action without legal repercussions. In this article, we will look at the permission letter format along with its sample letters.

## Guidelines to Write a Permission Letter

- Keep the letter free of grammatical faults and errors.
- Make sure the wording used in the letter is formal and to the point.
- Send your request to the appropriate authority.
- Please provide your contact information for future reference.
- Make certain that the information you submit, such as your address and contact information, is correct and accurate.
- Avoid missing the most vital topics by being explicit and addressing your reasons for writing the letter.
- It's a good idea to print a duplicate or three copies so you have one for your records.
- Sign permission letters by hand using only black or blue ink.

## Permission Letter Format

To,  
Recipient's Name  
Recipient's Designation  
Recipient's Address  
Date

**Subject: Requesting permission for \_\_\_\_\_**

### Salutation

Body of the letter: The first paragraph can describe the letter's purpose, while the second paragraph can focus on the specifics of the situation at hand.

Complimentary Closing

### Signature

Sender's Name  
Contact Details (if necessary)

## **Letter of Permission for Leave from Work**

To,  
Steve Thornton  
Senior Project Manager  
ACL Technologies  
Mumbai – 20  
10<sup>th</sup> November 2023

### **Subject: Requesting Permission for Granting Leave**

Dear Sir,

My name is Ravi Mishra, and I work in your team as a Senior Software Developer. And I'm writing to ask for permission to take a three-day leave from November 20th to November 23rd. The reason for my leave is that my cousin is getting married, and I need to travel out of town; the journey will take one day each way.

I will complete the tasks allocated to me, and my absence will have no effect on the ongoing project. For that time, my colleague, Amy and John will handle the remainder of the task in my absence.

Looking for a favourable response from you.

Thanking you,

Yours Sincerely,

Ron David  
Signature  
Senior Software Developer

## Sample Letter of Request for Permission to Attend the Training Program

5/86, NBC Avenue  
G N Mills  
Coimbatore – 641023  
January 3, 2023

The Editor-in-Chief  
The Times of India  
Coimbatore – 641056

Subject: Seeking permission to attend the training program

Sir/Ma'am,

I am Jeremy Johnson, a final year student of BA English at GRD College of Arts and Science. I am writing to you to express my interest in the three-month training program that will be conducted from February to April. I have been learning all about journalism and have been waiting for an opportunity to work with an esteemed newspaper.

I request you to kindly permit me to be a part of your training program as this would be a great opportunity for me to learn all about being a journalist and a step that would help a great deal to shape my future career. I promise to do my best, dedicate my time to learn and put into practice whatever I learn during my time there.

Looking forward to hearing from you.

Thank you

Yours sincerely,

Signature

JEREMY JOHNSON



## **Letter to HOD for Permission to Practise for the Interdepartmental Competitions**

5<sup>th</sup> January, 2022

Dr. Neelaveni

The Head of the Department

Jawaharlal Nehru College of Engineering and Technology

Kukatpally, Hyderabad

Telangana – 500085

Subject: Request for permission to practise for the Interdepartmental competitions

Dear Ma'am,

I am writing to bring to your notice that the Interdepartmental Competitions will be held from the 24<sup>th</sup> to the 31<sup>st</sup> of January, 2022. We have asked students to sign up for the various competitions. It is a good opportunity for all our students to showcase their skills and talents.

We have to conduct auditions and start practising. Kindly permit us to use the Main Hall for the same. Also, please provide the students with on-duty so that they do not lose their attendance. We will make sure that the students who would be part of the competition do not miss out on the classes or any academic projects.

Thank you

Yours faithfully,

Signature

SHALINI S

Lecturer

# ESSAY WRITING

# ESSAY WRITING

## Argumentative/Opinion/Agree or Disagree Essay

Argumentative Essay còn được gọi là Opinion hoặc Agree/Disagree Essay. Dạng này sẽ đưa ra ý kiến cá nhân về các topic quen thuộc trong xã hội và đưa ra những dạng câu hỏi như:

- Do you agree or disagree?
- To what extent do you agree or disagree?
- Is this a positive or negative development?

## **Introduction**

Mục đích của đoạn mở bài là trả lời câu hỏi và thể hiện quan điểm của bạn (đồng ý, không đồng ý hay đồng ý một phần) cho vấn đề nhất định của bài.

## **Body**

Phần thân bài là nơi để bạn trình bày các lập luận của mình kèm theo ví dụ chứng minh. Thông thường, Agree or Disagree essay, bạn chỉ cần triển khai 2 luận điểm ứng với 2 đoạn văn.

Nếu câu trả lời của bạn đưa ra là đồng ý/không đồng ý, lập luận của bạn phải rõ ràng và đủ hợp lý để người đọc hiểu tại sao bạn lại lựa chọn như vậy.

Nếu câu trả lời của bạn là đồng ý một phần, bạn phải nêu rõ bạn đồng ý hay không đồng ý ở điểm nào. Mọi lập luận phải có giải thích cụ thể và ví dụ rõ ràng.

## **Conclusion**

Bạn cần khẳng định lại quan điểm của mình và giải thích ngắn gọn. Đoạn kết luận thường chỉ khoảng 1-3 câu.

**Essay task : Internet technology means people do not need to travel to foreign countries to understand how others live. To what extent do you agree or disagree?**

**Vocabulary:**

- **push back the frontier**: đẩy lùi ranh giới
- **tourism industry**: ngành du lịch
- **demand for something**: nhu cầu cho điều gì
- **traveling desire**: mong muốn đi du lịch
- **thirst for something**: giải tỏa mong muốn/khát vọng làm gì
- **have horizon-broadening**: mở rộng chân trời
- **international broadcasting channels**: kênh truyền hình quốc tế
- **foreign culture**: nền văn hóa của quốc gia khác
- **exotic culture**: nền văn hóa kỳ lạ
- **highly civilized country**: quốc gia văn minh cao
- **domestic violence**: bạo lực gia đình
- **gender disparity**: chênh lệch giới tính

In this day and age, the Internet has **pushed back** the frontier of human impossibilities in a multitude of spheres including traveling. This deep infiltration into the tourism industry makes some people declare that the Internet has turned traveling abroad into an obsolete choice. Nevertheless, from my standpoint, traveling in person still retains its values in the **technology-driven era**.

**Admittedly**, the Internet **tremendously** facilitates the demand for overseas traveling of time-poor or not-so-wealthy people. Modern people are usually characterized as work obsessives so their hectic working schedule will certainly be a huge hurdle to their traveling desire. **Also**, some people may find it difficult to afford an enjoyable overseas journey due to their lack of financial resources. **In these cases**, the Internet emerges as an ideal tool to help these people quench their thirst for going on vacation and having horizon-broadening experiences about foreign cultures. **For instance**, people can search on Youtube for a wide range of documentaries about indigenous cultures in remote areas like the Amazon forest, African jungles from international broadcasting channels such as Discovery or National Geographic.

**However**, I **still attach myself to the position that** the Internet cannot replace physical traveling. This is because only by traveling directly to another country can people acquire first – hand experience and appreciate foreign cultures to the full. **Due to the lack of physical interaction**, no matter how the virtual traveling experience from the Internet progresses, it pales in comparison with the first – hand experience when going to a foreign country. What is also worth contemplating is the quality guarantee of online information. Internet information about tourism may be presented in a distorted or biased way for entertainment purposes, which cannot paint a complete picture of the foreign lifestyle. **Therefore**, when going to other countries in person, travelers are able to see exotic cultures through their own spectacles and have more proactive acquisition of knowledge about different ways of life around the world. **To exemplify**, South Korea is often depicted in social media as a wealthy and highly civilized country. **However**, traveling directly there allows visitors to acknowledge certain dark spots in its society namely domestic violence and gender disparity, which is a fuller and more objective picture of this Asian nation.

**In conclusion**, even though the Internet can serve as a great traveling assistant for some people, traveling to other countries in person is still an unparalleled option in terms of the experience it offers. Hence, travel enthusiasts can flexibly choose either form of traveling but if given the chance, should go abroad directly to make the most out of traveling.

**Essay task: It is a natural process for animal species to become extinct (e.g. Dinosaur, dodos ...) There is no reason why people should try to prevent this from happening. Do you agree or disagree?**

**Vocabulary:**

**To be wiped out: Bị xoá sổ**

**Environmental factors: Nhân tố về môi trường**

**Devastating the natural habitats of wildlife: Làm nguy hại đến môi trường sống tự nhiên của động vật hoang dã**

**Disturbing the food chain: làm ảnh hưởng đến chuỗi thức ăn.**

**The mass extinction: Sự tuyệt chủng hàng loạt**

**Animals' products: Sản phẩm từ động vật**

**The rampant poaching of wild, endangered animals: Nạn săn trộm tràn lan của động vật hoang dã có nguy cơ tuyệt chủng.**

**Rectify the situation: Giải quyết vấn đề**

**The balance of the ecosystem: Sự cân bằng của hệ sinh thái**

**Aesthetic and socio-cultural values: Những giá trị thẩm mỹ và văn hoá xã hội**

**Rich bio-diversity: Sự giàu có về đa dạng sinh học**

**Revered and worshiped: Tôn kính và tôn thờ**

Some people **believe that** there are no compelling reasons for us to protect animal species from extinction as it occurs naturally. I personally disagree with this conviction and will support my argument in the essay below.

**It is true that** millions of years ago, many ancient species of animals, such as dinosaurs, were wiped out due to a gradual shift in climate and changing sea levels, according to some hypotheses. However, these environmental factors are not the primary contributor to the disappearance of certain species nowadays. Industrial activities have been devastating the natural habitats of wildlife and disturbing the food chain, causing the mass extinction of countless species. The increased demand for goods made from animals' products, such as skins and horns, also leads to the rampant poaching of wild, endangered animals, rhinos for instance. **In this regard**, humans are held accountable and should do what is needed to rectify the situation.

**Other justifications for saving wild animals involve** the significant roles that they play in not only the balance of the ecosystem but also our lives. Everything in nature is connected, and if one species becomes extinct, many other animals and even plants will suffer as the food chain is disrupted. Wild animals also have great aesthetic and socio-cultural values. They contribute to our rich bio-diversity that makes this planet a beautiful place. In numerous places around the world, many types of animals play an important role in different cultures. For example, in some religions, cows are revered and worshiped as gods.

**The disappearance of many animal species does not always occur** as a natural process but as a consequence of our doings. It is our obligation to help preserve wild animals because their extinction will have a severe influence on many important aspects of our lives.



## **Cause/ Effect, Problem and Solution**

**Dấu hiệu nhận biết:** Các câu hỏi thường xuất hiện trong đề bài của dạng bài này, có rất nhiều loại câu hỏi khác nhau:

**Xác định vấn đề:**

- **What are the problems associated with this development?**

**Hỏi về nguyên nhân:**

- **What are the causes/reasons?**
- **Why is it the case?**

**Hỏi về giải pháp:**

- **What can be done to...?**
- **What measures should be taken to...?**

## Common questions related

- **What are the problems associated with this ...? (Các vấn đề liên quan đến điều này ... là gì?)**
- **What are the causes/reasons?/ Why is it the case? (Các nguyên nhân/lý do là gì? Tại sao nó lại xảy ra? )**
- **What can be done to...? / What measures should be taken to...? (Có thể làm gì với vấn đề ...?/ Những biện pháp nên được thực hiện để ... ?)**
- **What action can be taken to prevent people having this problem? (Hành động nào có thể được thực hiện để ngăn chặn mọi người gặp vấn đề này?)**

*Climate change is among the principal dangers facing people this century, and ocean levels are increasing dramatically. This essay will first indicate that the major issues brought on by this phenomena are the loss of land and the flooding of dwellings, and it will then make the case that the best solutions involve reducing pollution and constructing flood protection.*

*Land is being lost, and homes are frequently flooded, which are the main issues brought on by rising sea levels. Low-lying territory gets buried when sea levels rise, which results in many countries becoming smaller. Additionally, a rise in sea level can cause floods and tsunamis, endangering the homes, possessions, and lives of millions of coastal residents worldwide. During the 2011 Tsunami in Japan, which resulted in the displacement of millions of people, the destruction caused by this was evident to all.*

*Building flood barriers and reducing pollution production are two potential solutions to these issues. Each individual may help the environment by lowering their carbon footprint, which will limit the rise in the water level. Furthermore, inhabited areas could be protected from flooding by installing flood defenses like dikes, dams, and floodgates along waterways and coastlines. Japan is one of the most exposed regions surrounding the sea, but they have used flood protection and various weather forecasting methods successfully.*

*In conclusion, the sea level increased by increasing global temperature is one of the challenges that we face, and it can lead to heavy consequences such as: the country is lost and many areas are pressed. However, we may prevail by safeguarding our environment and employing flood-prevention strategies that have been employed by nations like Japan.*

### **Essay Task:**

**Students leave high school without learning the way how to manage their money.  
What are the reasons and solutions of this issue?**

### **Vocabulary:**

**Personal money management skills: kỹ năng quản lý tiền bạc cá nhân**

**Financially dependent upon parents: phụ thuộc tài chính vào bố mẹ**

**Pocket-money: tiền tiêu vặt**

**Equip them with the knowledge and skills to manage their own personal finances:**

**trang bị cho họ kiến thức và kỹ năng để quản lý tài chính cá nhân**

**Enter employment: bắt đầu xin việc**

**There is a common problem** among high school graduates these days where students are leaving school without any knowledge or skill in personal money management. This essay will outline a number of reasons for this trend and a number of possible solutions to help tackle the issue.

**Firstly**, one of the main causes of this problem is that the majority of high school students live with their parents and are completely financially dependent upon them. Most students do not need to work to earn money while at high school, as their parents pay for all their needs, and therefore do not gain any understanding about the realities of earning and saving money. Usually, the only money that students receive is from their parents and this is typically in the form of pocket-money, which is given with the intent of it being spent. Therefore, young people only really learn how to spend money, and not how to earn, save or manage it wisely.

**However**, there are **a number of viable solutions** to help students deal with this problem.

**Firstly**, basic money management skills could be included as a compulsory subject for students in their high school years, which would help equip them with the knowledge and skills to manage their own personal finances when they leave school, move out of home and enter employment. **The second possible step** that could be taken to help curb this problem is through education at home. Parents need to take responsibility to make sure that their children are adequately educated in such matters to ensure their children maintain a successful and independent financial situation after graduating and leaving home.

**In conclusion**, although money management is a problem for a lot of school leavers, there are a number of viable solutions to counteract this problem.

### **Essay Task :**

**The increase in the production of consumer goods results in damage to the natural environment. What are the causes of this? What can be done to solve this problem?**

#### **•Vocabulary:**

- Chemical by-products: sản phẩm hóa học phụ (trong quá trình sản xuất)**
- Manufacturing process / production lines: quy trình sản xuất**
- Marine and terrestrial animals: động vật trên cạn và dưới nước**
- Single-use product: sản phẩm dùng một lần**
- Non-biodegradable: không phân hủy được**
- Short lifespan: vòng đời ngắn**
- Landfill: bãi rác**
- Eco-friendlier materials: vật liệu thân thiện với môi trường**
- Tax breaks: khoản miễn thuế**

## Essay task: The increase in the production of consumer goods results in damage to the natural environment. What are the causes of this? What can be done to solve this problem?

Nowadays, as more consumer goods are manufactured, more damage has been inflicted on the environment. I will outline several reasons for this and put forward some measures to this issue.

**First of all**, the increase in the production of consumer products harms the environment in two ways: the chemical by-products from the manufacturing process and the mass production of disposable goods. As more goods are produced, more toxic wastes and emissions are released from factories into nature. Water sources are contaminated, and the air is severely polluted, which results in the deaths of many marine and terrestrial animals. Also, to accommodate customers' ever-increasing demands, more single-use products are introduced, most of which are non-biodegradable. Though having a short lifespan, these products can remain as wastes for thousands of years, turning our planet into a huge landfill and posing a threat to the living habitats of all creatures.

**Actions must be taken as soon as possible to minimize the negative impacts** on the environment arising from the increasing amount of consumer goods. First, companies should promote the use of eco-friendlier materials. For example, the giant coffee chain Starbucks has recently replaced plastic straws with reusable alternatives made of materials like paper or bamboo. In addition, many governments are also encouraging the development of more sustainable manufacturing processes. For instance, many states in the U.S offer tax breaks and incentives for businesses using renewable energy, and some firms are even allowed to purchase green energy at cheaper prices than traditional fossil fuels.

**In conclusion, there are two main reasons why** the environment is severely impacted by the increase in the production of consumer goods. To address this issue, governments and companies must join hands to make the production lines more environmentally friendly by switching to greener materials.

**Thank you for your attention!**