

**MODEL ESSAYS**

Topics in the following list may appear in your actual test. You should become familiar with this list before you take the computer-based TOEFL test. Remember that when you take the test you will not have a choice of topics. You must write only on the topic that is assigned to you.

**Computer-Based Essay Topics**

AD Agreeing or Disagreeing	51	33%
PR Stating a Preference	52	34%
EX Giving an Explanation	34	22%
MA Making an Argument	18	11%

1	EX	People attend college or university for many different reasons (for example, new experiences, career preparation, increased knowledge). Why do you think people attend college or university? Use specific reasons and examples to support your answer.
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*People attend colleges or universities for a lot of different reasons. I believe that the three most common reasons are to prepare for a career, to have new experiences, and to increase their knowledge of themselves and the world around them.*

*Career preparation is becoming more and more important to young people. For many, this is the primary reason to go to college. They know that the job market is competitive. At college, they can learn new skill for careers with a lot of opportunities. This means careers, such as information technology, that are expected to need a large workforce in the coming years.*

*Also, students go to colleges and universities to have new experiences. This often means having the opportunity to meet people different from those in their hometowns. For most students, going to college is the first time they've been away from home by themselves. In addition, this is the first time they've had to make decisions on their own. Making these decisions increases their knowledge of themselves.*

*Besides looking for self-knowledge, people also attend a university or college to expand their knowledge in subjects they find interesting. For many, this will be their last chance for a long time to learn about something that doesn't relate to their career.*

*I would recommend that people not be so focused on a career. They should go to college to have new experiences and learn about themselves and the world they live in.*

<b>2</b>	<b>AD</b>	Do you agree or disagree with the following statement? Parents are the best teachers. Use specific reasons and examples to support your answer.
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*Throughout my life, I have been lucky enough to have a very good relationship with my parents. They have supported me, given me necessary criticism, and taught me a great deal about how to live my life. Parents can be very important teachers in our lives; however, they are not always the best teachers.*

*Parents may be too close to their children emotionally. Sometimes they can only see their children through the eyes of a protector. For example, they may limit a child's freedom in the name of safety. A teacher might see a trip to a big city as a valuable new experience. However, it might seem too dangerous to a parent.*

*Another problem is that parents may expect their children's interests to be similar to their own. They can't seem to separate from their children in their mind. If they love science, they may try to force their child to love science too. But what if their child's true love is art, or writing, or car repair?*

*Parents are usually eager to pass on their values to their children. But should children always believe what their parents do? Maybe different generations need different ways of thinking. When children are young, they believe that their parents are always right. But when they get older, they realize there are other views. Sometimes parents, especially older ones, can't keep up with rapid social or technological changes. A student who has friends of all different races and backgrounds at school may find that his parents have narrower views. A student who loves computers may find that her parents don't really understand or value the digital revolution. Sometimes kids have to find their own ways to what they believe in.*

*The most important thing to realize is that we all have many teachers in our lives. Our parents teach us, our teachers teach us, and our peers teach us. Books and newspapers and television also teach us. All of them are valuable.*

<b>3</b>	<b>EX</b>	Nowadays, food has become easier to prepare. Has this change improved the way people live? Use specific reasons and examples to support your answer.
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*The twentieth century has brought with it many advances. With those advances, human lives have changed dramatically. In some ways life is worse, but mostly it is better. Changes in food preparation methods, for example, have improved our lives greatly.*

*The convenience of preparing food today is amazing. Even stoves have gotten too slow for us. Microwave cooking is much easier. We can press a few buttons and a meal is completely cooked in just a short time. People used to spend hours preparing an oven-cooked meal, and now they can use that time for other, better things. Plus, there are all kinds of portable, prepackaged foods we can buy. Heat them in the office microwave, and lunch at work is quick and easy.*

Food preparation today allows for more variety. With refrigerators and freezers, we can preserve a lot of different foods in our homes. Since technology makes cooking so much faster, people are willing to make several dishes for even a small meal. Parents are more likely to let children be picky, now that they can easily heat them up some prepackaged macaroni and cheese on the side. Needless to say, adults living in the same house may have very different eating habits as well. If they don't want to cook a lot of different dishes, it's common now to eat out at restaurants several times a week.

Healthful eating is also easier than ever now. When people cook, they can use new fat substitutes and cooking sprays to cut fat and calories. This reduces the risk of heart disease and high cholesterol. Additionally, we can buy fruits and vegetables fresh, frozen or canned. They're easy to prepare, so many of us eat more of those nutritious items daily. A hundred years ago, you couldn't imagine the process of taking some frozen fruit and ice from the freezer, adding some low-fat yogurt from a plastic cup and some juice from a can in the refrigerator, and whipping up a low-fat smoothie in the blender!

Our lifestyle is fast, but people still like good food. What new food preparation technology has given us is more choices. Today, we can prepare food that is more convenient, healthier, and of greater variety than ever before in history.

4	PR	It has been said, "Not everything that is learned is contained in books." Compare and contrast knowledge gained from experience with knowledge gained from books. In your opinion, which source is more important? Why?
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"Experience is the best teacher" is an old cliché, but I agree with it. The most important, and sometimes the hardest, lessons we learn in life come from our participation in situations. You can't learn everything from a book.

Of course, learning from books in a formal educational setting is also valuable. It's in school that we learn the information we need to function in our society. We learn how to speak and write and understand mathematical equations. This is all information that we need to live in our communities and earn a living.

Nevertheless, I think that the most important lessons can't be taught; they have to be experienced. No one can teach us how to get along with others or how to have self-respect. As we grow from children into teenagers, no one can teach us how to deal with peer pressure. As we leave adolescence behind and enter adult life, no one can teach us how to fall in love and get married.

This shouldn't stop us from looking for guidelines along the way. Teachers and parents are valuable sources of advice when we're young. As we enter into new stages in our lives, the advice we receive from them is very helpful because they have already had similar experiences. But experiencing our own triumphs and disasters is really the only way to learn how to deal with life.

5	PR	A company has announced that it wishes to build a large factory near your community. Discuss the advantages and disadvantages of this new influence on your community. Do you support or oppose the factory? Explain your position.
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*New factories often bring many good things to a community, such as jobs and increased prosperity. However, in my opinion, the benefits of having a factory are outweighed by the risks. That is why I oppose the plan to build a factory near my community.*

*I believe that this city would be harmed by a large factory. In particular, a factory would destroy the quality of the air and water in town. Factories bring smog and pollution. In the long run, the environment will be hurt and people's health will be affected. Having a factory is not worth that risk.*

*Of course, more jobs will be created by the factory. Our population will grow. To accommodate more workers, more homes and stores will be needed. Do we really want this much growth, so fast? If our town is going to grow, I would prefer slow growth with good planning. I don't want to see rows of cheaply constructed townhouses. Our quality of life must be considered.*

*I believe that this growth will change our city too much. I love my hometown because it is a safe, small town. It is also easy to travel here. If we must expand to hold new citizens, the small-town feel will be gone. I would miss that greatly.*

*A factory would be helpful in some ways. However, I feel that the dangers are greater than the benefits. I cannot support a plan to build a factory here, and hope that others feel the same way.*

6	MA	If you could change one important thing about your hometown, what would you change? Use reasons and specific examples to support your answer.
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*If I could change one thing about my hometown I think it would be the fact that there's no sense of community here. People don't feel connected, they don't look out for each other, and they don't get to know their neighbors.*

*People come and go a lot here. They change jobs frequently and move on. This means that they don't put down roots in the community. They don't join community organizations, and they're not willing to get involved in trying to improve the quality of life. If someone has a petition to put in a new street light, she has a very hard time getting a lot of people to sign. They don't feel it has anything to do with them. They don't get involved in improving the schools because they don't think the quality of education is important to their lives. They don't see the connection between themselves and the rest of their community.*

*People don't try to support others around them. They don't keep a friendly eye on their children, or check in on older folks if they don't see them for a few days. They're not aware when people around them may be going through a hard time. For example,*

*they may not know if a neighbor loses a loved one. There's not a lot of community support for individuals.*

*Neighbors don't get to know each other. Again, this is because people come and go within a few years. So when neighbors go on vacation, no one is keeping an eye on their house. No one is making sure nothing suspicious is going on there, like lights in the middle of the night. When neighbors' children are cutting across someone's lawn on their bikes, there's no friendly way of casually mentioning the problem. People immediately act as if it's a major property disagreement.*

*My hometown is a nice place to live in many ways, but it would be much nicer if we had that sense of community.*

7	EX	How do movies or television influence people's behavior? Use reasons and specific examples to support your answer.
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*Do movies and television affect our behavior? A special concern is whether movies and television make children and society more violent. I believe that movies and television do influence our behavior, both for the better and for the worse.*

*Movies do make people more violent. The more we see violent acts on television, the less sensitive we become to them. Eventually violence doesn't seem wrong. We may even commit violent acts ourselves. This is especially true because we don't always realize that violence has consequences. Actors can be killed and come back for another movie. Sometimes we confuse that with reality. We forget that killing someone is permanent.*

*Movies and television also influence our behavior because they make us less active. Looking at films is a passive activity. If we watch too much, we become unhealthy, both mentally and physically. We stop using our own imagination when we see things acted out for us. Mental laziness becomes physical laziness; we'd rather watch sports on tv than play sports ourselves. We'd rather visit with the characters on "Seinfeld" or "Friends" than go chat with our own neighbors. Imaginary people have exciting lives. Is it any wonder that some people would rather live a fantasy life than their own?*

*Of course, watching movies and television can also be good for us. It can give us a broader window on the world. For example, seeing movies can expose us to people of different races and cultures. We can then overcome some prejudices more easily. Recently there have been more handicapped people in films, and this also helps reduce prejudice.*

*The best influence on our behavior is that movies and television reduce stress. Watching films, we can escape our own problems for a little while. Also, sometime movies show positive ways to resolve problems we all face. While tv and movies shouldn't be a way to hide from life, sometimes they can help us cope.*

*It is true that movies and television can influence our behavior negatively. However, I also believe that they influence our behavior in positive ways. How they affect you depends on how much you watch, what you watch, and how you respond to what you watch.*

8	AD	Do you agree or disagree with the following statement? Television has destroyed communication among friends and family. Use specific reasons and examples to support your opinion.
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*Some people believe that television has destroyed communication among friends and family. I think this is an exaggeration. In my opinion, whether or not television hurts communication depends on what type of program is being viewed. More importantly, it depends on the type of viewer.*

*There are empty programs and educational programs. Empty programs do not challenge people. They have just enough storyline to keep them from switching channels. There are also passive and active viewers. A passive viewer will just watch television without thinking about what he or she is seeing. The combination of an empty program and a passive viewer makes communication unlikely. Passive viewers just continue to watch, actually enjoying the fact that they don't have to think. They won't break away to talk about programming with friends and family. Even with better programming, passive viewers still won't think or communicate much. They probably even prefer the empty programs because the better programming is too much work.*

*On the other hand, active viewers watching educational programming always want to share what they see with friends and family. "Educational" doesn't necessarily mean documentaries on PBS. They could be dramas with realistic relationships or action shows with clever plotlines. When active viewers watch programs, they have ideas and talk about them with others. Good programming inspires them to change their thinking and their lives. Unlike passive viewers, they don't want to watch more and more without thinking.*

*Television may destroy communication among passive viewers. Those viewers probably don't want to communicate with friends and family much anyway. For active viewers who already enjoy communicating, television is actually helpful!*

9	PR	Some people prefer to live in a small town. Others prefer to live in a big city. Which place would you prefer to live in? Use specific reasons and details to support your answer.
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*I grew up in a small town and then moved to a big city, so I have experienced the good and bad sides of both. I never thought that I would like living in a big city, but I was wrong. After ten years of living in one, I can't imagine ever living in a small town again.*

*Small towns and big cities both have some problems in terms of transportation. In a small town, you have to own a car to ensure a comfortable living. You can't get around without one because there isn't any kind of public transportation. Big cities generally have heavy traffic and expensive parking, but there you have a choice of taking public transportation. It's not free, but it's often cheaper than driving when you consider gas and time. Especially if you don't have a car, you're better off in the city.*

*I love the excitement of big cities. Small towns have a slow pace. Large cities mean you have to adapt to a variety of situations, like finding a new route to work or trying a*

*new restaurant. I enjoy that challenge very much. Another part of the excitement of city living is the variety of cultural activities available. There is a wide assortment of theatre, music and dance performances available in big cities. These things are rare in small ones.*

*The final thing I like about large cities is the diversity of the people. The United States is made up of people of different races, religions, abilities, and interests. However, you seldom find such a variety of people in a smaller town. I think that living in an area where everyone was just like me would quickly become boring.*

*Of course, security is a concern, and that's one area where small towns are superior to big cities. Still, I would rather be a bit more cautious and live in a large city than to feel secure but bored.*

<b>10</b>	<b>AD</b>	<p><i>"When people succeed, it is because of hard work. Luck has nothing to do with success." Do you agree or disagree with the quotation above? Use specific reasons and examples to explain your position.</i></p>
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*When people succeed, it is because of hard work, but luck has a lot to do with it, too. Success without some luck is almost impossible. The French emperor Napoleon said of one of his generals, "I know he's good. But is he lucky?" Napoleon knew that all the hard work and talent in the world can't make up for bad luck. However, hard work can invite good luck.*

*When it comes to success, luck can mean being in the right place to meet someone, or having the right skills to get a job done. It might mean turning down an offer and then having a better offer come along. Nothing can replace hard work, but working hard also means you're preparing yourself for opportunity. Opportunity very often depends on luck.*

*How many of the great inventions and discoveries came about through a lucky mistake or a lucky chance? One of the biggest lucky mistakes in history is Columbus' so-called discovery of America. He enriched his sponsors and changed history, but he was really looking for India. However, Columbus' chance discovery wasn't pure luck. It was backed up by years of studying and calculating. He worked hard to prove his theory that the world was round.*

*Success that comes from pure luck and no hard work can be a real problem. For example, consider a teenage girl who becomes a movie star. Imagine she's been picked from nowhere because of her looks. She is going to feel very insecure, because she knows she didn't do anything to earn her stardom. On the other hand, think about an actress who's spent years learning and working at her craft. When she finally has good luck and becomes a success, she will handle stardom better. She knows she earned it.*

*People who work hard help make their own luck by being ready when opportunity knocks. When it comes to success, I think that hard work and luck go hand in hand.*

**11 AD**

Do you agree or disagree with the following statement? Universities should give the same amount of money to their students' sports activities as they give to their university libraries. Use specific reasons and examples to support your opinion.

*I disagree strongly with the idea that the same amount of money should go to university sports activities as to university libraries. Although playing sports is a wonderful way to learn about teamwork, strategy and reaching your goals, it should not be the principal focus of a university education.*

*Students need the most up-to-date library facilities available to get the best education. Many of those facilities are very expensive to buy and maintain. These include computerized programs and access to Internet research databases that students can use to find information all around the world. If a university is only offering its students resources of a decade ago, it's depriving those students of a tremendous amount of information.*

*Even the book and magazine budget of universities has gone up tremendously in the last decade. More is being published on every subject, and every university wants to have this information available to its students.*

*It also costs money for universities to keep their libraries open. Students need to have access to all the libraries' research tools as much of the time as possible. Because students are young and can stay up all night studying, many universities are starting to leave their libraries open all night during exam periods. This costs money, because the staff has to be paid extra to be there. It also costs money to run the building (electricity, heat) during that time.*

*Students at universities are only going to benefit from their education if they can get to all the tools they need to learn. Sports are secondary to the resources that students need from university libraries. For this reason, libraries should always be better funded than sports activities.*

**12 EX**

Many people visit museums when they travel to new places. Why do you think people visit museums? Use specific reasons and examples to support your answer.

*People love to visit museums when traveling to new places. I think this is because museums tell them a lot about the culture of those places. Museums are also fun. It's almost impossible to get bored in a museum. Every museum will have at least one thing of interest to somebody.*

*When visiting someplace new, you can find out about the culture of that place in many ways. You can go to a movie or a place of worship or a nightclub. Another option is to sit in the park and listen to the people around you. The easiest way to learn about a place's culture, though, is by visiting its museums. Museums will show you the history of the place you're visiting. They'll show you what art the locals think is important. If there aren't any museums, that tells you something, too.*

*Museums are fun. Even if you're not interested in art or history, there is always something to get your attention. Many museums now have what they call "hands-on"*



exhibits. These were originally designed to keep children occupied while their parents were looking at exhibits. However, museums have found that adults enjoy hands-on opportunities just as much as children. These exhibits have activities like pushing a button to hear more about what you're looking at, creating your own work of art, or trying on clothes like those on the models in the museum.

People also enjoy visiting museums about unusual subjects. For instance, in my hometown there's a museum devoted to the potato. This museum has art made out of potatoes. It also tells all about the history of the potato, and sells potato mementos like key chains and potato dolls. People enjoy visiting this museum because it's different. It's not something they'd find in their hometown and the museum's curators enjoy talking about the Great Potato.

Museums are popular because they are about us. They reflect our creations, our values, and our dreams. No matter who you are or what you like, somewhere there is a museum that will amaze and interest you.

13 PR

Some people prefer to eat at food stands or restaurants. Other people prefer to prepare and eat food at home. Which do you prefer? Use specific reasons and examples to support your answer.

Some people like to eat out at food stands and restaurants, while others like to prepare food at home. Often it depends on the kind of lifestyle people have. Those with very busy jobs outside the house don't always have time to cook. They like the convenience of eating out. Overall, though, it is cheaper and healthier to eat at home.

While eating in restaurants is fast, the money you spend can add up. When I have dinner at a restaurant with a friend, the bill is usually over twenty dollars. I can buy a lot of groceries with that much money. Even lunch at a fast-food stand usually costs five or six dollars for one person. That's enough to feed the whole family at home.

Eating at home is better for you, too. Meals at restaurants are often high in fat and calories, and they serve big plates of food—much more food than you need to eat at one meal. If you cook food at home, you have more control over the ingredients. You can use margarine instead of butter on your potatoes, or not put so much cheese on top of your pizza. At home, you can control your portion size. You can serve yourself as little as you want. In a restaurant, you may eat a full plate of food "because you paid for it."

It's true that eating out is convenient. You don't have to shop, or cook, or clean up. But real home cooking doesn't have to take up a lot of time. There are lots of simple meals that don't take long to make. In fact, they're faster than eating out, especially if you think of the time you spend driving to a restaurant, parking, waiting for a table, waiting for service, and driving home.

Both eating at restaurants and cooking at home can be satisfying. Both can taste good and be enjoyed with family and friends. I prefer cooking at home because of the money and health issues, but people will make the choice that fits their lifestyle best.

14	PR	Some people believe that university students should be required to attend classes. Others believe that going to classes should be optional for students. Which point of view do you agree with? Use specific reasons and details to explain your answer.
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*Some people may believe that going to classes should be optional, but I disagree. I don't understand how university students can expect to learn anything if they don't attend classes. Personal experience can help people learn about themselves and the world outside the classroom, but when it comes to learning about academic subjects, students need to be in class.*

*In class they receive the benefit of the teacher's knowledge. The best teachers do more than just go over the material in the class textbook. They draw their students into discussion of the material. They present opposing points of view. They schedule guest speakers to come, give the students additional information, or show documentary films on the subject.*

*Also, attending classes on any subject teaches more than just facts. It teaches students how to learn, how to absorb information and then apply what they've learned to other situations. Their teacher is the best one to help them with these skills. They can't learn them just by reading the textbook.*

*Going to class also teaches students how to work with the other members of the class. Many times students will be given group assignments. This is different from what they did in secondary school. Here they're with people from different backgrounds and experiences. In this situation, they learn how to handle working with people different from themselves to achieve a common goal.*

*Going to class also teaches students responsibility and discipline. Having to be at a particular place at a particular time prepares them for getting a job. Being at that place on time with an assignment completed prepares them for a career.*

*In short, by going to class students learn more than just information from the teacher. They also learn how to learn, how to work with others, and how to work responsibly. These are not optional skills in life, so attending classes should not be optional in college.*

15	EX	Neighbors are the people who live near us. In your opinion, what are the qualities of a good neighbor? Use specific details and examples in your answer.
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*If you have a good neighbor, you are a lucky person. You have someone who cares about your needs and your property, who is helpful in the little day-to-day situations that come up, and who is supportive in times of crisis.*

*A good neighbor is someone who, for instance, understands that your children may occasionally run across his lawn, even though you tell them not to. He'll realize that children can be careless about things like that, and he won't make a big fuss about it unless it becomes a regular thing. In the same vein, he knows that you'll understand if some of the trash from his trash cans blows across into your yard. In other words, he*

is sensitive to the unintentional things that can happen. He doesn't make a big deal about them.

A good neighbor is also respectful of your property. For example, she asks your permission before doing anything that interferes with what's yours. This means she wouldn't plant a huge tree in between your houses without asking how you felt about it. If she wanted to put up a fence, she would let you know first. She might work with you to decide where it should be placed. Maybe the two of you would even split the cost.

A good neighbor would lend you some milk if you ran out. She'd give you a ride to work if your car was broken, and let your children stay at her house in the evening if you got stuck working overtime. You would do the same for her. Both of you would help make the other's life easier.

When something really awful happens to you, like a death in the family, a good neighbor will volunteer to help in any way he can. This could mean something small, like making some casseroles to put in your freezer to feed visiting relatives. Or it could mean something big, like helping you get through the sadness of the funeral.

I think only someone who has experienced a bad neighbor can really appreciate a good one! A good neighbor can be a good friend. He or she can make all the difference in the world to your life.

16	AD	It has recently been announced that a new restaurant may be built in your neighborhood. Do you support or oppose this plan? Why? Use specific reasons and details to support your answer.
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I can see both advantages and disadvantages to having a new restaurant built in our neighborhood. I'm worried about traffic and how it will affect our neighborhood. However, I think that it will benefit local businesses and increase appreciation for our neighborhood. Overall, I think it is a good idea.

Traffic congestion is always a concern when you build something new. Our streets are narrow, with parking on both sides. More cars traveling through the neighborhood could cause a lot of congestion. Traffic means parking problems, too. Our neighborhood has very few garages attached to the houses. Most of us depend on finding a space to park on the street. If the new restaurant is built, we'll be competing for those spaces with the restaurant's patrons. Plus, if the restaurant offers valet parking, it'll be even worse. Valet parkers work in teams to grab every possible space available on the street.

I'm also concerned about the type of patrons this new restaurant will bring into our neighborhood. A family restaurant wouldn't be a problem. However, if it's going to have a bar and dancing, then there could be problems. The restaurant would stay open later, and people leaving the restaurant might be drunk. Who wouldn't worry about rowdy customers staggering around our neighborhood in the early morning hours, looking for their cars?

I have to admit, though, there are advantages to a new restaurant. Our neighborhood could certainly use the jobs the restaurant would provide. Not only that, the money neighborhood residents would earn there would likely be spent at other neighborhood businesses. This would give a boost to those businesses and make our neighborhood more prosperous.

*A new restaurant would also attract a lot of people to our neighborhood. They could see what a nice area this is to live. That might attract new residents to the neighborhood. That would be a good thing, because we've been losing residents to the suburbs the last couple of years.*

*There are a lot of details to consider, but all in all, I support the idea of this new restaurant in our neighborhood.*

**17 PR**

Some people think that they can learn better by themselves than with a teacher. Others think that it is always better to have a teacher. Which do you prefer? Use specific reasons to develop your essay.

*Most of us can learn how to do something simple on our own with just a set of instructions. However, to learn about something more complex, it's always best to have a teacher.*

*Teachers bring with them varied and useful backgrounds. They've been trained to teach individuals in different ways depending on their style. For instance, some students learn better by discussing a topic. Others learn more by writing about it. Teachers can help students learn in the way that's best for each student. A textbook or a manual can only give you one way of learning something. Plus they're only as helpful as your ability to understand them. A good teacher can adapt her teaching to your needs.*

*Teachers help you focus on what you're learning. If you're learning something by yourself, it's easy to become distracted and go on to other activities. Teachers keep your attention on the subject. They also approach a subject logically, taking it one step at a time. On your own, it's tempting to skip parts of the learning process you think you don't need. That can hinder your ability to really understand the subject.*

*Learning a subject on your own is a very narrow way of learning. You can only use the information you get from the textbook. With a teacher, you get the information in the written materials as well as the teacher's own knowledge of the topic. Teachers can also provide extra materials to broaden the scope of what you're learning.*

*There's nothing wrong with studying on your own, and a learner can always benefit from some quiet study. For the best possible learning, though, a good teacher is the biggest help you can have.*

**18 EX**

What are some important qualities of a good supervisor (boss)? Use specific details and examples to explain why these qualities are important.

*Even though job situations can be very different, there are several qualities that all good supervisors have in common. A good boss treats all her employees fairly. She doesn't single out one employee for better (or worse) treatment than the others. A poor supervisor has favorites. Sometimes she'll even use her favorites to spy on other employees. She expects them to tell her what the others are saying about her. This can cause a lot of bad feelings among employees.*

*A good supervisor gives clear and understandable directions. She doesn't constantly change her mind about what she wants employees to do. She also doesn't get angry with an employee who is confused and needs her to explain the directions again or more fully. Delegating authority well is another quality of a good supervisor. She knows how to use the skills of her employees to best advantage. A poor supervisor insists on doing everything herself. She is unwilling to give any authority to others.*

*A good boss evaluates her employees on a reasonable set of criteria, not on how she feels about them personally. And she lets the employees know what those criteria are, so they have a fair chance of meeting them. She gives both praise and criticism in a straightforward manner. She also offers guidance when needed. A poor supervisor will criticize without giving any suggestions on how to improve.*

*Most importantly, a good supervisor sets the standards for her employees by her own behavior. She works hard and treats employees like valuable assets to the company. This promotes good morale among her workers, and this is of great benefit to her business.*

19	PR	Should governments spend more money on improving roads and highways, or should governments spend more money on improving public transportation (buses, trains, subways)? Why? Use specific reasons and details to develop your essay.
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*Governments should definitely spend more money on improving all forms of public transportation. These include buses, subways and trains. This is the best way to preserve natural resources and reduce pollution.*

*As a planet, we're dealing with a finite amount of natural resources. Once they're gone, they can't be replaced. They can't fill our need for oil and gasoline forever. But we seem to forget that and consume them at an incredible rate. In wealthier countries, some families have two or three cars. As soon as teenagers get their driver's licenses, they're given cars so their parents won't have to drive them places.*

*Public transportation hasn't been sufficiently developed. Because of this, suburban areas surrounding cities have been allowed to sprawl more and more widely. This means that people can't even go to the store without having to hop into the car. Everything is too far away from where they live. If there were better and more frequent public transportation, people would be able to give up their cars for local driving.*

*As a result of all the cars being driven, we're dealing with terrible pollution problems. In big cities, there are days during the summer when the elderly and people with respiratory problems are advised not to leave the house. Ten years ago this was unheard of! Now it's the norm. Public transportation would cut down considerably on air pollution.*

*Public transportation also encourages a sense of community. People who travel to work together all the time get to know each other. Cars isolate us from our neighbors. However, people feel they need to drive because they can't depend on public transportation to fit their schedules. If more money were available, buses, subways and trains could run 24 hours a day. Then they would be available all the time to the people who need them.*

*I always try to take public transportation whenever possible, and I encourage friends and neighbors to try it to. I think we must support public transportation in order to create a better world.*

20

AD

It is better for children to grow up in the countryside than in a big city. Do you agree or disagree? Use specific reasons and examples to develop your essay.

*There are advantages and disadvantages to a childhood in either the country or a city. It's hard to say which is better. Growing up in the country means a certain amount of isolation. You're in a small town or on a farm and not with a lot of people. Even more important, the people you meet every day tend to be just like you. Most will be the same race as you, have the same background as you, and will have gone to the same schools as you. In the city, the people you meet are all different. There are different races and different cultures. You get a more interesting mix.*

*City people tend to come from a lot of different places and move around a lot. So, there isn't the sense of community in the city that you have in the country. People in the city can live in the same apartment building for twenty years and never get to know their neighbors. In the country, everybody knows everybody. For a child, this means the country is more secure. A child can get lost or hurt in the city and have no one to turn to. In the country, everyone's a neighbor. People in the country feel connected to each other.*

*A child growing up in the city has the advantage of a lot of interesting and exciting places to visit. He or she can go to the zoo, museums, art galleries and concerts. There are a lot of restaurants with different kinds of food. It's easy to see every new movie that comes out. Children in the country don't have a lot of these activities nearby.*

*All in all, I think a childhood in the city is better because it prepares you more for what real life is like.*

21

EX

In general, people are living longer now. Discuss the causes of this phenomenon. Use specific reasons and details to develop your essay.

*Today people are living to be much older than ever before. Some of the main reasons for this are the improved health care and better nutrition available to everyone.*

*Medical care is more available to people. Although not everyone can get the best health care, everyone can get basic health care and advice. When people are seriously ill, they can go to a public hospital and be taken care of. Years ago, health care wasn't available to everyone. Some people didn't live near a doctor or a hospital, and others couldn't pay for the care they needed. They made do with herbal medicines or folk remedies. Of course, some of these worked, but not for the more serious diseases.*

*The quality of medical care has improved. That's also a factor in longevity. Doctors know more now about what causes disease and how to cure it. Years ago, doctors only knew about the most basic diseases and cures. Medicine was not very advanced. You could die from something as simple as an infection from a cut. Now we have antibiotics and other medicines to help cure infections.*

*People are also living longer now because of better nutrition. We're eating better and more healthfully than we used to. That's reduced the number of people with heart disease and cancer. We try to eat low-fat foods and eat more vegetables and fruits, which are now available year-round.*

*Improved medical care and healthy eating habits has greatly expanded our life spans. What we need to do now is make sure that everyone in the world has these benefits.*

22

EX

We all work or will work in our jobs with many different kinds of people. In your opinion, what are some important characteristics of a co-worker (someone you work closely with)? Use reasons and specific examples to explain why these characteristics are important.

*We spend more time with our co-workers during a week than we do with our family. Thus, it's important for our co-workers to be people we can get along with. I've worked in a lot of offices, and I've found there are certain characteristics that all good co-workers have in common.*

*A good co-worker is very cooperative. She does her best to get along with others. She tries to keep her end of things flowing smoothly to help others in the office. She realizes that if one person doesn't get her work done, it can hold up everyone else. She has a positive attitude that creates a pleasant working environment.*

*A good co-worker is adaptable. She is not stubborn about changes in schedules or routines, and doesn't object to having her job description revised. That can make life miserable for everyone around her. A good co-worker is willing to change her schedule to accommodate another worker's emergency. She has no problem with new procedures and welcomes changes when they come.*

*A good co-worker is helpful. She pitches in when someone falls behind in his or her work. She's willing to do whatever it takes to get the job done. She doesn't keep track of how often she has to finish another's work or take on extra work. Some co-workers do their own job, period. They have no sense of office community. They only want to do their work, get paid and go home.*

*A good co-worker is a sympathetic listener, and never uses what she learns against people. She doesn't gossip. A bad co-worker uses negative rumors to take advantage of others.*

*Being a good co-worker isn't too hard, but some people just can't seem to manage it. Wouldn't it be a wonderful world if everyone could?*

23

AD

Do you agree or disagree with the following statement? Sometimes it is better not to tell the truth. Use specific reasons and details to support your answer.

*I agree that sometimes it is better not to tell the truth. In some cases the truth is going to hurt someone and no good will be gained by it. If so, then I don't think that person should be told the truth. There are times when a person needs to know the truth in order to make an important decision. There are also times when telling the truth is*

*the only way to help someone who's being self-destructive. However, often telling the truth only benefits the teller, not the person being told.*

*If someone has said something nasty about a person, those words don't need to be repeated. However, what if a person has told a shameful secret to a friend, and that friend has told the secret to others? Then that person needs to know that she can't trust her friend. Otherwise, she might tell that friend other secrets.*

*What if someone is doing something self-destructive, like partying all night in college instead of studying? Then he needs to be told that this behavior is upsetting his friends, who are worried about him. However, if he skips class and the teacher asks his friend why he isn't there, it's not necessary for the friend to tell the truth. He doesn't have to lie, but he also doesn't have to give information about his friend's behavior.*

*Sometimes people need to know the truth before they can make an important decision. Suppose you're selling your house and you know there's water in the basement. Then you should tell the truth about that to anyone interested in buying your house. If you don't, you could be in trouble legally as well as ethically! However, you don't need to tell the truth about the cranky neighbor who lives next door. The neighbor may not be as cranky with someone else as he was with you. Sometimes it's better not to tell.*

<b>24</b>	<b>AD</b>	<p>In some countries, teenagers have jobs while they are still students. Do you think this is a good idea? Support your opinion by using specific reasons and details.</p>
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*I don't think it is a good idea for teenagers to have jobs while they are still students. It can interfere with their studies, it can disrupt their home life, and it takes away part of their childhood that they can never replace.*

*Education today is very complex and difficult. In order to learn and get good grades, a student must work very hard and concentrate. This means attending classes from early in the morning until late afternoon, then doing research for projects, then going home and doing homework. It's a busy schedule for anyone. For someone trying to hold down a job, it's even harder. Students need all their energy for their studies. If they're working after class at night, they're going to be tired the next day. They won't be able to concentrate. This will have a negative impact on their learning, and eventually on their grades.*

*Having a job can also disrupt a teenager's home life. Families spend less and less time together. If a teenager has a job to go to after school, he won't be home for dinner. He won't be home after dinner, either, and may not get home until late at night. This means he doesn't have a lot of time to spend with his family. If he doesn't have a car, it can mean changes in his parents' schedules, too. They have to drive him to work and pick him up.*

*The main drawback of a teenager having a job while he's still a student is that he's missing out on the fun of being young. He has a whole lifetime in which he'll have to earn a living. This is the last free time he'll have. It's the last chance he'll have to hang out with friends and just enjoy himself. Soon enough he'll have to worry about paying the rent and buying food.*



*Jobs bring money, but money isn't everything. A teenager with a job gives up too much. No one should spend all his time at work, and especially not a teenager.*

**25 PR**

A person you know is planning to move to your town or city. What do you think this person would like and dislike about living in your town or city? Why? Use specific reasons and details to develop your essay.

*A friend of mine from college is moving to my city, so I have been thinking about what she would and wouldn't like about it. I'd say the quality of life here, as far as fun and activities are concerned, is very good. The quality of life isn't very good, though, in other important ways.*

*Living in a large city is exciting, but you pay a price for it. There are lots of interesting things to do, and good restaurants with food from around the world. There are museums, art galleries, and lots of movie theaters. However, the crime rate is high, and people have to be careful about where they go at night. There's a lot of traffic most of the time, and finding a parking space can be a problem. There are also a lot of people living here. Sometimes it feels too crowded.*

*In a big city like mine, housing is very expensive—it costs a lot even if you're just renting an efficiency apartment. The good side is that there's a lot of choice about where you want to live and how you want to live. You can find apartments of all sizes in different settings. Houses of equal variety are available for sale or rent.*

*If my friend likes the great outdoors, she might be disappointed. Unfortunately, my city doesn't have a lot of wide open green spaces, and there aren't a lot of trees on the streets. We're not near the ocean, and the mountains are a day's drive from here. Still, we do have some natural areas. For example, we have a beautiful big park. It even has a lake in the middle that's used for ice skating in the winter. There's a different kind of beauty in the city.*

*Thinking about it, I suppose whether my friend likes my city will depend on whether or not she likes exciting places. I hope she likes a lot of variety as far as housing and activities are concerned. If she does, then this is the place for her.*

**26 AD**

It has recently been announced that a large shopping center may be built in your neighborhood. Do you support or oppose this plan? Why? Use specific reasons and details to support your answer.

*There would be both advantages and disadvantages to having a shopping center built in my neighborhood. One advantage would be the convenience. I would like to have all those stores close by. Shopping would be much easier and faster because I wouldn't have to drive great distances to get to the stores.*

*A shopping center would mean more choices, because there would be more stores selling different products. I might have a movie theater nearby, because so many shopping centers these days include movie theaters in their plans. Most shopping centers also have restaurants and a food court. That means a greater variety of places to eat in our area.*

*Having a shopping center built in the neighborhood would also mean more jobs for the community. Initially, these jobs would be in the building of the center. Later the jobs would be in the stores, theaters, and food establishments.*

*Of course, there would be some disadvantages, too. Probably the biggest problem would be traffic. A lot of people would be coming to the shopping center. They'd drive through our neighborhood to get to the center. In addition, if there wasn't enough parking at the center, they might look for parking spaces near our homes.*

*A shopping center might also invite more crime into our neighborhood. Parking lots after dark are a big temptation to robbers. They know people are there with money to spend. The shopping center might also become a place where unruly teenagers would gather. This could cause trouble. Our town would need a community center for them to go to instead.*

*On the whole, though, I think my neighborhood should support having a shopping center built here. It would bring more variety to our shopping, give us the opportunity to amuse ourselves at movie theaters and restaurants, and bring more jobs into the area.*

27	AD	It has recently been announced that a new movie theater may be built in your neighborhood. Do you support or oppose this plan? Why? Use specific reasons and details to support your answer.
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*Some people will say that a new movie theater in our neighborhood would be a bad thing. However, I fully support the plan to build one. I feel that a movie theater would bring more opportunities for recreation, reduce teenage delinquency, and lead to several improvements in the town.*

*As it stands, there is little to do in my town. There are no parks here, and there is certainly no nightlife. Additionally, the nearest movie theater is more than thirty minutes away. That is inconvenient for everyone here. Many movies end late at night. Who wants a long drive home at 11:30 p.m. or midnight?*

*Building a new movie theater here will reduce juvenile delinquency. Like everyone else, teens here are bored. They need activities to keep them busy and out of trouble. The jobs that the theatre will provide will help teens, too. We need more businesses that are willing and eager to employ young people.*

*Overall, the new theater will bring many improvements to the town. For example, it will help other businesses. That is because the movie theater will attract customers from neighboring towns. Those neighbors do not have a reason to come to this town now. However, if they are coming here for a movie, they will be more likely to stay here to shop. If we get more visitors, we'll need better roads. While this may be costly, it will also make travel easier for people living here. We will be able to get around faster. Safety will be improved with the new roads, because they will be in better condition than many that we have now.*

*I believe that our town needs a new movie theater. Again, I support it fully. I hope that others in our community will join me to convince residents and local government.*