

B LEVEL WRITING PACK



**GEBZE TECHNICAL
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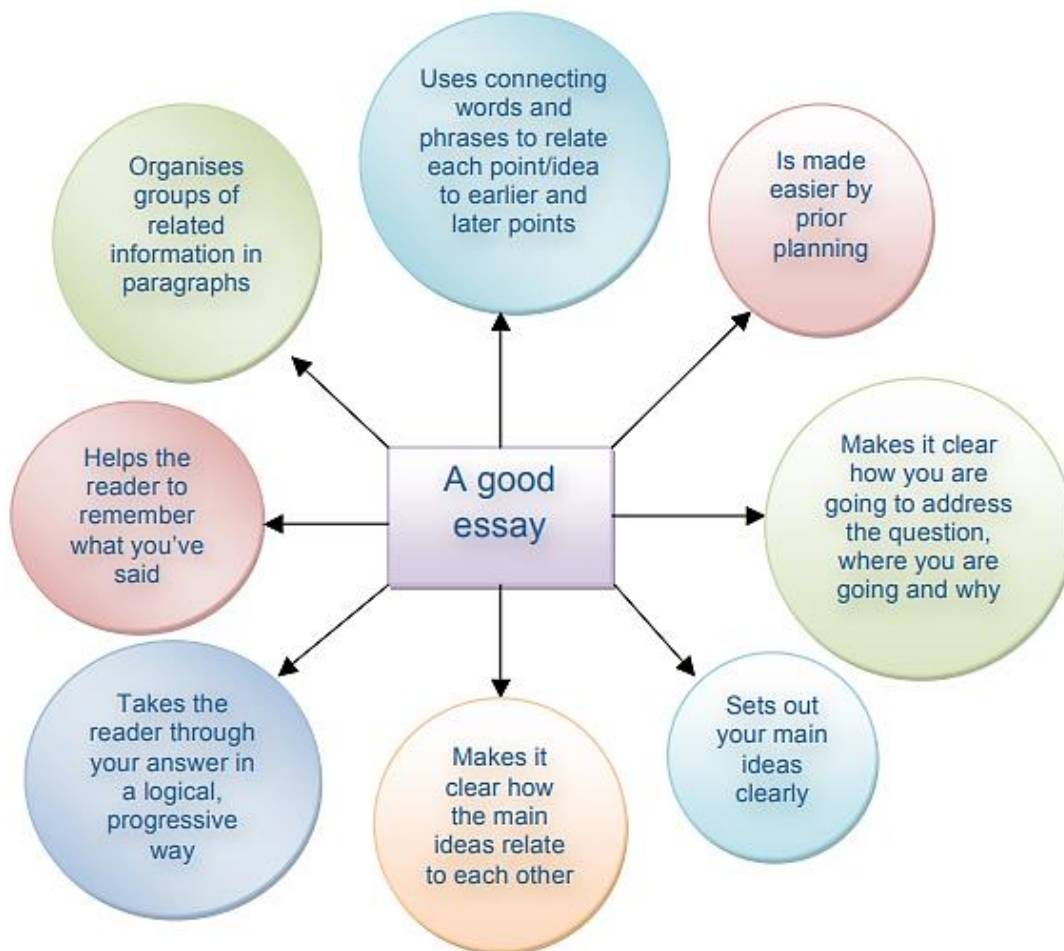
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ESSENTIALS OF ESSAY WRITING

What is an essay?

An essay is a specific argument which has a theme, logically expressed from start to finish. It tests your knowledge and understanding of a topic, supported by research. An essay is also an exercise to develop and handle relevant ideas, construct a clearly expressed argument and refer to the arguments made by academics. An essay is a powerful learning tool that will help to develop your understanding of a subject.

The ingredients for a good essay are as follows:



FROM PARAGRAPH TO ESSAY

Writing a paragraph

Paragraphs are the building blocks of any essay. This diagram shows the three main parts to an essay and offers an explanation of what should be contained within each of the component paragraphs

Paragraph

Topic sentence

A. Argument
B. Evidence
C. Discussion

Concluding Sentence

Essay

A. INTRODUCTION (5%)

- Arouse the reader's interest
- Set the scene
- Explain how you interpret the question set
- Define or explain key terms if necessary
- Identify the issues that you are going to explore
- Give a brief outline of how you will deal with each issue, and in which order

B. BODY (80%)

• Paragraph 1

Covers the first thing you said you'd address.

The first sentence (the topic sentence) introduces the main idea of the paragraph.

Other sentences develop the topic.

Include relevant examples, details, evidence, quotations and references.

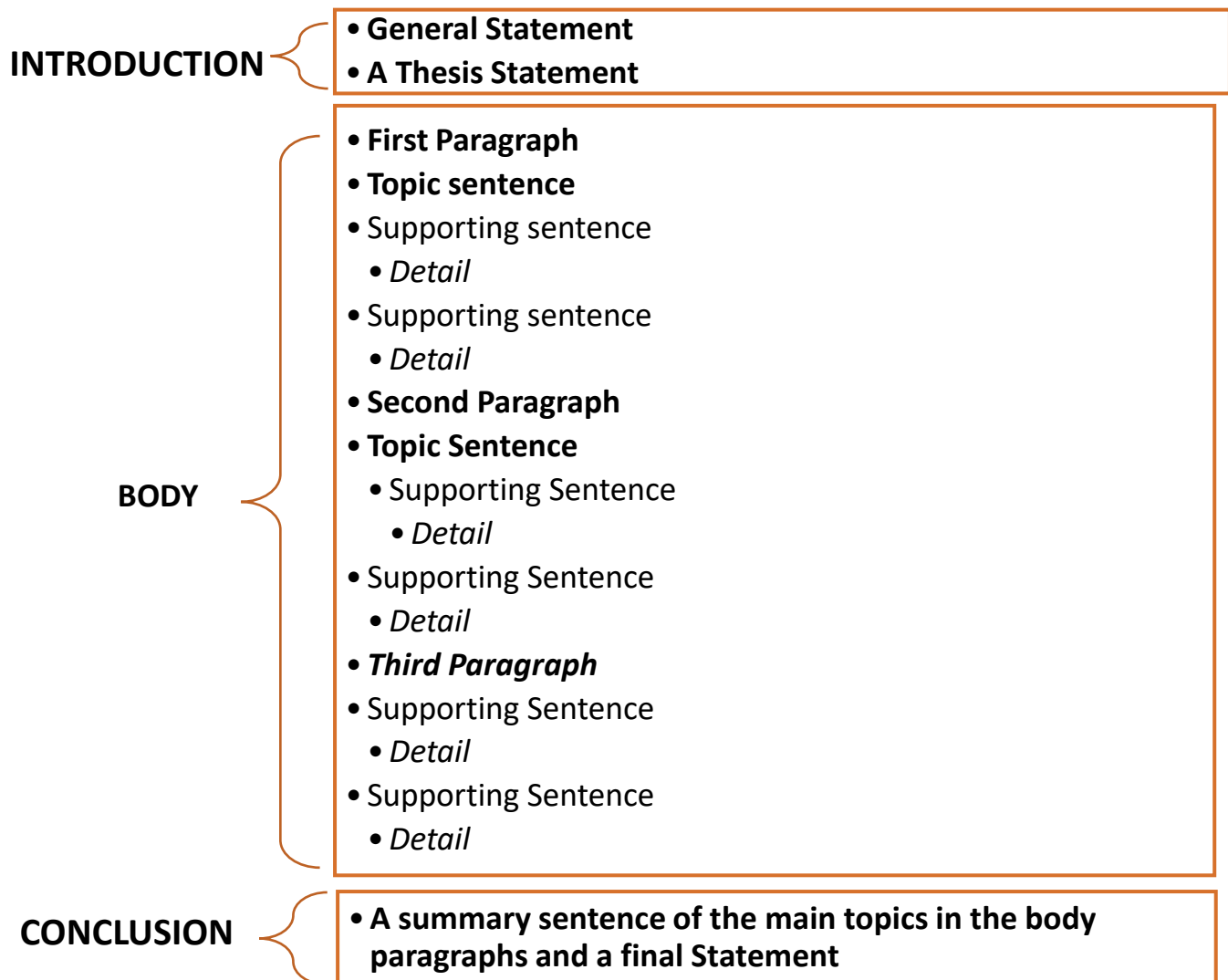
• Paragraph 2 and other paragraphs

The first sentence links the paragraph to the previous paragraph then introduces the main idea of the paragraph

C. CONCLUSION (15%)

- Draw everything together
- Summarise the main themes
- State your general conclusions
- Make it clear why those conclusions are important or significant
- Do not introduce new material
- In the last sentence, sum up your argument very briefly, linking it to the title
- Set the issues in a broader perspective/wider context
- Discuss what you've failed to do – answers not clear, space limited
- Suggest further questions of your own

Figure 1. A typical essay structure is as follows.



Exercise 1: Study the following essay and make an outline of it.

Contribution of Genetic Engineering to the Future World

Manipulating the genetic forms of living things is called genetic engineering. While there are some people who feel that the DNA of human beings or other organisms means interfering with Mother Nature, others see it as a sign of progress and an opportunity to make the world better. Genetic engineering poses some potential benefits for our future world, such as developing effective drugs and improving agriculture.

The first beneficial contribution of genetic engineering is on drug development. Scientists are able to make the existing drugs perform better. For example, there are already improved versions of insulin for diabetics and human growth hormones on the market thanks to genetic engineering. Moreover, genetic engineering could theoretically eliminate the passing of “disease” genes. Those working in the genetics field hope that manipulating the genes of humans will one day enable science to prevent people from developing the chronic diseases inherited from family.

Secondly, the field has positive effects on agricultural operations. Science has made it possible to design plants that produce the biggest and the best fruits and vegetables by replacing the genes. Also, it is possible to grow up disease-resistant plants for bad climate conditions. This leads to the availability of more and higher quality of food.

To sum up, scientific developments in genetic engineering, which enable modifying the DNA of living organisms, are able to pave the way for a healthier and more comfortable life by eliminating chronic or fatal diseases and increasing the quality of food.

Exercise 2: The following paragraphs are in disorder. Put the parts of the essay into order and write the related parts below.

A) In the past, drivers did not know the fastest way to get to new places. They had to use a map, and they stopped at stores to ask for directions. It was not easy; however, people learned a lot about their cities because had to learn their way home.

B) Cell phone technology and the internet have changed life in many ways. In order to understand these changes, it is helpful to compare life for drivers before and after the Global Positioning System (GPS) was invented.

C) Now people put an address in their GPS, and they can choose a route. The GPS tells them about traffic and the best way to go. The GPS shows them new streets, and they do not get lost. Sometimes the GPS loses signal, or it gives wrong information; however, drivers with a GPS usually feel more confident than drivers without one.

D) A GPS offers many benefits for drivers who plan to visit a new restaurant or city. They do not have to worry about getting lost; in addition, they feel comfortable knowing the time and distance of the trip. When the GPS does not work, they can still ask for directions. As a result, GPS has given drivers a lot of freedom that they did not have before.

Introduction _____
Body Paragraph 1 _____
Body Paragraph 2 _____
Conclusion _____

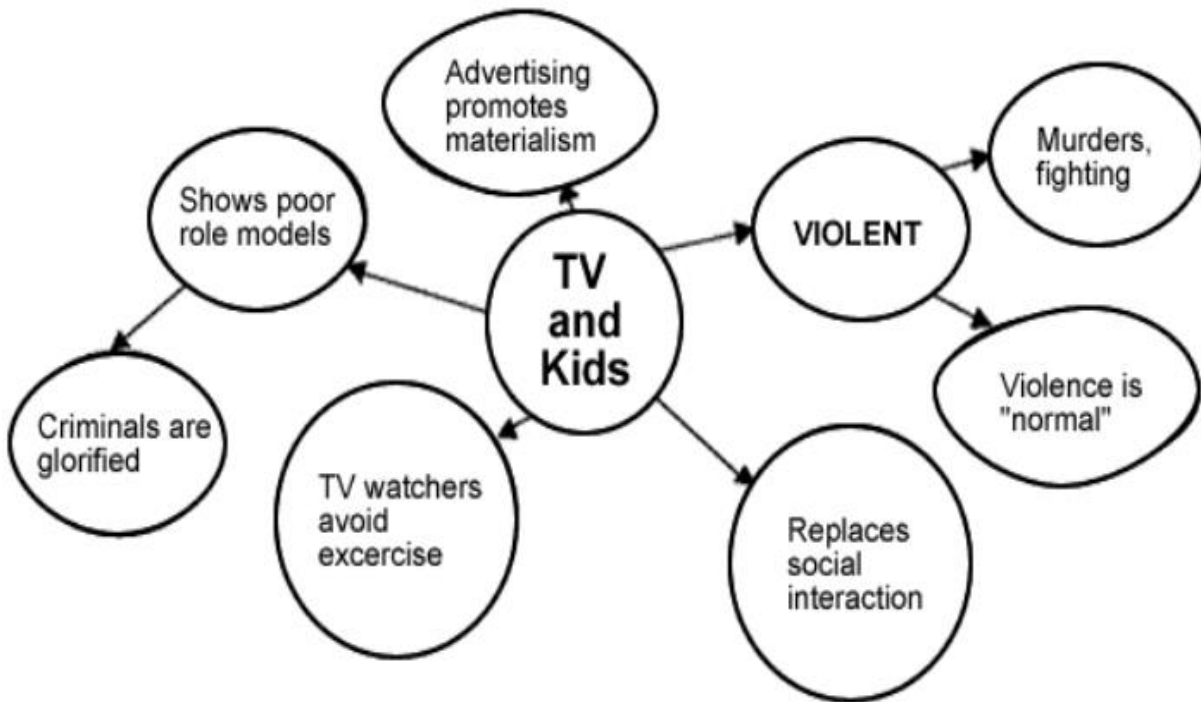
Planning for an Essay: Organization of Ideas

Good writers spend a lot of time on what to write. In order to do this, they brainstorm, classify, list and organize ideas. There are several ways to generate and organize ideas before we start to write an essay.

1. Brainstorming: You write every idea about your topic. Basically the topic is placed at the center of a chart and a flow of ideas are drawn around it. The purpose here is to set the flow of ideas about the topic. It is not important how good each one is. Also you should not worry about spelling or grammar. Your initial goal is to create as many ideas as possible in a short time.

2. Clustering: Clustering is also called mind mapping or idea mapping. It is a strategy that allows you to explore the relationships between ideas. If the idea is broad enough and several sub topics can be included, then it can be used as a topic sentence. This needs to be planned carefully, since the list of the ideas consists the outline of your essay.

Exercise 3: Study the following chart. Notice how the topic and sub-topics are related with each other and add two examples.



Topic: TV and Kids

a. Sub-topic: Violent

Example: Murders, fighting, violence is “normal”

b. Sub-topic: Shows poor role models

Example: Criminals are glorified

c. Sub-topic: TV watchers avoid exercise

Example: _____

d. Sub-topic: Replaces social interaction

Example: _____

THE STRUCTURE OF AN ESSAY

1. INTRODUCTION

A. Opening Statement

An essay's introductory paragraph usually starts with an opening (hook), a word, phrase, or sentence that serves to catch the interest of the reader in the topic. It must attract the attention and focus the reader on the content. There are several techniques that you can follow while writing this part:

1. Give background or historical information about the topic

- **Women's roles have changed seriously from past to present. Women used to stay at home and do the housework. Also, they were responsible for growing up children.** However, in our modern age women have the role of earning money, participating in politics and doing men's job such as driving, engineering or being a police officer.

2. Make a surprising statement by giving interesting facts or statistics related to the topic

- Sugar was once considered a spice, not a sweetener. It was used as a medicine for centuries. However, today sugar is a notorious nutrition for several reasons.

3. Ask a thought-provoking question about the topic

- Can you live without your mobile phones for one week?
- Young people love playing computer games, but have you ever thought about the harmful effects of these games?
- How many friends do you have in your life? Do you have a reliable friend?

4. Start your introduction from general to specific statements

- It is widely known that people become less productive as they get older.
- It is widely accepted that fast food is the main cause of obesity among teenagers.

5. Refer to a quotation

Contrary to what Steve Jobs believed "Computers themselves, and software yet to be developed, will revolutionize the way we learn", computers seem to negatively affect the way we learn.

6. Tell a story about the related topic

- When I was a kid, I used to believe in the superheroes to overcome some fears. It is a natural self-defense that our brain creates in case of a threatening challenge.

Exercise 4: Read each of the following essay openings. Then identify what type of hook it is.

1. The hummingbird is the only bird that can fly backwards!

- a) Background b) Story c) Surprising Statement d) Quote e) Question

2. What could be more exciting than a trip around the world?

- a) Background b) Story c) Surprising Statement d) Quote e) Question

3. African Americans have fought in every American war since they first came to these shores in 1619.

- a) Background b) Story c) Surprising Statement d) Quote e) Question

4. Who invented the automatic dishwasher and why?

- a) Background b) Story c) Surprising Statement d) Quote e) Question

5. When I first met Margo, she told me that she was going to be famous one day, and I believed her.

- a) Background b) Story c) Surprising Statement d) Quote e) Question

6. The actor Helen Hayes said, "Age is not important unless you're a cheese."

- a) Background b) Story c) Surprising Statement d) Quote e) Question

B. Thesis Statement

- ✓ A thesis statement announces the main points in an essay. Similar to a topic sentence, a thesis statement has two parts: a topic and a controlling idea.
- ✓ It indicates how the essay will be structured (argument, cause and effect, classification, comparison and contrast, definition, narration, problem/solution, or process analysis). It is the last sentence in the introduction paragraph.
- ✓ It should give an idea that can be discussed and explained with supporting ideas.

2. BODY

- ✓ The body of an essay is formed based on the ideas presented in a thesis statement. For example,

Thesis statement: Students benefit from art in two main ways, such as developing a creative and peaceful mind.

1st Body Paragraph: A creative mind (topic sentence)

- **Supporting idea:** integrating different materials into a form of art

- **Detail:** collage, painting, sculpture

2nd Body paragraph: A peaceful mind (Topic sentence)

- **Supporting idea:** release stress
- **Detail:** forget about daily problems

- ✓ Each body paragraph develops one main point which supports the thesis statement.
- ✓ The topic sentence should present an idea that can be developed in one paragraph, and it should support the thesis of the essay.
- ✓ You do not have to add a concluding sentence after the body paragraphs. All the paragraphs are summarized in the conclusion part.

Logical Division of Ideas

- ❖ One way to organize an essay is to divide the ideas into logical structure. Depending on the topic, a logical division might be by reason, advantage, disadvantage, cause, effect, problem, or solution.
- ❖ Body paragraphs divide the thesis statement into equal sub-topics that support the thesis. These sub-topics appear in a logical order; for example, most to least important, general to specific, familiar to unknown, or simple to complex. Use transition signals to connect sentences within the paragraph and to connect the paragraphs to each other.

Transition Signals for a Logical Division of Ideas	
Sentence Connectors	First, first of all, second, third, next, last, finally, also, in addition, moreover, furthermore
Coordination	And, both...and, not only... but also
Other Phrases	One, another, the first cause, reason, factor, problem, advantage, result, difference, similarity

Coherence

Coherence is related to organization. Creating an outline helps make a well-organized essay. When organizing your ideas, think about what type of organization is best for your essay. Here are some examples of essay types and ways to organize them.

Type of Writing

Chronology

Comparison/contrast

Argumentation/cause/effect

Description

Type of Organization

Order by time or order of events/ steps

Organize in point by point / block style

Order from most important to least important

Order by position, size, and shape of things

Exercise 5: Read the paragraphs below and cross out the irrelevant sentence in each group.

A) **(I)** I love the location of my new house for many reasons. **(II)** First, it is a very safe neighbourhood, and there is almost no crime and most people don't even lock their doors. **(III)** Second, there are many stores, schools, restaurants, a library, a health and fitness centre and a movie theatre nearby. **(IV)** Third, I really dislike the people in the neighbourhood because they are unfriendly and have different life styles. **(V)** Some people say location is very important when you are looking for an apartment and I agree.

B) **(I)** Stress can be put into one of two categories: mental or physical. **(II)** Mental stress is characterized by such things as worries over money or a loved one's health, loss of a loved one or losing a job. **(III)** Physical stress reasons include lack of sleep, poor diet or the effects of an illness. **(IV)** If you are experiencing both of these types, you really need help. **(V)** Therefore, third category is believed to be the most dangerous one.

C) **(I)** Africa is a very interesting and natural continent. **(II)** My favourite animal is the cheetah. **(III)** It is truly an amazing creature and it can run at a top speed of 60 mph! **(IV)** I have always wanted to go to Africa to see the cheetah in action. **(V)** I think it will be a wonderful experience looking at those cheetahs when they are running.

3. CONCLUSION

The conclusion is the final paragraph of an essay. A good concluding paragraph:

- ✓ Restates the thesis (using different words).
- ✓ Summarizes the main point and sub-points.
- ✓ Gives a suggestion.

Example:

Thesis Statement: Supermarkets are the best places to buy food because of their convenience and lower prices.

Conclusion: The fact that larger supermarkets offer cheap prices and a large selection of products make supermarkets the best place for shoppers.

Exercise 6: Match each of these thesis statements with its relevant version of conclusion.

1.	Travelling abroad is a valuable learning experience.	a.	People can learn many things by travelling to other countries.
2.	Learning to play a musical instrument is very beneficial for children.	b.	Despite the challenges, being an entrepreneur can offer more benefits than other types of employment.
3.	Creating and owning a business offers more advantages than working as an employee in a company.	c.	more houses should be transformed into using solar energy due to its being natural and sustainable.
4.	More houses should be adapted to use solar energy because it is clean and renewable.	d.	When children are exposed to music and are thought to play instruments, such as the piano or violin, there are many positive effects.

Exercise 7: Which can be the concluding sentence of the paragraphs below?

1. California is the most wonderful place to visit because of its weather and its beautiful nature. Visitors to California can find the weather they like; cool temperatures in the summer and warm weather in the winter. They can also find the nature they like. They can see high mountains and green lands. Visitors can enjoy a huge forest and a beautiful coast at the same time. _____.

- a) So, California's weather and beautiful nature make it a fantastic place to visit.
- b) So, you can do different activities in the winter in California.
- c) So, the high mountains and forests affect the weather of California a lot.
- d) So, the warm weather and beautiful coasts in California help you have the best summer holiday.

2. In my opinion, travelling by plane cannot be compared with any other type of transportation. To start with, there is no faster way to travel. You can go from one country to another in a few hours. Also, you always feel well looked after on a plane. You are served drinks and meals and offered newspapers and blankets, which will make the journey more comfortable. However, air travel can be expensive and there are often long delays in airports, which can be tiring. What's more, many people are afraid of flying and turbulence, so they think travelling by plane is unsafe. _____.

- a) To sum up, although it has some negative points, air travel will always remain popular because of its speed and comfort.
- b) In conclusion, air travel has always been a second or third choice for people because of its many disadvantages.

- c) All things considered, different types of transportation have both good and bad points.
- d) In conclusion, few people will continue to prefer air travel because of its cost and turbulence.

3. New York City is a great place because there is a lot to do there. It is the cultural center of the USA, so it attracts many foreign and local tourists. In fact, there are many museums and buildings to visit in New York. One of them is Metropolitan Museum, and people can find the works of many famous artists there. In New York visitors can spend a wonderful time at the restaurants and bars. They offer different food from all over the world.

_____.

- a) In short, New York is a cultural and historical city.
- b) In short, New York is famous for its museums and parks.
- c) In short, New York is a great city with a variety of activities.
- d) In short, New York is a great place if you like trying different kinds of food.

CAUSE ESSAY

A cause essay informs the readers on possible reasons for why something has been changing, getting worse or better. In this type of essay, the purpose is to explain causes of something rather than the effects. Let's examine two sample cause essays below.

One Year Off

Taking a “gap year” between high school and university has become a popular option among many young people. This time off provides a break after many years of formal study. Some students use this time to explore more about their personality or save money for university expenses.

First of all, having a break before university help students know themselves better. Students may need to travel away from home to gain their independence and self-confidence, which help them understand their expectations from future. For example, they learn about cultures, traditions and perspectives different from their own, so that they can broaden their viewpoints. Moreover, some students prefer to have one year break because high school was a passage from teenage years to adulthood. Students would like to make up their mind about future decisions and explore more about career opportunities.

Secondly, university education brings about financial stress on students, such as expenses on rent, bills and academic materials. Thus, students seek for a job or scholarship in order to provide financial aid. Having a working life in a gap year will enable students to take responsibilities at workplace. Also they will be able to learn not to waste money. Apparently this will help them be more organized and self-disciplined.

In conclusion, although to take a year-long break or not is an individual decision, many students take one year off to get ready for academic life both financially and psychologically. Each young person should consider his or her motivations carefully and decide on what's most desirable.

Why are Cities Becoming Overcrowded?

The fact that the world's cities are getting more and more crowded is well-known. Cities such as Tokyo, Sao Paolo, Bombay and Shanghai are now considered 'mega-cities' because of their enormous size and huge populations. There are two main reasons why these and other cities are becoming so crowded; one economic and the other social-cultural.

First, the primary cause of cities becoming so crowded is economic. As a country develops, its cities become the engines of development, thus jobs are available in these areas. Frankfurt, İstanbul, Bombay and Sao Paolo are all the economic centres of their countries. For example, Tokyo was the motor for Japan's rapid economic development in the 1960's and 70's; as a result, its population increased rapidly. People moved to Tokyo because they could find employment and establish economic security for themselves and their families there.

Second factor in the huge increase in urban populations is the socio-cultural factor. Thousands of people migrate to the cities not only for jobs but also for educational and personal reasons. The better universities are always located in big cities and this attracts thousands of students every year and these students stay on and work in the city after they graduate. Moreover, young people will move to the city as the villages and rural areas are more custom and tradition oriented. Therefore, young people believe this is an obstacle to their personal freedom.

In conclusion, economic and cultural factors are the major causes of huge urban population. People will always move to the areas which provide opportunity and the the places which can give them the freedom they desire.

1. Introduction

- ✓ Before stating the thesis statement, you need to present background information about the situation. Also you can write about the importance of the issue.
- ✓ Another way to start a cause essay can be writing about the effects of the situation.
- ✓ After a short introduction, you need to connect the topic with the thesis statement.

		Explanation
Introduction	Ankara, the capital city of Turkey, attracts more population from all over the country.	<i>The first sentence presents the situation related to Ankara.</i>
Thesis	There are two main reasons why Ankara is becoming overpopulated.	<i>Thesis statement explains the reasons behind this situation.</i>

		Explanation
Introduction	Scientists warn people on the issue of climate change. Compared to previous years, the rate of fatalities caused by climate change has been increasing.	<i>In this type of introduction, the writer mentions about the significance of the changing situation by giving an example.</i>
Thesis	The two reasons behind the climate change are industrialization and deforestation.	<i>Thesis statement indicates two reasons for climate change.</i>

		Explanation
Introduction	People with obesity face both health and social problems. They do not feel well due to physical problems, and this results in depression. Having an idea about possible causes of obesity may help to prevent the disease.	<i>The introduction starts with the effects of obesity on health and social life.</i>
Thesis	People tend to become obese for two main reasons.	<i>Thesis statement mentions two main reasons, but it does not state them.</i>

Useful Structures for Thesis Statement



for several /some/two reasons	<ul style="list-style-type: none"> ✓ Younger generations prefer to live in big cities for two main reasons. ✓ Smokers have difficulty in quitting cigarettes for several reasons.
two major/ fundamental/ basic/ underlying causes of	<ul style="list-style-type: none"> ✓ Job and education opportunities are two fundamental causes of living in big cities. ✓ Higher education and job opportunities are two underlying causes of living in big cities.
several/ some/ two/ important reasons why + sentence	<ul style="list-style-type: none"> ✓ There are two reasons why <u>English is a popular language.</u> ✓ There are several reasons why <u>big cities suffer from traffic problems.</u>
Two factors/reasons can explain why+ sentence	<ul style="list-style-type: none"> ✓ Two factors can explain why <u>online shopping is the best way of purchase.</u> ✓ Two reasons can explain why <u>big cities suffer from traffic problems.</u>

Exercise 8: Write a thesis statement for the following topics.

1. What are the reasons for the fragile economy in Turkey?

2. What causes İstanbul to become overpopulated?

3. Why is English a popular language around the world?

2. Body Paragraphs

Each body paragraph explains one of the causes of the topic. An effective way to start the topic sentence is to refer to the topic by using signal words. In the outline given below, the topic sentences of each paragraph begins with signal words.

Causes of Internet Addiction

1st Body Paragraph: The first cause of internet addiction is depression.

- **Supporting Sentence:** The feeling of loneliness causes depression which may lead to internet addiction.

2nd Body Paragraph: Another factor behind internet addiction is weak social relations.

- **Supporting Sentence:** Internet addicts have no real friends.

Exercise 9: Write a thesis statement for each essay topic and write two topic sentences for each paragraph by using the phrases in the parenthesis. The first one is done for you.

Essay Topic: Causes of unemployment

Thesis: Political conflict and inadequate education opportunities are two causes of unemployment.

1st Body Paragraph The first reason behind unemployment is political conflict.

2nd Body Paragraph: The second cause of unemployment is inadequate education opportunities.

Essay Topic: Factors behind success

Thesis: _____

1st Body Paragraph (To be well-organized)

The first cause _____

2nd Body Paragraph (Good communication skills)

Another reason _____

Essay Topic: Reasons for loose family ties

Thesis: _____

1st Body Paragraph (Busy life)

2nd Body Paragraph (Changing traditional family structures)

3. Conclusion

This is the ending paragraph of a cause essay. In this part, all the main points in the body paragraphs need to be summarized. It should not be too long and repetitive. You need to paraphrase the points by using synonyms.

Exercise 10: Write a concluding paragraph considering the following outline about the reasons for cities becoming overcrowded.

In every country there are several cities that stand out with their developed facilities and higher number of population. In Turkey, for example, Ankara, İzmir and İstanbul have been among the most compelling cities to settle in. It is inevitable that these cities have a growing population. There are two main reasons why cities are becoming so crowded; one is economic and the other is socio-cultural.

The first basic reason is related with economy. People prefer to settle in big cities in the hope of finding a well-paid job. The facilities in big cities provide various job opportunities. Also the crowded population enables profitable investments. Furthermore, students in big cities can find part-time jobs and finance their studies. Many big companies offer hourly basis or home based jobs that students can deal with while studying.

The second fundamental reason for cities becoming overcrowded is about socio-cultural factors. University education in big cities offers more choices about research, training and cultural variety. Both international students and students coming from different areas of the country display cultural diversity within and out of the campus. The areas where university campuses are located are gradually developed in terms of lifestyle because the interaction of students with local people enables cultural sharing.

Conclusion: _____

HOMEWORK

Writing a Cause Essay

Why do people commit crimes?

1. Financial problems

- 1.1 cannot afford to buy basic needs
- 1.2 to be in debt

2. Lack of education

- 2.1 poor moral values
- 2.2 disobey social rules

3. Negative personality traits

- 3.1 to be aggressive
- 3.2 lack of empathy

Considering the outline above, write a cause essay about why people commit crimes. You may add different causes. Do not forget to add an introduction paragraph with a general statement and a thesis statement, 3 body paragraphs and a conclusion paragraph.

EFFECT ESSAY

It gives information about the effects or results of a problem or situation. One way of starting your essay can be talking about how the situation happened or what caused it to happen. There is a sample effect essay below, study it and notice the information flow.

What Effects has the Computer had on our Lives?

The twenty-first century is already turning out to be the century of the computer. The computer revolution that started after the Second World War is now developing exponentially and computers are beginning to influence and take over nearly every aspect of our lives. Computers are clearly changing and affecting society in many ways. The two main areas in which computers have brought about a profound change in our lives are in the economic field and in the field of communications.

First, the computer has led to immense changes in economic and business life. Businesses now have to be computerized or they risk failure. Every big corporation bases its operations on computing, regardless of which sector they are in. For example, Coca-Cola, the BBC and Levi's market sell different products and services, yet they all share one basic property- without computers their operations would collapse. Second, computing is an economic dynamo. Japan, China, India, and many other countries have large IT sectors which drive their economies upwards. Furthermore, the developed world is moving from an industrial-based economy to a computer and IT based one.

It is not just in business that computers have affected us so profoundly; communication has been revolutionized totally. In past, people wrote letters, which would often take weeks to reach their destinations, or speak on the phone, which was terribly expensive. However, in our present world, they simply send an e-mail, which is more efficient. For instance, we can read it instantly. Also many people use computers to communicate with people all around the world using chat rooms and chat programs. In this way, people are able to shorten distances.

In conclusion, computers have had a profound effect on our lives in many ways and it is in business and communication that they have had the greatest influence. In the future if the computers continue evolving at such speed, our business practices and methods of communication will undergo even more radical changes.

The Effects of Smoking

Smoking is one of the major health problems in society. Despite the warnings given by doctors about the ill-effects of smoking, people continue to smoke. The effects of smoking are really serious. There are physical, psychological, and economic effects of smoking.

The first effects of smoking are physical problems. Every year thousands of people around the world die from diseases caused by smoking cigarettes. Smoking is the number one reason of cancer. Besides, heart diseases and strokes are also common among smokers than non-smokers. It also causes tiredness. Smokers do not have enough energy. They get tired easily. All these physical consequences could cause a slow way to die.

The second effect caused by smoking is psychological. When people suffer from stress, they feel that they really need to smoke in order to solve the difficulties. When they have no chance to smoke, they become more furious and depressed. In other words, the lack of smoking increases anxiety and causes depression. As a result, smoking causes change of behavior.

The third effect of smoking is based on economic reasons. Smoking is not cheap. Nowadays governments have been trying to prevent smoking, therefore, they add extra taxes. If you smoke a packet of cigarette in a day, that means you spend approximately 100-150 TL a week. That is a huge expense especially for budgets with low income. If you save the money spent on cigarettes, it makes about 400-600 TL a month, which may be spent for necessary things.

In conclusion, the effects of smoking which are physical, psychological, and economic can cause many problems that affect people's lives in all aspects. Smoking causes numerous terrible diseases. It is also addictive and people feel themselves nervous and tense when they smoke. Besides, smoking is expensive.

1. Introduction

- ✓ Give background information about the topic.
- ✓ State the importance of the topic.
- ✓ Write about how the situation occurs.

		Explanation
Introduction	Children have amazing imaginary thinking. You can observe it in their games and paintings. For this reason, art education is a perfect source for their creative mind. Our education system also supports integration of art. Especially in primary schools, it is integrated into lesson programs and in-class activities.	<i>The introduction mentions about how children tend to engage with art thanks to their imaginary thinking. The topic is connected to the thesis sentence by possible contribution of art on children. Also an example of art education is given.</i>
Thesis	There are several positive effects of art on primary school students.	<i>This part informs the reader about the results of art on students.</i>

		Explanation
Introduction	Changing weather condition is one of the environmental problems. Every year, the records of temperature are broken. Incidents of severe storms are being seen quite often in areas where such events used to be seen rarely.	<i>A definition of the problem is given as a background information. The importance of the situation is given with an example. Finally the thesis statement is connected.</i>
Thesis	Famine and increasing sea levels are two critical effects of climate change.	<i>Two results of climate change are given in the thesis statement.</i>

		Explanation
Introduction	University education is a significant experience on young people's lives. They are grown up both academically and socially.	<i>It starts with the importance of the topic on academic and social life.</i>
Thesis	Receiving university education affects students in two beneficial ways such as developing intellectual thinking and building a good career for future.	<i>The thesis statement includes positive effects of receiving university education and they are stated clearly.</i>

Writing a Thesis Statement

The following common structures can be helpful in forming a thesis statement.

1. There are several/ some/ a few/ two, three + adjective+ effects of + controlling idea+ on + topic.	✓ There are two basic effects of doing sport on physical health. ✓ There are several beneficial effects of doing exercise on health.
2. effect 1+ effect 2+ are two impacts /effects of+ controlling idea+ on topic	✓ Getting into shape and reducing stress are two effects of doing exercise on health.
3. affects /influences + Topic+ in two ways	✓ Doing exercise affects our health in two ways.

Exercise 11: Write a thesis statement for each topic.

1. What are the influences of having a pet in childhood?

2. What are the results of social media on our lives?

2. Body Paragraphs

A well-organized outline is fundamental for an essay. After planning about your topic, you can begin your essay. You need to be careful about the flow of information through the body paragraphs. In order to achieve this, you must use transition signals between paragraphs. In the following example outlines the transition signals are written in bold.

Effects of Stress

Thesis Statement: Being under stress affects our health and behavior.

1st Body Paragraph: The first effect of stress is on our physical health.

- **Supporting Sentence:** You feel fatigue constantly.
- **Supporting Sentence:** Your heart-beat speeds up when you are overstressed.

2nd Body Paragraph: Another result of stress is on our behaviors.

- **Supporting Sentence:** Aggressive behaviors show up in social relations.
- **Supporting Sentence:** Your level of productivity decreases.

Exercise 12: Write a thesis statement for each essay topic and write two topic sentences for each paragraph by using the phrases in the parenthesis. The first one is done for you.

Essay Topic: Effects of learning a foreign language

Thesis: Meeting with new people and having a better job are two positive effects of learning a foreign language.

1st Body Paragraph The first contribution of learning a foreign language is the opportunity of meeting new people.

2nd Body Paragraph: The second benefit of learning a foreign language is having a good job.

Essay Topic: Effects of a healthy diet

Thesis:

1st Body Paragraph (feeling energetic)

The first effect _____

2nd Body Paragraph (looking fit)

The next result _____

Essay Topic: Effects of love

Thesis:

1st Body Paragraph (Having positive thoughts)

2nd Body Paragraph (Ignoring daily jobs)

3. Conclusion

This is the ending paragraph of an effect essay. In this part, all the main points in the body paragraphs need to be summarized. It should not be too long and repetitive. You need to paraphrase the points by using synonyms. You can end this part with personal comments as well.

Exercise 13: Write a concluding paragraph considering the following outline about the influences of movies.

Influence of Movies

Introduction:

Watching movies are a popular free time activity especially after a busy day. If you break up with your boyfriend or girlfriend, you probably prefer a romantic movie, or if you seek for excitement, a science fiction or horror movie will please you. On the other hand, this past-time activity is changing our habits compared to the lifestyle we lead before they were popular. Watching movies may affect our lives in two negative ways.

1st Body Paragraph: The most important influence of watching a movie is that it destroys people's psychology.

- **Supporting Sentence:** Violent images is not appropriate for younger people
- **Supporting sentence:** They may cause a temptation for unsafe situations

2nd Body Paragraph: Movies change people's lifestyle and viewpoint.

- **Supporting Sentence:** It causes eating habits to change.
- **Supporting sentence:** Movies can manipulate historical facts.

Conclusion:

HOMEWORK

Writing an Effect Essay

What are the effects of having a bad job?

1. Physical problems

- 1.1 lack of sleep
- 1.2 increasing risk of illness

2. Suffer from stress

- 2.1 become aggressive
- 2.2 save less time with family and friends

3. Feeling depressed

- 3.1 losing joy of life
- 3.2 complain all the time

Considering the outline above, write an effect essay about the effects of having a bad job. You can include different effects in your essay. Do not forget to add an introduction paragraph with a general statement and a thesis statement, 3 body paragraphs and a conclusion paragraph.

COMPARE / CONTRAST ESSAY

In a compare/contrast essay, students have to compare two objects, problems or events and evaluate their similarities and differences.

This can be done in three ways:

1. Discuss the similarities between them
2. Discuss the differences between them
3. Discuss the similarities and differences between them

Compare or contrast essays are grouped by object or by point.

Block Arrangement

In a block arrangement, the body paragraphs are organised according to the objects. The *block* arrangement discusses one of the objects in the first body paragraph and the other object in the second. All the ideas provided in the first paragraph are also provided in the second paragraph *in the same order*.

Point by Point Arrangement

In a point by point arrangement the body paragraphs are organized according to the ideas. The point by point arrangement discusses a particular point about the first object and then immediately discusses the same point about the second object.

As it is seen in the following example, the objects of the essay are the same (PC and Mac) and the supporting ideas are the same (software and ease of use). The essays are different in the way they are organised.

Block Arrangement	Point by Point Arrangement
Thesis Statement: There are two main differences / similarities between a PC and a Mac in terms of software and ease of use.	Thesis Statement: There are two main differences / similarities between a PC and a Mac in terms of software and ease of use.
1st Body: PC	1st Body: Software
1. Software	1. PC
2. Ease of use	2. MAC
2nd Body: MAC	2nd Body: Ease of use
1. Software	1. PC
2. Ease of use	2. MAC

The following examples show:

1. A Block arrangement contrast essay
2. A Point by Point arrangement compare essay

1. BlockArrangement Arrangement

Thesis Statement: There are two main differences between backpacking and staying in hotels; cost and safety.

1st Body: Backpacking

1. Cost
2. Safety

2nd Body: Staying in a Hotel

1. Cost
2. Safety

2. Point by Point

Thesis Statement: American and Turkish fast foods are similar to each other in two main ways, they are both unhealthy and they are both convenient.

1st Body: They are unhealthy.

1. American Fast Food
2. Turkish Fast Food

2nd Body: They are convenient.

1. American Fast Food
2. Turkish Fast Food

The block arrangement organises the essay according to the objects. In the block arrangement above, the contrasted objects are backpacking and staying in hotels. In the first body paragraph, backpacking is explained firstly in terms of its cost and then safety. In the second body paragraph, staying in a hotel is explained firstly in terms of its cost and then safety.

The point by point arrangement organises the essay according to the supporting ideas. In the point by point arrangement above, the compared objects are American fast food and Turkish fast food. In the first body paragraph, the supporting idea 'health' is explained in terms of American fast food and then Turkish fast food. In the second body paragraph, the supporting idea 'convenience' is explained in terms of American fast food and then Turkish fast food.

The sample shows essay organization

Point by Point Arrangement

Compare American Fast Food and Turkish Fast Food

General statements

In recent years more and more people are eating more of their food outside of the home. Due to changing work and social lifestyles, many people spend a lot more time in restaurants and cafes. There are many choices of food to eat, but in this country two of the most common are American fast food and Turkish fast food. American and Turkish fast foods are similar to each other in two main ways, they are both unhealthy and they are both convenient.

Thesis statement

Topic Sentence

Firstly, both American and Turkish fast food can be harmful to our health. Both are high in fat, in sugar and in calorie content. Because of this, they can be addictive, often leading to an increase in body weight and in some cases obesity. Moreover, both American and Turkish fast foods are created in factories and are made to have a long shelf life. They both contain many preservatives and chemical additives which have unforeseen effects on bodily health.

Topic Sentence

Secondly, American and Turkish fast foods are both similar in that they are convenient. To begin with, both are inexpensive. These foods, which will easily fill your stomach, can be bought for the same price as a bowl of soup. In addition, as indicated in the name, both are very 'fast'. With busy work and social schedules, many people need to eat quickly and often whilst walking, using public transport or driving. Therefore, not only American but also Turkish fast foods are conveniently quick and easy to eat.

Concluding Sentence

In summary, American and Turkish fast food are alike in that they are both damaging to health and that they are both convenient. In the 21st century fast food is very common and very popular; we must consider the negative impact of these foods on our future as individuals and as a society

Final thoughts

Point by Point Arrangement

Compare American Fast Food and Turkish Fast Food

In recent years more and more people are eating more of their food outside of the home. Due to changing work and social lifestyles, many people spend a lot more time in restaurants and cafes. There are many choices of food to eat, but in this country two of the most common are American fast food and Turkish fast food. American and Turkish fast foods are similar to each other in two main ways, they are both unhealthy and they are both convenient.

Firstly, both American and Turkish fast food can be harmful to our health. Both are high in fat, in sugar and in calorie content. Because of this, they can be addictive, often leading to an increase in body weight and in some cases obesity. **Moreover**, both American and Turkish fast foods are created in factories and are made to have a long shelf life. They both contain many preservatives and chemical additives which have unforeseen effects on bodily health.

Secondly, American and Turkish fast foods are both similar in that they are convenient. **To begin with**, both are inexpensive. These foods, which will easily fill your stomach, can be bought for the same price as a bowl of soup. **In addition**, as indicated in the name, both are very 'fast'. With busy work and social schedules, many people need to eat quickly and often whilst walking, using public transport or driving. Therefore, not only American but also Turkish fast foods are conveniently quick and easy to eat.

In summary, American and Turkish fast food are alike in that they are both damaging to health and that they are both convenient. In the 21st century fast food is very common and very popular; we must consider the negative impact of these foods on our future as individuals and as a society.

Point by Point Arrangement

Compare American Fast Food and Turkish Fast Food

In recent years more and more people are eating more of their food outside of the home. Due to changing work and social lifestyles, many people spend a lot more time in restaurants and cafes. There are many choices of food to eat, but in this country two of the most common are American fast food and Turkish fast food. American and Turkish fast foods are **similar to** each other in two main ways, they are **both** unhealthy and they are **both** convenient.

Firstly, **both** American **and** Turkish fast food can be harmful to our health. Both are high in fat, in sugar and in calorie content. Because of this, they can be addictive, often leading to an increase in body weight and in some cases obesity. Moreover, both American and Turkish fast foods are created in factories and are made to have a long shelf life. They both contain many preservatives and chemical additives which have unforeseen effects on bodily health.

Secondly, American and Turkish fast foods are both similar in that they are convenient. To begin with, both are inexpensive. These foods, which will easily fill your stomach, can be bought for **the same** price **as** a bowl of soup. In addition, as indicated in the name, both are very 'fast'. With busy work and social schedules, many people need to eat quickly and often whilst walking, using public transport or driving. Therefore, **not only** American **but also** Turkish fast foods are conveniently quick and easy to eat.

In summary, American and Turkish fast food are **alike** in that they are both damaging to health and that they are both convenient. In the 21st century fast food is very common and very popular; we must consider the negative impact of these foods on our future as individuals and as a society.

The sample shows essay organization

Block Arrangement

Contrast between Backpacking or Staying in Hotels

General statements

Traveling is a hobby which many people now enjoy. It is a hobby which is becoming more and more popular as opportunities for travel become greater. These days there are several ways to travel around the world; two of the most common are backpacking and staying in hotels. There are two main differences between backpacking and staying in hotels; cost and safety.

Thesis statement

Topic Sentence

First, backpacking is quite different from staying in hotels regarding costs and safety. To begin with, backpacking has been popular for many years with young people who do not have a lot of money to spend on traveling. By backpacking people can save a lot of money and see many more places than if they spent the same money staying in a hotel. Furthermore, as backpackers will need to sleep in a hostel or outside in a tent while backpacking, there will always be an issue of safety and security because backpackers sleep in the same area as other people, many of whom they do not know.

Topic Sentence

Concluding Sentence

Second, staying in hotels, on the other hand, differs from backpacking in terms of cost and safety. Unlike backpacking, staying in hotels requires a lot more money. Hotels are one of the most comfortable ways of traveling, but only if you have enough money. By staying at a hotel people will spend much more money than they would spend in a hostel. In addition, a hotel provides a higher level of security to the traveler. Hotels require specific security details such as flight, credit cards or passport numbers to ensure the correct identification of their customers.

In brief, there are differences in cost and safety between backpacking and staying in hotels. The world is a much smaller place than it used to be, many people have the opportunity to travel and they have many ways in which to travel. People should consider their budget and take responsibility for their own safety and go out and see the world.

Final thoughts

Block Arrangement

Contrast between Backpacking or Staying in Hotels

Traveling is a hobby which many people now enjoy. It is a hobby which is becoming more and more popular as opportunities for travel become greater. These days there are several ways to travel around the world; two of the most common are backpacking and staying in hotels. There are two main differences between backpacking and staying in hotels; cost and safety.

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Block Arrangement

Contrast between Backpacking or Staying in Hotels

Traveling is a hobby which many people now enjoy. It is a hobby which is becoming **more and more** popular as opportunities for travel become greater. These days there are several ways to travel around the world; two of **the most** common are backpacking and staying in hotels. There are two main **differences between** backpacking and staying in hotels; cost and safety.

First, backpacking is quite **different from** staying in hotels regarding costs and safety. To begin with, backpacking has been popular for many years with young people who do not have a lot of money to spend on traveling. By backpacking people can save a lot of money and see many **more places than** if they spent the same money staying in a hotel. Furthermore, as backpackers will need to sleep in a hostel or outside in a tent while backpacking, there will always be an issue of safety and security because backpackers sleep in **the same** area **as** other people, many of whom they do not know.

Second, staying in hotels, **on the other hand**, **differs from** backpacking in terms of cost and safety. **Unlike** backpacking, staying in hotels requires **a lot more** money. Hotels are one of **the most** comfortable ways of traveling, **but** only if you have enough money. By staying at a hotel people will spend **much more** money **than** they would spend in a hostel. In addition, a hotel provides a **higher** level of security to the traveler. Hotels require specific security details such as flight, credit cards or passport numbers to ensure the correct identification of their customers.

In brief, there are **differences in** cost and safety **between** backpacking and staying in hotels. The world is a much smaller place **than** it used to be, many people have the opportunity to travel and they have many ways in which to travel. People should consider their budget and take responsibility for their own safety and go out and see the world.

Comparison of Online and Classroom Instruction

With the advance in instructional technologies, online teaching has been gaining popularity over classroom instruction. More and more people are having advantages of online teaching, such as time management, participation, and getting certificates.

The first common advantage of online teaching is the opportunity of having courses at appropriate time. Online teaching help students learn at their own pace. One can easily manage the time to study. It can even be at midnight. Busy people prefer online teaching, since they don't have plenty of time. However, classroom teaching is based on a specific time schedule. Students are required to be ready during daytime. Even their break time is planned on specific hours. According to the "Journal of Asynchronous Learning Networks," this freedom is what makes online classes attractive to nontraditional students who may work additional jobs or have family responsibilities.

The second benefit of online teaching is attendance in class. Regular participation is obligatory in traditional classrooms. It is difficult to make up for an absent day. However, participation is not a matter in online teaching. Students can record the lessons and watch them many times. Moreover, online teaching offers comfortable learning environments for shy or unwilling students who are not voluntary to contribute to the lessons. In this way students get ultimate efficiency about the subjects.

A final opportunity offered by online teaching is having certificates on a variety of subjects. Online teaching help you take different online courses offered by other institutions. For example you can get certificates that show you participated and ended up a course in an American university. These certificates are indications of a successful career. On the other hand, having different certificates in classroom teaching is not as easy as in online teaching. Students need to spend their time and travel long distances in order to attend the courses in different institutions and may cause problems for participation because one can be late or tired. As a result, students may not learn the subject effectively.

In conclusion, online teaching is replacing classroom teaching because it appeals to students who prefer to study without the pressure of time and it provides less stressful learning environments for students with different personality type. Also students can get certificates from a variety of institutions by means of which they save time and effort.

HOMEWORK

Choose one of the topics and write a well-organized comparison / contrast essay:

1. “Camping in the Woods or Resting by the Sea”.

2. “Studying at Home or in the Library”.

Title: _____

Introduction	General introductory remarks	
	Thesis statement	
Paragraph 1	Topic sentence	
	Support	
Paragraph 2	Topic sentence	
	Support	
Paragraph 3	Topic sentence	
	Support	
Conclusion	Summary of main ideas	
	Concluding remarks or recommendations	

PROCESS ESSAY

(Adapted from *National Geographic Great Writing 3 From Great Paragraphs to Great Essays* by Keith S. Folse et al.)

What is a process essay?

A process essay explains in detail how a certain objective is carried out, and it is a kind of set of instructions to make it clear what the most effective means to achieve something are. A good process essay must answer some questions: “Why is this process important?”, “How is it useful to the reader who wants to learn about it?”, “What are the benefits and/or limitations of this process?” It is important to keep in your mind what your readers already know about that process and whether that knowledge is enough to understand your process essay.

How is a process essay organized?

The most common way of organizing a process essay is **chronologically**. In the chronological order you explain step by step all the details in order. This is especially useful to teach a person a new skill, such as how to repair a flat tyre or how to install a new software. In addition, the same method can be used to tell the sequence of events in a natural happening such as how a land slide occurs or how a butterfly is created. However, for some topics, **order of importance** can also be used.

e.g.

how to reset a computer
how to save the environment

- chronological order
-order of importance

A simple process, such as how to cook pasta may only have a few steps; however, manufacturing a helicopter will have more complicated steps. A good way to organize a process essay is to write a paragraph for each step, but this is only good for steps that need extended explanation or supporting information. For example, if your essay explains the steps in evaluating the quality of a restaurant, you might group the steps into two bigger categories like before visit and after visit. Such an essay could look like this:

INTRODUCTION	PARAGRAPH 1	Hook Connecting Information (State what the process is and why it is important) Thesis Statement
BODY	PARAGRAPH 2	Before you visit a restaurant Step 1: Check the quality of the restaurant’s web site. Step 2: Analyse its location Step 3: Compare its prices with a competing restaurant.
	PARAGRAPH 3	After you visit the restaurant Step 4: Write about the atmosphere of the restaurant. Step 5: Describe the food. Step 6: Analyse the strengths and weaknesses of it.
CONCLUSION	PARAGRAPH 4	Restate the thesis statement Summarize the main points without the details Suggestion/Opinion/Prediction

NB: The number of body paragraphs can vary depending on your purpose and the topic.

Topics for Process Essays

Topics for process essays can range from a simple task, such as how to access a web site about the geography of a country, to a complex one like the production of electricity. Here are some general topics which exemplify process essays for a goal or for a complex process;

For a Goal	For a Complex Process
how to train a pet to do a trick	explaining a lunar eclipse
explain the steps in a lab report about an experiment you carried out	describing how a helicopter can fly
creating a great Prezi presentation	describing how storms form

Exercise 14: Read the eight topics below and tick the four topics which are suitable for a process essay.

1. The steps to applying for mortgage.
2. Dubai versus Caracas as vacation destination.
3. How to get a visa quickly.
4. Steps to persuade people to vote for a candidate in an election
5. An analysis of unwritten rules in a society.
6. Why someone should quit smoking.
7. An argument against global warming.
8. How a bicycle is manufactured.

Please add two more topics that could be perfect for a process essay.

9. _____
10. _____

Exercise 15: Brainstorming Steps in a Process Essay

Choose one of the topics below and brainstorm the essential steps to carry out this process in the given space. Make a list for each step and then explain the details as if you are telling someone who does not have any knowledge about that topic.

1. Making your favourite dinner
2. Washing the dirty dishes
3. Giving someone directions to a building in the city.
4. Taking care of your pet

Topic:

Steps:

How to Survive in a Job Interview

While most people want to get jobs, just a few of them look forward to interviewing for them. Job interviews are stressful situations for even the most qualified candidates because applicants have only an opportunity to demonstrate that they will succeed and will do better than the other applicants in the position they are seeking. To approach a job interview successfully, applicants should prepare well so that their interviewers will clearly **perceive** their **assets** as a candidate, as one capable of contributing effectively to the company.

First, applicants should research the company and learn as much about it as possible. They should not focus exclusively on the specific department that will hire them but on the company as a whole and how they can contribute to its mission. Interviewers usually tend to ask job seekers a variation of the following question: “What do you know about our company, and why would you like to work here?” To answer this kind of question effectively, even more effectively than **fellow** candidates, applicants must have done sufficient research to understand the needs of the company.

In addition, an applicant must **bear in mind** that the interviewer is repeating the same questions to different candidates over an interval of several days, or even several weeks. Therefore, applicants should consider ways to make their answers unique so that they will **stand out**. Their goal should be to make a unique impression on the interviewer by giving a good answer that the interviewer has never heard. Applicants can expect certain questions about their training and skill sets as well, but rather than simply answering them and then moving onto the next question, they should use this opportunity to give specific examples and anecdotes about their experiences that make them ideal candidates for the job. Of course, they should not talk too much about how wonderful they are, but answers that are too brief are a wasted opportunity to illustrate specific strengths. Applicants must recognize that the interviewer wants to learn about them, so they should give full, detailed, and unique answers to the questions.

As an interview **proceeds**, applicants should be careful about their nonverbal communication. They should consider the importance of nonverbal communications because gestures, expressions and actions can speak a great deal louder than any words. They should also pay attention to their body language, facial expressions and **posture** and to be aware of the ways in which their nonverbal communications contribute to or **undermine** their verbal answers. If an applicant gives an **eloquent** answer while glancing at his or her watch or cell phone, the interviewer will likely feel that this person is insufficiently interested in the position. Thus, applicants should display their motivation to succeed.

Finally, applicants should recognize that frequently their interviewers will be older than they are, which means that there might be a generation gap. While this is not always the case, most interviewers have worked with the company long enough to rise through its **hierarchy** to now be in charge of hiring. Therefore, applicants should be careful not to use slang that the interviewer might not understand. At the same time, they should not assume that their interviewers will understand references to television shows, movies or other aspects of popular culture. Communicating in a job interview requires applicants to consider the challenging situation of speaking effectively about themselves to a person or group of people they have only just met. Ultimately, the goal for applicants is to phrase their answers so they are sure to be understood.

In conclusion, a successful job interview can improve a person's **prospects** by promoting opportunities for employment and future advancement. Although an applicant can never anticipate precisely how an interview will **unfold**, careful planning, detailed answers, attention to nonverbal communication, and appropriate word choice will make the process of applying for a job less stressful more likely to be successful. Throughout every interview, whether during the **preliminary** round or in the final meeting, candidates must present a sharp, professional image, one that reveals their strengths while implicitly shielding their weaknesses, if they are to win the jobs they seek.

to perceive: to feel, to believe, to think

an asset: a useful and valuable thing or quality

fellow: one who is in a similar group

to bear in mind: to keep in mind, remember

to stand out: to be different from other members of the group an anecdote: a personal story

to proceed: to continue

posture: the position of your body

to undermine: to weaken

eloquent: using clear and powerful language

hierarchy: the order or sequence ranked by importance or power

a prospect: future possibility

to unfold: to develop, to reveal itself

preliminary: something that comes first to prepare for something else

Exercise 16: Study the essay above and answer the following questions.

1. What is the topic of the essay?

2. What is the writer's thesis?

3. What are the four steps that the writer offers for a successful job interview?

a. _____

b. _____

c. _____

d. _____

4. In your opinion, which of these steps is the most important? Why?

5. Underline the topic sentence for each body paragraph.

6. Underline the connectors and transitions.

7. How does the writer conclude the essay?

8. Can you think of any information that the writer could have included to make the message of the essay stronger?

Thesis Statement Patterns

A better thesis statement often tells the reader that you are going to explain how to do something or how something happens. Basic ones often directly say the number of steps involved in the process. Other thesis statements merely imply the existence of the steps, and do not mention the number. It can even be more interesting or more intriguing if you include some information that expresses a condition or judgement. The thesis statement may use hedging (limiting) words such as **as may**, **might**, **seem**, **appear**, or **some**, or a condition with **if**, **provided that**, **unless**, or a similar word.

Type of Thesis	Example Thesis Statements
Thesis with the number of steps	Children go through four stages in learning to speak. Buying almost anything online involves/requires three distinct steps/stages. There are some basic steps involved in setting up a bookcase.
Thesis without the number of steps	Adapting to a new culture can be incredibly difficult unless you know what to expect. Playing chess may appear to be complicated, but it is actually an easy game if you understand the basic rules. It is possible/easy to improve your listening skills if you follow these steps.

Exercise 17: Write a thesis statement for each topic and compare them with your friends’.

1. how to kick a bad habit

2. how to post to a discussion in an online course

3. how to avoid insomnia

4. how to lose weight without losing your mind

Transitions and Connectors

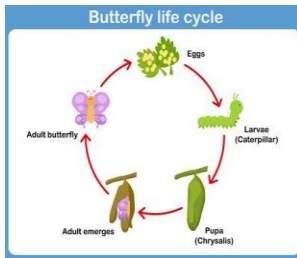
In each body paragraph of a process essay, you should state one major stage of the process. While describing each stage, using transitions and connectors is extremely important because they help the reader visualise the order of steps more clearly. A careful use of transitions can help the reader know when a step is over and the next one is coming.

Transitions and Connectors Often Used at the Beginning of the Process		
as you start	(the) first	initially
at first	(the) first step	to begin with
first	in the beginning	when you begin

Transitions and Connectors Often Used in the Middle of the Process			
after	before this	meanwhile	soon
afterward	continuing with	next	subsequently
after a few hours	during	(the) next	then
after that	eventually	(the) next step is	third
as	immediately before (or following)	previously	until
as you continue	in addition	second	when
at the same time	in the mean time	simultaneously	when this step is finished
before	later	since	while

Transitions and Connectors Often Used at the End of the Process			
as you finish	finally	last	later
at last	in the end	(the) last step	toward the end
eventually	in the future	lastly	ultimately

Exercise 18: Circle the correct transition words or phrases.



How a Caterpillar Becomes a Butterfly

1 (When / Soon) famed author Vladimir Nobakov (2000) was a child, he was amazed by the beauty of butterflies: “From the age of seven, everything I felt in connection with a rectangle of framed sunlight was dominated by a single passion. If my first glance of the morning was for the sun, my first thought was for the butterflies”. Graceful, colourful, and **delicate**, very few animals inspire such delight and wonder as butterflies.

The process of how the much less beautiful caterpillar transforms into a butterfly, which is truly one of the miracles of nature, requires four **discrete stages** for complete **metamorphosis**.

2 In (first / the first) stage of a butterfly’s life cycle, a mature butterfly lays eggs. **3** (After / In addition) these eggs mature, the caterpillar, or larva, emerges. Larvae (plural of larva) are immature insects that have not yet developed fully; they are often wingless or wormlike. Dickens explains the purpose of the larval stage: “The sole purpose, one may think, of the larva or caterpillar is to eat. This certainly appears to be true, for the larva will eat so fast that it has to discard its non-elastic skin four or five times during its life”. Typically, the larval stage lasts from two weeks to two months.

4 (Next / The next) sequence in a butterfly’s life cycle is referred to as pupa, or chrysalis. The term pupa denotes this life stage for all insects, whereas chrysalis denotes this stage specifically for the life cycle of butterflies. **5** (Until / During) this stage, the insect apparently lies **dormant**; however, **6** (at the same time / afterward) within its protective **cocoon**, much activity is taking place. Its cell structures is breaking down, and the organism is undergoing its transformation into a butterfly. The chrysalis stage typically takes from one thing to one month.

7 (Finally / As you finish), the insect transitions from a chrysalis into a butterfly **8** (since / when) it emerges from its cocoon. This adult stage of a butterfly’s life cycle is also referred to as imago phase. A butterfly’s wings are not yet fully developed when it leaves its cocoon, so **9** (previously / immediately following), it must spend the first half hour after leaving its cocoon expanding them. During this stage of the life cycle, reproduction can begin again, **10** (as / before) adult butterflies **mate** and lay eggs to produce the next generation; hence, the life cycle of a new generation begins as well.

Butterflies’ lives are brief, typically lasting only one to two months, but their life cycle as whole is one of the wonders of the creator. Few people truly appreciate the delightful appeal of caterpillars, but butterflies prove that the inspiring beauty of them has surprising roots. The life cycle of the butterfly, from egg to larva to chrysalis to adult, provides a vivid example of the complexity of nature and the remarkable power of metamorphosis.

discrete: separate

a metamorphosis: a great change in appearance and in condition

mature: fully grown or developed

to denote: to show; to indicate

a cocoon: a protective covering that insects produce during certain stages of their life cycle

to mate: to copulate for the purpose of producing offspring

dormant: inactive; sleeping

Exercise 19: Read the essay below and fill in the gaps by choosing a suitable sentence from the box.

- A. They think of it as an addictive game in which they compete with the salesperson to save their own money.
- B. Looking for bargains takes time and energy as buyers must compile a good deal of information about the product.
- C. Although prices are sometimes inflexible, buyers should always attempt to bargain with the seller by using different strategies.
- D. For example, if the buyer learns that the seller has offered discounts to other customers in the past, he or she can request a similar price.
- E. Buyers should begin by asking the salesperson whether any sales or discounts will soon be advertised.
- F. However, sometimes simply by waiting two weeks or even two months, the buyer will save a considerable amount of money.
- G. Buyers should also consider the bargaining range of the purchase.

Getting the Best Deal

Bargaining is a difficult process. The buyer wants to purchase a product at its minimal price; the seller wants to maximize the potential for profit and revenue. The desires of the buyer and the seller oppose each other, and thus it is in the best interest of buyers to strategize exactly how they will convince sellers to lower their prices.

(1)_____.

First, buyers should assume that the **price tag** represents the starting point of **negotiations**, not the final word on the matter. Assuming that the price tag indicates the final price of an item is the single worst mistake that a buyer can make in the bargaining process.

(2)_____. If customers do not request a special deal, the salesperson probably will not volunteer to give one of them. Salespeople often work on **commission**, so it is frequently to their advantage to hide this information from their customers.

(3)_____. The bargaining **range** can be described as the distance between two parties' price limits, which includes numerous points of possible agreements ranging from the advantageous to disadvantageous. Both buyer and seller should determine at what price their willingness to finish the deal.

Second, buyers must be prepared to walk away from an item when they are bargaining, even if they really want it. Negotiators need to find out whether the seller has lowered prices in the past and, if so, by how much. (4) _____. This step in the bargaining process requires **perseverance**, but it can **pay off** financially. Also, it is important that buyers never let sellers know that they need their products because the seller then has less of an **incentive** to lower the price.

Finally, buyers must be patient. (5)_____. Sometimes buyers might need to purchase a product at a more expensive price simply because they do not have the time necessary to shop further. The buyer's time is important, too, and sometimes it is worth spending extra money if he or she needs the item immediately.

(6)_____. Under these circumstances, it can be worthwhile to wait.

To conclude, many people enjoy shopping for bargains. (7)_____. Practitioners of the art of bargaining often improve in their subsequent negotiations and earn more money to bargain with the next time they go shopping.

bargaining: the act of a buyer and a seller arriving at a sales price

a price tag: a small piece of paper with a price written on it.

a negotiation: a discuss between two parties to reach an agreement

to pay off: to result in

a commission: an amount of money earned by a salesperson on a sale

a range: a variation between a low point and a high point

perseverance: continuing to attempt something despite difficulties

an incentive: a reward that causes someone to try harder

HOMEWORK

Choose one of the topics below and write a well-developed process essay:

- How to analyse dreams
- How to travel inexpensively overseas.
- How to be a successful student without studying too much
- How to learn a new foreign language

ARGUMENTATIVE ESSAY


(Adapted from *National Geographic Learning Great Writing, Great Essays 4* by Keith S. Folse et al.)

In an **argumentative essay**, your job is make the reader agree with your opinion about a controversial topic. You have to **(1)** state your opinion, **(2)** give reasons to support your opinion, and **(3)** argue against the opposite opinion. Overall, you must **convince** the audience that your side of the argument is correct. To convince the audience, your essay must be balanced—it must include your viewpoint and the opposing viewpoint, or **counterargument**.

Even though you are arguing only one side of an issue, you must think about what the other side would say about your opinion. After you give the counterargument, you must **refute** it by showing that it is wrong. If your essay is balanced, a reader is more likely to agree with you.

ORGANIZATION

The most common type of argumentative essay has six paragraphs. Like all essays, it begins with an introduction and ends with a conclusion. In between are the body paragraphs where you must do three things: support your opinion, present the opposing point of view, and tell why that viewpoint is wrong.

INTRODUCTION	Paragraph 1	Hook Connecting/Background Information Main idea Statement/Thesis Statement
BODY	Paragraph 2	Support 1 (first reason) <ul style="list-style-type: none"> • Explanation, detail, example • Explanation, detail, example
	Paragraph 3	Support 2 (second reason) <ul style="list-style-type: none"> • Explanation, detail, example • Explanation, detail, example
	Paragraph 4	Support 3 (third reason) <ul style="list-style-type: none"> • Explanation, detail, example • Explanation, detail, example
	Paragraph 5	Opposite Side <ul style="list-style-type: none"> • Counterargument 1 • Refutation (ATTACK) • Counterargument 2 • Refutation (ATTACK) 
CONCLUSION	Paragraph 6	Repeat your thesis statement in different words Suggestion/Opinion/Prediction for the future

Identifying Topics for Argumentative Essays

What is a great topic for an argumentative essay? Obviously, it should be an issue that you feel strongly about, know something about, and would like to share your opinion about. What is your opinion, why do you feel this way? Can you think of some reasons why people might disagree with you?

When you choose a topic, consider these two questions:

- **Does the topic have two sides?**
- **How much do you know about the topic?**

Look at the list of argumentative topics below. What is your opinion about each topic? Are they two sides of each topic?

Topics for Argument

- Banning cigarettes
- Requiring school uniforms
- Mandating military service
- Lowering the drinking age to 18
- Getting rid of zoos
- Banning violent video games
- Using animals for medical research
- Banning cell phones in schools

Exercise 20: Read these eight topics. Put a check mark next to the ones that could be good topics for argument essays.

- _____ 1. The first time I flew in a plane.
- _____ 2. University education should be free.
- _____ 3. How and why birds fly south for the winter.
- _____ 4. High school teachers need a higher salary.
- _____ 5. Steps needed to get a driver's license.
- _____ 6. Increasing tax on imported food.
- _____ 7. How to become a karate master.

Can you think of two additional topics that would be excellent for an argumentative essay?

1.

2.

The School Uniform Question

- 1 Individualism is a **fundamental** part of society in many countries. Most people believe in the right to express their own opinion without fear of punishment. This value, however, is coming under fire in an unlikely place—the **public school** classroom. The issue is school uniforms. Should public school students be allowed to make individual decisions about clothing, or should all students be required to wear a uniform? School uniforms are the better choice for three reasons.
- 2 First, wearing school uniforms would help make students' lives simpler. They would no longer have to decide what to wear every morning, sometimes trying on outfit after outfit in an effort to choose. Uniforms would not only save time but also would eliminate the stress often associated with this chore.
- 3 Second, school uniforms influence students to act responsibly in groups and as individuals. Uniforms give students the message that school is a special place for learning. In addition, uniforms create a feeling of unity among students. For example, when students do something as a group, such as attend meetings in the auditorium or eat lunch in the cafeteria, the fact that they all wear the same uniform gives them a sense of community. Even more important, statistics show the positive effects that school uniforms have on violence and **truancy**. According to a recent survey in a large school district in Florida, incidents of school violence dropped by 50 percent, attendance and test scores improved, and student suspensions declined approximately 30 percent after school uniforms were introduced.
- 4 Finally, school uniforms would help make all the students feel equal. Students' standards of living differ greatly from family to family, and some people are **well-off** while others are not. People sometimes forget that school is a place to get an education, not to promote a "fashion show." **Implementing** mandatory school uniforms would make all the students look the same regardless of their financial status. School uniforms would promote pride and help to raise the self-esteem of students who cannot afford to wear expensive clothing.
- 5 Opponents of mandatory uniforms say that students who wear school uniforms cannot express their individuality. This point has some merit on the surface. However, as stated previously, school is a place to learn, not to **flaunt** wealth and fashion. Society must decide if individual expression through clothing is more valuable than improved educational performance. It is important to remember that school uniforms would be worn only during school hours. Students can express their individuality in the way that they dress outside of the classroom.
- 6 In conclusion, there are many well-documented benefits of implementing mandatory school uniforms for students. Studies show that students learn better and act more responsibly when they wear uniforms. Public schools should require uniforms in order to benefit both the students and society as a whole.

a fundamental:
essential, basic

a public school: a
school run by the
state government
and paid for by taxes

truancy: absence
without permission

well-off: wealthy

to implement: to put
into effect

to flaunt: to show off,
display

Exercise 21: Read the essay above carefully and answer the following questions.

1. The topic of the essay is school uniforms. What is the hook in the first paragraph?

2. What is the thesis statement?

3. Paragraphs 2,3, and 4 each give a reason for requiring school uniforms. These reasons can be found in the topic sentence of each paragraph. What are the reasons?

Paragraph 2: _____

Paragraph 3: _____

Paragraph 4: _____

4. In Paragraph 4, what supporting information does the writer give to show that uniforms make students equal?

5. Which paragraph presents a counterargument-an argument that is contrary to, or the opposite of, the writer's opinion? What's the counterargument?

6. The writer gives a refutation of the counterargument by showing that it is invalid. What's the writer's refutation?

7. Write the sentence from the concluding paragraph that restates the thesis.

8. Reread the concluding paragraph. What is the writer's opinion about this issue?

Writing a Thesis Statement

An argumentative piece of writing must have a debatable thesis or claim. In other words, the thesis must be something that people could reasonably have differing opinions on. If your thesis is something that is generally agreed upon or accepted as a fact, then there is no reason to try to persuade people. Statements of fact or areas of general agreement cannot be argumentative theses because few people disagree about them:

✗ Penguins live in Antarctica. (a fact. It does not take a specific position)

✓ Penguins should not be kept in zoos because captivity affects their psychological and physical well-being.

✗ Our country needs to support organic farms better. (too broad)

✓ In order to provide consumers with healthier food options, the government needs to provide the same kind of subsidies to small, organic farms that it offers to large, factory farms.

✗ Cheating exists in online courses. (not a debatable thesis. Many people would agree that cheating exists in online courses)

✓ Because cheating is prevalent in online courses, universities should require students to take midterms and finals in face-to-face, proctored environments.



Remember! Include a thesis statement in your introduction that is...

1. debatable
2. specific
3. has only one main argument
4. is clear and concise



Exercise 22: Read the following list of topics for argument essays. For each topic, write a pro (for) thesis statement and a con (against) thesis statement related to the topic. The first one has been done for you.

1. Topic: Women in the military

Pro thesis statement: In a society where women are chief executive officers of companies, leaders of nations, and family breadwinners, there is no reason why they should not play an active role in the military.

Con thesis statement: Women should not be allowed to fight in the military because they do not have the strength or endurance required in combat.

1. Topic: Using animals in disease research

Pro thesis statement:

Con thesis statement:

2. Topic: Driver's license age restrictions

Pro thesis statement:

Con thesis statement:

3. Topic: Space exploration

Pro thesis statement:

Con thesis statement:

4. Topic: Internet privacy

Pro thesis statement:

Con thesis statement:

Useful Words and Phrases

To list arguments in the main body: In the first place, First of all, To start with, To begin with, Firstly, Secondly, Thirdly, Finally, Last but not least

Presenting arguments for: The main/first/most important advantage of ..., One major advantage of ..., A further advantage ..., One/Another/An additional advantage of ..., One point of view in favour of ..., It is often suggested/believed/argued that ..., Some/Many people suggest/feel/argue that ..., Some/Many people are in favor of/are convinced that ...,

Presenting arguments against: One major disadvantage of ..., The main/most important disadvantage/drawback of ..., One/Another/An additional disadvantage of ..., One point/argument against ..., Some/Many people are against ...,

To make contrasting points: on the other hand, however, despite/in spite of (the fact), while, nevertheless, even though, although, it can be argued that, one can argue that, etc.

To introduce conflicting viewpoints: people argue that, opponents of this view maintain that, there are people who oppose, those who are against these ideas assert that, etc.

To express opinion: I believe, In my opinion, I think, In my view, I strongly believe, etc.

Presenting examples, causes and results: for example/instance, such as, like, in particular, therefore, for this reason, because, as, since, as a result,

To add more points to the same topic: what is more, furthermore, also, in addition to, besides, apart from this/that, not to mention the fact that, etc.

To add more points: what is more, also, furthermore, moreover, in addition to, besides, apart from this, not to mention the fact that, etc.

To conclude: to conclude/sum up, all in all, all things considered, in conclusion, on the whole, taking everything into account, taking all this into account/consideration, above all, as was previously stated, etc.

Adding Supporting Information

Adding supporting information is the most important step in developing your argument. You must investigate your topic thoroughly and find adequate evidence to support your idea and refute others effectively. In order to convince the reader, you can make use of **statistics, facts, scientific views, analogies, expert opinions, or anecdotes**.

In the refutation part, you should consider and explain **differing points of view** regarding the topic. Rather than explaining how these differing opinions are wrong, you should note how opinions that do not align with your thesis might not be well informed or how they might be out of date.

Exercise 23: In this essay, the writer argues about celebrity lifestyles and privacy. Discuss the Preview Questions with a classmate. Then read and study the example essay and fill in the missing supporting information in the spaces provided.

Preview Questions

1. Would you like to live the life of a celebrity? What are some of the advantages of being a “star”?
2. List a few famous people who have had difficulty dealing with their celebrity status and lifestyles. Why do you think they had these problems?

Privacy for Celebrities

The year 1997 will always be remembered as the year of celebrity tragedy. It was the year when Diana, Princess of Wales was killed in a horrific car accident. For weeks, reporters discussed who was at fault. Yes, her chauffeur was driving at an extremely high speed, but the car was being chased by the paparazzi. Many people decided that Princess Diana was a victim of these overly aggressive photographers. Was she? Or was it understood that celebrity status came with the compromise of little or no privacy? The debate on celebrity privacy continues, and it seems that almost everyone has an opinion. For many, the concept is simple; privacy ends when celebrity status is achieved. The stars know this, and they need to stop complaining about it.

Being followed and harassed should not be a surprise as it is an expected part of being a celebrity.

The media is basically in charge of a person’s celebrity status; no media attention equals no stardom.

Celebrities are often role models, so they need to be prepared for the paparazzi’s cameras at all times.

Some people say that even the most famous people need their privacy, especially in tragic situations. However, celebrity status does not come with the option of choosing the best time to be photographed or followed. Stars knew about the effects of stardom, such as lack of privacy, before they became famous, so they must take the good with the bad. _____

_____.

Once an actor, singer, or athlete becomes famous, the notion of being a reluctant star does not make sense. In essence, celebrities give up their privacy the minute they achieve stardom. As responsible members of society, they need to embrace this part of their celebrity status in the same way that they embrace fame, fortune, and adoration from their fans.

Counterargument and Refutation

The key technique to persuading the reader that your viewpoint is valid is to support it in every paragraph. While this is not a problem in the first few paragraphs of your essay the **counterargument** goes against your thesis statement. Consequently, every counterargument that you include in your essay needs a refutation. A **refutation** is a response to the counterargument that disproves it.

For example, imagine that you are having an argument with a friend about your topic. She disagrees with your opinion. What do you think will be her strongest argument against your point of view? How will you respond to this counterargument? Your answer is your refutation.

Look at the following excerpts from two argument essays in this unit. The counterarguments are in *italics* and the refutations are underlined.

Essay 1: *Opponents of mandatory uniforms say that students who wear school uniforms cannot express their individuality. This point has some merit on the surface.* However, as stated previously school is a place to learn, not to flaunt wealth and fashion.

Essay 2: *Some people say that even the most famous people need their privacy, especially in tragic situations.* However, celebrity status does not come with the option of choosing the best time to be photographed or followed. Stars knew about the effects of stardom, for example, lack of privacy, before they became famous, so they must take the good with the bad.

As you can see, what begins as a counterargument ends up as another reason in support of your opinion.

Exercise 24: Read each counterargument. Then write a one-line refutation. Try to use a contrasting connection word to begin your refutation.

1. Parents of extremely young beauty pageant contestants believe that these competitive contests help build their children's confidence.

2. A majority of health insurance companies do not provide financial coverage for preventive wellness activities like nutrition management classes or gym memberships, stating that they are too costly to manage.

3. Opponents of the fast-food ban in high schools insist that students should have the freedom to eat whatever they wish.

Exercise 25: The following outline, which is designed for an argument essay, is missing some supporting information. Use your imagination, knowledge of the topic, and understanding of essay organization to complete this outline.

Topic: Mandatory Physical education in school

I. INTRODUCTION (Paragraph 1)

Thesis statement: Physical education classes should be required for all public school students in all grades.

II. BODY

A. Paragraph 2 (Pro argument 1) topic sentence: Physical education courses promote children's general health.

SUPPORT

1. Researchers have proved that exercise has maximum benefit if done regularly.

2. _____

3. Students should learn the importance of physical fitness at an early age.

B. Paragraph 3 (Pro argument 2) topic sentence: Physical education teaches children transferable life skills.

SUPPORT

1. Kids learn about teamwork while playing team sports.
2. Kids learn about the benefits of healthy competition.
3. _____

C. Paragraph 4 (Pro argument 3) topic sentence:_____.

SUPPORT

1. Trained physical education teachers can teach more effectively than parents.
2. Physical education teachers can usually point students toward new and interesting sports.
3. Schools generally have the appropriate facilities and equipment.

D. Paragraph 5 (counterargument and refutation)

SUPPORT

1. **Counterargument:** Some parents might disagree and claim that only academic subjects should be taught in school.
2. **Refutation:**_____.

III. CONCLUSION (Paragraph 6) (restated thesis):

Physical education has often been downplayed as a minor part of daily school life. If its benefits are taken into account and if schools adopt a 12-year fitness plan, the positive results will foster a new awareness of not only physical fitness but also communication skills.

HOMEWORK

Write a convincing argumentative essay on the following topic. Follow the steps below to develop ideas for your essay.

- What should happen to students who are caught cheating on an exam? Why?
1. Specify your thesis: _____
 2. Remember that the topic must have more than one point of view to qualify as an argument.
 3. Now brainstorm ideas about your topic. Fill out the Pro & Con T-Chart with as many ideas as you can.

PROs	CONs
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

4. Look at your Pro & Con T-chart again. Choose three reasons from your PRO list that support your thesis most effectively and **circle** them. You now know what your major supporting information will be.
5. Now give attention to opposing points of view. In the box below, choose two counterarguments from your CON list and write a refutation for each.

Counterargument (from CON list)	Refutation (ATTACK - Why is it wrong?)
1.	
2.	

6. Now, try to complete the following outline before you begin writing your essay.
You may use more supporting sentences if you need. And try to use complete sentences when it is possible.

1. Introduction (**Paragraph 1**)

- A. Hook: _____

B. Connecting Information: _____

C. Thesis Statement: _____

2. Body

- A. First Reason (**Paragraph 2**) topic sentence: _____

Support

1. _____
2. _____
3. _____

- B. Second Reason (**Paragraph 3**) topic sentence: _____

Support

1. _____
2. _____
3. _____

- C. Third Reason (**Paragraph 4**) topic sentence: _____

Support

1. _____
2. _____
3. _____

D. Counterargument (**Paragraph 5**)

1. Counterargument #1: _____

Refutation (attack): _____

2. Counterargument #2: _____

Refutation (attack): _____

3. Conclusion (**Paragraph 6**)

- A. Restated Thesis: _____

- B. Opinion/Suggestion/Prediction: _____
