**Part I. Read the information below and solve the exercises at the end.**

There are two styles of writing in English: **informal** and **formal**.

The **informal** writing style is usually:

* **Colloquial** – It is similar to a spoken conversation.  Informal writing may include slang, figures of speech, broken syntax, asides and so on.  Informal writing takes a personal tone as if you were speaking directly to your audience (the reader). You can use the first or third person point of view (I and we), and you are likely to address the reader using second person (you and your).
* **Simple** – Short sentences are acceptable and sometimes essential to making a point in informal writing. There may be incomplete sentences or ellipsis (…) to make points.
* **Contractions and Abbreviations** – Words are likely to be simplified using contractions (for example, I’m, doesn’t, couldn’t, it’s) and abbreviations (e.g. TV, photos) whenever possible.
* **Empathy and Emotion** – The author can show empathy towards the reader regarding the complexity of a thought and help them through that complexity.

The **formal** writing style is usually:

* **Complex** – Longer sentences are likely to be more prevalent in formal writing. You need to be as thorough as possible with your approach to each topic when you are using a formal style. Each main point needs to be introduced, elaborated and concluded.
* **Objective** – State main points confidently and offer full support arguments. A formal writing style shows a limited range of emotions and avoids emotive punctuation such as exclamation points, ellipsis, etc., unless they are being cited from another source.
* **Full Words** – No contractions should be used to simplify words (in other words use "It is" rather than "It's").  Abbreviations must be spelt out in full when first used, the only exceptions being when the acronym is better known than the full name (BBC, ITV or NATO for example).
* **Third Person** – Formal writing is not a personal writing style.  The formal writer is disconnected and does not use the first person point of view (I or we) or second person (you).

Writing an (argumentative) essay in English requires using the **formal** writing style.

**Exercise 1** Read the sentences and decide if they are informal (I) or formal (F):

1. Limiting the amount of time teenagers spend online can benefit their eyesight. \_\_\_\_\_\_
2. My younger sister wears glasses because she plays too many computer games. \_\_\_\_\_\_
3. Don`t go to bed after midnight! You`ll be late to class tomorrow! \_\_\_\_\_\_
4. Depriving oneself of sleep may result in school absenteeism. \_\_\_\_\_\_\_
5. I hate doing homework! It`s so boring! \_\_\_\_\_\_
6. Students dislike completing unexciting tasks for homework. \_\_\_\_\_\_
7. Insufficient oral practice leads to difficulties in expressing oneself. \_\_\_\_\_\_
8. I can`t speak fluently because I have no one to talk to in English. \_\_\_\_\_\_
9. He wasted a fortune on fancy clothes. \_\_\_\_\_
10. Fashion addiction has serious financial consequences for inexperienced individuals. \_\_\_\_\_

**Exercise 2** Rewrite the informal essay by putting the formal sentences in the correct order:

*(a) Students have numerous responsibilities which are as follows.*

*(b).Secondly, students, have to complete a great many assignments for example essays, presentations, evaluations and so on and ensure that deadlines are met for these or they will be discounted.*

*(c) Something else students have to do is follow college rules.*

*(d) It raises the issue of why the college should lecture students on their habits, especially legal ones.*

*(e) However in case of illness, they can provide a doctor’s note to inform the college that they have a valid reason for the absence.*

*(f) Firstly, they have to attend all their classes because otherwise, they will probably lose their EMA money and even their place on the course.*

*(g) If they fail any of these assignments, then they can redo them which has both advantages and disadvantages.*

*(h) They are all given a student manual at the beginning of term detailing what is acceptable.*

*(i) It is also arguable that maybe it encourages laziness as students know they can repeat work, so they might not make as much of an effort initially.*

*(j) In summary, there are three main responsibilities as a student, attendance, coursework and behavior.*

*(k) Thus for example, smoking is not allowed on campus; excessive noise is forbidden in the library; ID must be worn at all times.*

*(l) On the one hand, it means they have an opportunity to improve.*

*(m) It is arguable that the rule on smoking is perhaps unfair because there is plenty of open space round the college.*

*(n) On the other hand it means that the process can be endless.*

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| --- | --- |
| Informal  I have a lot of responsibilities as a student. These are as follows.  Firstly, I have to turn up to all my classes because if I don’t, I’ll probably lose my scholarship money and could even get thrown off the course. But if you’re ill, you can provide a doctor’s note to let the college know that you’ve got a good reason to be absent.  Secondly, as a student, you have to do a lot of assignments e.g. essays, presentations, evaluations etc and make sure that you meet the deadlines for the assignments or they won’t count. If I fail any of these assignments, then I can do them again. This is both a good and bad thing. It means I get a second chance to do them better. But it also means that they can drag on forever. I also think that maybe it makes people a bit lazy as they know they can just do things again and again, so they don’t really try as much at the beginning.  Something else I have to do as a student is stick to college rules. We are all given a student manual at the beginning of term saying what we can and can’t do. So for example, I can’t smoke on campus; I can’t make too much noise in the library; I have to wear ID at all times. Because there is lots of open space round the college, I think the rule on smoking is bad. Why should the college lecture us on our habits, especially when they are legal?  Overall then, I’ve got three main responsibilities as a student, turning up, doing the work, and following rules. | *Formal*  *(a) Students have numerous responsibilities which are as follows.* |

**Part II. Read the information below and solve the exercise at the end.**

* In English, some words (adverbs or prepositional phrases used as adverbs) are used to **connect** ideas ***between***one sentence and a previous sentence:

*There was no heating in the building.* ***As a result,*** *the workers had to be sent home.*

*We could go skiing at Christmas.* ***Alternatively,*** *we could just stay at home.*

* Others (conjunctions or prepositions) are used to **connect** ideas ***within***a single sentence:

***While*** *I was waiting, I read a magazine.*

*I'll be wearing a red jumper* ***so that*** *you can see me easily.*

* Many words used to connect ideas ***between***sentences can also connect two clauses in one sentence when they are joined with **and, but, or, so,** a **semi-colon (;), colon (:),** or **dash** (-):

*The building was extremely well constructed* ***and, consequently,*** *difficult to demolish.*

*You could fly via Singapore;* ***however,*** *this isn't the only way.*

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| *Type of connection* | *Between two sentences* | *Within one sentence* |
| comparing, contrasting  and concession | however, nevertheless, on the other hand, on the contrary, though, alternatively, instead, after all, in any case, in contrast, by contrast, otherwise, even so | however; although, though, even though, while, yet, whereas |
| causes, reasons, purposes  and results | therefore, consequently, hence, as a consequence, in consequence *(formal),*thus, as a result, so | because, since, as,  so, in order to, so that |
| adding ideas | in addition, furthermore, too, as well, likewise, similarly, moreover, what's more, also | and |
| time: one event at the  same time as another | meanwhile, at the same time, at that time | while, as, when,  whenever |
| time: one event before  another | soon, then, afterwards, after that, before that, subsequently | after, before, as soon as, since |

**Exercise 3** Underline the correct alternative.

1 Some of his photographs had won prizes in competitions. *So that / Consequently,* he thought of himself as a professional photographer.

2 She listened *while / at the same time* Ray read to her in a low voice.

3 The graphics in that new computer game I bought are quite good. *Even so, / Even though,* I soon got bored with playing it.

4 Mr Townsend was on holiday *so / in consequence* he wasn't considered.

5 He was refused entry to the country. *Though / Instead* he was forced to return to Spain.

6 I understand your point of view. *However, / Although* I don't agree with it.

7 *Even so, /Even though* I knew the house was empty, I rang the doorbell.

8 It was the best race seen in the stadium *before that / since* Howe beat Razak in 1989.

9 John had lived in the village for 20 years. *Even though / Nevertheless* the locals still considered him an outsider.

10 The car skidded to a halt *as / meanwhile* we were approaching the bridge.

11 He has lived next door to us for years, *yet / however* we hardly ever see him.

12 They met for tea at a cafe in New Street and *afterwards / since* they went shopping.

13 I walked up the stairs cautiously. *Even so / Even though* I nearly fell twice.

14 I first saw Sam Moroney in Manchester. *After / After that,* I didn't miss any of his British concerts.

**Part III. Writing**

Write a paragraph (150 words) about the importance of studying English for students. Use the formal writing style and at least ten different connectors.