



TÀI LUYỆN ÔN THI
TIẾNG ANH B1 – VSTEP
PHẦN THI VIẾT

VSTEP WRITING PART 1 – WRITING A LETTER

A successful letter consists of

(Cấu trúc viết một bức thư luôn theo các bước sau)

1. An appropriate greeting: (Dear Ms. Nhân, Dear Sir/Madam, etc,)
2. An introductory paragraph which clearly states your reason for writing
3. A main body in which develops the subject
4. A conclusion in which you summarize the subject
5. An appropriate ending. E.g.: your faithfully/sincerely + full name, Best wishes + first name

Kinds of letters

FORMAL	INFORMAL
Formal greetings and endings	Informal greetings and endings
Formal language (Complex sentence, non-colloquial language, advanced vocabulary)	Informal language styles (idioms, phrasal verbs, colloquial English and omission of pronouns)
No abbreviated forms	Abbreviated forms

FORMAL LETTERS

1. Request
2. Giving an opinion
3. Giving information
4. Complaint
5. Apology
6. Application

LETTERS OF REQUEST (thư yêu cầu)

I. Common structure of a letter of request

Beginning	State the reason for the letter <ul style="list-style-type: none">- Are you writing the letter in reply to an advertisement to ask for further information about a course, goods, services or anything else?- How, when and where do you know about the advertisement?
Body	What are your requests? <ul style="list-style-type: none">- The first request?- The second request?- ...- Do you need to enclose anything, ex: a cheque, a deposit if you want to order goods or services?
Closing	Make some reference to hearing from a recipient

II. Useful languages

1. Request letters for goods and services

Beginning	<ul style="list-style-type: none">- I am writing because I am interested <i>in your advertisement for the new models of computers sold in your company</i>- I am writing on account of- I am writing to
First request	<ul style="list-style-type: none">- Could you possibly send me..... as soon as possible?- I would like you to- I would be grateful if you could/would.....without delay- Would it be possible for you to send/sell.....- I would like to order..... from your company.- We would appreciate if you could.....immediately

Second request	<ul style="list-style-type: none"> - Could you also please send me/deliver..... - Another thing/matter I need is.....
Making reference to hearing from the recipient	<ul style="list-style-type: none"> - I look forward to receiving your reply. - I look forward to hearing from you at your earliest convenience - I am looking forward to hearing from you at any time which is convenient to you
Closing	<ul style="list-style-type: none"> - Please call me at.....if you require further information. - If you wish to confirm the above with me, I can be reached at 3245865 - If you have any requires, please give me al call at.....I look forward to hearing from you soon. - Please do not hesitate to call me at.....if you wish to raise any questions. <p>I hope to receive your prompt reply</p> <ul style="list-style-type: none"> - Should you have any questions, I could be reached at.....

2. Request letters for information

Beginning	<ul style="list-style-type: none"> - With reference to your advertisement for <i>the course of English on Facebook</i>. I am writing to ask for further information about the <i>course</i>
First request	<ul style="list-style-type: none"> - Could you please tell me how long the course lasts/the length of the course? - Could you please explain.....? - I would like instruction about..... - I would appreciate information about..... - Would it be possible for you to clarify.....? - I would be very grateful if you could send me information/ directions/ instructions...
Second request	<ul style="list-style-type: none"> - Another matter I need information on is..... - Another point I am not certain about is..... - I would also like some help/ information/ clarification on

Making reference to hearing from the recipient	- I look forward to receiving your reply. - I look forward to hearing from you at your earliest convenience - I am looking forward to hearing from you at any time which is convenient to you
Closing	

Exercise 1:

Write to a hotel and book a room

Specify: for how many people

- For how long
- Arrival and departure
- Any meal requirements

Exercise 2:

You have just got a job in Ho Chi Minh City, and, of course, you are rather pleased. However, you need to know certain things. You have no idea:

- How to join the health service scheme
- Where would you live?
- How to arrange your annual holidays

Write a letter requesting these instructions and directions.

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LETTER OF GIVING OPINION (Thư trình bày ý kiến)

I. Common structure

1. Beginning
2. Advice/ suggestion/ Opinion
3. Ending

II. Useful languages

Beginning	<ul style="list-style-type: none"> - I am writing to response/ in reply to your letter asking for advice about - I hope the following advice/ suggestions will be of some help to you - I would like to give me views on.....
Advice	<ul style="list-style-type: none"> - I strongly recommend (+V-ing) that..... - I believe that the best course of action is..... - I would advise you to..... - You ought to.....
Suggestions/ Recommendations	<ul style="list-style-type: none"> - I would suggest that..... - I would like to offer one/ two suggestions concerning - May I suggest that..... - Another suggestion would be to..... - I would venture to suggest doing.....
Opinion	<ul style="list-style-type: none"> - I agree/ disagree with.....because..... - I am for the plan because..... - I am against the plan because..... -In my view/ it seems to me that..... - I would like to point out that
Ending	<ul style="list-style-type: none"> - I hope that these suggestions will be of some assistance - I hope you will accept this advice - Please do not hesitate to contact me should you have any problems.

This image shows a full page of white paper with horizontal dotted lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

LETTERS OF GIVING INFORMATION

(Thư yêu cầu cung cấp thông tin)

I. Common structure

1. Reason for writing
2. First point
3. Further points
4. Ending the letter

II. Useful languages

Reason for writing	To inform good news	<ul style="list-style-type: none"> - I am writing to inform you that/ let you know that..... - I feel delighted to inform you - I would like to inform you that - We are pleased to announce that - You will be pleased to learn that.....
	To inform bad news	<ul style="list-style-type: none"> - We regret to inform you that - I am afraid it would not be possible to..... - I feel obliged to inform you.....
	To response information	<ul style="list-style-type: none"> - I am writing in response to your letter requesting information about..... - I am writing to provide you with information about..... - I am writing to reply to your enquiry about..... - I am writing with regard to/ in connection with - I am writing (to you) on behalf of..... - I am writing in my capacity as.....

First point	<ul style="list-style-type: none"> - The first thing I would like to inform you of is..... - The first thing I would like to tell you is..... - The first thing I wish to inform you of is..... - I would like to begin by informing you..... - Firstly, I would like to inform you that.....
Further points	<ul style="list-style-type: none"> - I would also like to let you know that..... - I would also like to inform you that..... - You might also find the following information useful..... - It might also be useful for you to know that..... - Another piece of information that might be useful is.....
Ending the letter	<ul style="list-style-type: none"> - I hope that I have been able to answer all of your questions - I would be pleased to provide you with additional information - I look forward to being able to help you again in the future - Please do not hesitate to contact me if you have any further questions - Please do not hesitate to ask should you need further assistance

Exercise 1:

You might work at an English Center. Write a letter to you student to give him information about the new English course. In your letter:

- Give information about time and place to study
- Give advice about what he should bring in the first day

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This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

LETTERS OF COMPLAINT (Thư than phiền)

I. Common structure

Beginning	<ul style="list-style-type: none"> - Why are you writing the letter? - <i>When and where did the the purchase or the service in the question take place?</i> - <i>How much did you have to pay for the goods or the service?</i>
Body	<p>Mention the date, the place and the coast of the purchase or service in here if this has not been in the beginning</p> <p style="text-align: center;">When the details are about a chronological sequence of events</p> <ul style="list-style-type: none"> - How did you discover the problem? - What did you do after you discovered the problem? - Did you try to do anything to make those responsible to know about the problem? What are their reactions? <p style="text-align: center;">When the details fall into groups of different inconvenience</p> <ul style="list-style-type: none"> - What was the first inconvenience? - What was the second inconvenience? - What was the final inconvenience?
Closing	<ul style="list-style-type: none"> - What do you feel about the situation? - What do you think you should get in compensation for the inconvenience you had to suffer? Do you need to enclose anything, for example, the receipt? - Do you intend to take any further action if your demands are not fulfilled?

II. Useful languages

Beginning	<ul style="list-style-type: none"> - I am <u>writing to complain about/ express my concern about</u> a hair-dryer which <u>I bought/ purchased</u> in your shop last Saturday. - I am writing because I am not really <u>please with/ satisfied with</u> the quality as well as the service in the student's restaurant at your college in recent months 	
Body	<ul style="list-style-type: none"> - Making a complaint : simple present - Describing the matter : past tenses 	
Closing	Demands	<ul style="list-style-type: none"> - I demand that you <i>refund my money immediately</i> - I must ask you, therefore, either <i>to replace the guitar or refund the price I paid for it, \$50</i> - I feel that at the very least you <i>owe my parents and me an apology</i>. We await an answer from you.
	Threats	<ul style="list-style-type: none"> - If you do not refund my money immediately, I will <i>contact to my solicitor</i>. - Unless I hear from you within ten days, I shall have to <i>take legal advice on the matter</i> - If the letter does not get any response, I intend to take up the matter with the <i>Department of Home Affairs</i>

Exercise 1 :

You have just returned from a trip to Florida. You flew there and back with “Ocean Air”. You decide to write to the airline to complain about your flight and ask for some money back.

Read the advertisement and the notes you made and then, using the information, write a letter to the airline. You may add other relevant points of your own

FLY OCEAN AIR TO FLORIDA

We offer :

- 4 flights a day late boarding
- Wide, comfortable seats
- Friendly, well-trained staff quite rude
- A good choice of food (no problem with special diets) no vegetarian for me
- The latest in-flight entertainment movie already on TV

Exercise 2 :

You have recently been on a short holiday organized by a local company, but you were not happy with some of the things that happened. Read the information from Comfly Cottages and your notes. Then write a letter complaining to the manager of the company

Comfly cottages

We have been specialized in short break holidays in countryside cottages over 10 years. We have an excellent range of first class cottages to choose from. Our cottages combine traditional with every modern facility.

Your cottage will be cleaned prior to your arrival. You will receive a Welcome Pack with a few essential groceries and a bottle of wine, along with an Information Pack telling you all about the local area

We pride ourselves on our level of service. If there is anything with which you are unhappy, let us know. If you are delighted, please tell your friends.

Holiday dates: Fri Feb 13-Sun Feb 15

Accommodation: Holly Tree Cottage

Price \$120

No dishwasher

TV broken

Terrible mess- not cleaned until Saturday

Had no coffee or milk on day one- all shop shut

Yes, refund \$80 or free weekend somewhere else?

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This image shows a full page of a handwriting practice worksheet. It consists of multiple rows of horizontal dashed lines spaced evenly down the page, providing a guide for letter height and placement. The background is plain white, and there are no other markings or text present.

LETTERS OF APOLOGY (Thư xin lỗi)

I. Common structure of a formal letter of apology

BEGINNING	<i>STATE THE REASON FOR YOUR LETTER</i> <ul style="list-style-type: none">- Why are you writing the letter?- Give a brief details and express your regret about the trouble caused to the writer
BODY Arrange your point in paragraph	<i>EXPLAIN THE WHOLE CIRCUMSTANCES AND OFFER AN APOLOGY</i> <ul style="list-style-type: none">- Give explanation- Give appropriate apology
	<i>STATE ANY PROMISE YOU CAN MAKE TO RECTIFY THE SITUATION</i> <ul style="list-style-type: none">- Do you promise any refund?- Do you offer any discount to compensate the inconvenience caused to the writer?- Do you assure any improvement in the future?- How do you feel about the situation?
CLOSING	Once again express your regret about the situation and your expectation to serve the writer again in the future.

II. Useful language

Give a brief description of the issue

- I am afraid I
- I regret to say that
- We are very sorry that you received a defective

- Thank you for your letter informing me that.....
- With reference to your letter of November 20th, I.....

Apologize for an action, mistake or omission

- I apologize for/ for not
- I must apologize for
- I am extremely sorry for

Explanation

- This was due to
- This was because if
- This reason for this was
- The reason for this has been that I forgot / misunderstood.....
- I can offer no excuse to except that.....

Promise to rectify the situation (if possible)

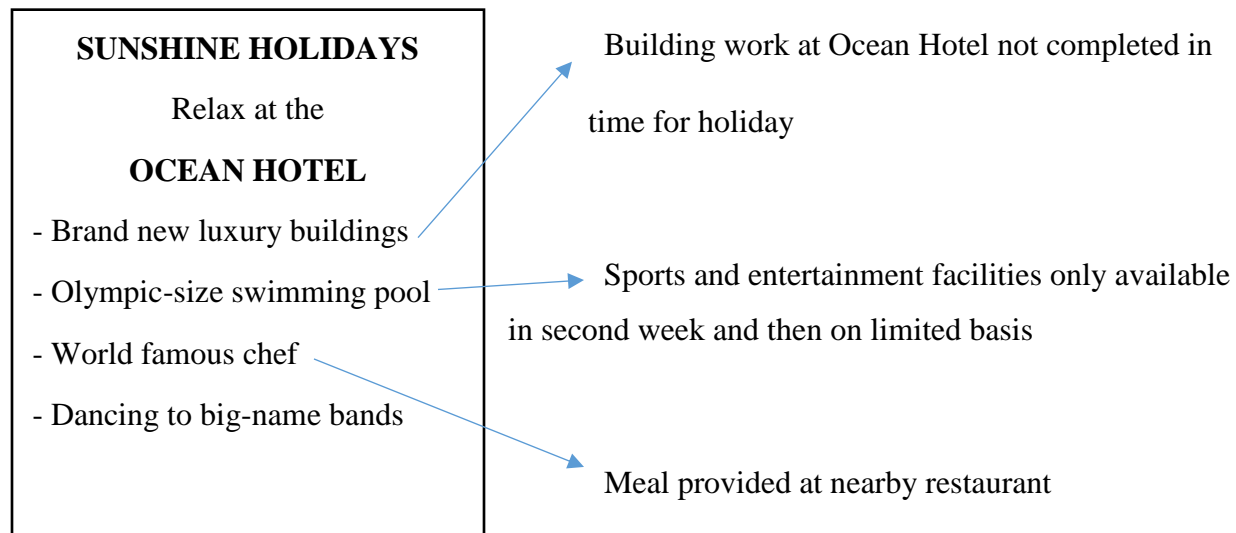
- I am coming to..... next week, so I.....
- I am pleased to inform you that we are prepared to replace your faulty..... with a new one.
- I wonder if you bring with you the..... and our receipt to any showrooms during business hours. Our staff will then replace the faulty..... with a new one for you.

The conclusion

- Please accept our apologies for having delivered a fault product to you
- We very much regret for the inconvenience the holiday..... has caused to you
- We hope that the refund/replacement will restore your confidence in us and establish goodwill

Exercise 1 :

You are Brian McGarret, the Organizer of the Sunshine Holidays. Due to circumstances beyond your company's control, there will be some changes to the holiday advertised. You are now writing to a customer who has already paid in full for the holiday, informing him/her changes to the holiday and apologizing for the changes, using the notes you have made



Exercise 2 :

Write a letter to DaNang General Sciences Library after you discover that you have accidentally taken three of their library books home with you to your hometown.

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LETTERS OF APPLICATION (Thư xin việc)

I. Common structure

1. An application letter for a job

Beginning	<ul style="list-style-type: none">- Why are you writing the letter?- What is the post you desire to consider for?- When and where did you hear or learn about the vacancy? <p>=> Write in details</p>
Body	<ol style="list-style-type: none">1. How old are you and what is your marital status?2. What is your education background? What relevant qualification have you got?3. Have you got any experiences relevant to the job? If yes, what are they?4. Why have you decided to change your job (2 lines)5. Do you enclose any references
Closing	<ul style="list-style-type: none">- Make some reference to hearing from the employer

2. An application letter for a course

Beginning	<ul style="list-style-type: none">- Why are you writing the letter?- What is the course you are applying for?- When and where do you know about the course?
Body	<ul style="list-style-type: none">- How old are you? (if you are not required to specify this)- What are your educational background and qualification?- Have you got any experiences relevant to the course?- What are the reasons for your application?
Closing	<p>Make some reference to hearing from the employer</p>

II. Useful languages

Beginning	<ul style="list-style-type: none"> - With reference to your advertisement in <i>the Morning Post</i> issued on 24th April, 2016 for the post of <i>tourist guide</i>, I would like to apply for the job - I wish to apply for the post of <i>Housekeeping Supervisor</i>, I saw advertised in <i>yesterday's New York Times</i>. - I am writing in <i>reply/in response</i> to your advertisement in the <i>the Daily News of 26th April, 2016</i> for the post of office clerk
Explain your educations	<ul style="list-style-type: none"> - I feel that my qualifications match your requirements as I will show you briefly as follows - My qualifications are as follows - I feel I am the right person for the post because my qualifications and experiences are extremely appropriate - I feel I would be suitable for this post/course because - My qualification and experience, as you will see from my curriculum vitae, make me a particular suitable applicant for the post
Explain your experience	<ul style="list-style-type: none"> - Having already worked as.....for.....I wish to extend my experience/ I feel I could be useful for you - Recent experience: I have been working as.....for the last.....years - General experience: I have had experience of..... - Past experience: In 2009 I worked.....
Explain your reason for the application	<ul style="list-style-type: none"> - One of the reasons I am applying.....is that..... - One of the reasons for applying is.....
Mention enclosure	<ul style="list-style-type: none"> - Please find enclosed my curriculum vitae and two references as requested - I enclose my qualifications and the names and addresses of two referres who can testify to my conduct and character. - Enclosed is my résumé giving more details about my qualifications and experiences

Closing	<ul style="list-style-type: none"> - I could come for an interview at any time which would suit you - I am available for an interview at any time convenient to you. - I hope my application will receive your favorable consideration and that you will select me for an interview.
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EXERCISE 1

You decide to apply for the following jobs which you see advertised in a student newspaper. Write the letter of application.

PART TIME IMPORT/EXPORT CLERK

We are looking for an intelligent, self-confident young person who is fluent in at least one foreign language. The work involves answering correspondence, using a typewriter or work processor, and dealing on the phone with clients abroad. The working week will be 20 hours per week Monday-Friday, morning or afternoon only.

A good salary will be paid to a suitable applicant

Apply in writing to Ms.Brown, HT Enterprises, 41 Le Duan Street

TEMPORARY HOTEL RECEPTIONIST

Please medium-size hotel in the heart of Cambridge seeks young person with pleasant personality to assist in reception office.

Previous experience an advantage but not essential. Knowledge of at least one foreign language required.

Good pay for someone who can work sensibly and cheerfully in our team.

Apply in writing to : King Hotel, Danang

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INFORMAL LETTERS (Thư thân mật)

Informal letters are usually written to family members, friends, relatives etc.

How to sound informal

I. Useful language

Useful phrases for the opening

- How are you? / How have the family been? / I hope you are well.
- Thank you / Many thanks for your (recent/last) letter / postcard.
- It was good / nice / great to hear from you again
- I was so surprised to hear that.....
- I'm sorry I haven't written / haven't been in touch for such a long time
- It's ages since I've heard from you. I hope you're well / you and your family are well
- How are things? / How are you? / How's it going?

Other useful phrases

Referring to news

- Great news about.....Glad to hear that.....Sorry to hear about.....

Giving news

- Listen, did I tell you about.....? You'll never believe what.....
- Oh, and another thing.....This is just to let you know that.....
- I thought you might be interested to hear about / know that.....
- By the way, have you heard about/ did you know that.....?

Apologies

- I'm writing to apologies for missing your party but I'm afraid I was with flu
- I'm really sorry that I forgot to send you a birthday card but I was busy with my new job

Invitations

- I'm/ we're having a party on Friday 19th and I/ we hope you'll be able to come.

- Would you like to come/ go to see “Room with a View” with me at the weekend?
- I was wondering if you’d like to go to the theatre / come on holiday with us
- Could you let me / us know if you can come / you’d like to join us?
- Thank you very much for invitation. I’d love to come.
- Thank you for asking / inviting me to.....but I’m afraid I won’t be able to.....

Requests

- I’m writing to ask for your help / you (if you could do me) a favor.
- I wonder if / I was wondering if you could help me / do me a favor
- I hope you don’t mind me asking but could you (possibly)?
- I’d be very / really / terribly grateful if you could.....

Thank you / Congratulations / Good luck

- I’m writing to thank you for your hospitality / the wonderful present.
- It was so kind of you to invite me to stay with you
- I really appreciated all your help / advice.
- Congratulations on passing your exams / your excellent exam results!
- I wish you good luck / Good luck in / with your exams / your driving test / your interview.
- Don’t worry, I’m sure you’ll do well / pass
- Do be on time, won’t you, and don’t forget to.....

Making suggestions and recommendations

- Why don’t you.....? / Maybe you could? / How about.....?
- You can’t leave New York without (.....doing sth)
- I’m sure you will enjoy (.....doing sth). If you like, we can.....
- Do visit...../ don’t forget to.....

Closing

- Give a reason why you’re ending the letter: Anyway, I must go and get on with my work!
/ I guess it’s time I got on with that studying I’ve been avoiding.

- Send greetings and / or make reference for future contact : Give my love / regard to...../ Say hello to...../ Anyway, don't forget to let me know the dates of the party./ I'll try and phone you at the weekend to check the times. / We must try and meet up soon. / I can't wait to hear from you / Look forward to seeing you again / Hope to hear from you soon / See you soon / Write soon
- Closing statement such as *Love, Lots of Love, All the best, Take care, Best wishes*, should be written on a new line. If you used a comma after the opening greeting, use a comma here too.
- Signing off: Your first name then follow on another new line.

II. Informal punctuation

- ❖ In informal writing, **exclamation marks** are widely used and are characteristics of a very chatty, conversational style :

Ex : No wonder she left him! / How awful!

- ❖ **Dashes** are highly characteristic of informal writing, they are used in two different ways

A pair of dashes is used for parenthesis

A single dash can mean *because, so, namely, etc*

❖ Abbreviations

.....the Vatican and all the other important sights.....the Vatican, etc.

From Monday morning until Tuesday afternoon Mon a.m-Tuesday p.m

❖ Contractions

I will, She will not, we did not

I'll, She won't, We didn't

❖ Ellipsis

It was nice to hear from you

Nice to hear from you

I've just read your note

Just read your note

I was glad you could come

Glad you come

Do you remember me?

Remember me?

EXAMPLE

You have received a letter from your English friend, Kathy

I hear from organized a surprise birthday party for your mother. I'd love to hear from about it. What kind of party did you organize? Who did you invite? How did it go? Tell me.

Love,

Kathy

Hi Kathy,

Good to hear from you again. I hope you're still enjoying your job.

I'm glad you asked me about the party I planned for my mother's birthday. Well, I have to say it was a fantastic success. I told my mother we were taking her out for a quiet meal at a local restaurant with just the family, but in fact I'd hired a large room in a hotel and invited all her old friends.

Anyway, I picked my mother up and told her I'd changed my mind. We were going to have a meal in a hotel. You should have seen her face when she walked into the room and everyone cheered! She just couldn't believe and burst into tear. Then the party got going and it didn't finish until four in the morning. We were absolutely exhausted, but my mother had had a wonderful time.

Must dash now – I've got to go college. Hope to hear from you.

Love,

Sandra

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VSEP WRITING PART 2 – WRITING AN ESSAY

(Hướng dẫn phần viết luận)

A successful essay should consists of

1. An introduction paragraph in which you clearly stated the topic to be discussed.
2. A main body, in which you clearly stated in separate paragraphs and exemplified or justified .
3. A closing paragraph summarizing the main points of the essay, in which you state/ restated your opinion, and/ or give a balanced consideration of the topic

Should:

- Use formal, impersonal style
- Use topic sentence to introduce the subject of each paragraph
- Giving reason and examples following the topic sentences
- Use linking words / phrases
- Make references to other sources (e.g. experts have proved that....)
- Answer the question, not the topic

Should not:

- Use short form, informal/ colloquial language
- Use very emotional language (e.g. I absolutely detest people who)
- Express personal opinions too strongly (e.g I know....) instead, use milder expressions (e.g. It seems to me that....)
- Use over-penalizations (e.g all politicians are
- Refer blindly to statistics without accurate reference to their source (e.g. a recent study shows.....- which study?
- Use clichés (e.g nowadays, etc.)
- Use personal examples (e.g. in my school)

Types of essays

For and against (discuss both sides)	State both sides
Opinion	State the side you agree with
Problems – solutions	State problem and solution

Techniques to begin your essay :

- Address the reader directly:

e.g. if you take to take time to train your dog, it will learn to obey you.

- Include a quotation / direct speech:

e.g. As Gandhi said, “My grandfather once told me that there were two kinds of people : those who do the work and those who take the credit. He told me to try to be in the first group; there was much less competition”

- Include a rhetorical question

e.g. is it true that a dog is man’s best friends?

Techniques to end your essay :

- The tree ways as those to begin it
- Ask a provocative question
- End with a warning
- Suggest result or consequences

❖ You should avoid in your conclusion:

- introducing new ideas
- focusing on a minor point in your composition
- apologizing for your view by saying such as “ I may be not an expert “ or “at least this is my opinion”

FOR AND AGAINST ESSAYS

Some people believe the aim of university education is to help graduates get better jobs. Other believe that are much wider benefits of university education for both individuals and society

Discuss both views and give your opinion.

These days, more and more people are making the choice to go to university. **While some people are of the opinion** that the only purpose of a university education is to improve job prospects, **others think** that society and the individual benefit in much broader ways. **This essay will discuss these two opinions.**

It is certainly true that one of the main aims of university is to secure a better job. The majority of people who want to improve their future career prospect and attending university is one of the best way to do this as it increases a person's marketable skills and attractiveness to potential employers. In addition, further education is very expensive for many people, so most would not consider it if it would not provide them with a more secure future and a higher standard of living. Thus, job prospect are very important.

However, there are other benefits for individuals and society. Firstly, the independence of living away from home is a benefit because it helps the students develop better social skills and improve as person. A case in point is that many students will have to leave their families, live in halls of residence and meet new friends. As a result, their maturity and confidence will grow enabling them to live more fulfilling lives. / Secondly, society will gain from the contribution that the graduates can make to the economy. We are living in a very competitive world, so countries need educated people in order to compete and prosper.

Therefore, **I believe that** although a main aim of university education is to get the best job, there are clearly further benefits. If we continue to promote and encourage university attendance, it will lead to a better future for individuals and society.

I. Common structure in a “for and against” essay

Key question words	<ul style="list-style-type: none">- Discuss the advantages and disadvantages- Discuss the advantages and disadvantages and give your own opinion- Discuss both views / sides of the argument- Discuss both views / sides of the argument and then give your own
Introduction	Rephrase question This essay discusses [both view + opinion]
Body	Side 1 : advantages / disadvantages Side 2 : disadvantages / advantages <i>Note:</i> Keep your own idea out of the body. This part is only about what people in general may think
Conclusion	Opinion State that both are important / have merits State with one is more important / better

II. Process of doing a “for and against” essay

Step 1: analyze the question

- Paraphrase the question: find the synonyms, phrasal verbs, etc. to write words with the same or related meaning
- Find 2-3 advantages (+ examples or supporting information), 2-3 disadvantages (+examples or supporting information)
- Decide the structure of the essay

Step 2 : Write your essay

Introduction	<p>1. Rephrase the question</p> <p>2. Thesis statement</p> <ul style="list-style-type: none"> • This essay discusses / examines this question from both points of view and then I will give my own perspective on the matter • This essay discussed [view A], and [view B], and then I will give my own opinion <p>Note: If you cannot rephrase the question, you can use the following to make introduction.</p> <p>- People have different views about.....In my opinion, can and should be both.....</p>	
Body	Advantages	
	<p>On one side of the argument there are people who argue that.....</p> <p>First/ In the first place.....</p> <p>Let us start by considering.....</p> <p>Let us first consider the question of.....</p> <p>I should like to begin with.....</p> <p>The first obvious advantages / disadvantages of</p> <p>Secondly.....</p> <p>Moreover.....</p> <p>Furthermore.....</p> <p>Another thing is.....</p> <p>Another point in favor of is.....</p>	<p>Always add examples / explanations / illustrations / reasons / consequences</p> <p>.....It is essential to form paragraphs.</p> <p>Each paragraph must have a key sentence (- usually at the beginning).</p> <p>Don't write any one-sentence-paragraphs.</p> <p>Examples :</p> <p>Take for example.....Take for instance.....</p> <p>One example out of many is.....</p> <p>Just look at.....</p> <p>This idea can best be illustrated by an example.....</p>

	Disadvantages	
	<p>On the other hand ...</p> <p>So far we have only talked about the advantages. What about the disadvantages?</p> <p>So much about the advantages. There are also a number of disadvantages that must not be overlooked.</p> <p>Let us now turn to the drawbacks of.....</p> <p>Now it would also be interesting to.....</p> <p>Others oppose this view / strongly disagree</p>	<p>Always add examples / explanations / Illustrations / reasons / consequences..... It is essential to form paragraphs. Each paragraph must have a key sentence (- usually at the beginning). Don't write any one-sentence paragraphs</p> <p>Examples :</p> <p>Take for example.....Take for instance.....</p> <p>One example out of many is.....</p> <p>Just look at.....</p> <p>This idea can best be illustrated by an example.....</p>
Conclusion	<p>Personally,</p> <p>From my point of view,</p> <p>In conclusion I must say that</p>	

III. Example:

Computers are being used more and more in education. Some people say that learning online is the best way to learn, whereas some claim that it is still better to attend a class with a teacher.

Discuss both sides of this argument and then give your own opinion

Step 1: Analyze the question

- Rephrase the question: underline the key words

- *Computers are being used* = the use / application of computers
- *Education* = learning

- *More and more* = to develop, to increase, to become popular
- *Learning online* = study through the Internet
- *Attend a class with a teacher* = the presence of a teacher, go to school

- Find for and against

For : teachers	Against : computers
- Solve students problems by giving extra explanation - Can give feed back	

Exercise 1: Complete the rest of step 1

Step 2: Write your essay

Introduction	The application of computers in education is now popular all over the world. It is said that the most effective method to study is through the Internet. However, others believe going to school must be the best way. This essay examines this question from both points of view and then I will give my own perspective on the matter
Body	Against For
Conclusion	Personally, I believe that the combination between the two methods can bring best results. However, if I had to pick one, I would choose to study with a teacher. Since computers are unable to replace a teacher's ability to explain things and give feed back to stimulate learning

Exercise 2: complete step 2

Exercise 3. Some people regard video games as harmless fun, or even as an useful educational tool. Others, however, believe that videos games are having an adverse effect on the people who play them.

VOCABULARY

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OPINION ESSAYS

Space exploration is much too expensive and the money should be spent on more important things

To what extent do you agree or disagree with this opinion?

There is an argument that exploring space is a waste of money and that there are more urgent needs to be addressed on earth, such as reducing poverty and preventing environmental destruction. However, **I am of opposing view to this opinion** for the following reasons.

First of all, many of the technologies we take for granted today were originated thanks to space research. Take satellite technology, for example, which we depend on for broadcasting and weather forecasting. Without satellites, we would not be able to follow global events as they happen, not give populations any warning of approaching storms. Space research has also led to the development of new lightweight materials that offer us heat protection and enable food preservation. Therefore, the challenge of sending human beings into space has often driven the development of new technologies that benefit our everyday lives.

Second, we cannot foresee the distant future, so we ought to develop the capability to escape from the earth. Gradually, we are learning how humans can survive for long periods in space and even travel to other planets in the future. If space exploration is halted, this valuable knowledge will never be acquired. It is true that environmental destruction is also a serious issue, but it is also true that we remain dependent on our environment if we never accept the challenge of exploring other worlds.

In conclusion, while we undoubtedly face serious problems on our own planet, it is imperative that we continue to explore space. This will promote further technological advances as we as provide a possible means of escape should earth become uninhabitable in future. Ideally, all nations should cooperate in the advancement of space research

I. Common structure in an opinion essay

Key question words	<ul style="list-style-type: none">• What is your opinion?• What do you believe?• To what extent (how much) do you agree or disagree? [not only answer your side but also how much do you agree]• Do you agree or disagree
Introduction	<ol style="list-style-type: none">1. Rephrase the question2. State your opinion
Body	State reason with facts or examples to clarify the reason (2-3 reasons = 2-3 paragraph)
Conclusion	Summarize your opinion / give your opinion in different words

II. Process of doing an opinion essay

Step 1: *Analyze the question*

- Paraphrase the question: find synonyms, phrasal verbs, etc. to write words with the same or related meaning.
- List reasons for and against. Choose the side that you have more ideas
- Back up your reason with clear examples
- Decide the structure of the essay

Step 2: *Write your essay*

Introduction	<ol style="list-style-type: none">1. Rephrase the question2. State your opinion <ul style="list-style-type: none">- I totally / strongly / somewhat + agree/ disagree for several / following reasons- Personally / in my opinion / to my mind ... I opposed to this opinion for the following reasons / I am of opposing view to this opinion for several reasons
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Body	<ul style="list-style-type: none"> • Reason 1 + examples • Reason 2 + examples • Opposing argument is presented and refuted (optional) <p>Useful expressions :</p> <ul style="list-style-type: none"> • The main reason why I believe Is because..... • Another reason is
Conclusion	<ul style="list-style-type: none"> • Summarize main points • Give your final opinion or recommendation / restate your position

III. Examples

Computers are being used more and more in education and some people believe there will soon be no role for the teacher in education.

To what extent do you agree or disagree?

Step 1: Analyze the question

- Rephrase the question
- Reasons for and against

For	Against
Computer help us learn flexibly and save money	<ul style="list-style-type: none"> - Teachers encourage and discipline students - Teacher educate their student not only knowledge but also soft skill

=> Disagree with the statement

Step 2: Write your essay

Introduction	Technology is being used unceasingly in the classroom and some people believe that educators will become redundant. I somewhat disagree that teacher will be replaced by machines
Body	<ul style="list-style-type: none">- The main reason why I think that teachers are important is because they encourage and discipline students<ul style="list-style-type: none">+ Examples or further information- Another reason is because they can teach young people essential value and skills<ul style="list-style-type: none">+ Examples or further information- opposing viewpoint “ However, some people believe / on the other hand, etc.” and reason / example + refutation (optional) "Their opinions / ideas may be right but not complete"
Conclusion	<ul style="list-style-type: none">- In conclusion, I somewhat disagree that machines can replace teachers. This is because teachers can encourage students to learn and teach them how to interact with other people.

Exercise 1: Complete or write a new essay on the above topic

Exercise 2

1. Some people believe that to protect local culture, tourism should be banned in some areas whereas others think that change is inevitable and banning tourism will have no benefits

Discuss both sides and give your opinion

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PROBLEMS – SOLUTIONS ESSAY

The Internet has transformed the way information is shared and consumed, but it has also created problems that did not exist before. What are the most serious problems associated with the internet and what solutions can you suggest?

The enormous growth in the use of the Internet over the last decade has led to radical changes to the way that people consume and share information. Although serious problems have arisen as a result of this, there are solutions.

One of the first problems of the Internet is the ease with which children can access potentially dangerous sites. Unless these websites are finely filter by parents, there is no doubt that this affects their thoughts and development, which is a negative impact for the children and for society. For example, pornography sites are easily accessible to them because they can register with a site and claim to be an adult. **Another major problem is the growth of online fraud and hacking.** These days, there are constant news stories government and company websites that have been hacked, resulting in sensitive information falling into the hands of criminals.

It is important that action is taken to combat these problems. **Governments should ensure that adequate legislation and controls are in place** that will prevent young people from accessing dangerous sites, such as requiring more than simply confirming that you are an adult to view a site. Parents also have a part to play. They need to closely monitor the activities of their children and restrict their access to certain sites, which can now be done through various computer programs. **Companies must also improve their onsite IT security systems** to make fraud and hacking much more difficult by undertaking through reviews of their current systems for weaknesses.

In conclusion, the Internet is an amazing technological innovation that has transformed people's live, but not without negative impacts. However, with the right action by individuals, governments and businesses, it can be made a safe place for everyone.

I. Common structure of a “problems-solutions” essay.

- Key words in question: problem – solution, cause – effect

Block organization

Introduction
Problem 1
Problem 2
Transition sentence / paragraph
Solution 1
Solution 2
Conclusion

Chain organization

Problem 1 and solutions to problem 1
Problem 2 and solutions to problem 2
Problem 3 and solutions to problem 3

II. Process of doing a “problem - solutions” essay

Step 1: Analyze the question

- Rephrase the question
- List table of problem + example and solutions
- Decide the structure of the essay

Step 2: Write your essay

Introduction	<ul style="list-style-type: none">– Rephrase the question– This essay discusses [problem and solution]
Body	<ul style="list-style-type: none">– Problem signal words: because/since/as, resulted from, was the result of, effect of/consequence of, as a result of/ as a consequence of, lead to...– Transition sentences : However, there're still solutions to these above problems
Conclusion	<ul style="list-style-type: none">– Summary of problem and solution– Give opinion

III. Example

Explain some of the ways in which humans are damaging the environment. What can government do to address these problems? What can individual people do?

Step 1: **Analyze the question**

- Rephrase the question
- List problems and solutions

Problems	Solutions
<ul style="list-style-type: none">- Air pollution Example : gas emissions from factories and exhaust fumes from vehicle => global warming	<ul style="list-style-type: none">- Set up laws limit emissions
<ul style="list-style-type: none">- Waste Example : increase population => more trash to the river => polluted rivers/ oceans	<ul style="list-style-type: none">- Raise awareness to use renewable energies- Encourage to use public transportation

- Decide the structure: block organization

Step 2 : **Write your essay**

Introduction	Humans are responsible for a variety of environmental problems, but we can also take steps to reduce the damage that we are causing to the planet. This essay will discuss environmental problems and some solutions that government and individuals can take to solve these problems
Body	<ul style="list-style-type: none">- List problems- Transition : However, governments and individuals now joining hands to deal with these problems- List solution
Conclusion	In conclusion, both authorities and every single person must take part in saving our planet

.Exercise 1: complete ỏ write a new essay on the above topic.

What are some of the problems associated with drug abuse, and what are some of the possible solutions?

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SUGGESTED TOPICS FOR WRITING ESSAYS
(Gợi ý những chủ đề thường gặp trong phần viết luận B1)

1. Some people believe that to protect local culture, tourism should be banned in some areas whereas others think that change is inevitable and banning tourism will have no benefits

Discuss both sides and give your opinion

2. Some people think that when a person travels into a different culture they should adapt to the local practices and customs.

To what extent do you agree?

3. Some people regard video games as harmless fun, or even as an useful educational tool. Others, however, believe that video games are having an adverse effect on the people who play them.

In your opinion, do the drawbacks of video games outweigh the benefits?

4. New household appliances have resulted in more free time for women and has enabled them to both work and run a home with dependent children.

What are the advantages for family when the mother works?

Do you think this disadvantages outweigh the advantages?

5. An increasing number of people are now using the internet to meet new people and socialise. Some people think this has brought people closer together while others think people are becoming more isolated.

Discuss both views and give your opinion.

6. Some people think that companies should provide employees with exercise time during the day.

What is your opinion about this?

7. In many western countries there is an increasing number of couples choosing to have no children.

What are the advantages and disadvantages to couples having no children?

8. The role of education is to prepare children for the modern world. Schools should cut art and music out of the curriculum so that children can focus on useful subjects such as information technology.

To what extent do you agree?

9. In the developed world, average life expectancy is increasing. What problems will this cause for individuals and society? Suggest some measures that could be taken to reduce the impact of ageing populations.

10. Violence in the media promotes violence in society. To what extent do you agree?

11. Some families decide not to buy televisions because they influence the development of the creativity of children. What do you think?

12. Some people think that all teenagers should be required to do unpaid work in their free time to help the local community. They believe this would benefit both the individual teenager and society as a whole.

Do you agree or disagree?

13. We cannot help everyone in the world that needs help, so we should only be concerned with our own communities and countries.

To what extent do you agree or disagree with this statement?

14. Many people believe that alcohol causes many problems and there have been frequent calls for the government to ban it. To what extent do you agree?

15.