

Writing in Sentences

A sentence

- contains a **finite verb** and a **subject** of this verb
- contains at least one main clause

1. a simple sentence

e.g. “**You turn** right at the crossroads.”

2. a compound sentence

e.g. “**You turn** right at the crossroads **and** then **carry on** for another 100 metres.”

3. a complex sentence

e.g. “You turn right at the crossroads **and** then carry on down for another 100 metres *where* you will find a signpost *directing* you to the bus station *which* is in Garden Square *facing* the post office.”

Vary your sentence structure

but not over-complicate your sentence structure!

Using paragraphs

- A paragraph normally begins with a **topic sentence**.
- The other sentences **develop the idea**. They are all about the same idea in the paragraph.
- Use a new paragraph for **every main point** you make.
- Show a **logical** progression from one point to the next.

Punctuation

- purpose: to help the reader
- .

However short the sentence, once the idea is complete you need to put a full stop.

- “”

Full stops, commas, and question marks go inside the speech marks.

Semi-colons (;)

- 1. to separate two main clauses when they could otherwise be joined by a conjunction, such as “and,” “or,” “but.”

e.g. “Banning traffic from the town centre will make life safer for pedestrians; it will also make the area much quieter.”

- 2. to separate clauses and phrases in a list (note: single words in a list are separated by **commas**)

e.g. “The government must make up their mind about what should be done: they can ban all traffic in the town centre at all times; they can ban cars and lorries using the town centre on week days only; they can allow commercial vehicles but ban private ones completely or they can leave things exactly as they are.”

Dashes

- show where there is an interruption to the intended structure of a sentence

e.g. “She offered me some of her lunch – and very tasty it was too – before we went back into lessons.”

Other study tips

- Tenses
- Citation
- Use standard English
- Make sure your handwriting can be read easily.

Writing to Persuade

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Some people believe that nowadays we have too many choices.

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

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

Structure your writing

- Introduction: your opinion
- Main body of explanation/ argument
- Conclusion

Plan your writing

- 1. Which viewpoint are you going to put forward?
- 2. Make “for and against” **lists**.
- 3. State your chosen viewpoint simply **at the beginning**.
- 4. For each main point, give evidence and examples to back up your case.
- 5. Be balanced – your argument will be at its most convincing if you make points for both sides but prove that your chosen viewpoint is the better one. Use your “for and against” lists.

- 6. Start a **new paragraph for each main point** and use the rest of the paragraph to give your evidence.
- 7. Use persuasive phrases such as: “**It seems clear to me that...**” “**The example shows/ indicates/ demonstrates that...**”
- 8. Use linking phrases such as “**Nevertheless, ...**” “**On the other hand, ...**”
- 9. Finish by **restating** your viewpoint, perhaps saying also that, although you can see the other point of view, you are convinced that yours is the right one.
- 10. **Check** what you have written.

- Don't be afraid to change the order of your points.
- Don't automatically think your first ideas are the best.
- Don't be afraid to spend time on planning!

Assignment: dictation

Section 1 of the listening test 4, IELTS 13

Remember to bring the listening questions of Test 4, IELTS 13 to the class next week.