

## Writing: ESSAY WRITING

### Structure/Format/Template

#### Introduction: (80-90 words)

SENTENCE NO. 1

The importance/effect of **(key words from the question)**, which was always debatable, has now become more controversial.

SENTENCE NO. 2

The substantial influence of/change in **(Topic, the part that has impact)** has sparked the controversy over the potential impact of this trend on **(Topic, the part that has impact on)** (in recent years/over the years) [specify which part of the question has an impact on which part].

OPTION NO. 2 FOR SENTENCE NO. 2

If difficulty arise in the case of sentence 2, write this:

The substantial influence of/change in **(Topic in full)** has sparked the controversy over the potential impact of this trend in recent years/over the years.

Sentence No. 3

It can be agreed/said that **(Positive/negative side of the question)**, however/but/although/on the other hand, some people claim/concern that **(opposite of 1<sup>st</sup> part)**

If writing one sided essay then 2<sup>nd</sup> part is not necessary. In case of problem solution, 2<sup>nd</sup> part will be replaced with the following – [There is some solution of the problem as well].

Sentence No. 4

The essay will elaborate **both positive and negative effects** of **(Topic)** and thus will lead to a logical/reasoned conclusion.

Tips:

- Try to avoid first person pronoun like I, we.
- Avoid using the same words time and again. Use synonyms of key words where necessary.
- Don't give title to your essay.

#### BODY PARAGRAPH 1

Topic Sentence: At the outset, there are (numerous/innumerable)(reasons why/ways how) **[Topic Sentence from 2<sup>nd</sup> sentence of introduction]**, but the most conspicuous one (lies in/stems from/is rooted in) the fact that **(Idea with explanation)**

**In order to secure higher mark, it is important that you must mention your idea ....**

EXAMPLE [to achieve high score, example is a MUST]

- For example,
- As an illustration,
- For instance,

If you are unable to provide an example, you must provide additional ideas by using the following discourse markers

- Moreover,
- In addition to,
- On top of,
- More importantly,

FINAL SENTENCE: **Topic**, therefore/thus/by this way plays/can play a vital role to/for (the negative side that has been discussed in Body).

### **BODY PARAGRAPH 2 (3 sentences; opening, explanation, example)**

ONE SIDED (when both your points are positive): Another key justification for upholding this notion is that **IDEA, WITH EXPLANATION**

TWO SIDED (When your second point is negative): Nevertheless, some people adopt an opposing view and tend to believe that **IDEA, WITH EXPLANATION**

### **SOLUTION TO A PROBLEM ESSAY:**

(Approaches/steps/methods) to (deal/cope) with (PROBLEMS/ALARMS/CONCERNS) of the (**TOPIC**) are numerous, but

EXAMPLE:

- For example,
- As an illustration,
- For instance,

If you don't have any examples, write one more sentence to explain your point. Your sentence should start with: Moreover, in addition to, on top of, more importantly

FINAL SENTENCE: **Topic**, therefore/thus/by this way/for this reason, can play a vital role to/for (**POSITIVE/NEGATIVE SIDE THAT HAS BEEN DISCUSSED IN BODY**)

### **CONCLUSION SENTENCE: (One sentence comprising of following three parts)**

1<sup>st</sup> part:

- From what has been discussed above,
- According to the above analysis
- Based on the above mentioned facts

2<sup>nd</sup> part:

- it can be concluded that
- One can reach a conclusion that
- One can conclude that

Concluding part:

- The advantages/positive sides of **TOPIC** outweigh the disadvantages of **TOPIC**.
- The impact of **TOPIC** is prominent, although it has a number of drawbacks that should be well handled.

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### **Speaking: Retell Lecture**

The lecture describes **TITLE OF THE LECTURE**. It also provides information about the topic in different aspects like **KEY WORDS**. It is clear from the lecture that **SENTENCE 1**. The speaker also mentions that **SENTENCE 2**. After analysing this lecture, it can be concluded that this lecture has crucial information about the topic strongly supported by important facts and figures having a great impact on **TITLE OF THE LECTURE**.

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### **Speaking: Describe Image**

The image describes **TITLE OF THE IMAGE**. It also provides information about the topic in different categories like **NAME OF THE CATEGORIES**. It is clear from the image that

CATEGORY 1 is the highest (or is at the first stage) at FIGURE/NUMBER FROM IMAGE. On the other hand, CATEGORY 2 is the lowest (or is at the last stage) at FIGURE/NUMBER FROM IMAGE . It is also seen that (COMPARE THE MOST SIGNIFICANT FIGURE/TREND). After analysing this image, it can be concluded that this image contains crucial information about the topic strongly supported by important facts and figures having a great impact on TITLE OF THE LECTURE.

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### **Listening: Summarize Spoken Text (SST)**

(Headline/Heading) is/are significantly focused in this specific lecture, and it comprises that (Sentence 1). In addition, to put more emphasis on (Key Word From The Headline), it also denotes that (Sentence 2). Considering the insights, it can be stated that (Sentence 3/Concluding Sentence).

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