

## OUTLINING

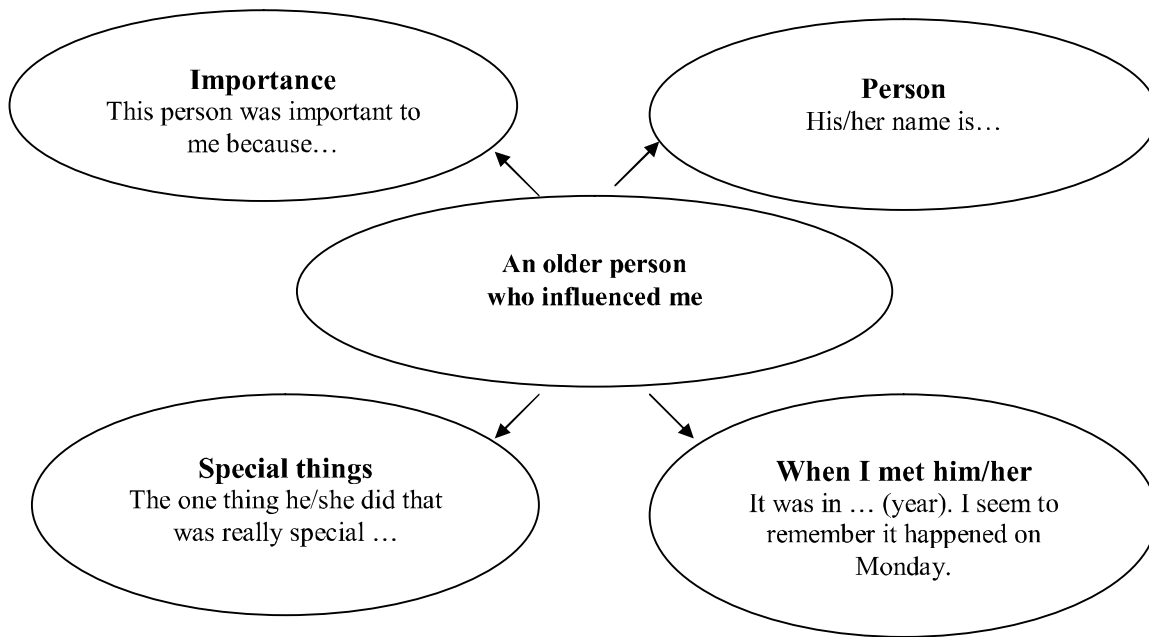
Making notes is important!

Look at how notes can be made:

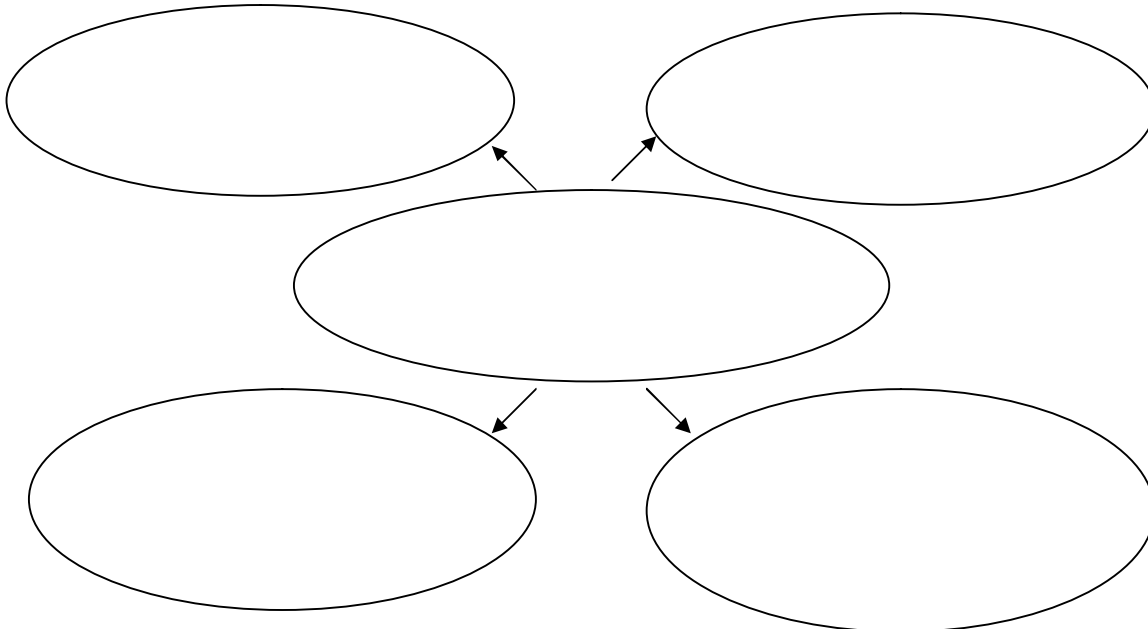
- a) a linear plan
- b) a diagram

### Task 2.

Make an outline (diagram) to the topic about an older person and try delivering your response in class.



You can make your own diagram here:



Now compare your response with the one on the next page.

### MODEL ANSWER

- (1) I would like to tell you about an individual who is much older than me and who has influenced my life tremendously.
- (2) I guess I could start off by saying that this individual is my grandfather Sergey who is 72 now but still an
- (3) active person in his old age. Regarding the question when I met him, I cannot say for sure, as he is my grandfather, but I believe that it was in my early life even though he lives far away from me.
- (4) I would like to add that my grandfather is a very important person in my life. This is because my decision to study abroad as well as the choice of specialty was his advice and I am indebted to him for this. Not only did he recommend me to get overseas education, but it was he who supported me all the time when I was abroad. I will never forget talking with him by skype and his encouraging me not to withdraw from studying when I had a difficult period.
- (5) Finally, he is important to me for some other reason. What I mean here is that I spent a great deal of my childhood with my grandfather and my childhood education was influenced by him. This is not only telling stories and reading books, but encouraging me to ask questions, to help about the house and letting me be responsible from my early life.

**Task 3.** Look at the underlined phrases.

1. Do they show what question is going to be covered or the order of ideas? Why do you think they are called "pointing phrases"?
2. Do they make the impression that answers to separate questions are connected?
3. What other phrases can be used to connect ideas? Write them in the table.

(1)		
(2)		
(3)		
(4)		
(5)		

### Pointing phrases for Part 2

**Task 4.** Now look at the pointing phrases below. Classify them.

- |   |   |
|---|---|
| -The issue I would like to speak about is...                    | - Moreover/Furthermore, I should say that...                    |
| - First... Second...  | - I guess I could start off by...                               |
| - I would like to add that...                                   | - There are a couple of reasons why...                          |
| - As a final point/To end with, I would like to mention that... | - Regarding/As for/ With regard to / Concerning the question... |
| - I suppose I should commence with...                           |   |

(1)	Introduction	
(2)	Point 1	
(3)	Point 2	
(4)	Point 3	
(5)	Final Point/Reasons	

**Task 5.** Using these pointing phrases, give your response to the same task:

Describe an older person who has had an influence on your life.

You should say:

who this person is

when you met them

what they have done/did that was special

and why they are important to your life.