

**B2 EXAM WRITING PRACTICE (PART 2 [RECOGNIZING THE PARTS OF A PARAGRAPH])****B2 Exam WRITING PART 2: Recognizing the Parts of a Paragraph**

↪ What WORD belongs in each of  
↪ the blank spaces below?  
↪

For Part 2 of the Writing section on the B2 Exam you will be asked to (1) \_\_\_\_\_ the following:

1) Read the TOPIC SENTENCE provided (2) \_\_\_\_\_ the paragraph...

2) ...then arrange 5 of the 7 the remaining sentences (3) \_\_\_\_\_ follow so they are (4) \_\_\_\_\_ the correct order...

Pay very close attention (5) \_\_\_\_\_ the instructions, which will tell you:

→ to put the number 1, 2, 3, 4 or 5 (6) \_\_\_\_\_ the line in front of the appropriate sentence (a, b, c, d, e, f or g)

→ that (7) \_\_\_\_\_ are two (2) sentences that DO NOT SUPPORT the topic (TOPIC SENTENCE)

→ to (8) \_\_\_\_\_ these two (2) sentences that DO NOT SUPPORT the topic blank or put (9) \_\_\_\_\_ X on the line in front of them

→ to write ONLY ONE NUMBER for each line / sentence

→ that points are only awarded for the correct numbers on the correct lines, and that there is (10) \_\_\_\_\_ one correct order

**Here is an example:**

TOPIC SENTENCE: *New York and Boston attract millions of tourists, but one of the best cities to visit on the east coast of the United States is Washington, D.C.*

- \_\_\_ a) As of 2020, the metro area population of Washington D.C. was approximately 5,000,000 inhabitants.
- \_\_\_ b) For more excitement, the area called Georgetown in northwest Washington is famous for its shopping and restaurants.
- \_\_\_ c) The U.S. capital has some of the most interesting landmarks and tourist spots in the country.
- \_\_\_ d) On this tour, the guide leads visitors as they walk through many of the rooms in the White House and view the home of the president of the United States.
- \_\_\_ e) Arlington, Virginia, a suburb of Washington D.C., has a crime rate well below the national average of the entire United States.
- \_\_\_ f) There are many monuments to visit, such as the Lincoln Memorial, the Jefferson Memorial, and the Washington Monument, which is the tallest building in Washington.
- \_\_\_ g) Finally, there is the White House tour.

**Formal Letter Practice:****[Page 2]**

Read the following FORMAL LETTER OF APPLICATION and for each of the blank spaces (1 – 6) choose the best answer (a, b, c or d). There is ONLY ONE correct answer for each. **CIRCLE** your answer (a, b, c or d).

(1) \_\_\_\_\_

(2) \_\_\_\_\_ a Master's degree in Early Childhood Development at the University of Dallas. I have reviewed many graduate programs in the field of education and believe the one offered at your university would be the best fit for me. I selected the program based on the outstanding academic reviews earned by the School of Education at the university and candid discussions with professionals in the field of teaching.

I am currently enrolled at the University of Texas, in Austin, and (3) \_\_\_\_\_. My educational studies include coursework in childhood psychology, theories for teaching special needs students, school and family crisis intervention, and teacher leadership and effective classroom management. My goal is to increase my knowledge and skills with an intense focus on childhood development in the classroom setting while gaining hands-on teaching experience as outlined in your curriculum.

(4) \_\_\_\_\_ During my sophomore year, I worked as a teacher's aide at an elementary school located in Austin. For the last two years, I served as a teaching assistant in elementary programs aimed at helping children identified as special needs or at-risk. I am very dedicated to the profession of teaching and will graduate with highest honors. I am motivated to help children develop a love of learning at the early stages of their educational careers.

(5) \_\_\_\_\_ I will be happy to send any other documentation needed or to answer any questions you may have. I am planning a tour of your campus in May (6) \_\_\_\_\_ I may be reached by phone at 234-908-5464 or by email at [email]

I look forward to hearing from you soon.

Sincerely,

XXXX

- (1)
  - a) Dear Mr. or Mrs.,
  - b) To who it does concerned,
  - c) Dear Sir or Madam,
  - d) Dear Director of Early Childhood Development,
- (2)
  - a) I am writting to apply for
  - b) I am very interested in pursuing
  - c) I am really excited about seeking
  - d) I would like to submit my application to study
- (3)
  - a) hope to gain the Education/Elementary Teacher Education Bachelor Degree in the spring.
  - b) will finish my study Education/Elementary Teacher Education with a Bachelor Degree in the spring.
  - c) expect that I will graduate this spring with a Bachelor Degree, Education/Elementary Teacher Education.
  - d) plan to graduate this spring with a Bachelor of Science Degree in Education/Elementary Teacher Education.
- (4)
  - a) I have acquired valuable knowledge in the field by way of internships.
  - b) I have gained a lot of worthy knowledge in the field through interning.
  - c) Internships have allowed comprehensive knowledge in the field.
  - d) As an intern I earned great knowledge in the field.
- (5)
  - a) Enclosed: my completed application packet; letters of recommendation, for considering.
  - b) In the enclosed is my application packet, which is complete, and also for you to consider, letters of recommendation.
  - c) I am enclosing my completed application packet along with letters of recommendation for your consideration.
  - d) In the attached, you will find my application packet, which is complete, as well as some letters of recommendation that I hope you will consider.
- (6)
  - a) and would greatly welcome the good fortune of meeting you face-to-face!
  - b) and would appreciate the opportunity to meet with you in person.
  - c) and would truly like the chance to meet with you - in person!
  - d) and would be thankful to you for meeting at your earliest convenience.

**Formal Letter Practice:****[Page 3]**

Read the following FORMAL LETTER OF COMPLAINT and for each of the blank spaces (1 – 7) choose the best answer (a, b, c or d). There is ONLY ONE correct answer for each. **CIRCLE** your answer (a, b, c or d).

(1) \_\_\_\_\_

(2) \_\_\_\_\_ I purchased from Design Electronics in Malton Street in London three months ago. I purchased the item as a present for a friend. (3) \_\_\_\_\_ It can only tune in to a few radio stations instead of the hundreds claimed on the packaging. I am unable to control the night light function, it switches on and off throughout the night. Furthermore, the alarm does not work. (4) \_\_\_\_\_

(5) \_\_\_\_\_, the shop assistant was extremely rude and unhelpful. He refused to repair it or even give me a refund.

(6) \_\_\_\_\_ If this is not possible, I would appreciate a full refund so that I can purchase something else for my friend.

(7) \_\_\_\_\_

Yours faithfully,

Maria Hogan

- (1)     a) Dear Manager of Design Electronics,  
       b) Good day,  
       c) Dear Sir or Madam,  
       d) To the person whom it does concern,
- (2)     a) I am writting this letter to complain to you about a digital clock radio that  
       b) I am writing to complain about a digital clock radio that  
       c) I am writing a letter of complaint about a digital clock radio, that  
       d) I write to complain about the digital clock radio what
- (3)     a) It worked perfectly for a few days, but then some problems arose.  
       b) It was functioning okay for a few days, but then some I met some problems.  
       c) It acted normal for a few days, than some problems occurred.  
       d) It has been performing good for a few days, but then it has problems.
- (4)     a) Thank to this, my friend did not go to work on time.  
       b) Due to the fact of that, my friend arrived late in work more than once.  
       c) As a result, my friend was late for work several times.  
       d) Because of it, my friend came late at work sometimes.
- (5)     a) I tried returning the clock radio to the shop  
       b) After, I pursued a return of the clock radio to the shop  
       c) So then I decided I would like to take the clock radio to the shop  
       d) When I attempted to return the clock radio to the shop
- (6)     a) I would wish, that your company could repair the clock radio for me.  
       b) I would be grateful if your company could repair the clock radio for me.  
       c) I would be pleased when your company could repair the clock radio for me.  
       d) I would really appreciate that your company could repair the clock radio for me.
- (7)     a) I look forward to hearing from you shortly.  
       b) I am looking forward for your quick reply.  
       c) I look forward on a fast answer.  
       d) I am looking forward to early reaction.

**Strategy for describing a diagram**

It is always best to begin with the general outline.

First, pay attention to the title of the diagram – this will tell you what the diagram shows.

Next, examine the diagram. Pay close attention to:

- the main parts of the diagram
- the relationship between these parts
- any further explanations

Lastly, keep in mind that your text must contain at least 150 words (and NO MORE THAN 175 words).

**Remember:**

→ you have to describe the diagram itself, NOT WHY it is used.

→ you have to write about the diagram/process, NOT WHO uses it.

→ "we" ARE NOT in the diagram.

→ there is NO APPROPRIATE use for pronouns in your description. [EXCEPTION: "People" = 'they']

**Organize a structure for your description**

Create a plan for your description. The structure usually contains three parts: the introduction, the main body of text, and the summary.

Do not try to use too many technical words. There will be proper vocabulary in the picture – make sure to use your own words to describe the diagram (but do not change the names of things / processes given in the diagram just to try to sound clever).

**INTRODUCTION**

In the introduction of your Diagram Description write about the purpose of the diagram.

**THE MAIN BODY OF TEXT**

Use the main body of text to outline a step-by-step explanation of the diagram.

**SUMMARY\***

In the summary sum up the principal idea of the diagram. Usually, one short paragraph is enough.

\* If you have already used too many words – a summary is not really necessary → provided you have CLEARLY described the diagram / process.

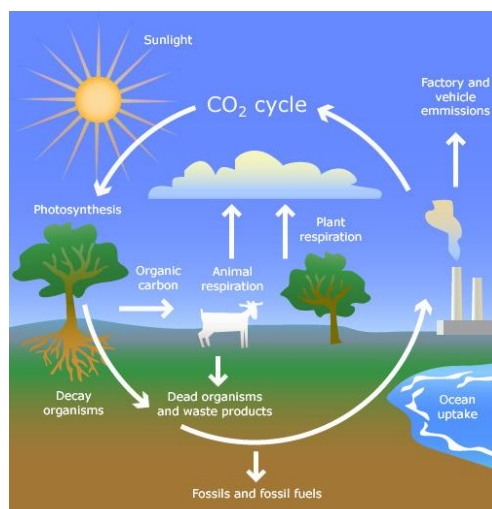
**NOTE:** Try to do a first draft (on the blank piece of paper provided to you in the exam) and make sure that the version you put on the actual exam is CLEAR and LEGIBLE.

The instructions for this part of the exam are clear.

**Your answer for Writing Part 3 must be written on this page.**

**It must be clearly readable and without excessive scratch marks (zaškrtat, přeškrtat, (vy)škrtnout).**

**I will NOT read anything that does not follow these instructions**



### STEP ONE:

Read the title and the image of the diagram, and write about it – this will be your introduction.

*This image clearly illustrates the carbon cycle.*

### STEP TWO:

Describe the diagram in detail – this will be your main body of text.

*Carbon-dioxide is released into the atmosphere by aquatic and terrestrial life respiration or the decomposition of plant and animal life.*

*This CO<sub>2</sub> is used in photosynthesis for the growth of plants and nourishment of animals.*

*These organisms die and decompose. This decomposition and waste are transformed into carbon.*

*Carbon-dioxide is diffused into the ocean through precipitation when gases in the atmosphere are transformed to water.*

*If the decomposition of carbon in the seabed and land is interrupted, it leads to the development of fossil fuels, such as oil, coal and gas.*

*These fossil fuels are extracted from the earth for human use.*

*During manufacturing processes, factories release fossil fuel emissions (including CO<sub>2</sub>) back into the atmosphere.*

### STEP THREE:

Add sequencing words to your text in order to connect your descriptive sentences and make it flow better.

**Firstly**, Carbon-dioxide is released into the atmosphere by aquatic and terrestrial life respiration or the decomposition of plant and animal life.

**Next**, this CO<sub>2</sub> is used in photosynthesis for the growth of plants and nourishment of animals.

**Once** these organisms die and decompose, this waste and decomposition is transformed into carbon.

**Additionally**, carbon-dioxide is diffused into the ocean through precipitation when gases in the atmosphere are transformed to water.

### STEP FOUR:

Make sure to include passive form in the description to define an action that is done.

*In the ocean, this CO<sub>2</sub> is converted into sedimentation in the seabed.*

### STEP FIVE:

Make sure you paraphrase your second and third lines to avoid redundancy

*Next, this CO<sub>2</sub> is used in photosynthesis for the growth of plants and nourishment of animals.*

*Once these organisms die, they are transformed into carbon.*

Paraphrasing: plants and animals = organisms.

### STEP SIX:

Include conditionals and adverb clauses to indicate possible outcomes when describing the diagram.

Real conditional

**If** the decomposition of carbon in the seabed and land is interrupted, it leads to the development of fossil fuels, such as oil, coal and gas.

Adverb Clause

**Once** these organisms die, they are transformed into carbon.

### STEP SEVEN:

Write a clear summary of the principle idea of the diagram in one short paragraph.

*This graph clearly indicates the cycle of carbon through the land and oceans.*

### STEP EIGHT:

Read through your written work to check for any errors.

### FINAL TEXT [151 WORDS]

*Firstly, carbon-dioxide is released into the atmosphere by aquatic and terrestrial life respiration or the decomposition of plant and animal life.*

*Next, this CO<sub>2</sub> is used in photosynthesis for the growth of plants and nourishment of animals.*

*Once these organisms die and decompose, this waste and decomposition is transformed into carbon.*

*Additionally, carbon-dioxide is diffused into the ocean through precipitation when gases in the atmosphere are transformed to water. In the ocean, this CO<sub>2</sub> is converted into sedimentation in the seabed through the decomposition of marine animals. If the decomposition of carbon in the seabed and land is interrupted, it leads to the development of fossil fuels, such as oil, coal and gas. These fossil fuels are extracted from the earth for human use. During manufacturing processes, factories release fossil fuel emissions (including CO<sub>2</sub>) back into the atmosphere.*

*This diagram clearly indicates the cycle of carbon through the land and oceans.*