

## UNIT 3- BUSINESS



### Reading I- What Makes a Family Business Successful?

#### PREVIEW THE READING

##### A. Quick Discussion

Discuss these questions with your classmates.

1. Do you know anyone who owns a family business? What kind of business is it? Do you think it is successful?
2. Look at the photo. Who are the people? What can make this type of business successful?

## B. Vocabulary

Here are some words from Reading 1. Read their definitions. Then complete each sentence.

**corporation** (*noun*) a big company

**courage** (*noun*) the ability to control your fear when you do something dangerous or difficult

**design** (*verb*) to plan and develop how something will look

**expand** (*verb*) to become bigger or make something become bigger

**expert** (*noun*) a person who knows a lot about something

**manage** (*verb*) to control someone or something

**strength** (*noun*) the quality or state of being strong

**unity** (*noun*) a situation in which people are working together or in agreement

1. Nawaf and Mohanad showed a lot of \_\_\_\_\_ when they left their country to open a business in France.
2. We hired an architect to help us \_\_\_\_\_ our new home.
3. Mr Gibbs is a(an) \_\_\_\_\_ in restaurant management. He has managed restaurants for twenty years and has written a book on the subject.
4. The Smiths have a strong sense of \_\_\_\_\_ in their family. They always take care of each other.
5. Our business only has six employees now, but we think it will \_\_\_\_\_ a lot over the next few years.
6. Trevor's greatest \_\_\_\_\_ is his ability to keep a positive attitude when times are difficult.
7. Ford, a car company, is an extremely large \_\_\_\_\_.
8. Mr. Al Jaser is a great teacher. I don't know how he can \_\_\_\_\_ all of those children.

## READING I

### Work With the Reading

A. Read the magazine article and gather information about what makes a family business successful.



1 It started with the **courage** of a young man, Abdullah Al Hamad Al Zamil. Born in the small farming town of Onaiza, Saudi Arabia, Al Zamil was determined <sup>1</sup> to start his own business. To do this, he moved from Saudi Arabia to Bahrain and began a trading business. It was 1926, and he was only 19 years old. At first, he traded mostly food items and textiles such as material for clothing and bedding. In the 1930s, he started his company. Soon, he decided to **expand** his business to include real estate: the buying and selling of land and buildings. He was a very successful businessperson, and his company grew quickly. Al Zamil expanded his business into other areas as well and built what was then one of the tallest buildings in Al Khobar, Saudi Arabia.

2 Al Zamil had a large family, and his 12 sons were always an important part of the family business. After his death in 1961, the sons continued to work together to keep the Zamil Group going. They wanted the business to continue to grow in the spirit of their hardworking father, so they expanded into new areas. First, they invested in making parts for machines, and later they added the manufacturing of steel and glass. They worked to **design** new products and became **experts** in new technology.

3 While running the company, Al Zamil's sons always remember what their parents taught them: to be modest<sup>2</sup>, honest, hardworking, and respectful of older generations<sup>3</sup>. The family makes decisions by consensus—that is, by making sure that everyone agrees before moving ahead. This practice helps keep a feeling of **unity**. Finally, demonstrating<sup>4</sup>

the sharp business sense<sup>5</sup> that they share with their father, Al Zamil's sons understand the value of taking risks from time to time. This, along with the **strength** in their close family relationship, has been a key to their success.

4 Today, what began as a small family business over 85 years ago is now a huge **corporation**. The Zamil Group has more than 12,000 workers in over 60 countries. It also owns many different companies. They **manage** construction, shipbuilding, plastic, chemical, and paint companies. They have bought some smaller companies and also work as a partner with other companies in India, Germany, and the United States. Their goal is to deliver high-quality products and services around the world.

5 It is difficult for a family business to remain strong over the years. The Zamils keep their company strong by separating<sup>6</sup> the owners from the managers and by being very professional. "It is necessary that the second and third generations prove their skills to do the job properly," says Khalid A. Al Zamil. The next generation shouldn't have high positions just because they are sons of the owners, he adds. Clearly, the success of the Zamil Group is thanks to the strong leadership of the family members, combined with strong family values.

**1 determined:** having a strong decision to something and not to change it.

**2 modest:** not talking much about good things you have done

**3 generation:** all the people in a family who were born around the same time

**4 demonstrate:** to show

**5 sharp business sense:** ability to do well in business

**6 separating:** dividing

**B. Circle the answer to each question.**

1. What is the main idea of paragraph 3?

- a. The sons expanded the business into new areas.
- b. There is strength in family unity.
- c. Only family businesses are successful.

2. What is the main idea of the entire article?

- a. Any family can become a big success.
- b. Family members have different strengths.
- c. A family that works together can be successful.

**C. Write the correct paragraph number next to each detail.**

- \_\_\_\_\_ a. Their father taught them to be hardworking.  
\_\_\_\_\_ b. The younger generation needs to prove their skills.  
\_\_\_\_\_ c. The Zamil Group has more than 12,000 employees.  
\_\_\_\_\_ d. Al Zamil built one of the tallest buildings in Saudi Arabia.  
\_\_\_\_\_ e. The brothers became experts in new technology.

**D. Answer these questions.**

1. How old was Abdullah Zamil when he moved to Bahrain?

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2. What contributed to the Zamil family's success?

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3. What ideas did Abdullah Al Zamil share with his children?

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4. Why do you think the Zamil Group decided to work together with companies in other countries?

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5. Are the family owners also the managers of the business? Why/Why not?

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## **WRITING I: SENTENCE PROBLEMS**

### **PARALLEL SENTENCE STRUCTURE**

In order to make your writing easier to read, you need to follow certain rules. One of these rules is called parallelism. Here are some examples:

- Not Parallel: Mary likes hiking, cooking, and to ride a bicycle.
- Parallel: Mary likes hiking, cooking, and riding a bicycle. (the items are all gerunds)

- Not Parallel: The teacher wanted to know which country we came from and our future goals.
- Parallel: The teacher wanted to know which country we were from and what our future goals were. (the items are both noun clauses)

**A. Edit these sentences to create a parallel structure.**

1. Mike likes to listen to rock music and reading mystery novels.

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2. While in France, my nephew spent his time studying French, working in a restaurant, and he jogged along the Seine River every morning.

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3. My home-office is filled with student reports, scrap paper and the garbage can is overflowing.

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4. Joan decided to paint her office, to add some new curtains, and that the rug needs dry cleaning.

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**RUN ON SENTENCES**

- Run-on sentences have two or more independent clauses (simple sentences) with no punctuation. Run-on sentences are difficult to read and understand.

My mother likes to cook and she cooks delicious cakes and cookies and I love the smell of the house whenever she is baking something because it makes my mouth water.

- Run-on sentences can be fixed in one of three ways:
  1. use a period to make separate independent clauses (a simple sentence)
  2. use a subordinating conjunction (WHILE, BECAUSE and ALTHOUGH, etc)
  3. add or move words.

My mother likes to cook. Her cakes and cookies are delicious. I love the smell of the house whenever she is baking something because it makes my mouth water.

**B. Rewrite these paragraphs by fixing the run-on sentences.**

1. The first dog I had after graduating from college was named Fred and he was a great dog and he loved to play ball and get a bath but he also used to chew my shoes and plants when he was a puppy that made me very angry.

.....  
.....  
.....

2. The other day John got a speeding ticket when he was driving through a school zone at forty five kilometers per hour and the speed limit was only fifteen kilometers per hour but he didn't realize it was the first day of school so he wasn't paying too much attention to the traffic sign in the middle of the road and he was very angry at the policeman because he was rude and would not give him a break.

.....  
.....  
.....  
.....  
.....

**READING STRATEGY EXERCISES**

**PRACTICE 1:**

**Part 1: Previewing and Skimming**

Preview and skim the text (do not read it carefully). Then choose the best answers to the questions.

**Internet Use and Electronic Communication**

The following policies have been established for the use of the Internet, company owned devices, such as smart phones, cell phones, and email in an appropriate, ethical and professional manner:

- The Internet and company owned devices (e.g., smart phones, tablets, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications or images that are of an offensive, threatening, or discriminatory nature.
- The following actions are prohibited: using abusive or offensive language; viewing or distributing materials that could negatively reflect upon the company; and engaging in any manner of illegal activity online
- Do not copy, download, edit or forward copyrighted materials, without written permission or as a single copy for reference only.
- Do not use the Internet or company owned devices in a way that prevents or hinders its use by others, for example, sending or receiving large document or media files. Employees are forbidden to send or receive any computer files that do not relate directly to work.

- Never open emails from unknown sources. Contact the IT Department at extension 22 with any questions or concerns in order to reduce the risk of computer viruses.
- Internal and external emails are considered business records and are subject to monitoring, or may be used as evidence in the event of a legal case. Be aware of this possibility when sending email within and outside the company.

#### Right to Monitor

All company-owned devices and work-related documents and records are the property of the company. The company has the right to monitor the use of company supplied technology and all types of electronic communication by and between employees. Illegal or inappropriate use of electronic communications may result in disciplinary action or termination of employment.

#### Social Media Use

The following are guidelines for use of social media:

- Do not post information of a personal, confidential, or sensitive nature about the company or its clients, employees or applicants.
- Do not post offensive language or personal attacks that could damage the public image of the company, clients, or employees.
- The company may monitor content on any social media site. Policy violations may result in disciplinary action or termination of employment.

**1. The text is from \_\_\_\_.**

- |                                  |                                  |
|----------------------------------|----------------------------------|
| a) a university student handbook | b) a computer instruction manual |
| c) a handbook for new employees  | d) a website's privacy policy    |

**2. The main purpose of the text is to \_\_\_\_.**

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| a) suggest ways to solve problems | b) provide a set of rules to follow |
| c) explain reasons for changes    | d) announce upcoming events         |

**3. Which statement best summarizes the main idea of the text?**

- |   |
|---|
| a) Employees should use electronic communication appropriately and responsibly.           |
| b) The use of the Internet and social media sites is strictly prohibited by the company   |
| c) Employees are responsible for reporting inappropriate use of electronic communication. |
| d) The company is not responsible for information posted on the Internet by employees.    |

**Part2: Read the scanning questions. Then scan the text for the answers.**

**1. Which types of electronic communication does the company have the right to monitor?**

- |                                 |
|---------------------------------|
| a) email messages               |
| b) social media accounts        |
| c) smart phone text messages    |
| d) all electronic communication |



**2. Which types of computer files can employees send and receive?**

- a) files that relate to work
- b) files that are very large
- c) files that do not have attachments
- d) files that contain personal information

**3. When is it OK for employees to download copyrighted materials?**

- a) when they have obtained permission
- b) when they are for personal use
- c) when they are owned by the company
- d) It is never allowed.

**4. According to the text, what may be used as evidence in a legal case?**

- a) employees' records
- b) text messages
- c) email messages
- d) voicemail messages

**PRACTICE 2:**

**Identifying Main Ideas and Details**

**Read the text. Then choose the best answers to the questions.**

If you like to escape with a good movie, you'll love our International Film Festival Tour Package. Visit some of the world's most thrilling destinations and make the rounds at the most popular and prestigious international film festivals. This extended eight-week tour is designed for those who love the art of great filmmaking and who want to explore our wonderful planet—perfect for retired couples and anyone who wants to take a break from the daily routine. This round-the-world package runs between mid-September and mid-November and includes air transportation, lodging, and film festival tickets.

**Tour Schedule:**

September 20: Tour begins at New York's Coney Island Film Festival. A relatively new festival, the Coney Island event started 13 years ago as a fundraiser for the non-profit arts organization Coney Island, USA. It features amateur independent films from all over the US and the world.

October 3: Fly to South Korea for the Busan International Film Festival. This event promotes first-time directors and never-before-seen movies and is held in the Busan Cinema Center, featuring a 4,000-seat outdoor theater and four indoor screens under an LED-covered roof.

October 15: London International Film Festival. One of Europe's largest public film events, this festival highlights about 300 films from 60 different countries.

October 30: Toronto International Film Festival: Over four decades, this festival has developed a reputation for being one of the top venues for international and foreign language film debuts in North America.

November 15: Return to New York

Total tour cost: \$5,575

**1. The passage is \_\_\_\_.**

- a) a film festival's schedule of events
- b) an advertisement for a travel agency
- c) a review of several film festivals
- d) an airline's list of travel destinations

**2. How long do travelers spend at each destination?**

- a) exactly seven days
- b) as long as they want
- c) roughly two weeks
- d) about a month

**3. Which of the following is NOT included in the tour's price?**

- a) hotel accommodations
- b) meals and snacks
- c) airplane tickets
- d) festival tickets

**4. How many continents does the tour include?**

- a) 1
- b) 3
- c) 5
- d) 6

**5. Which event raises money for a local organization?**

- a) Coney Island Film Festival
- b) Busan Film Festival
- c) London Film Festival
- d) Toronto Film Festival

### **PRACTICE 3: Making Inferences**

**Read the text. Then choose the best answers to the questions.**

On a rainy-grey Saturday, Henry Jacobs had fallen asleep on the sofa while watching the cable shopping channel. The telephone's high-pitched ring sent an electric current through him and he bolted upright, eyes ablaze. His heart still thumping in his chest, he groped clumsily for the cordless handset on the side table, knocking over the photo of his wife, Lydia. "Hello?" he said, his voice cracking.

"Hey, Dad, it's me... How are you?"

"Oh, hi, honey. I wasn't expecting...." As reality sank in, Henry picked up the photo frame, rubbed the dust off with his shirt, and set it upright on the table. "What is it? Everything OK?"

"Yeah, I'm fine. I just wanted to hear your voice. It's just... I know I've been awful about calling. I've been so busy, you know, with looking for a place to live and figuring out the new job."

"I know, honey. That's OK. I understand. It's not as though I've been calling you every day either. It's sure nice that you called now, though. It's been pretty quiet around here... I miss your surprise visits. Are you all settled in San Diego? How's the job?"

"I'm getting used to it, I guess. I miss being at school, though. Everything seemed a lot easier somehow—Work is a lot of pressure. I mean; I don't want to get fired."

"Ah, you're going to do great, Sarah. You're learning something new; you don't have to be perfect right away, you know."

"Thanks, Dad. I know—Mom always used to say I was too hard on myself." Henry sighed, glancing at Lydia's picture on the table. Sarah continued, "Anyway, I feel like being here is giving me a chance to do a lot of thinking. I've been having these dreams about Mom... almost every night. I haven't thought this much about her in years. You know, it's like..."

Images flooded Henry's mind as Sarah's voice fell away into the distance. Henry and Lydia riding together in their little powr blue Honda Civic—the California freeway stretched out in front of them—a large green sign in the distance: San Diego—17 miles. He realized this was exactly what he had been dreaming minutes ago when the phone rang with Sarah on the other end.

"What are you up to this weekend, honey?" Henry interrupted, "Should be great weather for a drive, and I'd love to see your new place. How'd you like a visitor?"

**1. From the text, we can infer that Henry's wife Lydia \_\_\_\_.**

- |                           |                           |
|---------------------------|---------------------------|
| a) is a photographer      | b) recently moved away    |
| c) died several years ago | d) is divorced from Henry |

**2. From the text, we can infer that Sarah \_\_\_\_.**

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| a) is a recent college graduate   | b) has started her own company    |
| c) feels angry towards her mother | d) still lives at home with Henry |

**3. From the text, we can infer that \_\_\_\_.**

- |                                   |   |
|-----------------------------------|---|
| a) Sarah will move back home soon | b) Henry and Sarah will see each other soon |
| c) Henry has lived in San Diego   | d) Henry and Sarah do not get along         |

## READING II

### The Challenge of Running a Family Business



#### PREVIEW THE READING

##### Vocabulary

Here are some words from Reading 2. Read the sentences. Circle the answer that best matches the meaning of each underlined word or phrase.

1. For many parents, communicating with their teenage children can be a big challenge.

At this age, children may not want to talk to their parents about their problems.

- a. an exciting event
- b. a difficult thing that makes you try hard

2. Thamer will be a great sports reporter because of his great enthusiasm for sports.

- a. difficulty with something
- b. strong feeling of liking something

3. My children depend on me to drive them to school.

- a. need someone to provide something
- b. help someone

4. Ali's store isn't making much money. He's worried that it's going to fail.

- a. be unsuccessful
- b. break the law

5. Ahmed's **goal** for the future is to join the family business
- a. thing that you want to do
  - b. subject that you study
6. Fatimah is spending more time with her friends and less time studying. Her father is worried about her change in **lifestyle**.
- a. the way that you dress
  - b. the way that you live
7. My grandmother will **pass down** her jewellery to my mother.
- a. give something to a younger person
  - b. create something
8. Jack still thinks he's going to become a basketball star. He needs to be more **realistic** about his career.
- a. interested and excited
  - b. understand what is possible
9. Carl's **responsibility** at home is taking out the garbage. His brother has to set the table for dinner.
- a. things that you must buy
  - b. jobs or duties that you must do
10. My cousin has a **talent** for writing. She writes wonderful stories.
- a. natural skill or ability
  - b. thing you want

## WORK WITH THE READING

**A. Read the article about the challenges of running a family business and gather information about what makes a family business successful.**

## The Challenge of Running a Family Business

1 In the United States, families own about 85 percent of all businesses. However, less than 30 percent of these companies last more than 20 years. The companies fail, and the owners can't pass down the family businesses to their sons and daughters. Why is it so difficult for family businesses to survive?

2 One reason may be changing times. Fifty years ago, many families owned local grocery stores. But today, small family-owned stores cannot compete with large supermarket chains. Today, most Mom and Pop stores<sup>1</sup> are a thing of the past. The way of life is another challenge in a family business. A successful company requires hard work and long hours. Younger generations may not want this lifestyle. They may want more freedom. In addition, sons and daughters may not have the same enthusiasm for the business as their parents.

3 A successful family business depends on the family's strengths and talents. However, families also bring their weaknesses and personal problems to the workplace. Many families do not communicate well, and they are not good at solving problems together. These challenges often cause businesses to fail. According to Professor Randel Carlock, these problems are common. He says, "Being part of a family is very difficult. Being part of a family business is even more difficult." Love is important in a family, but love is not enough to run a family business. The business must achieve financial success.

4 The Bancroft family is an interesting example. For 105 years, the Bancroft family owned The Wall Street Journal. It is one of the most famous newspapers in the United States. But there were many family problems. They did not communicate well, and they disagreed about many things. One person said that they couldn't even agree on where to go for lunch! The younger family members wanted the business to be more profitable. The older members thought the quality of the paper was more important than making money. In addition, the family let people outside of the family manage the newspaper. They did not take part in many important decisions. Finally, in 2007, all 33 of the Bancroft family owners agreed to sell the company. Although the business had lasted several generations, the Bancrofts eventually had to sell their company because they did not manage it well. In the end, many of their family relationships suffered.

5 Many families dream of passing down their businesses to the next generation, but this requires careful planning and preparation. Good management is a key to success. All employees, especially family members, need to have clear responsibilities. Family business owners need to think about how decisions are made. Also, they should be



realistic about the dreams and goals of the younger generation. Family businesses can be successful because of strong family ties<sup>3</sup>. But to succeed for more than one generation, families need to manage their businesses carefully.

**1 Mom and Pop stores:** stores owned by a family or individual, not a corporation

**2 thing of the past:** something that no longer exists

**3 ties:** something that connects you with other people

**B. Read the statements. Write T (true) or F (false). Then correct each false statement to make it true.**

- \_\_\_\_\_ 1. Fifty percent of family businesses are passed down to the next generation.
- \_\_\_\_\_ 2. Most family businesses cannot compete with big companies.
- \_\_\_\_\_ 3. A lot of family want to pass down their businesses to their sons and daughters.
- \_\_\_\_\_ 4. The Bancroft family managed their newspaper by themselves.



## WRITING II

**NOW, LET'S LEARN SOME SENTENCE ADVERBIALS BEFORE WE PROCEED:**

### \* REFORMULATING; CLARIFYING; RESTATING

Actually,	In fact,	That is,	Namely,
Indeed,	In other words,	That is to say,	

### \* CHRONOLOGY

At first,	In the end,	Lastly,	Next,
At last,	First,	Firstly, Secondly, Finally	

### \* CONCLUDING, SUMMARISING

In brief,	In short,	To sum up,	In summary,
In conclusion,	Mostly,	To finish with,	To summarize,

As far as ... is concerned,      As for...,      Regarding...,

Speaking of...,      With reference to...

**\* ADDITIONAL INFORMATION**

Additionally,	Besides,	Furthermore,	In addition,
Most importantly,	Moreover,	What is more,	
Also,	....as well	As well as that,	

**\* GIVING EXAMPLES; FOCUSING**

for example,	mainly,	principally,	primarily,
for instance,	particularly,	in particular,	specifically,

**Exercise 1:** By using cohesive devices properly, you can make your writing more interesting and easier to follow. Choose one word from each box and fill in the blanks.

<b>in addition,</b>	<b>for instance,</b>	<b>that's to say,</b>	<b>as for...</b>
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1. Women like spending more time at home. \_\_\_\_\_ men, they are more likely to go out with their friends.
2. The first advantage of having a car is that you don't have to hurry up all the time. \_\_\_\_\_, you can give a lift to your friends.
3. Private schools provide a lot of facilities. \_\_\_\_\_, you can use their libraries whenever you want.
4. Living alone does not mean you can do whatever you want. \_\_\_\_\_, you still have a lot of responsibilities even when you are alone.

<b>with reference to...</b>	<b>in other words,</b>	<b>also</b>	<b>firstly,</b>
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5. There are some steps to follow to own a place to live. \_\_\_\_\_, you have to decide where you want to live. \_\_\_\_\_, you should choose the neighborhood you would like to live in. \_\_\_\_\_ the type of your home, it could be a flat or you might prefer to live in a detached-house. You can \_\_\_\_\_ choose to live in a cottage if you want to stay away from city life.



**in brief,    furthermore,    first of all,    speaking of...**

6. My father has an interesting personality.\_\_\_\_, he can astonish you at any moment with his unexpected behavior. You can see him with a bunch of flowers in his hand even when there is no occasion.\_\_\_\_, he is always fun and ready to make you laugh all the time. \_\_\_\_ fun, he is right there with his teasing smile looking into your eyes. \_\_\_\_, he is such an entertaining person that you never want to miss any single minute with him.

### **SAMPLE STUDENT ESSAY**

After finishing high school, it is very hard for some students to decide where to live during their studies. Some students like to live in dormitory while others prefer to live at their home. In my opinion, students should live in the dormitory because in this way they will be able to find more time towards their studies and experience independent life.

First of all, students ~~which~~ who live in dormitory usually find more time ~~for~~ to study because they don't have to worry about the food, cleaning and laundry. University provides these services. , They can spend this time studying. When I used to live in dormitory, I was able to find more time and almost every day I used to go to library for study. On the other hand my friends who used to live in their house and commute to college, it was very hard for them to find the time to go to the library and focus ~~towards~~ on their study. If they want to stay late and then they ~~was~~ were not able to find a ride to reach to their home. Besides this they ~~have to~~ had to do their laundry, clean their rooms and help their families. Actually, at the end of school year my grades were better than their grades because I was able to study more. That's why I think living in the dormitory is better than living in the house.

Furthermore, you can experience independent life if you live in the dormitory. After finishing your college you have to face the reality of life everywhere. For instance, one of my friends who used to live with his family throughout his academic years. When it was time to move, it was very hard for him to face practical life. When he was living with his family his parents were paying all the bills and other ~~expanses~~ expenses. He always had support from his parents. After moving out, there was no support from his family and then it was very hard for him to face this situation. He started working but he didn't know how to manage everything. On the other hand I was able to support myself very easily after finishing my college because I had already had an experience of how to live independently and how to manage your expenses. ~~So~~ Therefore, I believe that living in the dormitory during your college years is better than living in the apartment.

In conclusion, most students like to live at home because they don't want to miss the comfort of their home, but I think living in the dormitory is better. I feel this way because in this way you will be able to spend more time studying, get good grades and experience the reality of life.

**WRITING TASK 3 :** Write a well-organized opinion essay about one of the topics below; provide examples and supporting evidence to back up your opinion on the topic.

1. Family is the most powerful influence on an individual's development. Do you agree with this opinion?
2. Most children copy what they see in the family. Do you agree or disagree?

**EDIT-** Complete the self-assessment checklist before you hand in your essay.

SELF-ASSESSMENT	YES	NO
Does the essay include an introductory paragraph, two / three body paragraphs, and a concluding paragraph?		
Does the essay start with an introductory paragraph with a hook and give important background information regarding the topic?		
Is there a clear thesis statement?		
Do the body paragraphs provide details and /or examples ?		
Does the concluding paragraph summarize the information you have put in the essay?		
Have you used the opinion phrases and modals suitably?		
Does the essay include vocabulary from the unit?		
Did you check your essay for punctuation, spelling, and grammar?		

