

UNIT 5-SOCIOLOGY

READING I- Small Talk: A Big Deal



PREVIEW THE READING

A. Quick Discussion



Discuss these questions with your classmates.

1. What qualities do you look for in a friend?
2. How do you feel when you meet someone new at school or at work? What do you say to make him or her feel more comfortable?
3. Look at the photo. Describe the people in the room. Where are they? What is the man standing up doing?

B. Preview Read the title and headings and look at the photographs. What do you think "small talk" means? Check (✓) your answer.

- ☐ talking about important events in your life
- ☐ talking about things like traffic or weather
- ☐ talking about your boss and co-workers

C. Vocabulary

Look at the sentences. Which of the vocabulary words in bold are nouns? Which are verbs?

Here are some words from Reading 1. Read the sentences. Then match each bold word with its definition below.

- ___ 1. I thought I saw a **stranger** standing in front of my apartment building, but then I realized it was my friend waiting for me.
- ___ 2. Smiling can **demonstrate** to other people that you are a friendly person. Shaking a person's hand is another way to show friendliness.
- ___ 3. People with **confidence** usually make better public speakers because they feel very comfortable standing in front of a lot of people.
- ___ 4. Many people believe Facebook is an **effective** way to keep in touch with family and friends who live far away.
- ___ 5. When you meet new people in school, it can sometimes **lead to** friendships that last a lifetime.
- ___ 6. You should **select** what you wear to a job interview carefully. What you wear to an interview is very important.
- ___ 7. I really **appreciate** my friends. They always give me good advice.
- ___ 8. Adel wanted to **impress** the interviewer, so he told him about the important project he worked on.
- ___ 9. One of the best ways to **maintain** a conversation is to keep asking questions; then it can easily continue.
- ___ 10. Jokes are a great way to "break the ice" when you meet new people, but you should never tell **offensive** jokes that could make them feel uncomfortable or angry.

- a. (v. *phr.*) to have something as a result
- b. (n.) the feeling that you are sure about your own beliefs or abilities
- c. (v.) to make someone admire and respect you
- d. (*adj.*) producing the result that is wanted or intended
- e. (v.) to choose someone or something from similar people or things
- f. (n.) a person you do not know
- g. (v.) to enjoy or to understand the value of someone or something
- h. (*adj.*) unpleasant or insulting
- i. (v.) to show clearly that something exists or is true
- j. (v.) to continue to have something; to keep something at the same level



SMALL TALK: A BIG DEAL

1 Put a group of **strangers** in a room together, and they'll probably start a conversation. "Hot today, isn't it?" one might say. "You said it," another replies. Soon enough, comments about today's weather will **lead to** other people's weather stories about getting stuck in the rain or trying to stay cool during last week's high of 100 degrees Fahrenheit (37.7 degrees Celsius).

2 Why do we talk so much about the weather, and why is it important? When we first meet people, we don't begin by telling them our life story. We start with *small talk*, a polite conversation about something much less important, like traffic or weather. Sometimes it goes nowhere. We may talk to people in the elevator, at the store, or on the bus, but the conversation quickly ends. Many other times, however, small talk can create something *much* bigger, including new friendships or even a better job. It just has to be done the right way.

New Friends and Jobs

3 Research suggests that small talk can build new friendships. When we begin conversations with new people, we want to feel comfortable, and so do they. We use small talk to find common interests. Weather may lead to more interesting topics like summer fashion or winter foods. Once we have a common interest, a friendship can begin. The more we *engage in*¹ small talk, the more friends we can make.

4 Small talk even helps people get hired and perform better at work. In order to **impress** at a job interview, you need to bond with the interviewer right away. **Effective** small talk can make that first impression get you the job. Small talk is equally important after you are hired. In fact, research **demonstrates** that just five minutes of small talk can lead to more successful business deals. Effective small talk at the office can also help people get *promoted*² more often.

As Easy as 1-2-3

5 So, how can you make small talk lead to a new friendship, job, or promotion? First off, find common ground. **Select** something around you that you share with the other person. At a job interview, look around the room for common interests. Perhaps the interviewer has a photo of his children on his desk. "Oh, you have kids, too?" you might ask.

6 Next, keep the conversation going. *Compliment*³ the other person to make him or her feel comfortable and ask questions to show interest: "Oh, you've been to Paris?" Don't do all the talking and avoid saying anything **offensive** that might make the other person feel awkward. It could create a negative impression and possibly end the conversation.

7 Third, **maintain** eye contact. When you look people in the eye, they feel you **appreciate** what they are saying. Maintaining eye contact is important. It makes you appear honest and builds trust. "Without trust, a relationship cannot *develop*⁴", say experts.

The Big Question: To Talk or Not to Talk?

8 Some people shy away from small talk. They might not have enough **confidence** to start up conversations with strangers. And let's face it—talking to someone you don't know is not the easiest thing to do! Still, experts say with practice, small talk *does* get easier, even for the shy ones. You just have to take that first step.

9 Other people avoid small talk because they dislike discussing things like traffic, weather, or sports scores. For them, these topics are just *too* small. However, when you think about it, small talk is anything but small. In fact, it is actually a *very* big deal!

1. **engage in**: to take part in something
2. **promote**: to move someone to a higher rank or more senior job
3. **compliment**: to praise or express admiration for someone
4. **develop**: to become better and stronger

WORK WITH THE READING

A. Restate Read the article and circle the main idea of the article.

- a. Strangers who find themselves together in the same place will probably talk to each other.
- b. Small talk is a polite conversation with strangers about topics like traffic, weather, or sports.
- c. According to experts, there are three important steps to follow when you engage in small talk.
- d. When small talk is done correctly, it can improve people's social and professional lives.

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

- ___ 1. People do not usually talk about their personal lives with strangers.
- ___ 2. Small talk can happen at the store or on the bus.
- ___ 3. Small talk helps people find shared interests.
- ___ 4. Small talk is only helpful before you get a job.
- ___ 5. Just five minutes of small talk helps employees get promoted.
- ___ 6. You should never ask new people details about their family.
- ___ 7. Some people feel uncomfortable using small talk.
- ___ 8. Effective small talk can leave a bad first impression on others.

C. Identify

TIP FOR SUCCESS

Use pronoun referents, such as *it* and *they*, to continue an idea in a following sentence.

Read these sentences from Reading 1. Then answer the questions. Find the sentences in the reading to help you.

- 1. (Paragraph 1) Put a group of strangers in a room together, and **they** will probably start a conversation.
Who does *they* refer to? _____
- 2. (Paragraph 2) **It** just has to be done the right way.
What does *it* refer to? _____
- 3. (Paragraph 3) When we begin conversations with new people, we want to feel comfortable, and so do **they**.
Who does *they* refer to? _____
- 4. (Paragraph 6) **It** could create a negative impression and possibly end the conversation.
What does *it* refer to? _____
- 5. (Paragraph 7) **It** makes you appear honest and builds trust.
What does *it* refer to? _____
- 6. (Paragraph 8) **They** might not have enough confidence to start up conversations with strangers.
Who does *they* refer to? _____

READING SKILL Identifying main ideas and supporting details

In unit 3, we learned paragraph is a group of sentences about the same topic. The main idea is usually given in the first sentence. This is called the *topic sentence*. Sometimes the topic sentence can also be the last sentence or in the middle of a paragraph. The other sentences are called *supporting sentences* and contain supporting details, such as examples, explanations, facts, definitions, and reasons. Identifying main ideas and supporting details is an important skill that will help you become a more effective reader. When you read, skim for main ideas and scan for details.

A. Categorize Read these sentences from Reading 1. Write *MI* for the main idea of the paragraph. Write *SD* for the supporting details.

Paragraph 3

- a. Weather may lead to a more interesting topic like summer fashion or winter foods. ____
- b. Research suggests that small talk can build new friendships. ____
- c. The more we engage in small talk, the more friends we can make. ____

Paragraph 4

- a. In order to impress at a job interview, you need to bond with the interviewer right away. ____
- b. In fact, research demonstrates that just five minutes of small talk can lead to more successful business deals. ____
- c. Small talk even helps people get hired and perform better at work. ____

Paragraph 5

- a. How can you make small talk lead to a new friendship, job, or promotion? ____
- b. First off, find common ground. ____
- c. At a job interview, look around the room for common interests. ____

B. Identify Look again at paragraphs 1, 6, 7, and 8 in Reading 1. Underline the topic sentence that states each paragraph's main idea. Then compare your answers with a partner.



WRITING I

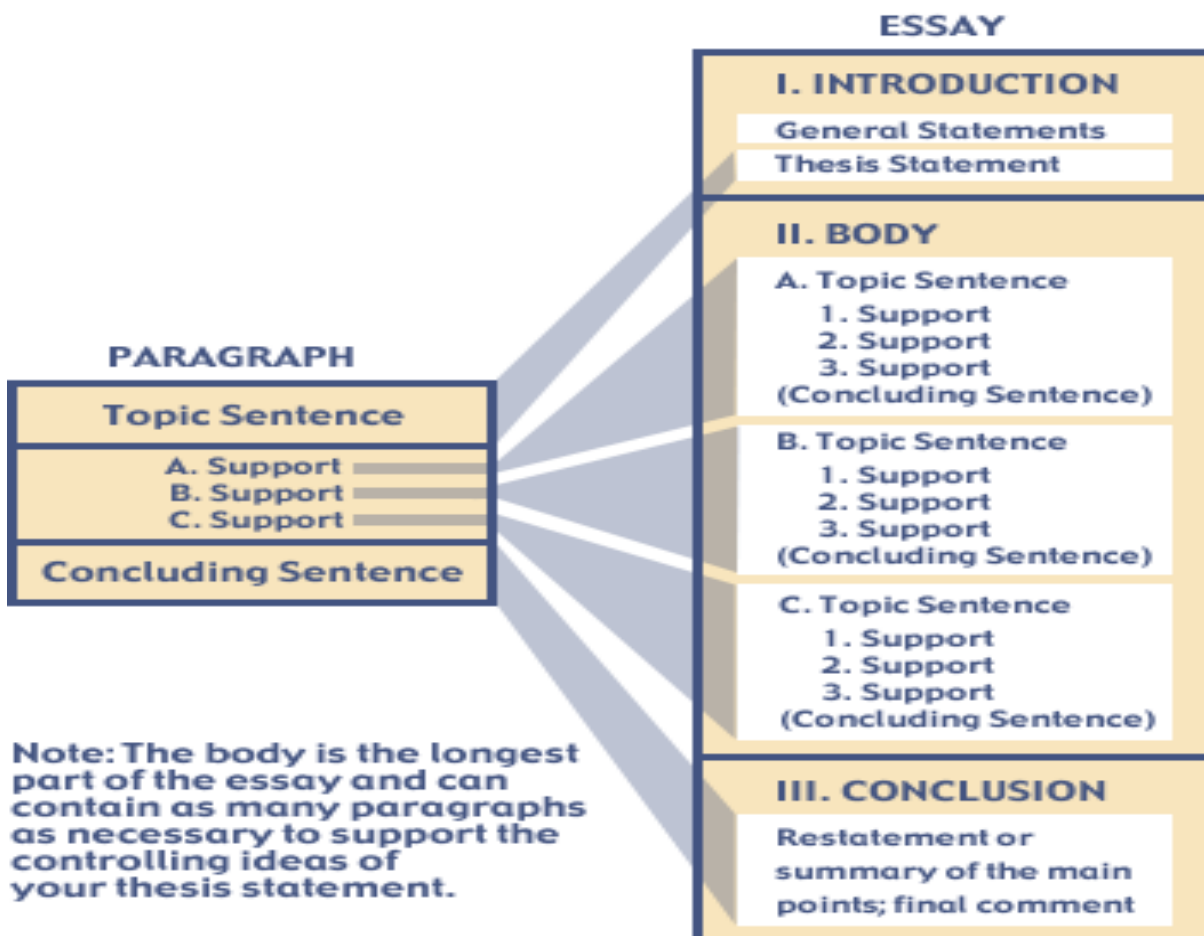
HOW TO ORGANISE YOUR ESSAY

What is an essay?

An essay is a short formal piece of writing dealing with a single subject. It must have at least three paragraphs, but a five-paragraph essay is a common assignment for academic writing. There are several different genres that influence its content and structure. In general, an essay has three parts:

1. An introductory paragraph
2. A body (at least one, but usually two or more paragraphs)
3. A concluding paragraph

The *introductory paragraph* gives the reader an idea of what they are about to find and learn. It consists of two parts: a few general statements about your subject to attract your reader's attention and a thesis statement to state the specific subdivisions of your topic and the plan of your paper. The *body* provides evidence used to prove and persuade the reader to accept the writer's particular point of view. Each paragraph develops a subdivision of your topic. The *conclusion* summarizes the content and the findings of the essay.



Recognizing the parts of an introduction

The introduction is the first paragraph of an essay and usually consists of a hook, a few connecting sentences and the thesis statement. The hook, or the first sentence, draws in the reader and makes him want to continue reading. It should make the reader want to read more of the essay. The hook is then followed by a few sentences of content, which will serve to connect the hook to the thesis statement. The thesis statement is basically the topic sentence for the entire essay and gives the reader a clear idea of what will be discussed in the body.

There are no specific rules for writing an introduction, but there are several techniques, you can also name them as “grabbers” :

- Move from general to specific

This type of introduction opens with a general statement on the subject that establishes its importance and then leads the reader to the more specific thesis statement. Each sentence should become gradually more specific, until you reach your thesis.

- Use an anecdote

Relating an interesting story will interest the reader in the subject. Newspaper and magazine writers frequently use this technique to begin their articles. You should be sure that your anecdote is short, to the point, and relevant to your topic. This can be very effective opener for your essay, but use it carefully.

- Use a quotation

You can quote an authority on your subject or use an interesting quotation from an article. You can also be more informal and use a proverb or a favourite saying of a friend or relative.

- Ask a question

Asking one or more questions at the beginning of an essay is a good way to engage readers in the topic right away. They will want to read on in order to find the answers to the questions.

- Present a surprising fact

Presenting some interesting facts or statistics establishes credibility. This information must be true and verifiable, but it doesn't need to be totally new to your readers.

Exercise 1: Analyzing introductions

Read the following sample introductions. Then, in small groups, identify the technique or techniques used in each one. Remember that authors often use a combination of techniques to write an introduction.

1. “An apple a day keeps the doctor away.” Many of you may have heard this before, but do you know you should actually eat five portions of fruit and vegetables a day? Even though you feel young now, starting to eat fruit and vegetables today can help prevent diseases as you age. Everyone should eat an apple a day because apples have great health and nutritional benefits.

Technique(s) _____

2. The author Aldoux Huxley once said, “To his dog, every man is Napoleon; hence, the constant popularity of dogs”. As I consider the pet I would like to share my life with, it’s Huxley’s quote that sums up why a dog would be the best choice. Because of its sense of loyalty, its ability to be trained, and its great companionship, a dog is the perfect pet for me.

Technique(s) _____

3. Many students find essay writing difficult and frustrating. They know what they want to say, but when it comes to expressing themselves through the essay, they encounter problems. Not only do they have to address the complexities of their topic, but they also have to follow the conventions of the formal academic essay. The task seems daunting. Broken down into its basic components, however, essay writing is not so difficult. In fact, by addressing three key elements, every student can write an effective essay. These three key elements are focus, organisation, and clarity.

Technique(s) _____

4. One student looks at his neighbor’s exam paper and quickly copies the answers. Another student finds out the questions on a test before her class takes it and tells her friends. Still another student sneaks a sheet of paper with formulas written on it into the test room. What about you? Would you be tempted to cheat on an exam if you knew you wouldn’t get caught? According to a recent national survey, 40 percent of American teenagers would cheat under that condition. What is causing the epidemic of cheating in our schools? Most students cheat on tests because they feel pressure to get into college, because they want to avoid the hours of studying they need in order to get high grades, or simply because they are not concerned with honesty.

Technique(s) _____

Thesis statement

A thesis statement refers to the main argument in your essay. The thesis statement tells the reader what the essay will be about and what points you will be making in your essay. An effective thesis contains: the topic, your opinion on the topic, and the major points. The thesis statement tells your reader where you are going in your essay and how you plan on getting there so:

1. Narrow your topic
2. Tell the reader what your opinion on that topic is (if you don't know, you should search a bit to help you form an opinion)
3. Once you have formed your opinion about your topic, list two or three reasons, evidence to support your opinion.

Don't forget to ...

1. write your thesis statement in a complete sentence rather than a phrase.

-*My love of classical music. (not a thesis statement)*

-*Classical music sharpens critical thinking and deepens relaxation. (thesis statement)*

2. express the main point of your argument or your point of view rather than just introducing the topic of your paper.

-*I am going to discuss the effects of yoga on the human body. (a weak thesis statement)*

-*Doing yoga leads to a healthy life because it reduces stress, improves flexibility and posture, and develops strength and endurance. (a strong thesis statement)*

3. express a clear point of view rather than stating just a fact that everybody already knows.

-*Eating fresh vegetables is good for our health. (a weak thesis statement)*

-*Although eating vegetables is good for our health, recent studies show that overeating vegetables can also cause serious health problems. (a strong thesis statement)*

4. express only one idea about one topic in your thesis statement.

-*Talking to your friends during study is important, and I have found that studying in a coffee shop rather than a library is a better option. (a weak thesis statement)*

-*Studying in a coffee shop can be more effective than studying in a library because it can foster a lively conversation about course assignments with other people. (a strong thesis statement)*

Exercise 2: Analyzing thesis statement



Read these statements below. Write S (strong thesis statement), W(weak thesis statement) and discuss why with your classmates.







- a) ___ India became an independent country in 1947.
- b) ___ Participating in volunteer work is essential to the development of strong character.
- c) ___ Technology has changed our lives.

- d) ____ While traveling, staying in a hotel offers more comfort, but sleeping in a tent is less expensive.
- e) ____ School uniforms provide some benefits to students, parents and educators.
- f) ____ In the Northern Hemisphere, the summer months are warmer than the winter months.
- g) ____ In order to create a successful advertisement, it is necessary to consider three issues: who should be targeted, where the ad should be placed, and what type of ad should be made.
- h) ____ The importance of tourism

The Body Paragraphs

The body of an essay usually contains two or three paragraphs. Each paragraph deals with one of the reasons/proofs from your introductory paragraph. You should always keep your reasons/proofs in the same order. Therefore, you should write about them in the same order as you did in the introductory paragraph.

The following are important aspects of all body paragraphs:

-  A clear topic sentence
-  Specific evidence or supporting detail
-  Examples
-  Unity and cohesion
-  Transitions between sentences and paragraphs
-  A concluding sentence that ties the evidence or details back to the main point and brings the paragraph to a close

The topic sentence clearly states the content of each paragraph. It supports and expands on an aspect of the topic and controlling idea of the thesis statement. The topic sentence is often the first sentence of a body paragraph. Each body paragraph must develop a point presented in the topic statement. All the supporting details in a body paragraph must clearly relate to each other. They can be descriptions, definitions, examples, anecdotes, statistics, or quotations.

Exercise 3: *For each thesis statement, write topic sentences for three supporting body paragraphs.*

1. There are three types of movies that I especially enjoy watching.

- A. I love watching fast-paced action movies.
- B. I am also a big fan of animated films, in particular 3-D animation.
- C. My absolute favourite movie genre is comedy.

2. People may face some challenges when they live away from their home countries.

- A. _____.
- B. _____.
- C. _____.

3. There are three reasons why we should add exercise to our daily routine.

- A. _____.
- B. _____.
- C. _____.

The conclusion

The conclusion is the final paragraph of the essay. A good concluding paragraph

- summarizes the main points of the essay.
- restates the thesis (using different words).
- makes a final comment about the essay's main idea.
- may emphasize an action that you would like the reader to take.

The concluding paragraph should be introduced with a conclusion transition signal such as "in conclusion, in summary, in brief, to conclude, to summarize, to sum up".

Be careful! Don't introduce new ideas in a conclusion. A conclusion only restates or gives further commentary on ideas discussed in the essay.

Exercise 4: Identifying concluding sentences

Read the following thesis statements. Circle the letter of the most appropriate concluding sentence. Notice that each concluding sentence begins with a transition signal.

1. Smoking is unhealthy because it can cause heart and lung disease; moreover, it is expensive.
 - a. In brief, buying cigarettes is a bad idea.
 - b. In conclusion, smoking affects your health, and it is also a waste of money.
 - c. Therefore, smoking is a bad habit.
2. My major goals are getting a part-time job and mastering the use of the English language.
 - a. In conclusion, if I do not reach my goals, I will be unhappy.
 - b. In brief, finding a job and using English well are important to me.
 - c. In summary, my major goals are getting a part-time job and mastering the use of the English language.
3. London has excellent bus and subway systems.
 - a. In conclusion, the public transportation system in London provides reliable service at all times.
 - b. In conclusion, taking a bus in London is convenient.
 - c. In conclusion, taking public transportation is a good way to get around in London.

Exercise 5: Writing concluding sentences

Read the following thesis statements. Write a concluding sentence based on the information in each thesis statement.

1. Smoking in restaurants should be banned because it clouds the air, it smells bad, and it can ruin customers' appetites.

In conclusion, _____

2. Drunk drivers are the greatest danger on our country's roads.

In conclusion, _____

3. Owning a car is a necessity for several reasons.

In summary, _____

Final thoughts

In the second part of the concluding paragraph, after the concluding sentence, the writer gives his or her final thoughts on the subject of the essay. All the ideas in the body of the essay lead to the writer's final thoughts in the conclusion. However, the writer should not add any new ideas in the conclusion because it is the end of your essay.

Look at the example concluding paragraph of an essay. Here, the writer makes two suggestions to parents as a final comment.

In conclusion, if children watch too much television or watch the wrong programs, their personalities can be harmed and their progress in school can be affected. Therefore, parents should know what programs their children are watching. They should also turn off the television so that their children will study.

READING II- 21st Century Job Interviews



PREVIEW THE READING

A. Quick Discussion

Discuss these questions with your classmates.

1. What are the best ways to make a good impression on others?
2. Can you make a good first impression the same way in every situation (at a job interview, talking to a customer, meeting a new classmate, etc.)? Why or why not?
3. What advice would you give to someone on a job interview? What should he or she do and not do?

B. Preview Read the title and the questions the interviewer asks. Check (✓) all the topics you expect the interview to cover.

- ☐ how the Internet has affected job interviewing
- ☐ why employers use social media
- ☐ how to find jobs through other people
- ☐ how to make a video interview
- ☐ what the perfect resume looks like

C. Vocabulary Complete each sentence with the vocabulary from Reading 2.

accomplishment (n.) professional (adj.) responsible (adj.) slang (n.) weakness (n.)
punctual (adj.) research (n.) authentic(adj.) consider (v.) expect (v.)

1. The job interviewer didn't think that Scott was very _____. He didn't keep eye contact, and his answers didn't seem natural or honest.
2. My boss is a great person, but he has one _____. He almost never smiles, even when things are going well!
3. You are not allowed to use your cell phone in some restaurants because many people _____ it rude.
4. Alain is always _____. He's never late for anything.
5. Many teenagers use so much _____ when they talk to each other that their own parents can't understand them.
6. Takeshi is very _____. He always pays his bills on time.
7. You were late for work again today. I _____ you to arrive on time tomorrow.
8. A friend told me about a good company, so I did some _____ online. I learned that it was one of the top companies to work for here.
9. When you speak to customers, you should always be _____. You should be polite and try to help them as quickly as you can.
10. Getting a job as an accountant has been my greatest professional _____. It's something I have dreamed about for years.

21st CENTURY JOB INTERVIEWS

Rose Dubois is a career counsellor in Paris, France. She has spent the last 20 years helping people prepare for the job of their dreams. Dubois notes that job interviewing in the 21st century is a very different game than it was before. It's not about the perfect résumé anymore. With so much information on the Internet, people have to be even more prepared and more careful if they expect to get the perfect job. CareersToday.com sat down with Dubois in a little cafe in the south of Paris, and here's what she had to say.

CareersToday: So, why is job interviewing so different in the 21st century?

Dubois: Well, a lot of it has to do with social media. Over 90 percent of interviewers look at people's social media pages. And they don't just look at **professional** sites like LinkedIn. They also go to their personal pages on Facebook and read their tweets on Twitter.

CareersToday: And do you **consider** social media a bad thing?

Dubois: Well, it just means that you have to be careful about what you put on there. For one, use your real name. Don't use a nickname or another funny name that your friends have given you. Employers want to know it's you. Also, make sure you use the same profile picture everywhere. Employers need to know it's the same person.

CareersToday: Are there any other ways job interviews have changed because of the Internet?

Dubois: Oh, definitely. The most successful candidates do research online before the interview. They visit the company's website to find out more about the company. For example, what's the name of the president or CEO? What's the company's history? What are its goals for the future? If you know the answers to these questions, they'll know you're taking the position seriously, and you'll be more successful.

CareersToday: Those are all great points. However, isn't it also true that a lot of interviews aren't even in person anymore?

Dubois: Yes, absolutely. To save money, more and more employers are asking people for video interviews. So, they'll email you a list of questions, and then you have to record your answers on camera and send the video back to them. Unfortunately, not everyone is a YouTube star, so there are certain tips to keep in mind.

Careers Today: Great. What are those tips?

Dubois: Well, first off, dress professionally. Wearing business clothes, like a nice suit, is a great way to impress. Don't just wear a T-shirt and jeans! And two, watch how you talk. If you talk too fast, they won't understand you. If you're too slow, they'll get bored. You should also avoid using any **slang** or bad words. They won't impress anybody!

Careers Today: And how can people prepare to make the video?

Dubois: Practice, practice, practice. Practice your answers off camera lots of times before you put them on camera. You can write them down so you know what to say, but don't read them when you make the video. You want to look as natural as possible, and if you read them, it won't look **authentic**. And when you do record the video, make sure there's enough light. It makes a bad impression when the interviewer can't even see your face.

Careers Today: Well, a lot really has changed in the 21st century. Is there anything that hasn't changed? That's still the same?

Dubois: Oh, sure. During the interview, don't be afraid to sell yourself. Talk about your accomplishments. Employers still want people who are confident in their abilities. But also, be honest about your **weaknesses**. If you are doing a video recording, don't look down or look away a lot. You want to appear focused and present. And if the interview is in person, make sure to keep eye contact the whole time. Keeping eye contact always shows that you are both honest and confident.

Careers Today: Great. Any last advice?

Dubois: Yes, two things. First, be **punctual**. Don't miss the deadline for your video interview, and arrive late to in-person¹ interviews. No employer wants to hire someone who is not **responsible** enough to come to work on time. Get there 10-15 minutes early to help yourself relax.

Careers Today: And the second one?

Dubois: Don't forget to smile!

¹**In person:** with the personal presence or action of the person mentioned

WORK WITH THE READING

A. Identify Complete the T-chart with information from the article.

<i>Job interviewing dos</i>	<i>Job interviewing don'ts</i>

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

- ___ 1. Learn as much as you can about the company before the interview.
- ___ 2. Most companies expect you to wear casual clothes in a video interview.
- ___ 3. Arrive 30-40 minutes early so you can start the interview early.
- ___ 4. Keeping eye contact shows that you are confident.
- ___ 5. It's OK if your name on social media is different from your real name.
- ___ 6. Be honest when talking about your weaknesses.
- ___ 7. It's better to talk very slowly during a job interview.

C. Investigate Match these main ideas from the reading with the correct supporting details below. Then read the article again to check your answers.

- | | |
|-------------------------------------|---|
| ___ 1. <i>Be careful online.</i> | ___ 5. <i>Be prepared for a video-recorded interview.</i> |
| ___ 2. <i>Do research online.</i> | ___ 6. <i>Sell yourself.</i> |
| ___ 3. <i>Dress professionally.</i> | ___ 7. <i>Keep eye contact.</i> |
| ___ 4. <i>Watch how you talk.</i> | ___ 8. <i>Be punctual.</i> |

- a. Practice your answers off camera before you make the recording.
- b. Show the interviewer that you are honest and confident.
- c. Find out about the company's history, culture, and goals on its website.
- d. Use the same profile picture on Facebook, LinkedIn, and other social media websites.
- e. Wearing business clothes, like a nice suit, is a great way to impress.
- f. Remember not to use any slang or bad words.
- g. Don't be afraid to talk about your accomplishments.
- h. No employer wants to hire someone who is not responsible enough to come to work on time.

VOCABULARY SKILL Using the dictionary to identify word forms

Learning word forms increases your vocabulary. It will help make your reading, speaking, and writing more fluent.

VOCABULARY TIP

Many words have the same noun and verb form. For example, **tie** can be a noun or a verb.

A. IDENTIFY Complete the chart. An X indicates that a word form doesn't exist or you don't need to know it at this time. Use your dictionary to help you.

Noun	Verb	Adjective	Adverb
1. accomplishment	accomplish	accomplished	X
2. confidence	X		
3.		considerable	considerably
4.	demonstrate		X
5.	impress		
6.	offend		
7.	X	responsible	
8.	select		

B. APPLY Complete each sentence with a word from the chart in Activity A.

1. My biggest accomplishment in life so far has been my graduation from high school.
2. Appearance is an important _____ if you want to make a good impression. Think carefully about how you will look to others.
3. When you speak in public, you need to show _____. Even if you are nervous, you should look as if you are not.
4. Keeping eye contact will _____ to others that you are interested in what they are saying.
5. The person who applied for the job had a / an _____ work history. The manager was surprised at the high-level positions she had held.
6. Don't tell jokes when you meet people for the first time because you might _____ them and make them angry or upset.

C. COMPOSE Choose two sets of words from Activity A. Write one sentence for each form of the word. Then share your sentences with a partner.



OPINION ESSAY

An opinion essay tells what the writer thinks or feels about a topic. People have different opinions about things. In an opinion essay, you write your opinion about a topic. When you write an opinion essay, you choose a topic about which you have strong feelings. You support your opinion with reasons.

When you are writing an essay that asks you to discuss a topic or give your opinion on a question, it is important to organize your thoughts and present your arguments clearly and to work out the structure of your essay before you start to write.

1. Plan four or five paragraphs: - an introduction (saying why it is important, what the situation is...) - two or three paragraphs in support of the argument/ giving a contrasting or different view (with reasons) - a conclusion (a summary of your opinion or interpretation of the facts)
2. List your reasons “for” or “against” before you start writing
3. Back up your reasons with clear examples.
4. Use connectors to introduce different ideas and arguments in your essay.
5. Use a formal style: do not use contractions or very colloquial expressions.

An opinion essay exists to prove your main point – your **thesis**. This should be clearly stated in your **opening paragraph**. Don’t leave the reader to guess what your position is on the issue – make a clear stand!

Next, develop your argument in the body of your essay. Each paragraph should contain a single, clear idea that supports your point of view. You can use examples and illustration, cause-and-effect reasoning, comparison/contrast or other methods of development to support your argument.

Remember that a paragraph is three to five sentences that develop a single, clear idea. A good paragraph often begins with a **topic sentence** that sums up your main idea.

- **Paragraph One -- The introduction.** Here you state the main idea of your entire essay -- the point you are trying to make or prove. This paragraph should include your **thesis statement** plus **three reasons** why you believe this statement to be true.
- **Paragraphs Two, Three and Four.** These are the **body** of your essay. Remember back in Paragraph One, you gave three reasons for your opinion? Three reasons, three body paragraphs. Each of the body paragraphs should take **one** of your reasons and explain it in more detail, citing sources where necessary.
- **Paragraph Five -- The conclusion.** Sum up your argument by restating your thesis statement and reminding the reader what your three reasons were.

Organization

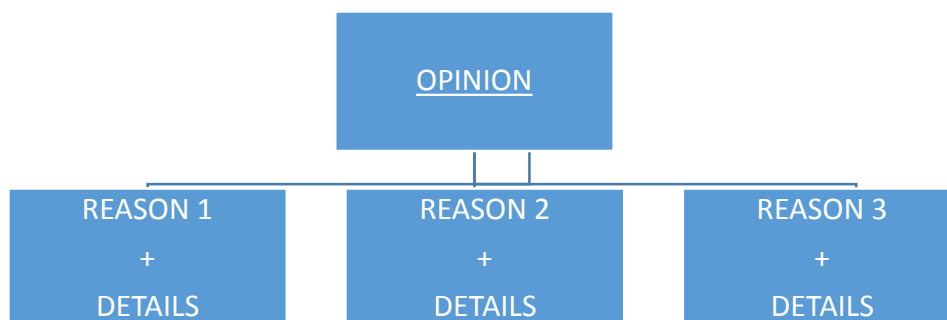
Use a chart like the one below to organize your opinion essay. Write your opinion in the top box. In the second row of boxes, write the reasons why you feel or think the way you do. Under the reasons write details, such as examples, that support your reasons.

Here are examples of an opinion, a reason, and details:

Opinion: *People should spend more time playing sports.*

Reason: *Playing sports is healthy.*

Details: *It helps you sleep better. It helps protect you against some illnesses.*



Expressing opinions

Your opinions	Other views
From my point of view, In my opinion, Personally, I believe/think..... My own feeling is To my way of thinking, I believe that... I feel very strongly that... I (completely) agree... It seems to me that...	Some/Many people say I know some people think.... I am not convinced that.... As for the argument that
Reason and Result	Concluding
This is because... As a result,.. Therefore,.. My main reason is... Another reason is... Thus,.. Consequently,... For this reason,...	To sum up,.. To conclude,.. In conclusion,... In brief,..

Expressing contrast	Giving examples
Nevertheless,.. However,.. Even though,.. In spite of... Despite... But... Although....	For example... For instance.. Like Such as

Giving facts	Addition
It is a fact that... It is widely known that... It is true that...	What's more,.. In addition,.. Furthermore,.. Moreover,... Also...

Points to consider

- Decide whether you agree or disagree with the subject of the topic, then make a list of your viewpoints and reasons.
- Write well-developed paragraphs, joining the sentences with appropriate linking words and phrases. Do not forget to start each paragraph with a topic sentence which summarizes what the paragraph is about.
- Linking words and phrases should also be used to join one paragraph with the other.

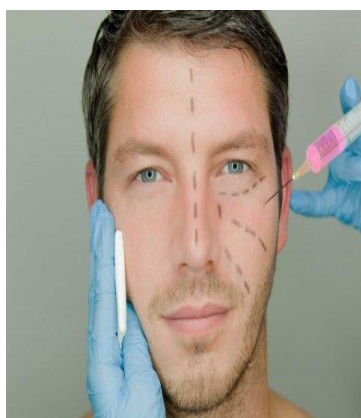
EXERCISE: Decide whether you are pro or con for each topic. Then write your opinion and find anecdotes or examples to support your opinions.

1. Electronic Devices

Pro or Con?

Opinion : I believe that smart phones and other devices give people more freedom. They are happier because they can do whatever they want wherever they are. (pro)

Detail: The other day I caught the sky train and everyone had an electronic device. No one looked bored. One guy was listening to music. Some friends were looking at photos. One woman seemed to be reading something. It was a very peaceful atmosphere.



2. Cosmetic Surgery

Pro or Con?

Opinion:.....

.....

Detail:

.....

.....

.....

3. Social Media

Pro or Con?

Opinion:

.....

.....

.....

Detail:

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.....

.....



OPINION ESSAY OUTLINE

Question: “.....” Do you agree or disagree? Why?

Introduction:

- ✓ Paraphrasing the question / general statements/ a hook / attention grabber..
- ✓ Thesis statement (agree/disagree?)

Body paragraphs:

1st : Reason 1, supporting ideas

2nd : Reason 2, supporting ideas

3rd : Reason 3, supporting ideas

Conclusion:

- ✓ *Restatement of your thesis statement*
- ✓ *Suggestions/predictions/final thoughts*

BRAINSTORMING

Brainstorming is a way of gathering ideas about a topic. When you brainstorm write down every idea that comes to you. Don't worry now about whether the ideas are good or silly, useful or not. You can decide that later. Right now you are gathering as many ideas as you can.

Listing

- Use a separate, whole sheet of paper
- Write your topic at the top.
- Write down as many ideas as you can about your topic.
- Write single words or short phrases, but don't write long sentences.
- Write down every idea that comes to you, and don't worry about whether the ideas are “good” or “bad”.

Editing your list

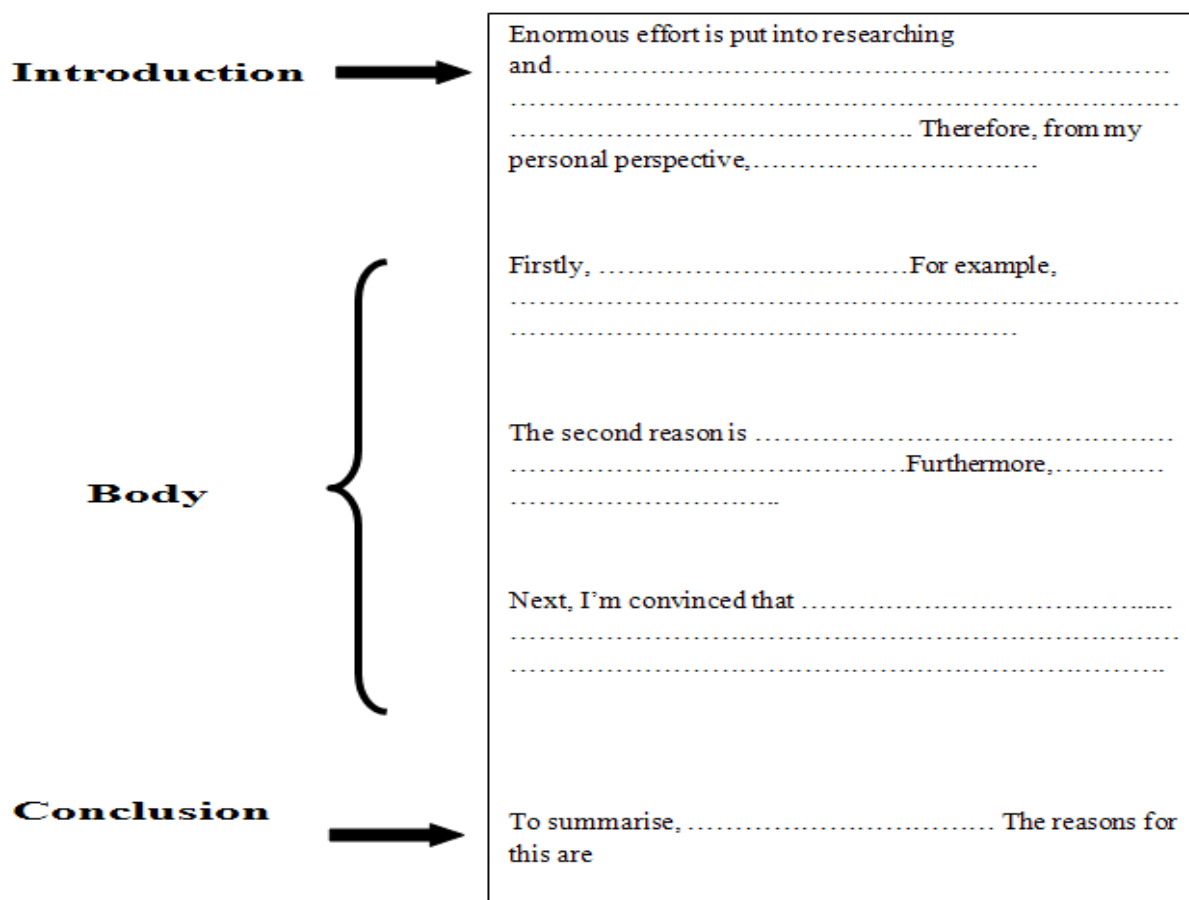
After you brainstorm, you need to go back and see which ideas you can use. This is called editing.

- Underline or highlight the good ideas
- Cross out ideas that are not related to your topic.

Example: What should I study at university?

- History- learning about the past
- Maths (too difficult, not interesting?)
- What job do I want later?
- English for work? Travel ?
- Writing?
- Science- biology, chemistry
- Journalism
- I like reading- literature?
- Art- drawing, painting, sculpture
- Photography
- Studying/ homework
- Friends / social life

THE STRUCTURE OF AN OPINION ESSAY



Why you should vaccinate your kids

Since Edward Jenner introduced the first successful smallpox vaccine by injecting an eight-year-old boy with cowpox pus in 1796, vaccines have been an important part of public health care around the world ("Edward Jenner"). Yet today, many parents choose not to vaccinate their children. Because vaccines are widely supported by research, have few side effects, and have proven successful in halting the spread of disease, I believe it is important that all parents continue to vaccinate their children.

Firstly, all major health organizations, including the Centres for Disease Control and the World Health Organization, recommend vaccination. The value of vaccination is supported by research from around the world, and researchers are constantly working to improve the safety and effectiveness of vaccines. Epidemiologists, the scientists whose job is to study the outbreak of disease, all recommend vaccination.

Additionally, parents do not worry about the safety of vaccines. While side effects do occur, they are usually minor, like redness or swelling around the site of an injection. In Canada, only about one in a million doses of vaccine leads to serious side effects (“Fact and Fiction”). The most famous study linking vaccines to autism, one which got many parents worried about vaccination, has been proven false and the doctor who conducted the study has had his medical license taken away (Triggle).

Finally, around the world, increased vaccination leads to better public health. Diseases like smallpox and polio which once killed and disabled millions of people are virtually unknown today thanks to immunization programs. Yet in countries like Afghanistan and Pakistan where the Taliban discourage immunization, rates of polio are on the rise again (Nordland).

In conclusion, if and when you have children, please get them vaccinated. The risks are minimal and you’ll not only be following the best advice of medical science and protecting your own child from disease; you’ll be helping in the fight to eradicate infectious diseases in your community.

Why you should vaccinate your kids

OUTLINE

- **Introduction:** Vaccines have few side effects, and have proven successful in halting the spread of disease.

Thesis Statement: I believe it is important that all parents continue to vaccinate their children.

- **1st Body**
- **Topic Sentence:** Firstly, all major health organizations, including the Centres for Disease Control and the World Health Organization, recommend vaccination.

Supporting Ideas

Vaccination is supported by research

Epidemiologists recommend vaccination

- **2nd Body**
- **Topic Sentence:** Additionally, parents don't worry about the safety of vaccines.
 - Supporting Ideas**
 - Side effects are minor
 - The study linking vaccines to autism has been proven false
- **3rd Body**
- **Topic Sentence:** Finally, around the world, increased vaccination leads to better public health.
 - Supporting Ideas**
 - Smallpox and polio are virtually unknown today
 - Immunization programs
- **Concluding Sentence:** In conclusion, if and when you have children, please get them vaccinated.

OPINION ESSAY GUIDED EXERCISES

PRACTICE 1: Read the essay given below and complete the outline.

In some countries, teenagers have jobs while they are still students. Do you think this is a good idea? Support your opinion by using specific reasons and details.

WORKING WHILE STUDYING

Do you need some extra money to go out with your friends on the weekends? In some countries, many teenagers earn extra cash by working part-time jobs while still in high school. Although some people oppose this practice, saying that teenagers should dedicate all of their attention to their studies, I believe that it is a good idea for teenagers to work while still in school.

To begin, teenagers need extra money to help pay for outings with their friends and to buy clothing and personal items. Most parents have a limited budget and cannot afford to give their children as much as they would like for entertainment and fashion.

Teens also learn time management skills by working. Once a teenager has a job at a local business, his or her time must be divided between study, play, and work. To do this, young adults must learn to budget their time accordingly, being sure not to spend too much time on any one activity while neglecting the others.

Finally, teenagers learn responsibility by working. Teens learn to work with others in a business environment- a very different setting from their accustomed academic setting. For example, teens must learn to work under a formal boss or manager, learn to help customers if they work in a retail environment, and learn that things like being on time for class, also pertain to being on time for work.

To summarize, teenagers certainly receive many benefits from working while still in school. While there may be some negative consequences from a teen's part time job, such as lower grades, I believe the benefits gained from working far outweigh the negatives and will help students adjust better to their adult lives.

OPINION ESSAY OUTLINE

Do you agree or disagree? Why?

Attention Getter:

Thesis:

Reason 1:

Reason 2:

Agree / disagree?
Circle one.

Supporting Idea

Reason 3:

Supporting Idea

Supporting Idea

Conclusion:

PRACTICE 2: Read the model opinion essay. Then answer the questions.

Most people love watching some kind of television, but hate the commercials that interrupt the TV programs. I guess you could say that I'm different from most people because I love commercials. In fact, I think the commercials are almost as good as the shows I'm watching. You won't find me leaving the room to get a snack or something to drink when a commercial comes on. I'm the one paying attention because I think television commercials are great.

First of all, I think most commercials are funny. Some advertisers like to make fun of mistakes that people make. For example, a car insurance company has an ad showing a man trimming a tree in his yard. The next thing you know, a huge tree limb falls on his neighbour's car. It's what they used to call slapstick humour, and I think it's very funny. In another example, some guys are moving into a new apartment and they are installing an air conditioner into a window, and it falls out and onto someone's car. I enjoy these kinds of commercials because they provide a glimpse of human behaviour that I find entertaining.

Additionally, I like to see commercials that my senses respond to, in particular my sense of taste. When I see a close-up of some mouth-watering food, I get so hungry that I have to eat it. I frequently call for takeout right then and there, or I run to the kitchen and try to create what I've just seen on the screen. When I see a new car ad where the car is driving through mountain roads, it makes me want to book a trip out west to enjoy the same scenery. And when I hear music I like as the background to one of my programs, I make sure to pay attention to the credits at the end to find out the name of the musician so I can listen to that person again.

Finally, TV advertising provides me with information about coming attractions: future TV programs, events, or movies. When I see a commercial for a movie that will soon be released, I can decide if it's something I want to see or not. If there's a TV program coming up, I can set my DVR for it well in advance.

To summarise, you could say I'm very unusual because I don't mind commercials while I'm watching my favourite TV programs. I don't find commercials to be interruptions. I love them because I think they're funny, entertaining, and informative. I think TV would be pretty dull without them.

1. What is the thesis statement?

2. What are the three reasons and examples that the writer uses to support his or her opinion?

Reason 1: *I think a lot of commercials are funny.*

Examples: A huge tree limb falls on a neighbour's car; an air conditioner falls out of a window and onto someone's car.

Reason 2: _____.

Examples: _____.

Reason 3: _____.

Examples: _____.

