**STRUCTURE OF WRITING TEST**

**REQUIREMENT:** *Write an essay of at least 250 words in 40 minutes*

A successful essay should consist of:

- an introduction paragraph in which you clearly state the topic to be discussed

- a main body, in which you clearly state in separate paragraphs and exemplify or justify

- a closing paragraph summarizing the main points of the essay, in which you restate your opinion, and/or give a balanced consideration of the topic.

*You should:*

- use formal, impersonal style

- use topic sentence to introduce the subject of each paragraph

- give reasons and examples following the topic sentences

- use linking words/ phrases

- make references to other sources

- answer the question, not the topic

*You should NOT:*

- use short form, informal language

- use very emotional language

**CRITERIA OF EVALUATION**

- Task fulfilment: requirements/ tone/ position

- Organization: coherence and cohesion/ paragraphing/ conclusion

- Vocabulary

- Grammar

**Types of essays**

|  |  |
| --- | --- |
| For and against/ Advantages – Disadvantages | Discuss both sides |
| Opinion (Agree or Disagree) | Discuss the side you agree with |
| Causes – solutions | Discuss causes and solution |

**FOR AND AGAINST ESSAY**

*Key questions words in a ‘for and against’ essay*

- Discuss the advantages and disadvantages

- Discuss the advantages and disadvantages and give your own opinion

- Discuss both views/ sides of the argument

- Discuss both views/ sides of the argument and then give your own opinion

- Do the advantages of shopping in this way outweigh the disadvantages?

Some people believe the aim of university education is to help graduates get better jobs. Other believe that there are much wider benefits of university education for both individuals and society.

Discuss both views and give your opinion.

***Process of doing a ‘for and against’ essay***

**Step 1:** *Analyze the question*

- Paraphrase the question

- Find 2-3 advantages (+examples or supporting information), 2-3 disadvantages (+examples or supporting information)

- Decide the structure of the essay

**Step 2:** *Write your essay*

|  |  |
| --- | --- |
| Introduction | 1. Rephrase the question (People have different views about …..)  2. Thesis statement  - This essay discusses this question from both points of view and then I will give my own perspective on the matter.  - This essay discussed [view A], and [view B], and then I will give my own opinion. |
| Body | Advantages:  - On one side of the argument, there are people who argue that ….  - In the first place, ……  - Let us start by considering ….  - Secondly/ Moreover/ Furthermore  - Another thing is ….  - Another point in favor of ….. is …..  - Supporting details (Take for example/ Take for instance/ One example is …/ This idea can be best illustrated by an example …) |
| Disadvantages:  - On the other hand, ….  - So far we have only talked about the advantages. What about the disadvantages?  - There are also a number of disadvantages that must not be overlooked.  - Firstly ….  - Secondly/ Moreover/ Furthermore  - Another thing is ….  - Supporting details (Take for example/ Take for instance/ One example is …/ This idea can be best illustrated by an example …) |
| Conclusion | Personally, …  From my point of view, …  In conclusion, I must say that …. |

**OPINION ESSAY**

*Key questions words in an opinion essay*

- What is your opinion about this?

- What do you believe?

- To what extend do you agree or disagree? (not only answer your side but also express how much you agree)

- Do you agree or disagree with the statement?

Some people think that companies should provide employees with exercise time during the day.

What is your opinion about this?

***Process of doing an opinion essay***

**Step 1:** *Analyze the question*

- Paraphrase the question

- List reasons for and against. Choose the side that you have more ideas

- Back up your reason with clear examples

- Decide the structure of the essay

**Step 2:** *Write your essay*

|  |  |
| --- | --- |
| Introduction | 1. Rephrase the question  2. Thesis statement: State your opinion  - I totally/ strongly/ somewhat + agree/ disagree for several reasons.  - Personally/ In my opinion, I opposed to this opinion for the following reasons. |
| Body | Reason 1 + examples  Reason 2 + examples |
| Useful expressions:  - The main reason why I believe …… is because …  - Another reason is …. |
| Conclusion | In conclusion, ….  In short, …  (Summarize the main point & restate your position) |

**PROBLEMS – SOLUTIONS – EFFECTS ESSAY**

*Key questions words in a ‘problems-solutions-effects’ essay*

- problems/ causes – solutions/ measures

- cause – effects/ impacts

The Internet has transformed the way information is shared and consumed, but it has also created problems that did not exist before.

What are the most serious problems associated with the Internet, and what solutions can you suggest?

***Process of doing an ‘problems-solutions’ essay***

**Step 1:** *Analyze the question*

- Paraphrase the question

- List a table of problems + examples and solutions/ effects

- Decide the structure of the essay

**Step 2:** *Write your essay*

|  |  |
| --- | --- |
| Introduction | 1. Rephrase the question  2. Thesis statement: State your opinion  - This essay discusses [problem and solution] |
| Body | Paragraph 1: Problems + examples  - Problem signal words: because/ since/ as, resulted from, …was the result of, as a result/ as a consequence, lead to … |
| Paragraph 2: Solutions/ Effects  - However, there are still solutions to these above problems.  - The possible effects of this problem include ….. |
| Conclusion | Summary of problem and solution  Give opinion |

**PRACTICE TESTS**

1. An increasing number of people are now using the Internet to meet new people and socialize. Some people think this has brought people closer together while others think people are becoming more isolated.

Discuss both views and give your opinion.

Give reasons for you answer and include any relevant examples from your own knowledge or experience. You should write at least 250 words.

2. The role of education is to prepare children for the modern world. Schools shout cut are and music out of the curriculum so that children can focus on useful subjects such as information technology.

To what extent do you agree?

Give reasons for you answer and include any relevant examples from your own knowledge or experience. You should write at least 250 words.

3. In some cities and towns all over the world, the high volume of traffic is a problem.

What are the causes of this and what actions can be taken to solve this problem?

Give reasons for you answer and include any relevant examples from your own knowledge or experience. You should write at least 250 words.