

# **ACADEMIC WRITING TESTS: UNDERGRADUATE LEVEL**



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**ТЕСТОВІ ЗАВДАННЯ З  
АКАДЕМІЧНОГО ПИСЬМА:  
ПЕРШИЙ (БАКАЛАВРСЬКИЙ) РІВЕНЬ**

*для студентів спеціальності  
035 Філологія (Мова і література (англійська). Переклад)*

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Навчально-методичні матеріали підготовлено з метою систематизації й удосконалення знань студентів-бакалаврів денного і заочного відділень закладів вищої освіти при вивченні теоретичного курсу з академічного письма. Видання складається з п'яти тематичних розділів, які охоплюють особливості академічного письма і сприяють розвитку використання певних мовних одиниць, моделей, структур в академічних текстах, формуванню навиків академічної грамотності та доброчесності у студентів.

Для студентів і викладачів фахових інститутів і факультетів за напрямками підготовки 035 Філологія (Мова та література (англійська)). Переклад, для аспірантів-філологів та всіх, хто цікавиться академічним письмом.

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# 1. DEFINING AND UNDERSTANDING ACADEMIC WRITING

## Academic vs Non-Academic

1. Put each sentence into its appropriate place depending on whether it is academic or not.

- It probably won't happen.
- Possible reasons include earthquakes and other natural events.
- Renwick (2018) states that climate change is impacting the environment in four main ways.
- The word should...
- This proves that...
- It is argued that...
- There are a couple of reasons for it.
- This essay will discuss...

Non-Academic	Academic
In this essay I will talk about...	
	The literature suggests a variety of explanations.
I think climate change is hurting the environment.	
	There is a strong argument for... However, there are also valid counterarguments...
I think...	
	It is unlikely to occur.
There are lots of reasons including earthquakes etc.	
	It is suggested that one solution may be to...

2. Underline the instances of a *cautious style of writing* that you will be able to find in the text below.

The America that greeted the first Europeans was far from an empty wilderness. It is now thought that as many people lived in the Western Hemisphere as in Western Europe at that time – about 40 million. Estimates of the number of Native Americans living in what is now the United States at the onset of European colonization range from 2 to 18 million, with most historians tending toward the lower figure. What is certain is the devastating effect that European disease had on the indigenous population practically from the time of

initial contact. Smallpox, in particular, is thought to have been a much more direct cause of the decline in Indian population in the 1600s than the numerous wars with European settlers.

Indian customs and culture at the time were extraordinarily diverse, as could be expected, given the expanse of the land and the many different environments to which they had adapted. Some generalizations, however, are possible.

Most tribes, particularly in the wooded eastern region and the Midwest, combined aspects of hunting, gathering and the cultivation of maize and other products for their food supplies. In many cases, the women were responsible for farming and the distribution of food, while the men hunted and participated in war.

By all accounts, Indian society in North America was closely tied to the land. Indian life was essentially clan-oriented and communal, with children allowed more freedom and tolerance than was the European custom of the day.

Although some North American tribes developed a type of hieroglyphics to preserve certain texts, Indian culture was primarily oral. Clearly, there was a good deal of trade among various groups and strong evidence exists that neighbouring tribes maintained extensive and formal relations – both friendly and hostile.

**3. Look at the writing below. Are there any aspects of it which are not ‘academic’? How could you improve any of the ‘non-academic’ elements? Identify examples of characteristics of academic writing (*the passive voice, formality, hedging language, etc.*).**

### **Reading for Writing vs Reading for Pleasure**

I couldn't figure out if this question would be allowed or not. I've seen so much advice for writers saying "read read read read and read some more!" And read outside your genre! I have learned so much doing this. However...

How do you turn it off? How do you turn off dissecting books and looking at stories in such a way that you can only see inciting incidents and second acts and plot maneuvers? How do you just stop being a writer for a couple hours and just... Read a story? Will books and I not be able to stay friends? Are we always gonna be awkward and hang out only because we have too many mutual friends but have this uncomfortable knowing between us?

Maybe I'm not reading good enough books, or maybe it's because I'm reading outside my typical favourite genre. But I feel like I've lost my ability to immerse myself in a story since I started writing. I haven't disappeared into something in over a year. Where is the magic of "one more chapter" then you

look up and it's 4 days later and you haven't showered or slept, and you think, "man, I should really maybe eat some food"?

Is this something you give up when you decide to write? Something you sacrifice?

## Formal vs Informal

**4. Find suitable synonyms to replace the underlined *multi-word verbs* below:**

1. There are many issues to think about. \_\_\_\_\_
2. They carried out an investigation. \_\_\_\_\_
3. The situation got worse. \_\_\_\_\_
4. The research tried to find out these causes. \_\_\_\_\_
5. Many areas were looked into. \_\_\_\_\_
6. Interest rates are going up. \_\_\_\_\_
7. This has been going on for a while. \_\_\_\_\_
8. The information is broken down into sections. \_\_\_\_\_
9. He managed to get by on very little food. \_\_\_\_\_
10. Five candidates showed up at the interview. \_\_\_\_\_

**5. Find examples of the following features in the table in excerpts 1, 2, 3 below and write them in the appropriate column. (Some squares will remain blank.)**

### Excerpt 1

A clear problem in academic writing is that of the assessor or 'assignment setter', as described by Ivanic and Simpson (1992:146). 'This person is posing a challenge and a threat to the student, and positioning him as a writer, and exercising control over him. However stimulating the assignment may be ... it is also face-threatening because it will be judged.' Students' knowledge that the work they have written will be assessed may oblige them to consider their writing from different perspectives, namely what they deem acceptable and what their tutors deem acceptable. This is often difficult for students to achieve.

### Excerpt 2

?4U. Who 8 my pizza? CYAL8R. <3  
(Retrieved 25 June 2008 from [http://www.webopedia.com/quick\\_ref/textmessageabbreviations.asp](http://www.webopedia.com/quick_ref/textmessageabbreviations.asp))

### Excerpt 3

I don't think there is a case for this argument at all. How could anyone imagine putting such a proposal forward when it's so clearly ludicrous? I believe that the more people are aware of this issue, the better off we would all be.

	<b>Excerpt 1 is a formal text</b>	<b>Excerpts 2 and 3 are informal texts</b>
Formal vocabulary		
Passive voice		
Cautious language		
Objective language		
Subjective language		
Emotive language		
Use of questions		
Contracted forms		
References		

### Academic Genres

**6. Match the type of writing (on the left) to its description (on the right). Then look again at the titles in part A and decide which title relates to each type of writing.**

- |                         |   |
|-------------------------|---|
| An argumentative essay  | ... is writing which you do yourself (not for assessment) to remember information and develop your own learning skills. |
| A critique ...          | ... is a piece of writing, often used in the sciences, which tests your knowledge about a particular concept.           |
| A descriptive essay ... | ... is a much longer piece of writing (usually >3,000 words) which tends to be used at Master's level.                  |
| A dissertation ...      | ... both summarizes and offers critical analysis of an academic article or book.  |
| An exam essay ...       | ... tends to be relatively short and very focused, testing your ability to recall key information.                      |



An evaluative essay	... is often set by teachers to test your understanding of a particular topic – e.g., a process, idea or theory.
Reflective writing ...	... tries to persuade the reader that a particular point of view (i. e., your opinion) is correct.
A short-answer question	... compares and contrasts the different sides of a topic. It may support one side or another, or else take a balanced overview.

## Organising Writing

**7. Look at the text extracts (see Appendices) and identify which of these elements are included.**

Abstract	
Acknowledgments	
Appendix	
Author	
Blurb	
Date of publication	
Details about author	
Edition	
Foreword	
Glossary	
Index	
ISBN	
List of contents	
List of references	
Place of publication	
Preface	
Publisher	
Reviewers' comments	
Sub-title	
Title	

**8. Why are all texts divided into paragraphs? How long are paragraphs? Read the following text, from the introduction to an essay, and divide it into a suitable number of paragraphs.**

**INVESTMENT**

Most people want to invest for the future, to cover unexpected financial difficulties and provide them with security. Different people, however, tend to have different requirements, so that a 25-year-old just leaving university would be investing for the long-term, whereas a 60-year-old who had just retired would probably invest for income. Despite these differences, certain principles apply in most cases. The first issue to consider is risk. In general, the greater the degree of risk in investment, the higher the return. Shares, for example, which can quickly rise or fall in value, typically have a higher yield than bonds, which offer good security but pay only about 5%. Therefore all investors must decide how much risk is appropriate in their particular situation. Diversification must also be considered in an investment strategy. Wise investors usually seek to spread their investments across a variety of geographical and business sectors. As accurate predictions of the future are almost impossible, it is best to have as many options as possible. A further consideration is investor involvement. Some investors opt for a high degree of involvement and want to buy and sell regularly, constantly watching the markets. Others want to invest and then forget about it. Personal involvement can be time-consuming and worrying, and many prefer to leave the management of their portfolios to professional fund managers.

**9. Study the pattern of organisation and answer the following questions.**

- a) How are the entries ordered?
- b) What is the difference between the information provided for
  - a book by one author
  - a chapter in an edited book
  - a source on the internet
  - an article in a journal
- c) When are italics used?
- d) How are capital letters used in titles?
- e) How is a source with no given author listed?

**REFERENCES**

Brzeski, W. (1999) *The Polish Housing Market*. [www.onet.pl](http://www.onet.pl) (Access date 15 Feb. 2000).

Hill, S. (1989) *Managerial Economics, The Analysis of Business Decisions*. London: Macmillan Education Ltd. pp. 100–35.

Koutsoyiannis, A.P. (1963) 'Demand function for tobacco' in Wagner, L. (ed) *Readings in Applied Microeconomics*. Oxford: Oxford University Press.

Mintel Database (2000), *Retail Coffee Market in the UK* (31 Jan. 2000) Available via Warwick University Library (Access date 20 Feb. 2000).

Pass, C. and Lowes, B. (1997) *Business and Microeconomics*. London: Routledge pp. 16–40.

Peck, S. (2000) *Managerial Economics Course Notes*. Warwick Business School.

Russell, T. (1995) 'A future for coffee?' *Journal of Applied Marketing* 6. pp. 14–17.

**10. Look at the following essay extract and the accompanying references. Identify the six mistakes.**

- According to (Gibaldi and the Modern Language Association of America 2003), good referencing is important because it enables you to become part of the academic community. This view is supported by Tara (2010), who argues that the success or failure of a PhD can rest on good references. Oshima and Hogue (1991), meanwhile, emphasize the importance of referencing in avoiding plagiarism when stating 'if you neglect to mention whose ideas you are using, you are guilty of ... plagiarism.'

**References**

Brabazon, T. (2010). How not to write a PhD thesis. *Times Higher Education Supplement*, 28 January.

[www.timeshighereducation.co.uk/story.asp?sectioncode=26&storycode=410208](http://www.timeshighereducation.co.uk/story.asp?sectioncode=26&storycode=410208)

Gibaldi, Joseph, and Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: Modern Language Association of America, 2003.

**Plagiarism**

**11. Which aspects of the original sources are plagiarized in the student's first draft?**

<b>Original sources</b>	<b>First draft of student writing</b>
<ul style="list-style-type: none"><li>• 'Students were less certain about the concept of using someone else's ideas (Qu.lb), with 40% of students not acknowledging that this was</li></ul>	40 % of students think that using someone else's ideas without reference is acceptable.

<p>plagiarism’ (Dawson and Overfield, 2006).</p> <ul style="list-style-type: none"> <li>• ‘A similar point could be made about Chinese academic norms, which are the result in part of a long tradition of reproducing Confucian teachings in civil service exams. The philosopher’s words were known by and belonged to everyone’ (Sowden, 2005: 227).</li> <li>• ‘We need to strike a balance between being sensitive to students’ feelings, understanding potential cultural differences, and being clear and helpful in the messages we give through our feedback’ (Hyland, 2000: 381).</li> </ul>	<p>Often, it is East Asian students who find this a particular problem, because in the Confucian system knowledge is seen as something which is shared by society (Sowden, 2005).</p> <p>It may also be a challenge for teachers when giving feedback, as they are often unaware of how to strike a balance between being sensitive to students’ feelings, understanding potential cultural differences, and being clear and helpful in the messages they give.</p>
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## 2. WRITING PROCESS

### Pre-Writing

**12. Read the following passage and highlight any assertion which you feel can be challenged using critical thinking strategies.**

Students from countries which can broadly be said to have a 'Confucian system' (particularly China, Japan and South Korea) have difficulty with critical thinking because of the academic cultures found in these countries. I have taught many people from this part of the world, and they always seem to have difficulties. Clearly, therefore, your mother tongue is also an important factor. In my opinion, French and German speakers also have significant problems in this respect. Recent research (e.g., Smith, 2001; Barton 2004 ) indicates that it is not only overseas students who have problems with critical thinking, but British students as well.

**13. Underline four key points in the following text.**

**The sixth wave?**

Lord May, the president of the Royal Society, has claimed that the world is facing a wave of extinctions similar to the five mass extinctions of past ages. He calculates that the current rate of extinction is between 100 and 1,000 times faster than the historical average. The cause of previous extinctions, such as the one which killed the dinosaurs, is uncertain, but was probably an external event such as collision with a comet.

However the present situation is caused by human consumption of plants, which has resulted in a steady increase in agriculture and a consequent reduction in habitat for animals. Although many people are still hungry, food production has increased by 100% since 1965.

Lord May also pointed out that it was very difficult to make accurate estimates as nobody knew how many species of animals lived on the planet. So far 1.5 million species had been named, but the true figure might be as high as 100 million. Our ignorance of this made it almost impossible to work out the actual rate of extinction. However, the use of intelligent guesses suggests that losses over the past century were comparable with the extinctions of earlier periods, evidence of which is found in the fossil record.

**14. You are preparing to write an essay on “*The impact of climate on history*”. Underline the relevant points and make notes.**

One of the greatest explosions in modern history occurred in 1815, when an Indonesian volcano called Mt. Tambora blew up. The eruption involved about 100 cubic kilometres of material being blown into the sky, with huge loss of life both on land and sea. Large quantities of volcanic dust were ejected into the atmosphere, and this dust gradually spread around the world, causing alarming events on the other side of the world.

In New England in north-eastern USA farmers were hit by bitterly cold weather in June and July 1816. Much of the harvest was lost due to repeated waves of frost and snow in the middle of summer. The same pattern was recorded in Europe, where agriculture was still suffering the effects of the Napoleonic Wars. In France wheat prices reached their highest point of the century in 1817.

As European demand for food rose, prices doubled in America. Although some profited from the shortages, others were driven to emigrate into the unexplored lands to the west. Numbers leaving Vermont, for example, increased by 100% between 1816 and 1817.

**15. Choose one of the titles below and note at least six ideas that might be used in the essay. Then select a suitable framework and write a plan.**

a) In twenty years' time most learning will be online. The internet will replace the classroom.

b) Describe the education system in your country and suggest how it could be improved.

**16. Write an appropriate thesis statement for the following essay titles. An example is done for you.**

<b>Essay title</b>	<b>Thesis statement</b>
1. Global warming: myth or reality?	<i>This essay will strongly argue that the scientific evidence for global warming is overwhelming, and that if multilateral action is not taken, a crisis will occur.</i>
2. 'All higher education should be completely free'. Discuss.	
3. Assess the impact of overseas students on British universities.	
4. Is democracy the best political system?	

### **Understanding the Title**

**17. Match the terms to the definitions on the right.**

Define	give examples
Outline	make a proposal and support it
Compare	deal with a complex subject by giving the main points
Contrast	give a clear and simple account
Evaluate	divide into sections and discuss each critically
Trace	describe the main features
Illustrate	give a definition
Describe	give a detailed account
Examine	consider the value
State	look at the differences
Suggest	describe the main features
Summarise	examine the similarities

**18. Consider the following titles and decide which sections should be included in each essay.**

a) Describe the growth of the European Union since 1975 and suggest its likely form by 2025.

A short account of European history 1900–2000

An analysis of candidates for membership before 2020

A discussion of the current economic situation in Europe

An outline of the enlargement of the EU between 1975 and now

b) Summarise the arguments in favour of privatisation and evaluate its record in Britain.

A case study of electricity privatisation

An analysis of less successful privatisations

A study of major privatisations in the UK

A discussion of the benefits achieved by privatisation

c) To what extent is tuberculosis (TB) a disease of poverty?

A definition of TB

A report on the spread of TB worldwide

A case study showing how TB relates to social class

A discussion of new methods of treating the disease

d) Nursery education is better for children than staying at home with mother – Discuss.

A study of the growth of nurseries since 1995

A report on the development of children who remain at home until five

A discussion comparing speaking ability in the two groups of children

An outline of the increase of women in the labour market since 1960

e) Compare studying in a library with using the internet. Will the former become redundant?

The benefits of using books

The drawbacks of internet sources

Predicted IT developments in the next 15 years

An outline of developments in library services since 1945

## Connectors. Linking words

### 19. Fill in the blanks with the logical connectors given before the text.

in other words  
for example  
therefore

however  
even though  
in fact

that is why  
then

\_\_\_<sup>1</sup>, computers are clever machines, they cannot understand ordinary spoken English or any other natural language. \_\_\_<sup>2</sup>, the only language they can understand directly is machine code: central processors operate on codes, which consist of a series of binary digits. The instructions are \_\_\_<sup>3</sup> said to be in machine code. \_\_\_<sup>4</sup>, machine code as a means of communication is very difficult to write. \_\_\_<sup>5</sup> we use symbolic languages that are easier to understand. \_\_\_<sup>6</sup>, by using a special programme, these languages can be translated into machine code. \_\_\_<sup>7</sup>, the so-called “assembly languages” use abbreviations such as ADD, SUB, MPY to represent instructions. \_\_\_<sup>8</sup>, they are labels, which can be easily associated with the items they refer to.

### 20. Complete with suitable phrases the following extract from an essay on *British weather*.

The British are famous all over the world for their obsession with the weather, but in fact the reality is more complex than people often believe. This essay sets out to examine some of the principal influences on the weather of the British Isles.

..... is the geographical position of Britain, situated on the extreme western edge of the European continent. This means that a variety of weather types can dominate the country. .... the Atlantic Ocean can produce warm wet winds, especially in winter. .... the land mass of Europe can create anticyclonic weather, hot in summer and cold in winter. .... the polar region to the north can generate cold winds at most seasons of the year.

..... variations within Britain, there are significant differences between regions. .... the south of England can be much warmer than the north of Scotland, especially in winter. .... the west of Britain is usually much wetter than the east. .... even in the same district, hilly areas will be cooler and wetter than the lowlands.

..... is seasonal change, which in Britain is less distinct than in many countries. .... the Atlantic moderates extreme types of weather, and .... the weather pattern can change radically from year to year. As a



result warm days in winter and chilly summer winds frequently surprise visitors to this country.

**21. Read the following text and circle all the examples of signalling words and phrases you can find. (There are at least 10 in total.)**

Darwin's *The origin of species* published in 1859 was hugely influential in the field of science and in society in general. Indeed it has often been referred to as the 'book that shook the world'. The book outlined how there could be a relatively gradual change in the characteristics of successive generations of a species and that higher plants and animals evolved slowly over time from lower beings. This process occurred as a result of competition within local interacting communities. Darwin's book helped throw the idea that there was a complete difference between humans and the animal world into turmoil as he reinforced the suggestion that humans evolved from lower beings. Prior to this it was believed in the western world, based on biblical works, that humans were created superior to other beings. With the idea that humans could have evolved from lower beings came the undermining of traditional religious opinions. However, although some religious leaders did embrace Darwinism at the time, the theories were very different from those that had come before. These ideas radically shook a society, where, because of the increasing availability of printed books and papers, intellectual knowledge was being transferred in greater quantity than ever before. Darwin's idea therefore influenced most areas of science at the time. (Holden, 2008: 6)

### **3. ACCURACY IN WRITING**

#### **Academic Vocabulary**

**22. Complete each sentence with a suitable adjective:**

<b>absolute</b>	<b>relative</b>	<b>abstract</b>	<b>concrete</b>
<b>metaphorical</b>	<b>literal</b>	<b>logical</b>	<b>illogical</b>
<b>rational</b>	<b>irrational</b>	<b>precise</b>	
<b>vague/approximate/rough</b>			
<b>relevant</b>	<b>irrelevant</b>	<b>subjective</b>	<b>objective</b>
<b>theoretical</b>	<b>practical/empirical/pragmatic</b>		

- a) The . . . . . number killed in the war will never be known.
- b) His . . . . . approach led him to ignore some inconvenient facts.
- c) Many . . . . . ideas, such as astrology, are still popular.
- d) It is sufficient to give . . . . . figures for national populations.
- e) Only after 200 years could a/an . . . . . biography be written.
- f) Although he was a qualified dentist it was . . . . .to his new job as a priest.

**23. Underline and correct the mistakes in the following:**

- a) Some areas of the capital are not safety.
- b) Various culture patterns in French society need to be considered.
- c) The deep of the lake is calculated at 550 metres.
- d) A healthy diet includes fresh fruit and vegetables.

**24. Choose a verb from the list that reduces the informality of each sentence.**

- |                  |                 |                  |                    |                  |
|------------------|-----------------|------------------|--------------------|------------------|
| <b>assist</b>    | <b>reduce</b>   | <b>create</b>    | <b>investigate</b> | <b>raise</b>     |
| <b>establish</b> | <b>increase</b> | <b>determine</b> | <b>fluctuate</b>   | <b>eliminate</b> |

1. Expert Systems can *help out* the user in the diagnosis of problems.
2. This programme *was set up* to improve access to medical care.
3. Research expenditures *have gone up* to nearly \$350 million.
4. The use of optical character readers (OCRs) *should cut down* the number of problems with the U.S. mail service.
5. Researchers *have found out* that this drug has serious side effects.
6. Building a nuclear power plant *will not get rid of* the energy problem completely.
7. Researchers *have been looking into* this problem for 15 years now.
8. This issue *was brought up* during the investigation.
9. Engineers *can come up with* better designs using CAD.
10. The emission levels *have been going up and down*.

**25. Select the better alternative in each case.**

- a) The survey proved/yielded a surprising amount of information on student politics.
- b) This question arose/manifested when older students were examined.
- c) Both writers attempt to demonstrate/imply that older employees are more reliable.
- d) Darwin held/indicated very strong views on this issue.
- e) It must be proved/emphasised that these results are only provisional.
- f) One of the chimpanzees supplemented/exhibited signs of nervousness.

- g) Freud was concerned/identified primarily with middle class patients.
- h) The study was generated/carried out to explore the issue of religious tolerance.

**26. Insert a suitable verb from the box below into each gap.**

**overcome    predict    demonstrate    interpret**  
**discriminate    recognise    clarify    focus on**

- a) The results clearly . . . . . that younger children learn quicker.
- b) This paper attempts to . . . . . the confusion surrounding studies of infertility.
- c) Social class must be . . . . . as a leading factor in educational success.
- d) His study fails to . . . . . between the various types of reinforced concrete.
- e) It seems profitable to . . . . . the record of smaller companies.
- f) The noises made by whales have been . . . . . in several ways.
- g) This problem was . . . . . by reversing the direction of the gas flow.
- h) Most experts failed to . . . . . the collapse of Soviet power in 1989.

**27. Insert a suitable adverb from the table into the gaps in the sentences.**

Time		Relating ideas	
recently	originally	clearly	obviously
increasingly	presently	(not) surprisingly	similarly
currently	traditionally	alternatively	(more) importantly

- a) Most houses do not have electricity. . . . . , then, there is little chance of improving living standards.
- b) . . . . . , the internet was mainly used for academic purposes.
- c) Some courses are assessed purely by exams. . . . . , coursework may be employed.
- d) . . . . . , there has been growing concern about financing the health service.
- e) Many birds use bright colours to attract a mate. . . . . , flowers advertise their position to fertilising insects.
- f) . . . . . , the development should be acceptable environmentally.

## Cautious language

### 28. Rewrite the following text in more cautious language.

A team of American scientists have found a way to reverse the ageing process. They fed diet supplements, found in health food shops, to elderly rats, which were then tested for memory and stamina. The animals displayed more active behaviour after taking the supplements, and their memory improved. In addition, their appearance became more youthful and their appetite increased.

The researchers say that this experiment is a clear indication of how the problems of old age can be overcome. They state that in a few years' time everyone will be able to look forward to a long and active retirement.

## Summary Words

### 29. Choose a summary word from the list to complete each sentence.

**number      improvement      trend      fall      support      increase**  
**amount      assurance      risk      drop      proposals      measures**

1. In the United States, the levels of lead, carbon monoxide, and sulfur dioxide have fallen between 1978 and 1987. Despite this, the air is still contaminated by many carcinogens.

2. Ozone levels in the United States increased 5% from 1986-87, another 15% from 1987-88, and an additional 10% from 1988-90. Environmental Protection Agency (EPA) officials are concerned that if this continues, serious environmental damage may occur.

3. The EPA has revealed that 20 of the 320 known toxic chemicals in the air probably cause more than 2,000 cases of cancer annually. While this may not seem high, it is still a cause for concern.

4. The EPA states that individuals living near chemical plants have a higher than normal chance of developing cancer. This has been substantiated by numerous studies.

5. The Chemical Manufacturers Association has decided it will more strongly support the pollution control efforts of the EPA. This was a major factor in the drafting of new regulations.

6. Lawmakers in southern California are proposing banning the sale of new charcoal grills, requiring sophisticated pollution control devices, and demanding that by the next century 40% of all cars and buses run on clean fuel, such as methanol. These may indeed become law in the near future.

## Capitalization

**30. In the following paragraph, change small letters to capital letters wherever it is necessary.**

a future businessman

i would like to introduce my classmate roberto sanchez. he is from the beautiful island of puerto rico in the caribbean sea. roberto is twenty-one years old. he was born in san juan, the capital city. his native language is spanish. he studied english in elementary school and in high school, too. roberto comes from a large family. he has three older brothers and two younger sisters. he likes to play the electric bass. he and some friends have a small band. sometimes they play on saturday nights at the fantasia club on fourth street in downtown san jose. baseball is his favourite sport. the san francisco giants are his favourite team. now he is studying english at greenhills college. in september of next year, he will begin to study business and computer science at a university. after graduation, he wants to work for a large tech company such as intel or ibm.

## Articles

**31. Complete the following text by inserting a/an/the (or nothing) in each gap.**

### THE ORIGINS OF @

Giorio Stabile, a) ..... professor of b) ..... history at La Sapienza university in Rome, has demonstrated that c) ..... @ sign, now used in email addresses, was actually invented 500 years ago. Professor Stabile has shown that d) ..... @, now e) ..... symbol of f) ..... internet, was first used by Italian merchants during g) ..... sixteenth century.

He claims that it originally represented h) ..... unit of volume, based on i) ..... large jars used to carry liquids in j) ..... ancient Mediterranean world. He has found k) ..... first example of its use in l) ..... letter written in 1546 by m) ..... merchant from Florence. n) ..... letter, which was sent to Rome, announces o) ..... arrival in p) ..... Spain of ships carrying gold from South America.

q) ..... professor argues that r) ..... @ sign derives from s) ..... special script used by these merchants, which was developed in t) ..... sixteenth century. According to him, u) ..... loop around v) ..... 'a' is typical of that style. He found w) ..... evidence while researching x) ..... visual history of y) ..... twentieth century.

## Conjunctions

### 32. Complete the following biography by inserting suitable conjunctions.

#### THE BEATLES

The group which became the Beatles was formed in 1960 by John Lennon and Paul McCartney, with George Harrison and Ringo Starr joining later. a) ..... playing in small clubs for 2 years their first record, Love Me Do, was released. She Loves You, in 1963, broke all previous sales records in Britain. b) ..... their simplicity, the early Beatles songs c) .....

.....Yesterday and Paperback Writer are still seen as masterpieces of musical genius. d) ....., the unusual haircuts and clothes worn by the Beatles fitted well with the style of the mid-1960s. The popularity of the group soon spread to the USA and e) ..... around the world, f) ..... the media invented the term 'Beatlemania' to describe the excitement that was part of their tours. g) ..... their popularity the group were awarded the MBE by the Queen in 1965, h) ..... this caused anger among some of the older holders of this award.

In 1966 the Beatles stopped live performances, i) ..... their music was becoming too complex to produce on stage. A year later Sgt. Pepper's Lonely Hearts Club Band was released, j) ..... was immediately recognised as one of the most influential works in the history of popular music. k) ....., the pressures of fame were beginning to affect all the members of the band, l) ..... that they found it harder to work together. They played together for the last time in 1969 and m) ..... split up in 1970.

## Prepositions

### 33. Complete the following text with suitable prepositions.

This study sets a) ..... to answer the controversial question b) ..... whether increased food supply c) ..... a country makes a significant contribution d) ..... reducing malnutrition e) ..... children. It uses data collected f) ..... seventy-five countries g) ..... 1969 and 1987. The findings are that there was a considerable improvement h) ..... the majority i) ..... countries, despite population increases j) ..... the period. However, a clear distinction was found k) ..... the poorest countries (e. g. l) ..... South Asia), where the improvement was greatest, and the wealthier states such as those m) ..... North Africa. Other factors, notably the educational level n) ..... women, were also found to be critical o) ..... improving childhood nutrition.

**34. In the following sentences, choose the correct alternative.**

- a) *Little/few* news reached the prisoners in the castle.
- b) He established three successful *businesses/business* in 1995.
- c) Substantial *experiences/experience* of report writing are/is required.
- d) It has often been claimed that *travel broadens/travels broaden* the mind.
- e) *Paper was/papers were* very expensive in the twelfth century.
- f) How *much advice/many advices* were they given before coming to Britain?
- g) She had *little interest/few interests* outside her work.
- h) The insurance policy excludes the effects of civil *war/wars*.
- i) *Irons were/iron was* first powered by electricity in the twentieth century.
- j) They studied the *behaviour/behaviours* of three groups of lions over 2 years.

**35. Underline and correct the mistakes in the following extracts from student essays (one per sentence).**

- a) More must be done to solve that problems of development.
- b) The attitude towards this issue vary from person to person.
- c) Many culture from around the world are found in the city.
- d) In the country the people is more friendly.
- e) It is common to move from the countryside to find job.
- f) Huge number of cars use the motorway.
- g) The city have disadvantages such as a high rate of crime.
- h) Public transport lets us move to another places easily.
- i) There are bad pollution due to traffic congestion.
- j) People should not ignore important factors that affect their life.

### **Subject-Verb Agreement**

**36. Find and correct six errors in subject-verb agreement in the following paragraph.**

#### *Young Golf Stars*

Golf is no longer the sport of rich, middle-aged, white men. Young people around the world is taking up the game, and some of them is taking it over. One of the young stars are Sergio Garcia, a fascinating young golfer from Spain. Sergio was born in 1980 and started playing golf at the age of 3. He became a professional golfer in 1999 at the age of 19. Sergio became famous by hitting a golf shot at a target from behind a tree with his eyes closed. Two other young golf stars are Tiger Woods and Michelle Wie. Both Tiger and Michelle started playing golf at very young ages, and both has ethnic

backgrounds. Tiger, born in California in 1975, is Thai-African-American-Native-American. Michelle, born in Hawaii in 1989, is Korean-American. Each of these two young Americans have shocked the world of golf in different ways. Tiger shocked everyone by becoming the best golfer in the world while still in his early twenties. Michelle shocked everyone by competing against men and beating many of them at the age of fourteen. It is clear that all three of these young golfers has great futures ahead of them.

## **4. PARAGRAPH WRITING**

### **Paragraph Structure**

**37. From the choices listed, choose the best concluding sentence for this paragraph.**

#### **Animals in Captivity**

Animals living in modern zoos enjoy several advantages over animals in the wild. The first advantage is that zoo animals are separated from their natural predators. They are protected, so they live without risk of being attacked. Another advantage is that someone feeds them regularly, so they do not have to hunt for food. Also, they do not suffer times when food is hard to find. A third advantage of living in zoos is that veterinarians give animals regular checkups, and sick animals get prompt medical attention.

1. In conclusion, because all their needs are taken care of, most zoo animals are healthy and contented.

2. In conclusion, living in a zoo has many advantages for animals, but it also has some disadvantages.

3. In conclusion, zoos keep animals safe from predators.

**38. Put the sentences in order to form a coherent paragraph.**

\_\_\_ a. In summary, the paragraph has to be planned carefully so that all these aspects are covered fully.

\_\_\_ b. Logical development is closely related to the idea of coherence, but places a greater emphasis on content rather than language and grammar.

\_\_\_ c. If this idea is too specific or too general, then your paragraphs may be too long, short or ambiguous.



- \_\_\_ d. Paragraph unity can be achieved through the quality of your controlling idea (as expressed by your topic sentence).
- \_\_\_ e. It is commonly argued that a good paragraph has three specific aspects: unity, coherence and logical development.
- \_\_\_ f. This essay now turns to the specific unit of the paragraph.
- \_\_\_ g. Moreover, the use of linking words (e. g., therefore, however and in conclusion) is considered one of the best ways to ensure that this happens.
- \_\_\_ h. Coherence may, in particular, be developed by appropriate use of referents, such as pronouns, determiners and restatements.

### Descriptive Paragraphs

**39. Look at the following table of changes that are made in the law. Write a paragraph describing the different kinds of change and give an example of each type.**

Changes in the law		
Causes of change	Law needs to respond to changes in society	Necessary to keep law in working order
Examples of change	Political, social and economic changes, technological advancements and changing moral beliefs → changes in the law	Complicated legal systems must be kept in a neat and tidy condition, on a regular basis, essential repairs undertaken as necessary

**40. Read the following instructions that explain how to clean an object in hospital. Rewrite them as a report – that is as something that you did – using the passive voice and keeping your sequence clear.**

#### Cleaning

The following steps should be followed when cleaning objects in a hospital.

1 Rinse the article with cold water to remove organic material. Hot water coagulates the protein of organic material and tends to make it adhere. Examples of organic material are blood and pus.

2 Wash the article in hot water and soap. The emulsifying action of soap reduces surface tension and facilitates the removal of substances. Washing dislodges the emulsified substances.

3 Use an abrasive, such as a stiff-bristled brush, to clean equipment with grooves and corners. Friction helps dislodge foreign material.

4 Rinse the article well with warm to hot water.

5 Dry the article; it is now considered clean.

6 Clean the brush and sink. These are considered soiled until they are cleaned appropriately, usually with a disinfectant. (Kozier et al., 2008: 214)

#### **41. Find and cross out sentences that are off the topic.**

##### **My First Apartment**

<sup>1</sup>My first apartment was very small. <sup>2</sup>It was a studio apartment, so it had only one main room and a bathroom. <sup>3</sup>The main room was divided into three areas. <sup>4</sup>At one end of it was a kitchenette, where I cooked and ate my meals. <sup>5</sup>My living/sleeping area was at the opposite end. <sup>6</sup>I had just enough space for a bed, a coffee table, a floor lamp, and a small television. <sup>7</sup>My study area was against the back wall. <sup>8</sup>I lived there for two years, but I moved because my landlord raised the rent. <sup>9</sup>My apartment was so small that I could never invite more than three friends at the same time!

##### **Comparison and Contrast Paragraphs**

**42. The following text compares public and private companies. Notice that it starts by stating what it is comparing. It then gives details of the differences.**

##### **Public and private companies**

When a company is registered with the Registrar of Companies, it must be registered either as a public or as a private company. The main practical difference between these is that a public company can offer its shares for sale to the general public, but a private company is restricted from doing so. A public

limited company must signal its status to all interested parties by having the words ‘public limited company’, or its abbreviation ‘plc’ in its name. For a private limited company, the word ‘limited’ or ‘Ltd’ must appear as part of its name.

Private limited companies tend to be smaller businesses where the ownership is divided among relatively few shareholders who are usually fairly close to one another – for example, a family company. Numerically, there are vastly more private limited companies in the UK than there are public ones. Of the 2.1 million UK limited companies now in existence, only 11.500 (representing 0.5 per cent of the total) are public limited companies. (McLaney and Atrill, 2008: 119)

**43. Using the information in the table below, discuss the attainment of students from different socio-economic classes. Show some of the similarities and differences.**

*GCSE attainment<sup>1</sup> : by parents’ socio-economic classification*

England and Wales – all figures are percentages						
	5 or more GCSE grades A*–C	1–4 GCSE grades A*–C <sup>2</sup>	5 or more GCSE grades D–G	1–4 GCSE grades D–G	None reported	All
Higher professional	77	13	6	–	3	100
Lower professional	64	21	11	2	2	100
Intermediate	52	25	17	2	4	100
Lower supervisory	35	30	27	4	4	100
Routine	32	32	25	5	6	100
Other	32	29	26	4	9	100

<sup>1</sup>For pupils in Year 11. Includes equivalent GNVQ qualifications achieved in Year 11.

<sup>2</sup>Consists of those with 1–4 GCSE grades A\*–C and any number of other grades.

Source: DfES (2002) Youth cohort study. [www.statistics.gov.uk/statbase/](http://www.statistics.gov.uk/statbase/) as cited in Davies (2006: 38).

## Definition Paragraphs

**44. Write the following sentences in the correct order to make a definition paragraph. Find and underline three adjective clauses and one appositive.**

### Walter Gropius

1. Another major contribution to the building industry was his promotion of designs that could be mass-produced.
2. In contrast to the ornately decorated stone structures of an earlier era, Gropius's steel and glass buildings had straight lines and no ornamentation.
3. Gropius was also known for his belief in the value of teamwork, and he worked together with other architects on many projects.
4. He was influential mainly when he was the director of Germany's Bauhaus school of design.
5. In sum, Gropius and his followers transformed cities from Toronto to Tokyo.
6. Walter Gropius was a German-born architect who designed simple "glass box" buildings and changed the look of cities worldwide.
7. At the Bauhaus, Gropius was a leader of the International Style of the 1920s, a style that greatly changed building design.

**45. Cross out one sentence that breaks the unity of the paragraph.**

### Kimchi

<sup>1</sup>Kimchi, or kimchee, is Korea's national dish. <sup>2</sup>It is made of fermented vegetables. <sup>3</sup>There are many ways to make kimchi, but it usually contains Chinese cabbage, salt, garlic, red pepper, green onion, fish sauce, and ginger. <sup>4</sup>These ingredients are mixed together, put into a container, and allowed to ferment for three or four days. <sup>5</sup>Nutritionists say that kimchi is very good for you. <sup>6</sup>In fact, the U. S. magazine Health says it is one of the five healthiest foods because it has a lot of vitamins and because it helps digestion. <sup>7</sup>It may even prevent cancer. <sup>8</sup>The other four healthy foods are yogurt, olive oil, lentils, and soy. <sup>9</sup>Kimchi is very spicy and has a very strong taste. <sup>10</sup>Most Westerners have to get used to the taste, but Koreans adore it. <sup>11</sup>They eat it with every meal, either alone or mixed with rice or noodles. <sup>12</sup>They also use it in soup, pancakes, and even as a pizza topping.

## Summarising

### 46. Summarise the following short text.

Home detention curfews were introduced by the Crime and Disorder Act 1998. Prisoners sentenced to between three months' and four years' imprisonment can be released early (usually 60 days early) on a licence that includes a curfew condition. This requires the released prisoners to remain at a certain address at set times, during which period they will be subjected to electronic monitoring. Most curfews are set for 12 hours between 7 pm and 7 am. The person can be recalled to prison if there is a failure to comply with the conditions of the curfew condition or in order to protect the public from serious harm. Private contractors fit the tag to a person's ankle, install monitoring equipment which plugs into the telephone system in their home and connects with a central computer system, and notify breaches of curfew to the Prison Service. (143 words) (Elliott and Quinn, 2008: 413)

## Paraphrasing

### 47. Paraphrase the following texts.

#### *Text 1*

One study found worse outcomes among children adopted from an at-risk register than among those fostered or returned home. The explanation for this finding is not clear. Possibly the adoptive parents chosen were less thoroughly assessed than would have been the case if they had been offered more 'popular' children for whom the competition would have been greater. (Wilson et al., 2008: 502)

#### *Text 2*

The shift toward segmented marketing and the explosive developments in information and communications technology have had a dramatic impact on marketing communications. Just as mass marketing once gave rise to a new generation of mass-media communications, the shift towards targeted marketing and the changing communications environment are giving birth to a new marketing communications model. (Kotler et al., 2008: 693)

## 5. ESSAY WRITING

### Pre-Writing

**48. Divide the paragraph into three shorter paragraphs, and break up each sentence into shorter more manageable sentences.**

The aim of this paper is to confirm that how we speak and write generally reflects the way we think and that this is true not only at a personal but also at a national level, and to this end two European languages were analysed, English and French, to verify whether the structure of the language is reflected in the lifestyle of the respective nations. English is now the world's international language and is studied by more than a billion people in various parts of the world thus giving rise to an industry of English language textbooks and teachers, which explains why in so many schools and universities in countries where English is not the mother tongue, it is taught as the first foreign language in preference to, for example, Spanish or Chinese, which are two languages that have more native speakers than English. As a preliminary study, in an attempt to establish a relationship between document length and level of bureaucracy, we analysed the length of 50 European Union documents, written in 7 of the official languages of the EU, to confirm whether documents, such as reports regarding legislative and administrative issues, vary substantially in length from one language to another, and whether this could be related, in some way, to the length of time typically needed to carry out daily administrative tasks in those countries (e. g. withdrawing money from a bank account, setting up bill payments with utility providers, understanding the clauses of an insurance contract). The results showed that...

### Introduction

**49. Read this introduction to an essay and do the tasks below.**

#### Overcoming a Difficult Situation

Difficult life-changing experiences become the memories that stay forever in our minds. We have to learn to balance the positive and negative effects that these situations have on us. The day after I finished my first year at college, I had one of these life-changing experiences. Going on a job interview at an international bank taught me an important lesson.

1. Circle and label the hook (interesting opening statement).
2. Underline the background information.
3. Underline the thesis statement.

4. Write the topic of the thesis statement.
5. Write the controlling idea of the thesis statement.

**50. The sentences below all come from the same introduction. Divide up the sentences into more manageable and shorter sentences. You may need to rearrange the word order and / or delete unnecessary words.**

1. The aim of this study was to assess the effects of sending children away to school at the age of eight (or earlier) and its impact on their adult life (particularly after the age of 50) and thus to reach some definitive conclusions as to whether boarding schools (i. e. those schools where children study and sleep) actually fulfill the important educational and social roles that they claim to have.

2. People who have attended boarding schools often have no realisation of the effect that leaving their parents at a very young age has had on their emotional development because the signs of this effect generally do not become sufficiently apparent until middle age and are often due to a kind of subconscious repression which is why such subjects do not make the connection between their current levels of over-emotiveness and their childhood lack of parental affection.

3. Questionnaires were sent to 5000 ex-boarding school adults with an age ranging between 40 and 60 all of whom had previously given permission to access their medical records and all of whom were or had been married, with the purpose of setting up a database of subjects' responses regarding their school time experiences and their experiences now as adults.

4. A substantial increase in sensitivity to emotional situations characterizes the first stages of adult life leading to a possible uncontrolled release of anger or apparently unexplained feelings of anxiousness that appear to come from nowhere and may last for several days thus making life quite difficult not only for the subjects themselves but also for those living around them.

5. Treatments for these subjects are often very expensive and technically difficult, and their effectiveness very much depends on the willingness of the subject to undergo therapy and on the degree of stress, emotional disturbance and marital discord that they had experienced.

**51. Write the introduction (about 100 words), using the notes provided below.**

Definition: Higher education (HE) = university education

Background: Increasing demand for HE worldwide puts pressure on national budgets > many states seek to shift costs to students

Relevance: In most countries degree = key to better jobs and opportunities

Discussion points: Do students have to pay more of cost? Does it discriminate against poorer families? Is it fair for all taxpayers to support students? How to keep HE open to students from all backgrounds?

### Essay Structure

**52. Read this extract from the main body of an essay on “*Education is the most important factor in national development*”. Study the notes below and then re-write the extract.**

The need for education is crucial in any field. a) It is something that no one can deny. b) The development in technology has provided us with many devices and machines that facilitate our lives. Nowadays, factories produce more in less time and that helps the economies of countries. The different scientific discoveries have improved the quality of life as well. The development in the medical field is an example; vaccines and antibiotics have saved many lives. Take Japan, a country with few natural riches, where most of the land is mountains, but it is now one of the strongest countries economically. c) The natural poverty of Japan has, in fact, been overcome by education and it has become one of the most important countries in a short period of time.

a) This sentence repeats the idea in the first, but doesn't add anything new.

b) Not clear how this section relates to the subject. No clear link is established between education and technology.

c) The case for linking Japanese development and education is not established – the claim is too strong. Other factors need to be considered.

**53. Write a conclusion based on the following essay “*The English language no longer belongs to the English.*” Do you agree with George Lamming's assertion? Certain key information is provided for you.**

Thesis statement: This essay strongly argues that ‘English’ English no longer exists, and that it is now an international language; this phenomenon has been caused primarily by the rapid advance of globalization.



Topic sentences:

Para 1. The rise of English as the global lingua franca now seems unstoppable.

Para 2. In the modern world, it is impossible to say who 'owns' English; a system of 'protection', as attempted by the French government, would be impractical.

Para 3. Since the majority of people use English to talk to other non-native speakers, these questions of accuracy and standardization are unimportant.

Para 4. English is the global language of business.

Para 5. The globalization of culture has led to English-language TV programmes, films and books being distributed throughout the world.

Para 6. Although globalization is not a new phenomenon, the electronic revolution has rapidly increased the rate of change.

### **Proofreading**

**54. Underline and correct the errors in the extracts below (one or two in each).**

- a) The graph shows changes in the number of prisoners over five years (1930–1980).
- b) ... the way the government prepares his citizens to contribute in the development ...
- c) Secondly, education not only teach people many knowledge ...
- d) However, weather it is the most important factor is the issue ...
- e) There has been a sharp decrease between 1930 and 1950.
- f) The quality of a society depends in the education level.
- g) America had the biggest figure for crime.

**55. Underline the errors and then write in suitable corrections. Note: as the subject is personal, a relatively informal style is acceptable here.**

I come from China, which is a very traditional country. I think before give my own situation and plan, I have to say something about my country, because her cultures effect me very much. My country has 5,000 years history, so in my brain there are a lot of thing which is from it.

When I first arrived UK I studied in Cambridge, which is the best university all over the world. Although I just studied in a language school in Cambridge, I felt so good. I learned a lot not only from the school but also from the Cambridge society. That is why I choose Cambridge to learn my foundation course. The foundation course just for oversea studies to improve their English.

I would like to study business, because when China join in WTO, my country will need a lot of people who know business very well. So I will choose business foundation course, computer and mathematics, because computer is very useful in modern society. In the future course I think the big problem is vocabulary, so I am planning to remember as many as I can. I will spend more time on mathematics, because I never learn it before.

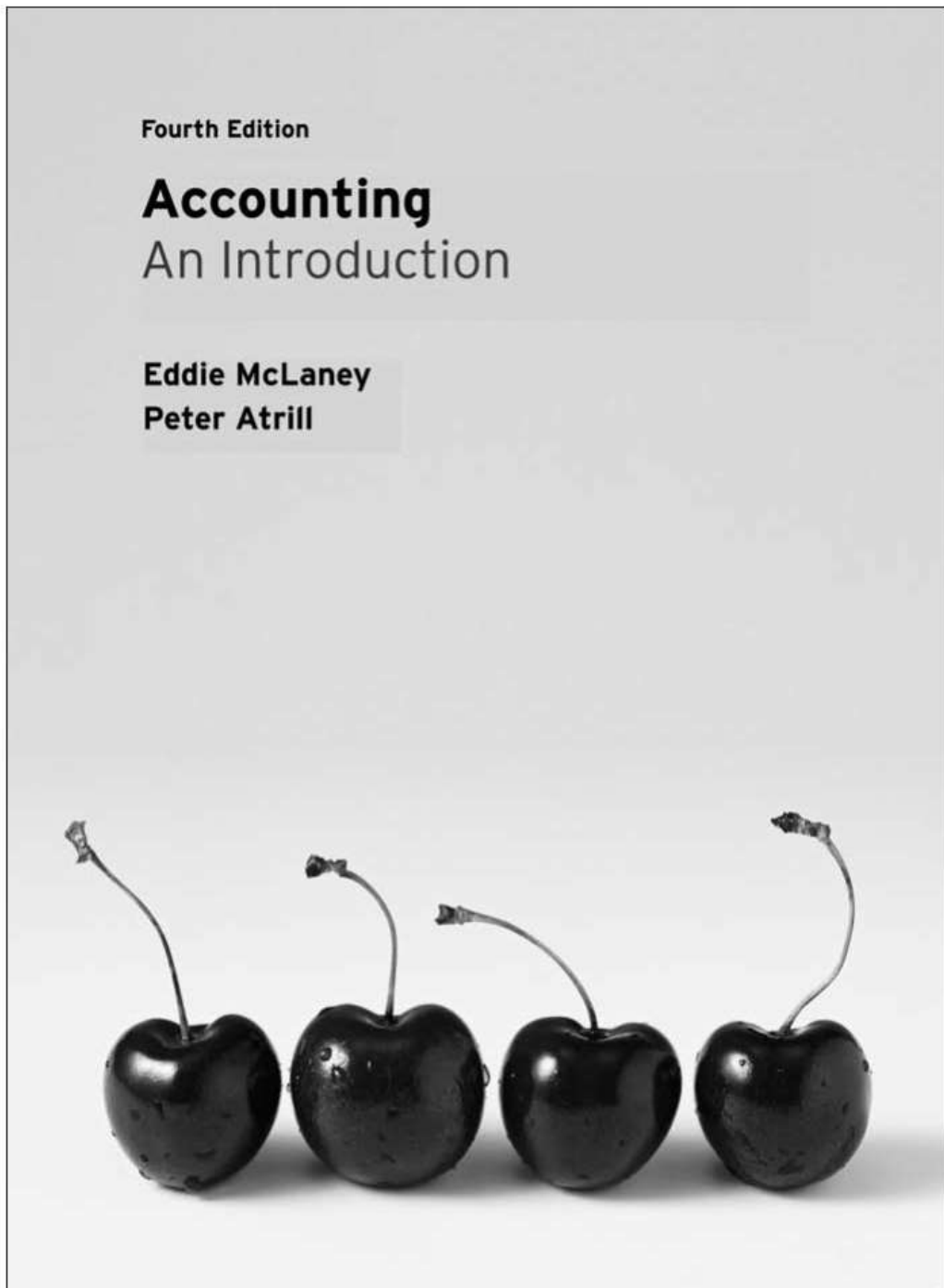
Another problem is to finish the homework in time. Sometimes I think the homework is no useful for me, so I just leave it, which is a bad customer. The last and the big is homesick, which always slow down my progress, but studying broad is my own choice, I have to try my best.

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## APPENDICES



Text extract 1

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and Associated Companies throughout the world

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**Text extract 2**

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### Text extract 3

## Scoring Rubric: Essays

	Maximum Score	Actual Score
<p><b>Format—5 points</b></p> <p>Title centered (2), first line of each paragraph indented (1), margins left on both sides (1), text double-spaced (1)</p> <p style="text-align: right;">Total</p>	5	
<p><b>Punctuation and Mechanics—5 points</b></p> <p>Periods, commas, apostrophes, and quotation marks (3), capital letters (1), spelling (1)</p> <p style="text-align: right;">Total</p>	5	
<p><b>Content—20 points</b></p> <p>The essay fulfills the requirements of the assignment.</p> <p>The essay is interesting.</p> <p>The essay shows that the writer used care and thought.</p> <p style="text-align: right;">Total</p>	5 5 10 20	_____ _____ _____ _____
<p><b>Organization—45 points</b></p> <p>The essay follows the outline, and it has an introduction, a body, and a conclusion.</p> <p><b>Introductory Paragraph:</b> The introductory paragraph begins with several general sentences and ends with a thesis statement.</p> <p><b>Body</b></p> <p>Each paragraph of the body discusses a new point and begins with a clear topic sentence.</p> <p>Each paragraph has specific supporting material: facts, examples, quotations, paraphrased or summarized information, and so on.</p> <p>Each paragraph has unity.</p> <p>Each paragraph has coherence.</p> <p>Transitions are used to link paragraphs.</p> <p><b>Concluding Paragraph:</b> The concluding paragraph summarizes the main points or paraphrases the thesis statement, begins with a conclusion signal, and leaves the reader with the writer's final thoughts on the topic.</p> <p style="text-align: right;">Total</p>	5 5 5 10 5 5 5 5 45	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
<p><b>Grammar and Sentence Structure—25 points</b></p> <p>Estimate a grammar and sentence structure score.</p>	25	
<b>Grand Total</b>	100	



Навчально-методичне видання

Калиновська Ірина Миколаївна  
Коляда Еліна Калениківна

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