

ACADEMIC WRITING EXERCISES: UNDERGRADUATE LEVEL



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**ВПРАВИ З АКАДЕМІЧНОГО ПИСЬМА:
ПЕРШИЙ (БАКАЛАВРСЬКИЙ) РІВЕНЬ**

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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 «Академічне письмо». 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 добросовісності у студентів.

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Chapter 1

DEFINING AND UNDERSTANDING ACADEMIC WRITING

1. What are the key differences between speaking and writing? By analyzing the spoken text and the written text below, both of which focus on the same subject matter, complete the column on the right.

Spoken text: Speaking is [pause] er something we learn without really thinking about it [volume drops] usually from our mums and dads, but writing is something we really have to think about. It is [pause] um an exparexpertise not everybody has. [intonation rises] Understand? Let me put it another way. Loads of people still can't write [points finger]. Now.

Written text: Speaking is a skill which we develop subconsciously (usually from our parents). Writing, however, has to be consciously developed. It is an expertise which, surprisingly, many people still do not possess. This is true even in the 21st century!

Question	Speaking	Writing
How is the skill acquired?	Natural, unconscious process, usually from parents.	Conscious, time-intensive process, mainly at school.
How is the language joined together?	Simple linking devices (e.g., and/but).	
How formal is the grammar?	Flexible.	
How can extra meaning be communicated?	E.g., body language, including hand movements.	
How is emphasis created?	Changes in volume/tone.	
Is variety possible?	Different accents acceptable.	
How do you interact with the audience?	Audience is often known; can clarify meaning instantly.	
Can you change what you said?	No you cannot delete speech.	

2. The sentences below are all the examples of spoken English. Rewrite them to make them more typical of written English.

1. 'Speaking and writing are really really different skills ... um ... there are three ways this is true – how they're learnt, what they contain, and how they're done.'

2. 'It's clear, isn't it, that yer grammar has gotta be better in writing.'

3. The main differences in speaking and writing [intonation rises]'? Difficult question.'

4. Things don't really change in writing, wherever you are, but in speaking they can change loads.'

Academic vs Non-Academic

3. Consider eleven pieces of advice from the list below. Place a check mark (V) before the five most important of them (in your opinion) for a writer of academic texts. Discuss your preferences with a partner or in a small group and support them with appropriate arguments.

1. Use correct spelling, grammar, and punctuation.
2. Write in an objective, neutral manner.
3. Accurately use the terminology of your discipline.
4. Ensure that your language is rich enough.
5. Write in an academic style, avoid colloquial language, jargon, and slang.
6. Arrange your ideas in a strict logical order.
7. Pay special attention to the introduction of your text.
8. Incorporate visual support (tables, diagrams, graphs) for your ideas.
9. Cite leading papers in your field.
10. Think about the general presentation (chapters, sub-chapters, paragraphs, etc.) of your text.
11. Pay special attention to the conclusion of your text.

4. Compare and contrast the following pieces of writing: an e-mail written by a student on the left and an essay extract about the same topic on the right.

E-mail (standard writing)	Essay (academic writing)
<p>Dear Professor Plum, Please find below my answers to your questions. I believe academic English and general English are different for the main reason that they have very different goals. Lectures and seminars need a different approach to general spoken English. And, of course, academic essay writing is not the same as standard writing. I think there are 4 main areas where I can see big differences between standard writing and academic writing. They are:</p> <ul style="list-style-type: none"> • You should not be subjective. • You should be more complex. • You should have more structure. • You should use academic style and systems. <p>Best wishes, Sophia</p>	<p style="text-align: center;">Characteristics of academic English</p> <p>‘Academic English’ is differentiated from ‘general English’ in its focus on ‘those communication skills in English which are required for study purposes in formal education systems’(Jordan, 1997: 1). Within these systems, there are three main areas of focus: the lecture, the seminar and the essay, each of which has a specific set of sub-skills which are required for successful performance. It is essays where the most significant distinction between academic English and general English is made. Generally speaking, there are four main areas where differences between standard writing and academic writing can be seen: the inherent objectivity of academic writing, its complexity, its formality of structure and its adoption of academic style.</p>

5. Look at the following pairs of sentences. In each case, decide which is more typical of academic English, and explain why.

1a. I think that the first-person pronoun is not commonly used in academic English.

1b. The first-person pronoun is not commonly used in academic English.

Reason: _____

2a. There are a lot of scholars who argue that structure is important in academic writing.

2b. Scholars such as Shih (1986) and Canagarajah (2002) argue that structure is important in academic writing.

Reason: _____

3a. 'Hedging language' is never found in standard written English.

3b. 'Hedging language' is more likely to be used in academic English than standard written English.

Reason: _____

4a. Academic English has a higher lexical density and grammatical complexity than standard English.

4b. Standard English uses simpler grammar and fewer long words than academic English.

Reason: _____

6. Compare the following two paragraphs. Which paragraph is *more objective*?

Paragraph 1

Marketers may sometimes face dilemmas when seeking to balance consumer needs and social responsibility. For example, no amount of test results can guarantee product safety in cars if consumers value speed and power more than safety features. Buyers may choose a less expensive chain-saw without a safety guard, although society or a government regulatory agency might deem it irresponsible and unethical for the manufacturer to sell it.

Paragraph 2

Marketers have a responsibility to society and they often don't know how to balance that with what customers might need. Why should someone care about the safety features of a car for example, if they like speed and power more? And even though society or the government should not allow shops to sell chain-saws without safety guards, what about if I want a cheaper product which doesn't include the guards?

7. Rewrite the underlined parts of these sentences. Instead of using 'we', 'the researchers', or 'they', write a *passive sentence with an appropriate verb form*.

Example: We can solve the problem. *The problem can be solved.*

(a) Prices are stable and we have maintained them in this way over generations.

(b) We define tropical forests here as 'evergreen or partly evergreen forests'.

(c) We will confine the discussion to general principles of treatment.

(d) The researchers transcribed many genes and synthesised many proteins.

(e) They replicated these findings.

8. Rewrite the following sentences using any of the passive sentence constructions.

1. People consider that this surgeon is a brilliant practitioner.
2. Somebody claims that the drug produced no undesirable side effects.
3. Most people now think that only a small fraction of the nitrous oxide emitted to the atmosphere each year comes from fossil fuel use, primarily coal.
4. Researchers believe that the only problem with daytime sleep is that it is too short.
5. Although the government expects the patient to pay for his treatment, he will be reimbursed via the state medical insurance scheme.

9. Remove *the questions* from the following paragraphs and make any necessary adjustments to the texts.

Example: Increasing numbers of students are choosing Business Studies as their university subject. *What is the reason for this?* Many students believe ...

Increasing numbers of students are choosing Business Studies as their university subject. *The reason for this* is that many students believe ...

1. What is the symbolic importance of the jury? Jury trial represents judgment by one's peers. The jury is therefore seen as a major control over abuse of state power.
2. Suctioning is associated with several complications. What can be done to minimise or decrease these complications? There are several techniques which can be used, such as hyperinflation and hyperoxygenation.
3. What is the overall variation of the impedance? As can be seen, for frequency f_1 , the inductive reactance AB and the capacitive reactance AC are equal in magnitude so that the resultant reactance is zero. Consequently, the impedance is then only the resistance AD of the circuit.
4. What is the financial objective of a business? A business is normally set up with a view to increasing the wealth of its owners.

10. Below you will find a list of ten features characteristic of academic writing. According to several findings, five of them are relatively prominent in Anglo-American research texts. Try to find these features in the list.

1. Impersonal style of writing (i.e., without using the personal pronouns "I" or "we").
2. Intensive use of logical connectors (words like "therefore" or "however").
3. Heavy load of terminology and specialized jargon.
4. High degree of formal text structuring (i.e., division of the text into sections and subsections with appropriate headings).
5. Tendency to cite and to include into the lists of references the most recent publications in the field.
6. Frequent occurrence of the phrases which provide reference to the text itself (e.g., "This paper discusses ...").

7. Use of long sentences with complicated grammar.
8. Strong emphasis on generalizations and highly theoretical issues.
9. Frequent use of footnotes and long remarks in parentheses.
10. Tendency to follow a certain pattern of textual organization (e.g., problem-solution).

11. Make the following statements academic by using strategies listed above. Be careful to use appropriate choices for each situation.

1. Supervision is a critical link between top managers and workers.
2. The expansion of the Universe continues.
3. Monetary policy is not effective.
4. Diseases are the results of the interaction of genetic and environmental factors.
5. The most influential component of a computer is a central processing unit.
6. Genetic differences in alcohol metabolism between American Indians and other races caused the death of a Navajo teenager.
7. Errors are the indicators of the learners' stages in their foreign language development.
8. Economists think that statistical methods have a profound impact on process involvement, production costs, quality, and competitive position.
9. A drop of nicotine kills the horse.
10. Ecology is defined as a study of the relations of living things with their environment.

Formal vs Informal

12. Find more formal words or phrases to replace those underlined below:

1. Research shows ... _____
2. Three problems have been found. _____
3. The changes he made were bad. _____
4. Lots of people think ... _____
5. There were many reasons for this. _____
6. Scientists have tried to prove ... _____
7. £100,000 was given to charity. _____
8. He discussed issues like famine and poverty. _____
9. She has got to find alternatives. _____
10. We do not have enough resources. _____

13. The following passage contains several instances of informal language. Rewrite them in a more formal, academic style.

You might think that the sort of words you use in academic writing is not important. But nowadays, its becoming really important for you to choose your

language and grammar carefully. The fact of the matter is that many students are influenced by the writing style of mags and papers! They just do the same.

14. Fill in the blank spaces in the table below, which emphasizes specific differences between informal and formal English.

Informal English	Formal English	Rule
you can see from this graph that...	this graph shows that...	Pronouns – especially first- and second-person pronouns - are associated with less formal English.
a bit; a lot of		Formal language should be more precise and of an appropriate academic register.
! –	;	
not many		Often there is a more formal negative expression which can be used.
kids	children	
don't; there's		Full forms, rather than contractions, are used in academic writing.
do again; look into		
A1	excellent, first-rate	
Why did this happen? [question expecting an answer]	Why, therefore, did this happen? [no answer expected]	
at the end of		Cliches should be avoided in academic writing.

15. Compare four pairs of sentences. It will not be difficult for you to decide which are written in formal style and which in informal. What features of formality or informality can you find in the sentences?

Thanks a lot for the invitation, but I'm afraid I can't come.

1. Thank you very much for your kind invitation. I regret it will not be possible for me to come.

I really can't comment on the findings of this paper.

2. I am not currently in a position to provide any comments on the findings of this paper.

Will you write me back as soon as possible? I am waiting for your reply.

3. I would greatly appreciate hearing from you at your earliest convenience.

If you need any further details, please let me know. With best wishes, Alex.

4. I should be pleased to provide any further details you request. Sincerely yours, Alex Brown.

16. Reduce the informality of each sentence.

1. The investigation of the origin of the Universe will go on.
2. What are the effects of pollution on the population of birds in large urban areas? Several assumptions can be made.
3. You can clearly see the difference between these two sets of data.
4. The experiment will be over in three months.
5. We can't tell whether electricity is some peculiar kind of substance or motion of ordinary matter.
6. This approach does not promise many innovations.
7. Our new research assistant is a nice guy.
8. 7 out of 25 students had difficulty with the task.
9. Each statement in a high-level programming language is translated into many machine-code instructions generally.

Academic Genres

17. Match the names of the English academic genres in the left column with their definitions (descriptions) in the right column. Translate the names of the genres into Ukrainian. Do you see any English-Ukrainian mismatches? Can you translate the word “реферат” into English?

- | | |
|------------------------|---|
| 1. Summary | 1. An article that critically examines a new book or any other piece of writing. |
| 2. Abstract | 2. A research project proposed for funding. |
| 3. Review | 3. A short account of a research paper placed before it. |
| 4. Conference abstract | 4. A relatively short piece of research usually published in a journal or a volume. |
| 5. Research | 5. A shortened version of a text aimed at giving the paper most important information or ideas of the text. |
| 6. Grant proposal | 6. A short account of a conference paper. |

Organising Writing

18. Organisation of texts.

a) Explain the following terms in *italic*:

Shorter texts, e.g. essays, are normally organised in the form:

Introduction > Main Body > Conclusion

Longer texts, e.g. dissertations and articles, may include (depending on subject area):

Abstract > Contents > Introduction > Main Body > Case Study > Discussion > Findings > Conclusion > Acknowledgements > Bibliography/References > Appendices

Books may also contain:

Dedication > Foreword > Preface > Index

b) Match the definitions below to one of the terms in 18 a).

- 1) Short summary (100–200 words) of the writer’s purpose and findings (. . . .)
- 2) Section where various people who assisted the writer are thanked (.)
- 3) Final part where extra data, too detailed for the main text, are stored (.)
- 4) List of all the books that the writer has consulted (.)
- 5) Section looking at a particular example relevant to the main topic (.)
- 6) Introductory part of book which may give the writer’s motives (.)
- 7) Alphabetical list of all topics in the text (.)

19. All types of writing consist of a number of key elements. Label the items in the text.

- a) THE ORIGINS OF THE INDUSTRIAL REVOLUTION
- b) Introduction
- c) *It is generally agreed that Industrial Revolution began in Britain during the eighteenth century, with significant developments in the iron, steel and textile industries. But it is less clear what caused this sudden increase in production in key areas; different writers have examined the availability of capital, the growth of urban populations and the political and*
- d) *religious climate. All of these may have played a part, but first it is necessary to consider the precise nature of what is meant by ‘Industrial Revolution’.*
- e) *Industry had existed for thousands of years prior to the eighteenth century, but before this time society as a whole remained agricultural. With the arrival of the ironworks and cotton mills whole towns were dominated by industrial activity. At the same time, agriculture itself went through significant changes which produced more food for the growing urban population.*

20. Divide the following text into three paragraphs by adding ‘//’ where you think one paragraph ends and the other begins. Remember that each paragraph should begin with a topic sentence. The idea introduced in that topic sentence is then developed.

Respiration is the act of breathing. External respiration refers to the interchange of oxygen and carbon dioxide between the alveoli of the lungs and the pulmonary blood. Internal respiration, by contrast, takes place throughout the body; it is the interchange of these same gases between the circulating blood and the cells of the body tissues. Inhalation or inspiration refers to the intake of air into the lungs. Exhalation or expiration refers to breathing out or the movement of gases from the lungs to the atmosphere. Ventilation is also used to refer to the movement of air in

and out of the lungs. There are basically two types of breathing: costal (thoracic) breathing and diaphragmatic (abdominal) breathing. Costal breathing involves the external intercostal muscles and other accessory muscles, such as the sternocleidomastoid muscles. It can be observed by the movement of the chest upward and outward. By contrast, diaphragmatic breathing involves the contraction and relaxation of the diaphragm, and it is observed by the movement of the abdomen, which occurs as a result of the diaphragm's contraction and downward movement.

Citing and Plagiarism

21. Using the Internet for research. Complete the following sentences in your own words.

1. Wikipedia is , but.....
2. Anyone can set up an Internet site. Therefore,.....
3. Although it is generally easier to search for information online, you must.....
4. It is difficult to identify whether information on the Internet is academic or not because.....
5. Google Scholar identifies purely academic sources (e.g., books, abstracts, articles, theses), however to read some of the material which it identifies, you
6. Online podcasts/lectures are a good resource if your listening skills are better than your reading skills, but

22. Consider the following statements about researching topics on the Internet, as opposed to using printed sources. Do you agree or disagree with them?

1. It is easier to find the information I want.
2. It is more difficult to judge whether the information is academic or not.
3. The sources are more likely to be subjective.
4. I am more likely to commit plagiarism accidentally.
5. The information is more relevant.

23. Imagine that you have been asked to answer this essay question: “What are the characteristics of good academic writing?” Details of one of your sources are below. Consider the following four questions about this source.

- | | |
|--------------------------------|---------------------------|
| 1. Is it relevant? | 3. Is it recent? |
| 2. Is it authoritative? | 4. Is it reliable? |

Title	<i>EAP: Issues and directions</i>
Authors	Ken Hyland, Liz Hamp-Lyons
Publication	Journal of English for Academic Purposes, 1,1:1-12
Keywords	English (second language); English for academic purposes; scholarly journals; second language instruction; second language learning

Extract from abstract

The field of English for Academic Purposes has developed rapidly in the past 25 years to become a major force in English language teaching and research. Drawing its strength from broad theoretical foundations and a commitment to research-based language education, EAP has begun to reveal some of the constraints of social contexts on language use and to develop ways for learners to gain control over these.

Contents

1. EAP, ESP and JEAP
2. What is EAP?
3. The growth of English for Academic Purposes
4. Users of 'academic' English
5. 'Academic literacy'
6. Disciplinary variation or similarity
7. The concept of 'community'
8. New genres and new technologies
9. Accommodation or critique
10. Conclusions

Sample

First sentence: The growth of English as the leading language for the dissemination of academic knowledge has transformed the educational experiences of countless students, who must now gain fluency in the conventions of English language academic discourses to understand their disciplines and to successfully navigate their learning.'

Random sentence from middle: 'However, the full implications of this communications revolution are not yet apparent or completely understood, and we still have a long way to go before we can be sure we are using its potential most effectively in our teaching.'

24. What are the advantages and disadvantages of using the following sources to research your essays?

- your reading list
- academic journals
- online podcasts/lectures
- Wikipedia®
- academic books
- Google Scholar
- general books on the subject

Which types of sources would be most useful if ...

1. ... you have no idea about a particular subject?
2. ... you want specific academic information about a topic?
3. ... you have a good understanding of the topic and want to deepen your understanding?
4. ... you are tired of/bored with reading and want a change?

25. Match the following words/phrases with the appropriate definition.

Paraphrase	The exact words of another author which you use in your essay.
In-text citation	Additional information found at the bottom of a page (end of the essay).
Bibliography	Detailed description of all the sources/influences for your essay.
References	A rewrite of an original piece of writing, in your own words.
Direct quotation	A list of the sources which you quote in your essay.
Footnotes (endnotes)	A reference in the text of your essay to the source you have paraphrased or quoted from.

26. Are there differences between how plagiarism is seen in Ukraine and the UK? Tick if the statement reflects normal practice, put a cross if not, and a question mark if you are unsure. How can you explain any differences?

Statement	Normal practice in the UK	Normal practice in Ukraine
I can use other people's original ideas without reference.	<i>This is not normal practice</i>	
I need to reference ideas which are commonly known or accepted.	<i>This is not normal practice</i>	
I can use/adapt the research of my friends.	<i>This is not normal practice</i>	
I can copy and paste information from the Internet into my essay without saying where it is from.	<i>This is not normal practice</i>	
I can submit the same piece of work twice.	<i>This is not normal practice</i>	
I can pay someone to check through/proofread my essay to make minor improvements	<i>This is normal practice</i>	

27. How to recognise unacceptable and acceptable paraphrases. Study and state the differences between paraphrases:

The original text	An unacceptable paraphrase	An acceptable paraphrase
The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late	The increase of industry, the growth of cities, and the explosion of the population were three large factors of	Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century.

<p>nineteenth-century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.</p>	<p>nineteenth-century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.</p>	<p>Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1)</p>
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Chapter 2 WRITING PROCESS

Pre-Writing

28. Reflect upon these ten *strategies of writing* in English. Then, divide them into those which, in your opinion, are useful for Ukrainian writers, and those which do not seem to be useful. Be ready to supply arguments in favour of your choices.

1. Simply translating your texts into English yourself or with the help of computer programs.
2. “Lifting” useful expressions from authentic English papers, combining them, adding some of your own and using them in your writing.
3. Paying attention to the organization and language of English papers in the leading journals in your discipline.
4. Consulting with native speakers merely because they are native speakers.
5. Learning how the key parts of the academic text are typically organized and structured.
6. Relying on assistance of your colleagues (working or studying in your discipline) – native speakers of English.
7. Being always eager to rewrite and revise believing that the best way of mastering or improving writing (and not only in English) is to write as much as possible.
8. Thinking that academic writing in English (or in any other foreign language) is a matter of synthesizing a whole from literature in the field and data sources.
9. Having a Ukrainian colleague (or supervisor) who has already had experience of successful academic writing in English and is able to give you a good piece of advice.
10. Studying English writing manuals or textbooks and following their recommendations.

29. Look at the two pieces of writing below. Identify which one is purely descriptive (i. e., it only summarizes what other people have said, offering no authorial opinion), and which one is more analytical.

Fisher and Scriven describe critical thinking as ‘a skilled, active interpretation and evaluation of observations, communications, information, and argumentation’ (1997: 20). Russell states that ‘the intelligent are full of doubt’ (1998: 28). Facione et al. (2000:101) argue that without scrutiny, the following

Critical thinking is a notoriously difficult term to define, although Fisher and Scriven’s classification of it as ‘a skilled, active interpretation and evaluation of observations, communications, information, and argumentation’ (1997: 20) captures many of its essential details. Echoing Russell’s truism that ‘the intelligent

type of texts would be common: 'intellectually dishonest (e.g., in the use of data), intolerant (e.g., of opposing ideas), inattentive (e.g., to implications of proposals), haphazard (e.g., procedurally), mistrustful of reason (e.g., hostile toward sound scientific inquiry), indifferent (e.g., toward new findings), and simplistic (e.g., naively dualistic).' Orwell has the following attributed to him: 'During times of universal deceit, telling the truth becomes a revolutionary act.'

are full of doubt' (1998: 28), Facione et al. (2000:101) argue that without this doubt, academic study would allow biased, prejudiced and illogical texts to not be scrutinized properly. Although the saying attributed to Orwell that 'during times of universal deceit, telling the truth becomes a revolutionary act' may be a little too political for the academic context, the idea is still a strong one.

30. Which of these three definitions of *critical thinking* do you think is correct?

- 1) Critical thinking means reading what experts have said and presenting a general summary of their ideas.
- 2) Critical thinking means saying that everything you read is wrong.
- 3) Critical thinking means not being afraid to challenge what experts have said, and using this as a way of shaping your own view about a topic.

31. Look at the text in the box below.

1. **Read the title** and predict the text's focus.
2. **Write down** 2-3 bullet points about what you want to learn from this text.
3. **What is the focus going to be?** Read the topic sentence (the first sentence of the paragraph).
4. **Read the full text** in no more than one minute, but:
 - do not read every single word: divide the text into phrases
 - do not use a dictionary, guess at the meaning of unfamiliar words
 - focus particularly on **signposting language**: this may help your understanding

What specific strategies can improve *reading skills*?

In trying to develop reading skills, there are four key areas which students should try to improve: understanding, flexibility, speed and comprehension. Greater understanding comes through more active involvement in the text. Rather than just hoping that understanding will develop passively, it is imperative to examine the text analytically – whether autobiography, academic essay or newspaper article. Increased flexibility comes from not slavishly following the linear order of the text, but by adapting your reading strategies accordingly (e.g., reading the conclusion first). Turning to the issue of speed, focusing on the content-carrying words of the language, and reading in clusters of words (i.e., two-, three- and four-word phrases) can be beneficial. Finally, greater comprehension can be realized by focusing more on your prediction

skills and your general understanding of the English language, and less time on your electronic dictionary. In brief, while reading may appear to be an insurmountable problem, by adopting a few key strategies, significant improvements can be made.

32. Read the following sentence from the text above and complete tasks 1-4.

[Increased flexibility] comes from not slavishly following the linear order of the text, but by adapting your reading strategies accordingly (e.g., reading the conclusion first).

1. Using square brackets, **divide the sentence into meaningful phrases** (e.g., *increased flexibility*).
2. Underline the **content words** in the text (e.g., *adapting*).
3. Without using a dictionary, guess the meaning of the following words: *slavishly, linear, accordingly*.
4. Is there anything in the passage which can help with **cohesion** (e.g., *but, indicating contradictory information*)?

33. Identify the key points in the text below (example key points are in italics).

Why Women Live Longer

Despite the overall increase in life expectancy *in Britain* over the past century, *women still live significantly longer than men*. In fact, in 1900 men could expect to live to 49 and women to 52, a difference of three years, while now the figures are 74 and 79, which shows that the gap has increased to five years. Various reasons have been suggested for this situation, such as the possibility that men may die earlier because they take more risks. But a team of British scientists have recently found a likely answer in the immune system, which protects the body from diseases. The thymus is the organ which produces the T cells which actually combat illnesses. Although both sexes suffer from deterioration of the thymus as they age, women appear to have more T cells in their bodies than men of the same age. It is this, the scientists believe, that gives women better protection from potentially fatal diseases such as influenza and pneumonia.

34. Read the following and then choose a suitable title that expresses the key point.

TITLE:

Dean Kamen is a 50-year-old American eccentric who is also a multi-millionaire. He always wears blue denim shirts and jeans, even when visiting his friend, the president, in the White House. He flies to work by helicopter, which he also uses for visiting his private island off the coast of Connecticut. As an undergraduate Kamen developed the first pump that would give regular doses of medicine to patients. The patent for this and other original medical inventions has produced a huge income, allowing him to run his own research company which, among many other projects, has produced the iBot, the world's first wheelchair which can climb stairs.

35. Read the following text and *make notes* on it.

As they listen, students are expected to take notes, which will allow them to retrieve information later. Lecturers may try to help this process by indicating the overall structure and purpose of the lecture in visuals and handouts. They may vary their intonation to indicate the end of one section and the start of a new one. They may use textual signalling language: macro-markers, which state how the sections of the lecture fit together or link to other parts of a course, and micro-markers such as *but, well, now, so*. As well as signalling relations in meaning, these are also used to indicate where the lecturer moves to a new idea. However, students with a low proficiency level for listening may be unable to recognize the function of intonation, or distinguish signalling language from content language. They may find it difficult to listen, read and take notes at the same time. They may fail to recognize that they should supplement information contained in visuals and handouts with interpretive and evaluative comments made by the lecturer.

36. Read these two paragraphs from the essay “*Academic essay titles: critically important or significantly overrated?*” Which paragraph was planned and which was unplanned?

Answering the question is the most important thing an essay can do. One particularly common problem which students face is that they answer the question they wanted to get, rather than the one they actually got. This is a serious error. The result of this is irrelevant detail and unfocused argument. It is commonly known that essays which do not directly address the question posed receive poor marks.

You have to answer the question when you write an essay. If you do not, then lots of the essay will not be relevant and the argument will be unfocused. Students often try to answer the question which they wanted to have rather than the question which they actually have in front of them. This is a really big mistake and you’re almost certain to get lower marks.

37. Answer the following questions to test your understanding of *time management*.

1. Why is it important to plan in the medium and long term as well as the short term? *If you only plan in the short term, you may well forget your deadlines.*
2. What two criteria should you use to judge your priorities?
3. Why might it be inefficient to work on the same task for a long period of time?
4. Why is it important to get a balance between working and relaxing?
5. Why should you measure your progress by outcomes rather than activities?
6. How can you involve friends/colleagues in managing your time?
7. What does ‘task management’ mean?
8. Why are electronic calendars useful?

38. In the case of essays, it is best to begin planning by analysing the title and then writing down any ideas that seem relevant. This process is called *brainstorming*, and at first ideas are collected in any order. Read the title below and add more ideas to the list.

- **Tourism is the world's most important industry. Why is this, and will it continue to be so?**

development of jet aircraft

mass tourism began in the 1960s

increased leisure time in rich countries

problems of overcrowding, pollution

39. Having assembled your ideas, it is then necessary to find a suitable *framework* for the essay. A structure may be suggested by the title of the essay. There are a number of common structures used in essay writing. Which would be most suitable for the title above?

- Time** – usually from the past to the present or the future, as in a story.
- Comparison** – two or more topics are examined and compared, one after another.
- For and against** – the advantages and disadvantages of two systems are discussed.

40. Complete the plan for the title in (1) using ideas from 39.

- Introduction: historical background/current problems, e.g. overcrowding
- Main body: mass tourism began in 1960s with development of jet aircraft

- Conclusion:

41. Decide which of the three frameworks in 39 would be most suitable for the following titles.

- Prisons make criminals worse, and should be abolished – Discuss.
- In the UK, radio is gaining audience while TV is losing viewers. Consider possible reasons.
- Trace the development of mass production and evaluate its main benefits.
- 'Examinations can never be fair.' To what extent is this true?
- The internet will make books redundant in twenty years – Discuss.

42. Study the title below and the ideas collected for the essay. Add to the list if possible. Then choose a suitable framework and complete the plan below. *Compare the effects of advertising on TV with advertising in newspapers. What are the main differences? Are there any similarities?*

TV adverts more lively, dynamic

newspaper adverts can be targeted at a special market, e.g. local

TV advertising very expensive (to make and show)

many people video TV and fast-forward adverts
 newspaper adverts can be prepared more quickly
 TV adverts can reach a wider audience

.....

- a) Introduction: role of newspapers and TV in society today
- b) Main body: ...
- c) Conclusion: ...

43. Thesis statement is a sentence in an academic essay which presents the central argument of the essay in concise language. These thesis statements were rejected. Match the draft with the teacher’s comments which identify the problem.

- 1. The centrality of the thesis statement in the essay is an incontrovertible truth, for without it the epistemological evolution of the argument is an impossibility.
- 2. In this essay, I will look at the importance of thesis statements. The thesis statement should not be a question.
- 3. Thesis statements which use informal, vague language lead to the breakdown of the entire academic structure.
- 4. Without the thesis statement, the entire purpose of the essay is completely and utterly lost; the result of this is chaos – the essay is just an anarchic collection of words.
- 5. What, then, is the reason why thesis statements are so important?

- 1. The thesis statement should not be a question.
- 2. Too simple. This is a very vague generalization.
- 3. Too long and complex. You need to simplify the language.
- 4. Too specific. The scope of a thesis statement should be wider.
- 5. Too emotive. You should not use such passionate language.

44. Read the following thesis statements and decide which type of writing they would be most appropriate for:

Thesis statement	Type of essay
1. There are generally considered to be three main types of essays (as well as other writing forms) used in British universities; I will investigate each of these in turn.	1. argumentative essay
2. This essay analyzes the advantages and disadvantages of the essay, arguing that although it is not a perfect means of assessment, it is the best system which exists.	2. critique
3. The essay is a short, dynamic and powerful piece of writing which has been important for hundreds of years in the British academic system.	3. descriptive essay
4. Having summarized the main points of this article, I will challenge its main findings, which are based on poor data, unreliable sources and bad arguments.	4. evaluative essay

Understanding the Title

45. Consider the three pairs of research paper titles given below. Which of the titles in each pair could, in your opinion, be written by an English or an American professor, and which by their Ukrainian colleague?

1. On the Problem of Mastering Academic Writing in Foreign Languages
Mastering Academic Writing in Foreign Languages: Problems, Solutions, and Costs
2. Teaching of English Academic Writing Gives Important Benefits
Teaching of English Academic Writing as an Important Pedagogical Activity
3. Investigation of the Possible Place and Role of the English Academic Writing Course in the Changing Language Curriculum of Ukrainian Universities
To Teach or not to Teach? The Place and Role of the English Academic Writing Course in the Changing Language Curriculum of Ukrainian Universities

46. Work with the following assignment title and follow the steps below: “Choose an English language test you are familiar with in your teaching context. Use relevant background theories to evaluate this test”.

- (a) Draw attention to the key words in the title.
- (b) Turn the key words into questions. The first one is given as an example. *What is the teaching context that I am familiar with?*
- (c) Decide which of the following you would include in answer to this title. Tick all the relevant ideas:
 - language learning theories
 - a description of your chosen teaching context
 - test design theories
 - an outline of different test design methods
 - a description of the test
 - a list of the different teaching contexts
 - a copy of the test
 - a review of existing English language tests
 - an answer key for the test
 - a decision on the usefulness of this test in your teaching context.

47. Work with the following assignment title and follow the steps below: “Critically evaluate the term ‘Resource Utilisation’. What strategies can a business pursue to enhance its ability to create value through utilising its financial resources? Illustrate your answer with any relevant case materials”.

- (a) Draw attention to the key words in the title.
- (b) Turn the key words into questions. The first one is given as an example. What does ‘resource utilisation’ mean?
- (c) Decide which of the following you would include in answer to this title. Tick all the relevant ideas:

- an explanation of the term ‘resource utilisation’
- an assessment of how valuable the term ‘resource utilisation’ is
- a short description of the different kinds of resources a business can draw on
- details of the various ways a business can create value
- an outline of the financial resources available to a business
- an in-depth discussion of the different strategies available to a business
- examples of specific cases which can be used as evidence.

48. Underline the key terms in the following titles and decide what you are being asked to do.

Example: “*Relate the development of railways to the rise of nineteenth-century European nationalism.*” *Relate* means to link one thing to another. The title is asking for links to be made between the growth of railways in Europe in the nineteenth century and the political philosophy of nationalism. The writer must decide if there was a connection or not.

- a) Identify the main causes of rural poverty in China.
- b) Calculate the likely change in coffee consumption that would result from a 10% fall in the price of coffee beans.
- c) Classify the desert regions of Asia and suggest possible approaches to halting their spread.

49. The following terms are also commonly used in assignment titles. Match the terms to the definitions on the right.

Analyse	Give a clear and simple account
Describe	Make a proposal and support it
Examine	Deal with a complex subject by giving the main points
State	Divide into sections and discuss each critically
Suggest	Give a detailed account
Summarise	Look at the various parts and their relationships

50. Use the assignment title “*Examine the influence of sporting personalities on public attitudes towards overall fitness*” to pick out the key words. Place a tick against any of the following words that you think are key words.

- | | |
|--------------------------|--------------------|
| Examine □ | Public attitudes □ |
| Influence □ | Overall □ |
| Sporting personalities □ | Fitness □ |

51. Look at the following skeletal plan and identify its strengths and weaknesses in the table below. The essay title is “*Describe the effect the World Wide Web (WWW) has had on the way people communicate*”.

PLAN

Key words: WWW; effect; people communicate

Instruction word: describe

Introduction – 2 paragraphs:

The development of WWW

History of the internet

Functions of WWW

Central section

1 para on e-commerce and e-learning

3 paras (1 each) on chat rooms, message boards, emails

Conclusion

1 para on web accessibility and security

1 para personal view of WWW, how it is a good thing

Resources

None – just a few pages off Google to show what WWW can do

Strengths	Weaknesses	Changes

52. Place a tick against any of the following that you have used in preparing previous assignments. Are you clear about the different uses they have? Do you avoid using print-based sources? Could you have used a greater variety of sources?

	Notes	Books	Journals	Newspapers	Reports	Reference
Traditional						
Electronic						

Connectors. Linking words

53. Study the widespread logical connectors below. Group them into their functions. Several connectors may have more than one meaning.

- | | | | |
|---------------------|---------------|-------------------|----------------|
| accordingly | due to | in other words | overall |
| although | even | in spite of | regarding |
| as | finally | in this case | similarly |
| as a matter of fact | firstly | likewise | since |
| as a result | for instance | meanwhile | that is (i.e.) |
| as far as | furthermore | moreover | though |
| as long as | hence | nevertheless | therefore |
| as to for example | however | nonetheless | thus |
| at the same time | in addition | notwithstanding | whereas |
| because of | in brief | on the contrary | while |
| consequently | in contrast | on the other hand | yet |
| conversely | in conclusion | on the whole | |
| despite | in fact | otherwise | |

Function	Connectors
Addition	<i>furthermore,</i>
Cause and effect	<i>because of,</i>
Comparison	<i>likewise,</i>
Concession	<i>nevertheless,</i>
Conclusion	<i>therefore,</i>
Contrast	<i>on the other hand,</i>
Enumeration	<i>firstly,</i>
Illustration	<i>for example,</i>
Intensification	<i>as a matter of fact,</i>
Reformulation	<i>in other words,</i>
Relation	<i>regarding,</i>
Summation	<i>overall,</i>
Time	<i>meanwhile,</i>

54. Choose the most suitable logical connector out of the two given in each sentence.

Writing is a difficult skill for native speakers and nonnative speakers (alike/ accordingly), (thus/because) writers must balance multiple issues such as content, organization, purpose, audience, vocabulary, punctuation, spelling, and mechanics such as capitalization. Writing is especially difficult for nonnative speakers (because/even though) they are expected to create written products that demonstrate mastery of all the above elements in a new language. (In contrast/in addition), writing has been taught for many years as a product rather than a process. (Therefore/moreover), teachers emphasize grammar and punctuation rather than decisions about the content and organization of ideas.

55. Read the following paragraphs which form part of a text on support staff in classrooms. Add suitable links at the beginning of each paragraph.

Many primary and secondary teachers will find that they have with them a support teacher (ST) or a teaching assistant in the classroom. A ST is a member of staff who may be employed by the local education authority to support the learning of children with specific needs. One common use of a ST is to support children who have English as an additional language. These teachers have got specific expertise and will work on a one-to-one basis or with a group of children to improve their language skills and allow them to engage fully with the school curriculum.

..... is to help pupils who have specific educational needs like dyslexia. These teachers usually come from a special needs background and will come into mainstream classrooms to support average ability or able pupils who have been identified as having specific learning difficulties.

....., STs may also be members of staff who have spare contact time and this needs to be used effectively to support those pupils who are identified as needing extra help.

56. In the following passage, written by a student, the teacher has identified a number of mistakes related to linking devices. Write the appropriate feedback for the student.

Some call these kinds of words linking devices. Others¹ call them transitional devices. Because² students do not have a sufficient range of linking devices, they tend to overuse the same ones. Students could benefit significantly by learning 15 to 20 key linking devices, but they do not want to take the time to learn them³. As a result⁴ they seldom improve and the problem remains. Therefore, in conclusion⁵, teachers should provide more support in this important area.

Teacher's feedback: *¹These two sentences could be more cohesive if a contrastive linking device such as while or whereas was used.*

57. Inside the main body, ideas need to be presented in the most logical fashion, linked together to form a coherent argument. Re-organise the notes below to achieve the best structure.

- a) Trace the development of the factory system and evaluate its social impact.
 - workers forced to adopt a regular timetable to maintain production
 - first factories employed unskilled workers; often women and children
 - early employers enforced strict codes of discipline
 - factories originally sited to make use of water power (in 18th C.)
 - later some employers offered social benefits, e.g. housing/education
 - in nineteenth century factories built near canals/railways for access to markets
- b) Lowering the minimum school leaving age to 14 would allow teachers to focus on teaching the students who wanted to be in school – Discuss.
 - if they left at 14, students would be unlikely to find proper jobs
 - some students more suited to work that doesn't require qualifications
 - problem students waste everybody's time, including their own
 - effort should be made in primary schools to prevent pupils falling behind
 - many older students have lost interest in learning and disrupt classes
 - in future, almost all jobs will demand academic skills.

Chapter 3
ACCURACY IN WRITING

Academic Vocabulary

58. To read and write academic texts effectively students need to be familiar with the vocabulary generally used in this context. The following are examples of some of the more common items.

Adjective	Noun	Verb
analytical	analysis	analyse
creative	creation	create
correlative	correlation	correlate
definitive	definition	define
evaluative	evaluation	evaluate
generalised	generalisation	generalise
hypothetical	hypothesis	hypothesise
indicative	indication/indicator	indicate
predictive	prediction/predictor	predict
responsive	response	respond
significant	significance	signify
synthetic	synthesis	synthesise
variable	variation/variable	vary

59. Choose the most suitable word ending in each case (see the table above).

- a) Arthur C. Clarke's pred... of earth satellites came true in 1957.
- b) A signif... number of students have chosen to do that project.
- c) The rate of increase var... between 5 % and 8 % during the period.
- d) The first computer was creat... during the Second World War.
- e) Scientists frequently need to ask hypoth... questions.
- f) Green can be made from a synth... of blue and yellow.
- g) The signif... of vitamins in diet was understood in the early twentieth century.
- h) The essays were evaluat... in terms of content and accuracy.
- i) Their research shows a strong correl... between size and longevity.
- j) Her anali... approach led her to propose six types of criminals.

60. Complete each sentence with a suitable word from the table above.

- a) First results that this treatment benefits patients in 70–80 % of cases.
- b) Professor Strauss wrote the work on spiders in the Balkans.
- c) Most need to be made with care.
- d) All the animals to the noise by becoming agitated.
- e) Over 3,500 questionnaires were in terms of social class.
- f) Three need to be considered when predicting.

61. Write at least one synonym for each of the words in bold.

1. In the first **step** of the process ...
2. This new equipment has the **ability** to outperform all previous versions.
3. Our procedure is a clear **improvement** on current methods.
4. Our study provides **additional support for** alternative methods for treating this disease.
5. Apart from this slight **discordance**, the result is confirmation of ...
6. There are several possible explanations for this **result**.
7. The results point to the **likelihood** that the species will be extinct within 5 years.
8. Further experimental **investigations** are needed to estimate ...
9. These findings suggest the following **directions** for future research:...
10. An important **issue** to resolve for future studies is ...

62. Complete the gaps in the table below.

Noun	Adjective	Noun	Adjective	Noun	Adjective
height		reliability		heat	
	strong		confident		true
width		probability		necessity	
	long		dangerous		relevant

Insert a suitable noun or adjective from the table in each sentence.

- a) The building's is due to its massive steel frame.
- b) The of the matter may never be known since all the records are lost.
- c) There is a strong that coffee prices will fall next year.
- d) In some places the River Zambesi is more than 3 kilometres
- e) The results are so surprising it will be to repeat the experiment.
- f) It is not easy to see the of art history to engineering.
- g) Regularly backing up computer files reduces the of losing vital work.
- h) Revising for exams is a tedious
- i) This data appears to be and should not be trusted.
- j) in the banking system was destroyed by years of inflation.

63. Underline the adjective(s) in each sentence and write the related noun(s) in brackets.

Example: Few patients are likely to suffer side-effects from the drug. (likelihood)

- a) Various methods of dealing with the spread of malaria were suggested. ()
- b) Dr Lee adopted an analytical approach to the inquiry. ()
- c) Antibiotics were not available in the first half of the twentieth century. ()
- d) Her major contribution to the research was her study of folklore in Spain. ()
- e) The precise number of people affected by the earthquake is unknown. () ()
- f) Some progress was made in the theoretical area.()
- g) A frequent complaint is that too much work is expected in the first semester. ()
- h) We took a more critical approach to irrigation. ()

- i) The Department of Social Policy is offering three courses this year. ()
 j) Finally, the practical implications of my findings will be examined. ()

64. Complete the gaps in the table below.

Noun	Adjective	Noun	Adjective
approximation	approximate		particular
superiority		reason	
	strategic		synthetic
politics		economy	
	industrial		cultural
exterior		average	

65. Complete the sentences with nouns or adjectives from the table above.

- a) The consequences of the war were inflation and unemployment.
 b) 365.25 days is an of the length of the solar year.
 c) One of British weather is that it is very changeable.
 d) All doors are fitted with security systems.
 e) They attempted to make a of all the different proposals.
 f) The length of time patients have to wait is 34.6 weeks.
 g) The traditional idea that the sun went round the earth was, but wrong.
 h) Ancient Japanese was highly developed in areas such as poetry and ceramics.

66. Suggest possible meanings for the words in italics.

- a) Criminal activity seems to be very common among the *underclass*.
 b) The passengers found the jet was *overbooked* and had to wait for the next flight.
 c) The *microclimate* in my garden means that I can grow early tomatoes.
 d) It is claimed that computers have created a *post-industrial* economy.
 e) Most film stars have *ex-directory* phone numbers.
 f) The class was *underwhelmed* by the quality of the lecture.

67. Write at least one synonym for each of the words / phrases in bold.

- It is **straightforward** to verify that ...
- Malaria is the **main** cause of ...
- Greening the Internet has become a **central** issue in ...
- Many hypotheses regarding this system appear to be **ill-defined**.
- In their **seminal** paper of 2001, Peters and Jones ...
- Kamos's assumptions seem to be **realistic**.
- Their approach is not **well suited to** ...
- The **traditional** approach to sample collection is to ...
- Our results were **disappointing**. However, ...
- One **possible** application of our technique would be ...

68. Reduce the informality of each sentence by substituting a single verb for the one in italics.

1. The implementation of computer-integrated-manufacturing (CIM) has *brought about* some serious problems.
2. The process should be *done over* until the desired results are achieved.
3. Plans are being made to *come up with* a database containing detailed environmental information for the region.
4. Subtle changes in the earth's crust were *picked up* by these new devices.
5. Proposals to construct new nuclear reactors *have met with* great resistance from environmentalists.

69. Use a suitable adverb to complete the following sentences:

small	medium	large
gradually	substantially	quickly
slightly	significantly	sharply
marginally	steadily	dramatically
slowly	considerably	rapidly

- a) Last year inflation increased from 2 % to 2.3 %.
- b) Life expectancy has risen in the last 20 years, by about 15 %.
- c) The price was reduced, so that a £12 book was offered for £6.
- d) Sales rose while he was chairman, averaging 14 % per year.
- e) The numbers of people voting has declined, from 80 % to 65 %.
- f) The crime rate climbed in the early 1990s, by 20–25 % a year.
- g) In the last four years unemployment has fallen., from 5 % to 2.5 %.
- h) In the first two years of the war the suicide rate dropped, by over 30 % each year.

Confusing pairs

70. Choose the correct word in each sentence.

- a) His conclusions were quiet/quite interesting, but controversial.
- b) Millions of people are attempting to lose/loose weight.
- c) Sunspots have been known to affect/effect radio communication.
- d) Professor Poledna received their compliments/complements politely.
- e) The ancient symbol depicted a snake eating it's/its tail.
- f) Both social and economical/economic criteria need to be examined.
- g) It took many years for some of Freud's theories to be accepted/excepted.

71. Some of the following contain mistakes. Find and correct them.

- a) The past has been described as like 'a foreign country.'
- b) One of the most famous sights in Paris is the Eiffel Tower.

- c) Re-using old envelopes was one economic suggestion.
- d) He was a man of strict principals, who never borrowed any money.
- e) Accept for two students they all spoke Arabic.
- f) The taste of lemon complemented the rich flavour of the fish.
- g) Only seven out of a class of sixteen passed the exam.
- h) Most oil companies plan to rise prices in the new year.

Cautious language

72. Caution is needed to avoid making statements which are too simplistic. Caution can be shown in several ways:

(modal verb) *Poor education can lead to crime.*

(adverb) *Poor education frequently leads to crime.*

(verb/phrase) *Poor education tends to lead to crime. / There is a tendency for poor education to lead to crime.*

Rewrite the following sentences in a more cautious way.

- a) Private companies are more efficient than state-owned businesses.
- b) Computer manuals are difficult to understand.
- c) Older students perform better at university than younger ones.
- d) Exploring space is a waste of valuable resources.
- e) English pronunciation is confusing.
- f) Global warming will cause the sea level to rise.
- g) Science students work harder than those studying humanities.
- h) Concrete is the best material for building bridges.

Another way to express caution is to use *quite, rather or fairly* before an adjective. Insert *quite/rather/fairly* in the following to emphasise caution.

- a) Charles was an insignificant king who reigned for only 3 years.
- b) The survey was a comprehensive study of student opinion.
- c) His second book had a hostile reception.
- d) The latest type of arthritis drugs are expensive.
- e) The first-year students were fascinated by her lectures.

Umbrella Nouns

73. A range of ‘umbrella’ nouns is used to express basic ideas in academic writing:

*Molecular biology is an interesting new **field**.*

*The **concept** of class was first discussed in the eighteenth century.*

*Freud developed a new **approach** in his second book.*

They are rather formal and need to be used accurately. Read the following and find a synonym for each word in italics from the words below.

<i>process</i>	<i>organisation</i>	<i>machine</i>	<i>theory</i>
<i>event</i>	<i>types</i>	<i>consideration</i>	<i>area</i>
<i>views</i>	<i>feature</i>	<i>cause</i>	<i>problem</i>

- a) The second *factor* in the accident was the cold weather.
- b) Harvey's *concept* of the circulation of the blood was first presented in 1628.
- c) Snow is a rare *phenomenon* in Rome.
- d) The President's resignation gave a new *aspect* to the national crisis.
- e) A barcode scanner is a *device* used at supermarket checkouts.
- f) Her *field* is the history of life insurance.
- g) The National Institute for Clinical Excellence is a *body* created to assess medical drugs.
- h) Mendel's work on genetics provided new *perspectives* for biologists.
- i) Their main *concern* is to prevent pollution in rivers and lakes.
- j) Their new *system* allows errors to be detected in 12 seconds.
- k) The survey identified three *categories* of bus user.
- l) The most serious *issue* raised at the meeting was student accommodation.

74. Insert a suitable umbrella noun in the following sentences.

- a) The Students' Union is a designed to promote students' interests.
- b) Rainbows are a common natural
- c) Completion of the new building was delayed by safety
- d) Environmental law is an increasingly popular
- e) In 1956 he patented a for measuring the height of waves.
- f) Jung's of the 'anima' has been strongly criticised.
- g) His paper examined three of the problem of tissue rejection.
- h) Three of father were identified; 'involved', 'semi-detached' and 'disengaged'.
- i) The main discussed was lack of support from tutors.
- j) One in the collapse of the business was the rise in oil prices.
- k) The discovery of DNA created fresh in medicine.

Summary Words

75. Complete the following. Can you think of any other nouns that could complete the sentence?

1. According to a recent survey, 26% of all American adults, down from 38% thirty years ago, now smoke. This can be partly attributed to the mounting evidence linking smoking and fatal diseases, such as cancer.

a. decline b. reduction c. improvement d. decrease e. drop

2. Early in September each year, the population of Ann Arbor, Michigan, suddenly increases by about 20,000 as students arrive for the new academic year. This changes the character of the town in a number of ways.

a. influx b. increase c. invasion d. rise e. jump

3. Nowadays, laptop computers are lighter, more powerful, and easier to use than they were five years ago. These have led to an increase in the sales of these machines.

a. changes b. developments c. advances d. improvements

76. Provide summary words to improve the flow of the passage.

¹ **A 1986** study of 7,000 recovering alcoholics showed that 3% were under age 20 and 18% were between 21 and 30. ² **Moreover**, the study revealed that the average age of alcoholics seems to be falling. ³ **This** ___ worries health officials.

⁴ **In** the past, alcohol addiction was considered a social problem closely related to criminal or immoral behavior. ⁵ **However**, today this ___ is no longer widely held. ⁶ **Many** alcoholics have lived through difficult childhoods, divorces, and professional disappointment. ⁷ **Even so**, these ___ are not good predictors of who will become an alcoholic. ⁸ **In** a recent study, children of alcoholics were found to be four times as likely as children of nonalcoholics to be alcoholics – **even** when raised by non-alcoholic parents. ⁹ This has led researchers to believe there is a genetic link in alcoholism.

Abbreviations

77. Explain the abbreviations in the following sentences.

- a) The PM told MPs that the NHS needed reform.
- b) The failure rate among IT projects reaches 70 % (Smith et al., 1997).
- c) The world's most populous country, i.e. China, has joined the WTO.
- d) NB CVs must be no longer than three sides of A4.
- e) See the OECD's recent report on the UK.
- f) The EU hopes to achieve a standard rate of VAT.
- g) The CEO intends to raise spending on R&D by 40 %.
- h) Fig. 4. Trade patterns on the w.w.w. (1997–2001).
- i) The WHO is concerned about the spread of TB.
- j) Director of PR required – salary approx. \$45K.
- k) GM technology is leading to advances in many fields e.g. forestry.
- l) Prof. Wren claimed that the quality of M.Phil. and Ph.D. research was falling.

Capitalization

78. In the following sentences, change small letters to capital letters where necessary.

1. farnaz is a student from iran. She speaks english, french, and farsi.
2. her major is business.
3. thanksgiving is a holiday in both canada and the united states, but it is celebrated on different days in the two countries.
4. it is celebrated on the fourth thursday in november in the united states and on the second monday in october in canada.
5. istanbul is a seaport city in turkey.
6. greenhills college is located in boston, massachusetts.
7. i am taking four classes this semester: american history, sociology, economics, and a computer science course.
8. i read a good book last weekend by ernest hemingway called *the old man and the sea*.
9. my roommate is from the south, so she speaks english with a southern accent.
10. the two main religions in japan are buddhism and shintoism.

Articles

79. Comment on the article usage.

- a) The most famous fictional detective is Sherlock Holmes.
- b) The USA was founded in the eighteenth century.
- c) The government changed its attitude in the 1980s.
- d) In many companies, the knowledge of most employees is a wasted resource.
- e) The moon orbits the earth every 28 days.
- f) The south is characterised by poverty and emigration.
- g) Charles Dickens, the English novelist, died in 1870.
- h) The River Trent runs through the middle of England.
- i) The World Health Organization was founded in 1948.

80. In the following sentences, decide if the words are specific or not. Insert *the* if specific.

Example: *Inflation* was the greatest problem for *the Brazilian government*.

- a) engineering is the main industry in this region.
- b) moons of Jupiter were discovered in eighteenth century.
- c) global warming is partly caused by fossil fuels.
- d) best definition is often simplest.
- e) fraud is costing banking industry millions of pounds a year.
- f) drought may have been a factor in decline of the Maya empire.
- g) forests of Scandinavia produce most of world's paper.
- h) French police have issued a warning about terrorist groups.

- i) computer crime has grown by 200% in last decade.
- j) Japanese emperor lives in centre of Tokyo.
- k) Already 3% of US working population are employed in call centres.
- l) purpose of this paper is to evaluate intelligence tests.
- m) Picasso, Spanish painter, was born in nineteenth century.

Conjunctions

81. Conjunctions are words and phrases such as *and* / *or* / *but* which join parts of a sentence together. There are six main types of conjunctions:

- a) addition: *Furthermore*, child mortality rates must be examined.
- b) result: Prices are rising worldwide, *thus* encouraging investment.
- c) reason: *Due to* the strike today's classes are cancelled.
- d) time: *Thirdly*, the role of the architect will be reviewed.
- e) example: Various writers have examined the issue, *for instance* Van Exel (2000).
- f) opposition: *Although* this study concentrates mainly on peak-time travellers . . .

82. Decide which type (a–f) the conjunctions in the following sentences belong to.

- a) Before the Roman invasion the economy was mainly agricultural. ()
- b) The results were checked because they were so surprising. ()
- c) Estimates suggest that the effects will continue, but at a more moderate rate. ()
- d) Some Asian economies, for example Indonesia, are growing more slowly. ()
- e) Moreover, travel information is very important for route planning. ()
- f) The findings were ambiguous, therefore the study was revised. ()
- g) The deadline is next week, so speed is vital. ()
- h) There is a serious problem in the district, namely unemployment. ()

83. Insert a suitable conjunction in each gap.

- a) the course was voluntary, most students attended.
- b) The longest day of the year, June 21st, was a time of festivity.
- c) . . . checking the equipment the experiment was repeated.
- d) most people use the train, a minority walk or cycle.
- e) Brick is a thermally efficient building material. It is,, cheap.
- f) Demand has increased for summer courses, extra ones are offered this year.
- g) Many writers, Chekhov, have been doctors.
- h) the increase in residence fees more students are moving out.
- i) The first stage was to write a clear questionnaire. 200 people were interviewed.
- j) Mustafa was in the lecture his car was being repaired.

Pronouns

84. In defining clauses where the relative pronoun is the object its use is optional:

She applied to the university (that/which) her tutor had recommended.

The course (that/which) I wanted to take was not offered this semester.

The tutor (who) she wanted to meet was away for two months.

When the relative pronoun is the subject it must be included. Decide if the relative pronouns in the following are necessary. If not, cross them out.

- a) It was not known who was responsible for the explosion.
- b) The man who I read about was born in Scotland.
- c) The book which the professor wrote was remarkably short.
- d) Squirrels are mammals that live mainly in trees.
- e) The article which she referred to was published last year.

85. Insert suitable relative pronouns in the gaps below. Write X if the pronoun is optional.

King Camp Gillette, a) invention of the disposable razor blade made his name world-famous, was an American b) had spent 40 years looking for a saleable invention. The idea c) changed his fortunes occurred in 1895, but he met considerable difficulties producing a thin, sharp blade d) could be made cheaply. He sold shares in the company to pay for the development work e) his partner, William Dickerson, was doing. In 1903, f) was their first year of business, they produced only fifty-one razors. But due to intensive advertising, g) potential Gillette quickly recognised, they rapidly increased sales to 250,000 two years later. The modern razor, h) is usually double-bladed, is directly related to the idea i) Gillette had over a hundred years ago.

86. Complete the gaps in the following paragraph with much/many/little/few.

Very a) data is available to students of housing of the sixth to ninth centuries AD. No complete examples survive, and researchers are not certain how b) information can be taken from the literature. It is not clear how c) people lived in each house, and in the d) sites that have been investigated (only four in the whole country) e) progress has been made towards finding a standard floor plan.

Word class

87. Give the word class and suggest possible meanings for:

- | | |
|--------------------|------------------|
| a) cancellation | f) unpredictable |
| b) coincidental | g) saleable |
| c) uncooperatively | h) interviewee |
| d) evolutionary | i) surrealism |
| e) protester | j) symbolically |

88. Study each sentence and find the meanings of the words in italics.

- The film is a French-Italian *co-production* made by a *subsidiary* company.
- When the car crashed she screamed *involuntarily* but was *unharmed*.
- Using *rechargeable* batteries has *undoubted* benefits for the *environment*.
- The *unavailability* of the product is due to the *exceptional* weather.
- There is a *theoretical* possibility of the cloth *disintegrating*.

89. Read the text and choose the correct alternative.

A large number of company/companies has/have developed website/websites in the last few years. Trading using the internet is called e-commerce/e-commerces, and this/these is/are divided into two main kinds: B2B and B2C. Many business/businesses want to use the internet to sell directly to its/their customers (B2C), but large numbers have experienced trouble/troubles with security/securities and other practical issues. In addition, the high start-up costs and the expense/expenses of advertising means/mean that this/these company/companies often struggle to make a profit.

90. Choose the best alternative in each case.

- Currently/recently she has been researching the life cycle of a species of wasp.
- She lived in France until/during the war broke out, and then she went home.
- Professor Yung has worked here since/for sixteen years.
- Last month/in the last month a new book was published on the subject.
- Applications must be received by/on November 25th.
- Since/during her arrival last May she has reorganised the department.
- During/for the winter most farmers in the region find work in the towns.

Subject-Verb agreement

91. Underline the subjects with one line and the verbs with two lines. Put parentheses () around prepositional phrases.

- My name is Roberto Sanchez.
- I was born (on September 21, 1978) (in the city) (of San Juan, Puerto Rico).
- I am a student at Greenhills College in Boston, Massachusetts.
- Some of my classes are difficult.

5. Some of the homework is boring.
6. A lot of my classes are in Dante Hall.
7. A lot of my time is spent in the student lounge.
8. My father works in an office.
9. None of my brothers are married.
10. None of the money was stolen.
11. My youngest brother and sister are still in high school.
12. My father understands English but doesn't speak it.
13. In South America, most of the people are Catholic.
14. Neither of my parents has been to the United States.

92. In each sentence, underline the subject with one line and write S above it. Then cross out the incorrect verb form.

1. One of my classmates (is/am) from my country, El Salvador.
2. Some of the teachers (speak/speaks) my language.
3. Each of the gifts (was/were) carefully wrapped in gold paper.
4. One of the words on the test (was/were) misspelled.
5. A lot of my classes (was/were) canceled last week.
6. A lot of my time (is/are) spent in the library.
7. In my country most of the people (want to go/wants to go) to college.
8. (Do/Does) anyone know the correct time?
9. There (is/are) several kinds of flowers in the bouquet.
10. There (wasn't/weren't) any electricity in our building last night.
11. The noise from the firecrackers (was/were) loud.

93. Step 1. Read each sentence and decide if it is a complete sentence or a fragment. Mark the fragments with an X to show that it is incorrect.

Step 2. Decide what is wrong with each fragment. Is the verb missing? Is the subject missing?

Step 3. Correct each fragment by adding a subject or a verb.

- ___ 1. Is very hot today even with the windows open.
- ___ 2. Jose and Jin the smartest students in the class.
- ___ 3. They study all the time.
- ___ 4. The baby finally sleepy.
- ___ 5. She is closing her eyes.
- ___ 6. Ms. Woodbury, our grammar teacher, often late on Fridays.
- ___ 7. Is important for students to get to class on time.

Chapter 4 PARAGRAPH WRITING

Pre-Writing

94. Prepare to write a paragraph about a person who has made a difference in the world, in his or her community, or in your life.

1. Use the listing technique to choose a person.
2. In a second list, write down the ways in which this person made a difference (see the Model below).
3. Choose one or two ways to write about, and underline them. (Do not write the paragraph yet).

Model

Grandfather

uneducated (high school? eighth grade?)	started hospital in town – only
farmer	hospital in big area
worked hard	first farmer to terrace his land –
<u>helped his community</u>	now everyone does it
<u>started community hospital</u>	<u>improved farming techniques</u>
respected in community	<u>in his area</u>
went to church every week	smart
got up early	read about new things
worked late	terracing helps prevent soil erosion
was the first person in town	listened to experts
to buy a car	thought things over
forward-thinking	made me laugh when I was little

95. Make a simple outline from the lists you made in exercise 94.

1. Give your outline a title like the one in the model.
2. Write a sentence like the one in the model that names the person and says what he or she did to make a difference.

Model

A Person Who Has Made a Difference: My Grandfather

My grandfather helped his community in two ways.

A. He improved farming techniques in his area.

- first farmer to terrace his land
- terracing helps prevent soil erosion

B. He started a community hospital.

- only hospital in big area

3. Write the main ideas below this sentence. If there are two ideas as in the model, give them letters (A and B). Give a capital letter to every idea that you list below the first sentence.

96. Choose a person who has made a difference in the world, in his or her community, or in your life. Write a paragraph of about 200 words about this person. Follow all the steps in the writing process.

Step 1 Prewrite to get ideas. Use the listing practice that you completed in exercise 95.

Step 2 Organize the ideas. Decide which idea will go first, second, third, and so on. Make a simple outline listing the ideas in the order you will write about them. Use the outline to guide you as you write.

Step 3 Write the rough draft. Write ROUGH DRAFT at the top of your paper.

- Begin your paragraph with a sentence that names the person and tells where or on whom he or she made a difference. E.g.:

My high school physics teacher changed my ideas about school.

Martin Luther King, Jr. changed the way people live in the United States forever.

- Pay attention to your sentence structure. Make sure all of your sentences have at least one subject and one verb.

Step 4 Polish the rough draft. Check your rough draft using Evaluation page (see Appendix). Check what changes you should make. Write a second draft.

- Check your second draft for grammar, punctuation, and sentence structure.

Step 5 Write a final copy. Your teacher may also ask you to hand in your prewriting paper.

Paragraph Structure

97. Read the following paragraph. Study its structure.

The way we use banks is currently changing. This is partly because of the introduction of new technology in the last ten years. The personal computer and the internet, for instance, allow customers to view their accounts at home and perform operations such as moving money between accounts. At the same time banks are being reorganised in ways that affect both customers and staff. In the past five years over 3,000 bank branches have closed in Britain. The banks have discovered that staffing call centres is cheaper than running a branch network.

The structure of this paragraph is:

- | | |
|-------------------|--|
| 1. topic sentence | <i>The way we use banks . . .</i> |
| 2. reason | <i>This is partly because . . .</i> |
| 3. example | <i>The personal computer . . .</i> |
| 4. information | <i>At the same time banks . . .</i> |
| 5. information | <i>In the past five years . . .</i> |
| 6. reason | <i>The banks have discovered . . .</i> |

98. Read and analyse the following paragraph.

In recent years all British universities have adopted the semester system. A semester is a period of time which lasts for half the academic year. Semester 1, for example, starts in September and finishes in January. Previously the academic

year had been divided into three terms: autumn, winter and spring. Most courses consist of modules which last for one semester, and exams are held at the end of each. Britain began using semesters to make it easier for international students to move from one country to another.

99. The sentences below form a paragraph, but have been mixed up. Rewrite them in the correct order and analyse the paragraph structure, using the components below:

Topic, Restatement, Reason, Example, Information,

- a) The Romans were the first people to build a bridge near the position of today's Tower Bridge.
- b) London has been the English capital for over 1,000 years.
- c) Over 500 years ago the area below the bridge had become a major river port for ships trading with Europe.
- d) Its dominance is due to its strategic site near the lowest crossing point of the River Thames.
- e) For many centuries it has been the centre of the country's economic, cultural and social life.

100. The sentences below form a paragraph, but have been mixed up. Rewrite them in the correct order and analyse the paragraph structure, using the components below.

Topic 1, Topic 2, Example, Information, Reason

- a) Even simple words like 'dinner' or 'hello' were not recognised.
- b) Consequently, the keepers have been trained to talk French to the baboons.
- c) The zoo realised that the animals were used to hearing commands in French.
- d) An English zoo has been given a gift of nineteen baboons by a zoo in Paris.
- e) But when the English zoo keepers tried speaking to the animals there was no response.

Developing Paragraph

101. Consider the following examples. In your opinion, which of the three sentences is the most suitable topic sentence? Why?

- (a) Growing vegetables in your back garden is fun.
- (b) Growing vegetables in your back garden requires time and patience.
- (c) Growing vegetables in your back garden can be very rewarding because you can watch the vegetables grow and then you can pick them and use them in your cooking.

Answer: _____

- (a) There are three areas to consider when marketing a new product.
- (b) Marketing a new product is difficult.
- (c) When marketing a new product you need to analyse the market by identifying your target audience and looking at your competitors.

Answer: _____

- (a) There seems to be a mismatch between teachers' and students' expectations.
- (b) There seems to be a mismatch between the way teachers and students view academic writing.
- (c) Students seem to rate writing skills relatively low on their learning priority scale as they do not realise the importance of writing in their academic life.

Answer: _____

102. Which of the following is the best topic sentence? What is the problem with the other two? Write a paragraph based on this topic sentence.

1. When writing topic sentences, there are two very important aspects to consider, namely, content (which provides a summary for the rest of the paragraph) and language (which has to be clear and focused in order to express your point properly).
2. When creating topic sentences, there are two particularly important aspects to consider: content and language.
3. The topic sentence is an interesting part of the paragraph.

103. Read the following paragraphs. Then choose the best topic sentence for each one from the list.

1. _____

Trail climbing is the easiest. Climbers just walk along trails to the top of a mountain. The trails are not very steep, and the mountains are small. The second type, rock climbing, takes place on steeper slopes and bigger mountains. Climbers generally have to use special equipment such as climbing shoes, ropes, and metal nails called pitons. The third type is ice climbing. Ice climbing takes place only on very high mountains and requires a lot of special equipment. Equipment used in ice climbing includes ice axes and crampons, which are spikes attached to a climber's boots for walking on ice and hard snow. Indeed, the sport of mountain climbing can range from an easy uphill walk to a difficult climb up a frozen waterfall.

- a) Mountain climbing requires special skills and equipment.
- b) The sport of mountain climbing is practiced worldwide.
- c) There are three main types of mountain climbing.

2. _____

For example, Kansas City, in the very center of the United States, is known for its beef, and Kansas City barbecue is everyone's favorite way to enjoy it. In Boston, people love baked beans. In the Southwest, chili, a stew made of meat, beans, tomatoes, and hot peppers, is the regional dish. Wisconsin, a state with many dairy farms, is famous for its cheese. Go to Maryland and Virginia for crab cakes and to the Northeast for clam chowder and maple syrup. Indeed, many U.S. cities and regions have a special food for everyone to enjoy.

- a) There is a variety of food in the United States.
- b) Food in the United States varies from sweet desserts to spicy stews.
- c) Different regions of the United States have their own traditional foods.
- d) Food in the United States is quite delicious.

3.

Before the 2004 tsunami in the Indian Ocean, water buffalo stampeded' in Thailand, and dogs in Sri Lanka refused to go out for their regular walks. An unusual number of pets ran away from their homes in the days before the 1989 San Francisco earthquake. Japanese researchers have analyzed fishermen's stories about the abnormal behaviour of fish in the days or hours before earthquakes in that country. These are just a few examples of strange animal behaviour just before earthquakes occur.

- a) Dogs, elephants, water buffalo, and fish can predict earthquakes.
- b) Earthquake prediction is an important science.
- c) Animals may be able to sense earthquakes before they happen.

104. Put a check next to good topic sentences. Tell what is wrong with the unchecked sentences. Are they too specific or too general? Write *Too specific* or *Too general* on the line.

Too specific

- 1. It is estimated that 20 percent of Japanese marriages are arranged.
- 2. In Japan, there are two types of marriage.
- 3. Digital cameras have several advantages over film cameras.
- 4. Digital cameras take photos.
- 5. Digital photos are composed of small squares, just like a tiled kitchen floor or bathroom wall.
- 6. Learning the meanings of abbreviations used in the field of technology is like learning a new language.
- 7. PC, PDA, GPS, and Wifi are abbreviations.
- 8. A PDA can perform a variety of useful functions.
- 9. Consider these four factors when choosing a college.
- 10. Golden retriever dogs have certain characteristics that make them good family pets.
- 11. I am considering event planning as a career.
- 12. A paramedic should have three characteristics.

105. Read each topic sentence. Then fill in the blanks with additional supporting sentences.

1. Owning a small car has several advantages.

a. A small car is easier to park.

b. _____

c. _____

d. _____

2. To keep your teeth healthy and your smile bright, do the following things.

a. Don't eat sugary foods.

b. _____

c. _____

d. _____

3. Consider these three/four/five factors when planning a family vacation.

a. Consider the interests of every one.

b. _____

c. _____

d. _____

4. A good friend has two/three/four important qualities.

a. He/She can keep secrets.

b. _____

c. _____

d. _____

5. Avoid studying for a big test by taking the following actions.

a. Turn on the television, the radio, or your CD player.

b. _____

c. _____

d. _____

106. Write a concluding sentence. Be sure to begin with a conclusion signal.

1. The college cafeteria is an inexpensive place to eat. For example, you can get a cheeseburger, french fries, and a soda for only \$3.00. A slice of pizza is only \$1.50, and a cup of coffee is only 50¢. There is a daily special for about \$2.50. It includes an entree, rice or potatoes, and a vegetable. The salad bar is the best deal of all. You get all you can eat for \$2.00. _____

2. Watching children's programs on television is a good way to learn a foreign language. First, the actors speak slowly and repeat often. Also, the vocabulary is not difficult. Finally, there is always a lot of action, so you know what is happening even if you don't understand the words. _____

107. Fill in each blank with one of these signal phrases: *For example, For instance, or such as* to form a coherent paragraph. Add commas where necessary. Use each phrase once.

The city of London has many great tourist attractions. (1) _____ most tourists make a stop at Westminster Abbey. In this famous church, tourists can see where English kings and queens are crowned. Westminster Abbey is the burial place of famous people (2) _____ poet Geoffrey Chaucer, scientists Isaac Newton and Charles Darwin, and actor Laurence Olivier. Tourists also like to catch a glimpse of royal life while in London. (3) _____ they can watch the changing of the guard at Buckingham Palace, or they can tour the Tower of London, where the British crown jewels are kept.

108. Put the sentences in order to form a coherent paragraph.

Fast Food, Unhealthy Food

- ___ a. For example, a 6-inch Pizza Hut Personal Pan pepperoni pizza has 660 calories, and a McDonald's Big Mac has 560 calories.
- ___ b. In conclusion, a quick meal at a fast-food restaurant may be delicious and convenient, but it is definitely not a healthy way to eat.
- ___ c. Second, a lot of the calories from fast food are from fat.
- ___ d. Third, fast-food items such as hamburgers and french fries contain high amounts of salt.
- ___ e. Fast food is extremely popular in the United States, but it is not very good for you.
- ___ f. First of all, most fast food is very high in calories.
- ___ g. A typical meal at McDonald's contains as much as 1,370 milligrams of sodium.
- ___ h. Finally, add a sugary soft drink to your fast-food meal, and you pound the last nail into the heart of any nutritionist.
- ___ i. For instance, a portion of Nachos Supreme from Taco Bell contains 26 grams of fat, and a Big Mac contains 30 grams.

109. Interview a groupmate, using the questions below, or ask your own questions if you wish. (Note: Do not ask questions about age, religion, politics, or money. These subjects are very personal.) Then write a paragraph 150 to 200 words long introducing your classmate to the class. Also focus on writing complete sentences.

What is your name?

Tell a little bit about your family.

Where did you go to school?

Tell about jobs that you have had in the past or that you have now.

What is your goal or your dream?

Do you have any hobbies?

Where were you born?

What languages do you speak?

What were your favourite subjects in school? Your least favourite?

Why are you learning English?

Do you have any special talents?

What do you do in your free time?

Descriptive Paragraphs

110. Read the following topic sentences for descriptive paragraphs. Next, decide on the best kind of spatial order to use in the description: right to left, left to right, top to bottom, far to near, outside to inside, and so on. Finally, write your details in spatial order on the lines.

1. After my sister spends two hours getting ready to go out, her room looks as if it had been hit by a magnitude 8.5 earthquake.

a. From the doorway, you see nothing but a mountain of clothes all over the floor.

b. _____

c. _____

2. The park near my house is full of activity on a sunny weekend afternoon.

a. _____

b. _____

c. _____

111. The following text is classifying the different powers in governments. Notice how the powers are classified into three types, depending on who holds the power. The different powers are then described.

The separation of powers

One of the fundamental principles underlying our constitution is that of the separation of powers. According to this principle, developed by the eighteenth-century French philosopher Montesquieu, all state power can be divided into three types: executive, legislative and judicial. The executive represents what we would call the Government and its servants, such as the police and civil servants; the legislative power is Parliament; and judicial authority is exercised by the judges. (Elliott and Quinn, 2008: 2)

112. Read the following text and identify what is being classified and what the division is based on.

Coastal landforms have often been classified to provide useful ways to help assess the different forcing factors and controls such as sea-level history, geology, climate, waves and tides that lead to the great variety of coastal landforms we encounter (Bird, 2000). Most early classification schemes were based on the realisation that coastal landforms are largely the product of sea-level variations. Such classifications distinguish between submerged and emerged coasts. Typical submerged coasts are drowned river and glacial valleys, often referred to as rias and fjords, respectively. Coastal plains are characteristic of emerged coasts. Another type of classification distinguishes between primary and secondary coasts. Primary coasts have a configuration resulting mainly from non-marine processes and include drowned river valleys and deltaic coasts. Secondary coasts, on the other hand, are coasts that have a configuration resulting mainly from marine processes or marine organisms. Examples of such coasts are barrier coasts, coral reefs and mangrove coasts. (Holden, 2008: 481–2)

113. Match the words in bold with their definitions in the column on the right.

The loss of status as many nations reserve currency may cause the dollar to **plummet** even further.

The White Army reached a **peak** of 100,000, compared with the Red Army, which had over three and a half million members in 1920.

As shown in table 3, in the distribution sector as a whole, output **stagnated** in the interwar period.

After exercise, the pulse rate shot up to 110 but the SpO₂ level **remained constant** at 98.

Not only has the population increased, but so has China's economy, which has seen a **steady rise** between 1978 and 2006.

The strain within the gel **increased dramatically** to -40,000%.

have the same value
(negative connotation)

fall quickly

gradual increase over a
period of time

significant (possibly
exponential) rise

high point, maximum
value

have the same value
(neutral positive
connotation)

114. Read the following instructions for carrying out two short experiments in Physics. Assume now that you have carried out the experiments. Convert the instructions into a report. Make sure you clearly distinguish between these instructions and your report.

Experiment 1

- 1 Take a thin flexible steel rod.
- 2 Bend the rod to feel how tough and springy it is.
- 3 Hold the rod in a Bunsen burner flame.
- 4 Heat the rod until the end is bright red and dip it very quickly into cold water.
- 5 Try to bend the rod as you did before.
- 6 Record your results.

Experiment 2

- 1 Take a second rod and bend it to see how tough and springy it is.
- 2 Heat it until it is red hot.
- 3 Keep the rod in the heat for about 15 seconds after it has turned red.
- 4 Remove it from the heat very slowly and allow it to cool gradually.
- 5 Try to bend the rod when it has cooled sufficiently.
- 6 Record your results.

Comparison and Contrast Paragraphs

115. Complete the sentences of comparison or contrast with the signal words and phrases in parentheses.

1. (but) In the United States, people drive on the right side of a road, but in other countries they drive on the left.
2. (yet) Professor Rand's first exam was easy _____
3. (although) Texting is a popular new way to communicate _____
4. (whereas) _____ my grandparents do not know how to turn a computer on.
5. (different from) The method of cooking rice in China _____

116. Look at these sentences and identify the language which is used for comparison and contrast.

- Able (2001) and Cole (2004) adopt contradictory positions over the issue of nuclear weapons. Whereas Able argues that an increase in the number of weapons leads to increased security, Cole suggests the opposite.

- There are close parallels between the characters of Hamlet and Othello: they are both outsiders and find interaction with other people difficult. In contrast, Othello can be viewed as a man of action, whereas Hamlet is a man who thinks, and does nothing.

- In the United Kingdom, both government and privately run schools must be inspected by the government. By the same token, students tend to take the same exams at 16 and 18, namely GCSEs and A-levels. However, many argue that there is a significant disparity in the quality of education offered by both types of institution, although exam results for the best-performing schools are quite similar.

- Economics today is a considerably more interesting subject than it was 150 years ago. Back then, it was known as the 'dismal science'. The recent publication of books such as Freakonomics has created a more positive impression of the subject, although many are still suspicious.

117. Compare and/or contrast the following.

1. Learning English and learning another foreign language
2. Ukraine and the United Kingdom
3. Any two famous thinkers
4. Two writers/scholars in your subject area who have contradictory views

118. Identify what is being compared in the following text:

In the late 1980s and early 1990s, a series of studies reported significant differences in non-verbal IQ between schoolchildren who received vitamin and mineral supplements (VMS) and those who received a placebo (Benton, 1992; Haller, 1995; Eysenck and Schoenthaler, 1997). (Martin et al., 2007: 486)

119. Look at the following table and read the text below. Pay attention to the comparisons and contrasts. Notice that three of the computers in the text are compared: the Gloucester Axis 1.33 SK, the Aran R850 P4 and the Elite 1.7 GT Pro. They are compared with respect to price, processor speed and size of hard disk, in that order.

	Price	Processor Speed	Screen Size	Hard Disk	RAM
<i>Gloucester Axis 1.33 SK</i>	£1,174	1.33 GHz	17"	40 GB	256 MB
<i>Aran R850 P4</i>	£2,467	1.7 GHz	19"	40 GB	256 MB
<i>Elite 1.7GT Pro</i>	£1,938	1.7 GHz	19"	57 GB	256 MB
<i>WebSurfer Pro</i>	£1,174	1.2 GHz	17"	38.1 GB	128 MB

Three personal computers, *the Gloucester Axis 1.33 SK*, *the Aran R850 P4* and *the Elite 1.7 GT Pro*, were compared with respect to the following factors: price, processor speed and size of hard disk. *The Gloucester Axis*, which costs £1,174, is by far the cheapest of the three, *the Aran* and *the Elite* costing £2,467 and £1,938 respectively. *The Gloucester Axis* has the same hard disk size as *the Aran*, 40 MB, whereas *the Elite* is the largest at 57 GB. Regarding the processor speed, *the Aran* and *the Elite* are similar – the processor speed, at 1.7 GHz, being 0.37 GHz faster than *the Gloucester Axis*.

120. Identify the words which indicate the contrast in the following text:

There is a wealth of research to demonstrate that disabled children are more vulnerable to abuse and neglect than their non-disabled peers (Kelly, 1992; Miller, 2003). In addition to this, research also demonstrates that disabled children are not protected from harm to the same extent as their non-disabled peers. (Wilson et al., 2008: 566)

121. Compare or contrast two cultures on these topics:

meals and meal times
 foods eaten for breakfast
 driving habits

Other topic suggestions:

climate in two regions
 homes in two regions
 two restaurants in your area
 morning people/night people
 parents' roles
 ways of raising children

courtship customs
 punctual people/tardy people
 neat people/messy people
 shopping habits of men and women
 dogs and cats as pets

Definition Paragraphs

122. Make an adjective clause from the sentence in parentheses in each of the following pairs. Write it on the line to make a complex sentence. Add commas if they are needed.

1. Many religions have rules about food that were developed for health reasons
(The rules were developed for health reasons.)

2. Judaism _____ has very strict rules about food. (Judaism is the oldest major religion in the world.)

3. Christians _____ do not eat certain foods during the six weeks before Easter. (Some Christians practice fasting.)

4. People _____ cannot eat beef. (People practice the Hindu religion.)

5. Muslims and Jews cannot eat pork _____ (Pork is considered unclean.)

6. Muslims cannot eat or drink at all in the daytime during Ramadan _____ (Ramadan is a holy month of fasting.)

123. Combine the sentences in each of the following pairs by making one of them an adjective clause and joining it to the other sentence. Be careful to put the clause immediately after the noun it modifies. Add commas if they are needed.

1. Three of the world's major religions were started by men. The men were teachers.

Three of the world's major religions were started by men who were teachers.

2. Gautama Siddhartha was born about 500 years before Jesus. Gautama Siddhartha started Buddhism. _____

3. Christianity was started by Jesus. Jesus was born about 500 years before Mohammed. _____

4. Mohammed founded Islam. Islam is the second largest religion in the world. _____

5. A religion is monotheistic. A religion has one God. _____

6. The Hindu and Shinto religions are polytheistic. The Hindu and Shinto religions have many gods. _____

124. Look at the following definitions of the term *state* and explain the differences between them. Consider where these definitions may have come from.

Definition 1: A nation, or country.

Definition 2: A distinct set of political institutions whose specific concern is with the organization of domination, in the name of the common interest, within a delimited territory.

Definition 3: That organization that successfully claims a monopoly on the legitimate use of physical force within a given territory.

Write definitions for these terms.

- | | |
|--------------|-------------------|
| 1. Economics | 4. Photosynthesis |
| 2. Malaria | 5. Modern history |
| 3. Cirrhosis | 6. Duty of care |

125. Combine the sentences in each group in any logical way to make one sentence. Your final sentence may be simple, compound, or complex. Look for opportunities to make adjective clauses. You may add, delete, or change words, but you must not omit any information or change the meaning.

1. An important family holiday in the United States is Thanksgiving. It celebrates the successful harvest of some of the first European settlers in North America.
An important holiday in the United States is Thanksgiving, which celebrates the successful harvest of some of the first European settlers in North America.
2. A modern Thanksgiving is similar in many ways to the first Thanksgiving.
The first Thanksgiving took place almost four hundred years ago.
It took place in the English colony of Massachusetts.
3. In 1620, the Pilgrims arrived in Plymouth, Massachusetts.
The Pilgrims were a religious group from England.
4. The Pilgrims came to the New World.
Their religion was different from the main religion in England. (Use *because*.)
5. The Pilgrims' first winter was very hard.
Almost half the group died.
6. They died of hunger.
They died of cold.
They died of disease.
7. The Wampanoag helped them.
The Wampanoag were a tribe of Native Americans in Massachusetts.
They did this during the next year. (Put the time expression first.)
8. The Wampanoag taught the newcomers how to hunt.
The Wampanoag taught the newcomers how to grow corn.
The Wampanoag taught the newcomers how to survive in the New World.
9. The next winter came.
The Pilgrims had enough food.
10. They were grateful.
They had a feast to give thanks.
11. They shared food with the Wampanoag.
They shared friendship with the Wampanoag.
They invited the Wampanoag to the feast. (Use *whom*.)
12. A modern Thanksgiving is similar in spirit to the first Thanksgiving.
The food is probably different.
13. Today Americans eat turkey.
The Pilgrims and Wampanoag probably ate deer.

126. Try reading a text whose subject you are not familiar with. How easy did you find relating the original in your own words without referring back to the text?

127. Read the original text and the summary which follows and note down the differences between the two texts below.

Original version

There are a number of ways of expressing the total amount of water in the oceans. Seawater covers 361 million square kilometres (361,106 km²) which represents 71 % of the surface of the globe. The total volume of water is enormous: 1,37 thousand million cubic kilometres (1,37109 km³). Most of this water is contained in the three great oceans of the world: the Pacific, Atlantic and Indian Oceans. (Holden, 2008: 57)

Summary

The surface of the earth comprises 71 % seawater, most of which can be found in the Indian, Pacific and Atlantic Oceans.

128. Read the following extract and the two summaries that follow it. Which text is a better summary and why? Remember to take into account the summarising points above.

Fossil fuel continues to be the main source of energy. Moreover, the developing world, which consists of about five sixths of humankind, will increase its population and its fossil fuel burning for many years after the rich countries have stabilised and decreased their dependency on fossil fuels. Some poor countries have neither fossil fuels nor any other supply of energy, and so cannot develop. Even fuel-wood is in short supply.

Nuclear power was developed enthusiastically by many countries in the 1950s, and 29 countries were running 437 nuclear power plants by 1998. Early optimism about development of an energy economy from nuclear fission faded following nuclear accidents and leakages such as Chernobyl in the USSR in 1986. Many environmentalists believe that the risks that are inherent in nuclear fission are quite unacceptable. Power from nuclear fission is very expensive, once the costs of handling radioactive waste and decommissioning old power stations are taken into account. Despite all this, many governments are in favour of continuing and even expanding their nuclear power programmes, and for many it is the only practical way to reduce carbon emissions. (Holden, 2008: 612–13)

Summary 1

Currently, fossil fuel remains the main energy source and whereas rich countries will be in a position to turn to alternative forms of fuel in the future, developing countries will become more dependent on it. Alternative forms such as nuclear power seemed a likely alternative in the 1950s but its development in the 40 years that followed had some disastrous results. Although environmentalists view it as risky and expensive, certain governments are continuing to pursue nuclear power programmes

and for many there are no other practical alternatives of reducing carbon emissions. (Holden, 2008)

Summary 2

Fossil fuel remains the main energy source. Rich countries will reduce their reliance on fossil fuel in the future, whereas developing countries which make up about five sixths of humankind will become more dependent on it. Some poor countries will not develop due to a lack of energy supplies as even fuel-wood is decreasing.

Nuclear power was exploited by many countries in the 1950s, and 29 countries were running 437 nuclear power plants by 1998. However nuclear accidents and leakages such as Chernobyl in the USSR in 1986 have led to a decrease in its development. This is further supported by environmentalists' views that the risks are too high in addition to the high cost of developing power from nuclear fission. In spite of the negative evidence, many governments are continuing and in certain cases expanding their nuclear power programmes. For many governments nuclear power is the only practical way to reduce carbon emissions. (Holden, 2008)

Paraphrasing

129. Read the following short text and the two examples of paraphrase which follow it. Which example is a better paraphrase and why? Remember to take into account the paraphrasing tips above.

Anorexia nervosa is an eating disorder characterised by a severe decrease in eating. The literal meaning of the word 'anorexia' suggests a loss of appetite, but people with this disorder generally do not lose their appetite. (Martin et al., 2007: 606)

Paraphrase 1

An extreme reduction in food consumed by a person may indicate they have the eating disorder anorexia nervosa. Although the term 'anorexia' literally means losing your appetite, this is generally not the case with sufferers. (Martin et al., 2007)

Paraphrase 2

Anorexia nervosa is an eating disorder indicated by an extreme reduction in eating. 'Anorexia' literally means a loss of appetite, but people with this disorder do not generally lose their hunger. (Martin et al., 2007)

Chapter 5 ESSAY WRITING

Pre-Writing

130. Study the following extract of the given essay and its outline.

Styles of Popular Music

Music is truly the one universal language. Although all cultures have music, each culture develops its own musical forms and styles. In particular, popular music varies from culture to culture and from generation to generation. In the past 100 years or so, there has been an explosion of popular music styles in the West. Three of the more successful styles are reggae, punk, and rap.

One successful style of popular music is reggae, which was born on the Caribbean island of Jamaica in the 1960s and spread throughout the world in the 1970s. Reggae developed from a kind of Afro-Caribbean music called mento, which was sung and played on guitars and drums. Some musicians changed mento into a music style called ska by adding a hesitation beat. A few years later, other musicians changed ska, and reggae was born. Reggae's special sound comes from reversing the roles of the instruments: the guitar plays the rhythm, and the bass plays the melody. An important influence on reggae music was the Rastafarian cult. The Rastafarians added unusual sound mixes, extra-slow tempos, strange lyrics, and mystical-political themes. The best-known reggae musician was the late Bob Marley. Well-known groups are Toots & The Maytals, Burning Spear, and Steel Pulse. Reggae has influenced later styles of popular music, including punk and rap.

A second successful style of popular music is punk...

A third successful style of popular music is rap...

Popular music changes constantly. New styles are born, grow, change, and produce offshoots, which in turn grow, change, and produce offshoots. Some styles enjoy lasting popularity, but others disappear rather quickly. However, all contribute to the power and excitement of popular music in our time.

Outline

I. Introduction

Thesis Statement: Three of the more successful styles are reggae, punk, and rap.

II. Body

A. One successful style of popular music is reggae.

1. Born on the Caribbean island of Jamaica in the 1960s.

a. _____

2. Developed from *mento*.

a. _____

b. _____

3. _____

a. Guitar plays rhythm and bass plays melody.

4. _____

a. Unusual sound mixes

b. _____

c. _____

d. _____

5. Bob Marley-best known reggae musician

a. _____

6. _____

B. A second successful style of popular music is punk...

C. A third successful style of popular music is rap...

III. Conclusion

131. Here is an example of the listing technique. The topic is “Kinds of Lies”. Notice that the list is not in any order. The writer just wrote down any idea or example that came to mind. Devide the following words and phrases into the groups.

Kinds of Lies

good lies	broken window
bad lies	stole a cookie
different motives (reasons)	stole a bicycle
social lies	lying to police officer when caught speeding
lies to get out of trouble	lying on a job application
lies to save face	lying to avoid hurting someone’s feelings
lies to avoid punishment	bad haircut
polite lies	clothes that don’t fit, don’t look good, or are out of style
diplomatic lies	lies that hurt someone’s feelings
helpful lies	malicious lies that harm another person
friend who failed an important exam	
friend who didn’t get the job he/she wanted	
children who do something bad	

Introduction

132. What is the purpose of the introduction to an essay? Choose from the items below:

- a) to define some of the terms in the title
- b) to give your opinion of the subject
- c) to show that you have read some research on the subject
- d) to show that the subject is worth writing about
- e) to explain which areas of the subject you will deal with
- f) to get the reader’s attention with a provocative idea
- g) to show how you intend to organise your essay

133. Study the extracts from introductions below, and decide which of the functions they fulfil.

- a) explain starting point for research
- b) state aims/goals
- c) refer to recent research in same area
- d) give results of research
- e) provide background information
- f) concede limitations

a) In many companies, the knowledge of most employees remains untapped for solving problems and generating new ideas.

b) This paper positions call centres at the core of the mix of technologies public administration can use to innovate e-commerce.

c) In fact, this is one of our main findings based on an extended sample period up to 1998.

d) Admittedly, the tenor of my argument is tentative and exploratory.

e) The purpose of this paper is to investigate changes in the incidence of extreme warm and cold temperatures over the globe since 1870 . . .

f) To what extent do increases in the food available per person at a national level contribute to reductions in child malnutrition? This question has generated a wide range of responses (Haddad et al., 1997).

134. Which sentence (a) or (b) is the better example of each component of an introduction?

1. Interesting opening statement (hook)

a) The introduction represents the beginning of every academic essay, and is therefore important.

b) Introductions are the backbone to every academic essay.

2. Attention-grabbing data

a) 17% of students stated that they write their introductions after they have written the rest of their essay.

b) 85% of tutors reported that their first impression of a student's essay was 'very important'.

3. Relevant and interesting quotation

a) 'Introductions ... stimulate interest, indicate direction and provide necessary support for the reader.'

b) 'Introductions, it can be said, raise readers' interest levels, show them in which general direction the essay is heading, and give them the information they need.'

4. Outline of sections

a) Part 1 will focus on the structure of introductions. Part 2 will focus on the content of introductions. Part 3 will focus on the language of introductions.

b) Part 1 analyzes the structure of introductions while part 2 examines their content. Part 3, meanwhile, considers the cross-cutting importance of language.

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

One of the Best Moments of My Life

It was a sunny day in the summer of 1998 when my family moved out of the city to the suburbs. I did not like leaving because I would lose my friends and the places where I had had so much fun. It was very sad for me to see my friends standing in front of the old house as we said our last goodbyes. Little did I know that this move would turn out to be one of the best moments of my life.

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.

136. Prepare to write an introduction to an essay with the title “*Higher education should be available to everyone*”– discuss by answering the questions below.

- a) Which terms in the title might need defining?
- b) What background information could you give?
- c) How can you show the current relevance of this topic, either in Britain or another country?
- d) How are you going to limit your discussion: geographically, historically or both?
- e) How will you organise the main body of the essay?

137. In the following introductory paragraphs, the sentences are in scrambled order. Rewrite them in the correct order. Begin with the most general statement. Then add each sentence in correct order, from the next most general to the least general. Write the thesis statement last.

1. (1) Therefore, workaholics’ lifestyles can affect their families, social lives, and health. (2) Because they work so many hours, workaholics may not spend enough time in leisure activities. (3) Nowadays, many men and women work in law, accounting, real estate, and business. (4) These people are serious about becoming successful, so they work long hours during the week and even on weekends. (5) People who work long hours are called ‘workaholics.’

2. (1) Therefore, anyone who wants to drive must carry a driver’s license. (2) It is divided into four steps: studying the traffic laws, taking the written test, learning to drive, and taking the driving test. (3) Getting a driver’s license is a complicated process. (4) Driving a car is a necessity in today’s busy society, and it is also a special privilege.

3. (1) During this period, children separate themselves from their parents and become independent. (2) Teenagers express their separateness most vividly in their choice of clothes, hairstyles, music, and vocabulary. (3) The teenage years between childhood and adulthood are a period of growth and separation.

138. Write an introduction to an essay on one of the following titles, or choose a subject from your own discipline.

- a) Compare the urbanisation process in the First and the Third Worlds.
- b) Assess the importance of public transport in the modern city.
- c) ‘Lawyers are inflating the cost of medicine’ – discuss.
- d) To what extent is a democratic system necessary for economic development?

Essay Structure. Body Paragraphs

139. For each thesis statement, write topic sentences for three body paragraphs. Use an appropriate transition signal in each topic sentence.

1. Young people who live/don't live at home have several advantages.
 - A. _____
 - B. _____
 - C. _____
2. My city/country has several interesting places to visit.
 - A. _____
 - B. _____
 - C. _____
3. Three modern technological devices have changed the way we communicate.
 - A. _____
 - B. _____
 - C. _____

140. Examine one body paragraph of the essay. Answer the questions below.

As soon as I started to write for college, I realized that college writing was different from the writing I was used to doing. In high school, most of my writing dealt with my personal experiences. I wrote mainly about my family, childhood, and friends. In contrast, college writing focused on a variety of issues that I was unfamiliar with, such as reacting to a piece of literature or writing about the community. Therefore, the most important thing for me was to understand the assigned topic before attempting my first draft. In some cases, I would have to read and do research to build a foundation. I wanted to include examples, statistics, and direct quotations whenever possible to support my opinions. By giving specific examples, I realized that my essays became more detailed, easier to read, and much more interesting. However, grammatical problems in my writing were still an issue.

1. Underline the topic sentence. Then write the topic sentence in your own words. _____
2. What supporting details are provided? How do they support the topic sentence? _____
3. The concluding sentence
 - a. brings the idea of the paragraph to a close.
 - b. suggests the content of the next paragraph.

141. Study the following abbreviated essay outlines. Only the introductory paragraph and topic sentences for body paragraphs are given. Then circle the number of the most appropriate concluding paragraph.

Goals

Everyone needs goals. Having goals makes you more successful because they keep your mind on what is really important to you. However, goals can change at different times in your life. Your goals when you are ten are very different from your goals at

fifteen or twenty. My major goals this semester are to get a part-time job and to master the use of the English language.

A. My first goal is to get a part-time job in an area related to my field of study.

B. I also plan to improve my ability to speak, write, read, and understand English.

Possible concluding paragraphs

(1) In conclusion, it is important to have goals. When you have clear goals, it is easier to stay focused and not let small things sidetrack you. I hope I succeed in reaching my goals this semester.

(2) In conclusion, finding a job and using English well are important to me at this stage of my life. I am working hard to succeed at both.

(3) In conclusion, I have set important goals for myself this semester. If I do not reach my goals, I will be unhappy. Next semester, I will have new goals.

142. Below are notes for the main body of an essay. Read the notes and complete the conclusion, using your own ideas if necessary.

Cultural adaptation among overseas students at an Australian university.

a) The research programme

purpose: to study how students from different cultural backgrounds adapt to academic life in Australia

size and method: 250 questionnaires returned (30 % Chinese, 25 % SE Asian, 20 % Middle Eastern, 25 % other)

b) Findings – culture was only one factor in determining successful adaptation

Other important factors: age/previous experience of living abroad/language proficiency

c) Discussion – how accurate was research? How could it have been improved?

What can be done to help students adapt better?

Summary	The aim of the study was to explore differing degrees of adjustment to life at an Australian university among overseas students from a variety of cultural backgrounds. 250 valid questionnaires were completed, representing about a third of the overseas student population, with significant numbers of Chinese, SE Asian and Middle Eastern students. The results suggest...
Implications	
Limitations	
Proposals for further research	

Conclusion

143. Read the following extracts from conclusions and match them with the list of functions in the box.

- a) comparisons with other studies
- b) summary of main body
- c) limitations of research
- d) suggestions for further research
- e) practical implications and proposals

- a) In this review, attempts have been made to summarise and assess the current research trends of transgenic rice dealing exclusively with agronomically important genes.
- b) As always, this investigation has a number of limitations to be considered in evaluating its findings.
- c) Obviously, business expatriates could benefit from being informed that problem focused coping strategies are more effective than symptom focused ones.
- d) Another line of research worth pursuing further is to study the importance of language for expatriate assignments.
- e) Our review of thirteen studies of strikes in public transport demonstrates that the effect of a strike on public transport ridership varies and may either be temporary or permanent...
- f) These results of the Colombia study reported here are consistent with other similar studies conducted in other countries (Baron and Norman, 1992).
- g) To be more precise, there was a positive relation between tolerant and patient problem solving and all four measures of adjustment: general, interaction, work and subjective well-being.
- h) To empirically test this conjecture, we need more cross-national replication of this research.

144. The following components may be found in conclusions. Decide on the most suitable order for them (1–5).

Implications of the findings

Proposals for further research

Limitations of the research

Reference to how these findings compare with other studies

Summary of main findings

145. Read the conclusion of the essay “*Becoming an Academic Writer.*” Then answer the questions below.

Academic writing requires critical thinking skills, an understanding of the topic, high level vocabulary, and correct grammar. Having these skills is empowering since it has made me a better communicator and student. I have come a long way since I started college, and I am now proud of the writing that I produce.

1. How many sentences appear in the conclusion? _____
2. Underline the sentence in the conclusion that restates the thesis in the introduction.
3. The conclusion ends with
 - a. some advice.
 - b. a prediction.
 - c. a warning.
 - d. an insight.

146. The following conclusion is directly related to the essay “*What are the characteristics of good academic writing?*” From this model, identify as many key characteristics of a conclusion as you can.

In short, it can be seen that there are four major characteristics of good academic writing: it is objective, complex, has a formal structure and uses good referencing. A good writer has to be competent at every level – macro (i.e., overall structure), meso (i.e., paragraphs) and micro (i.e., sentence). If just one of these areas is weak, the whole essay will be weakened as a result. Although this essay has only focused on academic writing in certain subject areas, the study has been wide-ranging enough to identify characteristics which are generally applicable. It is hoped that some of these recommendations may be used at the classroom level.

Characteristic 1: _____

Characteristic 2: _____

Characteristic 3: _____

Characteristic 4: _____

Characteristic 5: _____

147. Compare the following conclusions to two essays on “*Public transport in a modern economy*”. Discuss the main differences between them.

- a) As has been shown, public transport is likely to play an important role in the future. Despite possible changes in patterns of work and leisure, it seems likely that mass transport systems will remain necessary for the efficient movement of people. What is not clear is how such transport systems should be funded. Various schemes have been discussed, but the most effective model will probably contain some element of public funding. Market forces alone are unlikely to provide a satisfactory solution. This is in broad agreement with the views of most other recent commentators, notably Tilic (1998) and Vardy (2002).
- b) In such a brief study it is hard to draw definite conclusions about the future shape of public transport. In addition space has not permitted an examination of the situation in Asia, where significant growth of public transport has taken place. The main areas of debate have been outlined, but much more research is needed before firm conclusions can be drawn. Whether public transport flourishes or deteriorates in future is still unclear, though further studies,

especially in the field of public/private partnerships, may eventually suggest an answer.

148. Study the notes for the essay “A comparison of classroom learning with internet-based teaching” below and write a conclusion in about 100 words.

- a) Reasons for increasing use of on-line education:
 - cheaper if large numbers involved
 - allows students to study in their own time
 - students do not have to travel to university
- b) Reasons why classroom based education remains popular:
 - students can be part of group
 - receive support and advice
 - learn from colleagues
 - students have face-to-face contact with a teacher
 - is seen as traditional and effective
- c) Discussion:
 - Can a solitary student in front of a computer enjoy the same learning experience as a member of a class?
 - Distance learning has been popular for many years (e.g. Open University).

Proofreading

149. Read the paragraph. Underline the sentences that are irrelevant. The first one is done for you. There are six more.

Having my friends and family together at my wedding was an amazing experience. I had not seen some of my uncles, cousins, and aunts for many years. My cousin Tom lives in London, where he works as an engineer. Both my mother and father were born in different countries, so my relatives are scattered all over the world. I really like travelling and have been to Europe and Asia. Although we try to get together for important occasions, this was the first time everyone could attend. Most importantly, my good friends had never met my relatives. Developing good friendships takes a lot of work. Watching them all dancing, laughing, and having a wonderful time will stay in my memory forever. The band we hired played music that the guests loved and we danced for hours. My original guest list had over 200 people, but I had to cut it down to 150. It was difficult finding a group that could play all the diverse styles that I wanted at the wedding. Most bands specialize in one or two different kinds of music. However, these musicians really knew all types of music – from 1940s jazz and swing, to salsa, merengue, and even hip-hop. My brother was once in a rock-and-roll band. In short, there was music to suit everyone’s tastes. I loved the singer’s dress. It was incredible. Even my grandparents danced all night.

150. Editing for coherence. Read body paragraph of the essay “Overcoming a Difficult Situation” and edit as necessary. There are seven mistakes.

I was in a rush to get there, I decided to take a taxi. The traffic was so horrible that the driver was in a bad mood. He closed the door, my new skirt got caught. I tried desperately to pull it out, but it ripped. I thought about asking the driver to stop, I was too embarrassed to say anything. Although I was very upset. I tried to be calm. The ride was much longer than I expected, the air conditioning was not working. I did not want anything negative to block my mind I was eager to have this job. I wanted to have a good interview and make a strong impression. Since I learned in school that first impressions are the most valuable.

151. Read one paragraph from the essay. Correct the mistakes in verb consistency. There are eight mistakes. Note: you may only shift from the past to the present tense if there is a logical reason for doing so.

While I was visiting China, I experience a special kind of warmth from the people I come in contact with. I was always aware of their special quality of friendliness. I have the unique experience of being in Beijing on the night the Chinese win their bid to host the 2008 summer Olympics. On that night, I am one of a million and a half people who poured into the streets to express their joy and gratitude. I walked with them and shake hands with as many people as I could while I sang out the words: “gong xi ni ba” (congratulations). My words are always met with big smiles and enthusiastic handshakes. Those parents with kids on their shoulders, teenagers, and many others feel as if the rest of the world was welcoming them into the global community. Now I wish them the best, and I am hoping to return one day. If you take a trip to China, you will experience the same kind of hospitality.

152. Read the paragraph. Choose the correct pronoun to complete each sentence.

Many people I know want attention, love, or recognition from others. Some of (they / them) get frustrated because they do not achieve what they want. In my case, I wanted recognition and I got (it / him) from writing. From age thirteen, I had always imagined that one day I would write short stories and become a well-known author. When I was at college, I had a good friend, Jessica Bardwell. Jessica was majoring in English composition and (her / she) encouraged me to take a creative writing class. So I did, and (they / it) helped me improve my writing style enormously.

Jessica would also often accompany me to poetry readings and writing workshops. Anybody could get up and present their work so I decided to present (mine / my). It was great! My classmates really helped (I / me) to feel confident about my writing. Then, close to my graduation, the college English Department invited all of (we / us) to participate in a poetry contest. My poem “Fragment of a Life” won first prize and appeared in the local newspaper. (This / These) was the beginning of my professional career as a writer. I could not have accomplished what I did without Jessica’s help. I have learned from this experience that anyone can dream, but it is much easier to achieve a goal with a friend.

153. Read the paragraph. Correct the mistakes in passive structure. There are seven mistakes.

Every year, the falling autumn leaves signal the approach of Halloween. It is one of the most popular holidays in the United States, and it enjoyed by both children and adults. Many parties are held on this occasion when special costumes, masks, and wigs worn. Some of the most popular costumes that are chose are characters from children's fairy tales as well as witches, ghosts, and famous movie stars. Prizes are often given for the most unusual and creative disguises. Faces are paint with odd designs and colorful makeup. The fronts of many houses decorated with gravestones, monsters, and jack-o-lanterns. These lanterns are making from pumpkins, which are carved out to create scary faces. On the night of Halloween, children go trick-or-treating, which means going from house to house to collect candy. For kids and adults alike, Halloween is great fun. But remember, young children should to be accompanied by an adult at all times.

154. Read this short essay written by a Japanese student on the title "*Compare the university system in your country with the British system*". Answer the questions below as you read:

- a) How well does this answer the question in the title?
- b) Have I forgotten any points which would strengthen the development?
- c) Is it clearly structured and well linked together?

It is said that there are large differences in the teaching methods between British universities and Japanese ones. Courses in British universities consist mainly of lectures, discussions, presentations and tutorials and students study specifically their major subject. On the other hand, Japanese universities normally only have lectures in the first two years and students have to study a wide range of subjects in addition to their major. The aim of this essay is to compare and analyse each system.

In British universities, students need a more active attitude in their study than Japanese students. They need to prepare for presentations and discussions. This is useful for learning because they take much time for study outside the classroom and as they become familiar with their subjects they will become more interested in them. In Japan, students' attitude is amazingly passive and they study only just before exams.

The other difference between British universities and Japanese ones is, as mentioned above, British students concentrate on their major subject and gain specific knowledge about it. Japanese students, however, gain wider knowledge by studying a few other subjects in addition to their major. This system gives students apparently much knowledge but they cannot study their major deeply and their knowledge is wide-ranging but not useful.

In conclusion, British teaching methods give students more chance to know the subject thoroughly compared to Japanese teaching methods, but Japanese methods are suitable for students who are eager to gain a wide range of knowledge and like to study on their own. It is hard to say which is better, it depends on students.

155. A careful re-reading of the essay would suggest the following points.

- a) The essay only partly answers the title. It looks at university life from a student's position, but does not really deal with the 'system' as a whole. The last line of the conclusion discusses a question not asked in the title.
- b) To deal with the subject more fully the writer needs to examine topics such as length of courses, funding of students and admission procedures. If there is not space to discuss these in detail they must be at least mentioned, to show that the writer is aware that they are central to the subject.
- c) The introduction needs to be more general. It goes straight to a comparison of teaching methods. This could be in the main body. Otherwise the essay is well organised and quite logical.

156. Edit the following essay for errors in sentence structure. Find and correct two comma splices, one run-on, and five fragments.

Left-Handedness

Do you know anyone who is left-handed? You probably do, about 10 percent of the population uses their left rather than their right hand for writing and other tasks. Although many athletes, musicians, artists, and world leaders are left-handed, being left-handed certainly has a few disadvantages in a world designed by and for right-handed people.

Social situations can provide opportunities for left-handed people to feel clumsy. First of all, handshakes. Right-handed people offer their right hands and expect to grasp the right hand of the other person. The instinct of left-handers, however, is to extend their left hand they have to train themselves to extend their right. Another social opportunity for awkwardness occurs at the dinner table. Left-handed diners constantly bump elbows with a right-handed person. Unless they sit at the far end of the table with no one on their left. What's worse, left-handers have to concentrate in order to avoid grabbing and drinking from the wrong glass.

Left-handed people can face inconveniences at school, too. Consider the chairs in classrooms with little fold-up desktops for taking notes. Most of them are made for right-handers. Left-handers have to write with their left elbow hanging in midair. Or else turn themselves around almost 180 degrees in order to lay their notebook on the desk. Furthermore, when lefties write in a three-ring binder or spiral notebook. The rings get in the way of their hands when they write on the front side of a page. Finally, left-handers write from left to right, their hand smears the fresh ink across the page.

Last but not least are the many inventions of the modern world. That make life convenient for right-handers but inconvenient for lefties. These include scissors, can openers, corkscrews, automobile gear shifts, cameras, and computer keyboards.

In sum, in a world organized for right-handers, left-handed people must confront and overcome challenges every day.

APPENDIX

Scoring Rubric: Paragraphs

	Maximum Score	Actual Score
Format—5 points		
There is a title.	1	_____
The title is centered.	1	_____
The first line is indented.	1	_____
There are margins on both sides.	1	_____
The paragraph is double-spaced.	1	_____
Total	5	
Punctuation and Mechanics—5 points		
There is a period after every sentence.	1	_____
Capital letters are used correctly.	1	_____
The spelling is correct.	1	_____
Commas are used correctly.	2	_____
Total	5	
Content—20 points		
The paragraph fits the assignment.	5	_____
The paragraph is interesting to read.	5	_____
The paragraph shows that the writer used care and thought.	10	_____
Total	20	
Organization—35 points		
The paragraph begins with a topic sentence that has both a topic and a controlling idea.	10	_____
The paragraph contains several specific and factual supporting sentences that explain or prove the topic sentence, including at least one example.	20	_____
The paragraph ends with an appropriate concluding sentence.	5	_____
Total	35	
Grammar and Sentence Structure—35 points		
Estimate a grammar and sentence structure score.	35	
Grand Total	100	

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