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| --- | --- | --- |
|   **THE PARAGRAPHS**

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| --- |
|  1 A good university should have three important characteristics. 2First of all, it must have enough qualified teachers for every course. Qualified teachers should have adequate teaching skills in their subjects and this helps students improve themselves, so good teachers are indispensable for a good university. 3Secondly, a good university must have many buildings with adequate high technology facilities for students. The classrooms must be large enough and well-equipped. In addition, libraries should have enough books and materials for students. 4Finally, a good university should have many facilities for students. For example, there must be enough sport centers and cafes for students to spend their free time. 5In conclusion, all these characteristics define a good university.  |

 |  **THE ESSAY** It is a common knowledge that education plays an important role in our lives. The utmost level of education is undoubtedly to have a university degree. However, not every university may meet your expectations. In order to state that you are a graduate of a good university, there should be some requirements to be met. 1In my opinion, a good university should have qualified teachers, technologically adequate buildings and many facilities for students.  2 First of all, it must have enough qualified teachers for each course. Qualified teachers should have adequate teaching skills in their subjects. Without adequate teaching skills, it will be difficult for the teacher to transfer his/her knowledge to the students. Also, as a person, the teacher should have proper personalities, that is, a teacher should be kind, supportive and understanding to his/her students. Otherwise, they may be disliked. So, good teachers are indispensable for a good university. 3Secondly, a good university must have many buildings with adequate high technology facilities with students. The classrooms must be large enough and well–equipped. A small classroom or a classroom without technological supplies such as the internet or television will certainly demotivate students. In addition, libraries should have enough books and materials for students. This is very important to do research for students’ studies or assignments. All these above considered, technologically developed buildings are necessary for a good university education.  4Finally, a good university should have many facilities for students. For example, there must be enough sport centers and cafes for students to spend their time. Since students spend most of their time studying at school, they need a place to rest and chat with their friends.  In addition, students sometimes need to get over their stress spending time in a sport center. Thus, beside academic study, a good university should provide social opportunities to its students. 5 In conclusion, universities are places where students spend the most important stage of their lives. Universities should support the learning process with qualified teachers, technologically adequate buildings and many social facilities. Students should become familiar with all these characteristics so that they can choose a good university, which will affect their future. |

**STRUCTURE OF AN ESSAY**

**THE INTRODUCTORY PARAGRAPHS**

The introduction is the first paragraph of the essay. It consists of three parts: **hook (**necessary to grab reader’s interest and attract their attention, and make them curious about your writing)**, background information** about the topic of the essay **(**lead your reader from a general idea of your topic to a very specific idea) **and thesis statement (**like the topic sentence of a paragraph, it states the main idea of the essay. We can see the organization of the essay in our thesis statement, it normally takes a stand rather than announcing it **)**

**There is a saying that studying in another country really teaches you a lot; not just about the language, but about the world***. Nowadays many students after completing their education from universities try to find the ways to study abroad for their future. They think that studying abroad provides better opportunities for their world view.* In my opinion, students choose to study abroad for three main reasons: to learn a foreign language, learn about other cultures and have a good career.

**Exercise 1. There are three introductory paragraphs below and the sentences in each paragraph are in incorrect order. Put the sentence into correct order.**

1. **a.** Just attending the class is not enough. **b.** Do you think people are born as writers? **c.** To become a successful writer, students should follow some important steps. **d.** Writers need a good background in grammar and vocabulary, skills in writing essays, and skills in editing. **e.** Learning to be successful writer involves a lot of hard work.

**1.\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **a**. But now, there is little disapproval of living together by our society, especially in big cities. **b.** Living together is one example of the many alternative lifestyles around the world**. c.** As opposed to common thought, living together before marriage has many benefits to young couples. **d.** Alternative lifestyle is generally considered to be against our tradition**. e.** In the past, very few couples lived together without a wedding ceremony. **f.** Many couples today choose to live together without marrying.

**1.\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_ 6.\_\_\_\_\_\_\_\_\_\_\_**

1. **a.** A sense of humor can be very helpful in terms of social, psychological and physiological aspects**. b.** Humor makes people laugh and thus relax, which is the opposite of how they feel in bad situations. **c.** Most people would agree that humor is good for you in every possible way. **d.** What happens when we laugh? **e.** It therefore helps relieve stress and make people happy.

**1.\_\_\_\_\_\_\_\_\_\_ 2\_\_\_\_\_\_\_\_\_\_\_ 3\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_**

**THE BODY PARAGRAPHS:** each of the paragraphs in the body must be connected to subtopics in your thesis statement.

**Exercise 2**. For the thesis statements below, write topic sentences for your body paragraphs.

**1- Thesis Statement:** The most common problems that developing countries face today are pollution, migration and poverty.

**Topic sentence 1:**

**Topic sentence 2:**

**Topic sentence 3:**

**2- Thesis Statement:** Personally, I oppose the idea of building of a big shopping centre in our neighbourhood for the reasons of noise, traffic congestion and the damage of natural beauty.

**Topic sentence 1:**

**Topic sentence 2:**

**Topic sentence 3:**

**3- Thesis Statement:** According to health specialists, the three possible reasons for a long and healthy life are diet rich in vitamins, unpolluted environment and physical work.

**Topic sentence 1:**

**Topic sentence 2:**

**Topic sentence 3:**

**Exercise 3**. Here is an essay with the introduction and body parts. Complete the missing parts in the essay.

*I have worked with many different people and I have found that some of my co-workers have been better to work with than others. The co-workers that I enjoyed working with shared some positive qualities. In my opinion, the three most important characteristics in a co-worker are honesty, creativity and the ability to work well with others.*

*…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………. . If your colleague lies, an atmosphere of distrust and negative gossiping may arise. Honest people complete tasks that they promised to do and take responsibility for their actions. They own up to what they do and don’t try to put the blame on someone else.*

 *An excellent co-worker should also be a creative person. ………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

**The Concluding Paragraph.** It signals the end of the essay, it summarizes the main points, it leaves the reader with the writer’s final thoughts on the subject. The concluding paragraph has two parts: a) summary of the main points or a restatement of the thesis statement in different words. b) your final thoughts on the subject (express your opinion, make a judgement or give a recommendation)

1. **Ex.Thesis Statement:** Many people are buying Volvo because of its price, fuel economy, and high resale value.

**Summary Statement:** Reasonable pricing, low fuel consumption and an attractive resale value have all contributed to the popularity of Volvo in today’s market.

**Thesis Statement:** Italy is a stimulating place to visit because of its magnificent location, theatres and art galleries, and many fine restaurants.

**Summary Statement:** If you love beautiful surroundings, theatre and art, and an excellent meal, then Italy is the best place for you.

1. **Thesis Statement:** Many people are buying Volvo because of its price, fuel economy and high resale value.

**Final Thoughts:** Because of these features, Volvo is the type of car many people prefer to have. We will have to wait and see to what extent the popularity of Volvo will increase in the near future.

**Thesis Statement:** Italy is a stimulating place to visit because of its magnificent location, theaters and art galleries, and many fine restaurants.

**Final thought**: Perhaps it’s because I am of Italian ethnicity, still Italy is my favourite country to visit. I don’t really understand the language much, but it is “bellisimo!”

In conclusion, reasonable pricing, low fuel consumption and an attractive resale value have all contributed to the popularity of Volvo in today’s market. Because of these features, Volvo is the type of car many people prefer to have. We will have to wait and see to what extent the popularity of Volvo will increase in the near future. Wouldn’t it be great for you to have one?

 In summary, if you love beautiful surroundings, theatre and art, and an excellent meal, then Italy is the best place for you. Perhaps, it’s because I am of Italian ethnicity but Italy is my favorite country to visit. I don’t really understand the language much, but it is “bellisimo”. Why don’t you go and take a one way ticket to Italy now?

**Exercise 4. Write related concluding paragraphs by summarizing the main points or paraphrasing thesis statement and adding your own comment as a final message to the reader.**

1. **Introductory paragraph:** Most kids plug into the world of television long before they enter school. According to a recent research, two-thirds of kids watch television an average of 2 hours a day. No doubt that television can be an excellent educator and entertainer, but despite its advantages, too much television can be harmful because it creates passivity, discourages communication and presents a false picture of reality.

 **ConcludingParag.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **Introductory Paragraph:** Did you know that 90 percent of an illness occurs due to stress? Nowadays, many people work long hours so that they can afford to buy things that they think will make them happy; however working such long hours along with obligations to family and friends cause a lot of stress in people’s lives. People need to reduce stress in their lives so that they can remain healthy. A healthy lifestyle, which includes listening to soft music, exercising and maintaining a positive attitude are the best ways of reducing stress.

 **ConcludingParag.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Sample Outline of an Essay

**I.INTRODUCTION:**

 **Thesis Statement:** Games are as important for adults as they are for children because they are a way to relax, to maintain good relationships with family and friends and a good exercise for the brain.

**II. BODY PARAGRAPH 1:**

 **Transition/ Topic Sentence**: First of all, games can provide adults with a way to relax

 **Detail 1:** a chance to take a break

 **Detail 2:** forgetting about the problems at work

**III. BODY PARAGRAPH 2:**

 **Transition/ Topic Sentence:** Secondly, when adults play games with others, it will also maintain good relationship with family and friends.

 **Detail 1:** Bringing people together

 **Detail 2:** Chatting and telling stories

 **Detail 3:** Lots of laughter

**IV. BODY PARAGRAPH 3:**

 **Transition/ Topic Sentence:** Finally, while playing games, adults exercise different parts of their brains.

 **Detail 1:** Taboo

 **Detail 2:** Chess, a game of strategy

**V.CONCLUSION**: In conclusion,game playing is good for adults because it offers them a form of relaxation, a way to maintain good relationship and a way to engage different parts of their brains. Although most adults don’t spend as much time playing games as children, it is possible for them to have fun with games.

**EXERCISE 5. YOUR TURN**

* My Favourite Food
* The World’s Best TV Show
* The Best Teacher I Ever Had
* My Town Is the Best Town Around (busy teacher.org; writing pack summary)

**Main types of essay**

**Argumentative essay:** assert or defend a position.

**Persuasive essay:**an essay to persuade or convince the reader of a certain point. It’s similar to an argumentative essay— they both strongly favor a particular point of view, but the difference is the end goal: Argumentative essays just have to present their case, while persuasive essays have to present their case *and* win over the reader.  letters of recommendation, academic writing, and cover letters (added to a CV).

**Compare-and-contrast essay:** when you want to devote equal attention to two opposing things

**Personal (or narrative) essay:** anecdotal or real-life stories of the authors; tend to follow narrative structures ( novel, novella, or screenplay. Plot, characters, and setting are the most important)

**Expository essay:** explains a certain topic to expand the reader’s knowledge without a bias ( non-fiction books, scientific writing, technical writing, and news articles)

Descriptive writing (who, what when, where, how, why; background information)

Reviews (a combination of persuasive and narrative essay)

**PAY ATTENTION TO**: word choice and clarity, interesting writing techniques, readable, clear, and concise by offering sentence structure and word choice suggestions (Grammarly.com)

**Synonyms for ‘Such As’**

1. **Including, like, and namely**: To substitute the phrase “such as” for a synonym like “including,” “like,” or “namely,” you can simply exchange the two without adjusting the rest of the sentence or punctuation. “She enjoyed many active hobbies, *such as* hiking, running, and swimming” can become “She enjoyed many active hobbies, *including* hiking, running, and swimming,” or “She enjoyed many active hobbies, *namely* hiking, running, and swimming.”
2. **For example, for instance, and by way of illustration**: When using “for example,” “for instance,” or “by way of illustration,” add a [comma](https://www.masterclass.com/articles/comma-rules-explained) (or [em dash](https://www.masterclass.com/articles/en-dash-vs-em-dash-explained%22%20%5Ct%20%22_blank)) before the synonym and a comma after it. “She enjoyed many active hobbies, *such as* hiking, running, and swimming” can become “She enjoyed many active hobbies, *for example*, hiking, running, and swimming” or “She enjoyed many active hobbies—*for example*, hiking, running, and swimming.” In addition, “for example” and “for instance” can come at the beginning of a sentence, so you can break it into two parts for a new order, like, “She enjoyed many active hobbies. *For instance*, hiking, running, and swimming were a regular part of her weekly routine.”
3. **E.g.: To substitute the phrase “such as” for an abbreviation like “e.g.,”** replace “such as” with the abbreviation and add a comma (or em dash) before the new word and a comma after it. “She enjoyed many active hobbies, *such as* hiking, running, and swimming” can become “She enjoyed many active hobbies—*e.g.*, hiking, running, and swimming.” The abbreviation “e.g.” functions similarly as “for example” or “for instance,” but it typically doesn’t come at the beginning of a sentence.

## 1. **Never Use Slang or Colloquial Terms:** You are not allowed to use contractions such as “don’t, can’t, won’t” etc., any slang words or phrases such as “feeling blue, couch potato, down to earth, cold shoulder” etc., and colloquial terms such as “fetch, reckon, yonder”

**2. Avoid Awkward, Unclear and Vague Words**

Having completed their homework, *the pastries were gulped down*.” Or

“Having completed their homework, *the children ate the pastries”*

3**. Repetition Is A Big No-No**: ex. used ‘thus’ every time you were concluding a sentence? write ‘hence’ and ‘therefore’ in certain places.

4. **Redundancy Is, well, Redundant** (using unnecessary words) “It is *completely* **vital** that you take your medicines.” “This is the *exact* **same** dish I had yesterday.” “This is *really* **amazing**.” “An *armed* **gunman** shot 16 people dead.”

**5. Don’t Begin Every Paragraph with The Pronoun ‘I” (as for me, my….)**

**6. Populate Your Essay with Confident Words**

“Maybe the few problems enlisted will not make much of a difference to the solution.”

## The two problems enlisted will not have any effect on the solution.”

Instead of show, say or report, you may use maintain, demonstrate, conclude, outline and note to assert your point in your essay

**7. Employ Suitable Transitions to Progress from One Concept to The Concept**

## ‘On the other hand’, ‘on the contrary’ and words like ‘also’, ‘however’ and ‘but’ can be very effective in creating the

transition

## **8. Ensure You’re Using the Words in Their Right Connotation**

Take these two words – home and house – you'll instantly associate ‘house' with a building, and ‘home' with that warm place where you get a safe haven.

**9. Keep It Simple and Precise**

The actual aortic pump of the homo sapiens does not bear any semblance to the one popularized by the media.”

Versus

The human heart does not look anything like the shape that has been popularized by the media.”

**10. Avoid Wordiness**

“I am of the opinion that…”                                      “I think…”

“In accordance with the rules…”                               “According to the rules…”