

TANIA BENNETT

IELTS TOEFL FCE CAE ESSAY WRITING

20 TYPICAL MISTAKES

IN STRUCTURE AND
DEVELOPMENT

tips
illustrative examples
practical exercises



About the book

The book was written for those students who are planning to sit for EFL exams or tests such as FCE, CAE, the TOEFL and IELTS tests. The content is built on the description of typical mistakes made by exam-takers in their essays; it also includes comments and tips on how to avoid these errors, and practical exercises.

IELTS TOEFL CAMBRIDGE EXAMS

ESSAY WRITING

20 TYPICAL MISTAKES IN STRUCTURE AND DEVELOPMENT

tips illustrative examples practical exercises

By TANIA BENNETT

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TYPICAL MISTAKES IN STRUCTURE AND DEVELOPMENT
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IELTS ESSAY WRITING
TYPICAL MISTAKES IN STRUCTURE AND DEVELOPMENT
PART1
INTRODUCTION
PART 2
MAIN PARAGRAPHS
PART 3
CONCLUSION
PART 4
PRACTICAL EXERCISES

Part 2, Part 3 and Part 4 will be issued in 2017

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MISTAKE 1

CONFUSING THE TYPES OF ESSAY QUESTIONS

Many students often forget to establish the type of their essay question; as a result they answer the wrong question.

TIP:

Identify the essay type before beginning to write the essay; each essay type has a different organizational structure.

The most common EFL exam essay question types are

- 1) Agree/disagree**
- 2) Preference**
- 3) Explanation**
- 4) Description**
- 5) Problem solving**
- 6) Contrast and compare**
- 7) Imaginary situation**
- 8) Advantages / Disadvantages**

Exercise 1-1

Study the essay questions 1-7. Identify the question types. Check with the answers.

Essay question 1 An increasing number of people today frequently change their careers and places of residence several times during their lives. Is this a positive development?

Essay question 2 Why is daily homework important? What is your opinion?

Essay question 3 Some students prefer learning a foreign language online; others don't. Which do you prefer?

Essay question 4 Money for postgraduate research is limited. Therefore, some people claim that financial support from governments should only be provided for scientific research rather than research for less useful subjects. Do you agree or disagree?

Essay question 5 Some people believe that the government should increase the number of sports facilities to improve public health, while others believe this has little effect and we need other measures to improve it. Discuss and give your own opinion.

Essay question 6 If you were given a sum of money to start your own business, what business would you start?

Essay question 7 The movement of people from agricultural areas to cities for work can cause serious problems in both places. What are the serious problems and what measures can be taken to solve the problems?

Essay question 8 How do people in your country typically spend their money?

Essay question 9 Many people support the development of renewable energy sources. Do the advantages outweigh the disadvantages?

Exercise 1-2

Study the introductions below. Do they address the right questions?

Essay question 1 An increasing number of people today frequently change their careers and place of residence several times during their lives. Is this a positive development? What is your opinion?

Intro 1 New technology has transformed all spheres of people's lives including the attitude to employment and place of living. In the modern world many people welcome and use the opportunities to live and work in different countries. I belong to this group of people.

Essay question 2 Why is daily homework important? What is your opinion?

Intro 2 Many students will confess that they do not enjoy doing their homework. However, from my point of view home assignments are an integral part of any educational process.

Essay question 3 Some students prefer learning a foreign language online; others don't. Which do you prefer?

Intro 3 Learning a foreign language online has many advantages. Instant access to educational materials and their variety are among the main benefits of online studies

in comparison to traditional classroom lessons.

Essay question 4 Money for postgraduate research is limited. Therefore, some people claim that financial support from governments should only be provided for scientific research rather than research for less useful subjects. Do you agree or disagree?

Intro 4 Many people think that postgraduate research is underfunded. I entirely disagree with this statement. Although public financial support to universities is often criticized for being too low, laboratories and science centres always receive abundant private funding.

Essay question 5 Some people believe that the government should increase the number of sports facilities to improve public health, while others believe this has little effect and we need other measures to improve it. Discuss and give your own opinion.

Intro 5 Public health is amid the main concerns of local governments. Its improvement depends on two factors – medical care and sports facilities. I totally agree with the statement that local authorities should fund building more sports centres to encourage people to do more sport.

Essay question 6 If you were given a sum of money to start your own business, what business would you start?

Intro 6 Some people choose to work independently, others prefer working for a company. From my point of view, the first scenario is more beneficial for an individual.

Essay question 7 The movement of people from agricultural areas to cities for work can cause serious problems in both places. What are the serious problems and what measures can be taken to solve the problems?

Intro 7 Many people prefer living in major cities to the countryside. Although it may not always be the route to personal and social wellbeing the advantages of this attitude outweigh the disadvantages.

MISTAKE 2

MISREADING OF THE ESSAY QUESTION

Many students often misread the essay question and so lose marks.

TIP:

In order not to confuse the task identify the key vocabulary in the essay question at the very beginning of the writing test.

Study the essay questions:

Essay question 1 Nowadays people can **work from home** using modern **technology**. Some think this is extremely **beneficial for workers**. Do you **agree** or **disagree** with this opinion?

Essay question 2 Nowadays people can **work from home** using modern **technology**. Some think this only **benefits the workers, but not the employers**. Do you **agree** or **disagree** with this opinion?

Essay question 3 Nowadays people can **work from home** using modern **technology** and are employed **from around the world**. Some think this **only benefits the employers, but not the workers**. Do you **agree** or **disagree** with this opinion?

Notes:

These three similarly worded questions require absolutely different answers.

In the answer to the first question – say if you agree/agree to some extent/disagree with the opinion that it's “beneficial for workers to work from home”; explain why; pay attention to the fact that there is no specification in the question if the employee is located in the same place/country or not with the

employer.

In the answer to the second question—say if you agree/agree to some extent/disagree with the opinion that “working from home benefits workers not employers”; explain why; pay attention to the fact that there is no specification in the question if the employer and employee are located in the same place/country or not.

The third question is about working internationally only; say if you agree/agree to some extent/disagree with the opinion that this opportunity is beneficial only for companies, not for workers. Take notice that this question also asks about working from home.

Exercise 2-1

Study the essay questions below, pay attention to the key words in the questions. How do the tasks differ in the groups? Compare your answers with the Answer key.

1.

Essay question 1 Many countries aim to improve living standards by economic development in small towns. Do you support these changes?

Essay question 2 Many countries aim to improve living standards by economic development. Do you support these changes?

Essay question 3 Many countries aim to improve living standards by economic development. Do you think the advantages of economic development outweigh the disadvantages?

2.

Essay question 1 The movement of people from agricultural areas to cities for work can cause serious problems in both places. What are the serious problems and what measures can be taken to solve the problems?

Essay question 2 The movement of people from small towns to cities for work can cause serious problems in both places. What are the serious problems and what measures can be taken to solve the problems?

Essay question 3 The movement of people from rural areas to cities for work can cause serious problems in both places. What are the serious problems and what measures can be taken to solve the problems?

3.

Essay question 1 The development of technology changes the way people interact with each other. In what way does it change the types of relationship between people? Is this a positive or negative development?

Essay question 2 The development of technology changes the way people interact with each other. Is this a positive or negative development?

MISTAKE 3

FAILING TO ADDRESS THE ESSAY QUESTION IN THE INTRODUCTION

The absence of a clear answer to the essay question in the introduction is a common mistake many students make in their essays.

TIP 1:

Make sure that by the time a reader reaches the beginning of the main body of your essay, your answer to the essay question is clear to them.

Essay question Nowadays people can work from home using modern technology. Some think this is extremely beneficial for workers. Do you agree or disagree with this opinion?

Study the introductions 1-3:

Intro1 The trend of distance working is becoming more and more widespread around the world. However, I do not entirely agree with the opinion that working from home is always advantageous for employees.

Intro 2 I wholly agree with the opinion that remote working benefits employees and the bottom line. There are three reasons for that.

Intro 3 In the age of modern technology the image of office space has become fluid: many employees work flexibly and often remotely. In comparison to commuting staff remote workers enjoy three main benefits.

Comment: **Intro1** answers the question clearly – it is the best version among the three; although **Intro 2** states the answer to the question, however it includes the empty and unnecessary phrase “the bottom line”; the author’s opinion is clear in **Intro 3**, but it is not stated explicitly, the passage only implies the answer.

Exercise 3-1

Study the introductions below. Which version is the best and why?
Compare your answers with the Answer key.

1.

Essay question 1 Many countries aim to improve living standards by economic development in small towns. Do you support these changes?

Intro 1 Economic development in small towns creates new jobs and fosters the growth of income; in sync with this change housing, healthcare and educational systems are improved.

Intro 2 I support the idea that to raise living standards – increase incomes and improve public services – in a country, governments should foster economic development in small settlements.

Intro 3 I agree with the statement that economic development in small towns and agricultural regions is necessary for the rise of the standards of living.

2.

Essay question 2 Some people believe that the government should increase the number of sports facilities to improve public health, while others believe this has little effect and we need other measures to improve it. Discuss and give your own opinion.

Intro 1 Some people are convinced that building more sports facilities will herald the improvement of public health in the area. Others disagree and believe that promotion and education are the ultimate avenues to assist people change their sedentary lifestyle to be more active and become healthier.

Intro 2 Many people think that more sports centres and stadiums in the area will encourage people to do more sport and, consequently, will strengthen public health. I do not support this approach.

Intro 3 The significance of sports activities in people’s lives is unquestionable in the world of stressful work and sedentary lifestyle. A community which enjoys a variety of sports facilities combined with sports events for adults and children is bound to be physically and mentally healthy.

3.

Essay question 3 The movement of people from agricultural areas to cities for work can cause serious problems in both places. What are the serious problems and what measures can be taken to solve the problems?

Intro 1 The increasing flow of people from agricultural areas to big cities results in many serious problems. This trend grows steadily and transforms the social landscapes of the places.

Intro 2 In the modern world many agricultural areas see the migration of people to major cities. The reasons behind this trend are work-related, educational and cultural.

Intro 3 The trend of moving from agricultural areas to major cities has adverse effects on both places. Whilst it brings environmental, housing and work-related problems to city dwellers, agricultural productions lose workers and the sector is likely to suffer.

MISTAKE 4

BADLY-STRUCTURED INTRODUCTION

TIP 1:

A short and clear introduction is the strongest beginning of an EFL essay. It is commonly 2-3 sentences long.

TIP 2:

The answer to the essay question should be the key message of the introduction. It commonly includes or is accompanied by the paraphrased essay question/

TIP 3:

The introduction may also include the topic statement .

TIP 4:

It is sometimes advisable to foreshadow supporting points in the introduction.

Essay question Nowadays people can work from home using modern technology. Some think this only benefits the workers, but not the employers. Do you agree or disagree with this opinion?

Intro1 I entirely disagree with the statement that the scenario of remote working is not beneficial for businesses but for employees.

Intro 2 In the age of new technology many companies are embracing the potential of remote working. Indisputably, it is advantageous for employees and it increases job satisfaction. Yet, some people think that remote working does not benefit businesses. I totally disagree with this opinion. There are three main reasons for that.

Intro 3 Few people will disagree that remote working is advantageous and rewarding for employees. On the other hand, many think that businesses do not benefit from this scenario. As far as I am concerned I disagree with this. The reasons are related to low stress and high flexibility of remote work leading to higher levels of productivity.

Comment: **Intro 1** consists of the answer to the question; the first sentence in **Intro 2** is a topic statement, it also includes the essay task and the response to it, and it outlines the scope of the main body in the last sentence.; **Intro 3** includes the restated essay question, the answer to the essay question and it also foreshadows the arguments.

Exercise 4-1

Study the introductions below. Which introduction includes the topic statement? Which introduction foreshadows the main points? Which introduction only consists of the answer to the question?

Essay question 1 Many young people today leave school with a negative attitude towards learning. Why do you think this is happening? What can be done to encourage a positive attitude to learning in young people?

Intro1 The lack of enthusiasm to study among young adults has been under debate for the last few decades. From my point of view, overloaded school schedules, mediocre textbooks and the absence of inspiring teachers are the main contributors to the issue.

Essay question 2 Air travel and telecommunications have brought about increased contact and closer relationships with people from different countries. To what extent do you agree that societies benefit from international tourism and business?

Intro 2 Many people think that international tourism and business nurture local economies. I wholly agree with this opinion.

Essay question 3 Some people think all parents should take childcare training courses. Do you agree or disagree?

Intro 3 Preschool caring for children requires much knowledge of the physical and psychological development of infants. This knowledge used to be conveyed from older generations to younger in the past. In the modern world the tradition has been

disappearing mainly because of the fact that young adults live independently and separately from their older relatives. Consequently, many people think that parents should attend childcare training courses. I entirely support this opinion.

MISTAKE 5

FAILING TO CLARIFY OBSCURE VOCABULARY IN THE ESSAY QUESTION

TIP:

If there are multiple meanings of some key words in the essay question, say at the beginning which interpretation will be used in the essay.

Essay question. Organizations help people to make their lives better. Do you agree with the statement?

Intro1 I wholly agree with the statement that organizations encourage people and make their lives better.

Intro 2 I wholly agree with the statement that clubs, charities and activist organizations make people's lives better – safer and more meaningful.

Comment: The words “organizations” and “live better” in the essay question are vague. They have to be specified in the introduction.

Intro 2 is the better version.

Exercise 5-1

Study the introductions below. Which versions are better? Why?

Essay question What is a very important skill a person should learn in order to be successful? Choose one skill and use specific reasons and examples to support your choice.

Intro 1 Professional achievements are influenced by many different factors. However, I am convinced that people should foster their soft skills as the most significant strength of their personality in order to become successful in their careers.

Intro 2 In the age of the Internet being computer-literate is the most important skill for a successful person.

Intro 3 Everyone has their own formulas for success in their personal life and career. Yet, from my point of view, professional and personal success is unachievable without mastering the most significant strength of one's personality –soft skills.

MISTAKE 6

CASTING DOUBT ON YOUR EXPERTISE

TIP :

Avoid statements such as I am not an expert in...I have never had this experience but... If I am not mistaken...

They will cast doubt on your expertise.

Essay question Many people visit museums when they travel to new places. Why do you think people visit museums? Use specific reasons and examples to support your answer.

Intro 1 I am not a museum-goer and when I travel around my country or go abroad I never visit museums. However, I will try to find reasons why tourists visit museums.

Intro 2 Visiting places is exciting. Travellers enjoy the unfamiliar views and learn about cultures, practice speaking a foreign language and taste local cuisines. In addition, travelers always put on their route local museums and galleries. Why?

Comment. Intro 1 casts doubt on the author's expertise.

Exercise 6-1

Study the introductions below. Which version is better? Why?

Essay question Newspapers have a big influence on people's ideas or opinions. Do you agree or disagree?

Intro 1 I agree with the statement that newspapers can manipulate people's ideas or opinions, which results in a strong influence both on society and individuals.

Intro 2 I have to confess that I do not read newspapers. However, I will try to support the opinion that newspapers influence people's opinions and ideas.

MISTAKE 7

DOUBLE ARGUMENT

TIP :

Avoid a double argument such as Sometimes I think that travelling is good, and sometimes I think that travelling is bad.

If you try to develop a double argument, you may not have sufficient time /space to answer the essay question logically and completely at the test.

Essay question 1 If you could go back to some time and place in the past, when and where would you go? Why? Use specific reasons and details to support your choice.

Intro1 If I found myself in the situation of going back in time, it would be a tough choice for me as a historian where to go. First I would decide to watch and listen to the famous Martin Luther King's speech on August, 28 in 1963 in the Lincoln Memorial in Washington; then I would think of visiting Ancient Egypt where I could witness the construction of Pyramids. There would be many other places I would like to go back in time seething in my mind before I could make my choice.

Intro 2 If I found myself in the situation of going back in time, I would decide on visiting Ancient Egypt.

Comment: **Intro1** gives 2 possible responses and implies many others but in the end it does not answer the question. **Intro 2** is short, clear and to the point.

Exercise 7-1
Study the introductions below. Which version is better? Why?

Essay question Newspapers have a big influence on people's ideas or opinions. Do you agree or disagree?

Intro 1 I agree with the statement that newspapers manipulate people's ideas or opinions, which results in a strong influence both on society and individuals.

Intro 2 I agree and do not agree with the statement that newspapers can manipulate people's ideas or opinions. From my point of view, it depends purely on the reader.

MISTAKE 8

INCLUDING SUPPORTING EXAMPLES IN THE INTRODUCTION

TIP :

Do not write supporting examples in your introduction!

Essay question Newspapers have a big influence on people's ideas or opinions. Do you agree with the statement?

Intro 1 I agree with the statement that newspapers can manipulate people's ideas or opinions. To illustrate, statistically, the more favourable articles about a presidential candidate appear in newspapers, the higher the likelihood for them to be elected.

Comment: it was a mistake to include this example in the introduction.

MISTAKE 9

SIDETRACKING IN THE FIRST SENTENCES OF THE INTRODUCTION

Sidetracking or diverting from the topic of the essay question in the introduction is a typical mistake many students make in the first few sentences when they provide general background information or the task statement.

TIP:

Do not forget to establish the topic of the essay question and stay within it.

Essay question Some people think music plays an important role in society, while others believe music is simply a form of entertainment for individuals. Discuss both views and give your opinion.

Intro 1 I adore music. This art can do wonders – it is therapeutic, philosophical and entertaining. In a broader sense, on the one hand, music plays a significant role in the history of any country and its culture; on the other hand, it is entertaining for individuals.

Intro2 Music is omnipresent in human life. It plays a significant role in the history of any country and its culture; it entertains and amuses people.

Comment: The beginning of the first passage shows a sidetracking problem – it introduces the author's attitude to music, which is beyond the topic of the essay question. The second introduction is the better version-it is short and clear; the topic statement is to the point.

Exercise 9-1

Study the essay questions below and match them with the topic. Check with the Answer key.

Essay question1 Some people think music plays an important role in society, while others believe music is simply a form of entertainment for individuals. Discuss both views and give your opinion.

Essay topic 1 Do different Music genres influence people differently?

Essay topic 2 What do you think about music?

Essay topic 3 The role of music in human life

Essay question 2 Newspapers have a big influence on people's ideas or opinions. Do you agree or disagree?

Essay topic 1 The role of newspapers in human life

Essay topic 2 What do you think about newspapers?

Essay topic 3 The ability of newspapers to change people's ideas or opinions

Essay question 3 Many young people today leave school with a negative attitude towards learning. Why do you think this is happening? What can be done to encourage a positive attitude to learning in young people?

Essay topic 1 Your attitude to school

Essay topic 2 The problem of a negative attitude towards learning

Essay topic 3 Making children more enthusiastic about learning

Exercise 9-2
Study the introductions below. Which version is better? Why? Check with the Answer key.

Essay question Humor makes the world a better place. Do you agree or disagree?

Intro 1 Humour is ubiquitous in all spheres of human life. People of all ages respond to humour; they smile to each other and exchange jokes, enjoy watching comedies and laugh at comedians. Many people think that humour makes the world a better – more exciting and less stressful – place to live in. I totally agree with this statement.

Intro2 Humour is ubiquitous in all spheres of human life, but what makes this experience largely meaningful? Many people think that humour makes the world a better – more exciting and less stressful – place to live in. I totally agree with this statement.

Intro 3 Humour is ubiquitous in all spheres of human life. It provokes laughter and provides amusement, and it has many different forms. Besides recreational humor the most popular are satire, parodies and gallows humour. Many people think that humour makes the world a better – more exciting and less stressful – place to live in. I totally agree with this statement.

MISTAKE 10

RESTATING

Repeating the same ideas or restating is a typical mistake many students make in their essays. A restated idea may be found in the introduction, main body or conclusion.

TIP 1:

Avoid restating; it fills the space of the essay, but it does not maximize the score.

TIP 2:

In the main body develop the arguments instead of restating them by utilizing specific information, consequences and/or supporting examples.

Essay question. Nowadays companies should put more emphasis on social skills in the recruitment process. To what extent do you agree or disagree?

Intro I totally agree with the statement that nowadays companies must give more attention to the social skills of applicants when they employ new staff; interviewers should not fail to understand the importance of social expertise among prospective employees.

Comment: The second part of this introduction is an empty statement, because it restates and paraphrases what has already been said.

Exercise 10-1

Study the passages below. Which are the best versions? Why?

Essay question Many city councils are making decisions to close the local public libraries nowadays. Why is this

happening?

Answer: city councils close local libraries because the service becomes unused. There are three reasons behind that.

Passage 1 The main reason is the growing popularity of e-books. Libraries are losing their visitors in the real world, since reading activities and practices are moving into cyberspace. More and more people prefer electronic books and online reading to traditional printed editions. Rich library collections are becoming unused, thus, prompting local governments to terminate the existence of the institutions.

Passage 2 The main reason is the growing popularity of e-books and online reading. Children and adults move to cyberspace whatever they are interested in reading – children's rhymes or poetry, detective stories or scientific magazines. Statistically, the number of people who read paper books has been decreasing by seven per cent yearly for the last three years. As a result, fewer people use library services and the book funds are not needed, thus, prompting local governments to terminate the existence of the institutions.

Passage 3 Next, in the modern world reading books has lost its dominance as a leisure time activity due to a multitude of modern technological entertainments. Many adults and children spend their spare time in front of their computers playing games or social networking, watching online movies or YouTube sketches. This leads to the loss of practice of reading regularly, discourages reading and empties library reading halls.

Passage 4 Next, reading books has lost its dominance as a leisure time activity in the modern world. Fewer and fewer people reserve their free time for reading books regularly. They play computer games, watch movies online or surf the net instead. These activities are more popular than reading literature. This development abandons library services and empties library reading halls.

Passage 5 Finally, the short-sighted policy of local authorities contributes to the discontinuance of library services. Despite funding innovations, such as increasing access to digital services and e-lending, local governments reduce opening hours and staffing and cut costs. This ignores the changing demands of library readers and results in diverting loyal visitors from libraries. These institutions become unusable and decisions are made to close it.

MISTAKE 11

MISCONCEPTION ABOUT ATTENTION-GETTERS

Some students are eager to include “hooks” or attention-getters such as statistics, facts or famous quotations in their EFL essays.

On the one hand, “hooks” can maximize scoring because they are typically written in a sophisticated language.

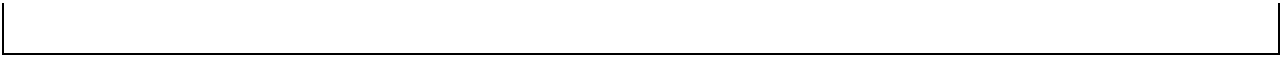
On the other hand, there are no requirements to include them in the essay introduction; also the time for the EFL Writing Test is limited, and it might be better to concentrate on the other aspects of your essay writing.

Essay question Some people think that only governments can help the environment. Others disagree. What is your opinion?

Intro 1 Mahatma Gandhi famously said: “We must become the change we want to see in the world.” These words of wisdom are the answer to the question whether individuals can help the environment or not; and they reflect my opinion that both governments and individuals are capable of making the world greener.

Intro 2 I differ from those people who think that only governments’ actions can help the environment. From my point of view, both governments and individuals are capable of making the environment more sustainable.

Comment: **Intro 1** includes a famous quotation (an attention-getter) whereas **Intro2** does not. However, the grammatical structures and vocabulary use in both introductions are of similar levels.



MISTAKE 12

BADLY-STRUCTURED MAIN BODY

The main body of the essay should consist of 3-4 paragraphs which have the same structure: each paragraph introduces one main point and develops it.

TIP 1:

The opening sentence of each paragraph should state your main point. Signpost them with the linking words such as “Firstly,... Secondly,...”, “One reason is..., Another reason is ...”, “Educationally, Culturally,...”

TIP 2:

Double check if the opening sentence of each main paragraph answers the question, e.g. “Why do you agree/disagree..?”, “Why do you prefer...?”, “ Why would you choose..?”.

Essay question Will modern technology, such as the internet, ever replace the book or the written word as the main source of information?

Answer – new technology will replace the written word

First of all, purchasing online reading materials is as easy as the click of a button; it is convenient and fast. (...)

Secondly, carrying digital books does not add any weight to one's bag. (...)

Thirdly, keeping digital books saves space and does not make any mess in one's flat. (...)

Finally, reading digital materials is more enjoyable due to complementary videos and interactive functions. (...)

Comment. Beginning the main paragraphs with these four sentences will make the essay clear and well-structured; it will be easy for the examiner to follow the message of the composition.

Exercise 12-1

Study the sentences below. Which ones are clear and strong arguments?

Essay question 1 Many young people go to study at university. Why?

1. Firstly, young people need scientific knowledge.
2. Firstly, for many students a university is a place where they can develop their specific interests.
3. To begin with, getting a degree will make young people professionally more competitive.

Essay question 2 Many people think that the best place to live is a city centre. Do you agree or disagree?

Answer – I agree.

1. Firstly, the shopping experience is more exciting in city centres than in residential areas.
2. First of all, life in a city centre is better than in a residential area.

3. The first reason is cultural.

Essay question 3 Newspapers have a big influence on people's ideas or opinions. Do you agree or disagree?

Answer – I agree

1. To begin with, newspapers are the most affordable source of information on the planet.

2. Firstly, the newspaper language and content are intelligible for a reader of any background.

3. First of all, many people are fond of reading newspapers and magazines.

MISTAKE 13

BADLY-STRUCTURED MAIN PARAGRAPHS

Many mistakes in students' essays occur due to badly-structured main paragraphs and a lack of development of the main points.

TIP 1:

To develop the main points candidates should utilize specific information, consequences and/or supporting examples.

TIP 2:

Follow a simple pattern – start from a general main point, go to more specific information/consequences; and go to even more specific information or supporting examples.

Essay question. Mobile phones and the internet are very useful. However, it is rare for the older generation to use them. In what ways can mobile phones and the internet be useful to the older generation?

Socially, new technology gives a chance to keep constantly in touch with family and friends. (1) Texting, online chatting and video conferencing combat loneliness which many old people face.

Educationally, through using the internet elderly people can follow their interests or take up a new hobby at the click of a button. (2) For instance, an old person can learn how to cook a new dish or to build a tree house.

Professionally, many retired people can continue working online. (3) For example, those who worked in schools may be interested in finding students on the Internet. Equally, engineers can do some technical work from home.

(4) This will enable them to fulfill their potential and make their lives more exciting and meaningful.

Comment: (1) develops the argument, (2) is a supporting example, (3) is a supporting example; (4) is a consequence

Ex.13-1

Study the passages below. What is the role of each sentence in the passages?

Essay question Many city councils are making decisions to close [the](#) local public libraries nowadays. Why is this happening?

Answer: city councils close local public libraries because the service becomes unused. There are three reasons behind that.

Passage 1 (1)The main reason is the growing popularity of e-books and online reading. (2)Children and adults move to cyberspace whatever they are interested in reading – children’s rhymes or poetry, detective stories or scientific magazines. (3)Statistically, the number of people who read paper books has been decreasing by seven per cent yearly for the last three years. (4)As a result, fewer people use the library services and the book funds there are not needed, thus, prompting local governments to terminate the existence of the institutions.

Passage 2 (1)Next, in the modern world reading books has lost its dominance as a leisure time activity due to a multitude of modern technological entertainments. (2)Many adults and children spend their spare time in front of their computers playing games or social networking, watching online movies or YouTube sketches. (3)This leads to the loss of practice of reading regularly, discourages reading and empties library reading halls.

Passage 3 (1) Finally, the short-sighted policy of local authorities contributes to the discontinuance of library services. (2) Despite funding innovations, such as increasing access to digital services and e-lending, local governments reduce opening hours and staffing and cut costs. (3)This ignores the changing demands of library readers and results in diverting loyal visitors from libraries. (4) These institutions become unusable and decisions are made to close it.

MISTAKE 14

INAPPROPRIATE EXAMPLES

TIP 1:

A good supporting example is clear and relevant to the point being made; it should not include any obscure or general information.

TIP 2:

Typically, a supporting example should not be too long; it should not dominate the paragraph.

Essay question. Mobile phones and the internet are very useful. However, it is rare for the older generation to use them. In what ways can mobile phones and the internet be useful to the older generation?

Passage 1

Professionally, many retired people can continue working online and fulfilling their potential. (1) For example, those who worked in school may be interested in finding some job on the Internet. Currently, educational services online are expanding and increasingly more school teachers are in demand. This will lead to making their retirement more exciting and meaningful.

Passage 2

Professionally, many retired people can continue working online and fulfilling their potential. (2) For example, those who worked in school may be interested in finding students on the Internet. (3) Or, for instance, pensioners might meet new friends and former colleagues on social networks. This will lead to making their lives more exciting and meaningful.

Comment.

Examples 1 shows a sidetracking problem, the sentence about educational services is not to the point.

Examples 2 is short, straightforward and to the point.

Examples 3 is inappropriate in this paragraph, it does not support this main point; it needs to be moved to another paragraph about social relationships.

Exercise 14-1

Study the passages below. Are the examples suitable and appropriate?

Essay question 1 Some people are against surveillance cameras, others think surveillance cameras are necessary. Contrast and compare their viewpoints. What is your opinion?

Passage 1

The main reason of the supporters is that surveillance cameras prevent many crimes such as thefts, burglaries and robberies. Thieves avoid places with CCTVs because they can be easily identified on the video recordings. Equally, owners of flats and houses feel safer in the event that surveillance cameras are installed in their places. To illustrate, yesterday I watched the news about two burglars who had been able to outmaneuver a surveillance system of a big art gallery and had been caught only by accident. The museum sued the company which installed the system and decided to employ the burglars as safety and security consultants in order to protect its collection. According to the report, the surveillance system was improved and the burglars gave an interview assuring the public that the system would prevent any robbery attempt.

Essay question 2 Some people think that only a highly-paying job is enjoyable. Do you agree or disagree?

Answer: I disagree.

Passage 2

The first reason is that a highly-paying job does not always allow people to fulfil their potentials. If people's abilities and talents are not involved in their working routine, the job will never be enjoyable and pleasant. On the opposite, it will bring boredom, lack of enthusiasm and even irritation. High salary will not compensate this absence of job satisfaction. For example, my brother works in a hotel as a manager and he is not happy with his job because he does not enjoy working with people. In addition, he dreams of becoming a writer because he is good at writing novels.

Exercise 14-2

Study the passages below. Are the examples suitable and appropriate?

Essay question Many city councils are making decisions to close the local private libraries nowadays. Why is this happening?

Answer: city councils close local libraries because the service becomes unwanted.

Passage 1 Firstly, nowadays reading books has lost its dominance as a leisure time activity. Many people work long hours and they prefer to spend their precious spare time with their families and friends despite exploring the world of literature. In addition, reading is shrinking due to a multitude of modern entertainment practices such as playing computer games, watching movies online and social networking. For example, whenever my brother has free time from his school studies, he either plays computer games or chats with his friends online. All these lead to the decreasing number of library users.

Passage 2 Secondly, the short-sighted policy of local authorities contributes to the discontinuance of public library services. Despite funding innovations, such as increasing access to digital services and e-lending, local governments reduce opening hours and staffing and cut costs. This ignores the changing demands of library readers and results in diverting loyal visitors from libraries. The service becomes unwanted and decisions are made to close it. To illustrate, five public libraries have been closed in my native town over the last three years.

MISTAKE 15

Misplacing the answers to sub-questions and the opposing opinion passage

Some essay questions may include the main task and a sub-task.

Essay question 1 The movement of people from agricultural areas to cities for work can cause serious problems in both places. What are the serious problems and what measures can be taken to solve the problems?

Comment 1: The first question should be treated as the main task here and the second – as a sub-task.

Essay question 2 Nowadays, people can choose any place in any country to live and work because of the improved technology in communication and transport. Do the advantages outweigh the disadvantages of this?

Comment 2: The main body of the response to this question should be dominated by the description of the advantages and disadvantages. The answer to the question “Do the advantages outweigh the disadvantages of this?” should be written in the last main paragraph.

Essay question 3 Some people think computers and the Internet are important in children's schooling, but others think students can learn more effectively in schools with teachers. Discuss both points of view and give your own opinion.

Comment 3: The main task in this question is to give reasons for two views on children's schooling. The question about your own opinion is a sub-task and it is advisable to respond to it in the paragraph preceding the conclusion.

Essay question 4 The development of technology changes the way people interact with each other. In which ways does it change relationships between people? Is this a positive or negative development?

Comment 4: The main task in this question is to describe a few changes in the way people interact under the influence of the development of technology. The second question is a sub-task, the response to it should be written in the main closing paragraph.

TIP 1:

To summarize, it is advisable to place the answer to the sub-question in the paragraph preceding the

conclusion. Or, in some responses, at the end of the main paragraphs in the Problem-solving essays. These answers to sub-questions should not dominate the essay.

TIP 2:

It is not obligatory, but the opposing opinion may be discussed in Agree/Disagree and Preference essays. However, it must not be given too much space in the essay.

TIP 3:

It is advisable to place the opposing opinion discussion in the closing paragraph of the main body.

Exercise 15-1

Study the passages below and comment on their structure. Check with the Answer key.

Essay question 1 Some people think computers and the Internet are important in children's schooling, but others think students can learn more effectively in traditional schools. Discuss both points of view and give your own opinion.

Intro 1 Many schools put emphasis on the use of computers in class nowadays. I am a supporter of this modern approach because of its importance for the children's future. However, many people oppose this opinion and are in favour of traditional schools. The first viewpoint has two arguments. (...)

The advocates of traditional schools have two main reasons behind their opinion. (...)

Conclusion1 To conclude, a vision of whether to exploit computers in school studies

or not differs. As far as I am concerned, I endorse the innovative view of utilizing computers and the Internet.

Essay question 2 Research suggests that the majority of criminals who are sent to prison continue to commit crimes when they are released. Why do you think this is the case? What can be done to solve this problem?

Answer: the reason is the lack of proper educational and psychological services

Paragraph 1 In the first place, whilst in jail, the majority of offenders are not provided with opportunities to gain professional knowledge and skills. This deprives them of the hope of finding a job when they are released, thus, returning to normal everyday life and not to their criminal past. (...)

The ultimate resolution of this problem is organizational and staffing reforms and sufficient funding of the prison educational system.

Paragraph 2 The second explanation why offenders continue to commit crimes when they are released is the lack of a rehabilitation promotion in jails. Similar to professional education, inmates should be provided with prison-tailored psychological, philosophical and religious trainings, leading to their redemption. (...)The solution to this problem lies in a radical change of teaching in jails and funding this educational process.

Conclusion To conclude, the lack of professional education and rehabilitation support are the main reasons why prisoners revert to a life of crime after their release. This can be changed if governments ease financial constraints in prisons and reform the educational prison system.

Essay question 3 Some people think computers and the Internet are important in children's schooling, but others think students can learn more effectively using traditional school methods. What is your opinion?

Intro 3 Many schools put emphasis on computer use in class nowadays. I am a supporter of this modern approach. Yet, some people do not share this opinion arguing that computers and the Internet discourage creativity and independent decision-making among children. That might be true with the excessive use of computers and the Internet but school curricula offer well-tailored Internet-related and time-framed classes.

MISTAKE 16

SIDETRACKING PROBLEMS IN THE MAIN BODY

Diverting from the topic of the essay question is a common error in EFL essays. It results in undesirable empty sentences and brings lower marks.

TIP 1 :

Avoid sidetracking; it fills the space in the essay, but it does not maximize the score.

TIP 2 :

In the main paragraphs stay within your argument topic; develop the arguments, add consequences and supporting examples.

Essay question Some people think that only governments can help the environment. Others disagree. What is your opinion?

Answer: I disagree, I think individuals and organizations can help the environment

Firstly, individuals can make the world greener by reducing food waste in the household. This can be done by planning the meals ahead to prevent food from spoiling, freeze what can be frozen, mix fresh herbs with salt to keep them longer and to extend the life of fruit add sugar. This may seem as being a minor effect even regionally but once the trend is mainstream, it will minimize gas emissions and air contamination from landfills both regionally and globally. Furthermore, purchasing of food will decrease and result in agricultural developments becoming more sustainable. (1)In addition, reducing food waste cuts family expenses and helps to save money for a family seaside holiday.

Comment: : Sentence (1) is a sidetracking problem. It does not support the argument; it is not to the point and should be lost.

Exercise 16-1

Study the passages below. Comment on their structure and development and check with the Answer Key.

Essay question 1 A university degree is a must for success in the modern world. Do you agree or disagree?

Answer: I agree (professional and personal success)

Passage 1

Firstly, many prestigious positions can be occupied only by professionals with a university degree. Many employers do not consider undergraduates as job applicants at all. Although finishing a degree demands mental and physical efforts as well as financial investments, it ensures a good placement and higher lifetime earnings.

Secondly, it is easier for university graduates to adapt under the condition of high unemployment rate. They can apply for a job overseas in a country with the lack of qualified specialists. In addition, it will be easier for them to get a new qualification which is based on their first and which can help to find a job.

Thirdly, socializing with university graduates can be enriching and enlightening due to the fundamental knowledge they acquire during their studies. In many communities they are welcomed as friends and mentors, which leads to their successful social life. In addition, in some cultures, a university degree has a prior significance in choosing a partner.

Essay question 2 Many city councils are making decisions to close the local public libraries nowadays. Why is this happening?

Answer: city councils close local libraries because the service becomes unwanted. There are three reasons behind that.

Passage 2 The main reason is the growing popularity of e-books. Libraries are losing their visitors in the world where reading activities and practices are moving into cyberspace. Personally, I prefer physical books to their digital equivalents but the printed word lovers are rapidly becoming a minority. Rich library collections are becoming unwanted, thus, prompting local governments to terminate the existence of the institutions.

Passage 3 Additionally, in the modern world reading books has lost its dominance as a leisure time activity. People work long hours and they prefer to spend their precious free time with their families and friends in spite of reading a book. In addition, reading is shrinking due to a multitude of entertainment practices such as playing computer games, watching movies online and social networking. Although, for example, the amount of time spent playing and the nature of the games are often criticised by psychologists, the world is experiencing the surge of gaming.

Passage 4 Finally, the short-sighted policy of local authorities contributes to the discontinuance of library services. Despite funding innovations, such as increasing access to digital services and e-lending, local governments reduce opening hours and staffing and cut costs. This ignores the changing demands of library readers and results in diverting loyal visitors from libraries. The service becomes unwanted and decisions are made to close it. In many countries professionals and activists bring attention to this and organise protests and events in support of public libraries.

MISTAKE 17

OBSCURITY PROBLEMS

Some students tend to overgeneralize their ideas, arguments and main points. It brings undesirable obscurity to the writing.

TIP :

Avoid or do not leave without clarifying general ideas; do not use vague vocabulary such as something, somewhere, in many other situations, it results in many problems etc.

Exercise 17-1

Study the introduction passages below. Comment on their structure and check with the Answer Key.

Essay question Many businesses face a staff turnover problem nowadays. What should businesses do to solve this problem?

Answer: improve work conditions, raise wages, and introduce flexible working hours

Intro 1 Many modern businesses suffer from a retention problem which, from my point of view, can be minimized by improving work conditions, raising wages and introducing flexible working hours.

Intro 2 Many modern businesses suffer from a retention problem which, from my point of view, can be minimized by improving work conditions, raising wages and many other improvements at the workplace.

Exercise 17-2

Study the passages below. Comment on their structure and check with the Answer Key.

Essay question Some people say that discipline is more important than talent. Do you agree or disagree?

Intro 1 I wholly agree with the statement that discipline plays a more significant role than talent in many situations in people's lives.

Intro 2 I wholly agree with the statement that discipline is more significant than talent in studies and professional life.

Passage 1 First of all, top performers in any professional setting succeed not through their natural abilities and talents but through discipline. The latter implies following policies for employees and regular work practice. For instance, if an employee is always late for work, they are most likely to be dismissed without reference to their talents. Furthermore, only regular work practice can bring desirable results in any profession. To illustrate, completing a project requires commitment and discipline, and meeting deadlines is dependent on this not just on talent alone. Equally, if athletes abandon their training schedule, their sporting abilities will not help them to win.

Passage 2 First of all, in any educational process, if students do not have a disciplined approach to their studies, they will not succeed despite their innate abilities and talents. Discipline in studies implies regular work. When it is not the guiding principle, it leads to students having different problems in educational institutions. In addition, it has an adverse effect on the students' future.

MISTAKE 18

BADLY-STRUCTURED CONCLUSION

A good conclusion restates the main points; it is short and clear; it consists of 1-3 sentences. Longer conclusions often show sidetracking or restating problems.

TIP 1:

Your conclusion can be as long as one sentence which paraphrases the answer to the essay question.

However, it is advisable to build the conclusion from all the main points - the paraphrased answer to the essay questions and arguments.

TIP 2:

Signpost your conclusion with the linking words “In conclusion”, “To conclude” or “To summarize”

TIP 3: Do not include any new arguments, examples or new ideas in your conclusion. It should be done in the main body.

Exercise 18-1

Study the conclusions below. Comment on their structure and compare with the Answer Key.

Essay question 1 Research suggests that the majority of criminals who are sent to prison continue to commit crimes when they are released. Do you agree that this problem cannot be solved?

Answer: I don't agree. It can be solved through professional education and a high level of rehabilitation services in jails.

Conclusion1 To conclude, the problem that offenders revert to a life of crime after their release can be solved if the governments fund professional education and psychological services in jails.

Conclusion2 In conclusion, I do not support the opinion that it is unachievable to solve the problem of resuming a life of crime by former offenders who have been released from jails.

Conclusion 3 In conclusion, I do not support the opinion that it is unachievable to solve the problem of former offenders resuming a life of crime It will be solved if governments fund professional education and psychological services in jails. In addition, the problem of overcrowding in prisons has to be addressed and sorted out.

MISTAKE 19

INAPPROPRIATE USE OF RESTATING TECHNIQUE

Restating or repetition is one of the typical mistakes students make in the EFL essay.

TIP 1:

However, a consistent and clear essay should include
the essay question restated twice – in the introduction and in the conclusion
the respond to the essay question restated once – in the conclusion

TIP 2:

It is advisable to restate the supporting points (arguments) in the conclusion.

TIP 3:

In some essays it is advisable to foreshadow the supporting points in the introduction.

Exercise 19-1

Study the passages below. Comment on their structure and compare with the Answer Key.

Essay question Many businesses face a staff turnover problem nowadays. What should businesses do to solve this problem?

Answer: improve work conditions, raise wages, and introduce flexible working hours

Intro 1 Many modern businesses suffer from a retention problem which, from my

point of view, should be minimized by improving work conditions, raising wages and introducing flexible working hours.

Intro 2 Many people think that improving work conditions, raising salaries for employees and introducing flexible working hours will be beneficial for businesses. I support this opinion. The aspects of the working environment and monetary returns are among the most significant factors of work satisfaction.

Conclusion 1 In conclusion, to solve the staff turnover problem, businesses should consider fair pay rises, giving more control to workers over their working hours and introducing better work conditions for the employees.

Conclusion 2 In conclusion, to solve the staff turnover problem, businesses should consider fair pay rises. Increasing salaries will lead to the loyalty of the employees to the company they are working for.

MISTAKE 20

INAPPROPRIATE USE OF GENERAL AND SPECIFIC WRITING

TIP 1

Give general information when

- foreshadowing the supporting points in the introduction
- restating the supporting points in the conclusion

TIP 2

Give specific information when

- the essay question is too general
- answering the essay question
- developing and elaborating the arguments
- giving the supporting examples

TIP 3:

To restate the essay question and the answer to the essay question paraphrase them by

1. utilizing synonyms
2. utilizing a different grammar structure
3. developing the sentence (making it longer)
4. mixing the above-mentioned methods;
5. summarizing or making the sentences shorter , changing the vocabulary and structure

Exercise 20-1

Match the sentences a) – k) with the comments 1) – 5)

1. utilizing synonyms
2. utilizing a different grammar structure
3. developing the sentence (making it longer)
4. mixing the above-mentioned methods;
5. summarizing or making the sentences shorter , changing the vocabulary and structure

Essay question 1 Nowadays people are living longer and longer. What changes does it bring to society?

- a) In the modern world people are living longer and longer.
- b) Nowadays lifetimes are becoming longer.
- c) In the modern world life expectancy figures are rising.
- d) In the twenty-first century, the average life expectancy is higher than ever before.
- e) In the twenty-first century people are living longer and longer thanks to improvements in medical care and nutritional science.

Essay question 2 Wild animals have no place in the 21st century. Some people think that preventing wild animals from dying out is a waste of resources. To what extent do you agree or disagree?

- f) Some people believe that saving wild animals from extinction is a waste of resources.
- g) Some people think that preventing wild animals from dying out is a waste of financial, material and human resources.
- h) Some think people cannot preserve wildlife by investing resources.

Essay question 3 Governments should make more effort to promote alternative sources of energy. To what extent do you agree or disagree with this opinion?

- i) Many people think that governments should make proportionately more effort to support and promote alternative sources of energy.
- j) Many people think that the reinforcement of promoting of alternative sources of energy should be considered as one of the priorities by governments in their work.
- k) Many people think that endorsing renewable energy projects should be among governments' priorities and they must strengthen their work in this field.

Exercise 20-2
Study the passages below. Comment on their structure and compare with the Answer Key.

Essay question Many businesses face a staff turnover problem nowadays. What should businesses do to solve this problem?

Answer: improve work conditions, raise wages, and introduce flexible working hours

Intro 1 Many modern businesses suffer from a retention problem which, from my point of view, can be minimized by improving work conditions, raising wages and introducing flexible working hours.

Intro 2 Many modern businesses suffer from a retention problem the root of which lies in unsatisfactory work conditions, low salaries and poorly-scheduled working hours. From my point of view, the first step in solving this problem is renting larger working offices and upgrading the office equipment. The second step is changing the pay policy in favour of employees. Finally, businesses should give the opportunity to their workers to decide what working regime is the most acceptable for them.

Conclusion 1 In conclusion, to solve the staff turnover problem, businesses should consider fair pay rises, giving more control to workers over their working hours and improving work conditions for the employees.

Conclusion2 In conclusion, there are three main avenues to solve the problem of staff turnover in modern businesses. Firstly, business managements should take care of the quality of the working spaces and equipment for their workers; secondly, they should take a different approach to the working regime of the employees and develop a new system of working hours, which will be comfortable for each employee; and the last, but not the least is the financial side of employing people –their contribution to the business and incomes should be balanced, which is a significant issue in modern businesses.

ANSWER KEY

Exercise 1-1

Q1 – Generally it's an Agree/Disagree question type (Do you agree that it's positive or not?)

Q2 – it's an Explanation question type.

Q3 – it's a Preference question type.

Q4 – it's an Agree/Disagree question type.

Q5 – it's a Contrast/Compare question type.

Q6 – it's an Imaginary situation question type.

Q7 – it's a Problem-solving question type.

Q8 – it's a Problem-solving question type.

Q9 – it's a Problem-solving question type.

Exercise 1-2

Comment: All the introductions in this exercise answer the wrong types of questions, sidetrack and are not to the point.

Task 1 is an Agree/Disagree question type, and the writer has to choose if the phenomenon is positive or negative and explain why they think so. However, the author of Intro 1 states his/her preference about the scenario of changing careers and places of living.

Task 2 is an explanation essay question, but the Introduction does not answer the question "Why". Instead, it answers the question "Is daily homework important or not".

Intro 3 is about advantages but the question asks about the preference. "Prefer" is a key word in the task.

In Task 4 the candidate disagrees with the wrong point which is not in the task.

Intro 5 shows sidetracking about medical care; also, the candidate does not answer the question about possible ways of improving public health; he/she jumps to his/her own opinion.

Task 6 The candidate did not pay attention to the type of the question which is an imaginary situation.

Task 7 The key phrase in the task is "what problem", but the candidate writes about advantages and disadvantages.

Exercise 2-1

Lot 1. Although **the first and second tasks** ask the exam-taker if they agree or disagree with the changes, the first asks specifically about changes in small towns whereas the second question is general. **The third essay**

question is different from the first two because it belongs to Advantages/Disadvantages type and it requires a different structure in the answer.

Lot 2. Questions 1-3 ask about the flow to big cities from 1) agricultural areas, 2) small towns, 3) rural areas.

The third task is about moving from rural areas which are not necessarily agricultural in the sense of commercial production. The response about rural areas should be mainly about how rural communities, cultures and traditions will suffer. However, the agriculture argument is perfectly suitable in this response.

The second task is about moving from small towns which might lose their identity and stagnate.

Lot 3. Question 1 is predominantly a Description type, whereas the second question is an Agree/Disagree type. (Do you agree that it's a positive development? Or do you disagree?)

Exercise 3-1

Lot 1- Intro 2 is the best version. **Intro 1** does not answer the question clearly; **Intro 3** includes unnecessary information about agricultural regions.

Lot 2- This is a Contrast/compare question type and Intro 1 addresses it the best – it paraphrases the task. Intro 2 lacks the second opinion. Also, it is advisable to state the author's opinion in the last main paragraph (not in the introduction). Intro 3 is the worst version because it does not address the task at all, but ponders over the importance of sports events and facilities for people.

Lot 3- Intro 3 is the best version. It responds to the question explicitly. Intros 1 and 2 are empty pieces of writing: they are not to the point and they do not answer the essay question. They include irrelevancies.

Exercise 4-1

Intro 1 includes the topic statement, the answer to the essay question and foreshadows the arguments; **Intro 2** includes the paraphrased essay question and the answer to it; the candidate narrowed the general scope of the essay question about benefits. **Intro 3** includes the topic statement, the paraphrased essay question and the answer to the essay question. However, the second and the third sentences dwarf the other ideas and are likely to be one of the main points of the essay. It is advisable to move them to the main body and develop into a paragraph.

Exercise 5 -1

Comments: Intros 1 and 3 are the best versions because the authors outline explicitly what kind of success they will discuss in their essays. Professional success is implied in Intro 2 but the author does not mention it explicitly.

Exercise 6-1

Intro 2 casts doubt on the author's expertise.

Exercise 7-1

Intro 1 is the better version. Intro 2 introduces an undesirable double argument.

Exercise 9-1

Essay question 1- topic 3; Essay question 2- topic 3; Essay question 3- topic 2; The word "children" is not suitable in topic 3 and this topic is about the sub-task in the question.

Exercise 9-2

Intro 2 is the best version. Intro 1 would be acceptable, if the topic statement was not overloaded with how people respond to humor. Intro 3 demonstrates a sidetracking problem in the sentence about the forms of humors. The topic of the essay question is the role of humor in people's lives/how humor influences the world we live in.

Exercise 10-1

Comment: The best passages are 2, 3 and 5. They develop the arguments. Passage 1 demonstrates restating problems in the second and third sentences. Passage 4 shows the signs of restating problems in the second and in the fourth sentences.

Exercise 12-1

Essay question 1

Statements 2 and 3 are the best arguments. Statement 1 is too general and obscure.

Essay question 2

Statements 1 and 3 are the best arguments. Statement 2 is not a supporting argument, it paraphrases the question.

Essay question 3

Statements 1-2 are the best-organized argument. Statement 3 is vague and does not support the answer to the question; it's not to the point.

Exercise 13-1

Passage 1.Comment 1: (1) –the argument; (2) – developing the argument or giving specific information; (3) –a supporting example; (4) consequences.

Passage 2.Comment 2: (1) – the argument; (2) – developing the argument or giving specific information; (3) – consequences.

Passage 3.Comment 3: (1) – the argument; (2) – developing the argument or giving specific information; (3) – developing the argument or giving specific information; (4) –consequences.

Exercise 14-1

The example in Passage 1 is too long; it give absolutely unnecessary information in detail and t detours the topic of the argument. Also, the word “yesterday” is not appropriate in essays, but in news reports.

A better version: To illustrate, the latest statistics issued by the national service_states that the number of shoplifting as well as robbery attempts decreases by 95 per cent if there are surveillance cameras in shopping centers, shopping halls and smaller shops.

The example in Passage 2 lacks clarity. It does not support the argument which contrasts a job with high financial return without job satisfaction and a job with a lower salary with job satisfaction.

A better version: For example, in the past my brother had a highly-paid job in hospitality business. The office work was so boring for his creative personality that one day he resigned. Although his income is much lower now, he realizes his literary talents; he is a columnist a local newspaper and his books are published occasionally. He lives his professional and personal life happily and in full.

Exercise 14-2

Comment: The example in Passage 1 is short and simple, but it is to the point and supports the argument. The example in Passage 2 is inappropriate – it exploits the statistics that do not support the argument.

Exercise 15-1

Essay question1. Comment 1: This is a Contrast/Compare question type and the main task here is to discuss the two opposing opinions and provide their reasons. It would be more logical if the personal opinion statement with its reasons were place in the paragraph preceding the conclusion. In this passage the personal opinion statements dominate Intro1 and Conclusion 1.

Essay question2. Comment 2: This passage states the same ideas of how to solve the problems three times! It would be more logical and consistent to write about it once – in the closing passage of the main body.

Essay question3. Comment 3: It would be more logical and consistent to avoid discussing the opposing opinion

in the introduction and move it to the last main paragraph.

Exercise 16-1

Comment: Passages 1-4 have sidetracking problems in the sentences which go beyond the argument topics. The comments about how hard university studies are in Passage 1 is sidetracking. Passage 2 shows a sidetracking problem in the sentences stating the author's personal opinion about e-books, Passage 3- in the last sentence about gaming, Passage 4 – in the last sentence about protests.

Exercise 17-1

Comment: Intro 1 is the better version, it's clear and straightforward whereas Intro 2 includes the obscure vocabulary "and many other improvements".

Exercise 17-2

Comment 1: The use of the phrase "in many situations in people's lives" makes Intro 1 unclear; Intro 2 is the better version because it redefines the essay task which is vague.

Comment 2: Passage 1 is clear and logical, and it is easy for the reader to follow the message.

Comment 3: Passage 2 is full of obscure writing.

There is an attempt to clarify the phrase "discipline in studies" in the passage, but the sentence "Discipline in studies implies regular work" is still vague because it is not clear what kind of work the author is writing about.

The statement "it leads to students having different problems in educational institutions" is another piece of obscure writing. It is not clear what kind of problems the author is writing about.

The last sentence is also extremely vague. The reader does not get a clear message what the phrase "an adverse effect" means.

Passage 2.: A better version

First of all, in any educational process, if students do not have a disciplined approach, they will not succeed in their studies their innate abilities and talents. Discipline in studies implies regular learning habits: attending classes, doing homework and writing projects. When it is not the guiding principle, disregarding students' talents, the result is poor performance: students receive low marks and fail their tests. In addition, students' professional future depends on their educational background. Those who do not succeed in their tests and exams will have a limited choice in getting a place at university or in getting a prestigious job.

Exercise 18-1

Comment: Conclusion 2 is the best version. It restates the answer to the question clearly. Conclusion 1 lacks the answer to the essay question, although it restates the main arguments. The serious mistake of the author of Conclusion 3 is that he/she included a new argument in the conclusion.

Exercise 19-1

Comment 1: Intro 1 is the better version because it restates the question; Intro 2 does not restate the question and does not answer it, but shows a restating problem – reiterates the same points about changes at the workplace.

Comment 2: Conclusion 1 is the better version because it restates the main points; Conclusion 2 restates the point about pay rises twice and does not restate the other two main points.

Exercise 20-1

a-1; b-1; c-1; d-1; e-3; f- 1; g-3; h-5; i-3; j-2; k-4

Exercise 20-2

Comment 1: Intro 1 is the better version because it answers the essay question in general; Intro 2 is overloaded with specific information which should be saved for the main body of the essay.

Comment 2: Conclusion 1 is the better version because it restates the main points in general; Conclusion 2 is overloaded with specific information which should have been given in the main body of the essay. Also, it shows a sidetracking problem in the very last part. The second sentence is too lengthy and cumbersome.