

ON THE WAY TO ZNO. EXAM PREPARATION TIPS 3

In this issue we'll continue discussing "Writing Bank" tips. This section is dedicated to:

- *different types of **Essays** tasks required by the ZNO test,*
- *useful tips,*
- *lists of phrases one can use for each task type.*

Better study skills lead to better test-taking skills, and of course, better grades! Your students will be proud of all they can accomplish when they are given the ability to study efficiently and successfully.

Essays can be some people's favourite or least favourite type of exam. The good part of the essay exam is that students can truly explain their knowledge of the subject matter in many ways. If they forgot a single word, then it will not cause severe loss of points (as it would in a multiple choice test). Usually, essay exams are difficult to grade because they can be subjective. Therefore, people with better writing skills tend to favour these types of exams, as they know how to structure an essay. If you need help on writing essays, please read our section on **How to Write an Essay**. The tips below will help your students prepare for an essay exam.

Стратегії виконання

Уважно прочитайте завдання і визначте головні питання, про які треба написати. З'ясуйте формат письмового завдання.

Вживайте формальний стиль письма. а саме:

- не використовуйте скорочені форми, такі як **don't, it's** або **can't**;
- не починайте речення зі слів **and, but** або **also**; їх використовують в розмовній мові;
- не використовуйте увідні слова, притаманні неформальному стилю (**well, you know** та інше);

- намагайтеся вживати не тільки прості речення, але й складнопідрядні, використовуючи засоби логічного зв'язку.

Складіть план і підберіть необхідні слова і висловлення.

Пишіть відповідно до плану і пам'ятайте про поділ тексту на абзаци. Поділіть текст на абзаци у відповідності до завдання:

- у першому абзаци сформулюйте проблему, яка буде розглядатися, але не повторюйте тему завдання. Уявіть, що читач не знаю, про що буде йти мова, і спробуйте пояснити проблему іншими словами;
- знайдіть вагомі аргументи в підтримку точки зору;
- намагайтеся дотримуватися балансу між абзацами;
- у заключному абзаци зробіть узагальнюючий висновок з проблеми.

Намагайтеся правильно використовувати часові форми дієслова, різноманітні граматичні структури.

Уважно перевірте роботу, звертаючи увагу на наступне:

- чи дотримано формат, стиль і обсяг висловлювання;
- чи логічно поділено текст на абзаци;
- чи вірно використані засоби зв'язку всередині речень, між реченнями, між абзацами;
- перевірте написання кожного слова.

Descriptive compositions.

Composition Types. Exemplary Plan.	Introduction	Main Body	Conclusion
<i>I. Describing People (Informal/semi-formal style)</i>	Paragraph 1 -name of the person; -why you know the person; -how you met; -how long you've known each other	Paragraphs 2-4 -describe the appearance and character; good/bad points about the character; -how he/she behaves; -interests and hobbies; -your personal attitude to the person (reasons for liking/ disliking) ; -what other people think of her/him.	Paragraph 5 -express your opinion and feelings about the person

<p>2.Describing places/ Buildings (semi-formal style)</p>	<p>Paragraph 1 -name the place/building - its location; - reasons for choosing it; -express your attitude to it</p>	<p>Paragraphs 2,3 -how it is used; -some more details about it (exterior /interior, historical facts); - some special features; -your feelings and emotions</p>	<p>Paragraph 4 -your comments / feelings / recommendation; -if you would like to live/work/ study there</p>
<p>3.Describing events,festivals (informal/ semi-formal)</p>	<p>Paragraph 1 - name of festival/event; -time/place of event; -reasons for celebrating</p>	<p>Paragraphs 2,3 - preparations (decorations, rehearsal...) - description of the actual event (costumes, food, activities, other details) *when you describe annual events , use present tenses; when you describe past events, use past tenses; to describe preparations, use passive.</p>	<p>Paragraph 4 -comments; -feelings; -final thoughts</p>
<p>4.Describing objects (informal/ semi-formal)</p>	<p>Paragraph 1 -name the object you are going to describe; -say how you got it/ why you chose it for description;</p>	<p>Paragraph 2 -describe the important details (size, shape, colour, etc.)</p>	<p>Paragraph 3 -express your attitudes, feelings and emotions</p>

Useful Vocabulary

Introductory Phrases	Main Body Phrases	Conclusion Phrases
<ul style="list-style-type: none"> • I met X and we have been friends ever since. • I have known X for....years / for a long time • X has been my neighbour for... years • X moved to our neighbourhood six years ago. • I often think about X • I would like to name X aspersonality of the year. • The two people I admire most are X and M. • X is a person one cannot fail to 	<p>Appearance: height / build ⇨ age ⇨ facial features ⇨ hair ⇨ clothes</p> <ul style="list-style-type: none"> • He/she is in her twentieth/ early/late fiftieth / in her teens/ is the same age as me/ is in his/her mid-twenties ... • Looking at X, it is difficult to believe he/she is in his/her late sixties. • He/she looks very smart.../like a pop star... • He/ she has got curly hair / small eyes with wrinkles around them/ bad temper... • He/she seems to be... good looking / doing.../ dressed up to go out • As for his/her personality..... • As far as his/her character is concerned..... • Generally he is a kind person, but sometimes he tends to be • At first glance he can appear to be very..... but when you get to know him better you realize that... • He/she always wears (is wearing) ... jeans and trainers/ wonderful hats... • He/she seems (looks) as if he / she doesn't care about anything / she's a bit aggressive... • He/she' s the kind (sort) of person you can always have a laugh with / who has a big influence on others... 	<ul style="list-style-type: none"> • In conclusion.../on the whole.... • To sum up.... • All in all, I'm glad to have X as my friend. It's a pleasure to be with X and I really enjoy his/her company. I'm sure we'll always be close friends. • All in all, X is the perfect next-door neighbour. Since the day she moved in, we have grown very close and I am very fond of her. • X is the best neighbour one could wish to have. • For all these

<p>admire.</p> <ul style="list-style-type: none"> • I'll never forget the first time I met X. • X has been my close friend for...years. I first met X(on a school exchange trip to...) • X is a colleague who I first met two years ago while we were having..... (a lunch break in the canteen.) 	<ul style="list-style-type: none"> • His /her most striking feature is... her deep voice....../ • The most striking thing about her/him is...the way he walks.../ her height... • The best (worst, most interesting...) thing about her is ... her sense of humour /the way she dresses... • At first he can appear very confident... but when you get to know him better you realize that deep down, he's quite a shy person... • The reason why I (other people) like him/her is because he/she has always been very honest / never criticizes others... • He gives the impression of being... • What I like /appreciate most about him/ her is... • The best/worst thing about him/ her is... • The reason why I /people like him/ her is... • In my opinion.... To my mind.... It seems to me.... I really believe that.... On the other hand... I think it would be better if... 	<p>reasons, I think....</p> <ul style="list-style-type: none"> • On the whole, X is..... Therefore, I have no hesitation in recommending X as a candidate for any position he/she might apply for. • Although we never see him any more, I will always treasure those childhood memories of him.
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TIPS:

1. **Describing People** (it can be found in articles, letters, narratives, etc.)

Make use of the outline of a character sketch.

- 1) APPEARANCE: age, height, weight, build of figure, face, hair, eyes, complexion, clothes.
- 2) BACKGROUND: family, education, profession or occupation.
- 3) LIKES AND DISLIKES: with regard to people, tastes, hobbies and interests.
- 4) CHARACTER, TEMPERAMENT, DISPOSITION.
- 5) CONCLUSION.

Adjectives describing physical appearance

Height	Of medium height; of average height; tall; just over six foot; short;
Build	Powerful; heavy; muscular; strong; stocky; slim; slender; graceful; thin; thick; fat / stout; well-built; bony; skinny; ill-made; clumsy; well-fed; plump; long-legged; round-shouldered
Age	Nearly sixteen; be a sixteen-year-old boy; be a man of sixty; under sixteen; over twenty; in one's middle twenties; long past forty; in one's early forties; in one's late forties; middle-aged; elderly
Complexion	wrinkled; freckled; pale; sunburn /tanned; rosy; clear; pale; spotty; dark
Head	Big; small; round; square; hold one's head high
Face	Oval; square; round; long; thin; wrinkled; freckled; pale; sunburn /tanned; clean shaven; stubby (unshaven) face; spotty
Eyes	Blue; brown; dark; grey; hazel; cross-eyed; bulging; wide-set; close-set; deep-set; almond-shaped; slanted <i>Eyebrows; eye-lashes;</i>
Nose	Long; thin; aquiline; hooked; crooked; freckled; straight; pointed; flat; snub; upturned; fleshy

Mouth	Large; small; wide; firm; stern; narrow
Hair Hair-do	Dark; red; reddish; ginger; blond; golden; fair; grey; jet-black; mop of hair; thick; thin; wavy; curly; silky; bald-headed; balding; disheveled; ruffled; hair-cut; hair-do; hair style; hair-set; wear one's hair short; braided; wear one's hair parted; wear one's hair in a knot; fringe; bow/ribbon;
Special Features	Moustache; beard; whiskers; mole; scar; dimples; glasses

Adjectives for describing people / objects

	people	clothes	hairstyles	movement	buildings	rooms	furniture	views	works of art	decoration
Attractive	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Beautiful	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Breathtaking				✓				✓	✓	
Cheap		✓					✓			✓
Chic		✓					✓			✓
Classy	✓	✓				✓	✓			✓
Comfortable		✓				✓	✓			
Contemporary		✓	✓	✓	✓	✓	✓		✓	✓
Cosy		✓				✓				
Dated		✓	✓				✓			✓
Dramatic			✓	✓	✓			✓		
Effortless				✓						
Elegant	✓	✓	✓	✓	✓	✓	✓			✓
Enormous	✓	✓			✓	✓	✓		✓	
Exotic		✓	✓						✓	✓
Fashionable	✓	✓	✓			✓	✓			✓
Good-looking	✓	✓								
Gorgeous	✓	✓			✓	✓	✓	✓	✓	✓
Graceful	✓			✓			✓			
Handsome	✓ men				✓					
Impressive	✓			✓	✓	✓	✓	✓	✓	✓
Magnificent		✓		✓	✓	✓	✓	✓	✓	✓
Messy	✓	✓	✓			✓				
Old-fashioned	✓	✓	✓			✓	✓			✓
Picturesque								✓		
Powerful	✓			✓					✓	
Pretty	✓ women	✓				✓		✓		
Relaxed	✓			✓						
Scenic								✓		
Smart	✓	✓	✓			✓	✓			✓
Sophisticated	✓	✓				✓				
Spacious					✓	✓				
Spectacular		✓	✓		✓	✓		✓		
Striking	✓	✓	✓		✓					✓
Stunning	✓	✓	✓		✓	✓	✓	✓	✓	✓
Stylish	✓	✓	✓	✓	✓	✓	✓			✓
Tacky		✓				✓	✓		✓	✓
Tasteless		✓				✓	✓		✓	✓
Trendy	✓	✓	✓			✓	✓		✓	✓
Unsightly			✓		✓	✓	✓	✓		✓
Unspoilt								✓		

1. Talking about people. Topical vocabulary.

VIRTUOUS CHARACTERISTICS: affable, amiable, good-natured, good-humored, kind, kind-hearted, sociable, friendly, modest, discreet, generous, considerate, attentive, thoughtful, earnest, sincere, enthusiastic, calm, quiet, composed, self-possessed, honest, merciful, impartial, just, patient, forbearing, sympathetic, respectable, cordial, broad-minded, witty, intelligent, dignified, capable, benevolent, philanthropic, scrupulous, consistent, easy-going, affectionate, devoted, loyal, courageous, persevering, industrious, hard-working, sweet, gentle, proud.

EVIL CHARACTERISTICS: ill-natured, unkind, hard-hearted, reserved, uncommunicative, unsociable, hostile, haughty, arrogant, dashing, showy, indiscreet, unscrupulous, greedy, inconsistent, tactless, insincere, hypocritical, false, vulgar, double-faced, indifferent, dispassionate, fussy, unrestrained, dishonest, cruel, partial, intolerant, conceited, self-willed, willful, capricious, perverse, **insensible**, inconsiderate, servile, presumptuous, deceitful, harsh, sulky, sullen, obstinate, coarse, rude, vain, impertinent, impudent, revengeful.

2. *Describing objects* (it can be found in leaflets, catalogues, advertisements, letters, stories, reports or articles)

Plan:

- **Opinion:** elegant, extraordinary, remarkable, breathtaking, lovely
- **Size:** tiny, enormous, compact, tall, medium-sized...
- **Weight:** light, average, heavy....
- **Age:** 20th century, ancient, modern, antique....
- **Shape:** rectangular, square, oval, spherical...
- **Pattern / Decoration:** carved, striped, polka-dot, emeralds, paintings, floral, plain...
- **Colour:** light blue, dark red, purple, multicoloured
- **Origin:** German, English, Chinese, Indian
- **Material:** mahogany, granite, stone, plastic, paper, crystal, platinum, steel....
- **Special features:** straps, handles, stickers, handmade, initials, carvings....

3. **Describing events, festivals** (it can be found in magazines, newspapers, travel brochures, letters and stories)

Introductory Phrases	Main Body Phrases	Conclusion Phrases
<ul style="list-style-type: none"> • People celebrate H (<i>name of the holiday</i>) every 5th November. • H takes place in....(<i>where?</i>) every year on(<i>date</i>) • H is held to remember/commemorate(<i>whom/what?</i>) • It is customary for... • ...usually starts at the end of... • Hundreds of thousands of visitors come every year for the celebrations..... • The most spectacular festival in..... must be.... • Many countries celebrate.... 	<ul style="list-style-type: none"> • Prior to the actual event, many people / organizations.....(<i>rehearse for the parade</i>) • Preparations for the H begin months in advance • It is obvious that people must have been preparing for months beforehand because.... • During the carnival, onlookers line the crowded streets, clapping and cheering as they watch brightly coloured floats and exotically dressed dancers go by as the sound of traditional Caribbean music fills the air. • Nice costumes are designed and sewn, bands practice their music.... •(<i>what things?</i>) are sold to the public and bright costumes are designed. They symbolize....(<i>what?</i>) • On the actual day, (<i>war veterans parade... hymns are sung, speeches are made...</i>) • Exotically dressed dancers compete for prizes... • the sounds of traditionalmusic fills the air... • Everybody dances far into the night • The main part of H takes place.... <p style="text-align: center;"><u>Descriptive Adjectives Showing the Atmosphere</u></p> <p><i>Joyful faces..., Sparkling eyes..., Dazzling fireworks..., Enthusiastic crowd..., Blinding lights..., Grand occasion..., Most spectacular festival..., Delicious dinner..., Play very significant role..., Romantic white dress..., Glamorous sight..., Lively music..., Clapping and cheering visitors...</i></p>	<ul style="list-style-type: none"> • ...is a very important event • We should respect and feel proud of... • Everyone has fun at the ... • Lots of people look forward to this most impressive event every year..... • It was definitely the best holiday I've ever had and I look forward to being able to go there again!

4. **Describing the city/town**

Plan:

Introduction: (give the name and location of the place)

Main Body: (describe the main aspects of the place)

Conclusion: (describe your feelings and express your opinion)

- 1) I'd like to tell you about.....
- 2)is a large and interesting city which offers visitors a wide variety of sights to see and things to do. is a wonderful place for a holiday because it has lots of things to offer people of all ages.

One of the major attractions of.... is....

- 3)is situated on both banks of the river...../ in the centre of...../in front of / in the northern part of...../ in the mountains.....
- 4) It's interesting to know that..... / N. is famous for..... / N. is known as...../ is the seat of..... / is very rich in...../ is the centre of..... / is a busy city full of character

- 5) was founded by.... in.../ was built by in..... / was named / renamed after.....
- 6) When visitors come to..... they prefer sightseeing in.....
- 7) Both young and old can have fun while admiring the spectacular view of....
If you are looking for a relaxing holiday, there are plenty of long sandy beaches to choose from.
- 8) You can hear (*the sound of church bells ringing*) / You can relax... / enjoy...
- 9) There are plenty of places to.... (*go shopping...*) / N. offers plenty of choice if you like....(*shopping*) / N. is full of exotic.... where you can enjoy....
- 10) Nightlife in N. will not disappoint visitors.
- 11) As for me, I saw this place only in films / video /TV programmes /in the picture
- 12) If you go to.... I advise you
 - to see the wonderful treasures of.... the wonderful cathedral....
the memorial..... the monument to..... the ruins of.....

 - many impressive places / churches / bridges.....

 - to go on a trip..... to go sightseeing.....
 - to take pictures of.....
 - to try some delicious food.....
- 13) N. is a town that has something to offer everyone. Whether you want to spend your time shopping and seeing the sights, or simply relaxing, and enjoying the fresh sea air , N. is the ideal choice for a few days away from the city.

Use these adjectives: *beautiful, magnificent, impressive, fascinating, mysterious, superb, magical, romantic, historic, ancient, wonderful, powerful, prosperous*

- N attracts millions of visitors every year from all over the world.
- It's a place where people can.... / People can... there
- It offers... the opportunity to..., It has a wide range of things to look at
- N has several tourist attractions which are worth visiting. Among these is /are.....
- N's most famous attraction is....
- The.....is quite expensive compared with the... It used to be a
- There you have a choice between.....and.....
- The leisure facilities are fantastic

5. Describing the school where you study.

Plan:

1.Introduction (give general description of the place and people, some background and history)

2.Main body (good/bad points now, your problems, how things will develop in the future)

3.Ending (the school you'd like, about some changes at school)

I. Vocabulary (positive/negative)

- Building /classrooms:** (+) brightly painted/decorated, spacious, comfortable, contemporary, enormous, gorgeous, impressive, magnificent, stunning, cosy,
(-) cramped, depressing, gloomy, noisy, unsightly, cluttered with, messy, old-fashioned, tasteless
- 2. Classmates :** (+) friendly, funny, helpful, confident, highly-gifted,
(-) boring, noisy
- Teachers:** (+) encouraging, helpful, motivating, stimulating, well organised, qualified, experienced, fascinating, lenient, popular with children
(-) disorganised, boring, strict, demanding, irritable, lose one's temper
- Lessons :** (+) interesting, motivating, well organised, hard-working atmosphere, stimulating
(-) long, boring, noisy, disorganised

II. Some models and useful patterns.

1. *Building, facilities, location*

- not far from.../ within walking distance of the centre / quite close to.../ it is about 10 minutes walk from...
- it looks (seems) well-organised / as if nobody has looked after it for years
- it gives you the impression of being...../ you are made to feel very welcome
- in general, it is a very welcoming place
- it overlooks the garden / noisy street so.....
- the school is on a busy street, so noise is a problem
- it has excellent facilities including.....
- the chairs are very uncomfortable and the cafeteria sells terrible food!
- the worst thing is that the classrooms are very cramped and dark, so they are rather depressing

2. *Classmates*

- my classmates are friendly and we have a lot of fun together
- to gain experience, to experience joy / happiness/ excitement/ disappointment/ fear
- there are bullies at my school who hit and kick me and my mates
- we are victims of theft
- my problem is with...../ school discipline is a major worry

3. *Teachers and Lessons*

- the teachers are encouraging and motivating, so I'm learning a lot
- sometimes the teachers are very demanding and I have a lot of homework to do
- there is a friendly/ informal/ uncomfortable... atmosphere there
- different methods and activities are used / modern teaching techniques and aids are employed

4. *Possible changes at school*

- school and behaviour problems (negative influence of school environment/ bullies/ theft.....

- the teachers wouldn't force their ideas on the pupils
- wearing a uniform would not be compulsory
- to be able to choose subjects and teachers / a student council makes the rules.....
- a lot of.....and less.....
- the atmosphere would be more relaxed

6.Describing paintings

1) The first time I set eyes on this painting I found it quite breathtaking. One of my favourite paintings is...

2)

It was	Painted	unknown	English	artist	belonging	realistic	school of of tend in	art painting
	drawn by	renowned	Russian	master	to the...	classic		
	a/an	celebrated	French	painter	representing the...	modern		

3) The first thing that caught my eye were the colours because they were so vivid and powerful.

The artist	depicts / portrays	/	in the (near) foreground
			in the middle ground
			in the background
			in the (far) distance

4) The picture

conveys the idea of...../ a sense of.....

contains / is made up of..... gives the impression.....

is executed mostly in bright / dark/ cold/ blue/ vague/ light colours (tones, hues)

vividly (realistically) portrays the hard life of...../ the conflict of...../the beauty of...../ the heroism of...../ the enjoyment of.....

6) The artist's use of..... creates the impression of.... / indicates that.....

7) The fact that the artist emphasisesshows that.....

8) The artist paints/portrays the details of the scenery with great expression

draws/depicts	the household articles	tremendous skill
represents	the people's garments	great feeling
	the movement of water	convincing truth
	every fold of the table cloth	great inspiration

9) What I find | interesting |
 | confusing | is.....
 | unbelievable

10) I find the | atmosphere | the artist creates | very | effective
 | mood | | quite | powerful
 | impression | | extremely | convincing

11) I feel a sense of peace and calm.

DISCURSIVE ESSAYS

Making points
 Many people feel that ...
 First and foremost, ...
 It is widely believed that ...
 It would be ideal if ...
 Another argument in favour is ...
 It is clear from the facts that ...
 The benefits of ... outweigh the disadvantages.
 On the whole, I think ...

Contrasting points
 On the other hand ...
 Other people think ...
 An opposing argument is ...

Giving opinions
 I personally feel that ...
 I find it hard to see why ...
 I certainly don't believe that ...
 It is difficult to believe that ...
 I object to the cloning of animals.

Organising and linking your ideas
 First of all, ... Secondly, ... In addition, ...
 Moreover, ... Furthermore, ...
 So ... As a result, ... Therefore, ...
 However, ... On the one hand ... on the other hand ...

On the whole ... While it is true to say ...
 Finally, ... To summarise, ... In conclusion

Composition Types. Exemplary Plan.	Introduction	Main Body	Conclusion
1 'For' and 'Against' essays (formal style)	Paragraph 1 -present the topic and state the problem -make a general remark about it without giving your opinion	Paragraphs 2,3 -Arguments "for" -Arguments "against" (support your arguments with examples)	Paragraph 4 - your opinion based on the given arguments
2. Opinion essays (formal style)	Paragraph 1 - introduce the subject and state your opinion	Paragraphs 2-4 – or more paragraphs - first viewpoint supported by reasons/ examples -second viewpoint supported by reasons/ examples - the opposing viewpoint supported by reasons/ examples	Paragraph 5 - summarise what you've said -restate your opinion using different words
3. Providing solutions to problems essays (formal/semi-formal style)	Paragraph 1 -state the problem and /or what has caused it	Paragraphs 2,3– or more paragraphs -suggestions and results/consequences (start a new paragraph for each suggestion)	Paragraph 4 -summarise your opinion
4. Letters to the editor (formal /semi-formal style)	Paragraph 1 -reason for writing and your opinion about the topic	Paragraphs 2,3– or more paragraphs -present the problems and their consequences or suggestions and results	Paragraph 4 -summarise your opinion or restate it using different words

Useful Vocabulary

'For' and 'Against' essays (you discuss the advantages and disadvantages of a specific topic)

Introductory Phrases	Main Body Phrases	Conclusion Phrases
<p><u>General Opinion:</u></p> <ul style="list-style-type: none"> • As a general rule,..... • Generally,.... • In general,.... • It is popularly believed that.... • People often claim that... • Some people argue that..... • A lot of people 	<p><u>Advantages and Disadvantages:</u></p> <ul style="list-style-type: none"> • The main/ most important / greatest advantage /disadvantage of.....is that..... • One major advantage/disadvantage of... • Another advantage/ disadvantage of.../ A further advantage / disadvantage of.... • The first advantage / disadvantage of.... • One point of view in favour of / against... • The best/worst thing about.....is... <p><u>Points of View and Aspects of the Problem:</u></p> <ul style="list-style-type: none"> • Firstly,...../ First of all,..... 	<p><u>Personal opinion:</u></p> <ul style="list-style-type: none"> • In my opinion,.../in my view,..... • To my mind ,..... • To my way of thinking, ... • Personally I believe that... • It strikes me that... • I feel very strongly that... • It seems to me that • As far as I am concerned,....

<p>think that.....</p> <ul style="list-style-type: none"> • It is often suggested / believed that.... • Many people are in favour of / are convinced that... • Some / Many people are against.... 	<ul style="list-style-type: none"> • In the first place,..... • To start with,..... / to begin with,..... • Secondly,..... Thirdly,..... Finally,..... • Last but not least,..... <p style="text-align: center;"><u>New Aspects of the problem:</u></p> <ul style="list-style-type: none"> • Furthermore,..... / Moreover,..... / What is more,..... • As well as..... In addition to this / that..... • Besides ,...../ also..... • Not only....., but.....as well. • Apart from this / that,..... •not to mention the fact that..... <p style="text-align: center;"><u>Reasons:</u></p> <ul style="list-style-type: none"> •because...../ owing to the fact that...../ due to the fact that.... • The reason why.... is that..... • What I like/dislike about...is..... • This would mean..... By doing this..... • As a result of this..... <p style="text-align: center;"><u>Contrasts Connecting the ideas:</u></p> <ul style="list-style-type: none"> •, however,.. /yet... /nevertheless,..... •but...../at the same time..... • On the other hand,..... • Although...../ Even though..... • In spite of the fact that...../ Despite the fact that..... <p style="text-align: center;"><u>Examples. Proofs. Arguments:</u></p> <ul style="list-style-type: none"> • For example,..... / For instance,..... •such as...../like..... •in particular,/ particularly..... •especially..... 	<p>Conclusion Phrases:</p> <ul style="list-style-type: none"> • In conclusion ,..... • On the whole,..... • To conclude ,..... • To sum up, • All in all,..... • All things considered • To put it in a nutshell • Finally,..... • Lastly,..... • Taking everything into account,..... / consideration,.....
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Opinion essays (you present your personal opinion on a particular topic)

Introductory Phrases	Main Body Phrases	Conclusion Phrases
<p><u>Personal opinion:</u></p> <ul style="list-style-type: none"> • I think that..... • I believe... that..... • In my opinion, • In my view, 	<p style="text-align: center;"><u>Points of View and Aspects of the Problem:</u></p> <ul style="list-style-type: none"> • Firstly,...../ First of all,..... • In the first place,..... /To start with,.. / to begin with,... • Secondly,..... Thirdly,..... Finally,..... • Last but not least,..... <p style="text-align: center;"><u>New Aspects of the problem:</u></p> <ul style="list-style-type: none"> • Furthermore,..... / Moreover,..... / What is more,..... • As well as..... In addition to this 	<ul style="list-style-type: none"> • In conclusion / On the whole • To sum up • All in all • All things considered • To put it in a nutshell • Taking everything

<p>...</p> <ul style="list-style-type: none"> To my mind ,... It seems to me (that)..... As I see it..... I doubt whether... I (do not) agree that/with..... My opinion is that.... I (completely) agree that / with... I (strongly) disagree that/ with... I am totally against... I am (strongly) in favour of... 	<ul style="list-style-type: none"> Besides ,...../ also..... Not only....., but.....as well. Apart from this / that,.....not to mentionthe fact that..... <p style="text-align: center;"><u>Reasons:</u></p> <ul style="list-style-type: none">because...../ owing to the fact that..../ due to the fact that.... The reason why.... is that..... What I like/dislike about...is..... This would mean..... By doing this..... As a result of this..... <p style="text-align: center;"><u>Contrasts Connecting the ideas:</u></p> <ul style="list-style-type: none"> It is argued that..... People argue that..... There are people who oppose..... Contrary to what most people believe..... Opponents of this way say.....however,...../.....nevertheless,..... On the other hand.... In spite of the fact that...../ Despite the fact that..... Even though...../ Although..... Nevertheless , Otherwise , Yet..... <p style="text-align: center;"><u>Examples. Proofs. Arguments:</u></p> <ul style="list-style-type: none"> For example,..... / For instance,.....such as...../like.....in particular,/ particularly.....especially..... 	<p>into account...</p>
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Providing solutions to problems essays (you discuss a problem and its causes as well as the expected results or consequences of your suggestions)

Introductory Phrases	Main Body Phrases	Conclusion Phrases
<p><u>General Ideas:</u></p> <ul style="list-style-type: none"> Generally,.... In general,.... It is popularly believed that.... People often claim that... Some people argue that..... A lot of people think that..... It is often suggested / believed that.... Many people are in favour of / are convinced that... Some / Many 	<p><u>Your Suggestions:</u></p> <ul style="list-style-type: none"> A useful suggestion would be to... In the first place... First of all,, To start /begin with...Secondly... Thirdly... Finally...One way to... The situation could be improved if /by..... It has been suggested that.... Steps/Measures should be taken in order to solve..... Last, but not least... <p style="text-align: center;"><u>Expressing Effect:</u></p> <ul style="list-style-type: none">; thus,...../ therefore,..... / as a result,.... and consequently,..... /so.... / as a consequence,.... <p style="text-align: center;"><u>Presupposed Result:</u></p> <ul style="list-style-type: none"> ...would be / could be / may be / should be By doing this, you/we would.... The result of.....would be..... 	<ul style="list-style-type: none"> In conclusion,..... On the whole ,... To sum up,.... All in all,..... All things considered,... Taking everything into account,.....

<p>people are against....</p> <ul style="list-style-type: none"> • It is a fact that... • It is popularly believed that... 	<p style="text-align: center;"><u>Reason:</u></p> <ul style="list-style-type: none"> • because of... due to... owing to... • due to the fact that... for this reason..... <p style="text-align: center;"><u>Actual:</u></p> <ul style="list-style-type: none"> • In fact,..... As a matter of fact,.... • Actually, In practice,..... • It is a fact that.... To tell you the truth,..... <p style="text-align: center;"><u>New Aspects of the problem:</u></p> <ul style="list-style-type: none"> • Furthermore,..... / Moreover,..... / What is more,..... • As well as..... In addition to this / that..... • Besides ,...../ also..... • Not only....., but.....as well. • Apart from this / that,..... •not to mention the fact that..... <p style="text-align: center;"><u>Emphasising:</u></p> <ul style="list-style-type: none"> • Obviously,.... Clearly,.... Needless to say, • In particular,..... <p style="text-align: center;"><u>Examples. Proofs. Arguments:</u></p> <ul style="list-style-type: none"> • For example,..... / For instance,..... •such as...../like..... •in particular,/ particularly.....especially..... 	
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Letters to the editor (you express your opinion about a topic that is of interest to the general public, show your agreement or disagreement, discuss a problem and suggest solutions)

Introductory Phrases	Main Body Phrases	Conclusion Phrases
<p><u>The Reason and the Source:</u></p> <ul style="list-style-type: none"> • With reference to.... • According to.... • I am writing to express my approval/disapproval of.... • I am writing with regard to.... • I am writing about Council's decision to build..... • I have just read a..... in your.....about..... • I am writing in reply to a letter I read in.... • In my opinion... 	<p><u>Points of View and the Aspects of the Problem :</u></p> <ul style="list-style-type: none"> • Firstly,...../ First of all,..... • In the first place,..... • To start with,..... / to begin with,..... • Secondly,..... Thirdly,..... Finally,..... • Last but not least,..... <p style="text-align: center;"><u>Presupposed Result:</u></p> <ul style="list-style-type: none"> • As a result,..... • If we do/did this..... • Obviously,...../ Clearly,..... 	<ul style="list-style-type: none"> • I hope my comments..... • I hope my suggestions will be taken into consideration.... • I hope the local authorities will..... • I hope something will be done about this urgently • To sum up, I am totally opposed to... • I hope that the council will consider this decision

<ul style="list-style-type: none"> • I (do not) feel/ believe/ think.... • I am (totally) opposed to • I am in favour of.... • I agree/disagree with.... 		<ul style="list-style-type: none"> • To sum up, I have to state that I am in total agreement with the council's decision to build.....
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More Tips:

1. "For and Against" Essays (pay attention to linking words)

- *One advantage of using..... is that.....*
-it saves time

-it is much quicker to make.....
- *One major advantage of living in a flat is that you feel secure knowing that there is always somebody nearby to help you in emergency or watch your flat while you are away.....*
- *Being able to speak English is very useful when abroad. Furthermore, / What is more, / Moreover, it can be an advantage when looking for a job.*
- *Although / Despite the fact that / Even though living abroad can be an interesting experience, it can be difficult at times.*
- *Being self-employed means that you are your own boss. However, / On the other hand / Nevertheless, it also means that you are responsible if things go wrong.*
- *Exercise can help you to lose weight. What is more, / Apart from this, / Moreover, it is very good for your health generally.*
- *Experimenting on animals is cruel, not to mention the fact that / in addition to this, / apart from this, in most cases it is unnecessary.*
- *Package holidays are cheap. On the other hand, / However, / Despite this, the accommodation provided is not always very comfortable.*
- *While / In spite of the fact that / Although living alone can be lonely, it can also be pleasant, as you can do what you want in your home.*
- *Keeping up with fashion takes a lot of effort. In addition, / Furthermore, / Also it can be very expensive.*
- *Watching television can be educational. Nevertheless, / On the other hand, / However, it is not good for children to watch too much every day.*
- *In conclusion, getting married has, to my mind, more advantages than disadvantages.*
- *To sum up, camping holidays do have advantages, the main one being that they are far cheaper than other holidays. In my opinion, however, there is too much hard work involved for them to ever feel like a real holiday.*
- *To conclude, by looking after animals and helping them to breed, zoos play an important part in protecting many species from becoming extinct. Therefore, the negative aspects of keeping animals in captivity are balanced out by the positive ones.*
- *All in all, computers have both advantages and disadvantages. They may have replaced humans in many jobs, but they have also made our lives considerably easier, and it is now difficult to imagine life without them.*
- *On the whole, while most people go on holiday to rest, this is one thing you are unlikely to do on an adventure holiday. In my opinion, this disadvantage outweighs all the advantages associated with this kind of holiday.*
- *Taking everything into account, there are both advantages and disadvantages in keeping pets. In the end it is up to the individual to decide whether the pleasure associated with owning a pet is worth the work that goes with it.*
- *Taking everything into account, whether living in a flat has more advantages or disadvantages depends upon the individual. For some people it may be an unpleasant experience, while for others it may be ideal. As the saying goes, "What is one man's meat is another man's poison".*

Writing Reviews.

Structure:

Composition Types. Exemplary Plan.	Introduction	Main Body	Conclusion
1. A book review is a short description of a book . Formal/ semi-formal/ informal style; use present tenses	Paragraph 1 - basic information of the book: title, name of author, type, setting, central characters (good/bad characters)	Paragraphs 2,3 -main points of the plot, presented in chronological order -general comments on the plot / characters.....	Paragraph 4 -your opinion (likes and dislikes) and your recommendation
2. A film review is a short description of a film. Formal/ semi-formal / informal style; use present tenses	Paragraph 1 -basic information of the film: title, name of director, type, setting, main characters (good/bad characters)	Paragraphs 2,3 - main points of the plot -general comments on the plot, acting / character development / staging/ decorations.....	Paragraph 4 -your opinion (likes and dislikes) and your recommendation

Useful Vocabulary

1. A book review (writing short descriptions of books)

Introductory Phrases	Main Body Phrases	Conclusion Phrases
<p><u>The main Information on Review:</u></p> <ul style="list-style-type: none"> • The book/ novel was written by.... • It is ... (<i>a love story</i>) • The book tells the story of.... • The action takes place in...../ during..... • The setting of the story is..... • This story is based on a true story / the author's own experience • The text is (can be) divided into....parts. • I suggest the following headings for each part..... • The author's (hero's) thoughts are reproduced in the form of inner speech. • The author wishes to make a philosophical point /create the 	<p><u>Comments on the main changes and the development of the events moments:</u></p> <ul style="list-style-type: none"> • The story begins... / is about.... • The first part is about..... • The plot is... (<i>boring, thrilling...</i>) • I find the plot of the story simple/realistic/far-fetched/absurd..... • The plot has an unexpected twist • The turning point in the story is when..... • The first line (opening paragraph, fourth chapter, second act.....) reminds me of/ helps the reader to understand...../arouse our curiosity • The story shows (some) positive/negative aspects of..... • The story is told from..... point of 	<p><u>Opinion and Recommendations;</u></p> <ul style="list-style-type: none"> • It's a bore to read. • I find the story great /interesting/ exciting/ terrific/ sad/ awful/ funny..... • It's terrible/ boring/far-fetched..... • It reminds me of..... • My point of view is that..... • My first impression was.....but later..... • I liked / enjoyed it. I didn't enjoy it because.... • It's OK but I have read better ones. • I find it difficult to believe that...../ surprising that...../incredible that.....

<p>impression that....</p> <ul style="list-style-type: none"> • The writer satirizes / makes fun of.../ caricatures this kind of behaviour (people who.../ upper-class people) <p style="text-align: center;"><u>Language and Style:</u></p> <ul style="list-style-type: none"> • The author's style is concrete /emphatic/ naturalistic/ rich in colour contrasts • His method of description is mostly direct... • He has an eye for detail and typical situation • The language in this text is quite formal/informal / bookish / rich in terms borrowed from the sphere of art (philosophy, literary criticism) / close to the language of real life / full of colloquialism • The author uses a lot of difficult / simple words • Some sentences are hard/ easy to understand • The extract abounds in humour /irony..... <p style="text-align: center;"><u>To Acquaint Readers with the main Heroes:</u></p> <ul style="list-style-type: none"> • The main /minor characters in this story are.... • I would describe her/him as.... • She/he seems to be....(<i>stupid/boring/lazy/hard working/honest/dishonest/careless</i> s..) • because..... 	<p>view</p> <ul style="list-style-type: none"> • There are some details in the text which show that..... • The focus/ emphasis is on the nature of their relationship/ the problem of.... • I hadn't expected that..... • The beginning/ ending is (not) surprising (at all) • The ending is quite disappointing • I wouldn't call this a happy ending. <p style="text-align: center;"><u>Comments on the Character and Actions of the main Heroes:</u></p> <ul style="list-style-type: none"> • The way he/she (re) acts shows that..... • In my opinion he/she should /shouldn't have..... • His/her feelings are realistic /understandable/ hard to understand..... • The relationship between the characters is.... • Their relationship changes/develops • The characters in the story (don't) change • At first..... but later..... 	
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2. A film review (writing short descriptions of films, plays, TV programmes...)

Introductory Phrases	Main Body Phrases	Conclusion Phrases
<p><u>The main Information on Review:</u></p> <ul style="list-style-type: none"> • The film is directed / produced by..... • It is a -comedy/ horror film.... -film about present-day problems -film which keeps you thinking -film which keeps you in suspense 	<p><u>Comments on the main changes and the development of the events moments:</u></p> <ol style="list-style-type: none"> 1. The film shows -struggle of...against..... -love among.... -complex relations between.... -the fate of..... 2. The film deals with...../ depicts the events...../ gives a serious (humorous) description of.... 3. The plot focuses on..... -the problem.... 	<p style="text-align: center;"><u>Opinion and Recommendations:</u></p> <ul style="list-style-type: none"> • My first impression was... but later.... • It's OK but I have seen better ones. • I find it difficult to believe that...../ surprising that...../ incredible that..... • The filmdepresses

<ul style="list-style-type: none"> • The film is set in..... • The film is based on.... • The film tells the story of.... • <p><u>To Acquaint Readers with the main Heroes:</u></p> <ul style="list-style-type: none"> • The cast is excellent/ awful / weak.... • A talented / famous / actor/actress..... plays the main part • The role of X is played by..... • X gives a superb / thrilling/disappointing performance..... 	<p><i>-the nature ofrelationship</i></p> <ol style="list-style-type: none"> 4. The plot has an unexpected twist..... 5. I find the plot rather weak / unconvincing 6. Despite being very long, there isn't a dull moment. 7. It is rather long/ boring/ confusing..... 8. It has a tragic / surprising end 9. The film reaches a dramatic climax..... 10. The script is dull/ exciting / clever... 11. It portrays / shows 12. It conveys a scene of..... 13. The ending is quite disappointing. 14. I wouldn't call this a happy ending. <p><u>Comments on the Characters and Actions of the main Heroes, Actors' Acting</u></p> <ol style="list-style-type: none"> 15. X has starred in many fine films, but..... 16. The way he/she (re) acts shows that..... 17. In my opinion he/she should /shouldn't have..... 18. His/her feelings are realistic /understandable/ hard to understand..... <p><u>Adjectives Describing:</u></p> <ul style="list-style-type: none"> • <u>the Content of the Movie:</u> <i>Moving, confusing, original, thrilling, highly entertaining, gripping, shocking, involving, unimaginative, terrific, sad, funny, awful, boring</i> • The Script: <i>Original, well-written, excellent, poorly-written, unimaginative</i> • The Heroes: + <i>well-developed, strong, humorous, realistic, convincing</i> - <i>boring, weak, unbelievable, frightening</i> • Acting: <i>Real, true to life, excellent, first-class</i> 	<p>me because.....</p> <ul style="list-style-type: none"> • I can thoroughly recommend..... • If you want an exciting / boring/ frightening evening, then go and see.....(the name of the film) • If you like police dramas, then (the name of the film) is definitely the film for you • If you are wondering what to go and see on Saturday night, I suggest • Don't miss it. It is worth seeing. • I wouldn't recommend it because... • I'd recommend the film for everyone, although some scenes are quite violent. • All things considered, this is a real masterpiece.
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Give this Hint to your students!

The Do's and Don'ts of Essay Writing

Writing an essay is no easy feat. It takes time and hard work, but it's well worth the effort. A good essay will compliment your application and set you apart from other applicants.

Read the list of **do's** and **don'ts**.

Do's

Do start with a good plan. Come up with an idea, theme, or focus before you start writing.

Do create an outline. This will help keep your essay organized.

Do use real-life or well-researched examples to support your theme.

Do start your essay with an interest-grabbing sentence, paragraph, statement, question, quote, or anecdote.

Do come up with a good ending that works with the rest of the essay.

Do proofread very carefully and do it at least three times.

Don'ts

Don't use abbreviations

Don't start your essay with something boring like "I was born..." or "My name is..."

Don't think you can get away with using your first draft. You can't. Rewrite.

Don't be afraid to throw out your work and start fresh. Some ideas just weren't meant to be.

Don't make a mess of your paper. Your essay should be neatly written and easy to read.