

QUICK STUDY

Overview

There are two writing tasks in both the Academic and General Training Writing modules.

Academic Writing Module

	Time	Number of Words	Task
Task 1	20	150	Describe a chart or graph.
Task 2	40	250	Give an opinion on a subject. or Propose a solution to a problem.

General Training Writing Module

	Time	Number of Words	Task
Task 1	20	150	Write a letter asking for assistance with a problem.
Task 2	40	250	Give an opinion on a subject. or Propose a solution to a problem.

Question Types

You should be familiar with the variety of tasks on the IELTS Academic Writing Module and on the General Training Writing module.

Academic Writing Module

Describe a chart

Give an opinion

Propose a solution to a problem

General Training Writing Module

Write a letter asking for assistance

The following activities will help you become familiar with these question types.

Writing Tips

1. Make sure you organize¹ your writing *before* you begin. Use the back of your answer sheet to create a concept map.
2. The examiners judge your writing on its clarity. Make sure you have supported your ideas with specific details.
3. You can write more than 150 words for Task 1 or more than the 250 words for Task 2, but you can't write less. You will lose points if you have less than the assigned number of words in your essay.
4. In the introductory paragraph, paraphrase your ideas. Do not use the exact words in the introduction that you use in the body of the essay. This gives your writing more variety and more interest.
5. You must answer the question completely. Do not leave any part out or you will lose points.
6. Organize your time carefully. Leave time for planning, writing, and revising.

WRITING SKILLS

Target 1—Writing for a Specific Audience

You write for someone to read what you write. But who is this someone? Your classmate in the seat next to you at school? Your aunt who lives in another city? Strangers in a distant place?

Before you write, you should ask yourself some questions:

- Who am I writing to?
- What will he or she find interesting about my subject?
- What does he or she already know about my subject?
- How can I explain my subject effectively to him or her?

An IELTS examiner will read your writing. Who is this examiner?

Write the letter that you think matches the IELTS examiner.

YES (Y)	NO (N)	POSSIBLE (P)
A high school student		
An experienced teacher		
A native speaker of English		
A kindly grandmother		
A strict grammarian		
A famous author		
A fair grader		

¹BRITISH: organise

There are all types of examiners. It is safe to say they are not in high school. But they could be any of the other types. Whoever they are, they have been very well trained to read your writing and to grade you fairly.

The instructions for the writing tasks sometimes ask you to write to a specific person. The examiner will read your writing as if she or he were that person. Here are some of the types:

- a university lecturer
- an educated reader
- your teacher
- an airline employee
- a librarian
- a supermarket manager
- a landlord or landlady
- a bank manager

You should imagine a reader and write to that person. Imagine what they already know about your subject and what they would like to know. Then tell them in a very interesting way.

Target 2—Completing the Task

It is very important that you do the task completely. For each task, you will be given a limited amount of time and a minimum number of words. Do not spend more than the given time, and do not write fewer than the minimum number of words. You can write more words, but be careful that you work within the time limit.

These are the instruction lines for each task.

Task 1

- You should spend about 20 minutes on this task.
- You should write at least 150 words.

Task 2

- You should spend about 40 minutes on this task.
- You should write at least 250 words.

PRACTICE

Complete this table.

	Time	Words
Task 1		
Task 2		

Target 3—Determining the Task

ACADEMIC WRITING

There are two principle tasks in the Academic Writing module. In Task 1 you will be asked to describe something and in Task 2 you will be asked to make an argument and support your opinion.

Look at the following examples.

Task 1—Describe Something

Example

You should spend about 20 minutes on this task.

The chart below shows the results of a survey that sampled a cross section of travelers at a major metropolitan airport about the purpose of their trip. The survey was carried out during four different months in 2002.

Summarize the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 150 words.

Purpose of Travel

	March 2002	June 2002	September 2002	December 2002
Business	73%	29%	53%	34%
Holiday	18%	54%	31%	35%
Visit family	6%	13%	11%	26%
Other	3%	4%	5%	5%

Task 2—Support Your Opinion

Example

You should spend about 40 minutes on this task.

Write about the following topic:

Most schools offer some type of physical education program to their students. Why is physical education important? Should physical education classes be required or optional?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

GENERAL TRAINING WRITING

There are two tasks in the General Training Writing module. In Task 1 you will be asked to write to someone, explain a problem, and ask for the solution; in Task 2 you will be asked to give and support your opinion.

Task 1—Write to Someone, Explain a Problem, and Ask for the Solution

Example

You should spend about 20 minutes on this task.

Write about the following topic:

You and a friend had dinner at an expensive restaurant last night. The waiter was incompetent, and the food was not good. Write a letter to the restaurant manager, and describe what happened. Ask for your money back.

Write at least 150 words.

Task 2—Support Your Opinion

Example

You should spend about 40 minutes on this task.

Write about the following topic:

More and more people are relying on the Internet as their major source of news and information.

What advantages does the Internet have for the average person? What disadvantages could it have now or in the future?

Give reasons for your answer. Write at least 250 words.

Target 4—Developing a Thesis Statement

Before you begin writing, you must think about your thesis statement. A thesis statement is your main idea. It will set the stage for the rest of your writing. You have a thesis statement both for descriptions and for opinions.

GIVE A DESCRIPTION

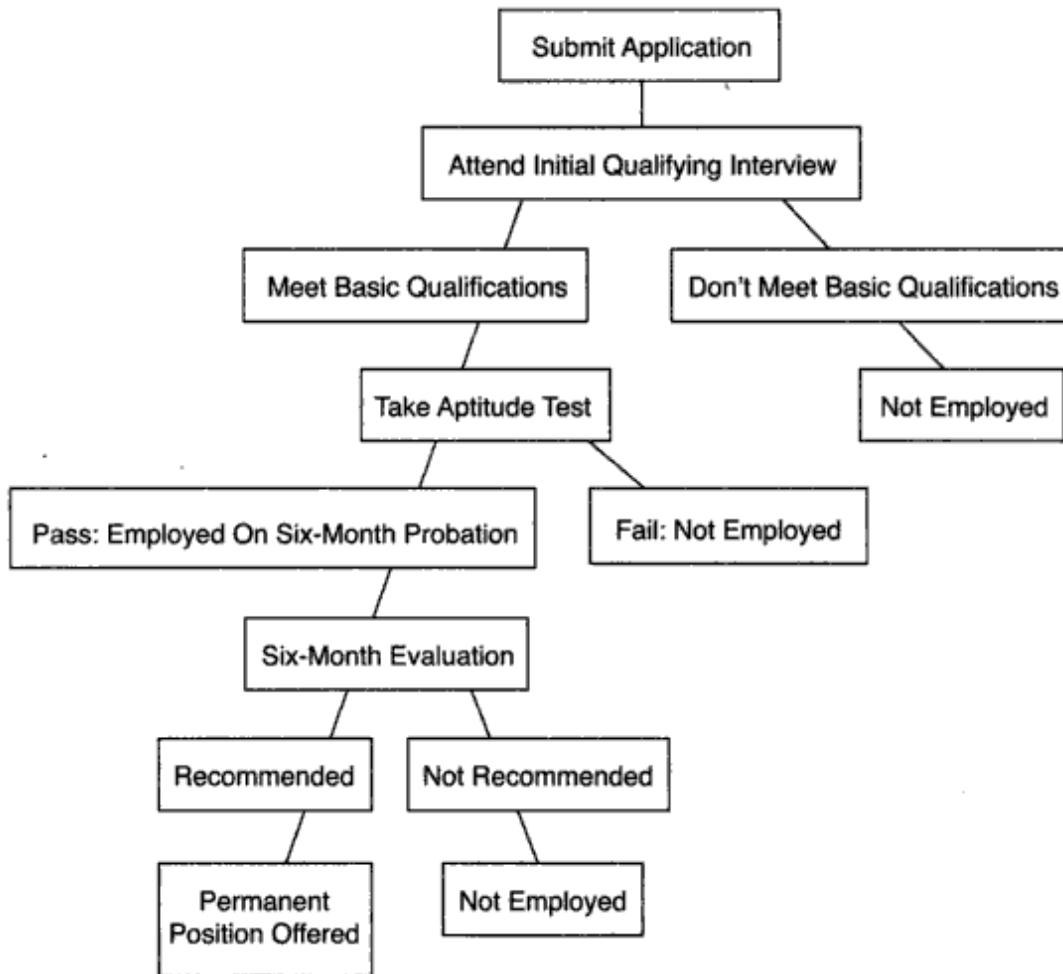
Example

Write about the following topic:

The diagram on the next page shows the steps in the hiring process at a large corporation.

Summarize the information by selecting and reporting the main features, and make comparisons where relevant.

Acme Corporation: Recruitment Process



Possible Thesis Statements

1. There are several steps one must go through before being employed by the Acme Corporation.
2. Getting a job at the Acme Corporation is not a simple process.
3. The Acme Corporation wants to make sure that all potential employees are well-qualified before being offered a permanent position at the company.

SUPPORT YOUR OPINION

Example

Write about the following topic:

More and more fathers are taking a break from their careers so that they can stay home and take care of their children while their wives work. This is better for the family than having both parents work full-time. To what extent do you agree or disagree.

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Possible Thesis Statements

1. Changing customs have made it possible for men to take on roles in the family that once were considered to be only for women.
2. Many modern couples are beginning to recognize¹ that it is better to have a parent at home to take care of the children, rather than relying on a full-time baby sitter or pre-school.
3. Changing views of women in the professions have made it possible for many women to earn a salary that is high enough to support a family.

PRACTICE

First, identify the task. Then, choose the thesis statement or statements that are appropriate to the topic. There can be more than one thesis statement.

Topic 1

Many people think that there is too much violence on television and that there should be laws to control the amount and type of violence shown on television programs. Are laws controlling the content of television programs necessary? How much control should there be?

Task

- (A) Give a description.
- (B) Support your opinion.
- (C) Explain a problem and ask for a solution.

Thesis Statement

- (A) There are many types of programs on television, and each person is free to choose which programs he or she wants to watch.
- (B) I enjoy watching police and detective programs on television.
- (C) We can learn a lot from television, but it's not a good idea to spend more than an hour a day watching it.

Topic 2

More and more families have computers in their homes. What advantages and disadvantages do home computers have for children? Should parents restrict the amount of time their children spend using the computer?

Task

- (A) Give a description.
- (B) Support your opinion.
- (C) Explain a problem and ask for a solution.

Thesis Statement

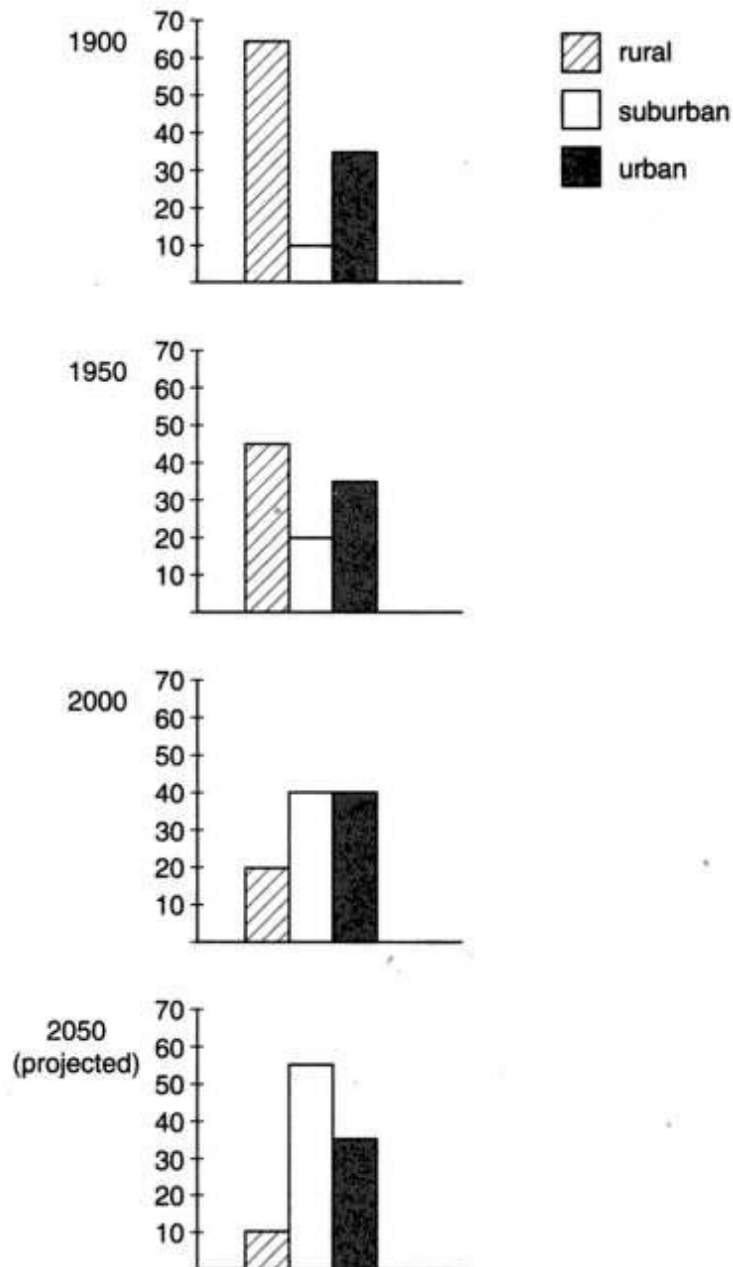
- (A) Computers have become very inexpensive in recent years.
- (B) Computers can contribute a lot to a child's education, but they can be overused.
- (C) Computers today can do much more than the computers of just a few years ago.

¹BRITISH: recognise

Topic 3

The graphs below show the figures for population distribution in the northwest for 1900–2050.

Summarize the information by selecting and reporting the main features, and make comparisons where relevant.



Task

- (A) Give a description.
- (B) Support your opinion.
- (C) Explain a problem, and ask for a solution.

Thesis Statement

- (A) Although the cost of living is high in urban areas, cities also have many advantages.
- (B) Some people like to live in rural areas because they offer a peaceful and pleasant way of life.
- (C) Over the past century, the population in the Northwest has been shifting from largely rural to mostly sub-urban and urban.

Topic 4

You borrowed a friend's gold watch to wear to a party. Unfortunately, the watch fell off your wrist, and you lost it.

Write a letter to your friend. Explain what has happened and what you want to do about it.

Task

- (A) Give a description.
- (B) Support your opinion.
- (C) Explain a problem, and ask for a solution.

Thesis Statement

- (A) There are several places where you can buy a good watch at a low price.
- (B) I greatly appreciate the loan of your watch the other night.
- (C) An unfortunate thing happened last night while I was wearing your beautiful gold watch.

Target 5—Organizing Your Writing

Your writing needs a main idea. Your thesis statement is your main idea. Now you have to support your main idea with general ideas. You should have two or three general ideas for each topic.

You can use concept maps to help you organize your ideas. Follow these steps to help you organize your writing.

1. Read the topic.

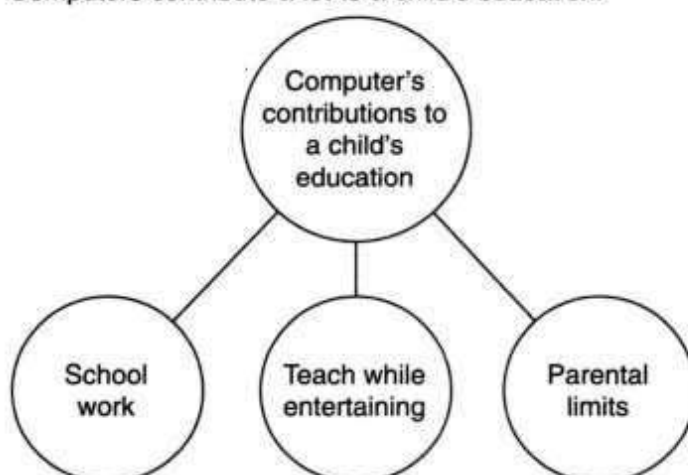
More and more families have computers in their homes. What advantages and disadvantages do home computers have for children? Should parents restrict the amount of time their children spend using the computer?

2. Determine the task.

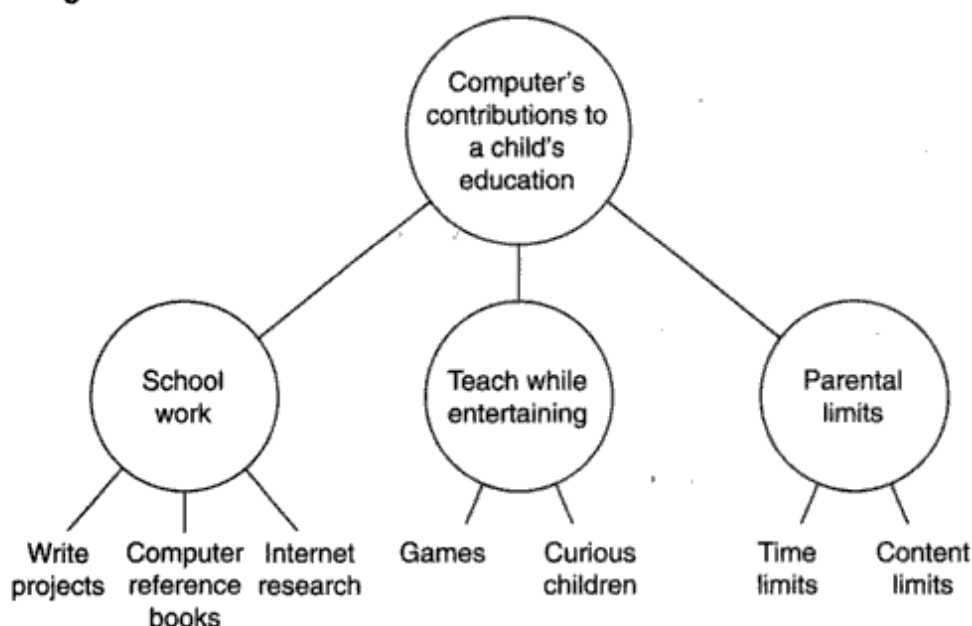
Support an opinion.

3. Write a thesis statement.

Computers contribute a lot to a child's education.

4. Add general ideas.

5. Add supporting details.



Compare this passage with the concept map above.

Home computers offer many advantages to the average family. One of the most important of these is the contribution computers can make to a child's education. With parental guidance, children can learn a lot by using a computer.

A computer is a useful tool for school work. Computers make it very easy to keep notes and write up school projects. Reference books on computer CDs make it convenient for children to research their school projects. In addition, the Internet makes research on any subject possible from the comfort of one's own home. Children can do all this work independently, without asking their parents to take them to the library or buy expensive reference books for them.

Computers keep children entertained in an educational way. There are many computer games that both attract children and teach them something. The Internet offers the curious child a way to find information about anything that he is interested in. A child can stay gainfully occupied for hours at a time with a computer.

Parents don't need to limit their children's computer time, although they should pay close attention to what a child does with a computer. Using a computer is not a passive activity like watching television is. The more time a child spends on a computer, the more he can learn. However, parents should control which web sites their children visit and which computer games they play. Then the computer is a safe learning tool for children.

Computers contribute a lot to a child's education. Every family should have one.

PRACTICE 1

This exercise will help you learn the steps to organize your writing. Look at the concept map. Read the essay. Complete the missing parts of the map.

1. Read the topic.

Many people think that there is too much violence on television and that there should be laws to control the amount and type of violence shown on television programs. Are laws controlling the content of television programs necessary? How much control should there be?

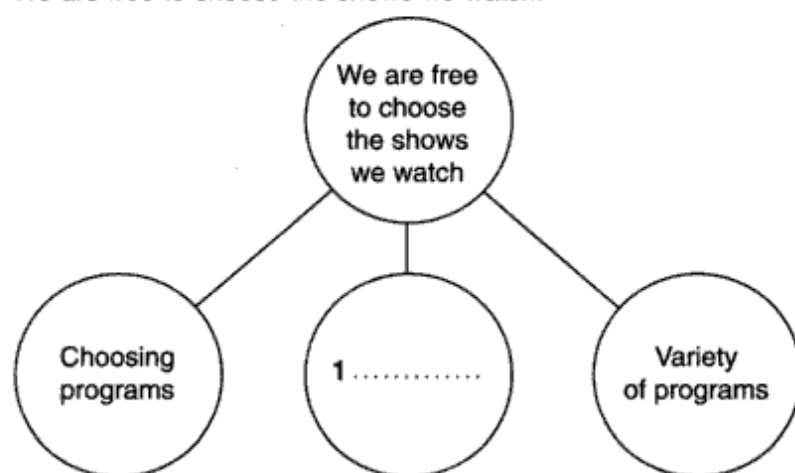
2. Determine the task.

Support an opinion

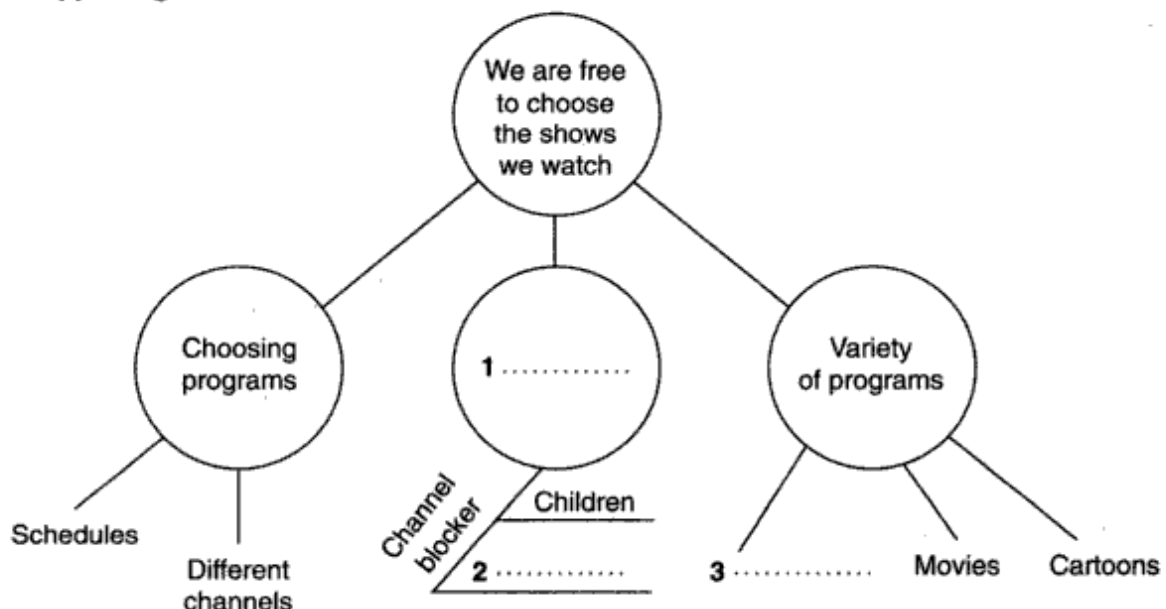
3. Write a thesis statement.

We are free to choose the shows we watch.

4. Add general ideas.



5. Add supporting details.



While it is true that there is violence on television, each individual has his or her own idea about how much is too much. Fortunately, we are all free to choose which TV programs we want to watch. Laws are not necessary to help us decide.

It isn't difficult to find out which programs are on TV at any given time. Most newspapers publish a schedule of TV programs everyday. Also, anyone who watches TV regularly knows which programs she likes and which she doesn't like. She knows what kinds of programs each different channel tends to have. It's easy for everyone to avoid violent programs if they want to.

Modern technology has given us a tool for controlling the TV programs we see. Most TVs can be programmed to block certain channels. Parents use this technology to protect their children from seeing shows¹ that are too violent. Adults can also use this technology to avoid seeing programs that they don't want to see.

The best thing about TV is that there is a variety of programs. There are news programs for serious people. There are films and cartoons for people who want to be entertained. The variety of TV programs needs to be protected, even if that means allowing some of them to show violence.

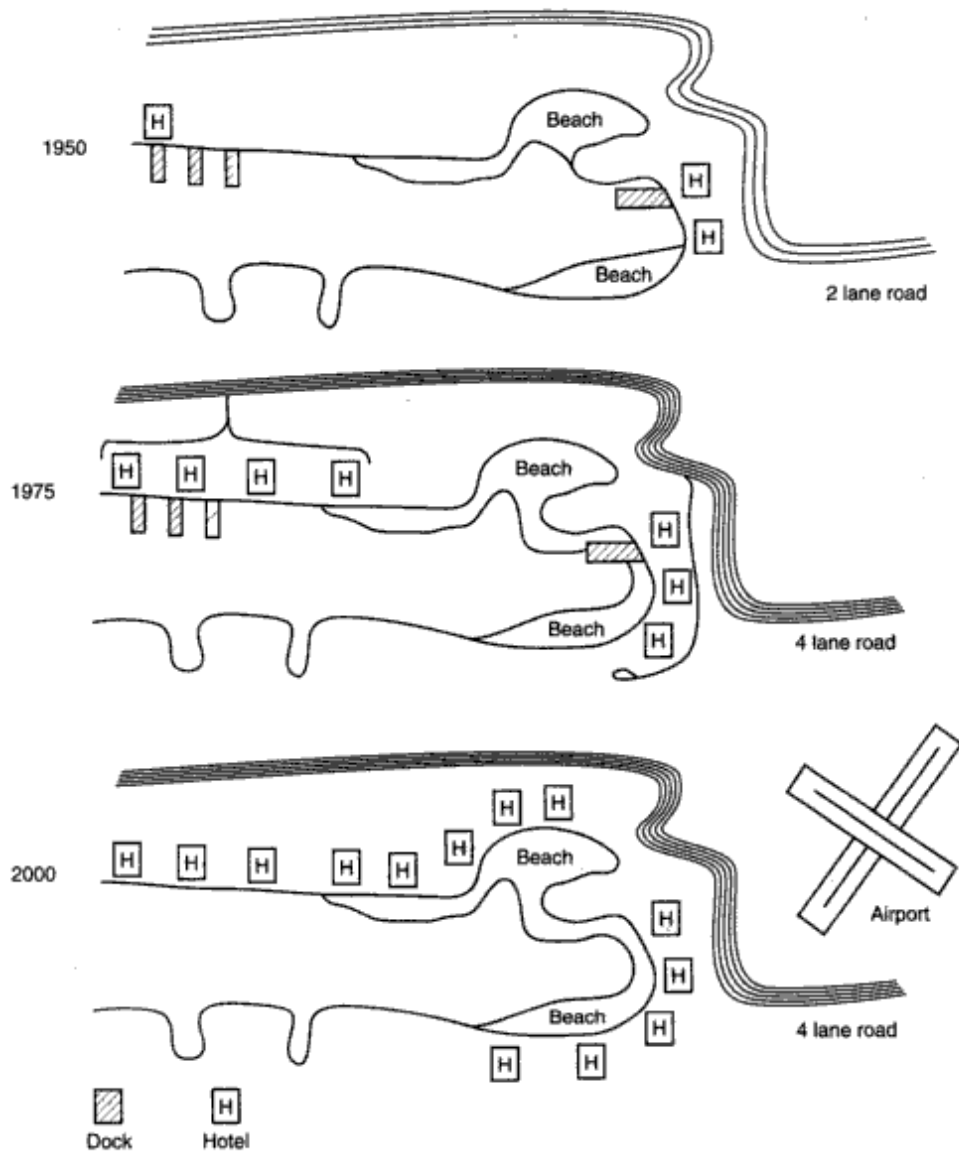
We each have our own ideas about what is too violent and what isn't. It would be difficult to make laws about violence on TV that would satisfy everybody. It is better to let each individual make his or her own choice about what to watch.

PRACTICE 2

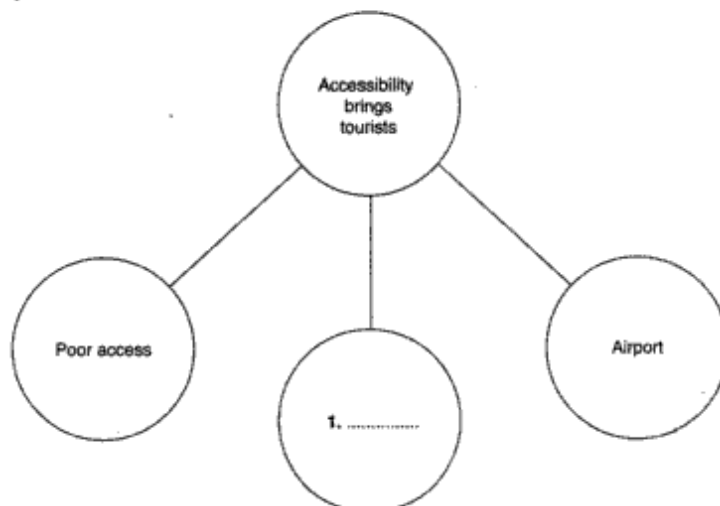
This exercise will help you learn the steps to organize your writing. Look at the concept map. Read the essay. Complete the missing parts of the map.

1. **Read the topic.** ***The 3 maps on the next page show Palm Grove is a coastal town about 450 kilometers from the nearest city. It has recently become a major resort.***
Summarize the information by selecting and reporting the main features, and make comparisons where relevant.

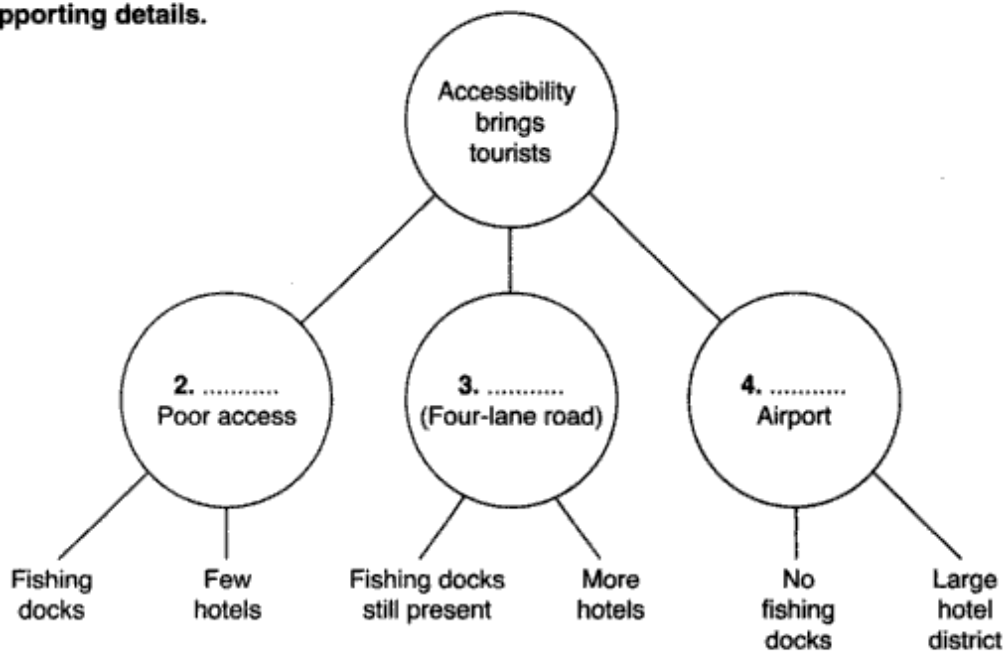
¹BRITISH: programmes



2. **Determine the task.** Describe something.
3. **Write a thesis statement.** Palm Grove became a resort when accessibility from the outside improved.
4. **Add general ideas.**



5. Add supporting details.



The three maps representing changes in Palm Grove between 1950 and 2000 show that the town became a resort as accessibility from the outside improved.

In 1950, Palm Grove was a small fishing village with few hotels. It lies 450 kilometers from the nearest city. Since the only access to the village in 1950 was by a two-lane road¹, most tourists probably didn't want to make the long trip to get there.

By 1975, a new four-lane highway had brought changes to Palm Grove. It was still a fishing village, but it appears that the new road made it easier for tourists to get there. Several new hotels had been built for them along the beach.

By 2000, an airport had been built just outside Palm Grove. This apparently changed the town into a resort. The hotel district was greatly expanded and the fishing docks removed. Probably most local residents now work in the tourist industry.

PRACTICE 3

Identify the tasks for the following topics. Create a concept map for each. On a separate piece of paper, write an essay or letter using the concept map as a guide. Compare your essays or letters with those in the Answer Key.

Topic 1

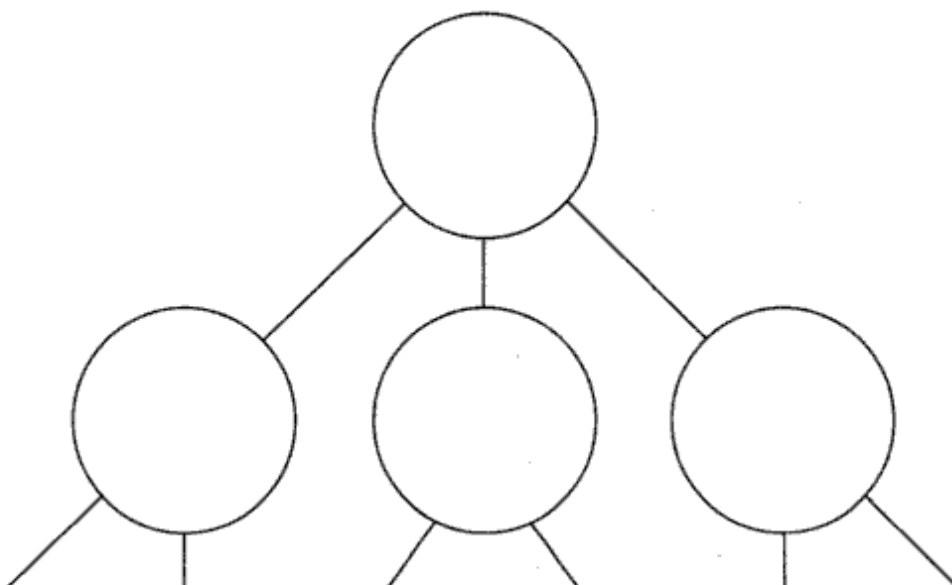
Most schools offer some type of physical education program to their students. Why is physical education important? Should physical education classes be required or optional?

Task:

¹BRITISH: Single carriageway or two-way traffic. In America a four-lane highway (road) is in England, a dual carriageway.

Thesis Statement: _____

Concept Map:



Topic 2

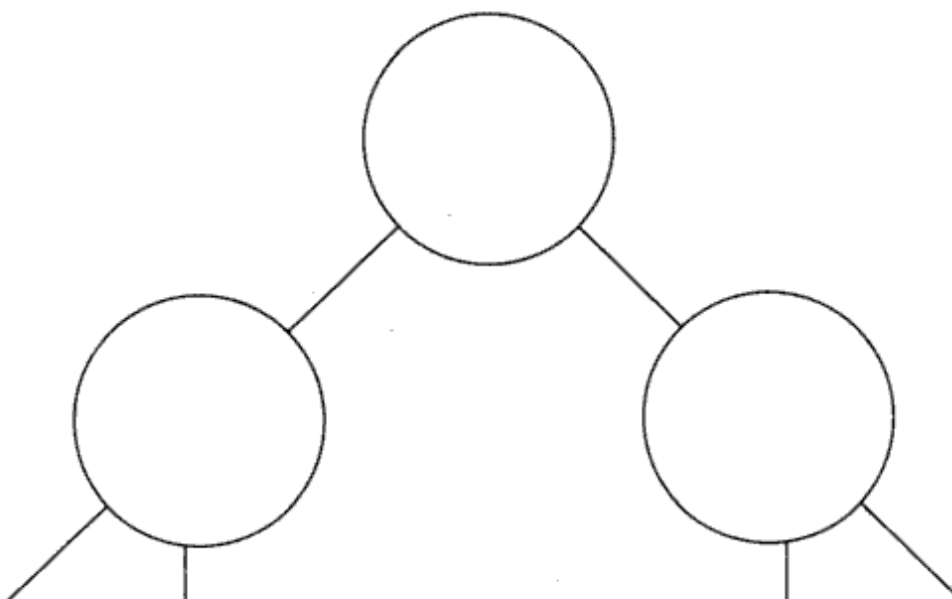
You have had a credit card with the same company for several years, and you always pay your bill on time. Your most recent bill included a \$35 charge for late payment because, according to the company, you didn't pay the previous month. You know that you paid on time.

Write a letter to the credit card company. Explain what has happened, and say what you would like them to do about it.

Task: _____

Thesis Statement: _____

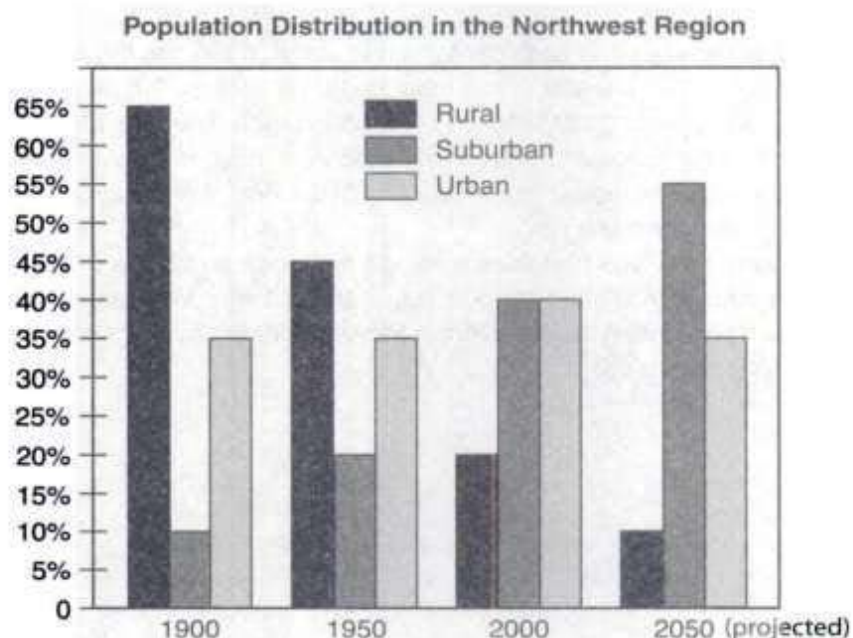
Concept Map:



Topic 3

The graph below shows the figures for population distribution in the Northwest Region for 1900–2050.

Summarize the information by selecting and reporting the main features, and make comparisons where relevant.



Task:

Thesis Statement:

Concept Map:

(Use a separate sheet of paper for your concept map.)

Target 6—Writing a Paragraph

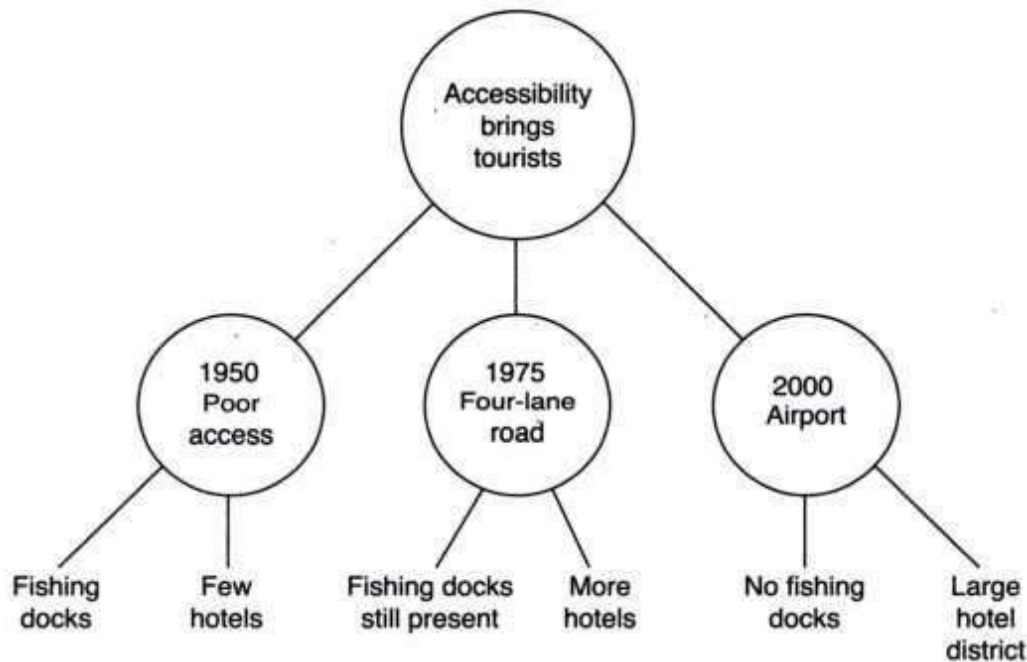
In the last section, you learned to write your thesis statement. The thesis statement is what your essay or letter is about. An essay is made up of paragraphs. Each paragraph has a topic sentence and supporting details.

A topic sentence tells what each paragraph is about. A topic sentence can come at the start of a paragraph, in the middle, or at the end. It can introduce a paragraph or it can summarize a paragraph.

When you made your concept map, you wrote two or three general ideas in words or phrases. Turn those general ideas into a sentence and you have a topic sentence for a paragraph. It is important to write a good topic sentence. It helps the reader follow your line of thinking. It makes your intentions clear. A topic sentence gives your essay or letter clarity.

In your concept map, you had lines coming from the general idea (the topic sentence). These lines are your supporting details. You must support your general ideas with specific details. This too helps a reader understand your intentions. A topic sentence with supporting details gives your essay or letter clarity.

Look at this concept map.



Read the paragraph for the general idea "four-lane road."

By 1975, a new four-lane highway had brought changes to Palm Grove. It was still a fishing village, but it appears that the new road made it easier for tourists to get there. Several new hotels had been built for them along the beach.

Topic Sentence By 1975, a new four-lane highway had brought changes to Palm Grove.

Supporting Details It was easier for tourists to get there.
Several new hotels had been built.

Look at these examples.

Example 1

A computer is a useful tool for school work. Computers make it very easy to keep notes and write up school projects. Reference books on computer CDs make it convenient for children to research their school projects. In addition, the Internet makes research on any subject possible from the comfort of one's own home. Children can do all this work independently, without asking their parents to take them to the library or buy expensive reference books for them.

Topic Sentence A computer is a useful tool for school work.

Supporting Details Computers make it very easy to keep notes and write up school projects.

Reference books on computer CDs make it convenient for children to research their school projects.

In addition, the Internet makes research on any subject possible from the comfort of one's own home.

Example 2

It isn't difficult to find out which programs are on TV at any given time. Most newspapers publish a schedule of TV programs every day. Also, anyone who watches TV regularly knows which programs she likes and which she doesn't like. She knows what kinds of programs each different channel tends to have. It's easy for everyone to avoid violent programs if they want to.

Topic Sentence It isn't difficult to find out which programs are on TV at any given time.

Supporting Details Most newspapers publish a schedule of TV programs every day.

Also, anyone who watches TV regularly knows which programs she likes and which she doesn't like.

She knows what kinds of programs each different channel tends to have.

PRACTICE

Read the following paragraphs. Write the topic sentence and the supporting details.

1. Modern technology has given us a tool for controlling the TV programs we see. Most TVs can be programmed to block certain channels. Parents use this technology to protect their children from seeing shows that are too violent. Adults can also use this technology to avoid seeing programs that they don't want to see.

Topic Sentence: 1.1 _____

Supporting Details: 1.2 _____

 1.3 _____

 1.4 _____

2. The best thing about TV is that there is a variety of programs. There are news programs for serious people. There are films and cartoons for people who want to be entertained. The variety of TV programs needs to be protected, even if that means allowing some of them to show violence.

Topic Sentence: 2.1 _____

Supporting Details: 2.2 _____

2.3 _____

2.4 _____

3. Physical education classes teach children important skills that they need in life. They teach children how to work together on a team. They teach children how to set a goal and work to achieve it. They teach children about the importance of looking after their health.

Topic Sentence: 3.1 _____

Supporting Details: 3.2 _____

3.3 _____

3.4 _____

Target 7—Writing the Introduction

Once you have developed your concept map, you know what you are going to say and how you are going to write it. You are now ready to write the introduction to your essay or letter.

Some writers wait until they have written the body of the essay before they write the introduction. You don't have that much time. You must be organized from the beginning. The introduction will be easy to write once you have your general ideas and your topic sentences in mind.

Look at these three topic sentences from the topic on computers of the future:

Topic sentences: A computer is a useful tool for school work.

Computers keep children entertained in an educational way.

Parents don't need to limit their children's computer time, although they should pay close attention to what a child does with a computer.

Now let's combine these topics sentences into one paragraph, the introduction. This will tell the reader what we are going to talk about in this essay.

Introduction Home computers offer many advantages for the average family. One of the most important of these is the contribution computers can make to a child's education. With parental guidance, children can learn a lot by using a computer.

Look at the original topic.

Topic: More and more families have computers in their homes. What advantages and disadvantages do home computers have for children? Should parents restrict the amount of time their children spend using the computer?

Notice how in the introduction we show that we will discuss every aspect of the question.

Topic Question	Introduction
More and more families have computers in their homes.	Home computers offer many advantages for the average family.
What advantages and disadvantages do home computers have for children?	One of the most important of these is the contribution computers can make to a child's education.
Should parents restrict the amount of time their children spend using the computer?	With parental guidance, children can learn a lot by using a computer.

The introduction guides the reader. It shows how you plan to develop the topic. It must show that you plan to write about each part of the topic.

Read the following topics and compare the introductions.

Topic 1

Write about the following topic:

Art museums should support themselves mainly by charging admission and by receiving donations from private individuals who are interested in art. That is, museums should receive most of their support from the people who are interested in using them, and not from public funds.

To what extent do you agree or disagree with this statement?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Introduction A

Art museums are public places and should be funded by the government.

Introduction B

I don't agree that art museums should be funded by private instead of public money. It is difficult to raise enough private money to run a museum well. In addition, charging high entrance fees will keep many people away from museums. Most important, art is a valuable part of culture and should receive support from society as a whole through government funding.

With Introduction A, the reader knows what the writer believes, but not why. Introduction B gives detailed reasons to support his or her opinion. Note that both Introduction A and B directly address the question "To what extent do you agree or disagree with this statement."

Topic 2

Write about the following topic:

Most schools offer some type of physical education program to their students. Why is physical education important? Should physical education classes be required or optional?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Introduction A

Children can learn a lot of important things in physical education classes.

Introduction B

Physical education is an important part of every child's education. In physical education classes, children learn how to stay healthy. They also learn valuable social skills. Because physical education classes offer so much, they should be required for all children throughout their school years.

The author of Introduction A does not address all parts of the topic. The author of Introduction B guides the reader into the essay. We know what his or her opinion is and how the essay will develop.

PRACTICE

Read these topics. Determine the task. Write your thesis statement. Do a concept map. Write your topic sentences. (You can have between two and four topic sentences.) Then write the introduction to your essay. Be sure you answer all parts of the topic.

Topic 1

Some people believe that the best way to learn anything is "learning by doing." Others would rather learn through books and from teachers. Think of learning a language. Which way do you think is a better way to learn a language?

Task: _____

Thesis Statement: _____

Concept Map: Use a separate sheet of paper to draw a web concept map, if you need more space.

Topic Sentences: 1.1 _____
 1.2 _____
 1.3 _____
 1.4 _____

Introduction:

Topic 2

In many parts of the world and throughout history, governments have moved their capitals. Why would they do this? What are the potential problems and benefits? Would you vote for moving your capital?

Task:

Thesis Statement:

Concept Map:

Use a separate sheet of paper to draw a web concept map, if you need more space.

Topic Sentences:

2.1

2.2

2.3

2.4

Introduction:

Target 8—Writing with Variety

You can know about and read the topic, determine the task, map out your organization, create topic sentences, and write an introduction. You've done the hard part. Writing the body of the essay is easy.

However, you need to show you have command of a variety of styles of written English and can choose the appropriate one for the task. You need to show that you can write cohesively and accurately.

In this section, we will examine different approaches for these tasks.

Task	Approach
Describe something	Chronological order Spatial order Classification Definition
Support an opinion	Comparison and contrast Cause and effect Prediction

DESCRIBE SOMETHING

Chronological Order

Chronological order organizes your writing around the sequence of time. You write about what happens first, then what happens second, what happens after that, and what finally happens.

Useful words for time

after at (<i>time</i>) at birth, in childhood, in infancy, as an adult, in adulthood, in old age at last at the turn of the century (decade) before between ____ and ____ during earlier every (<i>number</i>) (<i>years, months, days</i>) finally first, second, third, etc. former, latter formerly in (<i>year</i>)	in conclusion in the 20s, 1980s in the first half of the century in the first place, second place in the next place later next, then, subsequently on (<i>day</i>) previous previously prior to simultaneously, at the same time as since ____ to begin with while
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PRACTICE 1

Combine the pairs of sentences using after, while, or before. There may be more than one way to combine these sentences. You may have to change pronouns and verb tenses.

1. The audience left the concert hall. The orchestra played the last note.
2. Look at the menu. Order your meal.
3. The lights went out. We lit a candle.
4. We were waiting for you in the coffee shop. You were waiting for us at the bookstore.
5. They filled the car with gas¹. The car ran out of gas.

PRACTICE 2

Put these sentences into chronological order.

1. ___ In the future, the town hopes to build an art museum next to the old factory.
2. ___ Once the factory opened, river traffic increased bringing raw materials to the factories and taking munitions downstream to the major river port at the mouth of the river.
3. ___ In the early 1900s, Winston on Hudson was just a small town on the Hudson River.
4. ___ Soon Winston on Hudson became a tourist destination.
5. ___ Today, the town's munitions factory has been turned into artist studios.
6. ___ Nothing happened in the town until after the start of the First World War when a munitions factory opened.
7. ___ Within ten years, cargo boats were followed by passenger boats bringing weekend sightseers.

PRACTICE 3

Write the sentences in Practice 2 as a paragraph. Circle the words that show chronological order.

¹BRITISH: petrol, filled up with petrol.

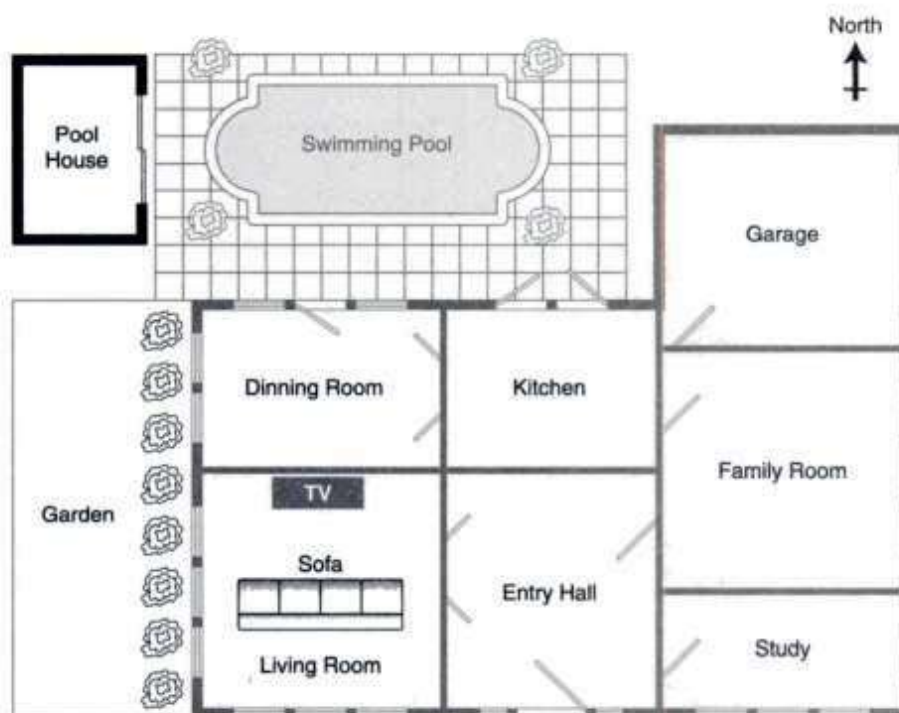
PRACTICE 5

Look at this diagram of the first floor of a suburban house. Complete the blanks with these prepositions of place:

around
behind
beside
between

east
in front of
left
next to

north
right
south
west



1. The entry hallway is _____ the living room and the study.
2. The dining room is _____ the kitchen.
3. The garage is to the _____ of the house.
4. The pool house is _____ the garden.
5. The living room sofa is _____ the TV.
6. The garden is on the _____ side of the house.
7. The living room windows are on the _____ and _____ walls.
8. The swimming pool is _____ the house.
9. The family room is _____ the kitchen.
10. There are trees _____ the swimming pool.

Classification

Classification organizes your writing around the grouping or classification of things. You write about how things are similar to one another.

Useful Words for Classification

aspects	important
attributes	insignificant
bases	kinds of
basic kinds of	main kinds of
categories	methods
characteristics	minor
classes	mutually exclusive
classifications	opposing
classify	opposite
contradictory	origins
contrasting	parts
dissimilar	primary, secondary
distinguishable	qualities
divide	significant
divided into __ classes	similar
factors	sources
falls into	types of
fundamental	unimportant

PRACTICE 6

Classify the lists below. Divide each list into two categories. Name each category.

Word List	_____	_____
table		
boy		
frog		
car		
chair		
butterfly		
pencil		
teacher		

Word List		
doctor		
nurse		
contractor		
hospital		
building plans		
plumber		
patient		
architect		

PRACTICE 7

There are both positive and negative values. What some people see as positive values others see as negative. Match these values with the example sentences. Then, classify these values as either positive or negative. Finally, write a paragraph about either a positive or negative value using the phrases as examples.

Positive Values	Negative Values

A anger
B charity
C envy
D gluttony

E greed
F hope
G humility
H justice

I kindness
J laziness
K patience
L pride

- 1 _____ I am proud that I am richer than my friends.
- 2 _____ I am kind to everyone, even those who hate me.
- 3 _____ I wish I had a house as big as a palace.
- 4 _____ I eat even though I am not hungry.
- 5 _____ I do not have to be the first in every line¹.
- 6 _____ It makes me mad when I don't win.

¹BRITISH: queue

- 7 _____ I will never have enough money.
- 8 _____ I never brag about myself.
- 9 _____ Tomorrow is another day.
- 10 _____ It's too hot to work.
- 11 _____ I always look on both sides of an argument.
- 12 _____ I give 10 percent of my income to the poor.

DEFINITION

You can write a simple definition of an object like a mobile phone in one sentence. To define a more abstract term like *virtue*, you may need several sentences, perhaps several paragraphs.

Useful Words for Definition

aspect category characteristic clarification clarify class condition define definition	explain explanation form in other words kind method paraphrase type
--	--

PRACTICE 8

Concrete objects like a computer can be defined in one sentence. Abstract objects like humility may take several sentences. Classify these words.

Words	Concrete	Abstract
printer		
success		
loyalty		
sidewalk		
freedom		
love		
black		
swimming		

PRACTICE 9

Write a definition for each concrete term and each abstract term. Try to be very specific in each. When defining abstract terms, it is helpful to use concrete terms as examples.

EXAMPLES

A printer is a computer peripheral (either laser or ink jet) that enables you to have a paper record of the data in your computer.

Success to me is defined as my own 30-seat jet plane and a ten-bedroom yacht.

SUPPORT AN OPINION

Comparison and Contrast

You can define an object or describe a person by comparing or contrasting the object with something else. You can define a pear by comparing it with a peach or contrasting it with a banana. This is a very useful way to organize your material.

Useful Words for Comparison and Contrast

Comparison	Contrast
almost the same as common with correspond to in the same way just as like, alike resemblance resemble similar to similarly to be parallel to	different from differ from even so however in contrast to in opposition to less than more than otherwise slower than, etc. still

PRACTICE 10

Read these questions. Write CON if it's a question asking for contrast. Write COMP if it's a question asking for comparison.

- _____ How is greed different from envy?
- _____ How does a mobile¹ phone differ from a landline phone?
- _____ How are dogs and cats alike?
- _____ In what ways are trains and planes different?
- _____ What are the similarities between a chair and a stool?
- _____ Can you list three ways a restaurant and a cafeteria are alike?
- _____ What are the differences between classical music and hip hop?
- _____ How are Japan and Madagascar the same?

¹AMERICAN: cell or mobile

PRACTICE 11

Complete the blanks with words that show comparison or contrast. Use the words in the list below. Some words may be used more than once. Don't forget to add capitals where necessary.

A

Landline phones and cell phones are devices used for communicating with people in other places. The biggest _____ (1) _____ between a landline phone and a mobile phone is that a landline phone stays in one place _____ (2) _____ a mobile phone can go everywhere. A landline phone always stays in your home or office. A mobile phone, _____ (3) _____, can go wherever you go. There is a disadvantage to this. You always know where your landline phone is—on your desk, on the kitchen wall, by the bed, or wherever you keep it. _____ (4) _____ a landline phone, a mobile phone is easily misplaced¹.

in contrast to
while
difference
however

B

A restaurant is a place where you order food and it is brought to your table. A cafeteria is _____ (5) _____ a restaurant, except that in a cafeteria you serve yourself. There are several ways in which a restaurant and a cafeteria are _____ (6) _____. In _____ (7) _____ places you can eat a good meal without cooking it yourself. In a restaurant you select your meal from a menu. In a cafeteria you can also choose your meal from among several different possibilities, _____ (8) _____ in a restaurant. Finally, in _____ (9) _____ a restaurant and a cafeteria, you have to pay for what you eat.

both
alike
similar to
just as

PRACTICE 12

When you write a compare/contrast paragraph, you begin by defining one item and then comparing or contrasting it with the other item.

Read the example below, then write a passage comparing dogs and cats.

EXAMPLE

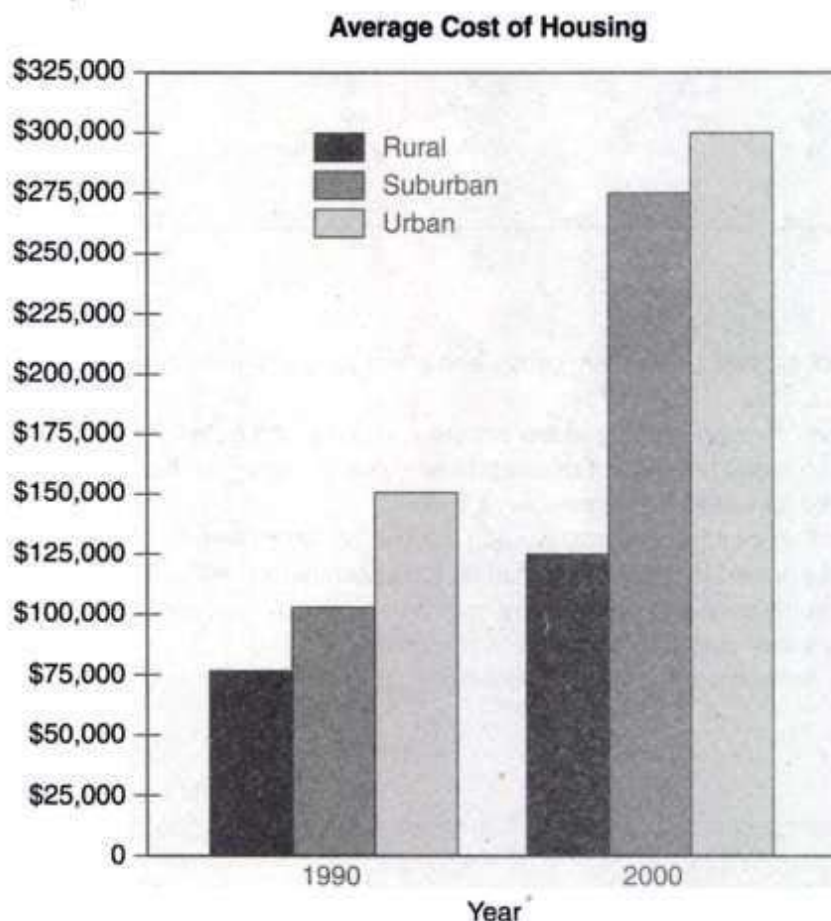
A greedy person is someone who wants more of what he or she already has. An envious person is someone who wants what someone else has. For example, I may envy your car, but a greedy person will want a bigger car than you have plus a big garage to put the car in.

¹BRITISH: mis-placed

PRACTICE 13

Look at the graph and table below. Describe them by comparing and contrasting the information.

- The graph below shows the average cost of housing in three different areas.



- The table below shows information about three different types of restaurants.

	Sit-Down Restaurant	Cafeteria	Fast Food Restaurant
Average cost of lunch	\$10.00	\$7.00	\$4.50
Average time spent eating lunch	45 min.	30 min.	20 min.
Average cost of dinner	\$17.00	\$9.50	\$5.00
Average time spent eating dinner	60 min.	45 min.	20 min.

Cause and Effect

A cause and effect relationship is a very useful organizational style. Something happens because something else happened. I turned on the air conditioner and the room became cooler.

Cause and effect is similar to chronological order. First something happens followed by something else. But in cause and effect, there is a definite relationship between the two.

Useful Words for Cause and Effect

accordingly as a result because because of consequently due to for this reason	have an effect on hence owing to reason for since so therefore thus
--	--

PRACTICE 14

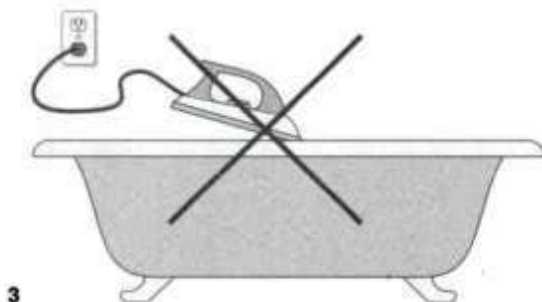
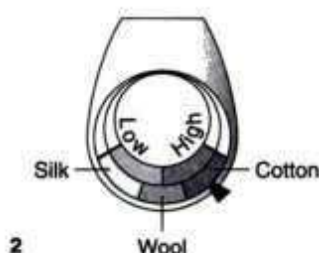
Read these sentences. Write if they are cause and effect (C/E) or simply chronological order (CO).

- _____ I passed through security at the airport. I waited at the gate for my flight.
- _____ I ate too many helpings of dessert. Now I have a stomachache.
- _____ It rained all week. The streets were flooded.
- _____ My mother's birthday is next week. I will buy her a present.
- _____ James finished high school last June. In September he will start college.
- _____ I put on my coat and scarf. I went outside.
- _____ It was a very cold day. I put on a warm coat.
- _____ Sarah got home after midnight last night. She's very tired today.

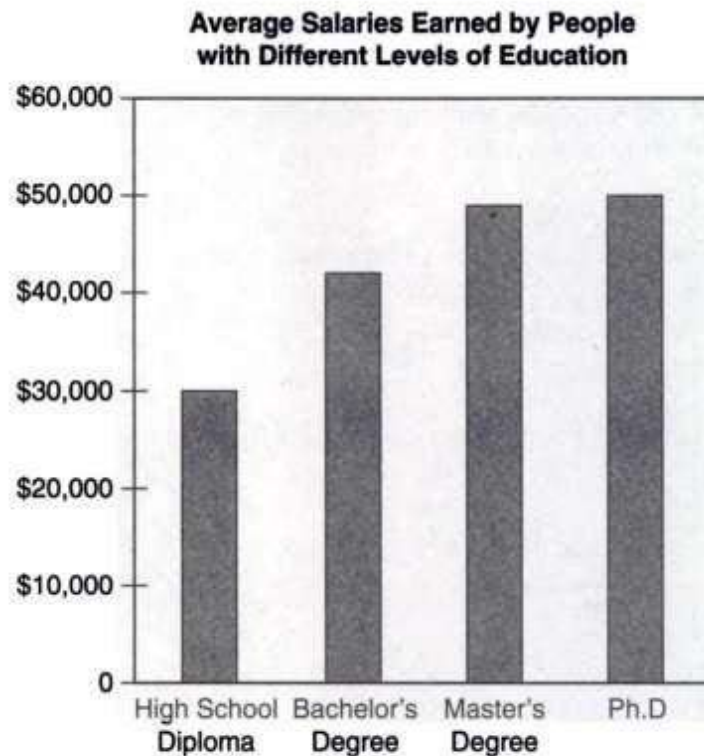
PRACTICE 15

Look at these graphics. Write a paragraph using cause and effect to organize your writing.

- The instructions below come in a box with a new iron.



2. The graph below shows the average salaries earned by people with different levels of education.



Prediction

A prediction is your guess about what will happen in the future. You base this prediction on the facts you know. A prediction is similar to an inference. It is an educated guess that you deduced from the evidence.

Useful Words for Prediction

forecast foresee future in the future infer likely make a prediction about most likely plan plan to	predict predictable presume probable result projection the end result the future implications of the most likely outcome the next step
--	--

PRACTICE 16

Complete these sentences with the appropriate predictions.

Statements

1. If governments do not do something about global warming, _____
2. The cost of gasoline¹ is rising very quickly. In the future, _____

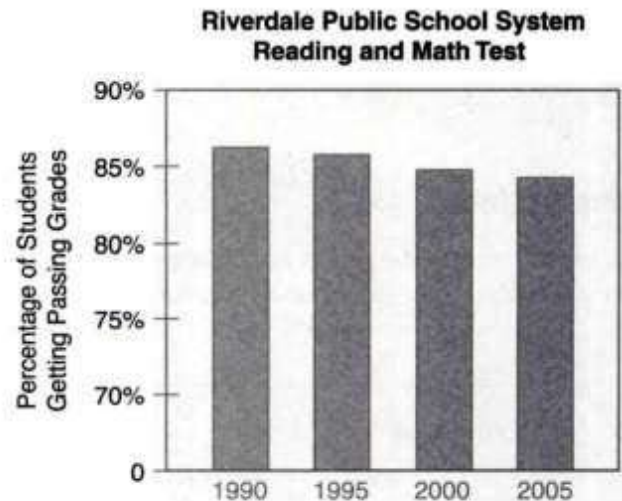
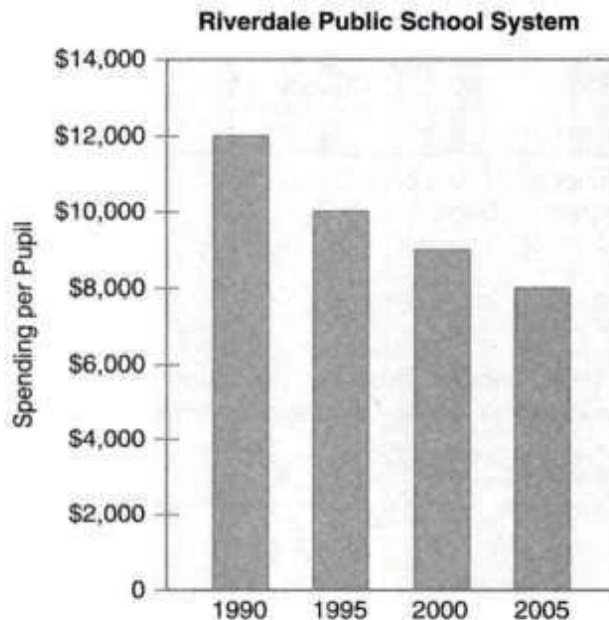
Predictions

- A. The ice shelves are likely to melt and the sea level will probably rise.
- B. People may start using public transportation more often.

PRACTICE 17

Look at the following charts and graphs. Describe the data and then make predictions about what will happen next.

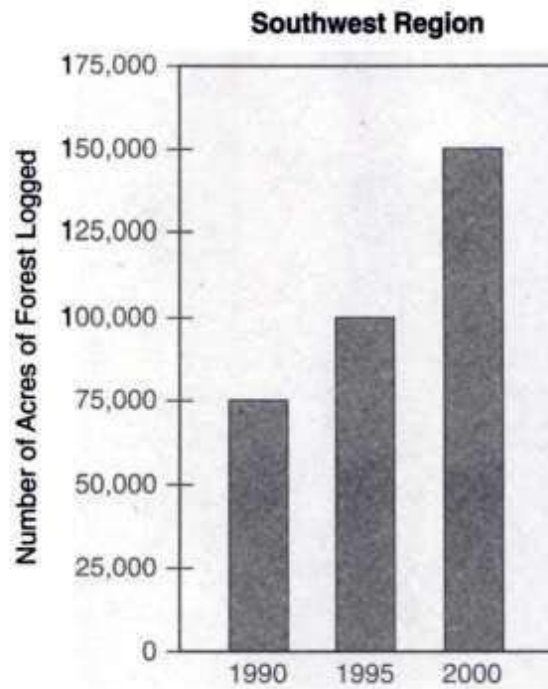
1.



By 2010, the schools will likely _____

By 2010, the pupils will probably _____

2.



Number of Forest-Dwelling Species in the Southwest

<i>Animals</i>	<i>1998</i>	<i>2002</i>
Mammals	3	2
Birds	7	5
Amphibians	5	3

By 2005, the number of acres of forest logged will likely _____.

By 2007, the number of forest-dwelling species will likely _____.