

Формирование ключевых
компетенций при обучению письму на
английском языке

Creative Writing



at pppst.com

- Язык невозможно выучить — в нем нет логики. Язык невозможно запомнить — он живой и не подчиняется правилам. Язык нельзя освоить, пытаюсь думать на родном языке, а потом переводить свои мысли на другой язык, думая о якобы существующих правилах построения языка.
-
- На языке нужно думать, на нем нужно говорить, петь; языком нужно жить! Язык нужен для общения, для передачи информации, для описания своих эмоций и чувств...!
-
- Итак, отключаем мозг, расслабляемся и... начинаем впитывать язык, как губка, пропускать его через себя, сливаться с ним..

Компоненты письменной речи



Эффективные методы и приемы обучения письму

- Мозговой штурм;
- Групповая дискуссия;
- Организация лексики в кластеры;
- Метод свободного письма;
- Прием “sentence squeezing”;
- Прием “paragraph squeezing”;
- Прием “discussion clock”;
- First and last paragraph techniques



FORMAL STYLE is characterized by:



1. formal expressions, advanced vocabulary, longer sentences

e.g. Taking everything into consideration, it can be said that the facilities offered are of poor quality.

2. formal linking words/phrases (i.e. However, Nevertheless, In addition, Consequently)

e.g. Mobile phones are extremely useful for people who travel. However, they can be dangerous.

3. No use of short forms (I'm , there's ...)

e.g. I would be grateful if ... (instead of: I'd be grateful if ..)



4. impersonal tone, i.e. use of the passive, no description of feelings

e.g. Late this evening, 20-year-old Tim McCormack was pulled to safety after being trapped.

5. factual presentation of the information

e.g. The Town Hall, constructed in the late 1800s, was seriously damaged by fire, in 1909.

INFORMAL STYLE is characterized by:



1. **everyday/colloquial expressions, vocabulary and idioms.**

e.g. 'I thought I'd drop you a line ...', 'Thanks a million ...',

2. **frequent use of short forms**

e.g. 'I won't be able to come to your party as I'll be away on a business trip.'

3. **informal phrasal verbs**

e.g. 'Lucy takes after her father. ...'

4. **simple linking words/phrases (i.e. but, so, because, and, etc)**

e.g. 'It rains a lot here, so you'd better take an umbrella with you,'

5. **short sentences**

e.g. 'Thanks a lot for the invitation. I'd love to come.'

6. **personal tone i.e. use of first person (I We)**

e.g. 'I've got great news. I've found a new job.'

7. **descriptive tone, use of adjectives/adverbs etc for vivid**

e.g. 'It was a bitterly cold winter morning'





LETTERS. LAYOUT



2, Swan St.,
Brighton,
England
(your address)

March, 15

The Manager of
The Hilton Hotel,
112, Sean Rue,
Paris

Dear Sir/ Madam,

I look forward to hearing
from you

Yours faithfully,

Allan Dobbins

2, Swan St.,
Brighton,
England
(your address)

March, 15

Dear Sir/ Madam,

I look forward to hearing
from you.

Yours/Best wishes,

Allan

2, Swan St.,
Brighton,
England
(your address)

March, 15

Dear John,

Write soon/Keep in touch

Love/ Best wishes/
Yours/Take care/
All the best,

Allan

Steps to better letter writing



- Put your **address** in the top right corner. Write the **date**.
- Include an appropriate **greeting**. **Sign off** in an informal way.
- In opening remarks include **questions how the person is**, a **thank you for the letter**, **comments about their news**, **apology for a delay in writing**.
- In the main body include the **specific information required**, **covering all the points** needed.
- In closing remarks include **a request** to the person **to reply** soon, a **reason for ending** the letter, greetings to the persons family.
- Write between **100-140 words**. Check for grammar, spelling and punctuation.



Russia

04/02/13

Dear Ann,

Thanks a lot for your last letter. It was really great to hear from you again. Sorry I haven't written for so long – was busy with my school. (Sorry I haven't been in touch for so long -....) . Great news about your...! (Sounds like you...V 2(did))

In your letter you asked me about... **Well**,..... **because**... (Answer the first question!). **As for**..., ... **as**... (Answer the second question!). **Actually**,... **since**... (Answer the third question!).

Advice

If I were you, I'd.... It would be great if you (did)..I believe you should(do).....What about (doing)...?Why don't you (do) ?

By the way,.....

Anyway, got to go now – homework again . (I'd better go now -have to do my homework./ I have to go now – it's time for my favourite TV show.)

Write back soon. (Take care and keep in touch./ Can't wait to hear from you./ Drop me a letter when you can.)

Best wishes, (Yours,/ Love,/ Lots of love,)

Kate



РЕКОМЕНДАЦИИ ПО СОСТАВЛЕНИЮ ПИСЬМА ЛИЧНОГО ХАРАКТЕРА

При написании личного письма необходимо придерживаться следующих правил.

- Не забудьте указать свой адрес в правом верхнем углу в следующем порядке:

- номер дома, название улицы
- город
- страна

Допускается указывать адрес в кратком виде, например:

**Saint-Petersburg
Russia**

- Под адресом, пропустив строку, необходимо написать дату письма:

**June 7th, 2008
7 June 2008**

или менее официально:

07/06/08

- Письмо начинается с неофициального обращения. Представьте, что вы пишете настоящему другу, а знакомых людей обычно называют по имени.

**Dear Tim,
Dear Rebecca,**

После обращения обязательно ставится запятая!

- Разделите текст своего письма на несколько логических абзацев, каждый из которых начните с красной строки.

g
e
ctuation and capitalisation
how your letter should look.

The address and date are on the far right. The address can either be full – the house number, street name, town or city, postcode and country – or short – town or city and country.

Address:
(Number of your house, name of the street)
Town/City
Country

Date (day/month/year)

Salutation: **Dear X, / Hi X,**

Greeting: **Thanks for your letter. / It's lovely to hear from you.**

Answer questions: **You are asking if ... / To answer your first question, ...**

Ask questions: **Could you tell me ... ?**

End: **Hope to hear from you soon. / Good luck in the exam and ...**

Sign off: **Yours, / Best wishes,**

Name

Each paragraph is indented and you can also leave a line under each paragraph.

There is a comma after the salutation and sign-off.

Tip: **Style**

Writing to a friend is a bit like speaking to him or her, so you can:

- use contractions: *doesn't, she'll*
- write shorter sentences: *So that was that.*
- start with an imperative: *Tell me when he's coming.*
- occasionally use a dash (-) for punctuation:
He gave me a present - a beautiful watch.
- use exclamation marks: *What a day!*
- ask direct questions: *What do you think?*
- use phrases like: *anyway, well*

However, you still need punctuation and paragraphs. You must also write in full sentences, not in notes like in a text message or email.

1. В первом абзаце вам следует поблагодарить своего друга за его письмо:

Thanks (a lot) for your (last) letter.

I was glad to get your letter.

It was great to hear from you! / It was great to hear that... / I was happy to hear...

Вы можете также извиниться за то, что не писали раньше:

Sorry I haven't written for so long but... / Sorry, I haven't been in touch for so long.

I'm sorry I haven't answered earlier but I was really busy with my school.

и/или упомянуть какой-либо факт из полученного письма:

I'm glad you passed your History test!

Sounds like you had a great time in London!

Great news about your...!

2. Основная часть письма

Второй абзац: В нем вы должны быть даны полные ответы на **все заданные ВАМ вопросы.**

Предполагается, что письмо должно быть написано в неформальном стиле, поэтому вы можете использовать неформальные слова-связки, такие как **by the way, anyway, so**, разговорные выражения типа **Guess what?** Или **Wish me luck!**, а также восклицательные знаки (не увлекаться

Третий абзац: задайте вопросы вашему другу, если этого требует задание. Рекомендуется сделать логичное вступление перед тем, как задавать вопросы. Например, в задании есть информация, что твой друг стал заниматься новым видом спорта и надо задать об этом 3 вопроса. Следовательно, логичный переход к вопросам про спорт будет следующим: **Great, you've taken a new sport! What kind of sport is it? ...**

4. В последнем абзаце следует объяснить, почему вы заканчиваете письмо:

Well, I'd better go now as I have to do my homework.

Anyway, I have to go now because my Mum asked me to help her with the washing up.

I've got to go now! It's time for my favorite TV show.

и упомянуть о дальнейших контактах:

Write (back) soon!

Take care and keep in touch!

Drop me a letter when you can.

Hope to hear from you soon.

I can't wait to hear from you!

• В конце письма на **отдельной строке** указывается завершающая фраза-клише. После нее всегда ставится запятая! Ниже приводятся несколько возможных вариантов:

- 1) **All the best,**
- 2) **Best wishes,**
- 3) **Yours,**

• На следующей строке под завершающей фразой указывается имя автора (без фамилии!).
Например:

Andrew или **Kate**

Таким образом, письмо к другу имеет следующий вид:

	Адрес пишущего (указывается в правом верхнем углу)
	Дата написания письма (указывается под адресом)
Обращение,	
Первый абзац: В начале письма автор обычно а) благодарит адресата за ранее полученную корреспонденцию; б) извиняется, что не писал раньше	
Основная часть письма.	
Второй абзац: В нем должны быть раскрыты все аспекты, указанные в задании (т.е. даны ответы на все заданные <i>вам</i> вопросы)	
Третий абзац: задайте все необходимые вопросы, если этого требует задание письма.	
Четвертый абзац: В конце письма автор обычно упоминает о дальнейших контактах	
Завершающая фраза, (используются фразы – клише).	
Подпись автора (имя)	

Структура	Рекомендации	Примеры
Address Адрес	Адрес пишущего указывается в правом верхнем углу	Saint-Petersburg Russia
Date Дата	Под адресом дата	9th September 2012
Greeting Обращение	С новой строки письмо начинается с обращения, после которого ставят запятую	Dear John, Dear Mary,
Introduction Начало письма	<ul style="list-style-type: none"> • Ссылка на предыдущие контакты, где автор благодарит адресата за полученное ранее письмо; • Извиняется, что не писал раньше 	Thank you for your last letter. It was great/lovely to hear from you. I'm sorry that I haven't written to you... Great to hear from you again... Sorry, I haven't written to you so long. It's been ages since I heard from you. Thanks so much for your long letter. Sorry for not replying to you sooner but I've been very busy. Sorry for not replying earlier.
Main Body Основная часть письма	В ней должны быть раскрыты все аспекты, указанные в задании, т. е. даны ответы на все вопросы письма	In your letter you asked me about... I was pleased to hear that... I was glad to hear that you...
Conclusion Конец письма	Автор упоминает о дальнейших контактах	Please write to me soon, and tell me all your news. If you want to know anything else, just drop me a line. That's all my news for now...Write back soon. Please give my regards to your... And write and tell me all your plans for... I would really like to see you. Why don't you come and visit me. Do write back soon.
Ending Завершающая фраза письма	Эта фраза зависит от степени близости автора и адресата, после нее всегда ставится запятая	Best wishes, All the best, Yours,
Personal Sign Подпись автора	Личные письма подписывают без указания фамилии	Olga Misha

Suggested approach for Part 1 of the Writing test

- 1 Read the whole question carefully.
- 2 Make sure you understand who you are writing to, what questions you need to answer and what you need to ask about.
- 3 Make a brief plan. There should be an address, a date, a salutation, a greeting, a paragraph answering questions, a paragraph with your questions, an ending and a sign off.
- 4 Write your letter.
- 5 Check you have:
 - included an address
 - included a date
 - used the right form of salutation
 - included a greeting
 - reformulated and answered the three questions
 - asked three relevant questions
 - included an ending
 - used the right form to sign off
 - divided the letter into paragraphs
 - used appropriate language for the task
 - kept within the word limit (the address is counted)
- 6 Try not to spend more than 25 minutes on this question if you plan to answer question C2 as well.

РЕКОМЕНДАЦИИ ПО НАПИСАНИЮ СОЧИНЕНИЯ С ЭЛЕМЕНТАМИ РАССУЖДЕНИЯ

ФОРМАТ И ПРАВИЛА НАПИСАНИЯ СОЧИНЕНИЯ «МОЕ МНЕНИЕ»

1. Сочинение «Мое мнение» пишется в нейтральном стиле.
2. В данном типе сочинения требуется выразить свою точку зрения на заданную тему, а также привести противоположные вашей точки зрения других людей и объяснить, почему вы с ними не согласны. Ваше мнение должно быть четко сформулировано и подкреплено примерами или доказательствами.
3. Объем сочинения **200–250 слов** (минимум 180 слов, максимум 275)
4. В сочинении должны активно использоваться конструкции типа “In my opinion”, “I think”, “I believe”
5. Необходимо использовать вводные слова и конструкции типа “On the one hand, on the other hand” ..., слов-связок (Nevertheless, Moreover, Despite...)

Сочинение «Мое мнение» имеет строгую структуру, изменение которой при написании сочинения приведет к снижению балла. Сочинение «Мое мнение» состоит из **5 абзацев**:

- make an introduction (state the problem)
- express your personal opinion and give 2–3 reasons for your opinion
- express an opposing opinion and give 1–2 reasons for this opposing opinion
- explain why you don't agree with the opposing opinion
- make (draw) a conclusion restating your position

ВЫПОЛНЕНИЕ ЗАДАНИЕ 40

- **Прочитайте инструкцию. Проблема, которую вы должны раскрыть, выделена курсивом.**
- **Изучите план сочинения, которого необходимо придерживаться.**
- **Ваша задача - раскрывая последовательно все пункты плана, выразить своё мнение по данной проблеме, написав письменное высказывание-рассуждение «ваше мнение» в соответствии с предложенным планом, в котором необходимо изложить:**
 - 1. своё мнение по заданной проблеме;**
 - 2. аргументировать свою точку зрения, при этом вы можете согласиться с предложенным в задании утверждением или не согласиться с ним - это не влияет на оценку.**

Этапы написания сочинения

Вступление (Introduction)

- **Не переписывайте задание! Перефразируйте проблему, то есть изложите своими словами утверждение, данное в задании.**

Основная часть

- (1 абзац) - высказать своё мнение , приведя 2-3 обоснованных аргумента**
- (2 абзац)- привести противоположную точку зрения и дать 2 аргумента ее сторонников**
- (3 абзац)- не согласиться с высказанной во втором абзаце точкой зрения оппонентов и опровергнуть их поочередно обоснованными контраргументами**

Заключение (Conclusion)

- **ПОДТВЕРДИВ вашу точку зрения сделайте вывод, ещё раз выскажите своё мнение (другими словами), можно отметить, что ваши аргументы представляются вам более весомыми, чем аргументы ваших оппонентов. Обратите внимание на то, что здесь вы должны чётко ПОДТВЕРДИТЬ вашу точку**

Brainstorming



Tourism

VERBS

destroy
widen horizon
spoil
marvel
explore
increase
enjoy
sunbathe
stare
roam
book
wander
travel

ADJECTIVES

distinctive
popular
overpriced
exciting
local
tremendous
enthraling
incredible
magnificent
harmful
luxury
brehtaking
amazing

ADVERBS

especially
incredibly
highly
tremendously
unsurprisingly
amazingly
respectfully
steadily
pleasantly

NOUNS

public transport
hustle and bustle
wildlife
prices
museum
sights
sun/sea/beach/sand
pleasure
Landscape
resort
scenery
diversity
hotel



Opinion Essay

In recent years tourism has gained a great popularity. However, many people think tourism ruins everything it touches.



Brainstorming.

Отбор лексики по выбранной теме

Change into Noun	Change into Verb	Change into Adjective
destroy-	amazing-	marvel -
explore -	surprising-	pleasure-
enjoy -	location -	coast-
travel -	relaxation-	diversity-
distinctive-	selection-	impress-
popular -	entertainment-	spectacle-
exciting -	admiration-	access -
harmful -	prosperity-	danger-
amazing-	accommodation-	adventure-
high	combination-	believe-
vary-	memorable-	forget-
inspire-	choice-	spectacle-
prefer-	isolation-	breath-
numerous-		piece-



Отбор лексики по выбранной теме

Выделить ключевые слова в теме эссе и подобрать к ним синонимы.

In recent years tourism has gained a great popularity. However, many people think tourism ruins everything it touches.



Отбор лексики по выбранной теме

tourism

travelling
trips
travelling industry
travelling abroad

gain

acquire
win
obtain
get

ruin

harm
spoil
threat
destroy

great

significant
essential
considerable
special

popularity

importance
fame
recognition
prevalence

everything

surroundings
natural habitat
life style



Отбор лексики по выбранной теме



Выделить ключевые слова в теме эссе и подобрать синонимы.

In recent years tourism has gained a great popularity. However, many people think tourism ruins everything it touches.

Перефразировать тему сочинения, используя слова-синонимы :

To date travelling has obtained considerable prevalence. Yet, a part of society considers harm that travelling industry does is threatening our life style.

■ Conclusion. Layout.

The conclusion should /can:



- **Summarize both sides and explain what they think.**
- **Explain that the problem is difficult/simple.**
- **Give your mild opinion.**
- **Look to the future.**



Sentences for Conclusion

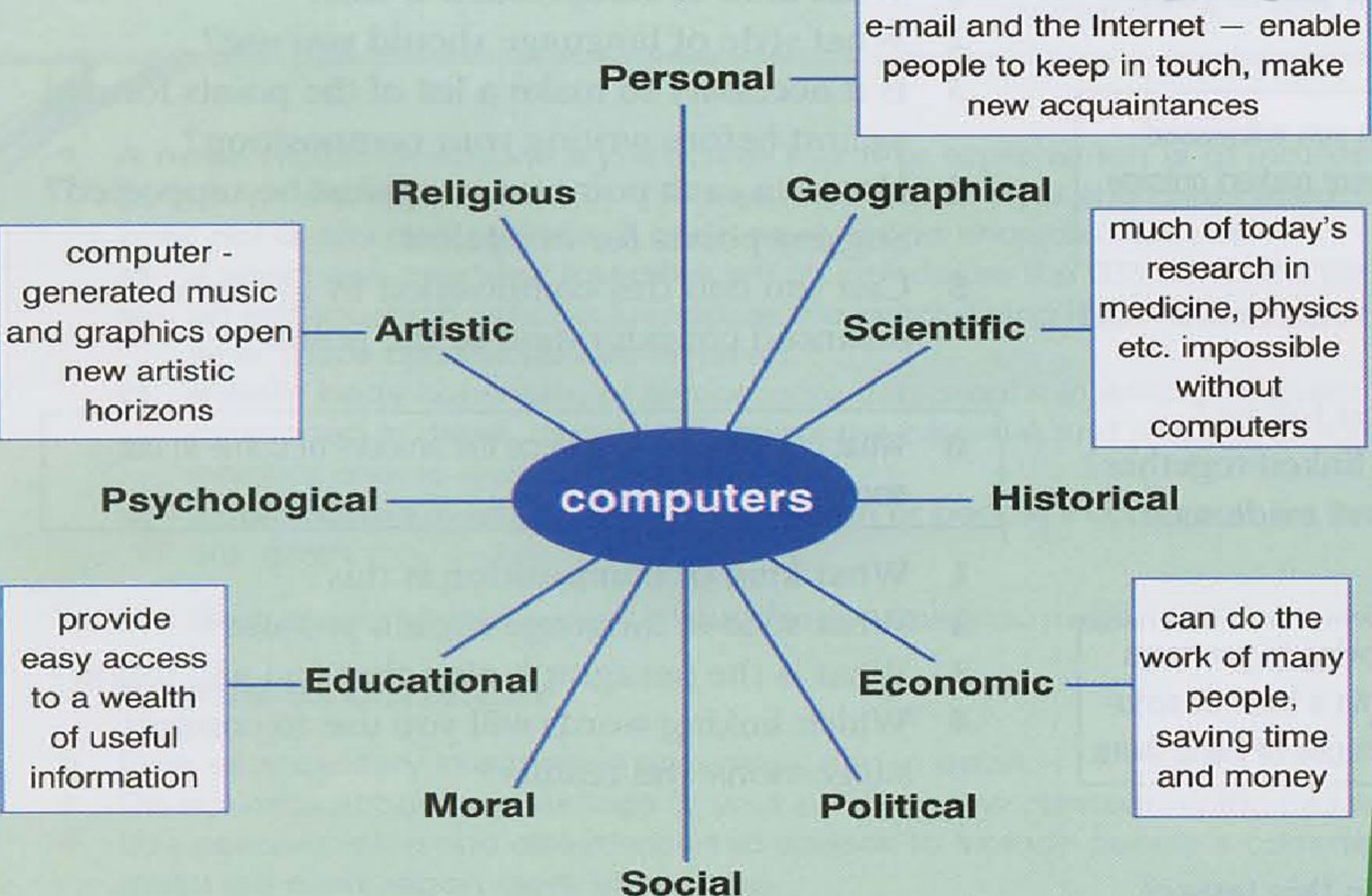


In conclusion, people are strongly divided on the issue of tourism.

While some people have very valid reasons for objecting to tourism, others believe firmly that they alone have the right to decide what to do.

- ***1. Personally, I feel some forms of tourism are necessary , but the society needs to be open for a discussion.***
- ***2. Personally , I believe tourism is absolutely necessary if we are to keep to some moral rules.***
- ***3. There is no doubt , in my opinion , people should be free to make up their own minds about the issue and to exercise their choice as adults.***

Discussion Clock



ВЫПОЛНЕНИЕ ЗАДАНИЕ 40

- **INTRODUCTION**
- In today's world it is important ..., - В современном мире важно ...
- There is a dispute/ discussion /no agreement about..., - Имеет место спор/ обсуждение о /нет согласия с ...
- The problem/ issue / phenomenon of...is/appears to be/has always been ...- проблема/вопрос/явление...представляет/представляется/всегда был(а) ..
- Many people believe ... but to my mind - Многие люди считают ..., но на мой взгляд

ВЫПОЛНЕНИЕ ЗАДАНИЕ 40

MAIN PART

- I should like to begin by saying that ...я хотел(а) бы начать с того, что ...
- In my opinion, To my mind, I believe, I suppose, I think, As I see it- На мой взгляд, Я думаю, Как я вижу, это
- There is no doubt...- Нет сомнения...
- To begin with...- Прежде всего, во-первых...
- I'd like to make the point that ...- Я бы хотел отметить, что...
- To prove my point...- Чтобы доказать свою точку зрения....
- There are many instances of ...-Есть много примеров ...
- For example...- Например...
- For that reason...- По этой причине...
- The reason I think so is...-Почему я так думаю...
- One major reason is....- Одной из основных причин является...
- A classic example of this is...-Классическим примером этого является...
- I mean...-я имею в виду...
- As critics point out....- Также критики отмечают

ВЫПОЛНЕНИЕ ЗАДАНИЕ 40

Firstly, Secondly, Finally	Во-первых, Во-вторых, Наконец важно напомнить/добавить/ отметить, что ...
In addition...	в дополнении
Besides	кроме..., кроме того
Moreover	Более того
Furthermore	Более того
also	также
in spite of this	не смотря на это
In fact	В действительности
However/Though	однако, хотя
As a result/ consequently	В результате/ поэтому
As advocates of ... claim/ argue	Как утверждают/спорят сторонники ...
There is no doubt...	Нет сомнения...
I disagree completely with this argument	Я полностью не согласен с этим аргументом

ВЫПОЛНЕНИЕ ЗАДАНИЕ 40

MAIN PART

In my opinion, To my mind, I believe, I suppose, I think, As I see it	На мой взгляд, Я думаю, Как я вижу, это
There is no doubt...	Нет сомнения...
To begin with...	Прежде всего, во-первых...
I'd like to make the point that ...	Я бы хотел отметить, что...
To prove my point...	Чтобы доказать свою точку зрения....
There are many instances of ...	Есть много примеров ...
For example...	Например...
For that reason...	По этой причине...
The reason I think so is...	Почему я так думаю...
One major reason is....	Одной из основных причин является...
A classic example of this is...	Классическим примером этого является...
I mean...	я имею в виду...
As critics point out	Также критики отмечают

ВЫПОЛНЕНИЕ ЗАДАНИЕ 40

MAIN PART

- Many people think that ... - Многие люди думают, что ...
- Firstly, Secondly, Finally...- Во-первых, Во-вторых, Наконец важно напомнить/добавить/ отметить, что ...
- In addition... - в дополнении
- Besides...- кроме..., кроме того
- Moreover...- Более того
- Furthermore.....-Более того
- Also....- также
- in spite of this...- не смотря на это
- In fact....- В действительности
- However/Though....- однако, хотя
- As a result/ consequently.... -В результате/ поэтому
- As advocates of ... claim/ argue...- Как утверждают/спорят сторонники ...
- There is no doubt...- Нет сомнения...
- I disagree completely with this argument....- Я полностью не согласен с этим аргументом

ВЫПОЛНЕНИЕ ЗАДАНИЕ 40

CONCLUSION

- In conclusion...- В заключение...
- To sum up ...- Подводя итог ...
- All things considered I believe that ...- Учитывая все обстоятельства я считаю, что ...
- In conclusion it is important to remind/add/ point out that ...- В заключение важно напомнить/добавить/ отметить, что ...
- I believe, I suppose, I think...- Я думаю ...
- All in all...- В итоге...
- The issue is far from being resolved yet but I think...- Вопрос далеко не решен, но я думаю...
- There is no doubt...- Нет сомнения...
- I can come to the conclusion that ...- Я могу прийти к выводу, что ...
- To conclude, it appears that...- В заключение, представляется, что...
- As a result/ consequently...- В результате/ поэтому...

ВЫПОЛНЕНИЕ ЗАДАНИЕ 40

- **Какие из нижеприведённых слов и выражений вводят сравнение/контраст, результат/вывод, аргумент в поддержку высказанной мысли? Заполните таблицу (в списке есть лишние слова).**
- *What's more, firstly, in spite of, thus, lastly, however, in addition, apart from that, moreover, despite, on the other hand, in contrast to this, as a result, because of that, although, whatever, as, and so, nevertheless, in conclusion, while, even if, and yet, equally, to put it briefly*

ВЫПОЛНЕНИЕ ЗАДАНИЕ 40

Which of them -

Introduces comparison /contrast

Introduces result/conclusion

Introduces supporting argument

On the other hand, (С другой стороны)

Firstly, (во-первых,

What's more, (Более того)

In contrast to this, (В отличие от этого)

Thus, (Таким образом)

In addition, (В дополнении)

despite (несмотря)

Lastly (Наконец)

Apart from that, (Кроме того)

in spite of (несмотря на)

As a result, (В результате)

Moreover, (Более того)

Although (Хотя)

Because of that (Вследствие этого)

Besides, (Кроме)

As (Так как)

Whatever ... (Чтобы ни)

Firstly, (Во-первых)

While (В то время как)

Nevertheless, (Однако)

Even if (Даже если)

In conclusion, (В заключении)

... and yet ... (... и пока ...)

To put it briefly, (Короче говоря)

However (Однако)

ВЫПОЛНЕНИЕ ЗАДАНИЕ 40

Introduce comparison /contrast	Introduce result/conclusion	Introduce supporting argument
On the other hand, (С другой стороны)	Thus, (Таким образом)	Firstly, (во-первых,
In contrast to this, (В отличие от этого)	As a result, (В результате)	What's more, (Более того)
despite (несмотря)	Because of that (Вследствие этого)	In addition, (В дополнении)
in spite of (несмотря на)	As (Так как)	Lastly (Наконец)
Although (Хотя) Nevertheless, (Однако)	Whatever ... (Чтобы ни)	Apart from that, (Кроме того)
While (В то время как)	In conclusion, (В заключении)	Moreover, (Более того)
... and yet ... (... и пока ...) However, (Однако)	Even if (Даже если) To put it briefly, (Короче говоря)	Besides, (Кроме)

You will have to give two or three reasons to support your opinion, so you need to put your points in order. If you're writing notes, you'll probably number the points 1, 2, 3, etc. If you're writing in full sentences, a simple sequence is:

First (of all), ... / Firstly, ... / To begin with, ...

Secondly, ...

Another point/thing/argument/(dis)advantage is ...

Finally, ... (*introduces your last point*)

In conclusion, ... (*usually introduces a comment or opinion*)

Write a paragraph in answer to the question 'Is it good to have many friends?' using the phrases above and the ideas below.

Your ideas:

Agree, because

- can have fun
- share a hobby
- help/support you

First of all, ...

Flying gets you to your destination quickly. (positive point)

Flying is the safest form of transport. (positive point)

Look at the ways in which a **second** piece of information can be introduced. The phrases below are used to introduce a second idea on the same subject when both ideas are positive.

Flying gets you to your destination quickly ...

It is **also** the safest form of transport.

In addition (to this/that), it's (also) the safest form of transport.

What's more, it is the safest form of transport.

Moreover, it is the safest form of transport.

The same constructions can also be used to link two ideas which are negative in meaning.

Traffic in cities pollutes the atmosphere (negative point); **moreover**, it can cause damage to people's health. (negative point)

There are other ways of linking similar ideas together.

Flying gets you to your destination quickly ...

As well as this, it is the safest form of transport.

Apart from getting you to your destination quickly, flying is the safest form of transport.

Apart from the fact that flying gets you to your destination quickly, it is the safest form of transport.

As well as getting you to your destination quickly, flying is the safest form of transport.

Besides getting you to your destination quickly, flying is the safest form of transport.

- 1 **I think** my parents **should** ... (opinion/suggestion)
- 2 **The reason why** a lot of teenagers do not like school **is that** .. (reason)
- 3 **In my view/opinion**, fast food is ... (opinion)
- 4 **It would be a good idea if** all teenagers ... (+ past tense) (opinion/suggestion)
- 5 Money is **one reason why** ... (reason)
- 6 **If you ask me**, St Petersburg **is** ... (opinion)
- 7 **I doubt whether** many of my friends ... (opinion)
- 8 **It seems to me that** Russian music ... (opinion)
- 9 **My first/second/next reason is that** (reason)
- 10 **What I like about** where I live **is that** ... (reason)
- 11 **One way of** learning new words **is to** ... (suggestion)

Look at a possible way of extending the sentence below.

It would be a good idea if all teenagers learned to cook.

Why? What would be a possible result of this?

Read the following ways of extending your ideas.

In this way, they could help their parents more.

That would mean they were more independent at home.

As a result (of this), they would have a valuable skill and an interesting hobby.

If this happened, teenagers would be far less likely to have unhealthy diets.

By doing this, they could appreciate how difficult it is to prepare good-quality meals.

Because of this, the standard of cooking would improve.

Look at some ways of stating a fact or idea which is not yours.

However, some people say/believe that dreams are a way of sorting out the events of the day.

There is a different point of view that ...

There are people who (may) think that ...

It is said/believed that our weather is changing.

It can/could be argued that ...

Some people would say/argue that ...

A different opinion holds that ...

An argument against this is that ...

however

A lot of people find winter a depressing season (-)
however, for me it's a good time because I love cold
frosty weather (+).

Igor thought he was going to get a new smartphone
However, he was wrong (-). His parents gave him
a bike (+).

although

A lot of tigers are killed every year (main piece
of information), **although** they are protected by law.

Although it was raining hard, Nina went out for
a walk (main piece of information).

Section A Writing introductions and conclusions

The work in this unit gives you practice in

- writing introductions and conclusions
- writing notes and extending them into an essay
- using an appropriate style
- checking your work (punctuation, mechanics, grammar and vocabulary)

Introduction and conclusion

The introduction and conclusion show that you have understood the question and answered it fully. The introduction should make a general remark about the topic, rephrase the question and make the reader want to continue reading. It may give the writer's opinion, but this can also be given in the following paragraph. The conclusion should restate your opinion and summarise your arguments as well as showing why the opposing opinion is wrong.

Tip: **Introducing the topic**

Read the essay question and identify the topic, e.g. for 'How well do schools prepare students for their future?' the topic is 'education' so you start your introduction with a general statement about education. Useful phrases to start with: *Nowadays, ... Today, ... Generally, ... In many places... It is a well-known fact that ... There is no doubt that ... There is a trend that ... It is obvious that ...*

***Nowadays**, education is very important in preparing young people for the future.*

***Generally**, the state of a country can be judged by how effective its school system is.*

***It is a well-known fact that** a good education gives you the best possible start in life.*

Tip: Paraphrasing the task

In your essay, you should restate the essay question in your own words, that is, paraphrase it. Remember: you will lose marks if you copy the whole question or too many words from the task.

You can use the following paraphrasing techniques:

- replace a word with a close synonym, e.g. *difficult* (work) → *hard* (work)
- replace a word with a phrase or a phrase with a word, e.g. *to decide* → *to make a decision*; *to relax* → *to take it easy*
- use different forms of the same word. This means moving between nouns, verbs, adjectives and adverbs. Sometimes this produces constructions with prepositions or other phrasal vocabulary ► **see Unit 8, Exercise A5**, e.g. *by accident* (noun) → *accidentally* (adv)
- replace a word or a phrase with a phrasal verb, e.g. *tolerate* → *put up with* ► **see Unit 9, Exercise A7**
- restructure your sentence, e.g. *Parents should let teenagers make their own decisions.* → *Teenagers should be allowed to take decisions by themselves* (active voice, passive voice)
- replace a word with its definition, e.g. *to escape* → *to get free from something or to avoid something*

You can use Cambridge dictionaries to find definitions or synonyms, and Cambridge Dictionaries Online (www.dictionary.cambridge.org) will help you find words with a similar meaning in a thesaurus (that is, a type of dictionary in which words with similar meanings are arranged in groups), e.g. *a soap opera* - *a serial*

Tip: Giving your opinion

The last sentence in the introduction may give your opinion on the topic. You can either support or oppose the argument. Choose the position which is easiest to argue for and defend. Look back at Unit 11 Exercise A7 for language to give an opinion.

Tip: Guidelines for writing the conclusion

- use a phrase at the beginning to tell the reader this is the end (*In conclusion, To conclude, To sum up, In summary*)
- restate your opinion and summarise the main points, including the opposing opinion
- relate back to the original question

Tip: Basic punctuation rules

Full stops (.), question marks (?) and exclamation marks (!) finish sentences.

*Teenagers should help their parents more around the house.
Why is this a good idea? Because a lot of teenagers are
simply lazy!*

Commas (,) separate clauses and phrases.

*When I am a parent, I would like my children to help with the housework.
In my opinion, teenagers could help their parents more.*

Commas also divide things into lists.

They could do the shopping, take the dog for a walk, wash up, and many other things.

Semi-colons (;) can divide complicated things lists.

Imagine the perfect teenager. She gets up at six o'clock to walk the dog; she makes breakfast for her parent washes up afterwards; she carries her little sister's l school.

Apostrophes (') are used in contractions and possessives.

It isn't fair for teenagers to behave like that.

Many teenagers' attitudes are wrong.

Colons (:) introduce an explanation or more details.

Teenagers need to do some useful tasks: housework, looking after younger children, etc.

Brackets (()) and **dashes (-)** give extra information.

My sister (who is 15) does nothing around the house.

My brother does nothing around the house - and he

Punctuate the sentences.

- 1 In my opinion smoking should be banned
- 2 If you ask me smoking in public places is a disgrace
- 3 I wonder why people start smoking
- 4 Believe it or not attitudes to smoking are changing really
- 5 There are many adjectives to describe smoking unhealthy dirty unpleasant inconsiderate
- 6 I dont know whether its possible to ban smoking its really difficult
- 7 Unfortunately smoking is cool or at least people think so
- 8 I think that smoking which is expensive think how much a packet of cigarettes costs as well as unhealthy is a serious problem in todays society

Когда вы закончите писать сочинение, обязательно проверьте свою работу по следующей схеме:

- Объем моего сочинения не меньше 180 и не больше 275 слов.
- Во вступлении к моему сочинению четко поставлена проблема (указаны две точки зрения на проблему).
- Во втором абзаце моя точка зрения ясна и определена; использовано достаточное количество примеров и аргументов, подтверждающих ее.
- В каждом абзаце присутствуют и правильно используются разнообразные средства логической связи.
- В третьем абзаце четко сформулирована противоположная точка зрения и подкреплена аргументами.
- В четвертом абзаце выражено несогласие с аргументами из третьего абзаца и четко объяснено почему.
- Пятый абзац: заключение начинается с вводной обобщающей фразы, обозначается наличие двух противоположных точек зрения и еще раз подтверждается мое мнение на проблему, поставленную во вступлении.
- Правильно использованы грамматические конструкции, времена глаголов, связь между подлежащим и сказуемым не нарушена, правильно использованы предлоги и артикли.
- Выбрана верная лексика, отсутствуют конструкции, характерные для неформального стиля.
- Орфография и пунктуация (точки в конце предложений, запятые между однородными членами предложения, после слов-связок и вступительных конструкций) верны.

Suggested approach for Part 2 of the Writing test

- 1 Give yourself about five minutes' planning time.
- 2 Make sure you understand the task (What is the topic? What is the problem?).
- 3 Make a decision about your opinion.
- 4 Write down some ideas.
- 5 Think of reasons and examples to support your points.
- 6 Begin, paying attention to the introduction.
- 7 Write your ideas in paragraphs. Remember to think carefully about how you link one idea to the next.
- 8 Make sure your conclusion ties everything together.
- 9 Make sure you do not exceed the word limit of 250 words. Your essay can be a little bit longer than that, but if it has more than 275 words, the part above 250 words won't be assessed. If your essay is shorter than 180 words it will not be assessed and you will get 0.
- 10 Give yourself five minutes to check through your work for accuracy.
- 11 Try not to spend more than 55 minutes on this task.

ПРИНЯТЫЕ СОКРАЩЕНИЯ ПРИ ПРОВЕРКЕ СОЧИНЕНИЙ

Gr (grammar) – грамматические ошибки

Lex (lexis, vocabulary) – лексические ошибки

Coh (cohesion) – ошибки в использовании средств логической связи или местоимений

Log (logic) – отсутствие логики в повествовании

Sp (spelling) – ошибки в правописании

P (punctuation) – ошибки в пунктуации

WO (word order) – ошибки в порядке слов в предложении