

FORMAL WRITING: ORGANISATION

Organising ideas and structuring paragraphs



In the CAE part 1 you are required to write a formal essay about a topic.

Your essay must:

- Introduce the topic in an interesting way. (INTRODUCTION)
- Evaluate **two areas** related to the topic. (TWO MIDDLE PARAGRAPHS)
- Come to a conclusion about which area is the most important giving reasons to support your argument. (CONCLUSION)

CAE PART 1: ESSAY

- 1 You have listened to a radio discussion programme about how to motivate children to do regular exercise. You have made the notes below:

Ways of motivating children to do regular exercise:

- parental example
- government funding
- school

Some opinions expressed in the discussion:

"If children don't see their parents do exercise, they don't think it's important."

"If sports facilities were cheaper, more people would use them."

"Sport in schools is too competitive. It should be fun for everyone."

Write an essay for your tutor discussing **two** of the ways in your notes. You should **explain which way is more effective** in motivating children to do regular exercise and **provide reasons** to support your opinion.

What is the problem you are being asked to help solve?

- Childhood obesity
- Children not interested in sports

What is the question you have to answer in the essay?

- Which way is more effective? Parental example, government funding or school.

TASK ANALYSIS

- 1 You have listened to a radio discussion programme about how to motivate children to do regular exercise. You have made the notes below:

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Write an essay for your tutor discussing **two** of the ways in your notes. You should **explain which way is more effective** in motivating children to do regular exercise and **provide reasons** to support your opinion.

- ▶ Identify the problem and explain it in your introduction.
- ▶ Look at these three introductions, which one is inappropriate?
 1. In this day and age a worrying percentage of children are showing signs of obesity. The past few years have seen a steep decline in the number of school-aged children taking part in team sports or getting regular exercise. What is the most effective way to tackle this problem and encourage children to be more active?
 2. In this essay I am going to talk about the problem of children not getting enough exercise. I will start by talking about parental influence and then I will discuss the role schools can play.
 3. Hardly a week goes by without another article on the topic of childhood obesity appearing in the media. This is clearly a growing issue which must be addressed urgently. There are a number of ways in which this problem could be tackled.

Work with a partner, underline impressive language in the examples.

INTRODUCTION

1. In this day and age a worrying percentage of children are showing signs of obesity. The past few years have seen a steep decline in the number of school-aged children taking part in team sports or getting regular exercise. What is the most effective way to tackle this problem and encourage children to be more active?
2. Hardly a week goes by without another article on the topic of childhood obesity appearing in the media. This is clearly a growing issue which must be addressed urgently. There are a number of ways in which this problem could be tackled.

INTRODUCTION

Talk to your partner:

1. Do you think parental example has an effect on children doing sport or exercise?
2. Why? (Think of 2/3 reasons)

Paragraph 2 _____ (main idea)

- ▶ _____ (supporting idea)
- ▶ _____ (supporting idea)
- ▶ _____ (supporting idea/contrast)

PARAGRAPH PLAN



- ▶ Paragraph 2 - Parental example very important (main idea)
 - ▶ Parents role-models for children (supporting idea)
 - ▶ Parents take children to sports classes/camps (supporting idea)
 - ▶ Children copy bad habits too (supporting idea/contrast)

In the exam you will have 45 minutes to write your essay, it is very important that you spend the first 10 minutes thinking about the topic and planning your paragraphs.

PARAGRAPH PLAN

- ▶ A topic sentence is the first sentence of a paragraph that **announces the topic** of the paragraph. The rest of the paragraph is made up of **ideas that support** the topic sentence.
- ▶ Topic sentences should refer to the question you have to answer in the essay.
- ▶ What do you think of these topic sentences?
 1. Parental example clearly plays a crucial role in whether or not children take up sports.
 2. ~~Now I am going to discuss the importance of parental influence.~~ ← **Waste of words, too personal.**
 3. ~~In my opinion, parental example is the most important factor when it comes to encouraging children to do exercise.~~ ← **Don't express opinion yet!**
 4. It goes without saying that parental influence has an impact on a child's decision to play sports or lead an active lifestyle.

TOPIC SENTENCES

Second Paragraph

- clearly/undoubtedly has an impact on...
- It is common knowledge that... plays a crucial role in...
- It is undoubtedly the case that...
- There is little doubt that...
- ... is widely believed to contribute to...
- It is generally considered that...
- Recent research suggests that...
- Studies have shown that... has an impact/influence on...
- Few people would contest/dispute the fact that...

Third Paragraph

- Another factor to consider is...
- On the other hand/In contrast...
- It is often claimed that...
- All the evidence suggests that...

LANGUAGE FOR TOPIC SENTENCES



Now we have our topic sentence:

- ▶ It goes without saying that parental influence has an impact on a child's decision to play sports or lead an active lifestyle.
 - ▶ Parents role-models for children (supporting idea)
 - ▶ Parents take children to sports classes/camps (supporting idea)
 - ▶ Children copy bad habits too (supporting idea/contrast)

PARAGRAPH PLAN

Language for introducing supporting ideas:

- ▶ For example,
- ▶ For instance,
- ▶ An obvious example of this is...
- ▶ A clear example of this is...
- ▶ This is illustrated by...
- ▶ As a case in point...

SUPPORTING IDEAS



- ▶ **Topic sentence** – It goes without saying that...
- ▶ **Example/supporting idea** - This is illustrated by...
- ▶ **2nd example/supporting idea** - In addition / furthermore / moreover...
- ▶ **Contrasting argument** – Nevertheless, / Despite this, / Having said that, / That being said,

PARAGRAPH TEMPLATE

- ▶ **It goes without saying that** parental influence has an impact on a child's decision to play sports or lead an active lifestyle. **A clear example of this is** the fact that parents set an example with their own actions, sporty adults are more likely to have sporty children. **In addition,** such parents tend to sign their children up for local sports teams and take them to training. **That being said,** bad habits can also be passed on to the younger generation, children are unlikely to take an interest in sports without parental encouragement.

EXAMPLE

► Work with a partner to plan and write the third paragraph of the essay.

Hardly a week goes by without another article on the topic of childhood obesity appearing in the media. This is clearly a growing issue which must be addressed urgently. There are a number of ways in which this problem could be tackled.

It goes without saying that parental influence has an impact on a child's decision to play sports or lead an active lifestyle. A clear example of this is the fact that parents set an example with their own actions, sporty adults are more likely to have sporty children. In addition, such parents tend to sign their children up for local sports teams and take them to training. This being said, bad habits can also be passed on to the younger generation, children are unlikely to take an interest in sports without parental encouragement.

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YOUR TURN

*In your conclusion you **must** say which way is most effective.*

Language for conclusions:

- ▶ In light of the above, / Taking all this into consideration/account,...
- ▶ As far as I am concerned, / in my opinion, / as I see it, etc.
- ▶ ... is the most effective way to... due to the fact that...

OR

- ▶ In light of the above, / Taking all this into consideration/account,...
- ▶ Despite the fact that... undoubtedly plays a role in... I firmly believe that... is more effective due to the fact that...

CONCLUSION