

Exercise Four

Summary Writing

Total marks: 16

You should write a 100-word summary. Total marks: 16

A passage will be given, on which you are required to write a summary. **Identify the main, relevant points and write them in your own words in an organized manner.**

- **Read the question properly.**

What exactly do you have to write a summary on. In the question, they could specify one or more detail. So, you need to write the summary on just those details. Leave out the rest.

- **Read the passage.**

As you go, underline the points that you need to include in your summary, that are relevant and important to the question.

- **Write the summary.**

You have got all your points, now you need to collate and organise it into one write-up using your own words.

- **Write a one-line introduction** that tells the examiner what you're writing a summary on. Keep it short.

- **Start organising the points.** You could do it chronologically, advantage-disadvantage format or problem-solution format- whatever works for the task at hand.

- **Use connectives**, lots of them, to organise your points and add a sense of continuity. Some examples are: Firstly/Secondly/Thirdly, In Addition/Also/Furthermore, Consequently/As a result, Thus/Hence etc.

- **Use your own words.** Use synonyms of word in the passage, if possible. In the example above, the phrase '*invented ways to find food and water*' can be changed to '*came up with a system to obtain food and water*'.

- **You don't have to write a conclusion.**

- **Stick to the word limit.** For the extended paper you have to write at least 100 word but not more than 120 words. **Don't write too much**; scrap unnecessary points not relevant to the question; cut short words.

Exercise 5
An informal email
Total marks 16

Checklist:

Use:

- Appropriate **greeting** and a **friendly opening** (dear John, I know it's been a while)
 - **Adopt a chatty style** (you wouldn't believe it!)
 - **Use idioms and phrasal verbs** (better late than never, I had to put up with)
 - **Informal expressions** (it seriously blew my mind)
 - **Interrogatives** (what would you have done?)
 - **Contractions** (can't/wouldn't/ hadn't)
 - **Simple connectives** (and, next, because, so)
 - **Range of vocabulary**--- Instead of good----captivating)
 - **Variety of sentence structures**
- Appropriate closing** (speak to you soon/ catch you later/ let's meet soon)

Greeting:

we greet the other person (i.e. say "hi" or "hello").

Opening paragraph:

we react to the other person's news and ask them how they are feeling and whatever else you feel is appropriate.

Main paragraph 1:

in this paragraph, we deal with the first which we can identify in the instructions.

Main paragraph 2:

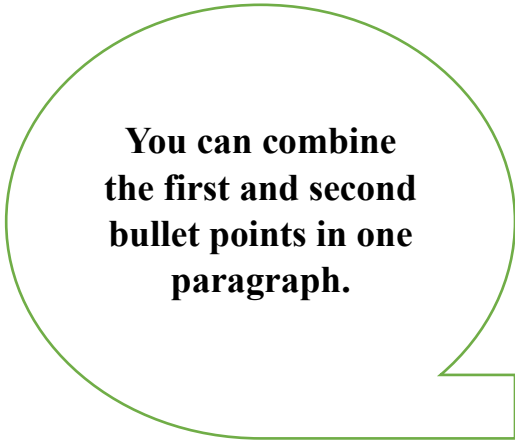
in this paragraph, you discuss the second bullet point.

Main paragraph 3:

in this paragraph, discuss the third bullet point.

Say goodbye by wishing the other person well and asking them to reply to your letter.

Signature: we sign the letter with our name (IT MUST BE A FAKE NAME)



**You can combine
the first and second
bullet points in one
paragraph.**

Model Response

Dear Jake,

How's things? It's definitely been a while! I'm sorry I've been a little on the quiet side – you know how hectic life gets sometimes; I wish I was exaggerating but I presently have a mountain of homework staring at me from the corner of my room. Anyway, I thought I'd reach out to you as something rather shocking happened today in our favourite coffee place; you won't believe it!

Early this morning, I miraculously found myself with 5 minutes to spare so I thought I would nip into Coffee4u. As soon as I stepped foot into the shop, there was some commotion happening. A woman was in floods of tears; I stood frozen for a few seconds. She started waving her purse in the air and she suddenly locked eyes with me. Her money had been stolen. At this point, I was very aware of the time; I was also very aware of being face to face with someone who desperately needed my help. I decided to put school to the back of my mind and I put my hand on the lady's shoulder and told her that I would try my best to help. I called the police immediately and explained the situation to the busy baristas.

The police swiftly arrived and the lady thanked me; I felt a huge wave of happiness come over me. I had finally done something right in my life! What would you have done? I didn't manage to get to school in time but being late really didn't bother me that much. Sometimes we have to put others first even if it means getting another detention for being late (oops!)

Anyway – let's meet up soon! It's been far too long.

Writing/ Exercise six/ 16 marks/150-200 words

You will write a **report, review** or an **article**.

Restaurant review/ Layout: -

1 Introduction:

The main purpose of the introduction to a review is to **explain what the review is about** while capturing your reader's interest. Talk about **the restaurant briefly, its name, location, when it opened, type of food it serves etc.**

2 Second Paragraph/Brief description

You need to describe the restaurant especially its decoration and design. Use good adjectives related to the topic.

3 Third Paragraph/ Opinion

The third paragraph in a review is often the longest. You may decide to combine the second and the third paragraph into one longer paragraph in order to include your opinion of each feature as you describe it.

Explain your experience: **menu, what you have eaten/ordered, music, staff, prices, seating.** You have to describe your experience and give your judgement.

4 Recommendation

Say whether you recommend it or not! Use opinion expressions and recommendations.

Types of restaurants:

- a) Buffet
- b) Fine Dining
- c) Fast food
- d) Seafood
- e) Casual

Checklist:

- a) Choose a restaurant
- b) Focus on the five senses
- c) Entertain the audience
- d) Use convenient vocabulary
(check the clarification paper you have on writing a review.)

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Bahri seafood is a new restaurant that opened its door to customers a month ago downtown. My family and I went along to discover the special taste of the Mediterranean.

The place is spectacular. The walls are painted in blue with stamps of sea species. The seashells are designed to be used as chandeliers. There is a statue of a mermaid at the entrance which is really charming.

The menu was designed wisely but fairly limited. We decided to have tuna salad as a starter which proved to be a good choice. For the main course, we had grilled salmon dishes and fish soup. The salmon was overcooked for me but others thought it was spot on. We had a wonderful cheesecake for the desert.

Considering that it is a fresh restaurant, it was great and everyone enjoyed it. I highly recommend booking a table for your family soon as I believe there will be no vacant tables.

Model Response

Do you think we need another fast-food restaurant in town? Your answer to that question will probably depend on how easily you can already access a fast-food outlet, and how much you enjoy fast food.

However, whether you think you need it or not, a new fast-food venue is here. Last weekend, Burger Delight opened its door. It is open from midday until midnight, seven days a week, and moreover, for the next month, all soft drinks are free of charge. Consequently, my friends and I decided to visit.

Unfortunately, we were disappointed at the inconvenient location on the outskirts of town. The nearest bus stop was considerably further away than we thought. Although the outside of the restaurant was ugly, I was pleasantly surprised by the inside, which was clean with attractive décor. In addition, although it was busy, the staff were friendly and very helpful we asked questions. On the other hand, I was disappointed by the menu because the choice was quite limited and boring. Nevertheless, the quality of the food was excellent and everything we tried was actually delicious. Finally, the prices were mostly very reasonable and as a result nothing seemed overpriced.

To sum up, I doubt if I personally would return to Burger Delight because of its location but if you like guaranteed quality fast food at a reasonable price, then you should visit this new restaurant.

Film Review

Layout: -

1. Add the title of the film and underline it, you may provide the reviewer's name or byline.
2. Begin your film review with **an introduction**. One of the easiest ways of involving or reader hooked to the review is by **asking questions**. For example, "Do you love action-packed films which keep you gripped to your seats?"
3. **State your compelling opinion about the film and it gives your readers a feel for the film and keeps them go on reading.**
4. The body of your film review gives some **background story** you should **mention the lead role and the plot of the film briefly**.
5. The second half of the film review describes the settings of the film.
6. In the next paragraph, includes **settings and scenes**
7. Link your film review with your opinion
8. **Ending paragraph** deals with a general recommendation and reasons for the reader to view the film or reject it.

Format of Film Review

| |
|---------------------------------------------|
| 1st paragraph Introduction |
| 2nd paragraph Plot summary |
| 3rd Paragraph Settings and scenes |
| 4th paragraph Recommendation and reasons |

Report writing

Checklist:

- a) Use formal language
- b) Write a title related to the subject and underline it.
- c) Must have a clear logical structure.
- d) Must give a good impression.
- e) Should include facts.
- f) Stick to the word limit.
- g) **Use subheadings.** The format could be 3 paragraphs or 4 paragraphs.

Report Layout

Title [Related and underlined]

Introduction/overview [Rephrase the question and answer the questions who, when, where and why]

Main Body Paragraph one

Main Body Paragraph one

Title

Introduction

Positives

Problems observed

Conclusion Recommendation

Title

Introduction

Summary of the visit/ problems observed/ Findings

Conclusion

Recommendation

Conclusion and recommendations

Give recommendation based on the drawbacks given

Opinion phrases

I strongly believe that...I vehemently believe that ...

Phrases for recommendations

I would recommend that...Perhaps we could also consider asking...For the reasons, I have mentioned I highly recommend visiting...I am convinced that they...

Article Writing (Check PowerPoint presentation on Blog)

A two-sided article; Total marks: 16

Title (keep it short and effective, underline it)

Paragraph 1: Introduction

1. Start off by saying what the topic is and how important the topic is in today's world. Why it is such a problem? Or is it a problem?
2. An effective introduction should begin with a question that entices the reader's interest. It should tempt them to continue reading.
3. Then you can offer a short overview of the main topic to be discussed.

Paragraph 2: Advantages/'For'

- a) Think of **three pros with reasons and examples**
- b) Begin the first paragraph **with adverbial time phrases** such as now, recently, in the past, ten years ago, and so on. After that, state your main point and substantiate it with evidence.

Paragraph 3: Disadvantages/'Against'

- a) Think of **three pros with reasons and examples**
- b) **When starting** your second paragraph **create a contrast with** a different point of view compared to the first paragraph if the nature of the question is argumentative. Use joining points such as **however, on the other hand, nevertheless, and so on to begin the second paragraph.**

Paragraph 4: Conclusion- Summary and final opinion

- a) You need to sum up your points and give your final opinion.
- b) It should be very short
- c) Use conclusion expressions: *To sum up/Overall/All in all/To conclude/ It can be concluded that/ I believe that/ Thus, I am of the opinion that/In brief*

Checklist:

- Use your own points, words and phrases as far as possible. The more original your content is, the better. Develop on the points given.
- Keep to the word limit 150-200 words. Exceeding a little over 200 is not a problem.
- Always have an introduction and conclusion
- Always organise your points into paragraphs. 3 advantages in one para and 3 disadvantages in another para. (Two-sided) is the ideal format.
- A final opinion has to be given if the article asks about your views.
- Rhetorical questions are useful for the person writing the article

- ▶ **Do you think electric vehicles are safe? Electric cars are becoming more mainstream, and you're likely not alone in wondering whether an electric car is right for you. There are concerns raised about the environment. But does it have the capacity to cater the needs of a common man with average wage? Let us see the advantages and disadvantages of both of these types of vehicles.**
- ▶ **Recently, people are switching to electric vehicles due to many reasons such as cost cutting, environmental factors, the growing scarcity and high rates of fuels, maintenance and so on. Even though e-vehicles cost more compared to conventional gas vehicles they are a long-term investment. There are studies showing the maintenance of an e-vehicle is less compared to a gas vehicle. There is no need for gas, no oil changes, no smog tests, and fewer moving parts to break or wear out. Automotive giants such as Volvo are voicing their commitment to converting to electric car-only production in the very near future; and even luxury electric vehicles like Tesla are offering more affordable options to the consumer, altering public perception of electric cars as something only approachable by the elite.**
- ▶ **However, gas-powered cars remain relevant even as the EV revolution comes in full swing. Automakers can make proclamations about the robust future of EVs as much as they desire, but there are more than 100 years of history behind gas-powered cars. Which not even the biggest auto brands in the world, can just sweep under the rug. Electric cars offer advantages in a handful of ways, but they still have a long way to go to prove to the people that they're better than gas-powered cars. The problem with electric cars, at least compared to their gas-powered counterparts, is that they're less likely to sustain that quickness because of the lack of a transmission to channel that power to higher notches. Gas-powered cars, on the other hand, don't have that problem.**
- ▶ **Personally, speaking I would rather have a hybrid vehicle any day, if you're stuck somewhere without access to electric charging, a traditional mode will come in handy, and once the crisis situation is averted you can switch to charging your vehicle. There are discussions on this happening all over the world. Some people support the revolution and are open to reform, while others are adamant in their ever so convenient way. What are your thoughts on this? Will we achieve 100% electric car usage by 2050.**