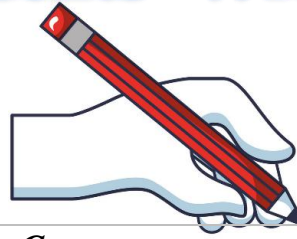


Baccalaureate Students' Writing Guide



1. Linking Words / Transitions 1

| | | |
|---|---|---|
| <p>Addition:</p> <ul style="list-style-type: none"> ✓ In addition, ✓ Moreover, ... ✓ Also, ... ✓ What is more, ... ✓ Besides, ✓ Furthermore, ✓ .. not only ... but also .. | <p>Cause:</p> <ul style="list-style-type: none"> ✓ because ✓ since ✓ as ... ✓ for ✓ because of ✓ due to ✓ thanks to <p style="text-align: right;">} + noun phrase</p> | <p>Effect:</p> <ul style="list-style-type: none"> ➤ Therefore, ➤ As a result, ➤ Consequently, ➤ So, ➤ For this reason, ➤ Because of this / that, .. ➤ Hence, ... |
| <p>Example:</p> <ul style="list-style-type: none"> ▪ For example, ... ▪ For instance, ... ▪ To illustrate, ... ▪ Such as | <p>Contrast:</p> <ul style="list-style-type: none"> ➤ whereas ... ➤ while ➤ Nevertheless, ... ➤ On the contrary, ... ➤ On the one hand ... on the other hand ... ➤ but ... | <p>Conclusion:</p> <ul style="list-style-type: none"> ❖ In brief, ... ❖ To conclude, ... ❖ To sum up, ❖ All in all,... ❖ As a conclusion, ... |

2. Paragraph writing

A. What is a paragraph?

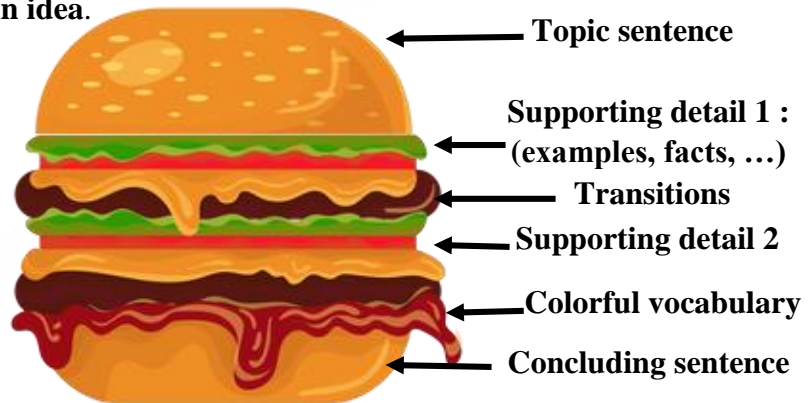
A paragraph is a group of sentences about one main idea.

B. Paragraph Format.

A paragraph is like a juicy hamburger!

C. Paragraph Writing Tips.

- Write your topic sentence.
- Brainstorm supporting ideas.
- Put your supporting ideas in a logical order.
- Think of transitions and linking words.
- Think of a concluding sentence.
- Don't forget to indent your paragraph.
- Use variety of vocabulary and pay attention to mechanics (punctuation, capitalization, spelling, ...)



3. Essay writing

A. WHAT IS AN ESSAY?

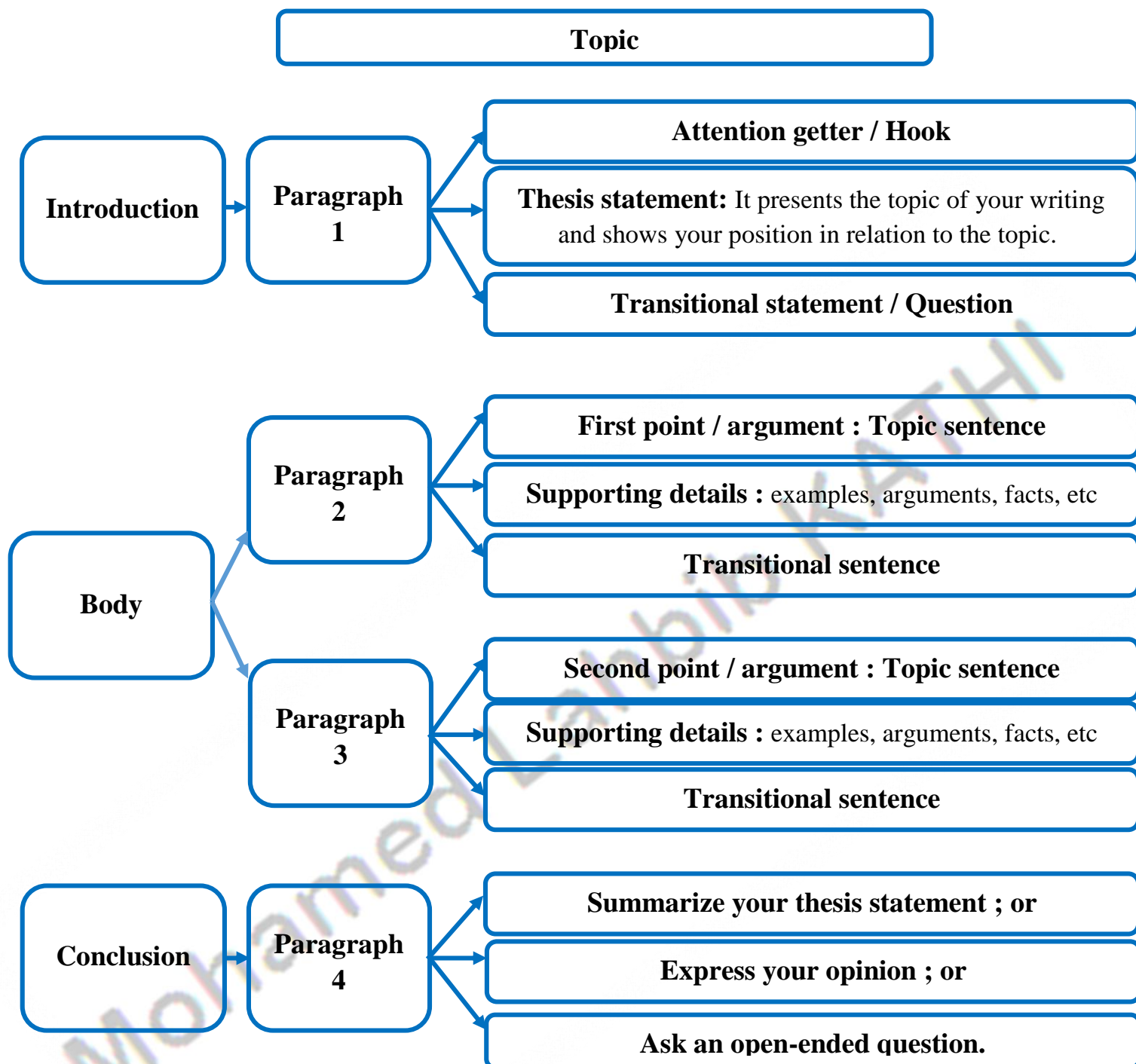
An essay is a group of interesting paragraphs that support a single point.

B. ATTENTION GETTERS / HOOKS

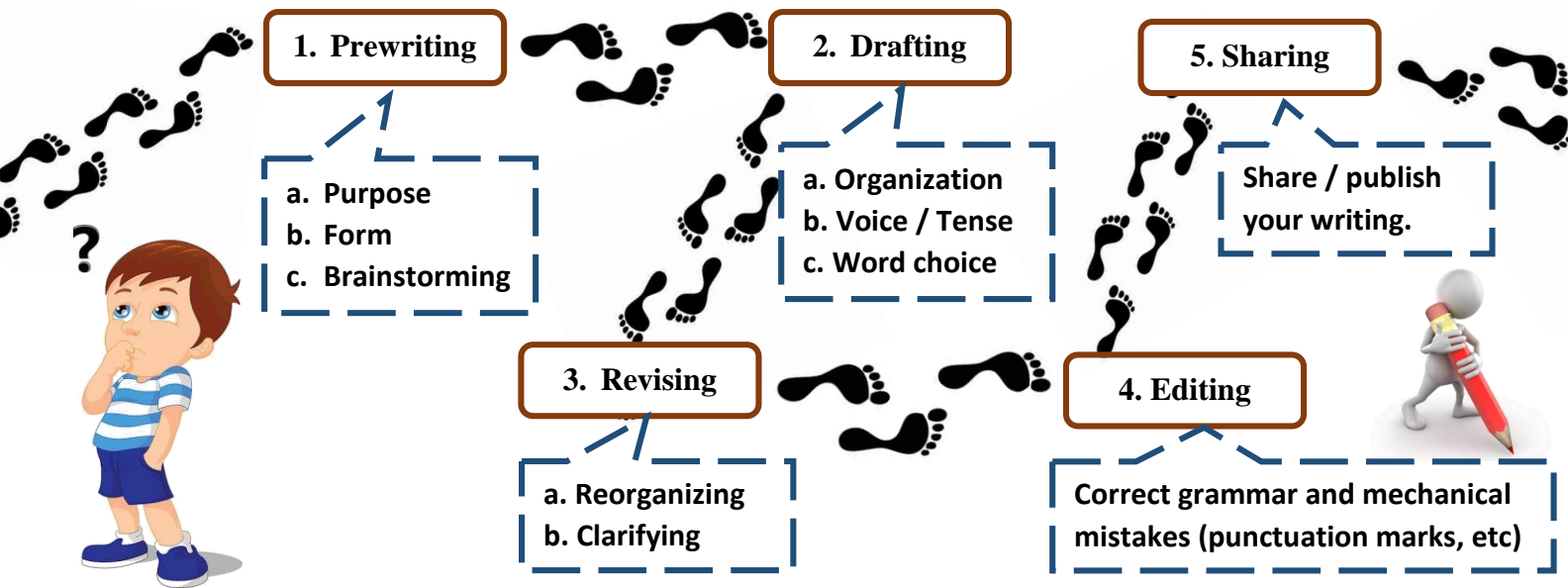
In order to get the reader's attention and interest, good writers use different techniques.

1. **Ask a provocative question** : Do you eat fast food every day?
2. **Use a quotation / saying** : Plato once said “**Love is a serious mental disease.**”
3. **Use an anecdote / a story**: My mom only had one eye. I hated her. She was such an embarrassment.
4. **Use interesting or hard-hitting fact**: Many people around the world are dying from hunger every day.
5. **Present surprising statistics**: Cockroaches can live **for more than a week** without their heads until they die of hunger.

Essay Outline



STEPS AND STAGES OF WRITING PROCESS.



4. Linking Words / Transitions 2

Similarity: also, in the same way, just as, too, likewise, similarly

Contrast: however, in spite of, nevertheless, nonetheless, in contrast, still, yet

Sequence: first, second, third, next, then, finally

Time: after, at last, before, currently, during, earlier, immediately, later, meanwhile, now, recently, simultaneously, subsequently, then

Example: for example, for instance, to illustrate, such as

Emphasis: even, indeed, in fact, of course, truly, more/most importantly

Position: above, below, beyond, here, there, in front, in back, nearby

Cause/Effect: accordingly, consequently, hence, so, therefore, thus

Addition: additionally, also, as well, besides, equally important, further, furthermore, in addition, moreover, not only, but also

Conclusion: finally, briefly, in conclusion, in the end, all in all, on the whole, to conclude, to summarize

5. Cause and effect essay

A cause is something that makes something else happen. To determine the cause in a sentence ask, ask the question: "why did it happen?"

An effect is what happened as a result of the cause. To determine the effect in a sentence, ask the question: "what happened?"

In cause/effect essay, you discuss the causes (reasons) for something and /or its effects (results).

I. Introduction

Introducing the issue and asking questions

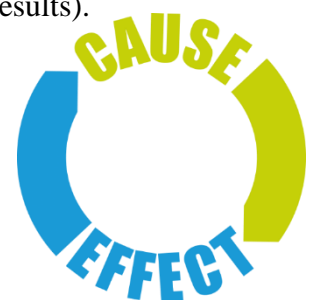
II. Body

- **Paragraph one:** Causes

A. 1st cause.

B. 2nd cause.

C. 3rd cause.



- **Paragraph two:** effects

A. First effect.

B. Second effect.

C. Third effect.

III. Conclusion

State a summary of your point of view.

Cause and Effect essay template:

I. Introduction

..... is a serious matter/issue/phenomenon that.....threatens/affects negatively/positively. It is the outcome of different reasons and of course it has several..... effects too. I am going to shed lights on both causes and consequences of

II. Body

There are several/numerous/plenty of reasons behind(the subject you are discussing). **To begin with**,..... (1st cause)..... **Next**,(2nd cause) **In addition to this**,(3rd cause).....

..... (your subject matter).....leads to different consequences/results/effects. **Firstly**, (1st effect)..... **Secondly**,(2nd effect)..... **Thirdly**, (3rd effect)

III. Conclusion

As I mentioned before, (your subject matter) has many effects on **Hence** there are numbers of measures to be taken urgently. **First**, **Second**, **Finally**,

Linkers and Writing Tips

❖ Transitions:

- Therefore,
- Consequently,
- For this reason,
- As a result,

... All of them **introduce an effect** and they join **two complete sentences**.

- ✓ He was driving and texting. **As a result / Consequently**, he had an accident.

❖ Prepositions:

- Because of ...
- Due to ...
- On account of ...
- Thanks to ...
- As a result of ...

... All of them **introduce a cause** and they're **followed by a noun phrase**.

- ✓ There was a flood **as a result of / due to** excessive rain.

Notice: due to **the fact that** + sentence

6. Argumentative essay:

Teacher: Med Lahbib KATHI

Writing

Class: 2nd Bac

Women and Power

Women's participation in the development process has been recognized not only as an issue of human rights and social justice, but also as a crucial contribution to solve the pressing needs of many excluded segments of our society. Furthermore, evidence shows that women's participation in social development, in policy making, and in the economic decisions generates benefits that affect not only women and their communities, but also society as a whole. Therefore, what are the benefits that our society can draw from women's participation in the process of development?

Commentaire [P1]: Thesis statement: a short statement that summarizes the main point of the essay.

Commentaire [P2]: A linking word that helps us to connect ideas and sentences.

Commentaire [P3]: The question we are trying to answer.

Today, more than ever, women are becoming active participants and full protagonists of the development process thanks to the leadership of his majesty who has made many fundamental democratic changes since the last decade. As a result many competent women have been appointed to be responsible in many leadership positions and are able to express their opinions that can provide us with new standpoints and views which could be exploited for the benefit of our society. For example, women can encourage other women to take part in the political life and to contribute to development. Moreover, women are straight forward and have credibility which is undoubtedly an asset that can help our society. Also, women are able to change the framework of political life, because they have certain knowledge and experience. Simply put, women's participation at the political level is imperative to the development of our country.

Commentaire [P4]: Topic sentence: the main idea of the paragraph.

Commentaire [P5]: Supporting details: examples, facts, explanations, etc that support and develop the topic sentence.

As far as women's participation in the economic level is concerned, our country has benefited from a lot of fruitful achievements that have improved our economy. For instance, they have created their own projects and contribute to the reduction of unemployment thanks to civic associations and microloans allocated by NGOs. So, women can increase the standard of living of their society by investing in many fields.

Commentaire [P6]: Topic sentence

In addition to the aforementioned ideas, women's participation in the process of development has great positive effects at the social level as well. As an illustration, the rate of illiteracy has been decreasing remarkably thanks to the literacy programs; and it is known that educated women can provide better nutrition and education to their children in comparison to the illiterate ones. Besides, women are capable of improving the culture of our society.

Commentaire [P7]: Topic sentence

On the whole, it may be said that our society can really draw many benefits from women's participation in the process of development that is why women should be given a certain importance in society.

Commentaire [P8]: Conclusion



7. Descriptive essay (describing an object, a place or a person)

A descriptive essay is simply an essay that describes something (a place, person, event, object, experience...) or someone by appealing to the reader's senses: sight, sound, touch, smell, and taste. A descriptive essay is generally characterized by the use of adjectives.

7.1 Descriptive essay (describing an object)

It tells how something looks, feels, smells, tastes, and/or sounds.

7.2 Descriptive essay (describing a place)

It tells how something looks, feels, smells, tastes, and/or sounds

7. Descriptive essay (describing a person)

When **describing a person**, you should speak about the **physical appearance** of that person and of his/her **personality**.

- what does s/he look like? (physically)
- How does s/he dress?
- What's s/he like? (personality)
- What attracts you to that person? What do you like most about him or her?

8. An Argumentative Informal Letter

Your address without name

Date

Hi Mike,

I was so pleased to get your letter and I'm sorry I didn't respond sooner as I've been busy these days. **As** I noticed that you're not really interested in watching comedy films, I seize the opportunity to elaborate on the value of comedy as a need in our life showing how important it is for us and what are its main benefits.

"Comedy helps us to understand what it means to live". Said Eric Fail. If we state that comedy is an indispensable tool that enlightens our life and make it better, **so** everyone should make it an integral part of our days, **but** the question is: why humor is so necessary for the humanity?

Let's take comedy films as **an example** that illustrates humor startlingly. **Most people can't help laughing while seeing a comedy films or a TV sitcom**. Maybe you think that there is no need to waste time on this activity, **but** you should know that it brings with it unbelievable benefits. **First of all**, humor is a magic way to overcome stress. Instead of going for a long vacation, consuming alcohol, smoking, or things which are injurious to health, you can sit and watch a funny movie which makes you laugh and helps you to forget the pain and miseries of life. If you look at comedy with a more insightful eye you'll figure out that people who are fun loving generally are witty, energetic, creative and positive. They are always feeling light, joyful and at peace with themselves.

On the contrary, people who remove humor from their life seem to be unhappy and gloomy, and lead an unbearable life. So why don't they laugh more? Why don't they look for ways to have fun? Is it so difficult to laugh? I don't think so, especially when we know that laughter enables us to lower our blood pressure, benefits a person's hearts since it increases the blood flow to it. It also stimulates the brain.

On the whole, it feels good to laugh, and even if you are not in the mood, laughing always **seems to shake off your troubles**.

Lots of love,

Jane

9. For and Against essay

A "for and against" essay is a formal piece of writing in which a topic is considered from opposing points of view. You should present both sides in a fair way by discussing them objectively and in equal detail. A good essay of this type should consist of:

I. An Introduction

In which you clearly state the topic to be discussed, without giving your opinion.

II. Body: In which the points for and against with your justifications, examples or reasons are presented in separate paragraphs.

- **Paragraph one:**

A. Argument for.

B. Argument for

C. Argument for.

- **Paragraph two**

D. Argument against.

E. Argument against.

F. Argument against.

III. Conclusion

State your opinion or give a balanced consideration of the topic.

For and Against essay template:

Introduction (state the topic to be discussed, without giving your opinion.)

Nowadays the issue of(name the subject matter you want to discuss)..... is a controversial topic, because some people strongly believe that (state their opinion. Don't rush into details now)..... **Yet**, a lot of people don't think so.

- **Body**

1. **Paragraph 1** (Arguments for the subject)

There are several reasons why a school of thought believes that (name the subject and the arguments for the subject) **To begin with**,(The 1st reason) **Secondly**, (The 2nd reason) **Also**,(The 3rd reason)(note here, you can use as much as you can of reasons).

2. **Paragraph 2** (Arguments against the subject)

On the other hand, there are people who don't stand on the same ground for this matter. They think so because of different arguments. First of all,(The 1st reason)..... **Moreover**,(The 2nd reason)..... **In addition to this**, (The 3rd reason) (note here, you can use as much as you can of reasons too).

- **Conclusion (Stating your point of view)**

To sum up / in my opinion / as I see it / I think / I believe that the issue of..... is of a paramount importance because of (state some of the reasons you provided before in another way)

10. Report

When you are asked to write a report you will usually be given a report brief which provides you with the needed information. The report brief may outline the purpose, audience, issue etc.

A report must at least contain these elements:

1. Place of the event.

3. Number of the attendees.

5. Your evaluation/opinion

2. Time of the event.

4. What happened.



A report template:

Last.....(write the date)..... I attended / there was a.....(name the activity)..... It took place in(country, city, place)..... The(event).... was about (topic)..... Several people attended it, approximately(number of the attendees)..... were present. The activity continued for (say for example: 4 hours, half a day, 2 days, 1 week etc.) There were different activities during the event, such as(say what happened throughout the event).....
Finally I (give your opinion/evaluation of the event).....



11. Book/Film review

Imagine you have seen a movie or you have read a book which you really liked and you loved that much to the extent you want to tell everyone about it. What will you tell them about the film/the book you have watched/read?

You will tell them:

1. The title of the film/book.
2. The name of the writer / producer.
3. Genre of film / book.
4. Date of publication (book) or production (film).
5. Director and actors (film).
6. Characters (book).
7. Duration (film).
8. The story of the film / book
9. Your evaluation / opinion.



A film review template:

(Title of the film)..... is one of the films that attracted my attention. It was produced by..... (name of producer)..... in (date of production)..... It is a(genre e.g. an action / detective / story / drama / humour / thriller / scientific fiction / comedy / adventure / western etc.) film. The castings are the famous(names of actors).....

During (1h30 / 2 hours / 45 minutes etc.)(Name of the film)..... evolves around (give a brief summary of the film).....

To sum up, I really(you opinion/evaluation)..... because it (justify your opinion)

A book review template:

.....(Title of the book)..... is one of the books that attracted my attention. It was written by..... (name of writer)..... in (date of publication)..... It is a (genre e.g. an action / detective / story / drama / humour / thriller / sci-fi / comedy / adventure etc.) book. The major characters of the book are(names of characters)

(Name of the book)..... evolves around (give a brief summary of the book).....

To sum up, I really(you opinion/evaluation)..... because it (justify your opinion)

12. Comparison and Contrast

Compare: showing the similarities **Contrast:** showing the differences

➤ Topic Sentence Patterns:

- ♣ There are several differences / similarities between A and B.
- ♣ A and B are different / similar in many ways.
- ♣ A comparison between A and B reveals some surprising similarities/differences.

➤ **Two Methods of Organizing:**

♣ **The Block Method**

- Describe the similarities in one paragraph.
- Describe the differences in a different paragraph.

♣ **The Point by Point Method**

- Describe the similarities and differences about each point together in separate paragraphs.

13. *Advantages and disadvantages essay*

It has the same structure as the Cause/Effect essay. You write this type of essay when you are asked to assess whether the benefits of something outweigh the drawbacks.

I. Introduction

Explanation of the issue

II. Body

- **Paragraph one:** Advantages

A. 1st advantage.

B. 2nd advantage.

C. 3rd advantage

.Paragraph two: Disadvantages

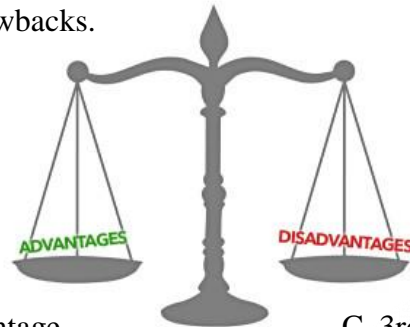
D. First disadvantage.

E. Second disadvantage.

F. Third disadvantage.

III. Conclusion

State a summary of your point of view.



Advantages and disadvantages essay template:

I. Introduction

..... is a great invention that has numerous advantages. **Yet**, there are many disadvantages too. **So**, what are the positive and negative sides of(the subject you are discussing)

II. Body

There is no doubt that (the subject you are discussing) has many advantages. **To begin with**,(1st advantage)..... **Next**, (2nd advantage) **In addition to this**,(3rd advantage).....

On the other hand, it has disadvantages too. **Firstly**,(1st disadvantages) **Secondly**, (2nd disadvantages) **Thirdly**,(3rd disadvantages).....

III. Conclusion

As mentioned before,(your subject matter)..... has many disadvantages on **Hence** there are numbers of measures to be taken urgently. **First**,.....**Second**,.....**Finally**,.....

14. Personal / Informal letter

A personal letter (also called informal) is a letter that you write to someone like your friend or your sibling etc. **The layout must be respected.**

Parts of a Friendly Letter

| | | |
|---|--|---|
| | October 25, 2011 | < Heading: Date you write the letter. |
| Greeting: > This usually begins with Dear _____. The blank is for the name of the person you are writing. After you write the person's name you put a comma (,). | Dear Friend, | |
| | How are you doing? I am learning how to write a friendly letter. | < Body: This is where you write the message. Always indent the first line. |
| | Your friend, | < Closing: Put a comma after. <small>A way to say goodbye.</small> |
| | Ollie | < Signature: Sign your name. |

1 of 13
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15. Formal letter

A formal letter is a letter that you write to someone whom you look up to, it can be the headmaster of your school , your teacher , a manager etc. **The layout must be respected**

FORMAL LETTER

FROM AN INDIVIDUAL TO AN ORGANIZATION (recipient's name is known)

Sender ← Name (in full)
Blk123 Bangkit Rd
#01-01
Singapore 010101

Date ← 31 July 2009

Recipient ← Name (in full, including Mr, Ms etc., eg. Mr Lee Ah Beng)
Title
Org name
Org address

Greeting ← Dear Mr Lee

Subject ← Subject (underlined, no full-stop)

.....
.....
.....
.....

..... (Signing off)

Complimentary close ← Yours sincerely

Signature ← *Mu*



Useful expressions:

Apologizin

I am sorry that...
I'm very sorry about...

Please forgive me for...
I'd like to apologize for...

Please accept my sincere
apologies. (very formal)

Asking for Help

I'd be grateful if you could...
Could you please...

I would appreciate it if you
could...

I was wondering if you could
help me.(informal)

Asking for Information

I am writing to enquire about...
I am writing to find out about...

What I am looking for is...
I would like to know about/if..

Closing

I look forward to seeing you.
I look forward to meeting you.

I look forward to hearing from you.



Complaining / expressing dissatisfaction

I'm writing to express my dissatisfaction with...
I'm writing to express my annoyance with...

I am not happy about...
...was very disappointing.

Conveying regards

Please give my best regards to your family.
Please pass on my best wishes to your wife and

children.
Please give my regards to your parents.

Expressing satisfaction

I was delighted to hear that...
I was very happy to learn that...

I was thrilled to find out that...
I was glad when

Expressing concern / sympathy

I was sorry to hear about... (your accident/ illness)

I am writing to express my concern about...

Giving bad news

I regret to inform you that...(semi-formal)
I am sorry to tell you that...(informal)

I regret to advise you that...(formal)
I am afraid I have some bad news.(informal)

Giving good news

I am pleased to inform you that...(semi-formal)
I am delighted to tell you that...(informal)

I am happy to advise you that...(formal)
I thought you might like to know that...

Giving reasons

This is because...
This is because of...
This is due to... (formal)

This is as a result of...(formal)
This is owing to...(formal)

Making suggestions

Would it be a good idea to...

Perhaps it would be a good idea to...

Thanking



Thanks.
Thank you.
Thank you very much.
Thank you kindly.

I can't thank you enough.
No words can express my gratitude.
I am extremely grateful for...
I very much appreciate your

16. Email writing:

Example greetings:

- Dear + name; Hi + name; Hi; Hello + name; Hello; To whom this may concern

Example opening sentences:

- Following our recent telephone conversation, I'm attaching.....
- Please find attached the documents you requested
- In regard to
- Further to
- As we agreed at our meeting
- In response/reply to



Example closing sentences:

- I look forward to hearing from you
- Please don't hesitate to contact me
- Thanking you in advance
- I await receipt of ...

Finish with:

- Sincerely,
- Best Regards/Regards
- Best wishes

Cancel New Message Send

To: j.black@central-school.co.uk

Subject: English courses

Dear Ms Black,

I am writing in response to the advertisement I saw for your English school in 'World Teens Today' magazine. I am interested in doing one of your courses and I would be grateful if you could provide some further information.

Firstly, it says in the advertisement that the courses are two weeks long. Would it be possible to do a three-week course? I would also like to know how much your courses cost exactly.

Secondly, your advert mentions accommodation with host families. Could you tell me if I would be staying on my own with the host family or if there would be other students staying there as well?

Finally, I have a question about the social programme. Would you mind sending me more details about this? I am very keen on sport and I would like to know if there are any sports activities included in the social programme.

I look forward to hearing from you.

Yours sincerely,

Lili Song