

Task 2 Paragraph structure

- 1 For each Task 2 question below, put the sentences that follow in the most logical order to create a paragraph.

1 *Ambition is a negative attribute of a person's character. Do you agree or disagree with this statement?*

- a This is because, even when they realize an ambition, they are still not satisfied.
- b It is certainly true that ambitious people do not always create happiness for themselves or others.
- c If we look at the businessman who wants to earn a six-figure salary, we see that in most cases, when he reaches this position, he will still want more power or an even higher salary.

2 *Particular cultures are under threat nowadays due to the fact that we are living in a global village. What do you think can be done to protect a society's traditional values and culture?*

- a Nor does it mean that they will fail to respect and value other people's cultures.
- b One way to protect traditional values and customs is simply to teach people to value their own culture.
- c On the contrary, it will give them the confidence to operate in our global village without feeling that their own identity is under threat.
- d This does not mean that they have to resist the current movement towards greater international trade.

3 *Emails are the most valuable tool for communication in the twenty-first century. To what extent do you agree or disagree?*

- a They can exchange ideas and discuss things more often as they are working, and the result may be a better end product.
- b This allows people to work together on the same project even if they are on opposite sides of the world.
- c Emails have certainly had far-reaching effects on people's ability to communicate.
- d It is now possible for people to correspond cheaply and at length from anywhere as long as they have a connection.

- 2 Match each of the paragraphs above 1–3 with the correct structure below a–c.

- a general statement – reason why this statement is true – example
- b general statement – reason why this statement is true – effect – second effect
- c statement of what should happen – statement that a negative result will not occur – statement that a second negative result will not occur – positive result



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- 3 Read the following two essay questions. For each question, choose one of the paragraph structures in 2 on page 81 and write a paragraph which could form part of an answer, following the structure you have chosen.

Money does not make happiness. To what extent do you agree or disagree?

It is better to reform criminals instead of just punishing them. What measures could be taken to attempt to integrate law-breakers back into society?

Relevant and irrelevant information

- 4 The three paragraphs below relate to the Task 1 questions in 1 on page 81. In each paragraph, there are several options. Choose the options which are most relevant to the question.

Text 1

- 1 Another reason why ambition is not always good is that ambitious people may use unfair or dishonest means of reaching their goal. For example, they may
- a work so hard that they neglect their families.
 - b take the credit for work that they have not done.
- 2 In some cases, they may damage the careers of people who they see as rivals, perhaps by
- a making false accusations about them to their employers.
 - b stealing their money and possessions.
- 3 In the most extreme cases, they may turn to serious crime. provides a clear example of this.
- a Shakespeare's story of Macbeth
 - b The story of Sinbad the sailor

Text 2

- 4 One way to ensure that people value their traditional culture is to focus on language. With the global dominance of English, some minority languages such as may feel under threat.
- a Welsh or Estonian
 - b Chinese or Arabic
- 5 If people are made familiar with the history and literature of their own language, then
- a they will be more able to talk to older people about it.
 - b they will appreciate their own culture more.
- 6 This could be done by arranging arts festivals or writing competitions. For example, in the UK
- a there are many prizes which novelists and poets can win.
 - b there is an annual festival to celebrate the best of Welsh writing and culture.



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Text 3

- 7 However, the effects of the Internet on communication are not all positive. Emails can be written and replied to very quickly which means that
- people often do not consider carefully what they have written.
 - people can check their inbox two or three times a day.
- 8 Another problem is that people simply send and receive too many emails. The result of this is that they spend time dealing with this constant stream of messages instead of doing their real work.
- Children, for example, love to contact their friends frequently by email.
 - An office worker, for example, may receive twenty or thirty emails a day.

5 Read the Task 2 question. Then answer questions a–c below.

The current interest in famous people's private lives has negative effects both for those people and for society as a whole. Newspapers should not be allowed to publish details of people's private lives unless it is clearly in the public interest.

To what extent do you agree or disagree?

- Think of a famous person who has been in the news recently for something unconnected with his/her job. What were the effects of this?
- How relevant is your example to the question. If possible, compare your example with a partner. Which is the most relevant to the question?
- Write a general statement–example paragraph, using the example you have chosen.

Task 2 revision

6 Read the Task 2 techniques in the questionnaire. Decide how often you do these things.

Task 2 techniques questionnaire

Tick the appropriate box.

	Always	Sometimes	Never
I match the organization of my essay to the question.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I use the paragraph structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I divide my essay into paragraphs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I use organizing words to help develop my sentences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I use a range of linking phrases – <i>like, because, for example</i> – to trigger my ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I write a short introduction which paraphrases the question.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know that I must write at least 250 words.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I leave myself time to check my answer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I develop functions like <i>advantages, disadvantages, solutions, measures, causes</i> by using <i>reasons, examples, results, effects</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can state my opinion clearly and contradict other opinions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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7 Which phrases can you use as **trigger words** for each of the following **functions**? Make your own list.

- a Example: *For example*,
- b Reason: *because*
- c Effect: *As a result*,
- d Additional information: *Moreover*,
- e Hypothesis: *If*
- f Contrast: *but*
- g Concession: *Although*
- h Conclusion: *And so*

8 Some functions are related so that one suggests the other. Complete the list below with related functions. Are the combinations fixed or can you combine them in any way?

- a Problem and
- b Measures and
- c Cause and
- d Reason and
- e Example and
- f Effect and
- g Additional information and
- h Condition/Hypothesis and
- i Concession and



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9 Read the Task 2 question below, then use the **trigger words** to develop sentences a-f with your own ideas.

Too much emphasis is put on earning money rather than looking for a good quality of life. To what extent do you agree with this idea?

- a Money is not as important as friends, because
- b For many people, keeping fit and healthy is the main factor which is necessary for a good quality of life. However,
- c If one is content with life, then
- d What is involved in achieving a good quality of life depends on many factors rather than just one. For example,
- e Happiness and contentment are more important than the pursuit of freedom. The latter aim
- f Many people living in poor housing conditions are still happy. So the idea that

10 Write your own paragraph about the importance of family in maintaining a good quality of life. Write about 60–80 words.