

Міністерство освіти і науки України  
Державний університет «Житомирська політехніка»

О. А. Черниш  
С. С. Кухарьонук  
Т. М. Вергун

# Keep Calm and Write CREATIVELY



*Навчальний посібник*

Житомир 2024

УДК 811.111:81'24(07)

Ч-49

*Рекомендовано до друку Вченою радою Державного університету «Житомирська політехніка»*

*(протокол №12 від 28 жовтня 2024 р.)*

**Рецензенти:**

*Кузьменко О.* – к.ф.н., доц., доцент кафедри міжкультурної комунікації та іншомовної освіти Житомирського державного університету імені Івана Франка  
*Кубрак С.* – завідувач кафедри іноземних мов Поліського національного університету, к.п.н., доц.

*Могельницька Л.* – завідувач кафедри теоретичної та прикладної лінгвістики Державного університету «Житомирська політехніка», к.ф.н., доц.

**Черниш О. А.**

Ч-49 Keep Calm and Write CREATIVELY: навчальний посібник / О.А. Черниш, С.С. Кухарьонук, Т.М. Вергун. – Електронні дані. – Житомир: Державний університет «Житомирська політехніка», 2024. 144 с.

ISBN 978-966-683-659-8

Навчальний посібник “Keep Calm and Write CREATIVELY” містить матеріал, необхідний для проведення практичних занять та організації самостійної роботи студентів. Запропонований матеріал дасть змогу здобувачам вищої освіти в повному обсязі засвоїти зміст курсу та поглибити свої знання з навчальної дисципліни «Креативне письмо»; розвинути навички писемного мовлення та сприяти формуванню творчого мислення за допомогою креативних завдань. Навчальний посібник рекомендований для здобувачів освіти спеціальності 014 «Середня освіта» за спеціалізацією 014.021 «Англійська мова і література».

УДК 811.111:81'24(07)

Навчальне видання

**ЧЕРНИШ Оксана Андріївна**  
**КУХАРЬОНОК Світлана Степанівна**  
**ВЕРГУН Тетяна Михайлівна**

**Keep Calm and Write CREATIVELY**

Навчальний посібник

Електронне видання

Комп'ютерний дизайн та верстка: Черниш О.А., Кухарьонук С.С., Вергун Т.М.

Державний університет «Житомирська політехніка»

Вул. Чуднівська, 103, м. Житомир, 10005

© Черниш О.А., Кухарьонук С.С., Вергун Т.М., 2024

ISBN 978-966-683-659-8

## FOREWORD

Welcome to "**Keep Calm and Write CREATIVELY**"! This course book is your guide to the world of creative writing, where every word matters, and every idea can be the start of a remarkable journey in developing your academic writing skills.



Creative writing is more than just stringing sentences together. It's a way to express yourself, a tool to explore new worlds, and a means to share your thoughts and emotions with others. In this course book, we offer you a range of tools, tips, and techniques to help you unlock your creative potential. Moreover, the course book provides a lot of practical exercises to advance your writing skills and tailor your author's style.

Each chapter of this course book is designed to inspire, motivate, and support you on your path to writing mastery. We will discuss the importance of staying calm and confident, even when faced with writer's block or self-doubt.

You will learn how to find ideas, develop characters, craft engaging plots, and, most importantly, enjoy the writing process. Our advice suits beginners and experienced writers looking to hone their skills.

Let this course book be your faithful companion in the world of creativity. Remember: the most important thing is to keep calm and keep writing. Creativity is a journey; we are thrilled to be part of yours.

With best regards,  
the authors

## CONTENTS

<b>UNIT 1. WRITING DESCRIPTIVE PASSAGES .....</b>	<b>5</b>
<b>1.1 DESCRIBING PEOPLE .....</b>	<b>5</b>
<b>1.2 DESCRIBING PLACES .....</b>	<b>14</b>
<b>1.3 DESCRIBING EVENTS .....</b>	<b>23</b>
<b>1.4 DESCRIBING FEELINGS AND EMOTIONS .....</b>	<b>31</b>
<b>UNIT 2. SOCIAL NETWORKS. WRITING BLOGS .....</b>	<b>42</b>
<b>UNIT 3. WRITING ESSAYS .....</b>	<b>54</b>
<b>UNIT 4. WRITING EMAILS .....</b>	<b>80</b>
<b>UNIT 5. DESCRIBING TRENDS .....</b>	<b>104</b>
 <b>STUDENT GUIDE .....</b>	 <b>119</b>
<b>ADJECTIVE ORDER IN ENGLISH .....</b>	<b>119</b>
<b>PUNCTUATION IN ENGLISH .....</b>	<b>129</b>
<b>WRITING ASSESSMENT CRITERIA .....</b>	<b>133</b>
<b>REVISION TEST .....</b>	<b>135</b>
<b>REFERENCES .....</b>	<b>142</b>

## UNIT 1. WRITING DESCRIPTIVE PASSAGES

A *descriptive passage* is a focused and detail-rich account of a specific topic.

*Writing descriptive passages* refers to the process of creating written content that describes a person, place, object, or event in vivid detail. Descriptive writing aims to enable the reader to form a mental image of what is being described, using sensory information, vivid language, and figurative expressions. Effective descriptive passages engage the reader's feelings and emotions by using words to paint a clear and expressive picture. Descriptive writing can be found in various forms, including literature, travel notes, creative essays, and more, and it helps the reader better understand the topic and feel connected to the subject matter.

### 1.1 DESCRIBING PEOPLE

*Describing people* is the use of words and language to create a verbal picture or provide information about a person's appearance, personality, characteristics, behavior, and other distinguishing features. It involves the use of descriptive language to convey a clear and vivid image of a person to the reader or listener, allowing them to form a mental image and gain insight into the person being described. Describing people is a common practice in various forms of communication, such as storytelling, writing, journalism, and everyday conversation, and often serves to create a more complete and authentic portrait of the individual.



## ***Structure for Describing People***

***A descriptive composition about a person should consist of:***

### ***Introduction***

#### ***Paragraph 1***

*Name of the person, time or place you met/ saw him/her, how you heard about him/her.*

### ***Main body***

#### ***Paragraph 2***

*Appearance: height/build, age, facial features, hair, clothes (moving from the most general aspects to more specific details).*

#### ***Paragraph 3***

*Personality characteristics and justifications. If you want to mention negative qualities, use mild language (tends to be, seems to be, is rather, etc.)*

*Using a variety of adjectives will make your description more interesting  
e. g. well-behaved, good-natured, gorgeous, etc.*

#### ***Paragraph 4***

*Hobbies, interests, any other activities.*

### ***Conclusion***

#### ***Final paragraph***

*Comments & feelings about the person.*

## ***TIPS FOR DESCRIBING PEOPLE***



### **Introduction**

- ✓ Start with a brief introduction to the person you're describing. Mention their name, age, and any other relevant information. You can also provide the context in which you met or know the person.

### **Physical Appearance**

- ✓ Begin by describing the person's physical attributes. This can include their height, build (slim, athletic, etc.), hair color and style, eye color, and any distinctive features like tattoos, piercings, or scars.
- ✓ Mention their clothing style and any accessories they are wearing.

### **Personality Traits**

- ✓ Share information about the person's personality. Are they outgoing, introverted, friendly, shy, etc.?
- ✓ Mention their character traits, such as kindness, humor, ambition, or determination.

### **Behavior and Mannerisms**

- ✓ Describe how the person behaves. Do they have any particular habits or mannerisms that stand out?
- ✓ Explain how they interact with others, whether they are polite, reserved, or assertive.

### **Background and History**

- ✓ Provide some background information, such as where they come from, their cultural or ethnic background, and their educational or professional history.

### **Interests and Hobbies**

- ✓ Discuss the person's interests and hobbies, as they can reveal a lot about their character and passions.

### **Personal Stories**

- ✓ If applicable, share any personal stories that illustrate the person's character, actions, or impact on others.

### **Conclusion**

- ✓ Summarize the main points and leave the reader with a lasting impression of the person.

## ***USEFUL PHRASES FOR DESCRIBING PEOPLE***

### **Physical Appearance**

*General Description: Begin with an overall description.*

He/She is...

He/She has...

He/She appears to be...

He/She looks...

*Height and Build:*

He/She is of average/short/tall height.

He/She has a slim/athletic/slender build.

*Hair:*

He/She has .....(adjective) hair .....(color, length, style).

His/Her hair is .....(color) and ..... (length).

She/He wears her/his hair.....

*Face:*

He/She has a .....(shape) face.

His/Her face is adorned with .....(facial features).

His/Her eyes are ..... (color).

*Clothing:*

He/She is dressed in .....(clothing description).

His/Her style is ..... (adjective), wearing .....(clothing items).

He/She often wears .....(specific style).

### **Personality Traits**

*General Traits: Describe their character.*

As for her/his personality, .....

He/She is .....(adjective) and .....(adjective).

His/Her personality is characterized by ..... (traits).

He/She possesses a .....(trait) nature.

*Positive Traits: Describe their positive qualities.*

He/She is .....(positive trait) and .....(positive trait).

His/Her ..... (trait) makes others feel .....(emotion).

He/She radiates positivity and .....(positive trait).

*Negative Traits: Describe their less favorable qualities (if necessary).*

At times, he/she can be .....(negative trait).

His/Her ..... (negative trait) can be challenging.

He/She has areas for improvement like .....(negative trait).

He/She tends to be .....

I hope you don't take this the wrong way, but I think .....

### **Behaviour and Mannerisms**

*General Behavior: Describe how they behave.*



He/She typically .....(verb).  
In social situations, he/she .....(behavior).

*Speech and Communication: Describe their manner of speech.*

He/She speaks with a ..... (adjective) tone.  
His/Her words are often .....(adjective).  
When communicating, he/she .....(speech style).

*Body Language: Mention their physical expressions.*

He/She tends to .....(body language).  
His/Her gestures are .....(adjective).  
In certain situations, he/she .....

## **Emotions and Expressions**

*Positive Expressions: Describe their positive emotions.*

He/She often appears .....(positive emotion).  
His/Her .....(positive emotion) is evident.  
His/Her face lights up when .....  
His/Her face is ..... (emotion) when .....  
In everyday scenarios, he/she .....

*Negative Expressions: Describe their negative emotions (if necessary).*

He/She can seem ..... (negative emotion) during..... (circumstances).  
When ..... (negative situation), he/she ..... (reaction).  
His/Her .....(emotion) becomes apparent when .....

## **Interests and Hobbies**

He/She has a great passion for.....  
One of his/her favorite pastimes is.....  
He/She finds joy in.....  
In his/her free time, he/she enjoys.....  
He/She is an avid fan of.....

## **Conclusion**

In conclusion, .....(person's name) is an extraordinary individual who possesses a unique blend of qualities.

To sum it up, .....(person's name) is truly one of a kind.

In summary,..... (person's name) is a remarkable human being who leaves a lasting impression on everyone they meet.

In a nutshell, .....(person's name) is an exceptional individual in every sense of the word.

Overall,..... (person's name) is an outstanding person who enriches the lives of those around them.

To wrap it up, .....(person's name) stands out as an extraordinary individual.

In brief,..... (person's name) is an exceptional example of a ..... (positive quality) person.

In short, .....(person's name) is a remarkable human being whose .....(notable trait) shines brightly.

All in all, .....(person's name) is a testament to the power of ..... and its positive influence on others.

## *Adjectives to Describe People*

**Overall appearance:** beautiful, gorgeous, good-looking, pretty, attractive, handsome, plain-looking, repulsive, unsightly.

**Face:** round, oval, square, triangle, long, freckled, rosy, puffy.

**Eyes:** round, almond-shaped, deep/close/wide set.

**Eyebrows:** shaggy, thin, plucked, arched, soft arch, high arch, thick.

**Eyelashes:** long, short, straight, curled, false.

**Nose:** pointed, sharp, straight, humped, snub, aquiline, turned up.

**Cheeks:** hollow, chubby.

**Mouth:** firm, big, full-lipped, small, lopsided, toothless.

**Hair:** blonde, brunette, dark, light, curly, straight, redhead, smooth, silky.

**Stature:** tall, short, skinny, chubby, thin, slim, plump, overweight, curvy, muscular, neat, lean, petite.

**Shoulders:** broad, delicate, sloping.

**Legs:** shapely, thick, feminine, scrawny, sinewy, athletic, long, sleek, crooked.

**Arms:** beefy, powerful, muscular, skinny.

**Style of dress:** formal, casual, well-dressed, stylish, trendy, elegant, sophisticated, neat, vintage, practical, unfashionable, frumpy.

### **Character:**

**Positive adjectives:** calm, clever, easy-going, broad-minded, enthusiastic, intelligent, efficient, creative, nice, dependable, hardworking, ambitious, friendly, polite, outgoing, thoughtful, well-mannered, witty, sociable, determined, goal-oriented, resourceful, modest, laid-back, wise, reliable, responsible, tolerant.

**Negative adjectives:** nasty, aggressive, cynical, overcritical, bad-tempered, dishonest, intolerant, irresponsible, possessive, cruel, rude, unpleasant, silly, boring, hot-headed, hot-tempered, arrogant, self-absorbed, selfish, moody.

## *DESCRIBING PEOPLE EXAMPLES*

### **Example 1. Describing a Friend**

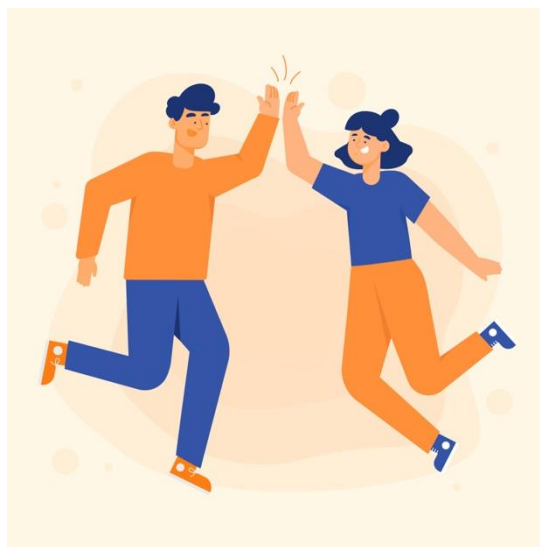
I would like to introduce you to my dear friend, Sarah. She is a remarkable individual, and her vibrant personality truly shines through in all that she does.

Sarah is of average height with a slender build. Her emerald, green eyes stand out against her fair complexion, and her long, chestnut hair cascades down her back. She has a warm, inviting smile that can instantly brighten anyone's day.

One of Sarah's most endearing qualities is her kindness. She goes out of her way to help others and always has a listening ear. She's an incredibly positive and optimistic person, and her enthusiasm is contagious. Sarah is also quite adventurous and loves exploring new places and trying new experiences.

In her free time, Sarah enjoys reading books, and she's an avid fan of classic literature. She also has a passion for hiking and spends weekends exploring the great outdoors. Her love for animals is evident as she volunteers to care for abandoned pets at a local animal shelter.

In a nutshell, Sarah is not just a friend, she's a true treasure. Her combination of inner and outer beauty, caring nature, and thirst for life make her someone I'm lucky to have in my life.



## Example 2. Describing a Family Member

Let me introduce you to my elder sister, Emily. She has been a source of inspiration and support throughout my life, and her character is truly exceptional.

Emily has a graceful presence at an average height. Her expressive hazel eyes mirror her emotions, and her neatly styled auburn hair frames her face beautifully. She has a charming smile that can put anyone at ease.

As for her personality, Emily is the epitome of kindness and empathy. My sister has an unwavering compassion for others and dedicates her time to various charitable causes. She is also an eternal optimist, finding the silver lining in every situation. Her patience is remarkable, especially when it comes to helping and mentoring others.

In her free time, Emily enjoys painting. Her artistic talent shines through her creations, and she often participates in local art exhibitions. She's also an avid reader and loves discussing literature. Emily's love for nature makes her spend weekends hiking in the wilderness.

To wrap up, Emily is not just a sister, she's a role model. Her inner and outer beauty, her caring nature, and her dedication to making the world a better place are qualities that I deeply admire.



## Example 3. Describing a Colleague



I'd like you to meet my colleague, John. He's an invaluable member of our team, and his contributions have greatly impacted our work environment.

John is a tall and well-built individual with a commanding presence. His sharp blue eyes radiate confidence, and his neatly groomed brown hair adds to his professional appearance. He's always dressed impeccably in a business suit.

John is a true leader in the workplace. He's organized, focused, and possesses excellent problem-solving skills. He's known for his reliability and is often the go-to person for advice and assistance. Despite his serious behaviour at work, he has a great sense of humour and is known for lightening up the office with his jokes.

Outside of work, John is an enthusiastic golfer. He spends weekends on the golf course, where he finds relaxation and unwinds. He's also an art lover, regularly attending classical music concerts and art exhibitions.

All in all, John is more than a colleague, he's a mentor and a friend. His dedication to his work, combined with his passion for leisure activities, make him a well-rounded and admirable individual.

## ***DESCRIBING PEOPLE SAMPLES***

### ***Task 1. Fill in the gaps using the appropriate phrases.***

#### **Sample 1. Describing a Family Member**

Let me introduce you to my cousin, Alex. \_\_\_\_\_ has been an integral part of my life, and his remarkable qualities make him truly exceptional.

Alex has a distinct charm and \_\_\_\_\_. \_\_\_\_\_ eyes are windows to his soul, revealing his emotions with every gaze. His \_\_\_\_\_ (hair color), always impeccably styled, enhances his overall appearance. A warm, \_\_\_\_\_ smile is one of Alex's trademarks, creating an inviting atmosphere wherever he goes.

In terms of personality, Alex is a beacon of \_\_\_\_\_ (positive character trait). He demonstrates unparalleled \_\_\_\_\_ and dedicates his time to various \_\_\_\_\_ (activities). An eternal optimist, Alex finds joy in every situation, and his patience is a virtue, especially when guiding and supporting others.

During his leisure time, Alex is passionate about \_\_\_\_\_ (hobby or activity). His \_\_\_\_\_ (talent or interest) shines through his creations, and he often participates in \_\_\_\_\_. An avid reader, Alex enjoys \_\_\_\_\_, and weekends are often spent engaging in \_\_\_\_\_ (a particular outdoor activity).

To sum it up, Alex is more than just a cousin, \_\_\_\_\_ serves as a source of inspiration. I deeply admire \_\_\_\_\_, the compassionate nature, and the commitment to creating a positive influence.

#### **Sample 2. Describing a Friend**

Let me introduce you to my close friend, \_\_\_\_\_. \_\_\_\_\_ has been an integral part of my life, and our bond is truly remarkable.

\_\_\_\_\_ has a \_\_\_\_\_ that reflects \_\_\_\_\_ vibrant personality. Standing at \_\_\_\_\_, \_\_\_\_\_ possesses a \_\_\_\_\_ (build) frame. \_\_\_\_\_ (color) hair, meticulously styled, adds to \_\_\_\_\_ distinctive appearance.

In terms of personality, \_\_\_\_\_ is \_\_\_\_\_ and \_\_\_\_\_. \_\_\_\_\_ radiates \_\_\_\_\_, always putting others at ease with \_\_\_\_\_ smile. \_\_\_\_\_ compassion and \_\_\_\_\_ nature make \_\_\_\_\_ an exceptional friend.

Outside of our shared adventures, \_\_\_\_\_ has a passion for \_\_\_\_\_ (activity). \_\_\_\_\_ talent shines through \_\_\_\_\_ creations, and \_\_\_\_\_ often engages in \_\_\_\_\_. In \_\_\_\_\_ free time, \_\_\_\_\_ enjoys \_\_\_\_\_ (hobby), which reflects \_\_\_\_\_ spirit.

In a nutshell, \_\_\_\_\_ is more than just a friend, \_\_\_\_\_ is a \_\_\_\_\_. \_\_\_\_\_ inner and outer beauty, \_\_\_\_\_ nature, and \_\_\_\_\_ are qualities that I deeply admire. In our shared journey, \_\_\_\_\_ continues to be \_\_\_\_\_, and our friendship is a testament to the \_\_\_\_\_ experiences we've embraced together.

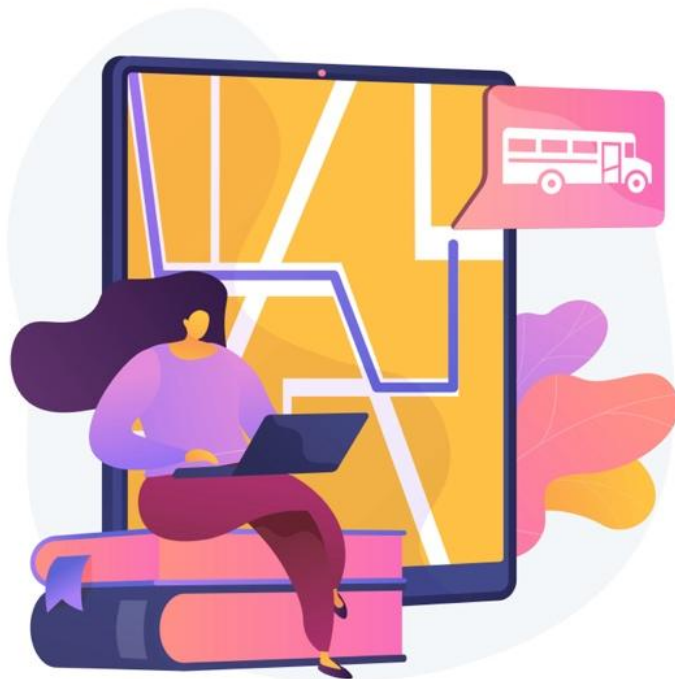
## ***POOLS (CREATIVE TASKS)***

***Task 2. Use the provided structure, tips, and useful phrases to describe people and write creative descriptions.***

- 1. Character Profile.** Describe a fictional character you've created. Provide details about their appearance, personality, and background.
- 2. Friend Portrait.** Imagine you are an artist capturing the essence of your friend on canvas. Your task is to create a vivid and detailed portrait using words instead of paints. Provide a comprehensive description of your friend's physical appearance, personality traits, and unique qualities that make them special to you. Make sure to use a variety of descriptive adjectives to paint a vivid picture of your friend in the reader's mind.
- 3. Historical Figure.** Choose a historical figure you admire and describe them as if you were meeting them in person. Include details about their appearance, character, and accomplishments.
- 4. My Next-Door Neighbour.** Think about your neighbour who lives next door or near your home. Describe this neighbour in detail. Include information about their appearance, personality, interests, and interactions with you. Share what kind of relationship you have with your neighbour and any memorable experiences you've had together.
- 5. Describing a Celebrity.** Choose a celebrity from the world of entertainment, sports, or any other field you admire or are interested in. Provide a comprehensive description of this celebrity. Include details about their appearance, personality, background, career, achievements, and any unique qualities or characteristics that set them apart. Explain why you find this celebrity inspiring or captivating and how they have influenced you or their audience.
- 6. Dream Travel Companion.** Imagine you have the opportunity to embark on an exciting adventure worldwide, and you can bring along your dream travel companion. In a well-structured description, describe this dream travel companion. Include details about their appearance, personality, interests, and why you believe they would make the perfect companion for your journey.
- 7. Family Portrait.** Create a description of your family members as if you were an artist painting a family portrait. Include characteristics, hobbies, and roles within the family.
- 8. The Stranger.** Write a description of a person you see in a public place. Include their appearance, body language, and what you imagine their life story to be.
- 9. Life Coach Character.** Create a life coach character who specializes in helping people overcome challenges. Describe their appearance, coaching methods, and clients' success stories.
- 10. Local Hero.** Write a profile of someone in your local community who has made a significant impact. Describe their contributions, personality, and why they are admired by others.

## 1.2 DESCRIBING PLACES

***Describing places*** is a form of descriptive writing that provides a vivid portrayal of the physical, visual, and sensory characteristics of a particular location. It aims to paint a detailed and vivid picture of a place, allowing the reader to visualize and experience it in their imagination. This type of writing often uses descriptive language, sensory details, and figurative expressions to convey the atmosphere, beauty, and unique features of a place, whether it's a natural landscape, a bustling city, a quiet village, or any other area. Describing places is commonly used in travel writing, storytelling, and various types of literature to transport readers to different locations and immerse them in the surroundings.



## ***Structure for Describing Places***

***A descriptive composition about a place should consist of:***

### ***Introduction***

#### ***Paragraph 1***

*Set the scene. Name and location of the place, reasons for choosing the place.*

### ***Main body***

#### ***Paragraph 2***

*The overall look and particular details. Sights, facilities, free-time activities.*

#### ***Paragraph 3***

*Things to do, free-time activities, and the atmosphere of the place.*

#### ***Paragraph 4***

*Personal impression and feelings about the place.*

*Using a variety of adjectives and adverbs will make your description more gripping, e.g., enormous, peaceful, impressive, unique, exceptional, etc.*

### ***Conclusion***

#### ***Final paragraph***

*Feelings & final thoughts about the place and recommendation.*

## ***TIPS FOR DESCRIBING PLACES***



### **Introduction**

- ✓ Begin with a clear introduction of the place you are describing. Mention its name, location, and any significant background information.

### **Physical Features**

- ✓ Describe the physical attributes of the place. Include details such as size, shape, landscape, and any unique geographical features. Discuss the overall appearance and setting.

### **Location and Surroundings**

- ✓ Mention the specific location of the place, including its coordinates or nearby landmarks. Discuss the surroundings, neighboring areas, or nearby attractions.

### **History and Significance**

- ✓ Share the historical background and cultural significance of the place. Explain any historical events, people, or cultural aspects associated with it.

### **Architecture and Infrastructure**

- ✓ Describe the architectural style, design, and infrastructure of the place. Mention any distinctive buildings, monuments, or structures within it.

### **Atmosphere**

- ✓ Explain the atmosphere of the place. Discuss the overall mood, feeling, and sensory experiences it offers.

### **Activities and Amenities**

- ✓ Detail the activities and amenities available in the place. Include information about recreational opportunities, facilities, and services.

### **Personal Impressions**

- ✓ Share your personal impressions and feelings about the place. Express your opinions, whether they are positive or critical.

### **Conclusion**

- ✓ Summarize the key points and offer a concluding statement. You can emphasize what makes the place unique or memorable.



## ***USEFUL PHRASES FOR DESCRIBING PLACES***

### **Introduction**

*Setting the scene:*

Set in the heart of .....

Nestled in ..... (location), ..... is a captivating destination.

Located ..... (specifics about location), ..... immediately draws attention.

(Place)..... was chosen for its .....(reasons), promising a unique experience.

### **Main Body**

*Overall look and details:*

The overall look of (place) is ....., with .....(specific details).

Noteworthy sights include ....., contributing to the overall..... (impression).

Facilities such as ..... cater to the diverse needs of visitors.

The free-time activities offered, including ....., add dynamism.

*Things to do and atmosphere:*

Engaging activities like ..... make ..... (place) an exciting destination.

The atmosphere is ....., creating an ambiance of .....(description).

Visitors can ..... to immerse themselves in the local culture.

*Personal impression and feelings:*

Personally, .....(place) left a lasting impression of .....

Feelings evoked included ....., contributing to a memorable experience.

Exploring .....(place) made me realize ....., deepening my connection to the location.

### **Conclusion**

*Final thoughts and recommendation:*

In conclusion, .....(place) is a ..... destination that caters to a variety of preferences.

My final thoughts are that .....(place) is truly ..... and worth a visit.

I wholeheartedly recommend .....(place) to those seeking an ..... and ..... experience.

## ***Adjectives to Describe Places***

Alive - full of life

Attractive - pleasing; charming

Beautiful - having qualities that are pleasing or appealing

Bustling - full of life, energy

Calm - peaceful; free from stress

Charming - fascinating; attractive

Cosmopolitan - appealing to people from all across the globe

Enchanting - delightful; fascinating

Fascinating - alluring; captivating

Fresh - something newly made and full of vigor

Historic - having importance or significance in history

Homey - cozy; inviting

Inspiring - motivating

Lively - full of life and spirit

Lush - growing luxuriantly, especially in terms of vegetation

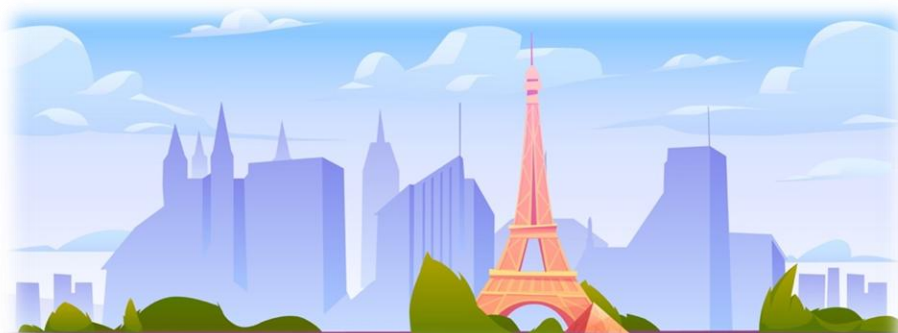
Serene - calm, peaceful, and untroubled

Opulent - ostentatiously rich and luxurious or lavish

Peaceful - calm; friendly  
Picturesque - scenic; beautiful  
Tranquil - free from disturbance; calm  
Unspoiled - untouched by man; pure  
Enigmatic - mysterious and difficult to understand  
Isolated - far away from other places, buildings, or people; remote.  
Vibrant - full of life and energy  
Ancient - belonging to an earlier period of time  
Contemporary - existing in the present time  
Magical - captivating; enchanting  
Majestic - grand; impressive; stately  
Modern - relating to the current time; characterized by or using the most up-to-date techniques, ideas, or equipment  
Mystical - magical; enigmatic  
Quiet - not noisy  
Traditional - in keeping with conventional customs  
Bleak - gloomy; somber  
Boring - dull; uninteresting  
Creepy - causing feelings of fear or disgust  
Crowded - filled to capacity  
Deserted - abandoned; uninhabited  
Desolate - deserted of people and in a state of bleak and dismal emptiness  
Dilapidated - in a state of disrepair or ruin as a result of age or neglect  
Dull - boring; lacking zest  
Expensive - costly; having a very high price  
Gritty - showing or having a lot of unpleasant details or features  
Horrifying - frightening; disgusting  
Nightmarish - resembling a bad dream  
Polluted - dirty; contaminated  
Sprawling - spreading out over a large area in an untidy or irregular way  
Quaint - attractively unusual or old-fashioned  
Rundown - in poor condition  
Rustic - having a simplicity and charm that is considered typical of the countryside  
Stormy - turbulent; tempestuous  
Touristy - for tourists, suggesting tastelessness  
Ugly - visually unpleasing

### ***DESCRIBING PLACES EXAMPLES***

#### **Example 1. Paris: A Symphony of Elegance and Romance**



Nestled along the banks of the Seine River, Paris stands as the epitome of elegance and romance, drawing millions of visitors each year with its timeless charm and cultural allure. This city of lights, renowned for its artistic legacy and iconic landmarks, beckons those in search of a blend of history, sophistication, and joie de vivre.

Paris, with its instantly recognizable skyline, is a tapestry of architectural splendor. The Eiffel Tower, standing tall against the sky, serves as the city's iconic centerpiece. Streets lined with charming bistros and boutiques lead to grand avenues. Landmarks like the Louvre Museum and Notre-Dame Cathedral contribute to the city's breathtaking visual panorama.

Exploring Paris is an immersion into a world of cultural richness and artistic expression. Museums, such as the Louvre and Musée d'Orsay, house masterpieces that narrate the city's artistic journey through the ages. The Seine River, traversed by elegant bridges, sets the stage for romantic boat cruises. The atmosphere is one of perpetual enchantment, especially in neighborhoods like Montmartre, where artists find inspiration on its cobblestone streets.

My personal journey through Paris left an indelible mark of wonder and appreciation. The city's enchanting gardens, like Jardin des Tuileries, offer rest amidst urban splendor. The Parisian penchant for culinary artistry, showcased in its quaint cafes and Michelin-starred restaurants, adds a delightful gastronomic dimension to the experience. The rhythm of life in Paris, where each moment seems to be infused with a sense of celebration, left me captivated.

In conclusion, Paris emerges as a city that transcends the ordinary, inviting visitors into a world of refined tastes and cultural treasures. Whether strolling along the Seine at sunset, marveling at historic landmarks, or savoring exquisite pastries in a local patisserie, Paris embodies the essence of a city where every corner tells a story. I wholeheartedly recommend Paris to those seeking a timeless escape into the heart of art, history, and romance.

## **Example 2. The Charms of Bora Bora**



Located in the heart of the South Pacific Ocean, Bora Bora is an idyllic paradise that beckons travelers seeking an unforgettable escape. Situated approximately 230 kilometers north-west of Tahiti, this tiny island is renowned for its pristine beaches, crystal-clear turquoise waters, and vibrant coral reefs. My choice of Bora Bora as the ultimate holiday destination stems from its reputation as a haven of tranquility and natural beauty.

As one steps onto the powdery white sands of Matira Beach, the panoramic view of the lush green mountains against the backdrop of the sapphire lagoon is nothing short of breathtaking. The overwater bungalows, perched on stilts above the gentle waves, create a postcard-worthy scene. Bora Bora's landscape is a symphony of colors, from the emerald green of palm trees to the myriad shades of blue reflecting off the water.

Beyond its captivating aesthetics, Bora Bora offers an array of activities for the adventurous soul. Snorkeling among vibrant coral gardens, swimming with friendly stingrays and sharks, or embarking

on a scenic hike up Mount Otemanu—the possibilities for adventure are endless. The island effortlessly blends luxury and nature, providing a perfect balance for those seeking both relaxation and excitement.

Having spent a week in this tropical paradise, I was captivated not only by the physical beauty but also by the warmth of the local culture. The genuine smiles of the islanders and their welcoming spirit added an extra layer of richness to my holiday experience. Bora Bora became not just a destination but a place where every moment felt like a cherished memory.

As the sun dips below the horizon, casting a warm glow over the lagoon, I can absolutely declare Bora Bora as the epitome of an ideal holiday retreat. Whether you seek serenity, adventure, or a romantic getaway, this pearl of the Pacific guarantees an unparalleled escape from the ordinary. Embrace the magic of Bora Bora, where dreams transform into cherished realities.

### **Example 3. A Cozy Retreat of Comfort and Delight**



Situated at the corner of Pine Street, Elegance Espresso Cafe calls out passersby with its warm ambiance and inviting exterior. Choosing this cafe is not merely a selection; it's a deliberate escape into a world of comfort and charm.

As you step through the door, a gentle chime announces your arrival, and the tantalizing aroma of freshly brewed coffee embraces you. The cafe, decorated with natural hues and soft lighting, immediately establishes a feeling of calmness.

The mismatched, vintage furniture adds character to the space, while the walls showcase local artwork, creating an atmosphere that seamlessly blends nostalgia with contemporary flair. The soft hum of conversations and the occasional clinking of teaspoons against delicate china create a soothing symphony.

Elegance Espresso Cafe offers more than just beverages. Shelves lined with well-worn books invite patrons to lose themselves in tales of adventure while sipping on a velvety latte. The corner window seats provide the perfect vantage point for people-watching or simply getting lost in one's thoughts.

Personally, Elegance Espresso Cafe is a sanctuary. The friendly barista, ever-ready with a warm smile, adds a personal touch to every visit. Whether seeking solace in a quiet corner or engaging in lively conversations with friends, the cafe adapts to different moods. The plush cushions, dim lighting, and the aroma of cinnamon-infused pastries create an atmosphere that is not just cozy but also magical. Elegance Espresso Cafe is not merely a place; it's an experience — one that leaves you feeling embraced by the simple joys of life.

My final thoughts are that a cafe transcends the conventional idea of a coffee shop. It's a haven where time seems to slow down, allowing visitors to savor every moment. If you seek an escape from the bustling world outside, Elegance Espresso Cafe is an unequivocal choice for those who appreciate the art of slowing down and enjoying life's simple pleasures.

## DESCRIBING PLACES SAMPLES

*Task 1. Fill in the gaps using the appropriate phrases.*

### Sample 1. A Tale from Edinburgh



In a city where every cobblestone has a story to tell, I discovered the \_\_\_\_\_ beauty of Edinburgh. The \_\_\_\_\_ energy of the capital of Scotland was noticeable from the moment I set foot on its historic streets.

Edinburgh, with its ancient architecture and cobblestone alleys, felt like a journey through time. The castle, \_\_\_\_\_, loomed majestically over the city, guarding centuries of secrets. Its stone walls whispered tales of

battles fought and \_\_\_\_\_.

Wandering down the Royal Mile, I marveled at the intricate details of the medieval buildings that stood proudly, each with its own character. The city's skyline, \_\_\_\_\_, created a silhouette against the dramatic Scottish sky.

The heart of Edinburgh, Princes Street Gardens, provided a \_\_\_\_\_ escape. The lush greenery and colorful blooms offered a \_\_\_\_\_ of the castle. Here, I found a moment of \_\_\_\_\_, surrounded by the fragrance of blossoms and the distant melodies of street performers.

Delving into the city's cultural tapestry, I explored the museums and galleries that showcased Scotland's rich heritage. The National Museum of Scotland, with its diverse exhibits, \_\_\_\_\_. The vibrant \_\_\_\_\_ of contemporary art in the Scottish National Gallery added a modern touch to the city's cultural mosaic.

As night \_\_\_\_\_, Edinburgh revealed a different kind of magic. The streets illuminated by the \_\_\_\_\_ of street lamps and the \_\_\_\_\_ echoes of bagpipes filled the air. The lively \_\_\_\_\_ of traditional pubs invited me to savor the flavors of Scottish cuisine and \_\_\_\_\_ the spirit of the city.

In the embrace of Edinburgh's history, I felt a connection \_\_\_\_\_ and an appreciation \_\_\_\_\_. The city's tales, both whispered and shouted by its structures, created an \_\_\_\_\_ in my own story.

### Sample 2. The Velvet Brew

Nestled in the heart of the bustling city, The Velvet Brew stands as a \_\_\_\_\_ for those seeking \_\_\_\_\_ from the daily chaos. This \_\_\_\_\_ cafe, with its unassuming exterior, conceals a world of warmth and enchantment within its walls.

As you step through the door, and the \_\_\_\_\_ aroma of freshly brewed coffee embraces you like a familiar embrace. The interior of The Velvet



Brew is a harmonious blend of \_\_\_\_\_ charm and \_\_\_\_\_ elegance, offering a welcoming embrace to customers.

The mismatched, vintage furniture adds \_\_\_\_\_ to the space, each piece telling a story of its own. \_\_\_\_\_ cushions in soothing tones create \_\_\_\_\_, inviting customers to \_\_\_\_\_ and \_\_\_\_\_ the moment. The walls adorned with local artwork contribute to the cafe's vibrant and \_\_\_\_\_ atmosphere.

The barista, with an artistry that extends beyond coffee-making, crafts \_\_\_\_\_ latte art on each cup. The menu, an array of both familiar and exotic flavors, caters to the diverse tastes of the \_\_\_\_\_. From the velvety cappuccinos to the aromatic herbal teas, every beverage is a testament to the cafe's commitment to quality.

The buzz of conversations and the occasional clinking of teaspoons against delicate china create a \_\_\_\_\_ symphony, further enhancing the cafe's inviting ambiance. Shelves lined with well-worn books invite visitors to lose themselves in tales of adventure while \_\_\_\_\_.

The Velvet Brew is not merely a place to enjoy beverages, it's an experience that \_\_\_\_\_. The friendly barista, ever-ready with a \_\_\_\_\_ smile, adds a personal touch to every visit. Whether seeking \_\_\_\_\_ in a quiet corner or engaging in \_\_\_\_\_ conversations with friends, the cafe adapts to different moods.

In the heart of the city, The Velvet Brew stands as a \_\_\_\_\_ and enjoying life's simple pleasures. Each sip, each conversation, and each shared moment contribute to the \_\_\_\_\_ where time seems to slow down, allowing visitors to savor every moment.

### ***POOLS (CREATIVE TASKS)***

***Task 2. Use the provided structure, tips, and useful phrases to describe places and write creative descriptions.***

- 1. Dreamy Destination.** Imagine an ideal place you'd like to visit. Describe it in detail, emphasizing the sights, sounds, and scents that make it special.
- 2. Time Traveler's Tavern.** Create a description of a place that combines elements from different historical periods. How would a café that blends Victorian charm with modern minimalism look?
- 3. Hidden Oasis.** Imagine a garden or hidden place in an urban setting. Describe the entrance, flora, and the feeling one gets when discovering this concealed paradise.
- 4. At the Seaside.** Choose a real coastal destination that you have visited or dream of visiting. Write a descriptive passage that captures the sights, sounds, and sensations of spending holidays by the sea. Explore the beach, local cuisine, and any unique traditions or activities. Your goal is to transport the reader to this seaside paradise.
- 5. Mountain Retreat.** Choose a mountainous location known for its scenic beauty. Write a vivid description of the mountains, valleys, and forests. Dive into the activities available, such as hiking trails or local cultural experiences.
- 6. Techno Retreat.** Envision a futuristic cityscape or a high-tech retreat. Describe the architecture, transportation, and innovative features that make it cutting-edge.
- 7. Cinematic Setting.** Think of a location from your favorite movie or book. Describe it in a way that brings out its cinematic qualities, focusing on how it engages the senses.
- 8. Adventure Chronicle.** You've just returned from an exciting city break, and your friends are eager to hear about your adventures. Create a captivating and immersive narrative detailing



your city break. Describe the city's atmosphere, iconic landmarks, cultural experiences, and any unexpected surprises you encountered. Use your words to transport your readers to the heart of the city, allowing them to feel the excitement of your urban adventure. Don't forget to include unique details that made your city break memorable.

9. **A Restaurant Description.** Create a vivid and attractive description of a restaurant, highlighting its atmosphere, menu offerings, and unique features.
10. **Urban Symphony.** Choose an interesting city and write a descriptive passage capturing the essence of its rhythm. Consider its daily hustle and bustle, the mix of cultures, and the unique sounds and smells. Your goal is to convey the city's heartbeat to someone who has never been there.

### 1.3 DESCRIBING EVENTS

*Describing events* involves providing a detailed and vivid description of festivals, events, or celebrations. This involves conveying information about the key elements of an event, including the participants, location, timeline, atmosphere, and any significant details that contribute to a comprehensive understanding. Describing events often aims to create a mental image for the audience, allowing them to visualize and comprehend the unfolding of specific events or activities. This form of expression can be found in various genres, such as storytelling, journalism, and historical narrative.



## ***Structure for Describing Events***

***A descriptive composition about an event should consist of:***

### ***Introduction***

#### ***Paragraph 1***

*Set the scene. Name, time, place of event, and reasons for celebrating this event.*

### ***Main body***

#### ***Paragraph 2***

*Overall look and particular details. Describe preparations, decorations, rehearsals, etc.*

#### ***Paragraph 3***

*Description of the actual event. Costumes, food, activities, and atmosphere of the event, etc.*

*Using a variety of adjectives and adverbs will make your description more amazing e. g. spectacular, crowded streets, cheering, brightly coloured, impressive, unique, exotically dressed, sparkling, grand festival, magnificent, etc.*

### ***Conclusion***

#### ***Final paragraph***

*Feelings, comments & final thoughts about the event and recommendation.*



## ***TIPS FOR DESCRIBING EVENTS***



### **Introduction**

- ✓ Set the Scene. Begin by providing essential information like the name, time, and place of the event. Explain briefly why the event is being celebrated.

### **Overall Look and Details**

- ✓ Dive into the preparations and decorations. Describe the atmosphere leading up to the event, including any rehearsals or specific details that contribute to the anticipation.

### **Description of the Event**

- ✓ Break down the actual event. Discuss costumes, food, activities, and the overall ambiance. Use adjectives and adverbs to convey a vivid picture, such as "exotically dressed," "brightly-colored," "magnificent," and others.

### **Use Vivid Language**

- ✓ Use descriptive and expressive words to paint a clear picture.

### **Chronological Order**

- ✓ Present events in a logical sequence, following the order in which they occurred.

### **Focus on Key Details**

- ✓ Highlight essential elements that contribute to the overall understanding of the event.
- ✓ Avoid unnecessary details that may distract from the main story.

### **Set the Atmosphere**

- ✓ Convey the mood or atmosphere of the event. Describe the surroundings and emotions to provide context.

### **Conclusion**

- ✓ Share personal feelings or observations about the event.
- ✓ Discuss any noteworthy moments, surprises, or highlights.
- ✓ Conclude with your overall thoughts on the event and whether you would recommend it. Consider expressing your anticipation for future celebrations.

## ***USEFUL PHRASES FOR DESCRIBING EVENTS***

### **Introduction**

The event took place on .....(date) at .....(location).  
This celebration marked a significant moment in ..... (reason for the event).  
The air was filled with anticipation as people gathered for the event.....  
Attendees from all walks of life converged to celebrate ..... (occasion).  
The event started with (began with, kicked off with) .....(opening ceremony details).

### **Main Body**

The venue was adorned with ..... (decorations) that created a festive atmosphere.  
Preparations were meticulous, with attention to every detail.  
Participants showcased their talents in a variety of performances.  
Attendees were treated to a culinary delight with a menu featuring .....(food details).  
The activities were engaging, ranging from ..... (specific activities) to ..... (other activities).

### **Description of the Event**

The crowd was a vibrant mix of .....(diverse characteristics).  
Costumes worn by participants were ..... (adjective) and added to the visual spectacle.  
The food stalls offered a delectable array of ..... (cuisine).  
The atmosphere was charged with ..... (emotion), creating an unforgettable experience.  
The event unfolded seamlessly (smoothly), leaving everyone in awe (delighted, impressed, excited, etc.) .

### **Conclusion**

As the event concluded, a sense of ..... (emotion) was in the air.  
Attendees departed with smiles, having experienced a truly ..... (adjective) celebration.  
Reflecting on the event, it's evident that ..... (summary of the event).  
This celebration is highly recommended for anyone seeking ..... (experience/adjective).  
Looking forward to future events that promise to be just as ..... (positive adjective).

## ***Adjectives to Describe Events***

**Grand** - impressive and magnificent in appearance or style

*Example:* "The grand gala was held in a beautifully decorated ballroom with chandeliers and a red carpet."

**Memorable** - worth remembering or easily remembered, especially because of being special or unusual

*Example:* "The wedding was a memorable event, filled with laughter and heartfelt speeches."

**Intimate** - involving a very close connection or personal relationship

*Example:* "The intimate dinner party allowed guests to enjoy deep conversations and a cozy atmosphere."

**Lavish** - sumptuously rich, elaborate, or luxurious

*Example:* "The lavish banquet featured gourmet dishes and exquisite desserts."

**Vibrant** - full of energy and enthusiasm

*Example:* "The vibrant music festival was alive with colorful lights and energetic performances."

**Unforgettable** - impossible to forget; very memorable

*Example:* "The surprise birthday party was an unforgettable event, leaving the guest of honor in tears of joy."

**Heartwarming** - emotionally uplifting and encouraging

*Example:* "The heartwarming charity event brought the community together to support a noble cause."

**Spectacular** - beautiful in a dramatic and eye-catching way

*Example:* "The fireworks display was a spectacular show of lights and colors."

**Historic** - famous or important in history, or potentially so

*Example:* "The signing ceremony was a historic event that marked a new era of cooperation."

**Festive** - having the atmosphere, decoration, or attitude of a festival or celebration

*Example:* "The festive holiday parade featured decorated floats and joyful music."

**Solemn** - formal and dignified

*Example:* "The solemn memorial service honored those who had made the ultimate sacrifice."

**Joyous** - full of happiness and joy

*Example:* "The joyous graduation ceremony celebrated the achievements of the students."

**Exciting** - causing great enthusiasm and eagerness

*Example:* "The exciting sports event had fans on the edge of their seats."

**Informative** - providing useful or interesting information

*Example:* "The informative seminar offered valuable insights into the latest industry trends."

**Chaotic** - in a state of complete confusion and disorder

*Example:* "The chaotic street festival was a whirlwind of activities, with crowds everywhere."

**Elegant** - graceful and stylish in appearance or manner

*Example:* "The elegant awards ceremony was attended by well-dressed guests and dignitaries."

**Casual** - relaxed and unconcerned

*Example:* "The casual networking event allowed attendees to mingle and chat in a laid-back setting."

**Enchanting** - delightfully charming or attractive

*Example:* "The enchanting garden party was lit by fairy lights and featured a string quartet."

**Inspiring** - having the effect of inspiring someone

*Example:* "The inspiring conference featured speakers who motivated the audience to pursue their dreams."

**Thrilling** - causing excitement and pleasure; exhilarating

*Example:* "The thrilling roller coaster ride was the highlight of the amusement park event."

**Profound** - very great or intense, often referring to emotional depth or intellectual insight

*Example:* "The profound lecture moved the audience deeply and sparked thoughtful discussions."

**Uplifting** - morally or spiritually elevating; inspiring happiness or hope

*Example:* "The uplifting charity event inspired many to contribute to the cause and spread kindness."

**Somber** - dark or dull in color or tone; gloomy

*Example:* "The somber memorial event provided a space for reflection and remembrance."

**Luxurious** - extremely comfortable, elegant, or enjoyable, especially in a way that involves great expense

*Example:* "The luxurious banquet was held in a grand hall with exquisite decor and gourmet cuisine."

**Serene** - calm, peaceful, and untroubled

*Example:* "The serene yoga retreat provided a tranquil environment for relaxation and reflection."

**Remarkable** - worthy of attention; striking

*Example:* "The remarkable scientific conference presented groundbreaking research and discoveries."

**Hilarious** - extremely amusing

*Example:* "The hilarious comedy show had everyone laughing non-stop."

**Exclusive** - restricted or limited to the person, group, or area concerned

*Example:* "The exclusive VIP event offered a unique experience with special access and privileges."

## ***DESCRIBING EVENTS EXAMPLES***

### **Example 1. A Fun Birthday Party**

Last Saturday, I had the pleasure of attending my friend Sarah's birthday party. The event was held in her charming backyard, which created the perfect setting for a celebration.

As I entered the venue, I was immediately struck by the vibrant decorations that adorned the space. Colorful balloons, streamers, and a "Happy Birthday" banner set a festive atmosphere. The air was filled with the aroma of delicious treats being prepared, heightening the anticipation for the culinary delights to come.

The highlight of the decorations was the elaborate cake, a masterpiece adorned with candles waiting to be lit. The excitement built as we awaited Sarah's entrance to blow out the candles and make her birthday wish.

The actual event kicked off with laughter and chatter as friends and family gathered to celebrate.

The backyard had been transformed into a lively space with a mix of seating areas, from cozy corners with cushions to a central spot for dancing.

The food was a delightful array of homemade dishes and a variety of snacks. The birthday girl's favorite cuisine took center stage, satisfying everyone's taste buds. The cake-cutting ceremony was a moment of pure joy, with Sarah surrounded by loved ones.

A playlist of Sarah's favorite songs further enhanced the atmosphere, creating a soundtrack that added rhythm to the festivities. From classic tunes to the latest hits, the music set the perfect tone for a night of celebration.

As the night progressed, and the stars illuminated the sky, it became clear that Sarah's birthday party was a resounding success. The laughter, friendship, and shared moments created memories that will be cherished for years to come. The event was not just a celebration of another year but a testament to the bonds of friendship and the joy that comes with marking the milestones of those we care about.



### **Example 2. Cultural Carnival Celebration**

In the heart of the city, the Cultural Carnival Celebration unfolded, marking a tribute to diversity and heritage. Streets were closed to traffic, and the festivities started with a vibrant parade.



The streets were transformed into a living canvas, adorned with colorful banners, traditional costumes, and street performers. Intricate floats representing various cultures paraded through, showcasing the rich tapestry of our community. Food stalls lined the sidewalks, offering a global culinary experience. The rhythmic beats of cultural music and dances added to the lively atmosphere.

Participants, dressed in traditional costumes, danced and celebrated their heritage. The fusion of aromas from international cuisines created a sensory delight for attendees. The

carnival featured interactive booths, allowing visitors to immerse themselves in cultural activities and crafts. As day turned to night, the streets became a stage for live performances, capturing the essence of each culture.

The Cultural Carnival Celebration left an indelible mark on the city, fostering unity and appreciation for diversity. Attendees departed with a renewed sense of pride in their community and a shared enthusiasm for future celebrations.

### Example 3. Music Festival

Last weekend, music enthusiasts from around the country gathered for the annual Harmony Beats Music Festival. The event unfolded on the picturesque grounds of Green Grove Park, and excitement buzzed in the air.

The festival grounds were a kaleidoscope of colors, with vibrant tents, art installations, and food stalls lining the pathways. Attendees reveled in the meticulous preparations, with stages set up for a diverse range of performances. The aroma of international cuisines was in the air, tempting the taste buds and adding to the festive atmosphere.

The crowd, dressed in eclectic outfits, mirrored the diversity of the musical lineup. From indie folk to pulsating electronic beats, the stages hosted an array of talents that kept the audience grooving. Festival-goers indulged in culinary delights, ranging from spicy street tacos to sweet crepes. As the sun set, the atmosphere transformed into a magical realm with dazzling light displays and fireworks.

As the final notes echoed, a collective sense of euphoria enveloped the crowd. Attendees left with memories of an extraordinary musical journey and a unanimous recommendation for next year's Harmony Beats Festival.



## DESCRIBING EVENTS SAMPLES

*Task 1. Fill in the gaps using the appropriate phrases.*

### Sample 1. Magical Christmas



It was the most magical time of the year, and the Johnsons were gearing up for their annual Christmas celebration. This year promised to be even more \_\_\_\_\_ (adjective) than the last. The family had spent weeks preparing for the festivities. The house was adorned with \_\_\_\_\_ (adjective) decorations, and a \_\_\_\_\_ (adjective) tree stood in the corner, decorated with \_\_\_\_\_ (adjective) ornaments and twinkling lights.

The aroma of freshly baked cookies and gingerbread permeated the air as Mrs. Johnson, an expert baker, prepared a wide range of \_\_\_\_\_ (food items) for the guests. The dining table, covered in a \_\_\_\_\_ (adjective) tablecloth, held an assortment of dishes, from traditional roasts to \_\_\_\_\_ (exotic dish).

As the guests arrived, the house echoed with \_\_\_\_\_ (sound) and laughter. The children eagerly awaited Santa's arrival, their eyes were wide with \_\_\_\_\_ (emotion). Suddenly, the door creaked open, and in walked Santa himself, carrying a bag filled with \_\_\_\_\_ (gifts). The room erupted in cheers as each child received a \_\_\_\_\_ (noun) from Santa.

The highlight of the evening was the \_\_\_\_\_ (activity/event). The room transformed into a \_\_\_\_\_ (adjective) spectacle, with everyone participating enthusiastically. The laughter and joy were contagious, creating memories that would last a lifetime.

As the night drew to a close, the Johnsons gathered around the fireplace for a \_\_\_\_\_ (adjective) storytelling session. Each family member shared their favorite Christmas memories, creating a \_\_\_\_\_ (adjective) and \_\_\_\_\_ (adjective) atmosphere.

In the end, the Johnsons agreed that this Christmas was truly \_\_\_\_\_ (adjective). The celebrations had brought them closer, and the spirit of \_\_\_\_\_ (emotion) remained in their hearts throughout the festive season.

## Sample 2. An Unforgettable Performance

In the heart of the city, the prestigious \_\_\_\_\_ (venue) awaited the much-anticipated performance. The exterior, with \_\_\_\_\_ (adjective) lights, hinted at the spectacle that was about to unfold inside.

The audience gathered in the \_\_\_\_\_ (adjective) auditorium, buzzing with anticipation. The stage, set with elaborate props and a backdrop of \_\_\_\_\_ (scene), created an immersive environment for the upcoming performance.

As the lights dimmed, a hush fell over the crowd. The curtains parted to reveal a group of performers in exquisite \_\_\_\_\_ (costumes), each detail reflecting a commitment to excellence. The air was charged with excitement.

The opening act, a display of \_\_\_\_\_ (adjective) choreography, set the tone for the evening. The dancers moved with precision, their movements synchronized to the \_\_\_\_\_ (type of music) beats that echoed through the venue.

A spotlight then focused on the center stage, revealing the lead performer, a master of \_\_\_\_\_ (instrument). The melody resonated with the audience, evoking a range of emotions from nostalgia to sheer awe.

The climax of the performance featured a \_\_\_\_\_ (adjective) finale, leaving the audience in a state of \_\_\_\_\_. Applause erupted, and the performers took a well-deserved bow, their expressions a mix of exhaustion and pride.

The aftermath of the performance lingered in the air as patrons exited the venue, their hearts still echoing the \_\_\_\_\_ (adjective) notes of the final act. The night had been transformed into a symphony of emotions, a testament to the power of art to unite and uplift.



## POOLS (CREATIVE TASKS)

**Task 2. Use the provided structure, tips, and useful phrases to describe events and write creative descriptions.**

**1. Unforgettable Wedding.** Describe a vivid picture of a wedding ceremony you attended. Capture the emotions, decorations, and unique traditions that made it unforgettable.



- 2. Cultural Extravaganza.** Describe a multicultural event celebrating diversity in your community. Highlight the various cultural elements, performances, and activities.
- 3. Music Festival.** Vividly describe the atmosphere, performances, and crowd energy of a music festival to transport the reader to the event.
- 4. Sporting Triumph.** Write about a sports event in which an underdog team achieves a surprising victory. Capture the tension, excitement, and joy.
- 5. Tech Conference Transformation.** Describe a technology conference, emphasizing how it evolved over the days, the innovations showcased, and the impact on attendees.
- 6. Magical Holiday Parade.** Detail a holiday parade, focusing on the enchanting floats, costumes, and the joyous atmosphere.
- 7. Film Premiere Spectacle.** Take the reader to a film premiere and describe the red carpet, celebrity arrivals, and anticipation in the air.
- 8. A Grand Event.** Imagine you are tasked with describing a grand event that is about to take place. The event can be anything from a cultural festival to a high-profile award ceremony. Create a vivid and engaging description that captures the anticipation, the atmosphere, and the key elements of the event.
- 9. Environmental Awareness Event.** Describe an event focused on environmental issues, emphasizing eco-friendly initiatives, guest speakers, and the impact on attendees.
- 10. Innovation Fair.** Describe a science and innovation fair, showcasing cutting-edge technologies, interactive exhibits, and the sense of curiosity in the air.

## 1.4 DESCRIBING FEELINGS AND EMOTIONS

*Describing feelings and emotions* involves using words and language to convey the internal state of people or characters. This includes conveying a range of emotional experiences, such as joy, sorrow, excitement, fear, love, or any nuanced feeling. The goal is to vividly express the emotional landscape, allowing readers to empathize and connect with the characters or the narrator on a deeper level. This type of writing often uses descriptive language, metaphors, and similes to paint a rich and nuanced picture of the emotional states being portrayed.



## ***Structure for Describing Feelings and Emotions***

***A descriptive composition about feelings and emotions should consist of:***

### ***Introduction***

#### ***Paragraph 1***

*Introduce the circumstances leading to the emotional experience. Identify the individual or characters undergoing these emotions.*

### ***Main body***

#### ***Paragraph 2***

*Describe initial state. Begin with the baseline emotional state before any significant events. Use descriptive language to set the emotional tone.*

#### ***Paragraph 3***

*Introduce the event or catalyst that initiates the emotional response. Explore the factors leading to the onset of emotions.*

*Use a rich variety of adjectives and adverbs to vividly depict the emotional state. Use metaphors, similes, and comparisons to enhance expressiveness. Using a variety of words and literary devices will make your description more powerful.*

### ***Conclusion***

#### ***Final paragraph***

*Feelings, comments & final thoughts.*



## ***TIPS FOR DESCRIBING FEELINGS AND EMOTIONS***



### **Introduction**

- ✓ Establish the context. Introduce the situation, event, or circumstance that evokes the emotions.
- ✓ Identify the individual or characters experiencing the emotions.

### **Describe the Scene**

- ✓ Describe what is happening in the scene and show the emotional state of the character.
- ✓ Describe actions, expressions, and behaviors that reveal emotions rather than explicitly stating them. This engages readers and allows them to infer feelings.

### **Use Powerful Adjectives**

- ✓ Instead of general terms like "happy" or "sad," use specific adjectives that convey nuances, such as "excited" "content," "melancholic," or "heartbroken."
- ✓ Opt for words that leave a lasting impression.

### **Use Metaphors and Similes**

- ✓ Draw comparisons to objects, situations, or natural elements to create vivid images. Metaphors and similes can evoke a stronger emotional response.

### **Capture the Atmosphere and Setting**

- ✓ Include elements of the atmosphere or setting that contribute significantly to the emotional experience. These details can add depth to your summary.

### **Conclusion**

- ✓ Summarize the emotional journey and its significance.
- ✓ Invite readers to reflect on the complexity and depth of the emotional experience.

## ***USEFUL PHRASES FOR DESCRIBING FEELINGS AND EMOTIONS***

### **Joy**

Overwhelmed with happiness .....  
In the realm of pure happiness.....  
Radiant with joy.....  
The air was charged with contagious joy.....  
Experiencing unbridled delight.....  
Brimming with euphoria.....  
A heart full of bliss .....  
Amidst the laughter and smiles.....

## **Sadness**

In the shadow of somber reflections...  
A palpable sense of sorrow hung in the air...  
The atmosphere was tinged with a quiet, mournful tone...  
Against the backdrop of a heavy heart...  
Drowning in sorrow.....  
Wrapped in melancholy .....  
Gripped by a profound sense of loss .....  
Weighed down by a heavy heart .....  
Numb with grief .....

## **Fear**

The room was saturated with an unsettling tension...  
A nervous energy permeated the surroundings...  
In the face of an impending fear...  
Shadows of anxiety cast a pall over the scene...  
Paralyzed by fear .....  
Trembling with apprehension .....  
Consumed by an ominous dread .....  
Petrified and unable to move .....

## **Surprise**

Taken aback by an unexpected revelation .....  
Eyes widened in astonishment .....  
Caught off guard by a sudden turn of events .....  
Jaw-dropping amazement .....  
Startled by an unforeseen occurrence.....  
The element of surprise painted expressions of awe.....  
Unfolding like a script of unexpected twists.....  
Faces registered a collective moment of astonishment.....  
The unexpected revelation left an indelible mark.....

## **Anger**

The air crackled with hidden frustration.....  
An undercurrent of simmering anger colored the interactions.....  
The setting resonated with the fiery heat of indignation.....  
Against a backdrop of smoldering resentment.....  
Fuming with rage.....  
Seething with anger .....  
Incensed by an unjust situation .....  
A fiery temper flaring .....  
Boiling with indignation .....

## **Love**

Wrapped in a warm, tender affection .....  
Heart flutter with love .....  
Deeply passionate about someone .....  
Love that knows no bounds .....  
Cherishing a profound connection .....  
Love wafted through the scene like a gentle breeze.....  
The atmosphere hummed with tender notes of affection.....

In the warm embrace of love's aura.....  
Hearts danced to the melody of deep connection.....

### **Excitement**

The ambiance buzzed with infectious enthusiasm.....  
The setting pulsed with the thrill of anticipation.....  
Excitement crackled in the air like electricity.....  
The scene was alive with the contagious energy of excitement.....  
Bursting with enthusiasm .....

In anticipation of the upcoming event .....

Thrilled to the core .....

Exhilarated by the prospect.....

Anticipating with infectious excitement .....

### **Regret**

The undertone of regret colored the atmosphere with a muted tone.....  
The air was heavy with the weight of remorse.....  
The scene unfolded against a backdrop of wistful retrospection.....  
In the quiet moments, regret cast a shadow over the gathering.....  
Consumed by remorse.....

Haunted by a sense of missed opportunities .....

Wistful and full of regret .....

Reflecting on past decisions with a heavy heart.....

### **Contentment**

Basking in a sense of fulfillment .....

Serene and wholly content .....

Embracing a peaceful tranquility .....

Savoring the simple joys of life .....

Grateful for a moment of deep contentment .....

A tranquil calm settled over the scene.....

The atmosphere radiated a serene sense of contentment.....

Amidst the peaceful surroundings, pleasure blossomed.....

The scene radiated with the gentle warmth of satisfaction.....

### **Confusion**

Bewildered and confused.....

Lost in a maze of uncertainty .....

Dealing with conflicting emotions .....

A bewildered state of mind .....

Torn between conflicting thoughts .....

The air was charged with a sense of perplexity.....

In the midst of conflicting emotions, confusion reigned.....

Faces mirrored a collective state of bewilderment.....

Against a backdrop of uncertainty, confusion hung thick in the air.....

## ***Adjectives to Describe Feelings and Emotions***

**Happy** - feeling or showing pleasure or contentment

*Example:* "She felt happy spending time with her family."

**Sad** - feeling or showing sorrow; unhappy

*Example:* "He felt sad when his pet passed away."

**Angry** - feeling or showing strong annoyance, displeasure, or hostility

*Example:* "She was angry when she missed the bus."

**Excited** - very enthusiastic and eager

*Example:* "He was excited about going on vacation."

**Scared** - fearful; frightened

*Example:* "She felt scared during the horror movie."

**Tired** - in need of sleep or rest; weary

*Example:* "He felt tired after working all day."

**Confused** - unable to think clearly; bewildered

*Example:* "She felt confused by the complicated instructions."

**Bored** - feeling weary and impatient because one is unoccupied or lacks interest in one's current activity

*Example:* "He was bored during the long lecture."

**Calm** - not showing or feeling nervousness, anger, or other strong emotions

*Example:* "She felt calm after the yoga session."

**Nervous** - easily agitated or alarmed; tending to be anxious; highly strung

*Example:* "He was nervous before his performance."

**Surprised** - feeling or showing surprise

*Example:* "She was surprised by the unexpected visit."

**Proud** - feeling deep pleasure or satisfaction as a result of one's own achievements, qualities, or possessions

*Example:* "He felt proud after winning the competition."

**Lonely** - sad because one has no friends or company

*Example:* "She felt lonely after moving to a new city."

**Relaxed** - free from tension and anxiety

*Example:* "He felt relaxed during the weekend getaway."

**Jealous** - feeling or showing envy of someone or their achievements and advantages

*Example:* "She felt jealous when her friend got a promotion."

**Grateful** - feeling or showing an appreciation of kindness; thankful

*Example:* "He felt grateful for the help he received."

**Worried** - anxious or troubled about actual or potential problems

*Example:* "She felt worried about her upcoming exams."

**Hopeful** - feeling or inspiring optimism about a future event

*Example:* "He felt hopeful about the job interview."

**Impatient** - having or showing a tendency to be quickly irritated or provoked

*Example:* "She felt impatient while waiting in line."

**Curious** - eager to know or learn something

*Example:* "He felt curious about the new gadget."

**Disappointed** - sad or displeased because someone or something has failed to fulfill one's hopes or expectations

*Example:* "She felt disappointed when the event was canceled."

**Embarrassed** - feeling or showing embarrassment

*Example:* "He felt embarrassed when he forgot his lines."

**Shocked** - Caused to feel surprise and dismay

*Example:* "She felt shocked by the sudden news."

**Relieved** - no longer feeling distressed or anxious; reassured

*Example:* "He felt relieved when he found his lost keys."

**Confident** - feeling or showing confidence in oneself; self-assured

*Example:* "She felt confident before the presentation."

**Annoyed** - slightly angry; irritated

*Example:* "He felt annoyed by the constant noise."

**Anxious** - experiencing worry, unease, or nervousness

*Example:* "She felt anxious about the upcoming exam."

**Determined** - having made a firm decision and being resolved not to change it

*Example:* "He felt determined to finish the project."

**Satisfied** - contented; pleased

*Example:* "She felt satisfied with her work."

**Upset** - unhappy, disappointed, or worried

*Example:* "He felt upset about the argument with his friend."

**Melancholic** - feeling or expressing sadness, often with a reflective or pensive quality

*Example:* "The melancholic song brought tears to her eyes."

**Ecstatic** - feeling or expressing overwhelming happiness or joyful excitement

*Example:* "They were ecstatic when their team won the championship."

**Nostalgic** - feeling sentimental longing or wistful affection for the past

*Example:* "Looking at old photographs made her feel nostalgic."

**Euphoric** - intensely happy or confident

*Example:* "The crowd was euphoric after the concert."

**Exuberant** - filled with or characterized by a lively energy and excitement

*Example:* "The children were exuberant during the carnival."

**Mournful** - feeling, expressing, or inducing sadness, regret, or grief

*Example:* "The mournful atmosphere at the funeral was palpable."

**Relieved** - no longer feeling distressed or anxious; reassured

*Example:* "She was relieved to hear that the surgery was successful."

**Bewildered** - perplexed and confused; very puzzled

*Example:* "He looked bewildered when he couldn't find his way."

**Overwhelmed** - feeling sudden strong emotion

*Example:* "She felt overwhelmed by the amount of work she had to do."

**Sympathetic** - feeling, showing, or expressing sympathy

*Example:* "He gave her a sympathetic look when she told her story."

**Jubilant** - feeling or expressing great happiness and triumph

*Example:* "The team was jubilant after their victory."

**Despondent** - in low spirits from loss of hope or courage

*Example:* "She felt despondent after failing the exam."

**Grateful** - feeling or showing appreciation for kindness; thankful

*Example:* "He was grateful for his friends' support."

**Infuriated** - extremely angry

*Example:* "The unfair treatment infuriated her."

**Serene** - calm, peaceful, and untroubled

*Example:* "The serene expression on her face showed her inner peace."

**Astonished** - greatly surprised or amazed

*Example:* "He was astonished by the unexpected turn of events."

**Insecure** - not confident or assured; uncertain and anxious

*Example:* "She felt insecure about her presentation skills."

**Optimistic** - hopeful and confident about the future

*Example:* "He remained optimistic despite the challenges."

**Desperate** - feeling, showing, or involving a hopeless sense that a situation is so bad as to be impossible to deal with

*Example:* "He was desperate to find a solution to his problem."

**Vulnerable** - exposed to the possibility of being attacked or harmed, either physically or emotionally

*Example:* "She felt vulnerable sharing her personal story."

**Triumphant** - feeling or expressing jubilation after having won a victory or mastered a difficulty

*Example:* "They felt triumphant after finishing the marathon."

**Conflicted** - having or showing confused and mutually inconsistent feelings

*Example:* "He felt conflicted about making the difficult decision."

**Horrificed** - filled with horror; shocked greatly

*Example:* "She was horrified by the gruesome scene in the movie."

**Amused** - finding something funny or entertaining

*Example:* "He was amused by the comedian's jokes."

**Proud** - feeling deep pleasure or satisfaction as a result of one's own achievements, qualities, or possessions

*Example:* "She felt proud of her accomplishments."

**Disgusted** - feeling or expressing revulsion or strong disapproval

*Example:* "He was disgusted by the unfair treatment."

**Enthusiastic** - having or showing intense and eager enjoyment, interest, or approval

*Example:* "She was enthusiastic about starting her new job."

**Sorrowful** - feeling or showing grief

*Example:* "The sorrowful news brought tears to everyone's eyes."

**Bored** - feeling weary and impatient because one is unoccupied or lacks interest in one's current activity

*Example:* "He was bored during the long meeting."

**Impatient** - having or showing a tendency to be quickly irritated or provoked

*Example:* "She felt impatient while waiting for the results."

**Hopeful** - feeling or inspiring optimism about a future event

*Example:* "They felt hopeful about the new project."

## ***DESCRIBING FEELINGS AND EMOTIONS EXAMPLES***

### **Example 1. At the Concert**

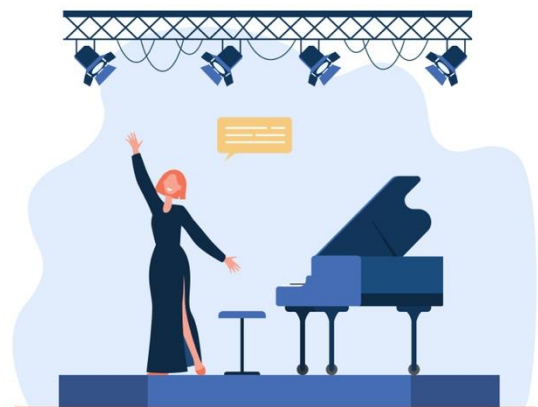
The air was buzzing with anticipation as the audience gathered in the dimly lit concert hall, eagerly awaiting the musical spectacle about to unfold. Even before the first note echoed was played, the atmosphere was filled with excitement and curiosity. The audience, diverse in age and background, was united by a collective eagerness to see what would happen that night.

Suddenly, the stage lit up, and the opening chords resonated in the hall, marking the beginning of a musical journey. The artist's powerful voice intertwined with the melody, creating a sonic landscape that penetrated deep into the listeners' souls.

As the music progressed, emotions ran high in the crowd. Some were moved to tears by the heartfelt lyrics, while others couldn't help but sway to the infectious rhythm. The atmosphere turned into a whirlwind of joy, nostalgia, and pure euphoria.

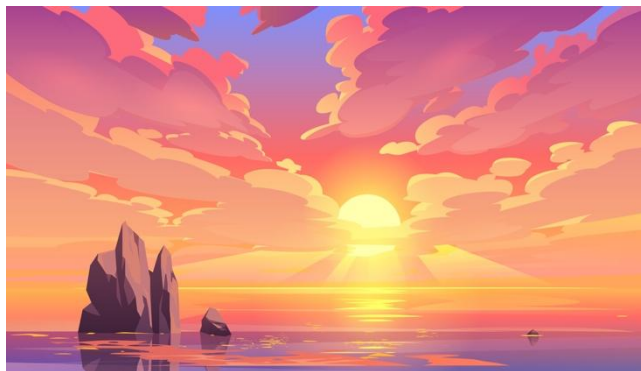
Using poignant lyrics, the artist created an emotional tapestry that resonated with the audience's own experiences. Each crescendo and decrescendo became a common heartbeat, uniting strangers in a deep, unspoken bond.

Leaving the concert hall, we felt a sense of something extraordinary. The shared experience became a lasting memory that was imprinted in the hearts of everyone present. The concert was not just a performance; it was a conduit for a multitude of emotions, weaving together a diverse audience into a harmonious symphony of feelings.



### Example 2. A Melancholic Sunset

As the sun set over the horizon, a quiet melancholy settled over the coastal town. The fading shades of daylight cast long shadows, and a gentle sigh seemed to resonate with the salty breeze. Faces reflected the introspective mood of the moment, and the air carried the bittersweet notes of nostalgia, creating a picture tinged with the beauty of fading memories. Silhouettes of people strolled along the coastline, their thoughts seemingly carried away by the gentle waves. The distant cry of seagulls added to the wistful atmosphere, and as the last light disappeared, the town was left in serene silence, wrapped in the tranquility that follows the melancholy embrace of a coastal sunset.



### Example 3. A Joyful Celebration



In the heart of the vibrant carnival, people were overflowing with joy. Laughter echoed through the air and smiles radiated from faces lit with pure delight. The atmosphere buzzed with the collective energy of the holiday, creating a tapestry of happiness that painted the scene in bright colors. Groups of friends danced to the rhythmic beats of lively music, their movements synchronized with the pulsating joy of the occasion. Food stalls offered a variety of delicacies, and the aroma of sweet and savory delights mingled in the air. As the

night felt, the joy intensified, and the carnival turned into a kaleidoscope of lights and laughter, marking this celebration as a moment that was captured in the memories of all who participated.

## DESCRIBING FEELINGS AND EMOTIONS SAMPLES

**Task 1. Fill in the gaps using the appropriate phrases.**

### Sample 1. A Memorable Reunion

In the charming town of \_\_\_\_\_, where memories linger in every corner, Sarah found herself back after many years. She was returning to attend her high school reunion, an event she had hesitated to participate in for a long time.

Stepping through the doors, Sarah's heart raced with a combination of \_\_\_\_\_ and \_\_\_\_\_. The anticipation of seeing familiar faces after years fueled her excitement, yet an underlying sense of \_\_\_\_\_ remained. As she made her way through the crowd, she couldn't ignore the \_\_\_\_\_ emotions bubbling up inside her. The prospect of reuniting with old friends





brought a sense of warmth, yet the fear of the unknown created a thin layer of \_\_\_\_\_. This emotional \_\_\_\_\_ marked the beginning of a meeting that would remain in Sarah's memory forever.

Amidst the chatter and laughter, Sarah was pleasantly surprised to discover that \_\_\_\_\_ had organized the event. The sight of \_\_\_\_\_ caused an immediate \_\_\_\_\_, while \_\_\_\_\_'s unexpected presence left her completely \_\_\_\_\_. As old friends shared stories, the atmosphere became \_\_\_\_\_ with nostalgia. The \_\_\_\_\_ moments added a touch of magic to the meeting, creating an atmosphere that was both \_\_\_\_\_ and \_\_\_\_\_.

During the conversations, Sarah had a \_\_\_\_\_ with \_\_\_\_\_. This unexpected reunion triggered a flood of memories, and Sarah found herself struggling with a mix of \_\_\_\_\_ emotions. The air was charged with a sense of \_\_\_\_\_, and the venue was transformed into a space filled with \_\_\_\_\_ and \_\_\_\_\_. In the midst of these emotional moments, Sarah's feelings shifted from \_\_\_\_\_ to \_\_\_\_\_, revealing the complexity of her journey through the reunion.

As the evening drew to a close, Sarah felt \_\_\_\_\_. The meeting brought a sense of \_\_\_\_\_, marking the end of a chapter in her life. Amidst the hugs and goodbyes, Sarah carried with her a heart full of \_\_\_\_\_ and a newfound appreciation for the bonds that had shaped her. The experience served as a \_\_\_\_\_ reminder of the enduring power of \_\_\_\_\_. In the quiet moments that followed, Sarah couldn't help but reflect on the \_\_\_\_\_ journey she had embarked on that evening.

### Sample 2. Whispers of Autumn

As Ella approached the entrance, her heart fluttered with a mix of \_\_\_\_\_ and \_\_\_\_\_.



The scent of fallen leaves was \_\_\_\_\_, and the distant melody of a rustling breeze hinted at the magic that awaited her in \_\_\_\_\_.

Among the leaves, Ella discovered a hidden world. The trees whispered secrets, and the golden shades of the leaves danced in harmony with the delicate \_\_\_\_\_. A canopy of fairy lights adorned the branches, creating a heavenly atmosphere that stirred the feelings of \_\_\_\_\_ and \_\_\_\_\_.

In the heart of the garden, Ella stumbled upon a forgotten \_\_\_\_\_. As she traced her fingers over its weathered surface, a flood of memories \_\_\_\_\_. The leaves, now companions in her journey, seemed to carry the weight of \_\_\_\_\_ and \_\_\_\_\_. The atmosphere of the garden changed, reflecting \_\_\_\_\_.

As Ella reluctantly stepped away, the magic of the garden remained \_\_\_\_\_ in her soul. A sense of \_\_\_\_\_ and \_\_\_\_\_ accompanied her, leaving \_\_\_\_\_ on her spirit. The whispers of autumn \_\_\_\_\_ of emotions, and Ella left with a heart renewed by \_\_\_\_\_.

### POOLS (CREATIVE TASKS)

**Task 2. Use the provided structure, tips, and useful phrases to describe feelings and write creative descriptions.**

- 1. Emotional Snapshot.** Describe a moment in your life when you experienced a powerful emotion. Focus on the sights, sounds, and smells that surrounded you. Use descriptive language to convey the intensity of the emotion.



2. **Character Emotional Journey.** Create a fictional character and outline their emotional journey through a significant event. Begin with their initial state, introduce the catalyst, and describe the evolution of their feelings. Explore the nuances of joy, sorrow, or excitement.
3. **Emotional Collage.** Collect images or photographs that evoke various emotions. Create a collage and write short descriptions for each image, detailing the feelings they elicit. Share the collage with others and discuss the emotional impact.
4. **Comparative Emotions.** Choose two contrasting emotions (e.g., happiness and sadness) and describe a scenario where they coexist. Explore the complexities of experiencing conflicting emotions simultaneously.
5. **Emotional Symbolism.** Select an object, color, or setting and associate it with a specific emotion. Create a narrative where this symbol plays a central role in conveying the character's emotional state.
6. **Musical Mood.** Select a piece of instrumental music and listen to it attentively. Describe the emotions and feelings that arise within you as you immerse yourself in the melody. Explore how different instruments and rhythms contribute to your emotional experience.
7. **Emotional Soundtrack.** Compile a list of songs that evoke different emotions. Write short paragraphs describing the emotional landscape each song paints and how it resonates with personal experiences.
8. **A Dreamlike Journey.** Create a scenario in which your character embarks on a dream trip. It can be a magical forest, the city of your dream, or any other place you can imagine. Describe the range of feelings and emotions your character experiences as they travel through this fantastic landscape. Use vivid language to convey the emotional uplift.
9. **Emotional Weather Report.** Use weather metaphors to describe different emotions. For example, a character's happiness might be a sunny day, while their sadness could be a storm. Write short passages for various emotional "weather conditions."
10. **Photo Story.** Choose a photograph that evokes strong emotions or memories for you. Describe the feelings captured in the image, considering the colors, expressions, and overall atmosphere. Create a short story around the emotions conveyed in the photo.

## UNIT 2. SOCIAL NETWORKS. WRITING BLOGS

A **social network** is an online platform or community where individuals can connect, communicate, and share information, interests, and activities with others.

A **blog** is a regularly updated website or web page, typically run by an individual or small group, written in an informal or conversational style.

**Blogs** are online platforms or websites on which individuals, known as bloggers, regularly publish content, often in a journal-style format. Blogs cover a wide range of topics and serve as a means of expressing opinions, sharing information, and interacting with an audience. In the context of blogs, a journal-style format refers to the structure and presentation of content that resembles a personal journal or diary. In this format, bloggers often share their thoughts, experiences, and observations in chronological order, creating a narrative that evolves over time. It is usually a combination of text, images, and sometimes multimedia elements. The content can range from personal reflections to informative or opinion-based articles and usually has a more informal and conversational tone compared to traditional articles or essays.



## TYPES OF BLOGS

### *Best types of blogs to create:*

1. **Food Blogs:** Featuring recipes, cooking tips, restaurant reviews, and culinary adventures.
2. **Travel Blogs:** Documenting travel experiences, providing tips, and inspiring others to explore new destinations.
3. **Lifestyle Blogs:** Focused on aspects of everyday life, such as travel, health, fashion, and home decor.
4. **Fashion Blogs:** Showcasing the latest trends, outfit ideas, and style advice.
5. **Personal Blogs:** Covering a wide range of topics, personal blogs are a platform for individuals to share their experiences, thoughts, and interests.
6. **Business Blogs:** Created by businesses to promote their products or services, share industry insights, and engage with customers.
7. **Fitness Blogs:** Covering topics related to health, fitness routines, and wellness advice.
8. **Parenting Blogs:** Addressing parenting challenges, sharing tips, and creating a community for parents.
9. **Tech Blogs:** Exploring the latest in technology, gadgets, software, and industry trends.
10. **Educational Blogs:** Providing information, tutorials, and resources on specific subjects or skills.



## STRUCTURE FOR WRITING BLOGS

**A blog should consist of:**

### **Title**

Create a catchy and engaging title that reflects the essence of your blog post.

### **Introduction**

#### **Paragraph 1**

Provide a brief overview of what the blog post is about. Capture the reader's attention and encourage them to continue reading.

### **Main body**

#### **Paragraphs 2, 3**

Organize content into paragraphs with clear and concise topics. Each paragraph should focus on a specific aspect of the overall topic.

### **Headings and Subheadings**

Use headings and subheadings to break down the content into sections. It increases readability and helps readers navigate the text.

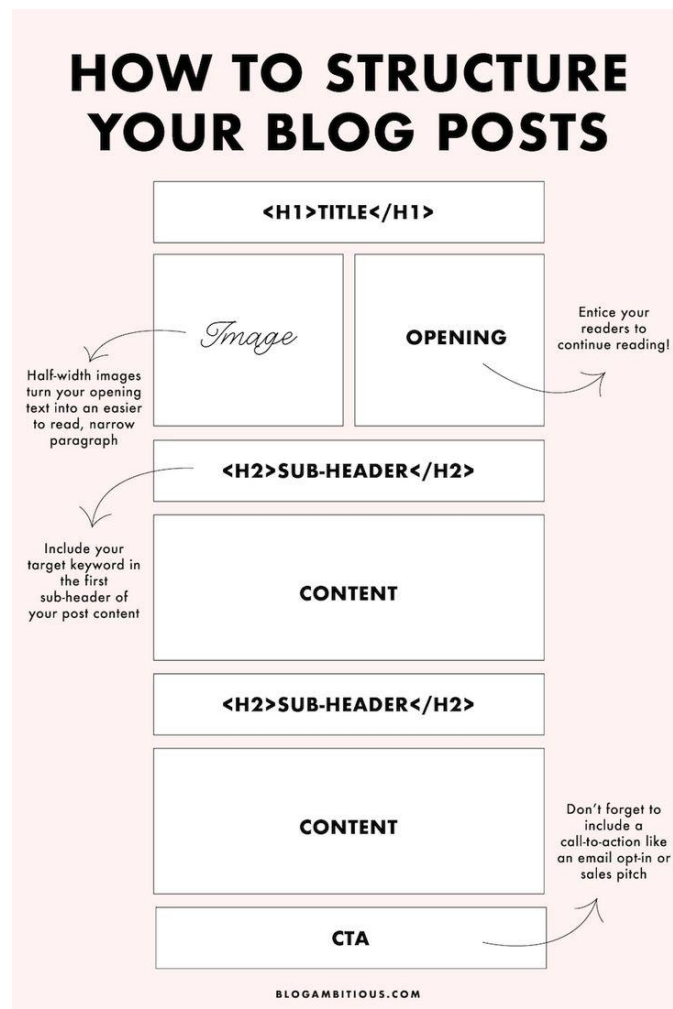
### **Conclusion**

#### **Final paragraph**

Summarize the main points discussed in the blog post. Provide any concluding thoughts or recommendations.

### **Images and Multimedia**

Incorporate relevant images, infographics, or multimedia to enhance visual appeal. Ensure that the media content supports and complements the written content.



## ***TIPS FOR WRITING BLOGS***



### **Know Your Audience**

- ✓ Understand the interests, preferences, and needs of your target audience.

### **Catchy Title**

- ✓ Create a compelling and descriptive title to capture readers' attention.

### **Clear Introduction**

- ✓ Provide a concise and clear introduction that outlines the main topic.

### **Structured Content**

- ✓ Organize your content into well-defined paragraphs, headings, and lists for easy readability.

### **Concise and Relevant**

- ✓ Keep your writing concise and focused on the main topic.
- ✓ Avoid unnecessary details that may distract or overwhelm readers.

### **Use Subheadings**

- ✓ Break up the content with subheadings to guide readers through different sections.

### **Include Visuals**

- ✓ Use relevant images, infographics, or multimedia to enhance the visual appeal.

### **Call-to-Action (CTA)**

- ✓ Encourage reader engagement with a clear call-to-action, such as leaving comments or sharing the post.

### **Regular Updates**

- ✓ Consistency is the key to success. Establish a regular posting schedule to keep your audience up to date.

### **Authentic Voice**

- ✓ Write in a conversational and authentic tone to connect with your readers.

### **Proofread**

- ✓ Edit and proofread your blog posts for grammar, spelling, and clarity.

### **Mobile-Friendly Design**

- ✓ Make sure your blog is accessible and looks good on various devices, including mobile phones.

## Social Media Integration

- ✓ Share your blog posts on social media platforms to reach a wider audience.

## Communicate with Readers

- ✓ Respond to comments and interact with your audience to build a community around your blog.



## ***USEFUL PHRASES FOR WRITING BLOGS***

### **Introduction**

In today's post, we'll explore.....  
Let's dive into the world of.....  
Have you ever wondered about.....  
Embark on a journey with me as we explore.....  
Ever wondered why.....  
Join me in uncovering the secrets of.....  
Our exploration begins with.....

### **Main Body**

First and foremost, .....  
Moving on to the next point.....  
Now, let's consider.....  
It's important to note that.....  
One key aspect to keep in mind is.....  
Taking a closer look at.....  
To illustrate this point.....  
A crucial aspect to consider is.....  
Taking a deeper dive into.....  
An interesting point to highlight is.....  
Now, let's turn our focus to.....  
Now, turning our attention to.....  
Building on that idea.....  
In a similar vein.....  
This leads us to.....  
Connecting the dots, we find that.....  
Moving smoothly to the next topic.....  
Moving from one idea to another.....  
Linking back to our earlier discussion.....

### **Conclusion**

In conclusion.....  
To sum up.....  
Wrapping things up.....  
In a nutshell.....  
To bring this to a close.....  
Bringing our exploration full circle.....  
Thank you for accompanying me on this exploration.  
I hope you found this post insightful.

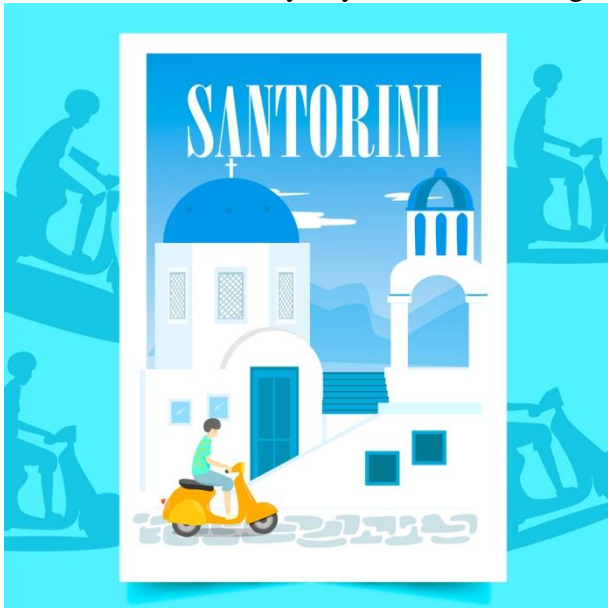


## BLOG WRITING EXAMPLES

### Example 1. Travel Blog.

#### A Serene Retreat in Santorini: Chasing Sunsets and Whitewashed Beauty

Join me on an odyssey to the enchanting island of Santorini, where azure skies meet crystal clear



waters and charming villages cling to dramatic cliffs. In this travel blog, we'll be wandering through the iconic landscapes, enjoying local delicacies, and unraveling the timeless allure that makes Santorini a traveler's dream destination.

As the sun dips below the horizon, we'll start our journey in Oia, a village known for its breathtaking sunsets. The whitewashed buildings, adorned with blue-domed churches, create a postcard-perfect setting. Strolling through the narrow alleys, we'll discover quaint cafes and boutiques offering a taste of local culture.

Venturing to Fira, the bustling capital, we'll explore the Archaeological Museum and immerse ourselves in the island's rich history. A boat excursion to the volcanic islands provides a unique perspective with the opportunity to swim in the

rejuvenating hot springs.

No trip to Santorini is complete without savouring its culinary delights. From traditional moussaka to fresh seafood by the seafront, each meal is a sensory journey. We'll also dive into the local wine culture by visiting vineyards located on the volcanic slopes.

As our stay in Santorini comes to an end, the memories of its sunsets, culinary delights, and warm hospitality remain lingering. Join me in cherishing the tranquility of this Greek gem, where every corner tells a story of ancient myths and contemporary wonders. Until the next adventure, happy travels!

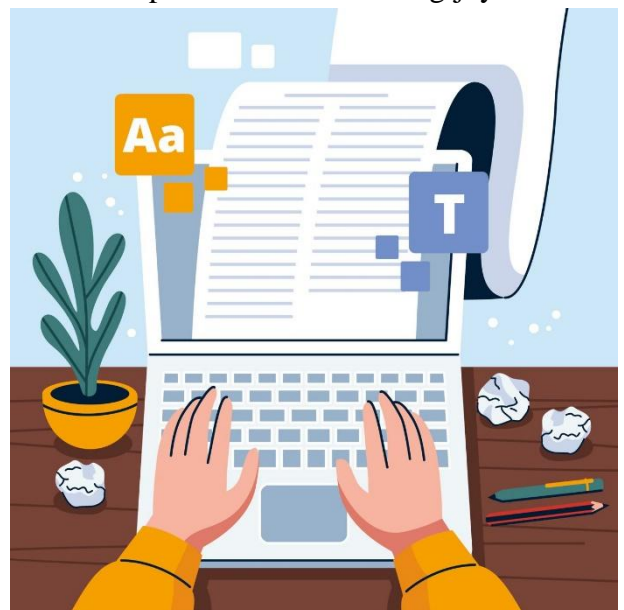
### Example 2. Lifestyle Blog.

#### Mindful Living: Cultivating Happiness in Everyday Moments

Welcome to a space dedicated to mindful living, where we explore the art of finding joy in the ordinariness. In this lifestyle blog, we'll delve into practices that promote happiness, mindfulness, and a balanced life. Join me in exploring the beauty of simplicity and appreciating the present moment.

We'll kick off our journey with mindfulness meditation, a practice that transforms routine activities into moments of reflection. Later, we'll explore the benefits of minimalism, freeing up not only our physical space but also our minds. Through anecdotes and insights, we'll discuss how small daily rituals can lead to significant improvements in overall well-being.

Furthermore, let's dive into the realm of gratitude practices, acknowledging the power of appreciating what we have. Gratitude, a cornerstone of mindful living, can improve our well-being and create a positive outlook on life. By expressing gratitude for simple pleasures and recognizing the beauty in our lives, we open doors to a more fulfilling existence.



As we wrap up our exploration of mindful living, remember that happiness is not a destination but a way of life. May this blog inspire you to enjoy the richness of each moment and cultivate joy in the simple pleasures of everyday life.

### **Example 3. Food Blog.**

#### **A Journey of Taste Across Italy: Savoring the Flavours of La Dolce Vita**

Welcome to "La Cucina Italiana," a delightful journey into the heart of Italy's culinary wonders. Join me in exploring the diverse and mouthwatering world of Italian cuisine, where each dish tells a story, and every bite is a feast of flavour.



#### ***Regional Delicacies: Discovering Italy's Culinary Mosaic***

In this section, we'll embark on a gastronomic tour, region by region, discovering the unique flavours and specialties that make Italian cuisine a mosaic of diverse tastes. From the rich pasta dishes of Emilia-Romagna to the sun-kissed olive oils of Tuscany, we'll savour the essence of each region.

#### ***Culinary Traditions: Recipes Passed Down Through Generations***

Explore the time-honoured recipes that have been lovingly passed down from generation to generation. Join me in my quest to learn the secrets behind Nonna's perfect lasagna and discover the art of making the creamiest gelato. These recipes are a testament to the eternal heritage of Italian culinary

traditions.

#### ***Market Fresh: Discovering Italian Food Markets***

Immerse yourself in the vibrant and bustling food markets of Italy. From the colourful displays of fresh products to the aroma of artisanal cheeses, we'll wander through these markets, meeting local vendors and collecting the finest ingredients for our culinary adventures.

#### ***Wine and Dine: Pairing Italian Wines with Authentic Dishes***

Delve into the world of Italian wines and learn the art of pairing them with authentic dishes. From the robust red wines of Piedmont to the crisp white wines of Sicily, we'll explore how each region's wine complements and enhances the flavors of its local cuisine.

In the concluding section, we'll reflect on the rich tapestry of flavours experienced during our culinary journey through Italy. Whether you're a seasoned chef or a novice home cook, I invite you to join me in bringing the authentic taste of Italy to your kitchen. Get ready to embark on a delicious journey where each recipe is a love letter to the essence of La Dolce Vita. Buon viaggio!

## BLOG WRITING SAMPLES

**Task 1. Fill in the gaps using the appropriate phrases.**

### Sample 1. Educational blog

#### Learnology Hub

Welcome to "Learnology Hub," where the pursuit of knowledge takes center stage. This educational blog is designed to be a \_\_\_\_\_ space for learners of all ages to explore \_\_\_\_\_ and expand their horizons.

Embarking on a journey through the pages of an \_\_\_\_\_, the complex details of a historical event come to life. Learning becomes an adventure that \_\_\_\_\_.

Engaging in a hands-on experiment in a \_\_\_\_\_ lab, the scientific principles taught in theory unfold before the eyes. The excitement of \_\_\_\_\_ is in the air.

In a virtual classroom, the exchange of ideas and perspectives creates a \_\_\_\_\_ atmosphere of collaborative learning. Technology bridges gaps, making education accessible to eager \_\_\_\_\_ around the globe.

You will leave the Learnology Hub armed with \_\_\_\_\_ and a passion for learning, and equipped with the tools to help you \_\_\_\_\_. May your educational journey be as inspiring as \_\_\_\_\_, and may \_\_\_\_\_.



### Sample 2. Food blog

#### Culinary Chronicles

In the realm of flavours and aromas, the world of gastronomy offers a \_\_\_\_\_ for \_\_\_\_\_ exploration. Each dish is a story waiting to be tasted.

When you enter a bustling street food market, the nose is greeted by the \_\_\_\_\_. The anticipation of a culinary adventure excites the taste buds.

Savoring a bowl of rich, \_\_\_\_\_ soup, the warmth spreads from \_\_\_\_\_ to \_\_\_\_\_. Each spoonful is a journey \_\_\_\_\_.

In a fine-dining setting, the fusion of unexpected ingredients evokes a moment of \_\_\_\_\_. The harmonious blend of textures and flavours is nothing short of a culinary masterpiece.

When we explore hidden gems tucked away in quiet corners, the authenticity of regional dishes is revealed. The chefs, masters of their craft, infuse each creation with a touch of \_\_\_\_\_, ensuring that each bite tells a story of \_\_\_\_\_.



The journey through Culinary Chronicles would not be complete without a visit to the bustling seafood market. Here, the catch of the day is displayed in a mosaic of \_\_\_\_\_. The sight is not just a delight for the eyes but also a promise of \_\_\_\_\_.

Exiting the gastronomic wonderland, a pleasant taste and memories remain \_\_\_\_\_. The culinary journey is a testament to the excellence that can be achieved with \_\_\_\_\_. Let this journey inspire you to your own culinary adventures and awaken the foodie in you who wants to explore the ever-evolving world of flavours.

### ***POOLS (CREATIVE TASKS)***

***Task 2. Use the provided structure, tips, and useful phrases and write different types of blogs.***

#### **1. Travel Blog**

Imagine you have an unexpected stopover in a city you've never visited before. Write a blog post detailing your spontaneous exploration. Share your favourite discoveries, unexpected encounters, and how this unplanned adventure added a unique chapter to your travel experiences.

#### **2. Food Blog**

Create a mouthwatering tour of your favourite local food market. Describe the vibrant colours, unique flavours, and variety of fresh products and culinary delights. Share your top picks, secret finds, and any interesting stories or traditions associated with the market. Complement the post with attractive visuals to make readers feel like they've stepped into the heart of the market.

#### **3. Personal Blog**

Think about a significant turning point in your life. Write a personal blog post that highlights the emotions, challenges, and lessons learnt during that period. Share how this experience shaped your personality and influenced your outlook on life.

#### **4. Lifestyle Blog**

Write a reflective piece on the impact of incorporating a specific mindfulness practice into your daily routine. Share your personal experiences, challenges and the positive changes you've observed. Offer practical advice for readers interested in adopting a similar practice and emphasize how mindful living contributes to overall well-being. Use insights to make the post relatable and engaging.

#### **5. Personal Development Blog**

Write a blog post that provides a step-by-step guide to setting and achieving personal development goals. Share your own journey of growth and self-improvement, detailing the obstacles you faced and the strategies that helped you overcome them. Provide readers with practical tips and exercises to help them define their goals and work towards achieving them. Use a motivational and encouraging tone to inspire your audience to embark on their own personal development journey.

#### **6. Fashion Blog**

Create a blog post showcasing a seasonal fashion lookbook. Create a collection of stylish outfits that follow the latest fashion trends. Include high-quality images and provide detailed descriptions of each outfit, explaining how to mix and match different items. Share tips on accessories, styling, and how to stay on trend. Additionally, highlight any sustainable or ethical fashion choices in the lookbook to promote conscious and mindful fashion consumption.

## **7. Photography Blog**

Compose a blog post that explores the art of storytelling through photography. Choose a series of your own photographs or images from famous photographers, each capturing a different moment or emotion. For each photo, tell the story behind it, discussing the composition, lighting, and the emotions conveyed. Share tips on how to improve photography skills and encourage reader engagement by inviting them to share their own photo stories in the comments.

## **8. Motivational Blog**

Write an inspirational blog post about overcoming challenges. Share a personal story about people who have triumphed over adversity. Include practical tips and strategies for developing a positive mindset and staying motivated during tough times. Add motivational quotes and encourage readers to share their own stories of resilience in the comments.

## **9. Fitness and Exercise Blog**

Create a blog post describing a 30-day fitness challenge. Design a well-rounded training programme that includes cardiovascular exercises, strength training, and flexibility workouts. Provide detailed daily instructions, along with images or videos demonstrating each exercise. Encourage readers to join the challenge, share their progress, and connect through a dedicated online community or social media hashtag.

## **10. Educational Blog**

Develop a blog post that serves as a beginner's guide to learning a new language. Outline effective language learning strategies, recommend online resources and apps, and share personal stories of language learning success. Include practical tips for incorporating language practice into daily routine and emphasize the importance of consistency. Encourage readers to share their language learning experiences and favorite resources in the comments.

## **11. DIY and Craft Blog**

Create a step-by-step guide for a unique and budget-friendly DIY home decor project. Include a list of materials needed, detailed instructions, and colourful images showcasing each stage of the process. Emphasize the creative aspects and encourage readers to adapt the project to their personal style. Conclude the post by inviting readers to share their own DIY creations inspired by the project.

## **12. Interior Design Blog**

Write a blog post highlighting the latest trends in interior design for small apartments. Discuss space-saving furniture, colour schemes, and decor ideas that can transform compact living spaces into stylish and functional areas. Include before-and-after pictures of real-life transformations and provide practical tips for readers looking to improve their own living spaces.

## **13. Book Review Blog**

Choose a recently released novel from your preferred genre and write a detailed book review. Discuss the plot, characters, writing style, and overall themes of the book. Share your personal insights and reflections and conclude with a recommendation for readers who might enjoy the book.

## **14. Health and Fitness Blog**

Design a week-long fitness and nutrition plan for people aiming to improve their overall health. Include detailed workout routines for each day, nutrition tips, and motivational content. Emphasize the importance of balance and provide options for different fitness levels.

## **15. Music Blog**

Create a blog post reviewing three emerging artists from different genres. Include background information, a brief analysis of their music style, and your personal recommendations for their best

tracks. Complete the post with multimedia elements such as embedded music clips, album covers, and links to their official websites.

#### **16. Business Blog**

Write an in-depth blog post about the impact of new technologies on small businesses. Cover topics such as artificial intelligence, blockchain, and automation. Explore how these technologies can increase efficiency, reduce costs, and provide new opportunities for growth. Include real-world examples and practical tips for small business owners looking to integrate these technologies into their operations.

#### **17. Personal Finance Blog**

Create a blog post outlining a step-by-step guide to building an emergency fund. Explain the importance of emergency funds, how to determine the right amount for your specific situation, and practical tips for saving and maintaining the fund. Provide insights into budgeting, expense tracking, and strategies for boosting savings.

#### **18. Sports Blog**

Write a blog post analyzing the impact of technology on sports performance. Explore how innovations like wearable tech, data analytics, and virtual reality are changing the landscape of sports training and performance enhancement. Discuss specific examples and success stories of athletes or teams using technology to improve performance.

#### **19. Movie Blog**

Write a blog post reviewing the latest blockbuster film. Dive into aspects like cinematography, acting, plot development, and overall entertainment value. Share your personal insights and opinions on the film and encourage readers to engage in the comments section by sharing their thoughts and favourite scenes.

#### **20. Niche Blog**

Choose a unique and specific niche, such as "Unusual Travel Destinations" or "Vintage Video Games." Create a blog post diving deep into your chosen niche. Share interesting facts, personal experiences, and recommendations related to this niche. Interact with your audience by encouraging them to share their experiences or insights within the niche.



## UNIT 3. WRITING ESSAYS

**ESSAY** - noun UK, (US paper)

UK /'es.eɪ/ US /'es.eɪ/

**a short piece of writing on a particular subject, especially one done by students as part of the work for a course.**

e.g. For homework, I want you to write an essay on endangered species.

Mr Jones thought my history essay was terrific.

I want to finish this essay before I go to bed.

**Synonyms:** article, composition, paper, theme



### *COLLOCATIONS WITH “ESSAY”*

These are words often used in combination with “essay”:

autobiographical essay

bibliographic essay

brief essay

critical essay

essay contest

extended essay

original essay

personal essay

photo essay

photographic essay

present essay

scholarly essays

short essay

written essay

humorous essay

introductory essay





### ***INTERESTING FACTS ABOUT ESSAYS:***

**Etymology:** The word "essay" comes from the French word "essayer," which means "to try" or "to attempt." This reflects the idea that an essay is an attempt to express one's thoughts on a particular subject.

**Michel de Montaigne:** Often regarded as the father of the essay, Michel de Montaigne, a 16th-century French philosopher, is known for popularizing the literary form. His collection of essays titled "Essais" is considered a classic.

**Evolution of the Essay Form:** The essay form has evolved over centuries. From the early, more formal, and structured essays, the form has shifted to include personal reflections, experiences, and a more conversational style in modern times.

**Genres of Essays:** Essays come in various forms and genres, such as narrative essays, descriptive essays, expository essays, persuasive essays, and argumentative essays. Each serves a different purpose and has a unique style.

**Francis Bacon:** Another influential figure in the development of the essay was Francis Bacon, an English philosopher, statesman, and scientist. His essays, published in 1597 and 1625, explored diverse topics and were characterized by a concise and aphoristic style.

**Length Variation:** Essays can vary greatly in length. While some may be just a few hundred words, others, especially in academic settings, can be several thousand words long.

**Montaigne's Self-Reflective Style:** Montaigne's essays were notable for their self-reflective nature. He often delved into his own thoughts, experiences, and emotions, which was a departure from the more objective and formal writing of his time.

**Informality and Flexibility:** Essays are known for their informality and flexibility. Unlike more rigid academic forms, essays allow for a more personal and exploratory approach to a subject.

**Essay Contests:** There are numerous essay contests held worldwide, covering a wide range of topics. These contests often encourage writers to express their thoughts creatively and persuasively.

**Essayists Across Cultures:** The essay form is not exclusive to Western literature. Many cultures have their own rich traditions of essays, exploring diverse themes and perspectives.

**Famous Essayists:** Besides Montaigne and Bacon, there are many other famous essayists. Some notable figures include Ralph Waldo Emerson, Virginia Woolf, George Orwell, Joan Didion, and James Baldwin, among others.

Remember, these facts highlight the diverse and fascinating nature of essays as a literary form. Whether used for self-expression, persuasion, or exploration of ideas, essays continue to be a powerful means of communication.



## ***TYPES OF ESSAYS***

An academic essay is a focused piece of writing that develops an idea or argument using evidence, analysis, and interpretation.

There are many types of essays you might write as a student. The content and length of an essay depend on your level, subject of study, and course requirements. However, most essays at university level are argumentative - they aim to persuade the reader of a particular position or perspective on a topic.

### **The essay writing process consists of three main stages:**

- **Preparation:** Decide on your topic, do your research, and create an essay outline.
- **Writing:** Set out your argument in the introduction, develop it with evidence in the main body, and wrap it up with a conclusion.
- **Revision:** Check the content, organization, grammar, spelling, and formatting of your essay.

**So What Is an Essay?** An essay is a piece of short-form, nonfiction writing that focuses on a specific topic. Writers typically use the essay format to argue a thesis or to provide their viewpoint on a subject.

Essays come in many different forms — from persuasive essays, which make an argument, to narrative essays, which tell a story. Essays can be any length, ranging from one paragraph to many pages, and can be formal or informal.

Most students meet certain problems when it comes to essay writing. The main reason for this is that they don't fully understand what it should be like.

- ✓ An essay is aimed to show your personal opinion about the subject.
- ✓ It should also contain a message to convey, and it is to have a purpose.
- ✓ You have to consider different points of view and write your essay with the sense of full understanding of the topic.

**Six basic types of essays are widespread in the world of academic writing. They are:**

1. descriptive essay
2. compare and contrast essay
3. narrative essay
4. argumentative essay
5. expository essay
6. persuasive essay



### **1. Descriptive Essay**

This type of essay is designed for describing details of the subject. It can be written about any object and its features. You are to describe the way it looks, smells or works. It can be compared with a detailed overview of the things you write about. In this type of essay, every detail counts.

### **2. Compare & Contrast Essay**

This type of essay is aimed to dwell upon on differences and similarities between two objects, events, things, etc. The reader should receive a clear understanding of what certain things have in common

and what is different about them. The writer has to be well informed about both subjects in order to provide the reader with a clear comparison of the two subjects.

### **3. Narrative Essay**

This type of essay is aimed at telling a story about a certain event in a person's life. It may be a funny festival or a watching a good movie in the cinema, everyday activity or visiting another country. In such essay, you are free to express your personal attitude towards things that affected you, places that you liked or people you were with. It is usually written in the 1st person with a frequent usage of "I."

### **4. Argumentative Essay**

When it comes to this type of essay, it should be noted that it is quite useful for any student on any level of education. The ultimate goal of this essay is to persuade the reader to take the author's viewpoint. It is not an easy thing to do as this paper is aimed at manipulating the other people's thoughts to change their attitude towards something.

For this writing, you are to use firm language, proved facts and accurate and vivid illustrations as an evidence of your argument should be flawless. Stripped of these items your argumentative essay won't be persuasive enough and your influence on the reader will be minimal. Skilled writers are to be completely sure about every word they write and every fact they give. There is no room for mistakes and uncertainty. What makes this type of essay more difficult is that you have to be ready to fight against opposing ideas, and your paper should contain the antidote to the critics of your viewpoint.

### **5. Expository Essay**

When it comes to an expository essay, keep in mind that it is aimed at an estimation of the subject from your point of view. That is why it requires research to be carried out. It is not an easy type of essay as your knowledge of the subject has to be based not only on the information you get from someone else but mostly on your own experience.

This type of essay can give you skills in organizing and manner of doing your own research. This practice is by no means very important as it can lead you to results that can be groundbreaking. It may take lots of time, but it is worth doing. Surprisingly, this feature makes this paper easier at the same time. In fact, it is more comfortable to write about something you know well and something you are sure about than digging into the information that was received from someone else. Perhaps you could contribute something new to the subject and show something that was never seen before.

Don't forget that your opinion is the foundation of your essay. Though, your paper should be long extensive and well written.

### **6. Persuasive Essay**

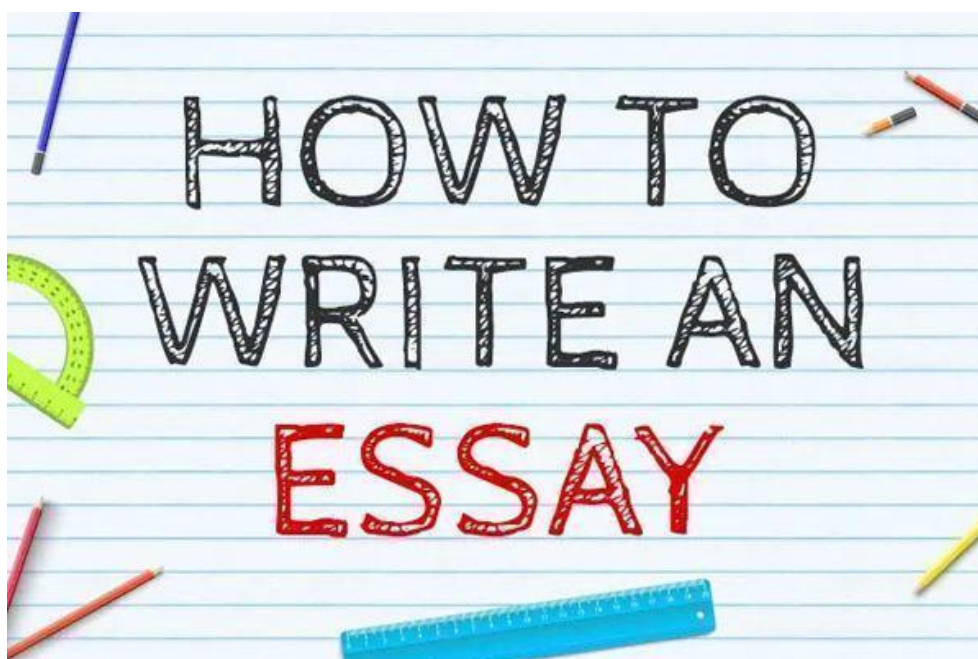
This type of essay is opposite to an argumentative essay. It is aimed at changing the readers' point of view completely, taking the author's one as an axiom. It is a stronger and more difficult type of essay as it requires a better understanding of the subject and good skills in criticizing the opponents.

In most cases, persuasive essays deal with topics that are relevant here and today. A persuasive essay should be very tough and influential. By writing it, you show that you are really good at something and that you are sure that your opinion is ultimately correct. You may lose your audience the very moment you lose your integrity.

Remember that your essay has to be solid as a wall because your personal traits have no influence on a reader. It doesn't matter how you look, speak or wear. The only weapons of yours are words. Your audience should want to accept your viewpoint as the only one that makes sense.

It is not an easy task to do. That is why it requires much practice. It is a long way to master your language to influence other people with it, but this skill is highly important in many aspects of life. Don't worry if your first results will not be good enough. The more you try, the better you become.

These are the most common types of essays that are widespread in academic life. Each of them requires certain skills and talents. But don't be scared in case you find yourself unable to write them, this guide (tutorial) will help you to cope with any essay, on any topic, of any length.



### ***ESSAY STRUCTURE***

At the university, it's not enough just to write strong essays. One of the most important skills to develop is writing strong essays efficiently. And the foundation of that skill is knowing how to structure an essay. With a template for the basic essay structure in hand, you can focus on what really matters when you're writing essays: your arguments and the evidence you're using to support them. Take a look at the basic essay structure below and see how the parts of an essay work together to present a coherent, well-reasoned position, no matter what topic you're writing about.

#### **Basic essay structure: the 3 main parts of an essay**

Almost every single essay that's ever been written follows the same basic structure:

- Introduction
- Body paragraphs
- Conclusion

This structure has stood the test of time for one simple reason: It works. It clearly presents the writer's position, supports that position with relevant examples, and neatly ties their supporting arguments together in a way that makes their position evident. [5]

## **Introduction**

A good introduction paragraph is an essential part of any academic essay. It sets up your argument and tells the reader what to expect.

The main goals of an introduction are to:

- ✓ Catch your reader's attention.
- ✓ Give background on your topic.
- ✓ Present your thesis statement—the central point of your essay.

A thesis statement is a sentence that sums up the central point of your paper or essay. It usually comes near the end of your introduction.

Your thesis will look a bit different depending on the type of essay you're writing. But the thesis statement should always clearly state the main idea you want to get across. Everything else in your essay should relate back to this idea. [2]

## **Body paragraphs**

The body is the longest part of an essay. This is where you lead the reader through your ideas, elaborating arguments and evidence for your thesis. The body is always divided into paragraphs.

You can work through the body in three main stages:

- ✓ Create an outline of what you want to say and in what order.
- ✓ Write a first draft to get your main ideas down on paper.
- ✓ Write a second draft to clarify your arguments and make sure everything fits together.

Your essay's body paragraphs are where you support your thesis statement with facts and evidence. Each body paragraph should focus on one supporting argument for your thesis by discussing related data, content, or events.

If you're not sure whether you should include a specific point or detail in your body paragraphs, refer back to your thesis statement. If the detail supports your thesis, it should be in your essay. If it doesn't, leave it out. Your thesis statement is the core of your basic essay structure, so everything else in the essay needs to relate to it in some way.

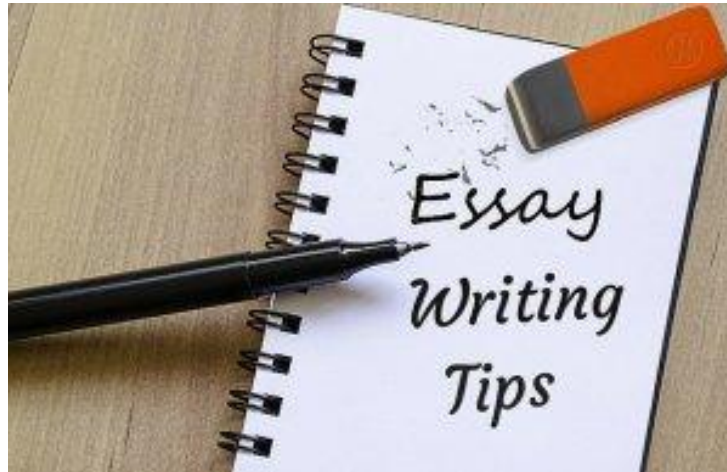
## **Conclusion**

The conclusion is the final paragraph of your essay. In your essay's conclusion paragraph, you summarize the points you made and bring your argument to its logical conclusion. Because your reader is now familiar with your thesis, the summary in your conclusion paragraph can be more direct and conclusive than the one in your intro paragraph.

A strong conclusion aims to:

- ✓ Tie together the essay's main points
- ✓ Show why your argument matters
- ✓ Leave the reader with a strong impression

Your conclusion should give a sense of closure and completion to your argument but also show what new questions or possibilities it has opened up.



### ***TIPS FOR WRITING ESSAYS***

Writing an essay can be a structured and rewarding process. Here are some helpful tips to guide you through the essay-writing process:

**1. Understand the Assignment:**

Carefully read and understand the assignment prompt or question.  
Note any specific requirements, such as length, format, and citation style.

**2. Choose a Topic:**

Select a topic that interests you and aligns with the assignment requirements.  
Ensure your topic is focused and manageable.

**3. Create a Thesis Statement:**

Develop a clear and concise thesis statement that presents the main idea or argument of your essay.  
Your thesis should guide the reader on what to expect in the essay.

**4. Outline Your Essay:**

Create a structured outline with an introduction, body paragraphs, and a conclusion.  
Each section should have a clear purpose and support your thesis.

**5. Introduction:**

Start with an engaging hook to grab the reader's attention.  
Provide background information on the topic.  
Present your thesis statement at the end of the introduction.

**6. Body Paragraphs:**

Each paragraph should focus on a single idea that supports your thesis.  
Begin each paragraph with a topic sentence, followed by supporting evidence or examples.  
Ensure smooth transitions between paragraphs.

**7. Use Clear and Concise Language:**

Be clear and concise in your writing.  
Avoid unnecessary words and ensure each sentence contributes to the overall flow of your essay.

**8. Provide Evidence:**

Support your arguments with relevant evidence, examples, and quotations.  
Cite your sources properly according to the required citation style.

**9. Stay Focused:**

Stick to your main point and avoid going off-topic.  
Keep each paragraph focused on a specific aspect of your argument.



**10. Conclusion:**

Summarize the main points made in the essay.

Restate the thesis in a different way.

End with a strong concluding statement that leaves an impression.

**11. Revise and Edit:**

Take time to review and revise your essay for clarity, coherence, and consistency.

Check for grammar, punctuation, and spelling errors.

Consider seeking feedback from peers or instructors.

**12. Proofread:**

Carefully proofread your essay to catch any remaining errors.

Reading your essay aloud can help identify awkward phrasing or errors.

**13. Seek Feedback:**

Get feedback from others, such as peers, teachers, or writing centers.

Consider their suggestions and make necessary revisions.

**14. Finalize Your Essay:**

Make final adjustments based on feedback.

Ensure that your essay meets all the requirements and is properly formatted.

Remember that writing is a skill that improves with practice, so don't be discouraged if your first attempts aren't perfect. Keep refining your writing process and seeking feedback to continue improving.

***USEFUL PHRASES FOR WRITING ESSAYS***

Writing a well-structured essay involves using a variety of phrases to convey your ideas clearly and coherently. Here are some useful phrases for different parts of an essay:

**Introduction:**

In recent years, there has been a growing interest in...

The issue of [topic] has become increasingly significant in today's society.

This essay aims to explore and analyze the impact of...

One of the key challenges facing [subject] is...

It is widely acknowledged that...

**Thesis Statement:**

This essay will argue that...

The primary objective of this essay is to...  
In light of the evidence, it can be concluded that...

### **Body Paragraphs:**

First and foremost, it is essential to consider...  
Moreover, it is important to highlight that...  
A compelling argument in favor of [point] is...  
Furthermore, when examining the data, it becomes evident that...  
Another crucial aspect to take into account is...  
On the contrary, some may argue that...  
An alternative perspective on this issue is...

### **Transition Phrases:**

Moving on to the next point...  
In addition to this,...  
Building on this idea,...  
Similarly, it is important to address...  
This brings us to the next aspect, which is...

### **Counterargument:**

While it is true that [counterpoint], it is important to consider...  
However, a closer examination reveals that...  
Some may argue that [opposing view], but a more nuanced perspective suggests that...

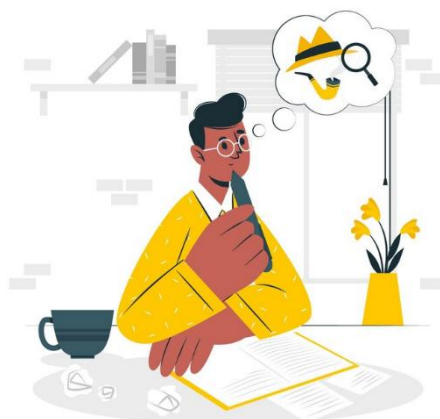
### **Conclusion:**

In conclusion, this essay has examined the impact of [topic] from various angles.  
To sum up, the evidence presented supports the idea that...  
Ultimately, it is clear that...  
In light of the arguments presented, one can infer that...

### **General Phrases:**

It is worth noting that...  
In the context of...  
The implications of this are...  
An essential factor to consider is...

Remember, the key to effective essay writing is coherence, clarity, and logical progression of ideas. These phrases can help you achieve that by providing a structure to your thoughts and facilitating smooth transitions between different parts of your essay.



## ***SENTENCE STARTERS FOR WRITING ESSAYS***

Here are some sentence starters that you can use in essay writing to introduce and develop your ideas. Feel free to mix and match these sentence starters to suit the specific requirements of your essay and create a smooth flow between paragraphs.

### **Introduction:**

In today's society, ...

As technology continues to advance, ...

In the modern era, ...

The concept of [topic] has been a subject of debate for centuries.

It is widely acknowledged that ...

### **Thesis Statement:**

This essay aims to explore ...

The purpose of this paper is to argue ...

Through a critical analysis of ..., this essay contends that ...

In light of recent developments, it is evident that ...

### **Body Paragraphs:**

Firstly, it is essential to consider ...

One key aspect of [topic] is ...

From a historical perspective, ...

In addition to [point], another factor to consider is ...

Furthermore, it is important to note that ...

### **Supporting Evidence:**

For instance, ...

According to [author/expert], ...

Research conducted by [source] reveals that ...

A compelling example of this can be seen in ...

Statistics show that ...

### **Contrasting Ideas:**

On the contrary, ...

Despite the arguments in favor of ..., there are those who argue that ...

While some believe ..., others contend that ...

It is important to acknowledge the opposing viewpoint, which suggests that ...

### **Concluding a Paragraph:**

In conclusion, ...

To sum up, ...

As evidenced by the arguments presented, ...

This discussion highlights the significance of ...

Ultimately, ...

### **Transition to the Next Paragraph:**

Moving on to the next aspect of [topic], ...

Shifting the focus to ...

With this in mind, ...

Having explored [previous point], let us now turn our attention to ...

## Conclusion:

In conclusion, it is evident that ...

This essay has demonstrated that ...

The implications of [topic] are far-reaching, as discussed throughout this paper.

As we reflect on [topic], it becomes clear that ...

In summary, the evidence suggests that ...

## ESSAY WRITING EXAMPLES

### 1. An example of a descriptive essay:

#### A Tranquil Morning by the Lake

The sun rises slowly, casting a warm glow over the tranquil lake. The water is still, like a mirror reflecting the hues of dawn—soft pinks, oranges, and purples. The air is crisp, carrying the gentle fragrance of pine trees surrounding the lake.

As the first light breaks, the mist begins to lift from the water, creating an ethereal scene. The lake's surface is so calm that it seems to merge seamlessly with the sky, creating an illusion of endless space. The only disturbance is the occasional ripple caused by a gentle breeze or the graceful movements of a family of ducks gliding across the water.

The trees that line the lake stand tall and proud, their branches reaching out to touch the sky. Each leaf seems to glisten with dewdrops, adding a sparkle to the scenery. The chirping of birds creates a soothing symphony, a melody that harmonizes with the soft lapping of the water against the shore.

On the far side of the lake, a small wooden dock stretches into the water, patiently waiting for the arrival of a lone fisherman. The surrounding grass is kissed with dew, and wildflowers add splashes of color to the green canvas. A rowboat is moored nearby, its oars resting against the sides, ready for a day of quiet exploration.

The sunlight dances on the water, creating a play of shadows and reflections. Dragonflies hover above the surface, their iridescent wings catching the morning light. A sense of serenity envelops the scene, inviting anyone who witnesses it to pause and appreciate the beauty of nature.

As the morning progresses, the sun ascends higher in the sky, casting a warm embrace over everything it touches. The lake, once shrouded in dawn's quiet mystery, now sparkles in the full daylight, revealing its hidden depths and the life that teems beneath the surface.

In this tranquil morning by the lake, time seems to slow down. It's a moment frozen in beauty and serenity, inviting contemplation and gratitude for the simple wonders of the natural world.

### *Task 1. Complete a sample essay using the appropriate phrases.*

#### Summer Escape

My family has always looked forward to leaving Florida during \_\_\_\_\_. It is a tremendous relief to get out of the heated hustle and bustle of summer living in Florida. Each summer, we follow the \_\_\_\_\_ to our hometown in upstate New York.

As we drive through state after state, it becomes apparent that the world around us is changing. In South Carolina, we already begin to notice changes. The trees appear to be \_\_\_\_\_

\_\_\_\_\_, offering soft, plush leaves which sway in the breeze, and the grass actually invites us to share \_\_\_\_\_

\_\_\_\_\_. As each state brings new surroundings, our anticipation builds, and home seems closer all the time. Leaving the flatlands and entering an area where we are suddenly surrounded by hills of purple and blue are by far the most awakening moments.

Virginia and Pennsylvania offer brilliant scenery \_\_\_\_\_

\_\_\_\_\_ and checkerboard farmlands. As we descend through the curves and winds of the northern region of the United States, home is now very close: we are almost there. Suddenly, we have driven from wide-open flatlands to a narrow, winding road surrounded by \_\_\_\_\_

\_\_\_\_\_. Around every curve, orange and black tiger lilies claim their place in the world as they push themselves out toward the car, waving hello and flashing their mysterious black spots toward us as we drive by.

The journey home is almost complete. As we begin our final descent through the state of Pennsylvania into upstate New York, the surroundings become comfortably familiar. Before long, we are welcomed by a sign that reads “Waverly, 18 miles” and the familiar fields of grazing cattle. Through the last stretch of Pennsylvania, the bursting foliage seems to envelop us and carry us over the hills like a carriage created by nature. It is at this point that our family, even the youngest member, knows that \_\_\_\_\_

\_\_\_\_\_. Our eldest son has joked for years that he can “smell” Grandma’s apple pie already. Approximately fifteen minutes pass and as our vehicle takes us over the final crest, we see the \_\_\_\_\_

\_\_\_\_\_ as we cross the border of Pennsylvania and New York and are aware of our surroundings. A couple of turns later, we are there. We have reached our destination; we are home.

## **2. An example of a compare and contrast essay:**

### **Advantages and Disadvantages of Traditional Education and Online Education.**

Education is a crucial aspect of personal and societal development. In recent years, the landscape of education has undergone a significant transformation with the rise of online learning platforms. This essay will compare and contrast the advantages and disadvantages of traditional education, with its long-established classroom setting, and online education, which leverages technology to deliver content in a virtual environment.

#### *Advantages of Traditional Education*

Traditional education, with its physical classrooms and face-to-face interactions, offers several advantages. Firstly, it provides a structured environment that fosters discipline and routine. In a traditional classroom, students have a fixed schedule, which helps in time management and establishes a sense of responsibility. Additionally, the direct interaction with instructors allows for immediate clarification of doubts and personalized attention, enhancing the learning experience.

#### *Disadvantages of Traditional Education*

However, traditional education has its drawbacks. One notable disadvantage is the lack of flexibility. Students often need to adhere to a fixed timetable, making it challenging for those with part-time jobs or other commitments. Moreover, traditional education can be geographically limiting, as students may need to relocate to attend specific institutions, incurring additional costs.

#### *Advantages of Online Education*

On the other hand, online education offers unprecedented flexibility. Learners can access course materials and participate in discussions from anywhere with an internet connection. This flexibility is particularly beneficial for working professionals or individuals with family obligations. Additionally, online education often provides a diverse range of courses and instructors, allowing students to choose from a global pool of resources.

#### *Disadvantages of Online Education*

Yet, online education is not without its challenges. A major drawback is the lack of face-to-face interaction. The absence of physical classrooms can lead to a sense of isolation, hindering social and networking opportunities. Furthermore, the reliance on technology introduces a barrier for those who may not have access to reliable internet or necessary devices.

In conclusion, both traditional and online education have their merits and drawbacks. Traditional education provides a structured and interactive environment but may lack flexibility, while online education offers unparalleled flexibility but may sacrifice the richness of face-to-face interactions. The choice between the two depends on individual preferences, learning styles, and life circumstances. As technology continues to advance, finding a balance that incorporates the strengths of both approaches may pave the way for a more inclusive and effective education system.

### ***Task 2. Complete a sample essay using the appropriate phrases.***

#### **Comparison and Contrast of City Life and Country Life**

Living in urban areas and rural settings offer \_\_\_\_\_. City life is characterized by fast-paced living, diverse opportunities, and constant connectivity, while country life is often associated with \_\_\_\_\_. This essay will compare and contrast these two lifestyles, exploring the unique aspects of each and highlighting the factors that individuals may consider when choosing between city and country living.

##### **City Life.**

City life is renowned for its bustling energy and myriad opportunities. In urban areas, individuals have access to a wide range of \_\_\_\_\_. The constant flow of people and ideas fosters innovation and diversity. However, the rapid pace of city life can lead to stress, congestion, and a high cost of living. The anonymity of city living may also result in a sense of isolation among residents.

##### **Country Life.**

In contrast, country life offers a more laid-back and intimate experience. Rural areas are characterized by \_\_\_\_\_. The close-knit relationships formed in rural settings often lead to strong social bonds and a supportive environment. However, limited access to educational and employment opportunities may be a drawback. Additionally, the slower pace of life in the country may not suit those seeking

\_\_\_\_\_.

**Cost of Living.**

One significant factor to consider when comparing city and country living is the

---

\_\_\_\_\_.

While city dwellers may have higher earning potentials, they often face increased expenses such as housing, transportation, and daily amenities. On the other hand, country living generally comes with lower living costs, but it may be challenging to find

---

---

In conclusion, the choice between city and country living ultimately depends on

---

\_\_\_\_\_.

City life offers excitement, opportunities, and cultural richness but comes with the drawbacks of a fast-paced, expensive, and sometimes isolating environment. Country life, with its tranquility, strong community bonds, and lower cost of living, may be appealing to those seeking a more relaxed and close-knit lifestyle, though it may lack certain amenities and opportunities. Ultimately, individuals must weigh the

---

\_\_\_\_\_ of each lifestyle to make an informed decision that aligns with their values and aspirations.

---

### **3. An example of a narrative essay:**

#### **A Journey to Remember**

It was a crisp autumn morning when I woke up with a sense of excitement that I couldn't quite explain. Little did I know that this day would mark the beginning of a journey that would leave an indelible mark on my memory.

The idea of spontaneity had always intrigued me, and on this particular day, I decided to embrace it wholeheartedly. Without any concrete plans, I packed a small backpack, grabbed my camera, and set out on an adventure. My destination? Anywhere and everywhere my heart led me.

As I wandered through the bustling city streets, I felt a sense of liberation. The familiar sights and sounds of the urban landscape transformed into a symphony of possibilities. Each alleyway held a secret waiting to be discovered, and every stranger I passed became a character in my impromptu story.

The sun hung low in the sky as I stumbled upon a quaint coffee shop tucked away in a quiet corner. Intrigued, I decided to take a detour from my aimless journey and stepped inside. The aroma of freshly brewed coffee enveloped me as I found a cozy corner to sit. Little did I know that this decision would lead to a serendipitous encounter with an old friend I hadn't seen in years.

As we exchanged stories and laughter over steaming cups of coffee, I realized the beauty of embracing the unknown. The unplanned nature of the day allowed for genuine connections and unexpected joy. My friend and I decided to continue our adventure together, exploring the hidden gems of the city we had both taken for granted.

As the day unfolded, we found ourselves in a beautiful park bathed in the warm hues of the setting sun. The world seemed to slow down as we shared our dreams, fears, and aspirations. In that moment, I understood the power of spontaneity in creating meaningful experiences and connections.

The journey that began with no destination in mind had turned into a day filled with serendipity and discovery. As I made my way back home that night, I couldn't help but reflect on the magic that happens when we let go of the need for control and allow life to surprise us.

That day became a cherished chapter in my book of memories, a reminder that sometimes the most profound adventures are the ones we least expect. It taught me to savor the beauty of the unplanned, to welcome the unknown with open arms, and to appreciate the joy that comes from embracing life's spontaneous twists and turns.



**Task 3. Complete a sample essay using the appropriate phrases.**

### **A Day at the Beach**

The sun hung low in the sky, casting a warm, golden glow over the sandy shores. The rhythmic sound of waves crashing against the shore echoed in my ears as I stepped onto the beach, ready for a day of \_\_\_\_\_

\_\_\_\_\_.

The air was \_\_\_\_\_, a gentle breeze carrying the scent of the ocean. As I walked along the shoreline, the sand squished beneath my toes, creating a soothing melody with each step. Families scattered across the beach, building \_\_\_\_\_, playing \_\_\_\_\_, and soaking up the sun's generous rays.

I found the \_\_\_\_\_ and unfolded my beach chair, eager to immerse myself in the serenity of the moment. The turquoise waters stretched endlessly before me, inviting me to take a refreshing dip. Seagulls circled overhead, their cries blending with the laughter of children playing in the surf.

With each passing wave, my worries seemed to \_\_\_\_\_. The ocean had a calming effect, a timeless force that put life into perspective. As I lay back in my chair, I closed my eyes \_\_\_\_\_ and \_\_\_\_\_ let \_\_\_\_\_ the \_\_\_\_\_ symphony \_\_\_\_\_ of \_\_\_\_\_ nature \_\_\_\_\_.

\_\_\_\_\_.

The day unfolded with a series of simple pleasures. I strolled along the water's edge, collecting \_\_\_\_\_ as the tide washed in and out. The warmth of the sun on my skin and the gentle touch of the breeze created a sensory paradise. I couldn't help but marvel at the beauty of the world around me.

As the day progressed, I decided to venture into the water. The initial shock of the cool waves gave way to a refreshing embrace. I floated on the surface, feeling \_\_\_\_\_.

\_\_\_\_\_.

The ebb and flow of the tide became a dance, a rhythmic heartbeat connecting me to the pulse of the ocean.

Later, I joined a beach volleyball game with a group of strangers turned \_\_\_\_\_. The sand beneath my feet became a stage for laughter and camaraderie. We cheered each other on, relishing the simple joy of shared moments on this sun-kissed canvas.

As the sun dipped below the \_\_\_\_\_, painting the sky in hues of orange and pink, I knew I had experienced a day etched in the sands of memory. The beach had become more than a destination; it was a refuge, a sanctuary where the worries of the world were washed away with the tide.

With a heart full of gratitude and a lingering sense of peace, I packed up my \_\_\_\_\_

\_\_\_\_\_. As I left the beach, I carried with me not just the tangible treasures of seashells and sun-kissed skin but also the intangible gifts of serenity and connection. The memory of that day at the beach would forever be a cherished chapter in the book of my life.

#### 4. An example of an argumentative essay:

##### **The Impact of Social Media on Society**

In the digital age, social media has become an integral part of our daily lives. While some argue that it enhances communication and connectivity, others contend that its impact on society is largely negative. This essay explores the multifaceted effects of social media on individuals and communities.

*Positive Effects.* Social media facilitates communication on a global scale, allowing individuals to connect with friends and family regardless of geographical boundaries. Platforms like Facebook and Instagram provide a space for self-expression and creativity, fostering a sense of community among users. Furthermore, social media serves as a powerful tool for information dissemination, enabling rapid sharing of news and awareness about societal issues.

*Negative Effects.* On the flip side, the prevalence of social media has given rise to concerns about privacy invasion and cyberbullying. The constant exposure to curated online lives can contribute to feelings of inadequacy and low self-esteem. Additionally, the addictive nature of these platforms has led to increased screen time, adversely affecting mental health and interpersonal relationships.

*Impact on Relationships.* Social media has altered the dynamics of personal relationships. While it allows for easy connection, it can also lead to misunderstandings and miscommunications. The public nature of online interactions can amplify conflicts, making private matters public and contributing to the breakdown of relationships.

*Economic and Political Implications.* Beyond personal relationships, social media has profound effects on the economic and political landscape. The spread of misinformation and fake news on these platforms poses a threat to the democratic process. Moreover, the algorithms employed by social media companies can create echo chambers, reinforcing existing beliefs and polarizing societies.

Some argue that social media is just a reflection of society and not the cause of its problems. While it is true that these platforms amplify existing trends, they also play a role in shaping societal norms and behaviors. Ignoring the potential negative consequences of social media would be irresponsible.

In conclusion, the impact of social media on society is complex and multifaceted. While it has undoubtedly brought about positive changes, the negative consequences cannot be ignored. Striking a balance between enjoying the benefits of social media and mitigating its harmful effects is crucial for building a healthier and more connected society. As we navigate the digital landscape, it is essential to critically examine the role of social media and work towards harnessing its potential for positive change.

**Task 4. Complete a sample essay using the appropriate phrases.**

##### **The Role of Technology in Education: A Blessing or a Curse?**

In the 21<sup>st</sup> century, technology has become an integral part of \_\_\_\_\_, transforming the way we communicate, work, and, importantly, the way we educate. While proponents argue that technology enhances the learning experience, skeptics raise concerns about its potential drawbacks. This \_\_\_\_\_ essay \_\_\_\_\_ aims \_\_\_\_\_ to \_\_\_\_\_ explore

\_\_\_\_\_, shedding light on the impact of technology on education.

#### Positive Impacts of Technology in Education

One of the primary benefits of incorporating technology in education is the accessibility of information. The internet provides students with \_\_\_\_\_

\_\_\_\_\_, making research more efficient and comprehensive. Additionally, interactive learning tools, such as educational apps and simulations, engage students in a dynamic and stimulating manner, promoting a deeper understanding of complex subjects.

#### Facilitating Personalized

Learning Technology allows for personalized learning experiences tailored to individual students' needs. Adaptive learning platforms can identify \_\_\_\_\_

\_\_\_\_\_, enabling educators to provide targeted support. This customization fosters a more inclusive learning environment, accommodating diverse learning styles and abilities.

#### Preparing Students for the Digital Age

In an era dominated by technological advancements, integrating digital tools into education equips students with essential skills for the future workforce. Proficiency in digital literacy and problem-solving \_\_\_\_\_ through \_\_\_\_\_ technology \_\_\_\_\_ prepares \_\_\_\_\_ students \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_, enhancing their employability prospects.

#### Detrimental Effects of Excessive Technology Use

Despite the benefits, critics argue that an overreliance on technology in education may lead to negative consequences. Excessive screen time has been linked to health issues such as \_\_\_\_\_

\_\_\_\_\_. Moreover, concerns arise about the potential for technology to replace crucial aspects of traditional teaching, diminishing interpersonal skills and face-to-face interactions.

#### Addressing the Digital Divide

Another pressing issue is the digital divide, where disparities in access to technology exist among students from different socioeconomic backgrounds. While some students have access to state-of-the-art \_\_\_\_\_ devices \_\_\_\_\_ and \_\_\_\_\_ high-speed \_\_\_\_\_ internet, \_\_\_\_\_ others \_\_\_\_\_ may \_\_\_\_\_

\_\_\_\_\_. This divide exacerbates educational inequalities, limiting opportunities for those without adequate access to technology.

In conclusion, the impact of technology on education is \_\_\_\_\_

\_\_\_\_\_. While technology enhances accessibility, facilitates personalized learning, and prepares students for the digital age, concerns about health implications, the potential erosion of traditional teaching methods, and the digital divide must not be ignored. Striking a balance between embracing technological advancements and addressing associated challenges is crucial for ensuring that education evolves positively in the digital era.

## 5. An example of an expository essay:

### History of the American Flag

The American flag has evolved quite a bit and might undergo even more change with the addition of Puerto Rico as an official state soon. Even though we think we have seen the same flag for countless years, it was quite different just a few decades ago. For instance, between 1777 and 1960, Congress passed many acts to change the design of the flag to account for the admission of states (PBS). Let us delve into its history a bit more in the following paragraphs.

The official American flag came into being on June 14th, 1777, when the Continental Congress passed an act to establish an official flag for the American people (PBS). The act stated:

“Resolved, that the flag of the United States be thirteen stripes, alternate red and white; that the union be thirteen stars, white in a blue field, representing a new constellation.” However, the first unofficial American flag was shown in 1775, when American ships in New England had a “Liberty Tree” flag. The flag consisted of a green pine tree with a white background, with the words, “An Appeal to Heaven” inscribed on it (US History).

Throughout the history of the U.S., there has been over 30 variations of the American flag (US History). However, the origin of the official American flag is unknown. A few historians believe it was designed by New Jersey Congressman Francis Hopkinson and sewn by Philadelphia seamstress Betsy Ross (PBS). But with so many variations, it is difficult to exactly trace the official flag’s origins.

In terms of symbolism, the official American flag, with 13 horizontal stripes -seven red alternating with six white-represents the 13 original colonies. The stars symbolize the 50 states that comprise the U.S. The colors of the American flag also contain symbolism. Red is employed to demonstrate valor and persistence, while the white stands for purity and innocence-finally, the blue represents vigilance, perseverance, and justice (PBS).

The American flag, with its mysterious history and strange variations, is a fascinating historical item. The many variations of the American flag have crossed the sentiments of its population and its laws throughout U.S. history. Who knows how it will change next with the plea from Puerto Rico to become an official state at this time.

***Task 5. Complete a sample essay using the appropriate phrases.***

### Ways Students Can Spend Their Leisure Time

A student’s life is often \_\_\_\_\_. Moving from class to class, ingesting lots of information, a load of coursework and preparing for examinations is a lot to handle. The leisure time a student gets should be treasured and used wisely. Sadly, most students in today’s society spend their free time indulging in activities that are harmful to their well-being such as \_\_\_\_\_.

Precious leisure time can be used to decompress using meaningful but still relaxing activities. Leisure time should contribute to a student’s physical, mental and spiritual wellbeing. These three areas will contribute to a more wholesome student.

#### *Exercise and Sport*

Given that most classes are sedentary activities, a student should spend their time \_\_\_\_\_. Leisure time can be used as a way to look after your health. The body’s well-being undoubtedly constitutes the physical aspect. When a student is in better physical shape, their concentration, energy levels and participation in class also \_\_\_\_\_. Most students sit while in class. Medical research shows that prolonged sessions of unadulterated sitting have

adverse effects on the body's health by exercising during their leisure time, students can counteract these negative consequences. Exercise can include endurance activities such as

---

\_\_\_\_\_ . It could also include power exercises such as weightlifting. Sports are also an excellent choice in this regard. You get to work your body out while having fun at the same time.

#### *Artistic Pursuits*

Students should be involved in arts during their leisure time. This activity is vital especially for those students studying scientific courses. Those studying artistic courses should practice other arts as well. Arts are critical to developing our creativity. Creativity assists students to be

---

\_\_\_\_\_ in their day to day lives. Studying new skills causes the brain to grow. It is challenging as well as exciting. Arts are also a way of self-expression. Self-expression is vital in giving a student a release from the pressures of everyday life. A student may also discover hidden talents in this regard which he may go on to make a living out later in life. The arts could teach a student how to

---

\_\_\_\_\_ . A student gains much virtue from drawing, painting, and writing among other arts. Such virtues spill over into other areas of their lives.

#### *Relaxation*

Relaxation brings about the tranquility that a student cannot find anywhere else. In modern society's hurried ways, to slow down even for a few minutes each day will bring peace to a student's life. It helps to achieve peace of mind. A student can calm down and

---

\_\_\_\_\_ . Every endeavor is carried out with more clarity. An undercurrent of peace is very healthy while carrying on routine activities in a student's day to day life. Meditation is a practice that would help a lot of students in schools currently suffering and in pain. The activities outlined above seek to make a student more balanced. Since schoolwork is more specific and mainly deals with the intellect, students should find activities that are not curriculum oriented. Activities that make them human beings that are closer to their nature. Activities that give them

---

\_\_\_\_\_ . Also, activities that help them to exercise their brains and relax. After all work and no play makes Jack a dull boy and school is the last place anyone wants to feel dull and detached.

### **6. An example of a persuasive essay:**

#### **Why People Should Read for Pleasure**

In the past years, the use of the television and the internet has increased; this situation has caused many people to change their likes and the way that they enjoy their free time. Because of television and the internet, many people spend less time reading, so the purpose of this essay is to present reasons why people should read just for pleasure. The reasons that I give you are quite simple: to improve your knowledge, to expand your general culture, to have more fun, to make your imagination fly, to find new ways to express your ideas, and finally to expand your vocabulary.

The first reason that I give you to enjoy reading is that when you read, you can expand your knowledge and also your culture. There are a lot of good books in which you can find history, novels, tragedies, comedies and a variety of other themes. You can see that people who read more often frequently have a bigger knowledge of life and also a bigger perspective of their environment. I think that fact gives them an advantage over all others who do not read frequently.

The second reason to read more often is that through books you can have fun and even travel in your imagination. Children have not yet lost the ability of getting into their dreams, and because of this, in their first years the parents read a lot of tales in which they use their imagination. Adults should try to keep this ability, so we do not forget the importance of the use of the imagination. The imagination also represents a tool that could help you to develop your professional career in a creative way.

Finally, the third and the most important feature that reading offers you is that it does not matter the age that you have, you always could expand your vocabulary and the ways to express your ideas to the others in a simple and correct form. By the time you can improve the kind of books that you read, there are a lot of categories, so you will never stop learning from the pleasure of reading. People who know how to choose a book generally have the capability of choosing a formal book in which they can find formal grammatical structures and obviously a formal vocabulary. All these things allow them to gain greater fluency in their communication.

In conclusion, I recommend that you enjoy reading more often. There are excellent reasons for doing it; you just have to want to expand your knowledge and culture, improve your imagination, and expand your vocabulary. I know that we should evolve with technology; that is, it is good to know how to navigate the Internet, but we must also not forget books. Try to choose good books at the beginning, and then I assure you that you will never stop reading.

#### ***Task 6. Complete a sample essay using the appropriate phrases.***

##### **Why We Should Not Compare Ourselves with Others**

In our culture, a lot of times, people advise us to compare ourselves with others. “You should be like your father,” “You can win; the others aren’t as good as you,” “You must be the best of your class,” etc., and this is not always the best way of thinking. There are many reasons to change this way of thinking and begin to compare ourselves only with ourselves. This is the way it should be, and in this paper I will discuss some of the most important reasons for this.

The first reason to avoid comparing yourself with others is that there will be always someone better than you. It doesn’t matter \_\_\_\_\_

\_\_\_\_\_. Therefore, you could feel inferior to others and maybe without a real reason. For example, you can be an incredible architect and the best of your generation, and this can make you feel incredibly good, but if someday someone is better than you are, you could feel sad although you \_\_\_\_\_

\_\_\_\_\_. The second reason to elude this kind of comparison is that you will always find someone worse than you, but as opposed to the first reason, this can make you feel better than the others, and this feeling can turn into \_\_\_\_\_

\_\_\_\_\_. For example, if you are the second best student in your class, and one day the very best student leaves the school, you will then be the best one, although you are still only as good as you were before.

These two first reasons lead us to a third one: If you want to be better than others, you don’t need to improve yourself; you only have to make the others \_\_\_\_\_

\_\_\_\_\_. If I want to be the leader of the group, but you are the leader now, what I need to do is to make you look like a traitor or stupid and then I can take your place. Then I will be better than you.

A fourth reason to stop comparing ourselves is that the one who compares him/herself with others is judging, and this doesn’t help us develop as human beings. Nobody knows the internal reality of the other; nobody knows his/her story and his/her most deep intentions, and when we judge \_\_\_\_\_

---

The last but most important reason to avoid comparing ourselves with others is that when we do, we can be tempted to copy them, to do the same things, and to act and think like them. The problem with this is that if we copy someone, we will never

---

---

For all these reasons and because we are unique, we should not compare ourselves with others, only with ourselves. The only comparison pattern that we really have is our consciousness. So, if we use this pattern, we will not feel less or more than others; we will not try to make others look bad; we will not judge so much, and we will accept ourselves as we really are. In other words, we will

---



### ***POOLS (CREATIVE TASKS)***

The given tasks can serve as prompts to help you practice your writing and enhance your ability to create engaging and immersive narratives.

#### **TASKS FOR DESCRIPTIVE ESSAYS:**

##### **1. Describe a Memorable Place:**

Choose a place that is significant to you (e.g., a childhood home, a vacation spot, a local park).  
Use sensory details to paint a vivid picture of the place.  
Convey the emotions and memories associated with the location.

##### **2. Capture a Personal Experience:**

Reflect on a significant event or moment in your life.  
Describe the scene, the people involved, and your emotions.  
Engage the reader by sharing how the experience impacted you.

##### **3. Portray a Seasonal Scene:**

Pick a season (e.g., winter, spring, summer, fall).  
Depict the sights, sounds, smells, and feelings associated with that season.  
Create an atmosphere that transports the reader into the chosen time of year.

#### **4. Explore a Work of Art or Music:**

Select a painting, sculpture, song, or piece of music.  
Analyze and describe the details, colors, shapes, or sounds.  
Convey the emotions or messages conveyed by the artistic work.

#### **5. Characterize a Person:**

Choose someone significant in your life or a public figure.  
Highlight physical features, personality traits, and quirks.  
Convey the essence of the person through anecdotes and observations.

#### **6. Recreate a Historical Event:**

Select a historical event and describe it as if you were an eyewitness.  
Capture the atmosphere, the people involved, and the emotions of the moment.  
Provide historical context to help the reader understand the significance.

#### **7. Illustrate a Culinary Experience:**

Describe a memorable meal or dining experience.  
Use sensory details to convey the taste, smell, and texture of the food.  
Share the ambiance of the setting and the emotions associated with the meal.

#### **8. Depict a Natural Wonder:**

Choose a natural wonder (e.g., a mountain, waterfall, forest).  
Paint a picture of the landscape, flora, and fauna.  
Convey the awe-inspiring beauty and majesty of the natural setting.

#### **9. Capture a Childhood Memory:**

Reflect on a specific memory from your childhood.  
Describe the setting, the people involved, and the emotions you felt.  
Share the significance of the memory in shaping who you are today.

#### **10. Portray a Dream or Nightmare:**

Describe a vivid dream or a haunting nightmare.  
Explore the surreal elements, emotions, and symbolism within the dream.  
Convey the impact the dream had on your thoughts or feelings.

### **TASKS FOR COMPARE AND CONTRAST ESSAYS:**

1. Students, Who Work vs. Unemployed Students: Who Takes the Best of This Life?
2. Comparing Life with Parents to Living on Campus.
3. Social Media: Positive Impact or Negative Impact.
4. Buying Things Online vs. Buying Things at a Shopping Mall.
5. Ebooks vs. Paper Textbooks.
6. Animal Testing vs. Alternative Methods.
7. Genetically Modified Organisms (GMOs) vs. Organic Farming.
8. Spending Money on Education vs. Spending Money on Fun.
9. Math vs. English: Which Class is Easier?
10. Classic vs. Modern Literature.
11. Shakespearean Comedies vs. Tragedies.
12. Poetry vs. Prose.
13. Virtual Friends vs. Real Friends.



14. Novels vs. Movies.
15. Pop Music vs. Classical Music.

### **TASKS FOR NARRATIVE ESSAYS:**

#### **1. Memorable Childhood Experience:**

Write about a specific moment from your childhood that left a lasting impression on you. Explore the emotions, sights, and sounds of that particular memory.

#### **2. Life-Changing Decision:**

Share a narrative about a decision you made that significantly altered the course of your life. Reflect on the factors that influenced your choice and the outcomes that followed.

#### **3. Travel Adventure:**

Narrate a travel experience that had a profound impact on your perspective. Describe the destination, the people you met, and the lessons learned during the journey.

#### **4. Overcoming a Challenge:**

Share a story about a personal challenge or obstacle you faced and how you overcame it. Reflect on the lessons learned and personal growth achieved through the experience.

#### **5. Unexpected Friendship:**

Write about a friendship that developed in an unexpected way or under unique circumstances. Explore the dynamics of the friendship and how it has impacted your life.

#### **6. Family Traditions:**

Narrate a story related to a family tradition that holds special significance for you. Describe the tradition, its origins, and the role it plays in your family dynamic.

#### **7. Unforgettable Event:**

Share an account of an event that left a lasting impression on you. Detail the setting, the people involved, and the emotions experienced during the event.

#### **8. A Lesson from Failure:**

Write about a time when you faced failure and the valuable lessons it taught you. Reflect on how the experience shaped your character and influenced your future decisions.

#### **9. First Love or Heartbreak:**

Explore the emotions and experiences surrounding your first love or a significant heartbreak. Discuss the impact on your outlook on relationships and personal growth.

#### **10. Career Turning Point:**

Narrate a story about a pivotal moment in your career or academic journey. Reflect on the decisions made, challenges faced, and the eventual outcomes.

### **TASKS FOR ARGUMENTATIVE ESSAYS:**

#### **1. Social Issues:**

Is social media positively or negatively impacting society?

Should the government have a role in regulating fake news on the internet?

Is online education as effective as traditional classroom learning?

## **2. Environmental Concerns:**

Should governments prioritize renewable energy sources over traditional ones?

Is climate change primarily caused by human activities, or is it a natural phenomenon?

Should there be stricter regulations on single-use plastics?

## **3. Technology and Society:**

Is the advancement of artificial intelligence a threat to employment?

Should there be stricter regulations on the use of personal data by technology companies?

Are video games and violent media contributing to increased aggression in society?

## **4. Education:**

Is standardized testing an effective measure of a student's knowledge and abilities?

Should college education be free for all students?

Is homeschooling a better alternative to traditional schooling?

## **5. Health and Wellness:**

Should fast food be banned in schools to combat childhood obesity?

Is the use of genetically modified organisms (GMOs) in food production safe for consumption?

Should governments promote a plant-based diet for environmental and health reasons?

## **6. Economics and Policy:**

Should the minimum wage be increased to provide a living wage for all workers?

Is capitalism a fair and just economic system?

Should governments provide financial assistance to industries during economic downturns?

## **7. Global Issues:**

Should wealthy nations be obligated to provide more financial aid to developing countries?

Is military intervention an effective solution to resolve conflicts in other countries?

Should there be more stringent international regulations on arms trade?

## **8. Ethical Dilemmas:**

Is euthanasia morally acceptable in certain situations?

Should genetic engineering be used to enhance human abilities?

Is it ethical to use animals for scientific experiments?

## **9. Cultural and Societal Norms:**

Should affirmative action be implemented to address historical inequalities?

Is it acceptable for celebrities to use their platforms for political activism?

Should cultural appropriation be considered offensive and restricted?

## **10. Legal and Justice System:**

Is the death penalty an appropriate punishment for heinous crimes?

Should non-violent offenders be sentenced to alternative forms of punishment rather than incarceration?

Is the current legal drinking age-appropriate, or should it be adjusted?

## **TASKS FOR EXPOSITORY ESSAYS:**

1. Why do people need to continue space exploration?
2. Discuss the importance of mental health.
3. How to avoid depression?
4. Why is the basic knowledge of IT important nowadays?
5. What is your dream about the future?

6. What would you do if you could live forever?
7. Define the meaning of life to you.
8. Why do children lie?
9. Difference between fat and overweight.
10. Causes of global warming.
11. How to take care of yourself?
12. Are we money hungry?
13. How to talk to mentally exhausted people?
14. Hobbies for teenagers to avoid.
15. Gender inequality at work.
16. Reasons for the rise in teenage pregnancy rate.
17. How does bullying affect the well-being of students?
18. The impact of fast food consumption on health.
19. The effects of video games on children's behavior.
20. The influence of parental divorce on children.
21. How does social media impact personal relationships?
22. The effects of peer pressure on decision-making.
23. Is Homework important? Explain Why?
24. Why is teaching considered a noble profession?
25. Why is a higher degree important for getting good jobs?

#### **TASKS FOR PERSUASIVE ESSAYS:**

1. Letter grades should be replaced with a pass or fail.
2. Every family should have a natural disaster survival plan.
3. Parents should talk to kids about drugs at a young age.
4. Gun ownership should be tightly regulated.
5. People should go to jail when they abandon their pets.
6. Free speech should have limitations.
7. Recycling should be mandatory for everyone.
8. Internet access should be free for everyone.
9. Pregnant couples should receive parenting lessons.
10. We shouldn't use products made from animals.
11. Celebrities should have more privacy rights.
12. We need better sex education in schools.
13. Life is better than it was 50 years ago.
14. Eating meat is unethical.
15. A vegan diet is the only diet people should follow.
16. Medical testing on animals should be illegal.
17. Medical testing on animals is necessary.
18. Single-sex colleges provide a better education.
19. Violent video games can cause people to act violently in real life.
20. Climate change should be the president's primary political concern.

## UNIT 4. WRITING EMAILS

**EMAIL** – noun (also **e-mail**)

UK /'i:meɪl/



**1. a system for sending messages electronically, especially from one computer to another using the Internet.**

e.g. You can contact me by email.

What's your email address?

**2. a message sent electronically.**

e.g. I got an email from Danielle yesterday.

**3. verb**

**to send an email to (someone).**

e.g. You can email me at my normal address.

### *Importance of Emails*

The emergence of email has shaped how we communicate in the modern world. Email is much faster than sending postal mail and is also less expensive. You don't have to worry about buying paper, envelopes, or stamps – something that some may consider the more environmentally friendly option.

Email is good for record-keeping because it keeps a written record of things you wouldn't get over the phone. It also eliminates a lot of paperwork in an office setting because you can track communication and transactions via email.

Email helps to spread data. Businesses can grow and share information at record speeds, so finding the right platform for you is always going to be in your best interest.

## COLLOCATIONS WITH “EMAIL”

### *noun*

a [junk, spam, personal, work] email  
wrote you a [long, short] email  
have not yet [replied, responded] to your email  
have not [replied] to your email yet  
still need to reply to your email  
have too many emails  
a [deleted, cleaned out] email  
forwarded an email to you  
have you seen my email yet?  
write an email to [a friend, your boss]  
send an email to [a friend]



got an email from my [sister, boss, ex-wife]  
got an email [about, concerning, on]  
receive [notifications, more information] by email  
receive [notifications] in your email  
will send it to you in an email  
will send it to your email

will send you an email later  
send me an email with any [questions, concerns]  
drop me an email  
need to check my email  
[filter, check, catch up with] your emails  
attach the [file, document, image] to the email  
attached to this email (is)  
get in [contact, touch] by email  
contact us by email or [phone, fax, social media]

**verb**

email [him, your teacher, your parents]  
email me your [CV, resume, assignment]  
email me at [home, the office, my normal address]  
[need to, didn't] email her back  
email [confirmation, an order, tickets]  
emailed her the [file, photos]  
will email the photos [of, from]  
email the [form, results] back  
emailed out a [list, survey, advertisement]  
write, email or fax (us)



***INTERESTING FACTS ABOUT EMAILS:***

1. The first email was sent by Ray Tomlinson (pictured above) in 1971. He invented the email program on the ARPANET (Advanced Research Projects Agency Network) system. Using his software program, he sent a message to himself and received it on a computer sitting right next to him. He used the now-ubiquitous @ symbol to separate the recipient's name from their location – to indicate that the user was “at” some other host rather than being local. Interestingly, it was a personal side project.
2. Over 2.9 million emails are sent every second. That's approximately 250 billion emails in a day and close to a whopping 100 trillion emails in a year.

3. On average, we check our emails 20 times per day. We spend 5.4 hours per day checking emails.
4. Almost 50% of Americans check their emails in bed. 40% in the bathroom, 79% on vacation and 18% while driving which is dangerous, to say the least.
5. 60% of emails we receive are spam. On an average, only 14% of emails are considered important.
6. People are more likely to open emails with emoji.
7. The first email from space was sent in 1991 by the STS-43 Atlantis crew. They used Apple's early AppleLink software on a Macintosh Portable. The message reads:

*"Hello Earth! Greetings from the STS-43 Crew. This is the first AppleLink from space. Having a GREAT time. Wish you were here... send cryo and RCS! Hasta la vista, baby... we'll be back."*



## ***TYPES OF EMAILS***

When it comes to email writing, there are two main types: **formal** and **informal**. Formal emails are typically used when contacting someone you don't know well, or when you need to appear professional.

Informal emails are more relaxed and can be used when contacting people you know well or when a more casual tone is appropriate.

First of all, let's see what the words "**formal**" and "**informal**" actually mean:

**Formal** = done in a polite or appropriate way (according to a set of rules).

**Informal** = done in a free, relaxed way (and usually in a friendly manner).

*E.g. Writing to a President would be formal, as would be an email to your company's CEO. In contrast, texting a friend would be informal.*

In order to understand the difference between the two, you'll need to look at the overall tone of the email. Email tone has evolved over the last several years, but you will still encounter reasons to use only formal emails. Some key things to look for if you're unsure whether an email is formal or informal are introductions, endings, and word choice.

### **1. Informal Emails**

Informal emails are the ones you send to your friends, family, or anyone else you know well. They don't have to be super-serious, and you can use slang or write in a more relaxed way. You might even start with an informal greeting like "Hey!" or "Hi there!"

In addition, informal emails can be shorter than business emails since you're not required to include as much information. For example, you might just write a quick update about what's going on in your life, or you might ask a few questions about someone else's.

**FOR EXAMPLE:**

*Hey John,*

*Thanks for submitting that memo. I spoke to my team this morning and we would love to set up a time to talk to you about your findings in the next week or so.*

*Let me know if you're available, and if so, what times. Thanks!*

*Talk to you soon,*

*Roseanne*

Informal emails don't need to have a lot of structure, and you can be creative with them. However, there are still a few rules you should follow, such as using proper grammar and spelling, and not being too rude or offensive.

*A bad example: "Hey dude, long time no see. How's it hangin'? I'm good, just been workin' a lot. Anyway, I need a favor."*

This email is too short, informal to the point of being impolite, and it doesn't follow any rules of grammar or spelling.

*A better example: "Hey there! I hope you've been doing well. It's been a while since we talked, so I thought I'd check in and see how you're doing. I've been good, just really busy with work. Let me know if you ever want to catch up."*

This email is still informal, but it's polite and follows the basic rules of grammar.

**When to Use an Informal Email:**

You may want to use a more informal email if:

- You have already built up a working relationship with a co-worker, and it's understood that you can drop the formalities.
- You speak with your recipient daily, whether online or in person.
- The company culture prefers a more casual tone.

An important thing to remember when deciding whether an informal or formal email is more appropriate is to gauge how your recipient has been addressing you. If you've been addressed in a more casual tone or format, you probably wouldn't need to suddenly switch to more formal emails. As always, use your best judgment.

## **2. Formal Emails**

Formal emails are the ones you send to people you don't know well, to business contacts, or to authorities (such as your bank, potential recruiter, school director, or college professor). Standard English is used to communicate.

Formal emails need to be polite and well-written, with no mistakes in grammar or spelling. They should also be concise (short and to the point) so that the recipient can easily understand your message without wasting their time.

When you write a formal email, it's important to use the correct format and tone, so that your message comes across as professional.

### ***FOR EXAMPLE:***

*Dear Mr. Smith,*

*Thank you for getting in contact with us. I'm sending confirmation that I received your memo this morning. I submitted it for review and will discuss your ideas with my colleagues this afternoon. We want to schedule a meeting no later than May 6th to discuss the topics you've brought up.*

*Could you please give me your availability by Friday afternoon so we can schedule something as soon as possible? Please also CC any other members of your team joining the meeting so that we can prepare for the proper number of people.*

*I look forward to discussing these issues further with you.*

*Regards,*

*Ms. Dawson*

Looking over this example, it's apparent that the tone of this email is formal. There isn't any slang, and each email section is properly formatted.

Notice the introductory and closing phrases. "Dear" and "regards" are used, which are common in more formal emails. Using the phrase "thank you" versus "thanks" is also another indicator that this is a formal email.

### ***When to Use Formal Email:***

You may want to use formal email if:

- You are mailing someone from a more formal culture. This might require some research, especially if they are from a different country. This could involve a formal work culture.
- You are contacting somebody new or for the first time (e.g. when reaching out to a potential new business partner or requesting information from a Business or Institution).
- You want to show respect to someone (e.g., a client or somebody in upper management).
- You are applying for a job, contacting a customer, making a complaint, answering a complaint, canceling or rescheduling an appointment.

Usually, it's best to begin your communication with a more formal tone. Based on the environment or situation, a more casual email tone can be adopted if and when appropriate.

## ***LEVELS OF FORMALITY IN EMAILS***

Not all formal emails are created equal. In fact, there are different levels of formality that you can use, depending on the type of email you're sending and the relationship you have with the recipient.

The **most formal email** would be something like a job application or business proposal, where you want to make the best possible impression. In these cases, you would use very formal language and a very professional tone.

A **less formal email** would be something like an email to a professor or business acquaintance (someone you have met but do not know well). In these cases, you can still use formal language, but you don't need to be quite as formal as in the first example.

The **least formal email** would be something like an email to a friend or family member. In these cases, you can use informal language and a more personal tone.



## Not Sure If an Email Should Be Formal or Informal?

If you are not sure, then it's better to go with a formal email format just in case. You don't want to come across as impolite, especially when communicating with someone you've never met before. Let's take a look at some specific differences between formal and informal emails:

- Formal emails are usually longer, while informal emails are shorter.
- Formal emails use business English, while informal ones use regular English.
- Formal emails are usually written for business purposes, while informal ones can be written for both business and personal purposes.



## EMAIL STRUCTURE

Before we get into different email templates, it's important to know how to build an email yourself. For the most part, every email, regardless of its contents, will follow the same structure with the same basic elements. You should get to know these elements in order to ensure proper and effective email writing as a whole.

### Professional Email Format

**New Message** — ↗ ✕

To Cc Bcc


**Subject Line**

**Salutation**

**Introduction**

**Body**

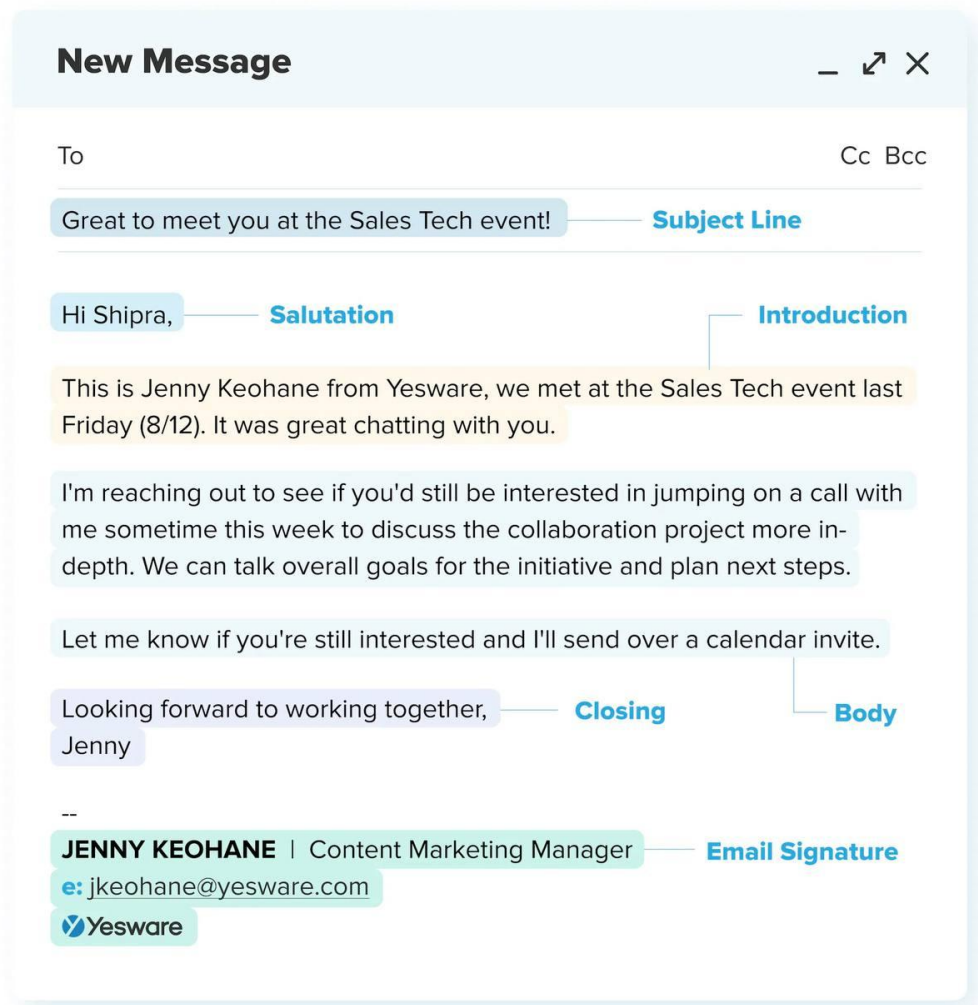
**Closing**

 **Email Signature**

### Here are the essential elements of a professional email:

1. **Subject Line:** Summarize what your email is about in a clear and concise way.
2. **Salutation:** Greet your recipient with an appropriate salutation for the situation.
3. **Introduction:** Provide a brief summary of who you are.
4. **Body:** Write a few short paragraphs about why you're reaching out and end with a CTA (*Call To Action*).
5. **Closing:** End your email with a personalized closing.
6. **Email Signature:** Always include an email signature with contact information.

Now let's see these in action.



## PROFESSIONAL EMAIL FORMAT

### 1. Subject Line

A good subject line informs recipients what the message is about and why they should read it. Try to make your subject line clear, specific, and concise.

Provide a quick explanation of what's inside your email in a clear and concise way; effective subject lines typically fall around 1-7 words. But remember to also make it appealing enough that the recipient wants to open your email.

In a cold email subject line study, we found that these elements significantly increased open rates:

- Personalize your subject lines
- Ask questions to generate curiosity
- Include numbers for increased engagement
- Address pain points to elicit emotion
- Provide value to catch their eye

Tip: Avoid all caps and multiple exclamation points. These are the two most common patterns that get flagged by spam filters.

***For example:***

- ❖ *Marketing Budget Q4: Please review by August, 31*
- ❖ *Meet the new VP of Engineering*
- ❖ *Spark for Android: First impressions from our users*
- ❖ *Requesting vacation for Aug, 10-20*

## **2. Salutation/Greeting**

What's the most effective way to open up a conversation via email?

According to studies, the best email greeting may be the most obvious:

*Hi {!First Name},*

Try using "Hello" and "Hi" rather than "Hey" in professional and formal emails to avoid coming off as non-professional or too casual to your recipient. It's the safest route *and* studies show it's most effective.

If you want more email greetings, Grammarly suggests the six best ways to start an email are:

1. *Hi [Name],*
2. *Dear [Name],*
3. *Greetings,*
4. *Hi there,*
5. *Hello, or Hello [Name],*
6. *Hi everyone,*

Your greeting is your recipient's first impression of you – so play it safe. The last thing you want is them clicking away before getting to the content of your message.

## **3. Introduction**

Never get into the body of the message without introducing yourself. It adds the additional element of mannerism and professionalism to your message.

Provide a brief summary of who you are and why you're reaching out.

Once you introduce yourself, then you can get into your ask (the body of your message). But your ask will fall flat without a proper introduction.

Tip: Including a line about the recipient in your introduction immediately grabs their attention and starts your email off on the right foot. Here are some examples:

- *I saw your post about [topic]*
- *Congratulations on [achievement]*
- *Great insights on [topic]*
- *I'm inspired by the work you've done on [field]*

## 4. The Body of Your Message

The next element of professional email format is the body of your message. This is where you illustrate the purpose of your email.

Remember, the shorter and more concise, the better.

Here's what to include:

- Explain why you're reaching out: In a few short paragraphs explain the reason for your email.
- The ask: If you're asking for something, make this clear, followed by a call to action.
- Include a CTA (*Call To Action*): What's next? Provide the next steps and what you're looking for from the recipient.
- Value the reader's time. Provide a recipient with any additional information they need to reply. At the same time, try to keep your email short and simple, and don't overload it with extra details.
- Make your email easy to read. Break your message into short paragraphs and take advantage of headings and lists. Where appropriate, emphasize the key information with **bold** or *italics*. Your aim to make your email as structured and easy to skim as possible.

Keep your email about one topic and avoid asking multiple questions or writing lengthy sentences.

## 5. Closing

Lastly, your sign-off. You should end your email on a friendly note.

If you want to keep it simple, here are some of the most common closing phrases for professional emails:

- *Best,*
- *Best Regards,*
- *All the best,*
- *Thank you,*
- *Thanks again,*
- *With appreciation,*
- *Regards,*
- *Sincerely,*
- *Talk soon,*

If you want to take a more personalized approach, tailor your sign-off to align with the context of your message.

When you're requesting/scheduling a meeting:

- *Looking forward to meeting with you,*
- *Looking forward to working with you,*
- *Thanks in advance for your time,*

When you need feedback or a task completed:

- *I sincerely appreciate your help,*
- *Looking forward to your reply,*
- *Thank you and let me know if there are any hold-ups,*

When you've completed a project:

- *It was great working with you,*
- *Looking forward to collaborating again in the future,*
- *Thanks for all your hard work on this,*



## 6. Email Signature

Last but not least, your email signature provides the recipient with your contact information and relevant links.

What to include in your email signature:

- Name, position, company name
- Contact information
- Social media buttons to call your recipient to connect with you
- Extra: Your headshot — this reminds your recipient that there's a living, breathing human on the other side of the screen



### ***TIPS, USEFUL PHRASES, SENTENCE STARTERS FOR WRITING EMAILS***

#### **Tone (Examples for Formal and Informal Writing)**

##### ***Formal:***

- Use a polite, professional tone.
- Use business vocabulary.
- Be concise and clear.
- Avoid abbreviations, contractions, slang, and emojis.

##### ***Informal:***

- Use a friendly, personal tone.
- You can use contractions and slang.
- You can use emojis to help create a friendly tone.
- In other words, write freely.



Staying on top of your inbox is not always easy, but having some useful phrases like these can save you a lot of time. Make your emails more varied and rich. You can easily increase your productivity and improve the quality of your emails by using these phrases

## **1. Opening Lines**

### **1.1 Being social**

By adding these at the beginning of your emails, you will sound more friendly and social.

- I hope you had a good weekend.
- I hope you had a great trip.
- Hope you had a nice break.
- I hope you are well.
- I hope all is well.
- Hope you're enjoying your holiday.
- I hope this email finds you well.

- I hope you enjoyed the event.
- I'm glad we had a chance to chat at the convention.
- It was great to see you on Thursday.
- It was a pleasure to meet you yesterday.

## **1.2 Emailing first**

Are you the one emailing first? Try these:

- I am writing to you about our last meeting/your presentation yesterday/our next event.
- I am writing to you with regards to/regarding/concerning/in connection with...
- I am writing to ask/enquire/let you know/confirm/check/invite you to/to update you on/ask for a favor...
- I am writing you to follow up on...
- I am contacting you to inform...
- I am reaching out because...
- This is just a quick note to...
- This is just a quick reminder...
- I wanted to let you know that...
- Might I take a moment of your time to... (very formal)
- It's [Your Name] from [Your Company].
- This email is just to let you know that...

## **1.3 Replying**

- I just got your request for...
- I just read your email about...
- As we discussed, I would like to send you...
- Thank you for your email about...
- Thanks for your email this morning/yesterday/on Wednesday/last month...
- Thanks for your feedback on/your invitation/your suggestion
- Thanks for sending/asking about/attending
- Thanks for your quick reply.
- Thanks for getting back to me so quickly.
- Thank you for reaching out (to me).

## **1.4 Apologizing**

- Sorry for my late reply.
- Sorry it took me so long to get back to you.
- I apologize for the late response.
- Sorry it's been so long since my last email.
- I was sorry to hear about...
- Please accept our apologies for any inconvenience caused.

## **2. Body Lines**

### **2.1 Attachments and Information**

- I've attached...
- Please find [file] attached.
- I'm enclosing [file].
- Please see the information below for more details about...
- The parts in bold/in red/in blue are my comments/are the changes we made.
- Here's the document that you asked for,
- I've attached [file] for your review.
- I'm sending you [file] as a pdf file.
- The attached file contains...
- Could you please sign the attached form and send it back to us by [date]?
- Here's the [document] we discussed.
- [file] is attached.
- Please take a look at the attached file.
- Take a look at the [file] I've attached to this email.
- I've attached [file].
- More information is available at [www.website.com](http://www.website.com).
- Please note that...

### **2.2 Requests and Enquiries**

- Could you please...?
- Could you possibly tell me...?
- Can you please fill out this form?
- I'd really appreciate it if you could...
- I'd be very grateful if you could...
- It would be very helpful if you could send us/me...
- I was wondering if you could/if you would be able to...
- If possible, I'd like to know (more) about...
- Please find my two main questions below.

### **2.3 Asking for clarifications**

- I didn't/don't fully understand [something]. Could you please explain that again?
- I didn't quite get your point about [something]. Could you be more specific?
- Could you repeat what you said about...?
- Could you give us some more details on...?
- If you could please shed some light on this topic, I would really appreciate it.
- Could you please clarify [something]?
- Could you please clarify when you would like us to finish this?
- When exactly are you expecting to have this feature?
- Here are the details on...
- Could you please clarify what you would like us to do about...?
- If I understood you correctly, you would like me to...
- What exactly do you mean by [something]?
- Could you explain what you mean by [something]?
- In other words, would you like us to...

## **2.4 Sharing information**

*Use these helpful phrases when need to give or receive some information (or when you already did).*

- Thank you for letting me know.
- Thank you for the heads up.
- Thank you for the notice.
- Please note...
- Quick reminder...
- Just a quick/friendly reminder that...
- Thank you for sharing.
- I'd like to inform you that...
- Just a quick heads up -
- Thanks for keeping me in the loop.
- Please keep me informed/posted/updated/in the loop.

## **2.5 Getting and giving approval**

- Please let me know if this is OK with you.
- What are your thoughts (on this)?
- What do you think?
- Please let me know what you think.
- We just need the thumbs up/the green light. (=we're waiting for approval)
- You (totally) have the green light!
- He approved of it, so you can go ahead with the project.

## **2.6 Scheduling**

- I'd like to schedule a meeting on [day] if you are available/free then.
- I am available on [day], if that's convenient for you.
- Would you be available on [day]? If so, I'll send you an invite shortly.
- Can you make it on [day]? If so, I'll book accordingly.
- I'm afraid I can't make it on [day]. How about...?
- (Due to...) I'm afraid we need to reschedule/delay/postpone/put back/cancel/call off/move/rearrange our meeting.
- We are sorry to inform you that the interview/meeting scheduled for [day] will have to be rescheduled.

## **2.7 Giving bad news**

- Unfortunately, ...
- Unfortunately, we cannot/we are unable to ...
- I'm afraid it will not be possible to...
- Unfortunately, I have to tell you that...
- I'm afraid that we can't...
- We regret to inform you that...
- I regret to inform you that (due to...) ...
- After careful consideration we have decided (not) to ...
- Due to [reason], it won't be possible to...
- It's against company policy to...
- I tried my best, but...



- Despite my best efforts, ...
- I can't see how...
- I'm sorry but it's out of my hands.
- I'm afraid I won't be able to...
- I'm sorry to tell you that...

### 3. Closing Lines

#### 3.1 When something is expected

*Do you need a reply? Are you asking for a favor or you are meeting soon? These sentences are perfect for those moments!*

- Looking forward to hearing from you soon.
- I look forward to hearing from you soon.
- Please let me know if this works/if you are available/if that sounds good/if you can/if you can help/if you need to reschedule...
- I look forward to seeing/meeting you.
- See you on Thursday/next week.
- Thanks.
- Thank you in advance.
- Thank you for everything.
- Cheers.
- Any feedback you can give me on this would be greatly/highly/much appreciated.
- If you could have it ready by tomorrow/the end of next week, I would really appreciate it.
- I would appreciate your help in this matter.

#### 3.2 Offering help or information

- I hope you find this helpful.
- I hope it's clearer now.
- I hope that answers all your questions.
- If we can be of any further assistance, please let us know.
- Let me know if you need any help.
- For further details...
- If you have any (more) questions (about)...
- In the meantime, if you need any more information,
- I you need more information/more info/further information,
- I know that's a lot to take in, so let me know if anything I've said doesn't make sense.
- ... please do not hesitate to contact me.
- ... please feel free to contact me/to get in touch.
- ... please let me know.
- ... drop me an email/drop me a line.

#### 3.3 Apologizing (again!)

1. Thank you for your understanding/for your patience.
2. Thanks again for your understanding/for your patience.
3. Once again, please accept our apologies for any inconvenience caused/for the inconvenience caused/for the delay/for the misunderstanding.
4. I hope this is okay with you.

5. I really hope we can find a solution soon.
6. I hope you can understand.
7. Sorry I couldn't be of more help.

### 3.4 Friendly ways to say 'bye'

- Best regards,
- All the best,
- Best wishes,
- Cheers,
- Have a great weekend!
- Have a wonderful day!

### 3.5 Formal vs Informal Starting and Ending Phrases

*You also need to know which phrases to use only in a formal email or an informal one:*

	<i><b>Formal</b></i>	<i><b>Informal</b></i>
<i><b>Starting phrases</b></i>	Dear Mr/Mrs/Ms Piper, Dear Sir or Madam, Dear Dr. Brown	Hi Tim, Hi there Tim, Morning/Afternoon/Evening Tim, Hello again Tim,
<i><b>Ending phrases</b></i>	Yours sincerely, Yours faithfully, Yours truly, Regards, Kind regards, (in this context, <b>kindly</b> means in a friendly way) Best regards, Respectfully, With gratitude, Thank you for your time, Thank you, Many thanks, Best wishes,	Rgds, Bye for now, See you soon, Thanks, Take care, Cheers, (in this context, <b>cheers</b> means goodbye or thank you) Talk to you soon, Bye for now, See you later,

### 15 Formal Email Opening Lines

1. I hope this email finds you well.
2. Good morning/afternoon [Recipient's Name].
3. I am excited to share this news with you.
4. To whom it may concern.
5. I am reaching out to discuss...
6. I am delighted to introduce myself as...
7. Thank you for taking the time to consider my request.
8. I am writing to follow up on our previous conversation about...
9. I wanted to bring to your attention...
10. Please accept my best regards.
11. Thank you for your quick response.
12. I am pleased to inform you that...
13. I am writing to introduce myself and my company.

14. I am excited to share some positive developments with you.
15. I would like to schedule a meeting at your earliest convenience.

### **15 Polite Email Opening Lines**

1. Hello/Hi/Dear [Recipient's Name].
2. Good morning/afternoon [Recipient's Name].
3. I hope this email finds you well.
4. I hope your week has been great so far.
5. I trust you're having a great day.
6. Thank you for your time and attention.
7. I'm reaching out to discuss...
8. I'm interested in learning more about...
9. I am grateful for the opportunity to connect with you regarding...
10. Allow me to introduce myself briefly.
11. I'm writing to express my interest in...
12. Your attention to this request is greatly appreciated.
13. Thank you for getting in touch with...
14. I wanted to update you on the progress of...
15. I wanted to seek your advice regarding...

### **15 Business Email Opening Sentences**

1. I hope this email finds you well.
2. Allow me to introduce myself.
3. I hope you are having a great week.
4. I hope your day has been great.
5. I am contacting you in regards...
6. I would love to...
7. Thank you for the quick response.
8. Thank you for getting in touch with...
9. I'm following up on my previous email on...
10. I'm glad to hear from you!
11. I wanted to provide you with an update on...
12. I'm hoping to get your advice on...
13. It is good to have a conversation with...
14. Thank you for getting in touch with...
15. Thank you for considering my request...

### **15 Cold Email Opening Sentences**

1. Just finished reading your latest <blog>, and I must say, the insights you shared were truly amazing.
2. Just heard you on <podcast> and loved your insights on <topic>!
3. Congratulations on securing funding for < company name>! This marks an exciting time ahead for your company.
4. <Competitor 1>, <Competitor 2>, and <Competitor 3> share a common trait.
5. Congratulations on [recent achievement]! Your success is truly inspiring.
6. I came across your company's impressive growth and innovative solutions and wanted to explore potential collaboration.
7. I read about your company's commitment to sustainability and wanted to discuss potential synergies.

8. Your competitor recently made a significant move/announcement regarding X. I'm curious how you plan to respond to this development.
9. <Mutual connection> recommended that I contact you because <reason>.
10. Are you struggling with <strategy/tactic/process/KPI>? From my experience, it helps if you <learning>.
11. Wow! Just saw your impressive case study featuring <customer> and the remarkable results you achieved together.
12. Did you know recent research has revealed <interesting insight/statistic>? It's quite fascinating!
13. Rise above the noise and captivate your audience with a powerful <strategy/tactic>.
14. Ever wondered how to achieve <impressive result> in record time? I've cracked the code.
15. Did you know that <startling statistic>? Let's discuss how it impacts your business.

### **15 Friendly Email Opening Lines**

1. How are you?
2. This article/video made me think of you!
3. Good to hear from you.
4. How's it going?
5. Thanks for your help with...
6. Hope you had a great weekend.
7. I'm hoping to get your advice on...
8. Just wanted to drop you a quick email.
9. Hope your week is off to a fantastic start.
10. I have a fun idea I'd like to discuss with you.
11. It was great to meet/talk to you!
12. Thanks for the quick response.
13. I have an update for you regarding...
14. Thanks for reaching out.
15. I have a question about...

### **15 Funny Email Opening Lines**

1. Good morning! I hope your day is as amazing as you are.
2. Salutations, email charmer!
3. A friendly hello from me to you.
4. Greetings, oh mighty email reader! Brace yourself for some hilarity.
5. Ahoy, matey! How be ye sailin' through this fine day?
6. Yo! What's up?
7. Don't worry; I'll keep this brief.
8. I hope your morning coffee was as strong as mine.
9. Me again ...
10. Hey there, a survivor of the workweek! How's it going?
11. I hope you're comfortably seated for the epicness of this email...
12. I promise this is the last email from me... at least for this week!
13. Just a friendly reminder: only X days left 'til Friday!
14. Sorry for ruining your cleared inbox, but...
15. Just what you want: another email.

## **15 Informal Email Opening Sentences**

1. Alright!
2. Hi!
3. How's it going?
4. Hello from the other side.
5. Just wanted to pop into your inbox and say hi.
6. Guess who's thinking of you? That's right, this email right here!
7. What's up, buttercup? Just dropping by to see how you're doing.
8. Thanks for the help!
9. I meant to contact you about...
10. How is surviving the middle of the week going for you.
11. I'd love to get your advice on ...
12. Thanks for getting back.
13. Nice hearing from you!
14. Could you help me with something?
15. I've got some news to share!

## **15 Follow-up Email Opening Lines**

1. I hope this email finds you well. I wanted to circle back on our previous conversation regarding...
2. This is a follow-up to my previous email.
3. Thank you for your time last week. I wanted to follow up and provide some additional information on...
4. Did you already have time to review my previous email?
5. It was a pleasure speaking with you recently. I wanted to reconnect and discuss...
6. I understand your inbox is likely filled with emails, so I wanted to follow up quickly to ensure my previous email wasn't overlooked.
7. I hope this message finds you safe and well! I wanted to follow up on our conversation about [topic].
8. I wanted to float this back to the top of your inbox.
9. I thought of sending a quick follow-up to my email in case it got buried in your inbox.
10. Did you already have time to review my previous email?
11. I wanted to circle back around to <topic of the previous email>
12. I wanted to get back to you about...
13. Just checking in...
14. I wanted to ask if you had any feedback or thoughts on our proposal.
15. Just a quick follow-up to my email to see if you are interested in exploring [topic].

## ***EMAIL WRITING EXAMPLES***

### **1. An Example Email: Applying for a Job**

<i>To:</i> tomford@gmail.com
<i>Subject:</i> Application for the position of Social Media Manager
Dear Sir/Madam,  I am writing to apply for the position of Social Media Manager that you have advertised on your website.

I am a recent graduate of the University of California, Berkeley with a degree in Communications. I have three years of experience managing social media accounts for small businesses, and I am confident that I can do an excellent job for your company.

Enclosed is my resume and a list of references. I would appreciate it if you could contact me to discuss this opportunity further.

Thank you for your time and consideration.

Sincerely,

John Doe

(123) 456-7890

johndoe@gmail.com

**Task 1. Fill in the job application email with the appropriate phrases using the tips.**

To: [enter the email address of the person you are contacting]

Subject: [Role] Application

Dear [Company Name],

I am writing to express my interest in the [Job Title] position. With a [Degree or Professional Qualification] in [Your Field of Study] and [Number of Years] years of experience in [Your Current or Previous Relevant Job Role], I am confident in my ability to contribute effectively to your team at [Company Name].

In my previous role at [Previous Company], I [Briefly Describe a Relevant Achievement or Project]. This experience honed my skills in [Specific Skills Relevant to the New Job], which I believe align well with the requirements for the [Job Title] role. For instance, [Provide a Specific Example of How You Used a Skill or Addressed a Challenge Relevant to the New Job].

Enclosed is my resume, which highlights my qualifications. I look forward to the possibility of discussing this exciting opportunity with you. I am available for an interview at your earliest convenience.

Sincerely,

[Your Name]

## 2. An Example Email: Request for a Meeting

To: tomsmith@gmail.com

Subject: Request for a meeting

Hello Mr. Smith,

I would like to request a meeting with you to discuss my recent sales figures. This past quarter, I met and exceeded my sales goals, and I would like to discuss what this means for my career trajectory at the company.

Would it be possible to schedule a meeting some time next week? I look forward to hearing from you.

Thank you for your time,

*John G. Doe*  
*Sales Representative*

**Task 2. Fill in a sample email to a professor with the appropriate phrases using the tips.**

*To:* [enter the email address of the person you are contacting]

*Subject:* Request for Meeting with [Professor's Name]

Dear [Professor's Name],

I am a student in your [Course Name] class and I would like to schedule a meeting with you to discuss [Topic of Discussion]. I am available [Days and Times You Are Available].

I would greatly appreciate the opportunity to discuss this matter further and hear your insights on the subject. Please let me know if this works for you.  
Thank you for your time.

Best regards,  
[Your Name]

### **3. An Example Email: Making a Complaint**

*To:* tomsmith@gmail.com

*Subject:* Complaint about Rocket Headphones

Dear Sir or Madam,

I am writing to complain about the quality of your product. I recently purchased a pair of Rocket headphones, and I have been very disappointed with them.

The sound quality is poor, and the headphones are uncomfortable I have only had them for a few weeks, and they are already falling apart.

I would like to return the headphones and receive a full refund. I have enclosed a copy of my receipt and the product information.

Thank you for your time and attention to this matter.

*Sincerely,*  
*John Doe*

**Task 3. Fill in a sample complaint email with the appropriate phrases using the tips.**

<b>To:</b> [enter the email address of the person you are contacting]
<b>Subject:</b> (short description of your complaint)
<p>Dear (title)</p> <p>I wish to complain about (name of product or service, with serial number or account number) that I purchased on (date and location of transaction).</p> <p>I am complaining because (the reason you are dissatisfied). To resolve this problem I would like you to (what you want the business to do).</p> <p>When I first learned of this problem, I contacted (name of the person, date of the call) at your company, and was told that nothing could be done about my problem. I believe that this response is unfair because (the reason you feel the company has an obligation to you). I would like a written statement explaining your company's position and what you will do about my complaint.</p> <p>I look forward to hearing from you as soon as possible to resolve this problem. If I do not hear from you within (___days) I will file complaints with the appropriate consumer agencies and consider my legal alternatives.</p> <p>I am attaching copies of my receipt or (other proof of payment or documentation of complaint).</p> <p>You may reply to me at this email or call me at (phone number).</p> <p>Sincerely, [Your Name]</p>

### EMAIL WRITING EXERCISES

**Write your reply email using all the notes.**

#### Task 1.

<b>From:</b> Nina
<b>Subject:</b> Olivia's party
<p>Hello Jane,</p> <p>I'm writing because, as you know, Olivia is leaving our university and moving to Canada. I thought we could organize a surprise party for her. Do you think it's a good idea? (<b>Great Idea!</b>)</p> <p>If so, can you think of a good place to have the party? (<b>Suggest ...</b>)</p> <p>Would it be best to have it on a weekday or at the weekend? (<b>Answer...Why?</b>)</p> <p>Also, I'm thinking of hiring a DJ for the party. Do you know what sort of music Olivia likes best? (<b>Answer</b>)</p> <p>Email me soon!</p> <p>Nina</p>



## Task 2.

<i>From:</i> Ben
<i>Subject:</i> Your visit!
<p>Hi John,</p> <p>Can't wait to see you next week. Can you confirm you are arriving at 1 pm? <b>(Right!)</b></p> <p>Please tell me what things you would like to do when you come. What places would you like to visit? <b>(Tell Ben...)</b></p> <p>Also, Mum wants to know what food you'd like to eat. <b>(Explain)</b></p> <p>Finally, what would you like us to do in the evening? <b>(Suggest)</b></p> <p>I'm sure we'll have a great time.</p> <p><i>See you soon,</i> <i>Ben</i></p>

## Task 3.

<i>From:</i> Tim
<i>Subject:</i> Visit
<p>Hi!</p> <p>I'm so glad to see you next weekend. <b>(Me too!)</b></p> <p>I was wondering what we will doing when I arrive... Have you planned any activity for us? <b>(Tell)</b></p> <p>I'm thinking about what will be useful for my visit. Will we do anything outdoors, like fishing? I really like fishing. If so, I will bring my fishing rod and raincoat. <b>(No, because...)</b></p> <p>Also, I want to buy a gift for your parents to thank them for letting me stay. What do you think they would like? <b>(Suggest)</b></p> <p><i>See you soon!</i> <i>Tim</i></p>

#### Task 4.

<i>From:</i> Nicola
<i>Subject:</i> New flat
<p>Hi Brenda,</p> <p>I'm so glad that you moved house. I know your previous one was very small and there hasn't been enough space for you since your daughter was born.</p> <p>How is your new flat? How many bedrooms do you have? <b>(Tell)</b></p> <p>Do you like the neighbourhood? Nice if there were some playgrounds nearby for your daughter.. <b>(Describe)</b></p> <p>Have you bought new furniture or do you have old ones? <b>(Explain)</b></p> <p>I'd like to come and see your new house as soon as possible. <b>(Invite)</b></p> <p><i>See you soon,</i> <i>Nicola</i></p>

#### POOLS (CREATIVE TASKS)

The given tasks can serve as prompts to help you practice your email writing.

##### Formal

1. Write an email to a customer
2. Write a job application
3. Write an email to your manager
4. Write a complaint to a shop
5. Write a mail about leave for one day
6. Write a confirmation email
7. Write a "Thank you" email
8. Write an email from one company to another company
9. Write an email to ask for information regarding colleges, admissions, reservation confirmation, internship opportunity
10. Write an email about Inter-house, Inter-school competitions
11. Announcement of the winner of any university competition
12. Congratulations letter, to congratulate someone on their achievement
13. Emails about cleanliness drive, plantation programs in university
14. Joining of a new employee mail
15. Write an email to the Admission Officer of Ayra International College, asking him/her about the information on the admission process, fees, hostel facility, and eligibility criteria for your course.
16. Proposal for Collaborative Project: [Project Title]
17. Request for Feedback on [Specific Topic/Project]
18. Invitation to Participate in [Event/Workshop/Webinar]
19. Follow-Up on Meeting Action Items



20. Announcement of Policy Updates or Changes
21. Inquiry Regarding Product/Service Offerings
22. Notification of Scheduled Maintenance or Downtime
23. Reminder about Upcoming Deadline or Submission
24. Formal Thank-You for Recent Collaboration or Support
25. Invitation to Join [Committee/Task Force/Working Group]
26. Request for Sponsorship or Partnership Opportunity
27. Notification of Company Policy Violation and Next Steps
28. Announcement of Employee Recognition Program
29. Announcement of New Hire or Promotion
30. Proposal for Cost-Saving Measures or Efficiency Improvements
31. Invitation to Provide Testimonial or Feedback
32. Request for Clarification on Contract Terms or Agreements
33. Notification of Office Closure or Holiday Schedule
34. Announcement of Company Rebranding or Name Change
35. Invitation to Participate in Customer Satisfaction Survey

### **Informal**

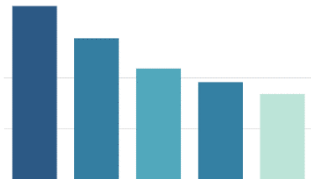
1. A birthday greeting to a colleague
2. An email to a colleague who is also a good friend
3. A social invitation to a friend at your workplace
4. An email with a link to a funny YouTube clip
5. A message to a friend on a social networking site
6. Write an email to your friend Dora Chaudhari telling her about your school/university trip to Lviv.
7. Giving life updates to someone close
8. Writing to a friend about your achievement
9. Weekend Plans: Sharing what you're up to over the weekend or asking about their plans.
10. Movie or TV Show Recommendations: Sharing your favorite recent watch or asking for recommendations.
11. Funny Anecdotes: Sharing a recent funny or interesting experience.
12. Pet Stories: Sharing stories or pictures of pets and their antics.
13. Travel Experiences: Discussing recent or dream travel destinations and experiences.
14. Book Club Discussions: Sharing thoughts on a recent read or suggesting books for the club.
15. Recipe Sharing: Sharing a favorite recipe or asking for cooking advice.
16. Music Suggestions: Sharing favorite songs or asking for new music recommendations.
17. Sports Talk: Discussing recent games, favorite teams, or upcoming matches.
18. Memes and Internet Culture: Sharing funny memes or discussing internet trends.
19. Hobby Updates: Sharing updates on hobbies like gardening, painting, or photography.
20. Fitness Progress: Sharing workout routines, achievements, or seeking motivation.
21. Local Events: Sharing information about upcoming events in your area or asking for recommendations.
22. Technology and Gadgets: Discussing new gadgets, apps, or tech news.
23. Career Advice: Seeking or giving informal career advice and sharing work-related anecdotes.
24. Health and Wellness Tips: Sharing wellness tips, healthy recipes, or discussing mindfulness practices.
25. Gaming Talk: Discussing favorite games, strategies, or upcoming releases.
26. Nostalgia: Reminiscing about childhood memories, favorite toys, or old TV shows.
27. Future Plans: Discussing dreams, aspirations, and goals for the future.
28. Reconnecting with an Old Friend.
29. Informal lunch invitation email
30. Life Hacks: Share Your Best Tips and Tricks!

## UNIT 5. DESCRIBING TRENDS

Nowadays, it is genuinely significant to upgrade your skills in describing charts and bars. Such skills are essential to provide an analytical overview of current trends and thus positively contribute to further planning in various domains.

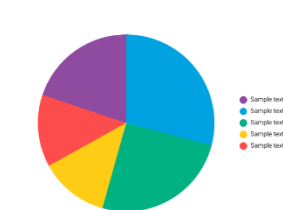
Describing charts and bars effectively requires a thorough understanding of the types of charts available and the key features that help convey information.

Therefore, there are some key types of charts and the way to describe them correctly:



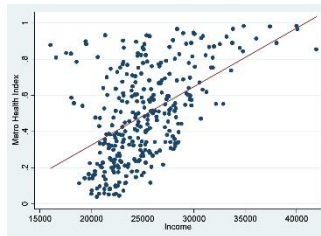
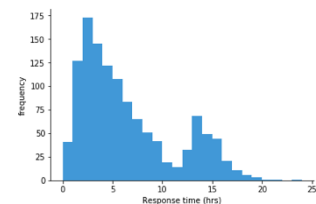
**Bar Chart** uses rectangular bars to represent data values. The length or height of each bar corresponds to the value it represents. It is ideal for comparing quantities across different categories.

**Line Chart** uses points connected by lines to show trends over time. They are useful for displaying data that changes continuously over time.



**Pie Chart** is a circular chart divided into sectors, each representing a proportion of the whole. They clearly show percentage or proportional data.

**Histogram** is similar to bar charts but represents the distribution of numerical data by showing the frequency of data intervals. It is useful for showing the distribution and spread of data.



**Scatter Plot** uses dots to represent the values obtained for two different variables. The position of each dot on the horizontal and vertical axis indicates values for an individual data point. It is ideal for showing relationships between variables.



To provide a thorough description it is significantly important to focus on the following key elements of the chart:

- ⇒ **Title:** Clearly states what the chart is about.
- ⇒ **Axes:** Describe the x-axis and y-axis, including what they represent and the units of measurement.
- ⇒ **Data Points/Bars/Sectors:** Mention specific data values and any notable patterns or trends.
- ⇒ **Legend:** Explain any symbols or colors used to differentiate data categories.
- ⇒ **Trends and Patterns:** Describe any upward, downward, or consistent trends.
- ⇒ **Comparisons:** Highlight comparisons between different data sets or categories.



Consider the following useful **tips for describing charts and bars**:

- ⇒ **Be Clear and Concise:** Use simple language to explain the data.
- ⇒ **Focus on Key Data:** Highlight the most important data points or trends.
- ⇒ **Use Visual Cues:** Reference colors, labels, and other visual elements to help the reader understand the data.
- ⇒ **Contextualize Data:** Explain what the data means in the context of the subject being analyzed.

By considering these aspects, you can effectively describe charts and bars to convey the needed information clearly and accurately.

### *Describing Charts Structure*



⇒ **Paragraph 1. Analyzing data source 1 (table).**

General description of the first data source, main trends, and details of the data source (figures, dates).

⇒ **Paragraph 2. Analyzing data source 2 (graph).**

General description of the second data source, main trends, and details of the data source (figures, dates).

⇒ **Paragraph 3. Analyzing data source 3.**

A brief description of the relationship between the sources, summary, and comments on both data sources are presented.

⇒ **Overview.**

A general overview of the main trends of the first and second sources and, a possible relationship between them.

### *Describing Charts Examples*

#### **Example 1. Monthly Sales Performance for 2023.**

The chart illustrates the monthly sales performance of ABC Corporation for the year 2023. The data is presented in a bar chart format, with months represented on the x-axis and sales figures in USD on the y-axis.

- **January to March:** Sales remained relatively stable, with January at \$50,000, February at \$52,000, and March seeing a slight increase to \$54,000.
- **April to June:** The second quarter showed significant growth. Sales in April were \$60,000, increasing to \$68,000 in May, and peaking at \$75,000 in June.
- **July to September:** A slight dip in sales is observed in July, with figures dropping to \$70,000. August saw a further decrease to \$65,000, but September showed recovery, with sales rebounding to \$72,000.
- **October to December:** The final quarter displayed robust performance, starting with October at \$78,000, November at \$80,000, and reaching the highest sales figure of the year in December at \$85,000.

The overall trend indicates a steady increase in sales throughout the year, with notable peaks in June and December. The chart provides valuable insights into seasonal variations and the effectiveness of sales strategies implemented by ABC Corporation.

#### **Example 2. Average Temperature and Rainfall by Month for 2023.**

The chart presents the average monthly temperature and rainfall in New York City for the year 2023. It combines a line graph and a bar graph, with the temperature represented by the line graph and rainfall by the bar graph.

- **X-Axis:** Represents the months from January to December.

- **Y-Axis (Left):** Represents the average temperature in degrees Fahrenheit (°F).
- **Y-Axis (Right):** Represents the average rainfall in inches.
- **Temperature Data (Line Graph):**
- **Winter (January – March):** The temperature starts at 30°F in January, slightly increasing to 35°F in February and 45°F in March.
- **Spring (April – June):** A steady rise is observed with temperatures climbing from 55°F in April to 70°F in June.
- **Summer (July – September):** The peak temperatures are noted, with July at 85°F, August at 83°F, and a slight drop to 78°F in September.
- **Fall (October – December):** The temperatures gradually decrease from 65°F in October to 50°F in November and further down to 40°F in December.
- **Rainfall Data (Bar Graph):**
- **Winter (January – March):** Rainfall is relatively low, with 2 inches in January, increasing to 3 inches in February, and 3.5 inches in March.
- **Spring (April – June):** Rainfall increases, peaking at 4 inches in May, before reducing to 3.5 inches in June.
- **Summer (July – September):** The rainfall is consistent, averaging 4 inches in July and August, then dropping to 3 inches in September.
- **Fall (October – December):** Rainfall decreases from 3.5 inches in October to 2.5 inches in November and December.

**Summary:** The chart shows a clear seasonal variation in both temperature and rainfall. The highest temperatures are recorded in July, and the lowest in January. Rainfall peaks in May and is lowest in January and December. This data can help in understanding the weather patterns in New York City throughout the year, useful for planning activities and managing resources.

### **Example 3. Quarterly Revenue of XYZ Corporation in 2023.**

The chart shows the quarterly revenue of XYZ Corporation for the year 2023. The data is displayed using a line chart, with quarters represented on the x-axis and revenue in millions of dollars on the y-axis.

- **X-Axis:** Represents the four quarters of the year – Q1, Q2, Q3, and Q4.
- **Y-Axis:** Represents the revenue in millions of dollars (USD).

#### **Data Points:**

- **Q1:** The revenue for the first quarter is \$15 million.
- **Q2:** Revenue sees a significant increase to \$25 million.
- **Q3:** The revenue continues to rise, reaching \$35 million.
- **Q4:** The highest revenue of the year is recorded at \$45 million.

#### **Trend Analysis:**

- The chart displays a consistent upward trend in the revenue of XYZ Corporation throughout the year.
- The most substantial growth is observed between Q1 and Q2, where the revenue jumps by \$10 million.
- The growth continues steadily through Q3 and Q4, with each quarter showing an increase of \$10 million from the previous one.

#### **Insights:**

- **Growth Rate:** The consistent quarterly growth indicates successful business strategies and market expansion.
- **Peak Performance:** The peak in Q4 suggests that end-of-year initiatives or holiday season sales might have contributed to the highest revenue figures.

- **Year-Over-Year Comparison:** Comparing this data with the previous year could provide insights into annual growth and the effectiveness of new strategies implemented in 2023.

This chart is useful for stakeholders to assess the financial health and growth trajectory of XYZ Corporation over the year. It highlights the company's ability to consistently increase revenue each quarter, suggesting robust business performance.

### ***LEXICAL RESOURCE FOR WRITING CHARTS DESCRIPTIONS***

#### **Explaining what the task shows:**

- The table/pie chart/bar chart/line graph/map/flow chart/diagram/ illustration/figures... show(s)/represent(s)/gives data on/presents statistics on/ compare(s)/ demonstrate(s) information/ data/ figures ...
- The vertical axis is ...
- The horizontal axis represents ...
- This figure refers to ...
- The pie chart shows ...
- The bar chart provides information about ...
- This line graph represents ...
- The chart describes ...
- The diagram outlines ...
- This table lists ...
- This line chart depicts ..., etc.

#### **Selecting the most important information/presenting overall information:**

- ... stands out (because...)
- The biggest/largest/most noticeable/most important/most obvious + difference/similarity/trend is...
- Overall, ...
- The main trend...
- Over the entire period shown, ...
- It can be said that in general, ...
- The first thing you notice looking at the graph is ...
- The most noticeable trend is...
- The biggest/most noticeable/most important difference/similarity between the lines/graphs is...
- Starting with ... / Looking first of all at ...

#### **Mentioning parts of what the picture shows:**

- The left-hand column/the first column/middle column/second column/ third column/last column/right-hand column
- The top row/first row/second row/last row/bottom row
- ... in the North/Northwest/Southeast
- ... in the top right/bottom left/middle/center segment

#### **Describing upward trends:**

- to rise/go up/increase/escalate/climb/grow/expand/soar/take off
- (nearly) double/triple
- to show a rise/an increase
- to reach a new high

#### **Describing downward trends:**

- to drop/fall/dive/plunge/crash/decline/decrease/deteriorate/plummet

- a drop/a fall/a crash/a decline/a decrease/a deterioration
- to bottom out
- to shrink
- to (nearly) halve
  - to fluctuate/ be unstable
  - to reach a peak
- recover/ bounce back/ pick up
- to remain stable
- to attend out
- plateau

**Not changing/Big changes/going up and down:**

- significantly/substantial(ly)/dramatic(ally)/considerable(bly), sharp(ly)
- to dive/ plunge/ crash/ plummet
- to rocket/ shoot

**Small changes / Comparing:**

- far/ much/ substantially/significantly/ slightly
- (not) as...as...
- (very) similar/ almost the same/ almost identical
- in some ways similar to.
- comparing the... with/ to...

**Contrasting:**

- While ..., ...
- In contrast, ...
- to show a rather/very different pattern/trend
- slight(ly)/gradual(ly)
- to creep up
- to contrast this with...
- ... is almost the exact opposite
- ... is a/the (major) exception...

**Sequencing:**

- Some time later...
- After that...
- The next/ following stage is...
- This is followed by...
- This reoccurs...
- In the following hours/days/weeks/months/years, ...
- Subsequently, ...
- ..., after which.
- As soon as

**Starting the second main paragraph:**

- Looking at ...
- Moving on to ...
- Turning our attention to ...
- In contrast to the ...

**Staying the same:**

- remain constant



- remain unchanged
- hold steady

### **Becoming flat:**

- stabilize
- flatten out
- even out
- level off/out
- bottom out
- top out

### **Similarities**

- A similar trend
- Follow
- (Very) similar
- (Almost) the same

### **Differences**

- (Far/ Much)...
- (Not) (nearly) as...as...
- While...
- In contrast, ...
- ... shows a rather/ very different pattern/ trend
- We can contrast this with...
- ... is almost the exact opposite
- ... is (a/ the) (major) exception...

### **Describing other detail**

- The industry is now experiencing a steady...
- There has been growing...
- There was a rise to/by... in (sales)/an increase to/by.../a fall to/by... /a drop to/by... The turnover plunged to/by../ stayed at/remained at... / fluctuated between/around.., etc.

### **Summarising overall patterns**

- To sum up then, ...
- To conclude,..
- Finally,....
- Overall,...
- We can therefore see that...
- To sum up
- To concude/in conclusion

### **Describing main trends**

- It is noteworthy that...
- It is noticeable that...
- The striking feature to this figure is...
- Despite occasional fluctuation...
- With a slight drop during the holiday season...
- With occasional variations due to...
- The initial surge in (sales) was followed by a period of slower growth in the second half of the year

- The instant success of the product was followed by a period of stabilization in the level of sales.

### **Describing the degree of change**

#### **Adjectives**

Dramatic  
Sharp  
Enormous  
Steep  
Substantial  
Considerable  
Significant  
Marked  
Moderate  
Slight

#### **Adverbs**

Dramatically  
Sharply  
Enormously  
Steeply  
Substantially  
Considerably  
Significantly  
Markedly  
Moderately  
Slightly

### **Describing the speed of change**

#### **Adjectives**

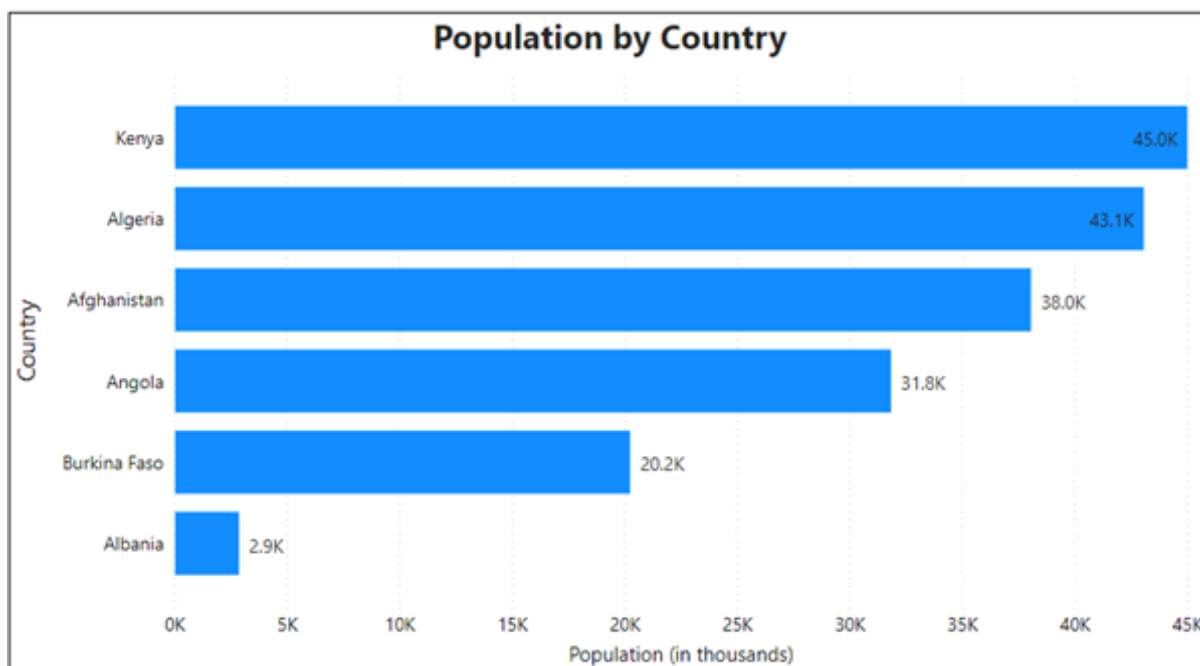
Rapid  
Quick  
Swift  
Sudden  
Steady  
Gradual  
Slow

#### **Adverbs**

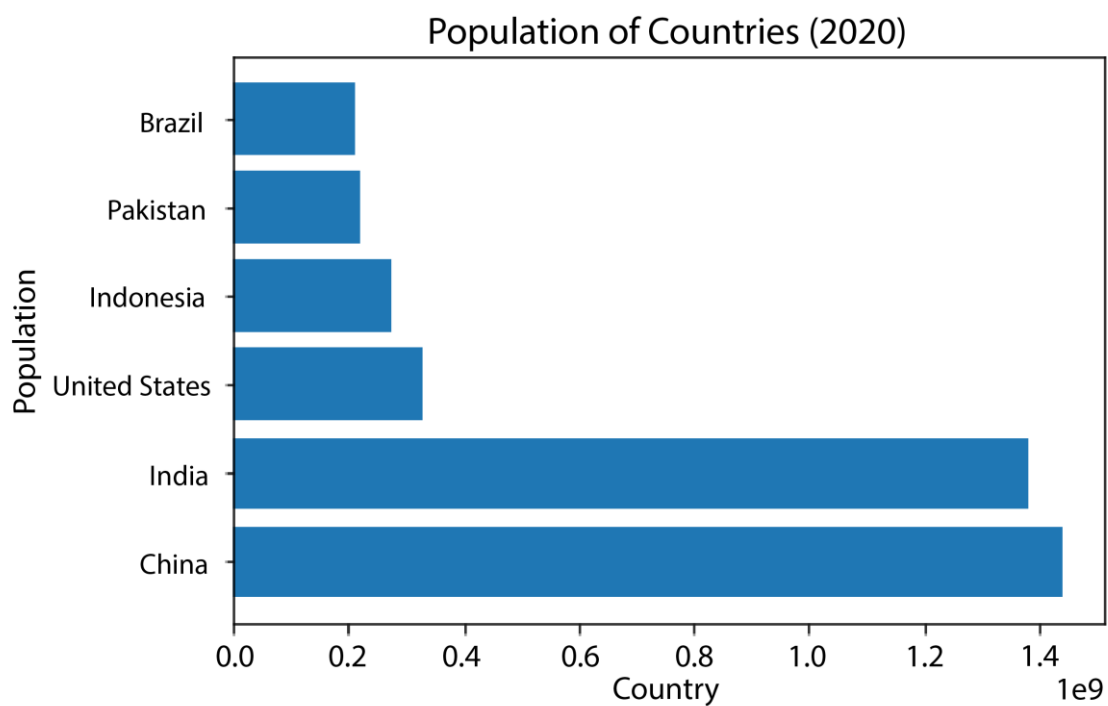
Rapidly  
Quickly  
Swiftly  
Suddenly  
Steadily  
Gradually  
Slowly

## TASKS FOR CHARTS DESCRIPTION

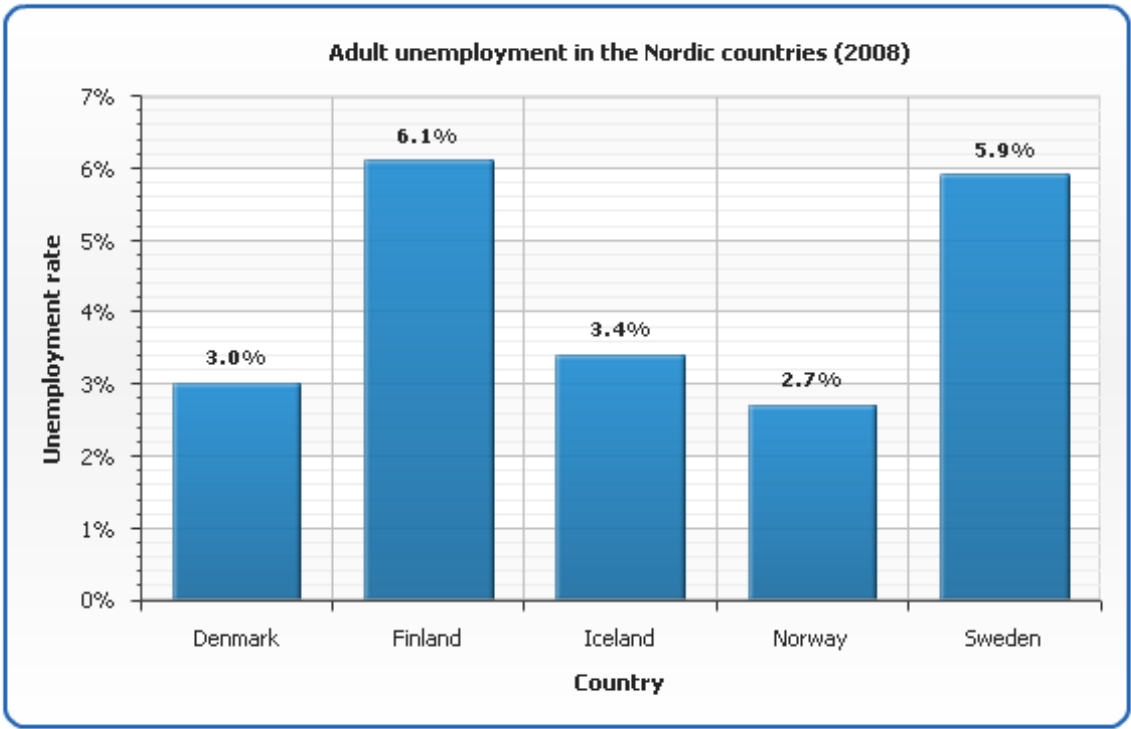
1. Describe the main trends in the chart given:



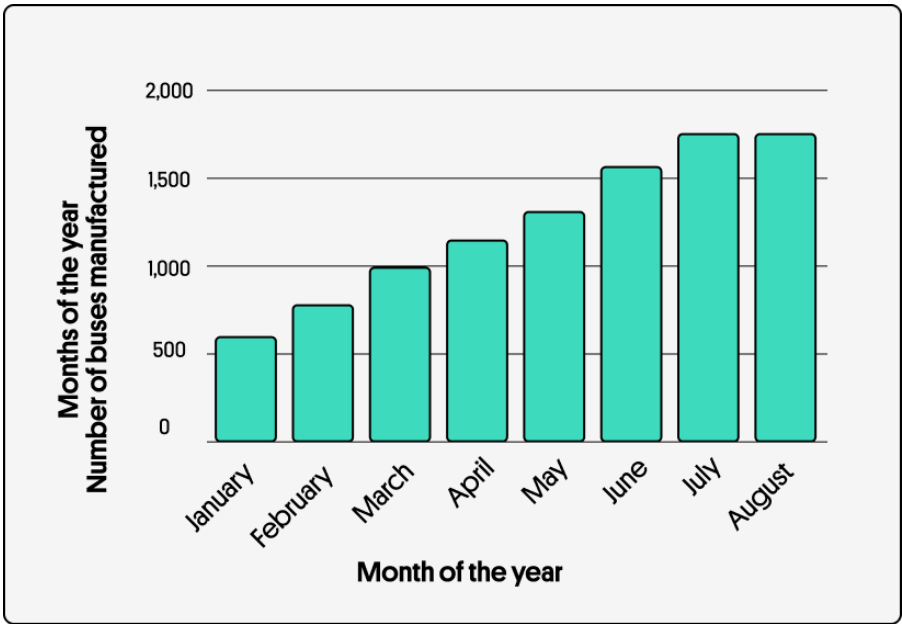
2. Describe the main trends in the chart given:



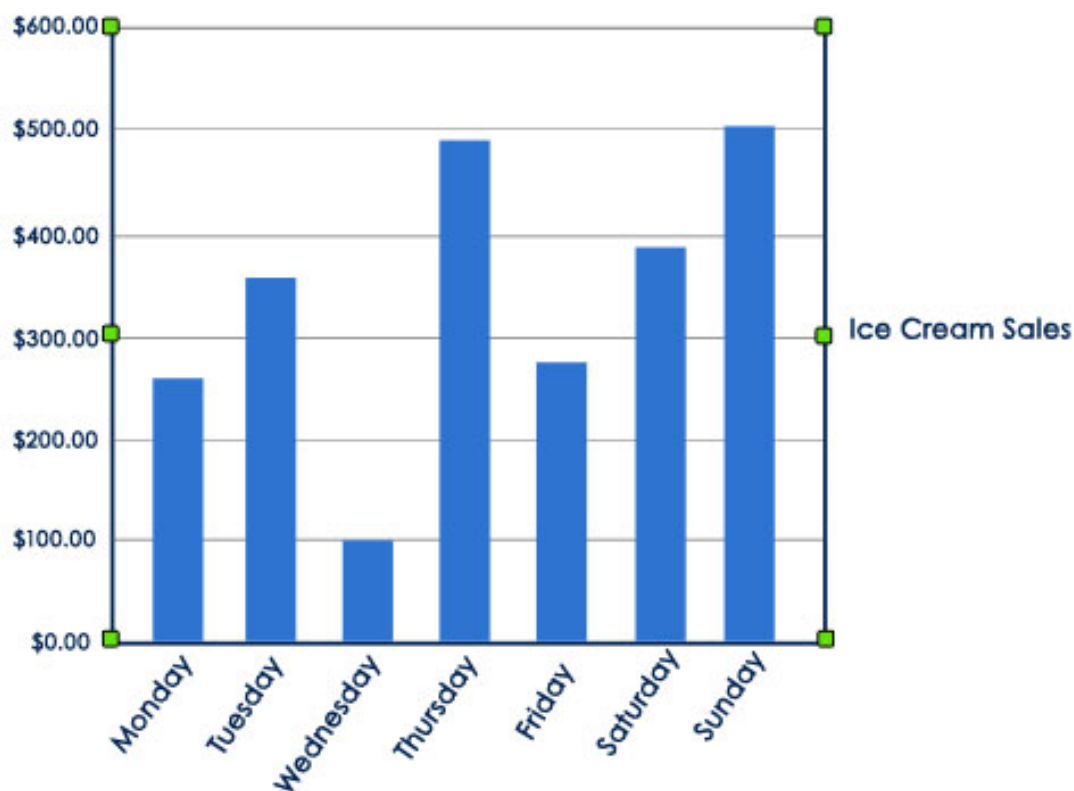
3. Describe the main trends in the chart given:



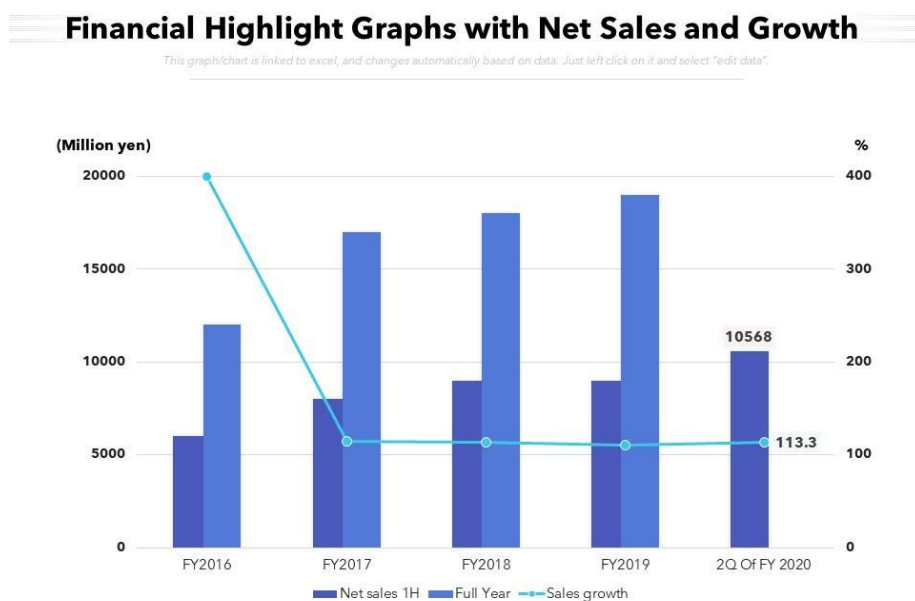
4. Describe the main trends in the chart given:



5. Describe the main trends in the chart given:



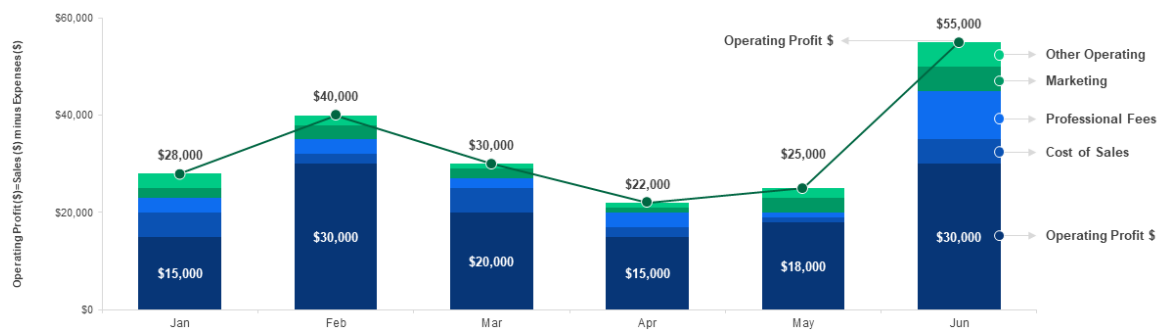
6. Describe the main trends in the chart given:



7. Describe the main trends in the chart given:

## Monthly financial graph with operating profit and cost of goods sold

This slide showcases monthly analytics for to keep company finances organized and identify problem areas. It further includes details about marketing, professional fees, COGS and other operations.



### Key Insights

Total Revenue in Last 6 Months is \$10MM

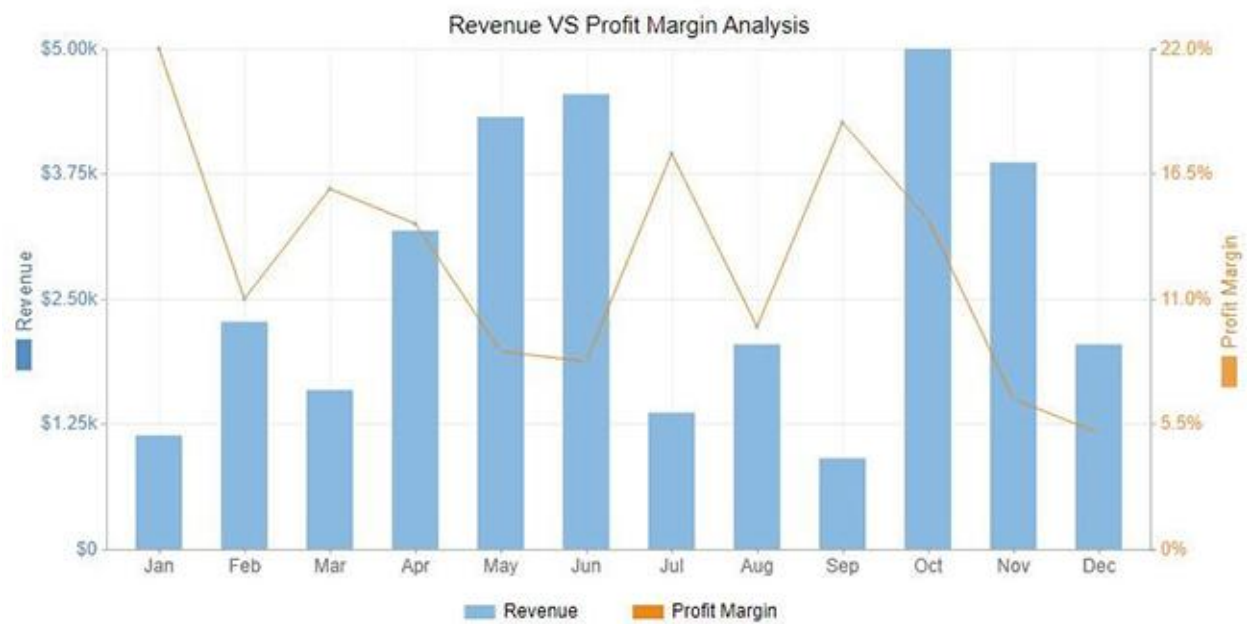
Gross Profit Margin to Company is 25% in Last 6 Months

Add text here

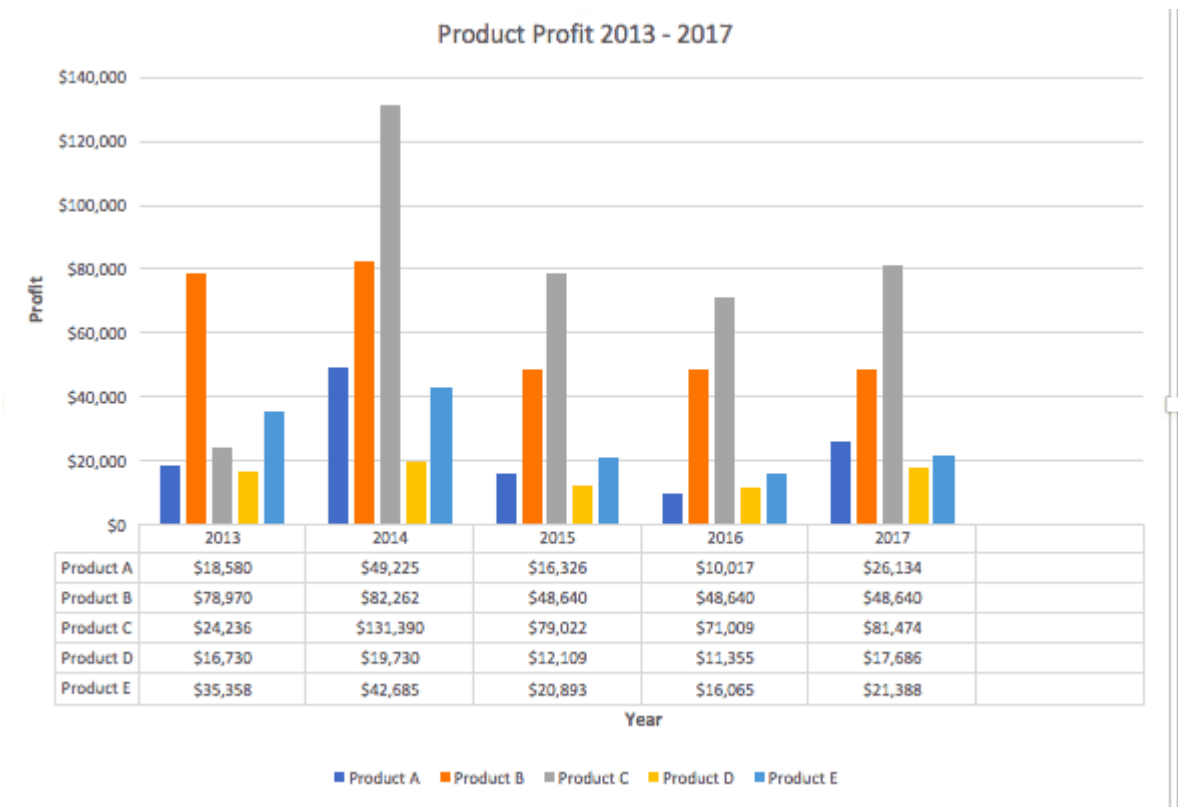
Add text here

This graph/chart is linked to excel, and changes automatically based on data. Just left click on it and select "edit data".

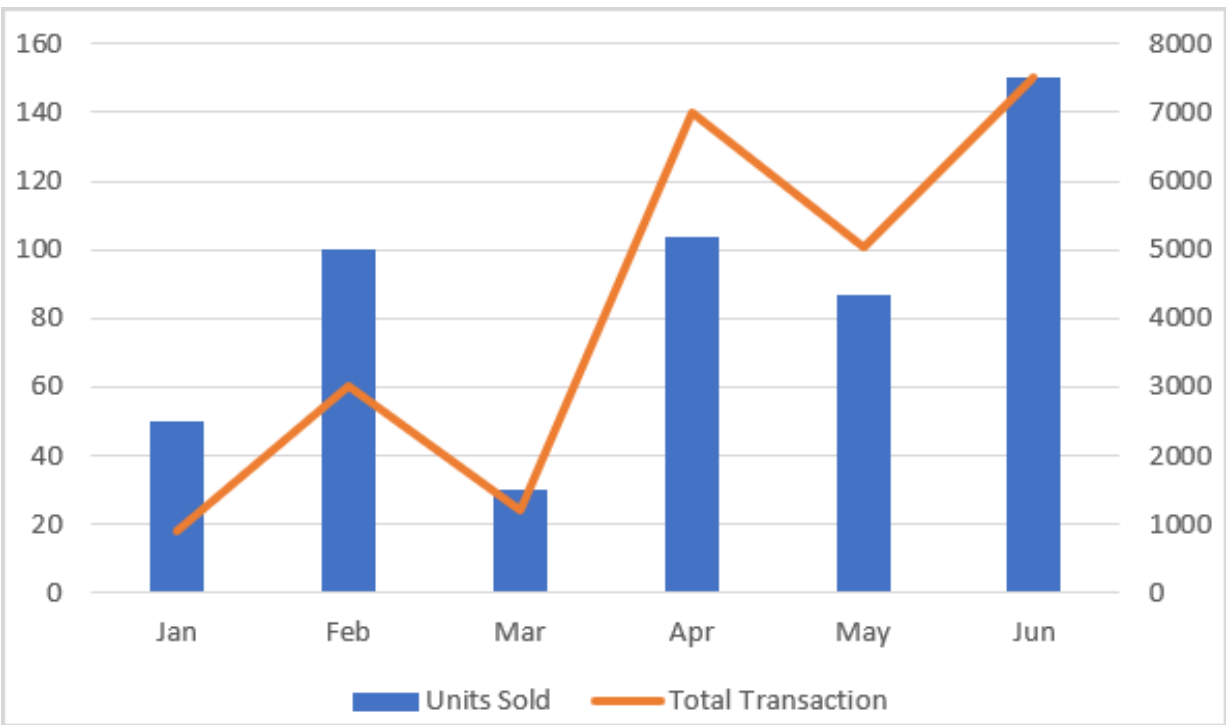
8. Describe the main trends in the chart given:



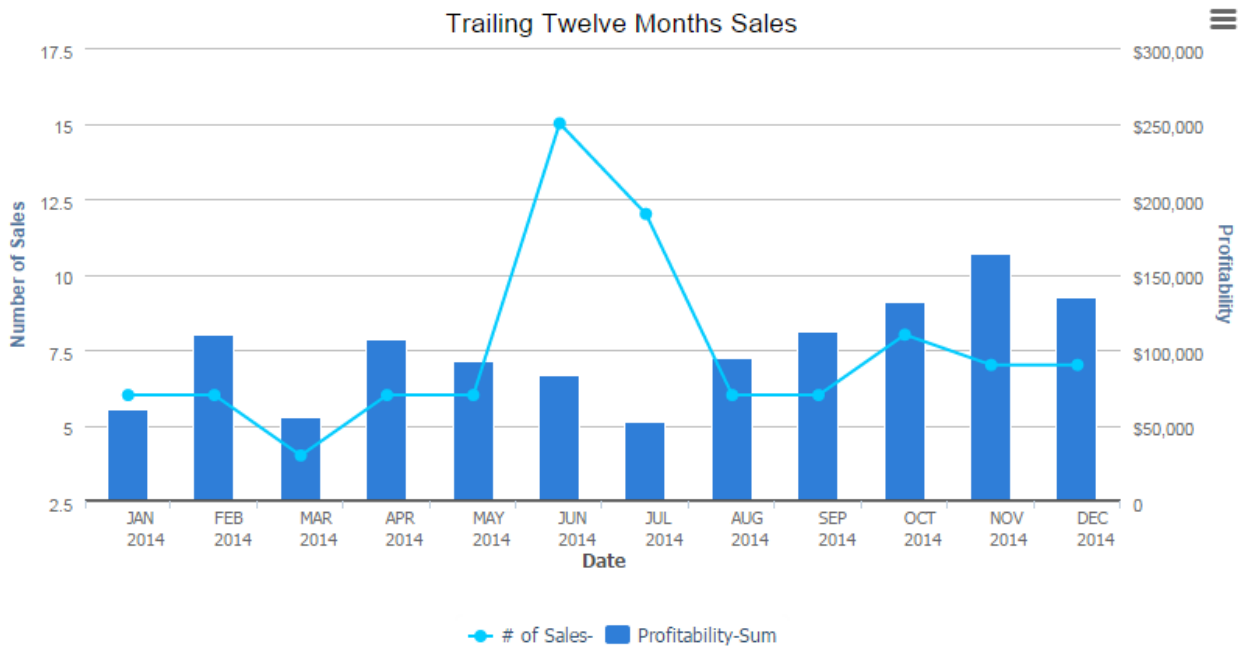
9. Describe the main trends in the chart given:



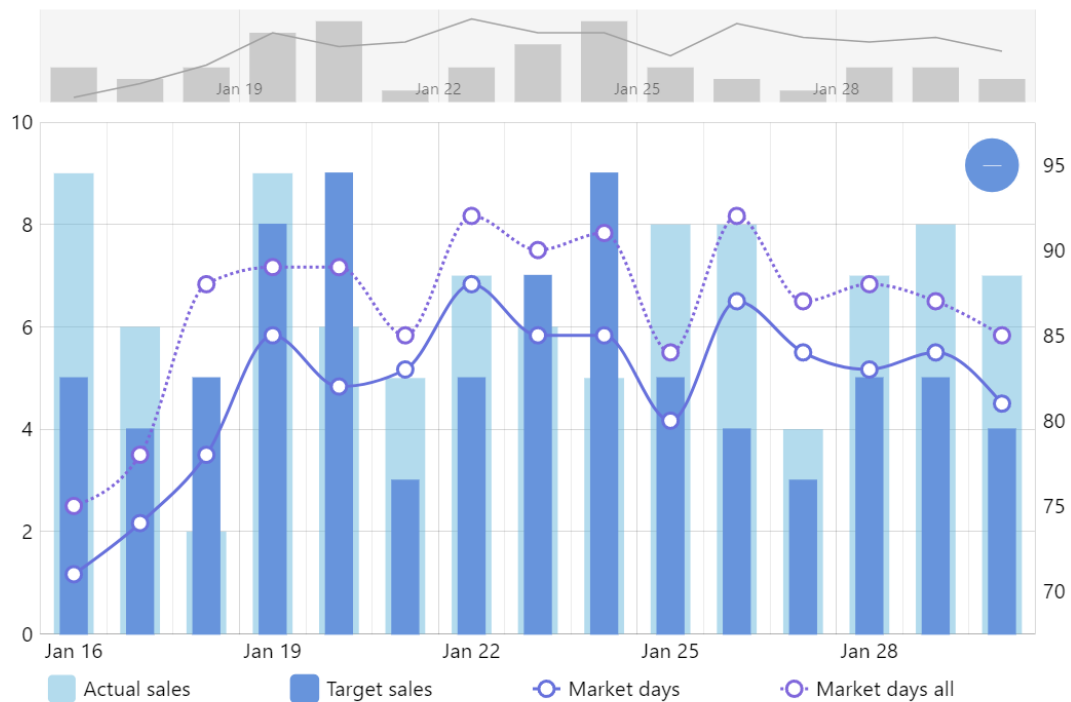
10. Describe the main trends in the chart given:



11. Describe the main trends in the chart given:



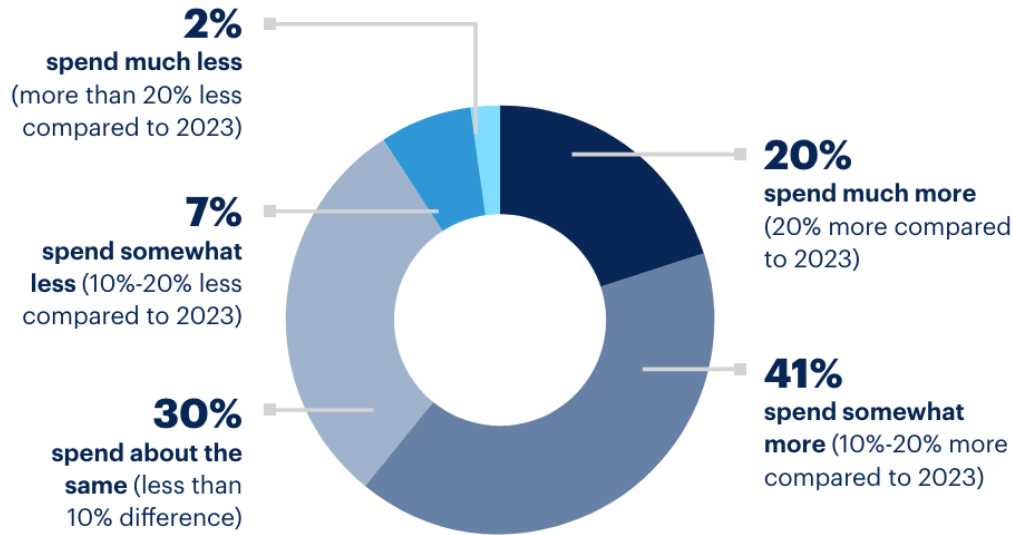
12. Describe the main trends in the chart given:





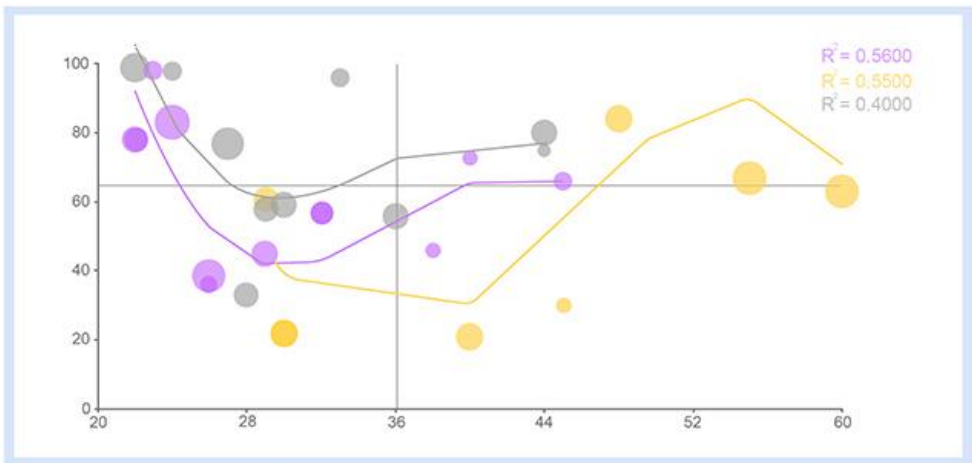
13. Describe the main trends in the chart given:

**61% of software buyers plan to spend more on software in 2024**



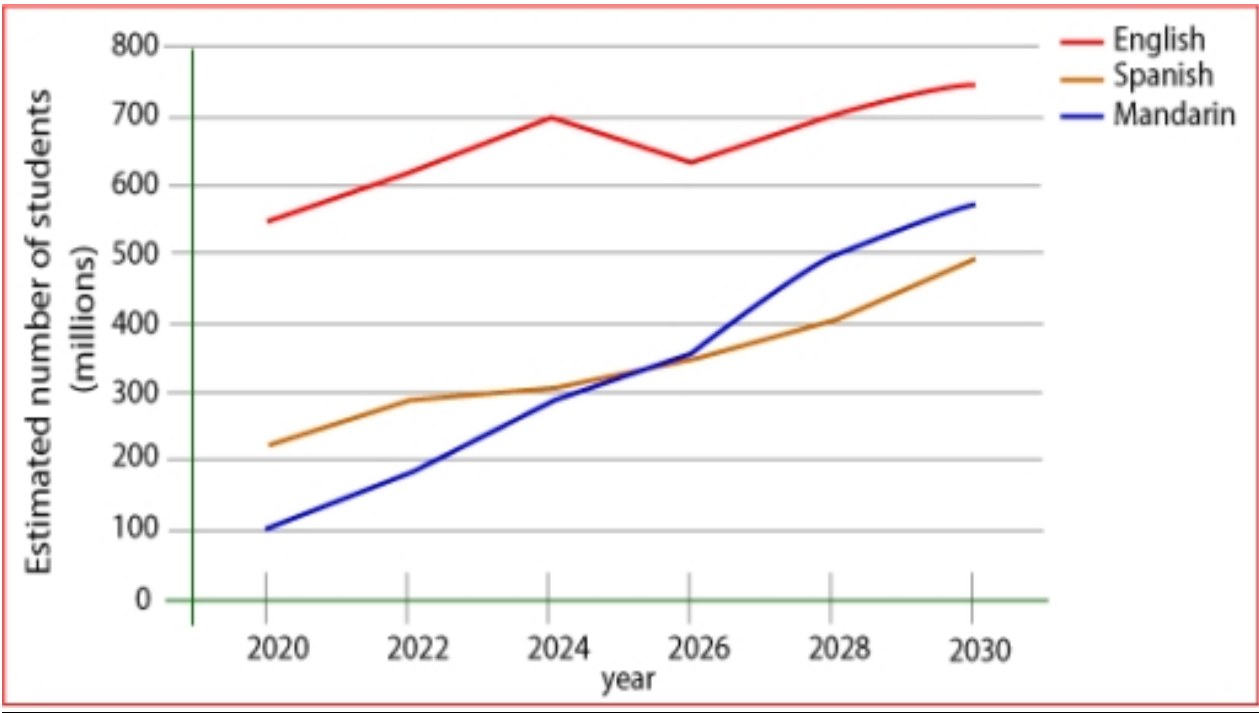
Source: Gartner Digital Markets' 2024 Tech Trends Survey; n = 3,484 software buyers; Q. Does your organization plan to spend more, less, or the same on software in 2024 compared to 2023?

14. Describe the main trends in the chart given:



Scatter Plots: The Insightful Guide to Visual Trends

15. Describe the main trends in the chart given:



## STUDENT GUIDE

### 1. ADJECTIVE ORDER IN ENGLISH

Adjective order in English refers to the conventional sequence in which multiple adjectives are placed before a noun. Although native speakers often use this order intuitively, understanding and applying the correct sequence is crucial in essay writing for clarity, coherence, and professionalism.

#### Importance of Adjective Order in Essay Writing

##### 1. Clarity:

Correct adjective order ensures that the reader can easily understand the description without confusion. For example, "a small old house" is clearer than "an old small house".

##### 2. Natural Flow:

Adhering to the conventional adjective order makes sentences sound more natural. Native speakers are accustomed to this order, and deviations can disrupt the flow and make the text seem awkward or jarring.

##### 3. Professionalism:

Proper use of adjective order reflects a strong command of the language, which is essential in academic and professional writing. It demonstrates attention to detail and enhances the credibility of the writer.

##### 4. Coherence:

Consistent use of adjective order helps maintain coherence throughout the essay. When multiple descriptions are presented in a standard order, the text becomes more predictable and easier to follow.

In English, the proper order for adjectives is known as the Royal Order of Adjectives. The Royal Order of Adjectives is as follows:

- **Determiner** (This isn't a type of adjective, however, determiners - including articles, possessives, and demonstratives - are considered in the Royal Order of Adjectives. They must always come before adjectives and the nouns they modify.)

*The, your, our, these*

- **Quantity** *One, seven, many, few.*
- **Opinion** *Delicious, heroic, misunderstood, valuable.*

Sometimes, this category is divided into two categories: general and specific opinion, with general opinion coming before specific opinion. For example, you might describe a specific tablet as a popular, perfect choice for digital illustrators. The general opinion here is that it's popular, an opinion held by many (and easily verified). The more specific opinion is that it's perfect for digital illustrators—it's *your* personal opinion, but it might not be as widely held as the opinion that it's popular.

- **Size** *Huge, tiny, medium-sized, small.*
- **Age** *New, old, decades-old, second-newest*
- **Shape** *Square, round, triangular, geometric*
- **Color** *Blue, gray, yellow, red*
- **Origin/material** *American, wooden, velvet, African*
- **Qualifier** *Hound dog, denim skirt, pickup truck, vampire bat*

Although you might not have ever seen the proper adjective order listed like this, you may have picked up on it and used it without even realizing what you're doing. You could naturally follow this order any time you use more than one adjective to describe a noun, no matter where those adjectives fall within the Royal Order.

Take a look at this chart to see how different noun phrases illustrate the Royal Order:

Quantity	Opinion	Size	Age	Shape	Color	Origin/ Material	Qualifier	Noun
one	beautiful		old			brick		house
		small			black			dog
			new			wool	button-down	sweater

See how even when you don't use an adjective from every category, you still follow this order?

However, even with a specific adjective order to follow, there are circumstances where you need to change the order to communicate your message clearly. One of these circumstances is when one of the adjectives in your sentence is part of a compound noun. Take a look at this example:

*She moved into a brand-new tiny house.*

According to The Royal Order of Adjectives, this sentence *should* read “She moved into a tiny brand-new house,” right? If you're describing a smaller-than-average new house, yes. But if you're specifically referring to a tiny house, the answer is no. There are a lot of ways English can be confusing and in *some* of those cases, there's a hidden logic as to *why*.

Why do adjectives need to be in this order?

It's an unsatisfying answer, but it's the only answer: We don't really know. However, there are a few theories. One is that the closer an adjective sits to its noun, the more vital it is to the noun's description. For example, referring to a house as a “brick house” is more specific than referring to it as an “old house” or a “beautiful house.” But this theory doesn't always hold up. To use another example, compare “small dog” to “black dog.” Is a black dog really a more specific description than a small dog?

Like other English language quirks, adjective order is one you just have to roll with.

Using commas with adjectives

When you have more than one adjective in a sentence, some need commas and some don't.

Confusing, right?

It's actually not that bad—there's a logic to this one.

When two or more adjectives come from the same category, they need to be separated by commas:

*We rode in a comfortable, luxurious limousine.*

When your adjectives come from different categories, they aren't separated by commas:

*She has a big green garden out back.*

And you never use a comma between the final adjective and the noun it's describing.

You also never put a comma between a noun's determiner and its adjectives. A determiner is a word at the beginning of a phrase that communicates how many and which noun is being described. For example:

*That car*

*Two geese*

*My university*

Add some adjectives into these phrases and you get:

*That square red car*

*Two fat white geese*

*My progressive, rigorous old university*

If you're stuck on whether to use a comma in the example above, here's an easy trick: If you can add the word "and" between the adjectives *and* reverse the order of the adjectives without losing the sentence's clarity, you don't need a comma.

*My progressive, rigorous, and old university*

*My progressive, old, and rigorous university*

How sentence position affects adjective order

In a sentence, adjectives go before the noun they're describing or modifying. Usually.

Take a look at this sentence:

*The concert was loud and crowded.*

In this sentence, they follow the verb ("to be," which is in its past tense here: was).

The sentence can easily be rewritten as:

*It was a loud, crowded concert.*

Both are correct. But when your adjectives follow your verb as in the example above, they don't follow the same comma rules as they would when they precede your noun. When the last word in the phrase, clause, or sentence is an adjective, it needs to follow "and":

*Her dog was small and white; it was a Maltese.*

And when you have three or more adjectives, comma placement depends on whether your style includes the Oxford comma, otherwise known as the serial comma. If you don't use the Oxford comma, each adjective before the second-to-last one needs to be separated by a comma:

*Their house is cramped, drafty and modern.*

If you do use the serial comma, each adjective needs to be separated by a comma:

*Their house is cramped, drafty, and modern.*

### Applying Adjective Order in Essay Writing

- **Descriptive Essays:** When describing objects, places, or characters, adhering to the correct adjective order enhances vivid imagery and prevents awkward or unclear descriptions.

- **Analytical Essays:** Accurate and orderly descriptions of data or examples ensure that the reader comprehends the analysis without misunderstanding due to poorly structured sentences.

- **Narrative Essays:** Proper adjective order helps in setting scenes and describing characters more effectively, contributing to a more engaging and immersive narrative.

Mastering adjective order is essential in essay writing for maintaining clarity, natural flow, professionalism, and coherence. This skill helps convey precise and vivid descriptions, enhancing the overall quality of the writing.

## EXAM PRACTICE

### 1. Test your knowledge of the Adjective Order. Choose the right answer:

1. She bought a \_\_\_\_\_ dress.
  - a) blue beautiful cotton
  - b) beautiful cotton blue
  - c) beautiful blue cotton
  - d) cotton blue beautiful
2. We moved into a \_\_\_\_\_ house.
  - a) big old white
  - b) white old big
  - c) old big white
  - d) big white old
3. He has a \_\_\_\_\_ dog.
  - a) small black cute
  - b) cute black small
  - c) cute small black
  - d) black cute small
4. They live in a \_\_\_\_\_ building.
  - a) modern tall glass
  - b) glass modern tall
  - c) tall modern glass
  - d) tall glass modern
5. She gave me a \_\_\_\_\_ vase.
  - a) Chinese antique beautiful
  - b) beautiful antique Chinese
  - c) antique Chinese beautiful
  - d) beautiful Chinese antique
6. He wore a \_\_\_\_\_ suit.
  - a) blue Italian stylish
  - b) stylish Italian blue
  - c) Italian stylish blue
  - d) stylish blue Italian
7. They visited a \_\_\_\_\_ castle.
  - a) ancient large German
  - b) large ancient German
  - c) German large ancient
  - d) ancient German large
8. She has a \_\_\_\_\_ car.
  - a) new red fast
  - b) red new fast
  - c) fast new red
  - d) fast red new
9. He found a \_\_\_\_\_ box.
  - a) wooden old small
  - b) old small wooden
  - c) small wooden old
  - d) old wooden small

10. They stayed in a \_\_\_\_\_ hotel.

- a) beautiful French luxurious
- b) luxurious French beautiful
- c) French beautiful luxurious
- d) luxurious beautiful French

**2. Choose the correct order of adjectives:**

- a) He bought a wooden small square table.
- b) He bought a small square wooden table.
- c) He bought a square small wooden table.
- d) He bought a wooden square small table.

- a) She has a red long beautiful dress.
- b) She has a beautiful long red dress.
- c) She has a long red beautiful dress.
- d) She has a beautiful red long dress.

- a) They live in a big old stone house.
- b) They live in an old big stone house.
- c) They live in a stone big old house.
- d) They live in a big stone old house.

- a) She wore a cotton white pretty shirt.
- b) She wore a white cotton pretty shirt.
- c) She wore a pretty white cotton shirt.
- d) She wore a pretty cotton white shirt.

- a) He has a blue big new car.
- b) He has a big blue new car.
- c) He has a new big blue car.
- d) He has a big new blue car.

- a) It is an ancient beautiful round painting.
- b) It is a beautiful ancient round painting.
- c) It is a round ancient beautiful painting.
- d) It is a beautiful round ancient painting.

- a) She adopted a small cute black dog.
- b) She adopted a cute black small dog.
- c) She adopted a black small cute dog.
- d) She adopted a cute small black dog.

- a) We saw a scary big brown bear.
- b) We saw a big scary brown bear.
- c) We saw a brown big scary bear.
- d) We saw a big brown scary bear.

- a) She bought a new red shiny bike.
- b) She bought a shiny new red bike.
- c) She bought a red new shiny bike.
- d) She bought a shiny red new bike.

- a) He is a tall thin young man.
- b) He is a thin young tall man.
- c) He is a young tall thin man.
- d) He is a tall young thin man.

- a) They have a small cozy wooden cabin.
- b) They have a cozy wooden small cabin.
- c) They have a wooden cozy small cabin.
- d) They have a cozy small wooden cabin.

- a) She is wearing a black leather beautiful jacket.
- b) She is wearing a beautiful black leather jacket.
- c) She is wearing a leather black beautiful jacket.
- d) She is wearing a black beautiful leather jacket.

- a) He found an old small silver coin.
- b) He found a small old silver coin.
- c) He found a silver old small coin.
- d) He found a small silver old coin.

- a) It is a delicious new French dish.
- b) It is a new delicious French dish.
- c) It is a French delicious new dish.
- d) It is a delicious French new dish.

- a) She bought a small old beautiful vase.
- b) She bought an old small beautiful vase.
- c) She bought a beautiful old small vase.
- d) She bought a beautiful small old vase.

- a) He picked up a tiny red plastic toy.
- b) He picked up a red tiny plastic toy.
- c) He picked up a plastic tiny red toy.
- d) He picked up a red plastic tiny toy.

- a) She has an old charming wooden chair.
- b) She has a charming old wooden chair.
- c) She has a wooden charming old chair.
- d) She has an old wooden charming chair.

- a) He gave me a beautiful long white scarf.
- b) He gave me a white long beautiful scarf.
- c) He gave me a long beautiful white scarf.



d) He gave me a long white beautiful scarf.

- a) They visited an ancient large Greek temple.
- b) They visited a large ancient Greek temple.
- c) They visited a Greek ancient large temple.
- d) They visited a large Greek ancient temple.

- a) She bought a heavy brown leather bag.
- b) She bought a brown heavy leather bag.
- c) She bought a leather heavy brown bag.
- d) She bought a brown leather heavy bag.

- a) He has a charming small wooden cabin.
- b) He has a small wooden charming cabin.
- c) He has a wooden charming small cabin.
- d) He has a charming wooden small cabin.

- a) She wore a silky long blue dress.
- b) She wore a long blue silky dress.
- c) She wore a blue long silky dress.
- d) She wore a silky blue long dress.

- a) He owns a sleek black sports car.
- b) He owns a black sleek sports car.
- c) He owns a sports sleek black car.
- d) He owns a sleek sports black car.

- a) They live in a beautiful big white house.
- b) They live in a white big beautiful house.
- c) They live in a big beautiful white house.
- d) They live in a big white beautiful house.

- a) She adopted a playful young golden retriever.
- b) She adopted a golden playful young retriever.
- c) She adopted a young playful golden retriever.
- d) She adopted a young golden playful retriever.

**3. Put the adjectives in the correct order:**

1. She wore a \_\_\_\_\_ dress. (beautiful / red / long)
2. They live in a \_\_\_\_\_ house. (small / old / stone)
3. He has a \_\_\_\_\_ dog. (black / big / friendly)
4. She bought a \_\_\_\_\_ car. (new / German / fast)
5. I saw a \_\_\_\_\_ bird. (blue / small / tropical)
6. We visited a \_\_\_\_\_ castle. (ancient / large / Scottish)
7. He drives a \_\_\_\_\_ truck. (red / huge / American)
8. They stayed in a \_\_\_\_\_ hotel. (luxurious / modern / French)
9. She has a \_\_\_\_\_ bag. (Italian / leather / elegant)
10. He wore a \_\_\_\_\_ suit. (black / stylish / expensive)

11. We bought a \_\_\_\_\_ table. (round / wooden / large)
12. She has a \_\_\_\_\_ necklace. (gold / delicate / beautiful)
13. He rode a \_\_\_\_\_ horse. (white / fast / Arabian)
14. They have a \_\_\_\_\_ garden. (beautiful / large / vegetable)
15. She wore \_\_\_\_\_ shoes. (comfortable / black / leather)
16. He ate a \_\_\_\_\_ sandwich. (delicious / big / ham)
17. We visited a \_\_\_\_\_ park. (green / large / urban)
18. She has a \_\_\_\_\_ scarf. (silk / red / long)
19. He bought a \_\_\_\_\_ watch. (Swiss / expensive / gold)
20. They have a \_\_\_\_\_ couch. (blue / new / comfortable)
21. She owns a \_\_\_\_\_ vase. (ceramic / Chinese / beautiful)
22. He wore a \_\_\_\_\_ shirt. (cotton / white / plain)
23. They found a \_\_\_\_\_ statue. (bronze / ancient / Roman)
24. She has a \_\_\_\_\_ collection. (unique / rare / antique)
25. He drives a \_\_\_\_\_ motorcycle. (Japanese / sleek / black)

**4. Put the words in the correct order to form a sentence.**

1. dog / small / brown / cute / the

---

2. coat / blue / my / new / beautiful

---

3. car / shiny / new / red / a

---

4. ring / gold / old / tiny / an

---

5. big / building / old / scary / that

---

6. movie / exciting/new / French / an

---

7. story / sad / long / old / a

---

8. flowers / beautiful / red / those

---

9. dress / silk / elegant / black / an

---

10. artist / talented / young / modern / a

---

11. table / round / wooden / small / a

---

12. bird / green / small / pretty / a

---

13. cake / delicious / chocolate / big / a

---

14. garden / large / colorful / beautiful / a

---

15. computer / new / fast / my

---

16. music / soothing / classical / lovely / some

---

17. apartment / spacious / new / luxurious / a

---

18. phone / black / old / broken / his

---

19. dog / friendly / white / fluffy / their

---

20. street / narrow / dark / long / the

---

21. shoes / leather / comfortable / brown / my

---

22. novel / fascinating / long / historical / a

---

23. girl / young / pretty / little / the

---

24. house / haunted / old / large / an

---

25. watch / silver / elegant / new / a

---

**5. The adjectives in the following sentences are in the wrong order. Correct them.**

1. She wore a green beautiful silk dress.

---

2. They live in a wooden big old house.

---

3. He adopted a small brown cute puppy.

---

4. She bought a round red Italian table.

---

5. He drives a fast new German car.

---

6. She has a silk blue long scarf.

---

7. They visited an ancient amazing Greek temple.

---

8. He gave her a silver beautiful tiny ring.

---

9. She lives in a brick spacious old house.

---

10. He bought a metal small round box.

---

11. She has a plastic green large bottle.

---

12. They stayed in a cozy wooden small cabin.

---

13. He wore a woolen black long coat.

---

14. She found a red shiny tiny button.

---

15. He ordered a delicious spicy Indian dish.

---

16. She bought a blue cotton new shirt.

---

17. They built a stone big beautiful house.

---

18. He has a leather small brown wallet.

---

19. She found a gold ancient beautiful coin.

---

20. He bought a red shiny sports new car.

---

21. She wore a white fluffy long scarf.

---

22. They adopted a small cute black kitten.

---

23. He found a rare antique small book.

---

24. She has a silk beautiful blue dress.

---

25. He has a wooden old small chair.

---

**6. Complete an essay with your own adjectives, use two or more adjectives. Mind the Adjective Order.**

### **A Day in the Life of an Adventurous Young Soldier**

Early one crisp, clear morning, a brave young soldier named Alex prepared for another adventurous day. As he donned his \_\_\_\_\_ **uniform**, he felt a sense of pride and purpose. The \_\_\_\_\_ **base** where he was stationed was bustling with activity. Soldiers were gearing up, vehicles were being inspected, and the air was filled with the sounds of \_\_\_\_\_ **preparation**.

Alex's first task was to join his team for a mission briefing in the \_\_\_\_\_ **command center**. The \_\_\_\_\_ **commander** outlined the day's objectives, emphasizing the importance of their \_\_\_\_\_ **mission**. Alex listened attentively, his \_\_\_\_\_ **eyes** absorbing every detail.

After the briefing, Alex and his team moved to the \_\_\_\_\_ **vehicle** that would transport them to the mission site. The \_\_\_\_\_ **driver** navigated the \_\_\_\_\_ **roads** with ease, while Alex checked his \_\_\_\_\_ **equipment**. His \_\_\_\_\_ **backpack** contained everything he needed for the mission, including a \_\_\_\_\_ **toolkit** and a \_\_\_\_\_ **pack**.

Upon reaching their destination, a \_\_\_\_\_ **area**, the team quickly set up a \_\_\_\_\_ **base camp**. The \_\_\_\_\_ **scouts** were already in position, scanning the surroundings with their \_\_\_\_\_ **vision binoculars**. Alex's role was to establish communication with the \_\_\_\_\_

**command** using a \_\_\_\_\_ **radio system**. The \_\_\_\_\_ **signal** was crucial for the success of their operation.

As the day progressed, the team encountered several challenges. A \_\_\_\_\_ **downpour** made the terrain slippery and treacherous. The \_\_\_\_\_ **soldiers** adapted quickly, using their \_\_\_\_\_ **gear** to stay dry and maintain their pace. Alex's \_\_\_\_\_ **leadership** helped keep the team focused and motivated.

By evening, the mission was complete, and the team returned to their \_\_\_\_\_ **base**. The \_\_\_\_\_ **moon** cast a gentle light over the \_\_\_\_\_ **surroundings**. Alex felt a deep sense of accomplishment as he reflected on the day's events. He was proud to be part of such a \_\_\_\_\_ **team** and grateful for the opportunity to serve his country.

As he settled into his \_\_\_\_\_ **bunk**, Alex knew that tomorrow would bring new challenges and adventures. But for now, he was content, ready to rest and recharge for whatever lay ahead.

## 2. PUNCTUATION IN ENGLISH

**Punctuation** is a crucial aspect of English writing, helping to clarify meaning, indicate pauses, and separate ideas. Here's a comprehensive overview of the **most common** punctuation marks and their uses:

### 1. Period (.)

**Usage:** Ends declarative sentences, indirect questions, and abbreviations.

**Examples:**

*Declarative:* She went to the store.

*Indirect question:* He asked if she would go.

*Abbreviations:* Dr. Smith, U.S.A.

### 2. Comma (,)

**Usage:** Separates items in a list, clauses, and adjectives; sets off introductory elements, direct addresses, and nonessential information.

**Examples:**

*List:* I bought apples, oranges, and bananas.

*Clauses:* When it rains, it pours.

*Adjectives:* It was a long, tiring journey.

*Introductory elements:* After the movie, we went home.

*Direct address:* Lisa, can you help me?

*Nonessential information:* My brother, who lives in New York, is visiting.

### 3. Semicolon (;)

**Usage:** Links closely related independent clauses and separates items in a list where the items contain commas.

**Examples:**

*Independent clauses:* She loves coffee; he prefers tea.

*Complex list:* We visited Paris, France; Rome, Italy; and Berlin, Germany.

### 4. Colon (:

**Usage:** Introduces lists, quotes, explanations, and expands on an idea.

**Examples:**

*List:* She needs to buy the following items: milk, bread, and butter.

*Quote:* He said: “The early bird catches the worm.”

*Explanation:* There’s one thing she loves: chocolate.

*Expansion:* He had one goal: to win the race.

## 5. Question Mark (?)

*Usage:* Ends direct questions.

*Examples:* Where are you going? What time is it?

## 6. Exclamation Mark (!)

*Usage:* Conveys strong emotion or emphasis.

*Examples:* Watch out! That’s amazing!

## 7. Quotation Marks (“ ”)

*Usage:* Encloses direct speech, quotations, and titles of short works (like articles, poems).

*Examples:*

*Direct speech:* “I’m coming,” she said.

*Quotations:* He quoted Shakespeare: “To be or not to be.”

*Titles:* I read “The Raven” by Edgar Allan Poe.

## 8. Apostrophe (’)

*Usage:* Indicates possession, forms contractions, and pluralizes lowercase letters.

*Examples:*

*Possession:* Sarah’s book, the cat’s toys.

*Contractions:* don’t (do not), it’s (it is).

*Plural of letters:* Mind your p’s and q’s.

## 9. Parentheses ( )

*Usage:* Encloses additional information or clarifications.

*Examples:* He finally answered (after taking five minutes to think) that he didn’t know.

## 10. Dash (—) and Hyphen (-)

**Dash:** Dashes are more common in informal writing.

*Usage:* Indicates a break in thought, adds emphasis or separates additional information.

*Examples:* She was going to—oh, never mind.

She was the one person—my best friend—who understood me.

**Hyphen:**

*Usage:* Joins words to form compound terms, and divides words at line breaks.

*Examples:* Mother-in-law, twenty-one, well-known author.

## 11. Ellipsis (...)

*Usage:* Indicates an omission or a trailing off in thought.

*Examples:* She started to speak but then... stopped.

## 12. Brackets ([ ])

*Usage:* Adds information within quoted text.

*Examples:* “He [Mr. Johnson] was not available for comment.”

## 13. Slash (/)

*Usage:* Indicates alternatives or fractions.

*Examples:* and/or, 3/4.

Understanding and using punctuation correctly is essential for clear and effective writing. Not only does it help you convey your message, but it also improves the readability and professionalism of your text.

## Capitalization

**Capital letters** are used in English for specific purposes to help convey meaning and proper grammar. Here are the main rules for using capital letters:

### 1. Beginning of a Sentence

**Usage:** Always capitalize the first word of a sentence.

**Example:** She loves to read books.

### 2. Proper Nouns

**Usage:** Capitalize proper nouns, which are the names of specific people, places, organizations, and sometimes things.

**Examples:**

*People:* Mary, John, Dr. Smith

*Places:* Paris, the Amazon River, Mount Everest

*Organizations:* Microsoft, United Nations

*Things:* the Titanic, the Declaration of Independence

### 3. Titles and Headings

**Usage:** Capitalize the major words in titles of books, articles, songs, movies, and other works.

**Examples:**

*Books:* "Pride and Prejudice"

*Articles:* "The Impact of Climate Change"

*Songs:* "Bohemian Rhapsody"

*Movies:* "The Lord of the Rings"

### 4. Days, Months, and Holidays

**Usage:** Capitalize the names of days of the week, months of the year, and holidays.

**Examples:**

*Days:* Monday, Tuesday

*Months:* January, December

*Holidays:* Christmas, Thanksgiving, New Year's Day

### 5. Pronoun "I"

**Usage:** Always capitalize the pronoun "I."

**Example:** When I went to the store, I forgot to buy milk.

### 6. First Word in a Quote

**Usage:** Capitalize the first word of a direct quote if it is a complete sentence.

**Example:** She said, "We need to leave now."

### 7. Important Words in Titles

**Usage:** Capitalize major words in titles but not short articles, conjunctions, or prepositions unless they are the first or last words in the title.

**Example:** "A Tale of Two Cities"

### 8. Abbreviations and Acronyms

**Usage:** Capitalize all the letters in abbreviations and acronyms.

***Examples:***

*Abbreviations:* USA, BBC, NASA

*Acronyms:* NATO, UNESCO

**9. First Word After a Colon (In Some Cases)**

***Usage:*** Capitalize the first word after a colon if it begins a complete sentence or is a proper noun.

***Examples:***

*Complete sentence:* She had one goal: She wanted to win.

*Proper noun:* There are three countries in North America: Canada, the United States, and Mexico.

**10. Names of Historical Periods and Events**

***Usage:*** Capitalize the names of specific historical periods and events.

***Examples:***

*Historical periods:* the Renaissance, the Middle Ages

*Events:* World War II, the Great Depression

**11. Names of Languages, Nationalities, and Religions**

***Usage:*** Capitalize the names of languages, nationalities, and religions.

***Examples:***

*Languages:* English, French, Spanish

*Nationalities:* American, Japanese, German

*Religions:* Christianity, Islam, Buddhism

By following these rules, you can ensure that your use of capital letters is consistent and helps to convey the correct meaning in your writing.



## WRITING ASSESSMENT CRITERIA

CATEGORY	90-100	82-89	74-81	60-73
<b>Attention Grabber</b>  <b>10 points</b>	The introductory paragraph has a strong hook or attention grabber that is appropriate for the audience. This could be a strong statement, a relevant quotation, statistic, or question addressed to the reader.	The introductory paragraph has a hook or attention grabber, but it is weak, rambling or inappropriate for the audience.	The author has an interesting introductory paragraph but the connection to the topic is not clear.	The introductory paragraph is not interesting AND is not relevant to the topic.
<b>Position Statement</b>  <b>5 points</b>	The position statement provides a clear, strong statement of the author's position on the topic.	The position statement provides a clear statement of the author's position on the topic.	A position statement is present but does not make the author's position clear.	There is no position statement.
<b>Focus or Thesis Statement</b>  <b>5 points</b>	The thesis statement names the topic of the essay and outlines the main points to be discussed.	The thesis statement names the topic of the essay.	The thesis statement outlines some or all of the main points to be discussed but does not name the topic.	The thesis statement does not name the topic nor preview what will be discussed.
<b>Support for Position</b>  <b>5 points</b>	Includes 3 or more pieces of evidence (facts, statistics, examples, real-life experiences) that support the position statement. The writer anticipates the reader's concerns, biases or arguments and has provided at least 1 counter-argument.	Includes 3 or more pieces of evidence (facts, statistics, examples, real-life experiences) that support the position statement.	Includes 2 pieces of evidence (facts, statistics, examples, real-life experiences) that support the position statement.	Includes 1 or fewer pieces of evidence (facts, statistics, examples, real-life experiences).
<b>Evidence and Examples</b>  <b>5 points</b>	All of the evidence and examples are specific, relevant and explanations are given that show how each piece of evidence supports the author's position.	Most of the evidence and examples are specific, relevant and explanations are given that show how each piece of evidence supports the author's position.	At least one of the pieces of evidence and examples is relevant and has an explanation that shows how that piece of evidence supports the author's position.	Evidence and examples are NOT relevant AND/OR are not explained.

<b>Accuracy</b> <b>20 points</b>	All supportive facts and statistics are reported accurately.	Almost all supportive facts and statistics are	Most supportive facts and statistics are reported	Most supportive facts and statistics were inaccurately
-------------------------------------	--	--	---	--

		reported accurately.	accurately.	reported.
<b>Sequencing</b> <b>5 points</b>	Arguments and support are provided in a logical order that makes it easy and interesting to follow the author's train of thought.	Arguments and support are provided in a fairly logical order that makes it reasonably easy to follow the author's train of thought.	A few of the support details or arguments are not in an expected or logical order, distracting the reader and making the essay seem a little confusing.	Many of the support details or arguments are not in an expected or logical order, distracting the reader and making the essay seem very confusing.
<b>Transitions</b> <b>10 points</b>	A variety of thoughtful transitions are used. They clearly show how ideas are connected	Transitions show how ideas are connected, but there is little variety	Some transitions work well, but some connections between ideas are fuzzy.	The transitions between ideas are unclear OR nonexistent.
<b>Closing paragraph</b> <b>10 points</b>	The conclusion is strong and leaves the reader solidly understanding the writer's position. Effective restatement of the position statement begins the closing paragraph.	The conclusion is recognizable. The author's position is restated within the first two sentences of the closing paragraph.	The author's position is restated within the closing paragraph, but not near the beginning.	There is no conclusion - the paper just ends.
<b>Sentence Structure</b> <b>5 points</b>	All sentences are well-constructed with varied structure.	Most sentences are well-constructed and there is some varied sentence structure in the essay.	Most sentences are well constructed, but there is no variation in structure.	Most sentences are not well-constructed or varied.
<b>Grammar &amp; Spelling</b> <b>20 points</b>	Author makes no errors in grammar or spelling that distract the reader from the content.	Author makes 1-2 errors in grammar or spelling that distract the reader from the content.	Author makes 3-4 errors in grammar or spelling that distract the reader from the content.	Author makes more than 4 errors in grammar or spelling that distract the reader from the content.
<b>Capitalization &amp; Punctuation</b> <b>(optional)</b>	Author makes no errors in capitalization or punctuation, so the essay is exceptionally easy to read.	Author makes 1-2 errors in capitalization or punctuation, but the essay is still easy to read.	Author makes a few errors in capitalization and/or punctuation that catch the reader's attention and interrupt the flow.	Author makes several errors in capitalization and/or punctuation that catch the reader's attention and interrupt the flow.

## REVISION TEST

1. What is the main difference between creative writing and other types of writing?
  - a. Creative writing is always written in the first person.
  - b. Creative writing is more focused on the writer's personal experiences.
  - c. Creative writing is more focused on literary techniques and artistic expression.
  - d. There is no real difference between creative writing and other types of writing.
  
2. \_\_\_\_\_ writing is a type of writing that describes something, often using sensory details.
  - a. Descriptive
  - b. Expository
  - c. Technical
  - d. Persuasive
  
3. \_\_\_\_\_ writing is meant to persuade the reader to adopt a certain viewpoint or take a specific action.
  - a. Persuasive
  - b. Descriptive
  - c. Narrative
  - d. Expository
  
4. Describing \_\_\_\_\_ is the use of words and language to create a verbal picture or provide information about a person's appearance, personality, characteristics, behavior, and other distinguishing features.
  - a. feelings
  - b. places
  - c. people
  - d. emotions
  
5. Describing \_\_\_\_\_ includes conveying a range of emotional experiences, such as joy, sorrow, excitement, fear, love, or any nuanced feeling.
  - a. events and festivals
  - b. feelings and emotions
  - c. appearance and character
  - d. personality and behavior
  
6. Describing \_\_\_\_\_ often aims to create a mental image for the audience, allowing them to visualize and comprehend the unfolding of specific happenings or activities.
  - a. events
  - b. appearance
  - c. places
  - d. people
  
7. Describing \_\_\_\_\_ is a form of descriptive writing that provides a vivid portrayal of the physical, visual, and sensory characteristics of a particular location.
  - a. events
  - b. people
  - c. feelings
  - d. places

8. A(n) \_\_\_\_\_ is a piece of short-form, nonfiction writing that focuses on a specific topic.
- essay
  - story
  - description
  - narrative
9. A(n) \_\_\_\_\_ is a digital communication method that uses electronic devices to deliver messages.
- report
  - story
  - email
  - essay
10. A(n) \_\_\_\_\_ is an online platform or community where individuals can connect, communicate, and share information, interests, and activities with others.
- essay
  - event
  - email
  - social network
11. The \_\_\_\_\_ man had a friendly smile and a warm personality.
- grumpy
  - sad
  - happy
  - rude
12. The \_\_\_\_\_ woman had a tall, slim figure and striking features.
- pretty
  - ugly
  - skinny
  - average
13. The \_\_\_\_\_ landscape was filled with rolling hills, green fields, and clear lakes.
- urban
  - barren
  - flat
  - mountainous
14. The \_\_\_\_\_ beach was crowded with tourists and noisy with activity.
- quiet
  - secluded
  - peaceful
  - polluted
15. The \_\_\_\_\_ street was bustling with people and activity.
- quiet

- b. busy
- c. empty
- d. clean

16. The \_\_\_\_\_ house had a cozy interior and a charming garden.

- a. cluttered
- b. dilapidated
- c. modest
- d. demolished

17. The \_\_\_\_\_ park had winding paths, lush trees, and vibrant flowers.

- a. crowded
- b. dirty
- c. well-maintained
- d. dark

18. The young woman has short, curly hair and \_\_\_\_\_ blue eyes.

- a. sparkling
- b. plain
- c. polite
- d. puffy

19. The \_\_\_\_\_ was a huge success, with a record-breaking number of attendees.

- a. movie
- b. wedding
- c. protest
- d. parade

20. The \_\_\_\_\_ was a disaster, with many technical difficulties and delays.

- a. game
- b. concert
- c. marathon
- d. party

21. The \_\_\_\_\_ was thrilling, with unexpected twists and turns that kept the audience on the edge of their seats.

- a. game
- b. concert
- c. festival
- d. meeting

22. The \_\_\_\_\_ was informative, with expert speakers sharing their knowledge and insights.

- a. party
- b. ceremony
- c. meeting
- d. game

23. The \_\_\_\_\_ of the festival was celebratory, with fireworks and a sense of excitement in the air.
- a. event
  - b. atmosphere
  - c. place
  - d. emotion
24. In my latest blog post, I discussed the \_\_\_\_\_ of sustainable living.
- a. pitfalls
  - b. drawbacks
  - c. disadvantages
  - d. benefits
25. As a blogger, it's important to have a consistent \_\_\_\_\_ and tone throughout your writing.
- a. voice
  - b. muteness
  - c. speechlessness
  - d. silence
26. In my blog post about travel, I recommended that readers \_\_\_\_\_ a packing list before their trip.
- a. ignore
  - b. remember
  - c. create
  - d. forget
27. When writing a blog post, it's important to include \_\_\_\_\_ to help break up the text and make it more visually appealing.
- a. images
  - b. sounds
  - c. slogans
  - d. description
28. Many blog authors strive to create their own \_\_\_\_\_, which will reflect their interests and lifestyle.
- a. audience
  - b. design
  - c. brand
  - d. community
29. Visitors to the blog leave \_\_\_\_\_ on posts, which allows the author to interact with their readers.
- a. subscriptions
  - b. images
  - c. slogans
  - d. comments

30. One of the keys to successful blogging is to \_\_\_\_\_ with your audience.
- a. engage
  - b. ignore
  - c. avoid
  - d. dismiss
31. What is the purpose of a hashtag on social media?
- a. To send a private message
  - b. To share a link
  - c. To block unwanted content
  - d. To identify a topic or trend
32. A(n) \_\_\_\_\_ is a regularly updated website or web page, typically run by an individual or small group, written in an informal or conversational style.
- a. essay
  - b. email
  - c. passage
  - d. blog
33. Which of the following topics would most likely be covered in a food blog?
- a. Travel routes
  - b. Workout routines
  - c. Recipe development and cooking techniques
  - d. DIY home projects
34. Fashion blogs typically include content about:
- a. Financial advice
  - b. Current fashion trends and personal style tips
  - c. Gardening tips
  - d. Personal experiences
35. Health and fitness blogs often focus on:
- a. Healthy food
  - b. Home decor ideas
  - c. Travel destinations and workouts
  - d. Workout plans and nutrition advice
36. Which of the following topics is most relevant to tech blogs?
- a. Fashion shows
  - b. Cooking recipes
  - c. Product reviews, tech news, and gadget comparisons
  - d. Business trends
37. Educational blogs are commonly used for:
- a. Offering detailed tutorials and instructional guides
  - b. Sharing personal experiences
  - c. Discussing the latest tech trends

d. Posting workout routines

38. What is the correct way to address a formal email to a company?

- a. Hey Manager
- b. Dear Sir/Madam
- c. Dear John
- d. Hi Sales Team

39. Which of the following is a correct closing for a formal email?

- a. Sincerely
- b. Cheers
- c. Yours truly
- d. See you soon

40. Which of the following is an appropriate opening for an informal email?

- a. Dear Sir/Madam
- b. To whom it may concern
- c. Hi
- d. Dear

41. Which of the following is a correct closing for an informal email?

- a. Sincerely
- b. Regards
- c. Cheers
- d. Faithfully

42. Which of the following sentences uses the correct level of formality for a formal email?

- a. Hey there, just wanted to check in about our meeting next week.
- b. I am writing to check in about our schedule.
- c. Just wanted to remind you about our meeting next week.
- d. I am writing to confirm our meeting scheduled for next week.

43. What type of essay does the following sentence belong to?

Example: "I strongly believe that the government should increase funding for public schools."

- a. Expository essay
- b. Persuasive essay
- c. Descriptive essay
- d. Compare and contrast essay

44. What type of writing does the following sentence belong to?

Example: "Despite the advantages of social media, it can also have negative effects on mental health."

- a. Narrative essay
- b. Compare and contrast essay
- c. Expository essay
- d. Descriptive essay



45. In which type of essay would you most likely find a thesis statement followed by evidence and analysis to support the writer's position?
- a. Descriptive essay
  - b. Compare and contrast essay
  - c. Argumentative essay
  - d. Narrative essay
46. What is a key feature of a bar chart that makes it easy to compare different categories?
- a. The different colors used in each bar
  - b. The consistent width of the bars
  - c. The length or height of the bars
  - d. The shapes used for the bars
47. Line charts are particularly useful for displaying data that \_\_\_\_\_.
- a. is categorical
  - b. is static
  - c. compares different quantities
  - d. changes continuously over time
48. Pie charts are particularly useful for showing \_\_\_\_\_.
- a. percentages or proportional data
  - b. comparisons across different categories
  - c. trends over time
  - d. data values
49. How does a histogram differ from a bar chart?
- a. Histograms show proportions, while bar charts show frequencies.
  - b. Histograms use numerical data intervals, while bar charts show categorical data.
  - c. Histograms use lines to connect data points, while bar charts use bars.
  - d. Histograms are circular, while bar charts are rectangular.
50. In a scatter plot, what do the positions of the dots on the horizontal and vertical axes represent?
- a. The frequency of data intervals
  - b. The trend over time
  - c. The proportion of the whole
  - d. The values for two different variables

Total score \_\_\_\_\_ out of 100

## REFERENCES

1. 100 Best Writing Blogs and Websites in 2024. Retrieved from: <https://books.feedspot.com/top-100-writing-blogs/>
2. 13 Best Writing Blogs to Help You Master Creative Writing. Retrieved from: <https://self-publishingschool.com/best-writing-blogs/>
3. 13 Types of Graphs and Charts (Plus When to Use Them). Retrieved from: <https://www.indeed.com/career-advice/career-development/types-of-graphs-and-charts>
4. 150+ Useful Email Phrases That Will Make Your Life Easier. Retrieved from: [https://www.linkedin.com/pulse/how-boost-your-spoken-business-english-5-powerful-tips-paola-pascual/?trk=related\\_article\\_How%20To%20Boost%20Your%20Spoken%20Business%20English%20With%205%20Powerful%20Tips\\_article-card\\_title](https://www.linkedin.com/pulse/how-boost-your-spoken-business-english-5-powerful-tips-paola-pascual/?trk=related_article_How%20To%20Boost%20Your%20Spoken%20Business%20English%20With%205%20Powerful%20Tips_article-card_title)
5. 16 Useful Words & Phrases to Describe People. Retrieved from: <https://www.youtube.com/watch?v=-rro1ekRUNo>
6. 17 Writing Tips You Can Use Today. Retrieved from: <https://self-publishingschool.com/writing-tips/>
7. 190+ Festival or Musical Adjective Words – How to Describe an Event? Retrieved from: <https://www.startswithy.com/adjectives-for-event/>
8. 25 Advanced Adjectives to Describe Places. Retrieved from: <https://www.youtube.com/watch?v=XIga6wpPbo0>
9. 5+ Expository Essay Examples to Help You Get Started. Retrieved from: <https://www.5staressays.com/blog/expository-essay-guide/expository-essay-examples>
10. 6 Tips for Improving Your Creative Writing. Retrieved from: <https://www.youtube.com/watch?v=7w2DQ0JaETk> 6 tips for improving your creative writing
11. 7+1 Steps to structure a blog post. Retrieved from: <https://kontent.ai/blog/how-to-structure-blog-post/>
12. Adjective Words to Describe an Event – Festival or Musical. Retrieved from: <https://www.englishbix.com/adjective-words-to-describe-an-event/>
13. Adjectives that Describe Feelings. Retrieved from: <https://myenglishteacher.co.uk/2022/01/11/adjectives-that-describe-feelings/>
14. Adjectives that Describe Places – Intermediate Vocabulary. Retrieved from: <https://www.esolcourses.com/content/exercises/grammar/adjectives/places/words-for-describing-places.html>
15. Britannica. Social network. Retrieved from: <https://www.britannica.com/technology/social-network>
16. British Council. A blog. Retrieved from: <https://learnenglishteens.britishcouncil.org/skills/writing/b1-writing/blog>
17. British Council. Describing Charts. Retrieved from: <https://learnenglish.britishcouncil.org/skills/writing/b1-writing/describing-charts>
18. Cambridge Dictionary. Essay. Retrieved from: <https://dictionary.cambridge.org/dictionary/english/essay>
19. Cambridge Dictionary. Retrieved from: <https://dictionary.cambridge.org/dictionary/english/>
20. Collins Dictionary. Descriptive Passage. Retrieved from: <https://www.collinsdictionary.com/dictionary/english/descriptive-passage>
21. Collins English Dictionary. Describe an Event. Retrieved from: <https://www.collinsdictionary.com/dictionary/english/describe-an-event>
22. Collins English dictionary. Retrieved from: [Collins English Dictionary | Definitions, Translations, Example Sentences and Pronunciations \(collinsdictionary.com\)](https://www.collinsdictionary.com/)

23. Describe Your Feelings and Emotions in English. Retrieved from:  
<https://www.youtube.com/watch?v=-T-IQL1IKq8>
24. Describe Your Feelings in English. Feelings and Emotions Vocabulary. Retrieved from:  
[https://www.youtube.com/watch?v=\\_uQDCru94nA](https://www.youtube.com/watch?v=_uQDCru94nA)
25. Describing a Place. Retrieved from: <https://www.youtube.com/watch?v=u4ZoYiuOIJs>
26. Describing Words. Festivals. Retrieved from: <https://describingwords.io/for/festivals>
27. Encyclopedia Britannica. Retrieved from: [Encyclopedia Britannica | Britannica](https://www.britannica.com/)
28. English Basics. Describing Events. Retrieved from:  
<https://ebasics.blogspot.com/2008/06/describing-events.html>
29. English Capitalization Rules. Retrieved from:  
<https://www.grammarly.com/blog/capitalization-rules/>
30. Feeling Words List in English. Retrieved from: <https://7esl.com/describe-someones-feelings-and-emotions/>
31. Formal vs. Informal Emails: from “Hey” to “Dear Sir”. Applying for a Job. Retrieved from:  
[https://school.really-learn-english.com/formal-vs-informal-emails-from-hey-to-dear-sir#Applying\\_for\\_a\\_job](https://school.really-learn-english.com/formal-vs-informal-emails-from-hey-to-dear-sir#Applying_for_a_job)
32. Freepik. Retrieved from: [Reading vectors, photos and PSD files | Free download \(freepik.com\)](https://www.freepik.com/free-vector/)
33. How to Create the Best Description of an Event. Retrieved from:  
<https://eventespresso.com/2023/04/description-of-an-event/>
34. How to Describe a Person in English: 154 Common Vocabulary Terms. Retrieved from:  
<https://www.fluentu.com/blog/english/describing-people-in-english/>
35. How to Describe a Person in English: Phrases for Appearance. Retrieved from:  
<https://promova.com/blog/how-to-describe-a-person-in-english-phrases-for-appearance>
36. How to Describe a Person in English: Tips and Examples. Retrieved from:  
<https://magoosh.com/english-speaking/how-to-describe-a-person-in-english-tips-and-examples/>
37. How to describe graphs, charts, and diagrams in a presentation. Retrieved from:  
<https://preply.com/en/blog/how-to-describe-graphs-in-english/>
38. How to Describe Someone’s Feelings and Emotions in English. Retrieved from:  
<https://www.eslbuzz.com/how-to-describe-someones-feelings-emotions-in-english/>
39. How to Vividly Describe Emotions: 3 Powerful Strategies. Retrieved from:  
<https://nicolebianchi.com/how-to-vividly-describe-emotion/>
40. How to Write a Blog Post for Beginners: From Start to End. Retrieved from:  
[https://www.google.com/search?q=writing+blogs+video&oq=writing+blogs+video&gs\\_lcrp=EgZjaHJvbWUyBggAEEUYOTIHCAEQIRigAdIBCTI1MzIzajBqN6gCALACAA&sourceid=chrome&ie=UTF-8#fpstate=ive&vld=cid:20e70360,vid:KkKp56E6UVo,st:0](https://www.google.com/search?q=writing+blogs+video&oq=writing+blogs+video&gs_lcrp=EgZjaHJvbWUyBggAEEUYOTIHCAEQIRigAdIBCTI1MzIzajBqN6gCALACAA&sourceid=chrome&ie=UTF-8#fpstate=ive&vld=cid:20e70360,vid:KkKp56E6UVo,st:0)
41. How to Write a Blog Post From Start to Finish. Retrieved from:  
[https://www.google.com/search?q=writing+blogs+video&oq=writing+blogs+video&gs\\_lcrp=EgZjaHJvbWUyBggAEEUYOTIHCAEQIRigAdIBCTI1MzIzajBqN6gCALACAA&sourceid=chrome&ie=UTF-8#fpstate=ive&vld=cid:b5517494,vid:Q8rN3JKqUc8,st:0](https://www.google.com/search?q=writing+blogs+video&oq=writing+blogs+video&gs_lcrp=EgZjaHJvbWUyBggAEEUYOTIHCAEQIRigAdIBCTI1MzIzajBqN6gCALACAA&sourceid=chrome&ie=UTF-8#fpstate=ive&vld=cid:b5517494,vid:Q8rN3JKqUc8,st:0)
42. How to Write a Blog Post in 10 Steps. Retrieved from:  
<https://www.masterclass.com/articles/how-to-write-a-blog-post>
43. How to Write a Blog Post: A Step-by-Step Guide. Retrieved from:  
<https://blog.hubspot.com/marketing/how-to-start-a-blog>
44. How to Write a Descriptive Paragraph. Retrieved from: <https://www.thoughtco.com/how-to-write-a-descriptive-paragraph-1690559>
45. How to Write a Good Descriptive Paragraph. Retrieved from:  
<https://www.thoughtco.com/model-descriptive-paragraphs-1690573>
46. How to Write a Perfect Blog Post in 2024 ( Start – Finish). Retrieved from:  
<https://www.youtube.com/watch?v=HoT9naGLgNk>

47. How to Write a Powerful Event Description That Drives Attendance. Retrieved from: <https://www.gevme.com/en/blog/write-event-description-drives-attendance/>
48. How to Write an Awesome Blog Post in 5 Steps. Retrieved from: <https://www.wordstream.com/blog/ws/2015/02/09/how-to-write-a-blog-post>
49. How to Write The Perfect Blog Post in 2023 (Step-by-Step Tutorial). Retrieved from: <https://www.youtube.com/watch?v=uly9Bp0ayjs>
50. How to Write the Perfect Event Description. Retrieved from: <https://blog.10times.com/write-perfect-event-description/>
51. IELTS vocabulary for describing graphs and charts. Retrieved from: <https://grade-online.com/ielts/blog/ielts-vocabulary-for-describing-graphs-and-charts/>
52. List of Adjectives to Describe Someone's Feelings, Emotions and Tone. Retrieved from: <https://www.yourdictionary.com/articles/adjectives-feelings-emotions-tone>
53. List of Words to Describe Places. Retrieved from: <https://www.yourdictionary.com/articles/words-describe-places>
54. Longman Dictionary of Contemporary English. Retrieved from: <http://www.ldoceonline.com/>
55. Make Your Essay Structure Rock-Solid with These Tips. Retrieved from: <https://www.grammarly.com/blog/essay-structure/>
56. Persuasive Essay Samples. Retrieved from: [https://webs.um.es/lourdesc/miwiki/lib/exe/fetch.php%3Fid%3Dwriting%26cache%3Dcache%26media%3Dwriting\\_persuasive\\_essay\\_samples\\_2.pdf](https://webs.um.es/lourdesc/miwiki/lib/exe/fetch.php%3Fid%3Dwriting%26cache%3Dcache%26media%3Dwriting_persuasive_essay_samples_2.pdf)
57. Professional Email Format Guide: Templates + Best Practices. Retrieved from: <https://www.yesware.com/blog/email-format/>
58. Punctuation. Retrieved from: <https://dictionary.cambridge.org/grammar/british-grammar/punctuation>
59. StydySmarter. Email. Retrieved from: <https://www.studysmarter.co.uk/explanations/english/email/>
60. TechTarget. Definition. Social network. Retrieved from: <https://www.techtarget.com/searchcio/definition/social-network>
61. Test English. B1+ Writing Exercises and Tests. Retrieved from: [B1+ Writing Exercises and Tests - Test-English](#)
62. Test English. B2 Writing Exercises and Tests. Retrieved from: [B2 Writing Exercises and Tests - Test-English](#)
63. Test English. Feelings and Emotions. B 2 English Vocabulary. Retrieved from: <https://test-english.com/vocabulary/b2/feelings-and-emotions-b2-english-vocabulary/>
64. The Beginner's Guide to Writing an Essay. Steps & Examples. Retrieved from: <https://www.scribbr.com/category/academic-essay/>
65. The classroom. What Is a Descriptive Paragraph? Retrieved from: <https://www.theclassroom.com/descriptive-paragraph-8743062.html>
66. Top 100 Best Compare and Contrast Essays Topics for 2024. Retrieved from: <https://tutorbin.com/blog/top-100-best-compare-and-contrast-essays-topics>
67. Types of Essays. Retrieved from: <https://eliteessaywriters.com/blog/types-of-essays/>
68. Writing 101: The 8 Common Types of Essays. Retrieved from: <https://www.masterclass.com/articles/guide-to-common-types-of-essays>