Jenny Dooley

# The Art Writing

C1



STUDENT'S BOOK

# **Contents**

ESSAYS BASED ON PROMPTS  Warm-up	6-7 8-9 11-(
Reflection & Evaluation	. 12
DESCRIPTIVE ESSAYS  Warm-up Introduction	-15 -17 -19 -21 2-23
DISCURSIVE ESSAYS  Warm-up  Introduction	3-27 3-29 3-31 2-33 4-35
Warm-up            Introduction         38           Giving news (informal)         40           Giving advice (informal)         42           Inviting/Accepting/Declining (informal)         44           Apologising (formal/informal)         46           Giving information (informal/formal)         48           Thanking (informal/formal)         50           Making a request (informal/formal)         52           Making suggestions/recommendations (formal)         54           Making a complaint (formal)         56           Emails/Letters to the Editor/Authorities (formal)         58           Reflection & Evaluation         58	3-39 3-41 3-43 3-47 3-49 3-51 3-53 3-59
NARRATIVES           Warm-up            Introduction         62           1st/3rd-person narratives (with prompts)         64           Flashback narration         66           Reflection & Evaluation         66	2-63 1-65 3-67
REPORTS  Warm-up Introduction 70 Assessment reports 72 Reports making suggestions 74 Reflection & Evaluation	)-71 2-73 1-75
ARTICLES Warm-up Introduction 78 Descriptive/Narrative articles 80 Discursive articles 82 Reflection & Evaluation	3-79 )-81 2-83
REVIEWS  Warm-up Introduction 86 Reviews I (plays/films/TV series/documentaries/books) 88 Reviews II (products/apps) 90 Reviews III (events) 92 Reviews IV (places) 94 Reflection & Evaluation	3-87 3-89 3-91 2-93 4-95
PROPOSALS  Warm-up Introduction 98 Proposals with sources 100-	3-99

 What is the purpose of an essay based on prompts?

• Should we use a formal or informal style?



## Introduction

- An essay based on prompts is a piece of writing which is based on written input (bullet points, opinions, etc). The prompts are on the same topic and each one makes a clear point. They present different aspects of the topic, so we will need to evaluate them, selecting the ones of use to us, adding any relevant points of our own.
- Before doing anything, we should find out how many of the prompts we need to include. Then read the prompts
- and identify the point each is making/supporting. We should decide if we agree or disagree with these points, where required, and add ideas of our own that are
- We should avoid using exact words from the prompts. We should always try to paraphrase, using synonymous words and phrases.

#### Outline for essays based on prompts

#### Plan A

(Para 1) present the topic (Para 2) evaluate the first prompt

(Para 3) evaluate the second prompt

(Para 4) sum up your opinion/conclusion (Para 1) present the topic (Para 2) present both

prompts

## Plan B

(Para 3) evaluate both prompts

(Para 4) sum up your opinion/ conclusion

## **Expanding prompts**

The prompts are there to give you some or all of the key points in your essay. You will be given a number of prompts, which may be given as single words or short phrases. They may be backed up by further information. You may be asked to evaluate the ideas in the prompts side by side in order to reach a conclusion as to which of the two is better or use two complementary key points to make an argument for or against an issue.

## **Paraphrasing**

When we paraphrase the language used in the rubrics, we express the same ideas in our own words as far as possible. This can be done by using a different sentence structure (e.g. making the subject the object or vice versa), using synonyms and antonyms, with the use of derivatives, etc. When we have finished our essay, we should check that:

- we have done more than just substitute a word here and there.
- we have not altered the meaning of the original in our effort to put it in different words.

## Read the rubrics and underline the key words. Circle the prompts.

More and more students are choosing to study at universities in countries other than the one in which they grew up. What is your opinion of this trend in education? Write an essay to express your views. Elaborate on the following points:

#### **PROS**

- discover another culture
- learn responsibility
- better educational standards
- better job market post-studies

## CONS

- can be very costly
- brain drain from home country
- homesickness
- culture shock

B Your class has listened to a TV discussion about how to encourage less well-off young people to attend university. You have made the notes below.

How less well-off young people could be encouraged to attend university.

- lower fees
- give automatic places to local students
- make courses more career relevant

Some opinions expressed in the discussion

"They're starting working life with a huge burden of debt." "If students could live at home, their costs would be way lower."

"Young people want a return on their three-year investment.'

Write an **essay** (220-260 words) discussing two of the points in your notes. You should explain which strategy would be most effective in encouraging less well-off young people to attend university, giving reasons to support your answer. You may, if you wish, make use of the opinions expressed in the discussion, but you should use your own words as far as possible.

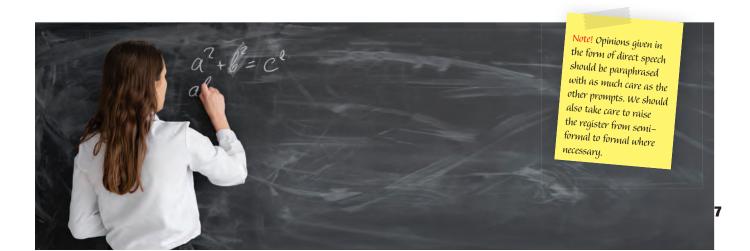


# Read the prompts in rubric A in Ex. 1 and the sentences (1-8) expanding and paraphrasing them. Write which prompt from rubric A in Ex. 1 each paraphrases, as in the example.

- 2. Another advantage is the better employment opportunities which may be on offer in the host country after graduation.
- 3. It is a definite plus for a person of that age to be completely independent and learn to look after themselves.
- **4.** Another drawback of such a move is the extra expenses a student living in another country will incur.
- 5. A negative aspect of changing countries at such a young age is that the differences between your country and the one you are studying may be so great as to cause you confusion.
- 6. Additionally, a student may want to attend an overseas university due to the superior teaching on offer there.
- 7. On a national level, it can be very costly for a country for its brightest minds to go abroad to study, since many never return home.
- 8. The positive aspects of encountering a new culture and immersing yourself in it, while learning their language in depth, cannot be overemphasised.
- a) Match the words/phrases (1-8) from rubric B in Ex. 1 with their paraphrases (a-h). What technique has been used each time: different sentence structure, using synonyms, using antonyms or using derivatives?

1. lower fees	a. owing large sums of money
2. local students	b. our youth
3. more career relevant	c. those studying in their place of residence
4. with a huge burden of debt	d. more economically disadvantaged
5. less well-off	e. reduced financial contribution
6. young people	f. less theoretical

- b) Expand the prompts from rubric B in Ex. 1 into full sentences, using phrases from Ex. 3a, as in the example.
- One way to encourage the worse-off to attend university would be through a reduced financial contribution.
- 2. Additionally, financially-challenged students
- 3. Another method of promoting university to
- c) Rewrite the opinions in your own words, using phrases in Ex. 3a to help you.
- 1. They're starting working life with a huge burden of debt.
- 2. If students could live at home, their costs would be way lower.
- 3. Young people want a return on their three-year investment



## **Essays based on prompts**

Read the rubric and underline the key words. Then, mark the statements T for True or F for False.

Some schools are considering the reduction or complete cancellation of sport. In your opinion, is it a good idea to take this step? Write an **essay** (250-300 words) to express your views. Use the points given below. You may add points of your own if you wish. Support your ideas with examples.

## **Advantages**

- lower costs for school
- physical education dangerous
- focus more on academic subjects

## **Disadvantages**

- fitness habits relate to life-long health
- favourite part of many students' week
- helps students focus in class

<ol> <li>You are going to write a solutions to problems es</li> </ol>	say.
-----------------------------------------------------------------------	------

- 2. You should include all of the prompts.
- 3. You should write in an informal style.
- 4. You should use the words given to you in the prompts.
- 5. You should give your opinion.6. You should write a maximum of 250 words.

Note! Read the rubric carefully to decide whether it asks you to use some or all of the prompts. We use the prompts given to organise our essay into clear paragraphs.

Read the model and answer the questions. Then mark the supporting sentences for each argument the writer makes Ex for example, Rea for reason or Res for result.

- 1. Has the writer included all the prompts given? Underline them.
- 2. Has the writer given their opinion on the topic? Where does it appear?
- 3. Has the writer included ideas of their own?

People who used to make up excuses to get out of PE may not have to soon, as many schools are considering slashing such classes or even eliminating them altogether. To what extent, however, is this a wise choice?

There are a number of advantages. First, it would take pressure off the school budget. Sports are expensive, requiring investment in equipment for sports as diverse as hockey and gymnastics. Secondly, they can be risky. This is because many students sustain injuries on the sports field and in the gym every year, causing disruption for the school and worry for parents. Finally, fewer sports hours would mean more hours in class, which would obviously benefit students in the case of difficult subjects like maths or physics.

On the other hand, there are disadvantages to cancelling PE. Firstly, PE is the and for this reason it is unfair to deprive them of it. Secondly, developing an interest in sports and fitness will benefit a student throughout their life, since someone who loves running, for instance, is likely to be far healthier than average. Finally, doing sport has been shown to help with concentration in the classroom. Children and teenagers are full of energy, and doing activities such as running and jumping allows them to get rid of some of that excess energy. As a result, they are able to sit and concentrate during the classroom lessons

All in all, I believe it would be a terrible mistake to cancel sport in schools. For many students, it is the one part of the school day that they really look forward to, and for those that do not, it still provides both the foundations of good fitness habits and an outlet for the boundless energy of youth. After all, school should have an obligation to train the body as well as the mind.

most enjoyable subject of the week for a certain proportion of the student body, that follow PE classes.

own words while keeping a formal style. Paraphrasing can involve changing the sentence structure, as well as using antonums, sunonums and derivatives

Note! We paraphrase

the prompts we

are given as far as

possible, using our

3	How has the writer	rephrased the pro	mpts? Complete th	ne gaps with ph	rases from the model.
---	--------------------	-------------------	-------------------	-----------------	-----------------------

- 1. lower costs for school
  - 2. physical education dangerous
  - 3. focus more on academic subjects
  - 4. fitness habits relate to life-long health
  - 5. favourite part of many students' week
  - 6. helps students focus in class

e th	example to one his model o	deliver food to ho f employment is	what is called the 'g omes. This kind of e not feasible in the lo reasons to support	mployment ong term. In	suits some people your opinion, is the	, where	as others argu	e that
	You must use at least two points from the box below to develop and support your opinion, but you can also add your own ideas. You should write at least 250 words.							
•	can work a	any time that suit as much or as litt on one employer	le as you want	<ul><li>employ</li><li>sick page</li><li>pension</li></ul>	У	rs		
<ol> <li>Yo</li> <li>Yo</li> <li>Yo</li> <li>Yo</li> <li>Yo</li> </ol>	ou should ir ou should w ou should u ou should g	g to write an essanclude all of the purite in an informative se the words give ive your opinion.	orompts. al style. en to you in the pro					
Com <sub>l</sub> Ex. 4.	-	sentences with	the phrases in t	he list. The	en match them t	o the p	prompts in th	ne rubi
<ul><li>on</li><li>1. Pe</li><li>2. Th</li><li>3. Er</li></ul>	here is mployers ca	orkers cannot	provision unable unable retirement pay.	to work at will.	uhan damand drand	• g	ick and choos jive zero work	
5. Pe	eople can	nade		vork.	·			
5. Pe 6. Er Matc	eople can mployees w	nadeho areporting senten	when they v for l	vork. health reasc	ns still get an inco			
5. Pe 6. Er Matc a. Ti	eople can mployees w th the supplifies means t	nade	when they v for l ces a-f with item mes available daily.	vork. nealth reasc s 1-6 in Ex	ns still get an inco			
5. Pe 6. Er Matc a. Ti b. Ti	eople can mployees w the supple character this means the company c	nade	when they v for l ces a-f with item mes available daily. urce of stress for the	vork. health reaso s 1-6 in Ex	ns still get an inco			
5. Pe 6. Er Matc a. Ti b. Ti	eople can mployees w the supple character this means the company c	nade	when they v for l ces a-f with item mes available daily.	vork. health reaso s 1-6 in Ex	ns still get an inco			
5. Pe 6. Er Matc a. Ti b. Ti c. A	eople can mployees w th the supple in this means the interest in the supple in the	nade  /ho are  porting senten  that money beco s a significant sou or example, does	when they v for l ces a-f with item mes available daily. urce of stress for the	work. health reaso s 1-6 in Expose with health heal	ns still get an income.  5. Alth issues.  ve lectures.			
5. Pe 6. Er Matc a. T b. T c. A d. A	eople can mployees w  the supple in the	porting senten that money beco s a significant sour example, does workers will not fi	when they we for loces a-f with item mes available daily.  urce of stress for the not have to work we	vork. nealth reaso s 1-6 in Ex  pse with hea then they ha nothing wit	ns still get an income.  5.  alth issues.  ve lectures.  hout warning.			
5. Pe 6. Er Matc a. Tl b. Tl c. A d. A e. Tl	eople can mployees w  the supply this means to this removes a student, for as a result, v  the reason is	porting senten that money beco s a significant sour example, does vorkers will not fi	when they we for local ces a-f with item mes available daily.  urce of stress for the not have to work we not their pay drop to	vork. nealth reaso s 1-6 in Ex  pse with hea then they ha nothing with guaranteed	ns still get an income.  5.  Alth issues.  ve lectures.  hout warning.  rights.	me		
5. Pe 6. Er Matc a. Tl b. Tl c. A d. A e. Tl	eople can mployees w  the supple his means to this removes a student, for the reason is the reason for the	porting senten that money beco s a significant sour example, does vorkers will not fi s that such emplo	when they we for long to the work we have to work we have the work we have the work we have the certain of the work we have certain of the work we would be with the work when the work we would be with the work we	vork. nealth reaso s 1-6 in Ex  be with hea when they ha nothing with guaranteed atically cont	ns still get an income.  5.  Alth issues.  ve lectures.  hout warning.  rights.  ribute to a pension	me		
5. Pe 6. Er Matc a. Tl b. Tl c. A d. A e. Tl	eople can mployees w  the supple his means to this removes a student, for the reason is the reason for the	porting senten that money beco a significant sour example, does vorkers will not fi a that such emplo or this is that per	when they we for long to the ces a-f with item mes available daily.  The ces a-f with item mes available daily	work. health reasons s 1-6 in Expose with health reasons when they had nothing with guaranteed atically continuous. Useful I	ns still get an income.  5.  Alth issues.  ve lectures.  hout warning.  rights.  ribute to a pension  Language  To introduce eff  As a result,/Ti	me packa ects:		nis mea
5. Pe 6. Er Matc a. Tl b. Tl c. A d. A e. Tl	eople can mployees w the supple his means to this removes a student, for the reason is the reason for the r	porting senten that money beco is a significant sour example, does workers will not fire that such emploise that such emploises that such emploise	when they we for long to the work we have to work we have certain grant places:  when they we have certain grant places and their pay drop to the work we have certain grant places.  when they we have the work we have to work we have to work we have the work we have certain grant places.  when they we have the work we have to work we have to work we have certain grant places.  We cause of is, o	vork. health reasons s 1-6 in Expose with health reasons when they have nothing with guaranteed attically continuous Useful I	ns still get an income.  A. 5.  Alth issues.  Invelopment we lectures.  Inhout warning.  Inipits.  Inipits to a pension  Inipital anguage  To introduce effect that income.  Inipital anguage  To introduce effect that income.	me packa ects:	ge.	nis mea
5. P6. Er  Matc a. TI b. TI c. A d. A e. TI	eople can mployees w the supple his means to this removes a student, for the reason is the reason for the r	porting senten that money beco s a significant sour example, does workers will not fire that such employ or this is that per controduce can One reason for because/due to add examples For instance/ex e plan with: op	when they we for long to the work we have to work we manent jobs automotions.	work. nealth reasons s 1-6 in Expose with heat then they had nothing with guaranteed atically cont Useful I This is	ns still get an income.  L. 5.  Alth issues.  Ve lectures.  hout warning.  rights.  ribute to a pension  Language  To introduce eff  As a result,/Ti (that)/Consuch as	packa ects: ne resulequentl	ge. It is that ,/Tl ly,/ Therefor	nis mea

b) Use the ideas from Ex. 5 and Ex. 6 along with ideas of your own if you wish, to write your essay. Follow the plan from Ex. 7a. Use words/phrases from the Useful Language box to help you.

## **Essays based on prompts and opinions**

Read the rubric and underline the key words. Then answer the questions.

Your class has listened to a podcast discussion about how home owners could reduce the carbon footprint of their homes. You have made the notes below.

## How home owners could reduce their carbon footprint.

- unplugging unused appliances
- better insulation
- installing solar panels

Some opinions expressed in the discussion

"Electrical equipment that is off but plugged in still consumes power."

"Huge quantities of heat leave the average house without warming anyone."

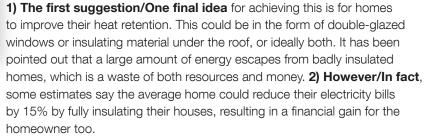
"The sun is a clean, endless source of energy."

Write an **essay** (220-260 words) discussing two of the points in your notes. You should explain which strategy would be most effective in reducing your carbon footprint, giving reasons to support your answer. You may, if you wish, make use of the opinions expressed in the discussion, but you should use your own words as far as possible.

- 1. What do you have to write?
- 2. How many of the prompts should you include?
- 3. Do you have to use the opinions given?
- **4.** Do you have to give your own opinion?
- 5. What style of writing should you use?
- 6. How many words should you write?
- 2 a) Read the model and choose the correct words/phrases.

Note! We should make our essay easy to understand by using clear paragraphs, sequence words (first, finally, etc) and linking devices (moreover, also etc).

Climate change and global warming are the most pressing problems we face today, since we are completely dependent on the planet where we live. We are pushing industry to clean up its act, as is right, but there are also steps individuals can take in their homes to make their carbon footprint smaller. Which, however, is most effective?



**3)** The third method of shrinking/Another way to shrink our carbon footprint is by not leaving electrical equipment not in use plugged into the socket. **4)** As a result/This is because our television, microwaves and computers all draw small amounts of electricity even while turned off but with the plug in the wall socket. Indeed, the amount is not as small as you might think: experts say a flat-screen TV, off but plugged in, uses 10% of the power it would if on. **5)** Therefore/Also, by simply pulling out the plug when we are finished watching, we can bring our carbon footprint down by 10%.

6) To begin with/Overall, I find the second solution the best to promote.

Changing windows and installing insulation costs money that would have to come from private pockets or government, both of which will create resistance. Unplugging is a simple, low-tech solution with immediate results, and the point could be made simply through a public information campaign.

b) Which prompts from the rubric has the writer addressed in the essay? Has the writer made use of the opinions corresponding to those prompts? Where had the writer included their own opinion? What is it?







Read the rubric and underline the key words. Then answer the questions from Ex. 1.

Your class has watched a round-table discussion about how alcohol consumption by underage teenagers could be reduced. You have made the notes below.

# How alcohol consumption by underage teenagers could be reduced.

- ban advertising of alcoholic drinks
- launch a campaign showing the health risks
- increase the price of drinks

Some opinions expressed in the discussion

- "TV commercials showing handsome young people drinking have an unmistakable effect."
- "Posters showing damage to the liver and more would put young people off alcohol."
- "The best way to persuade teenagers is to target their wallets."

Write an **essay** (220-260 words) discussing two of the points in your notes. You should explain which strategy would be most effective in reducing underage drinking, giving reasons to support your answer.

You may, if you wish, make use of the opinions expressed in the discussion, but you should use your own words as far as possible.

Note! When we paraphrase, we express an idea in our own words. To avoid plagiarising unintentionally, it is imperative to use synonymous words/phrases while changing the sentence structure, too.

# Expand the prompts into full sentences to paraphrase the bullet points of the rubric in Ex. 3.

- 1. promotion/drinking/prohibited
  The promotion of drinking, whether on television, online or elsewhere, should be prohibited.
- 2. public service announcements/make/portray/negative impact/alcohol/body
- 3. raise/cost/purchase/alcohol

## Complete the paraphrases of the opinions from the rubric with the phrases in the list.

- stop teens drinking
- good-looking youth
- adolescents

optimal method

- health impact of alcohol
- consuming alcohol

- 1. Television advertising with ...
- .....who are .....
- ..... has a strong impact.

- 2. Visual reminders of the .....
- ..... would .....

3. The \_\_\_\_\_\_is economic.



## **Useful Language**

## To give examples/reasons/results:

- For example,/For instance, .../ ... such as .../ This is due to/as a result of ...
- This way,/Consequently,/ Therefore, ...

## To introduce points:

- One/The first idea/suggestion is to ...
- Another/The second idea/suggestion is to ...

## To make contrasting points:

- Even though/Despite/In spite of the fact that ...
- However,/Nonetheless, ...

## To conclude showing balanced consideration/opinion indirectly:

- On balance/All things considered ...
- Taking everything into consideration ...

## To conclude showing opinion directly:

- I firmly believe that ...
- In my opinion, ...
- It is, on the whole, my firm belief that ...

# Use the ideas from Ex. 4 and Ex. 5, along with ideas of your own if you wish, to write your essay. Use words/phrases from the Useful Language box. Follow the plan.

## Plan

- (Para 1) opening remarks
- (Para 2) first viewpoint with examples/reasons/results
- (Para 3) second viewpoint with examples/reasons/results
- (Para 4) summarise points; give opinion about which is best with reason(s)

# **Reflection & Evaluation**



## Answer the questions.

	0	<u>•</u>	
Did I understand what the rubric asked for?			
Did I read each prompt carefully?			
Did I include as many key points from the prompts as was required?			
Did I paraphrase the key points?			
Did I use formal style?			
Did I support my key points appropriately?			
Did I organise my essay into paragraphs?			
Did I create well-balanced paragraphs?			
Did I present any relevant ideas of my own?			
Did I present my own opinion on the topic?			
Did I summarise the main points in the conclusion?			
Did I use sequence words and linking devices to connect my ideas?			
Did I stay within the word limit?			
Did I use appropriate punctuation?			
Did I use correct spelling?			
Did I use grammatically correct sentences?			



Use the questions to evaluate your classmates' performance.







The Art of Writing C1 aims to develop the skills necessary for effective writing at C1 level. It presents and analyses the most commonly used genres at CEFR Level C1 and most international exam boards. Its flexibility of approach makes it suitable for classes of all kinds, including large or mixed ability classes.

## **Components**

- Student's Book
- Teacher's Book





