

Composition 1

محتوى مقرر الإنشاء والتعبير ١

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إعداد: /

~Queen~

Lecture 1

Chapter 1

Education and Student Life

Part 1:

Before you write

1- Choosing a topic

Choose the topic you want to write about:

- The advantages of a large college

or

- The advantages of a small college

2- Brainstorming

- Write down the ideas that come to your mind.
- The ideas should be related to the topic you chose.

3- Organizing ideas in order of importance

- One way of doing this is to write about the most important ideas first, then write about the less important ones.

4- Writing the topic sentence

- The topic sentence tells the reader the main idea of the paragraph.
- It usually comes at the beginning of the paragraph.
- A good topic sentence shouldn't be too specific.
- In an opinion paragraph, a good topic sentence should clearly state your opinion .

Building Vocabulary:

Exercise 4 page 5:

1- a good thing	advantage
2- the cost of college classes
3- very large
4- a good reputation
5- teachers
6- a building, laboratory, a library
7- go to
8- having many different kinds
9- not friendly
10- a bad thing

1- a good thing	advantage
2- the cost of college classes	tuition
3- very large	huge
4- a good reputation	prestige
5- teachers	faculty
6- a building, laboratory, a library	facility
7- go to	attend
8- having many different kinds	diverse
9- not friendly	impersonal
10- a bad thing	disadvantage

Exercise 5 page 6:

Discussing advantages:

- Advantages of a Large College
- Advantages of a small college

Discussing advantages:

- Advantages of a Large College:

- 1- It offers degrees in about every academic field.
- 2- There are more facilities .
- 3- They offer a high quality of teaching.

- Advantages of a small college:

- 1- Students get along with one another easily.
- 2- Students have a permanent access to professors.
- 3- It is easy to navigate.

Exercise 10 page 8:

Choosing the best topic sentence:

Which of the following sentences are good topic sentences?

- 1- Students who study abroad often can't speak the language well.
- 2- Studying abroad has three main advantages. (good)
- 3- I believe this for several reasons.
- 4- There are many good schools in foreign countries. (good)
- 5- If possible, all college students should spend some time studying in a foreign country.

Homework:

Exercise 11 page 8

Write a topic sentence for the topic you chose.

Lecture 2
Chapter 1
Education and Student Life

Examples of good topic sentences

- 1- The advantages of a large college :
 - There are three main advantages of a large college.
 - Studying in a large college offers students many advantages.
- 2- The advantages of a small college:
 - A small college has three main advantages.
 - Students who study in a small college enjoy many advantages.

Part 2:

Developing writing skills

Developing cohesion and clarity

Giving reasons with because, so and therefore:

1- Because:

It is used in phrases and clauses that state a cause or reason.

Examples:

- Because large schools offer many different courses, students have a wide variety of subjects to choose from.
- Students at large schools have a wide variety of subjects to choose from because large schools offer many different courses.

2- So and therefore:

They are used in phrases and clauses that state an effect or result.

Examples:

- Large schools offer many different courses, so students have a wide variety of subjects to choose from.
- Large schools offer many different courses; therefore , students have a wide variety of subjects to choose from.
- Large schools offer many different courses. Therefore , students have a wide variety of subjects to choose from.

Exercise 1 page 10

Completing sentences with because, so, and therefore

- 1- Students who study in a foreign country live with people who do not speak their native language ; therefore, they will learn that country's language well.
- 2- Public colleges are more practical they are less expensive.
- 3- When students attend a local college, they can live at home, they don't have to spend a lot on rent and food.
- 4- international students have to study in a foreign language, they often have difficulty with their courses.
- 5- International students spend a long time away from home. , they may lose touch with their own customs and cultures.
- ...
- 1- Students who study in a foreign country live with people who do not speak their native language ; therefore, they will learn that country's language well.
- 2- Public colleges are more practical because they are less expensive.
- 3- When students attend a local college, they can live at home, so they don't have to spend a lot on rent and food.
- 4- Because international students have to study in a foreign language, they often have difficulty with their courses.
- 5- International students spend a long time away from home. Therefore, they may lose touch with their own customs and cultures.

Using connecting words: in addition and also

We use in addition and also to connect similar ideas in a paragraph.

1- In addition:

It usually comes at the beginning of a sentence.

Example:

- It is very difficult to study abroad. In addition, it can be much more expensive than studying in your own country.

2- Also:

It can come at the beginning of a sentence, before a simple present or past tense verb, or after an auxiliary verb or modal.

Examples:

- Also, large universities offer a more diverse student population.
- Large universities also offer a more diverse student population.
- Large universities can also offer a more diverse student population.

Exercise 2 page 10:

- 1- Many students learn a lot about the world from their study abroad experience. They also learn a lot about themselves.
- 2- Most students in four-year colleges are very intelligent. Also, they study hard.
- 3- Some professors don't always understand international students. In addition, they may know very little about foreign cultures.
- 4- Many students who go abroad to study lose contact with their families.
In addition, some of them marry foreigners and never return home.
- 5- Studying in a foreign country can be more exciting than studying in your native country. You may also get a better education.

Homework:

Exercise 3 page 11: Rewriting a paragraph with connecting words

Lecture 3

Chapter 1 Education and Student Life

Exercise 3 page 11

Rewriting a paragraph with connecting words

Studying abroad offers students many advantages. First of all, students have the opportunity to learn a new language by interacting with native speakers every day. The students live in a new culture, so they can learn both in and out of the classroom. Studying abroad teaches students that there are other ways of looking at the world. This is a very important part of education. Students learn to be flexible because they have to adapt to different ways of living. They experience another culture in a much more significant way than if they simply took a vacation to another country. Foreign students are far from home. Therefore, they have to become responsible and self-reliant. When they study abroad, students have an experience they will remember all their lives.

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Studying abroad offers students many advantages. First of all, students have the opportunity to learn a new language by interacting with native speakers every day. In addition, the students live in a new culture, so they can learn both in and out of the classroom. Studying abroad also teaches students that there are other ways of looking at the world. This is a very important part of education. In addition, students learn to be flexible because they have to adapt to different ways of living. They experience another culture in a much more significant way than if they simply took a vacation to another country. Also, Foreign students are far from home. Therefore, they have to become responsible and self-reliant. When they study abroad, students have an experience they will remember all their lives.

Part 2

Developing writing skills

Using transition words and phrases: First of all and finally:

- We use first of all and finally when we want to list several points. First of all starts the list, and finally ends it.

Examples:

There are many reasons international students might feel homesick. First of all, they may be away from their families for the first time. In addition, there is the problem of adapting to a completely different culture. Finally, not knowing the native language can make students feel isolated.

Making general statements with present tense verbs:

When we make general statements we use the simple present tense.

Subjects are usually plural with no articles.

When the subjects are people, singular personal pronouns can be awkward as in the example:

- A student must leave his or her family.

As a general statement this sentence is awkward and it is better to say:

- Students must leave their families.

Follow the following rules when you write sentences that contain general statements:

1- Use simple present verbs.

Ex: Many international students **get** better grades than other students.

2- Add -s to verbs with third-person singular subjects (he, she, it).

Ex : A good student usually **does** his homework every day.

3- Count nouns should generally be plural with no article.

Ex: **Large colleges** offer more facilities than small colleges.

4- Pronouns must agree in number with their antecedents.

Ex: Good **teachers** always give **their** students homework.

Exercise 5 page 13:**Finding and correcting mistakes:**

- 1- Most family save for many years to send their children to college.
- 2- Some students feel homesick.
- 3- Some small schools don't have good library.
- 4- A large school has fewer teachers on their faculty.
- 5- A school with many courses offer more majors.
- 6- People who work often prefer to attend community colleges.

Finding and correcting mistakes:

- 1- Most families save for many years to send their children to college.
- 2- Some students feel homesick. (correct)
- 3- Some small schools don't have good libraries.
- 4- A large school has fewer teachers on its faculty.
- 5- Schools with many courses offer more majors.
- 6- People who work often prefer to attend community colleges. (correct)

Homework:**Exercise 7 page 16:** Writing the first draft

Write your first draft of your paragraph on the advantages of large or small colleges. Include reasons for your opinions , and use connecting and transition words to join your ideas.

Lecture 4

Chapter 2

City Life

Part 1

Before you write

Exercise 2 page 24/25

In this chapter, you are going to write a descriptive paragraph about where you live: your neighborhood, your street, your dormitory, your apartment or house, or your room. A good description includes sense details: the things you can see, hear, touch, taste and smell.

Put each of the following adjectives in the correct category:

bitter	cramped	noisy	salty	smooth
bright	foul	rotten	soft	spicy
colorful	gloomy	rough	sour	

See	Hear	Smell	Taste	Touch

See	Hear	Smell	Taste	Touch
cramped	noisy	sour	bitter	smooth
bright	soft	foul	salty	soft
colorful	rough	rotten	sour	rough
gloomy		spicy	foul	
			rotten	

Choosing a topic:

- choose and write the name of the place you are going to describe in your descriptive paragraph.

Listing details:

- Make a list of sense details for the place you are going to describe:

1- What I can see:

Colorful piles of vegetables

2- What I can hear:

The sound of birds

3- What I can touch:

Trees, flowers and animals

4- What I can taste:

Fresh fruits and vegetables

5- What I can smell:

The scent of flowers

Describing feelings:

In your descriptive paragraph, you will include the feelings and opinions you have about the place you describe.

Example:

My bedroom makes me feel relaxed and calm.

Building Vocabulary:**Exercise 7 page 26**

My neighborhood is fascinating because people from all over the world live in it. When I walk down the main street of my neighborhood, I can hear the unfamiliar sounds of languages from all over the world. Each ethnic group has its own colorful shop or fascinating restaurant. On a warm evening, I can smell the sweet melons from the Korean produce store and the spicy curries from the Indian restaurant. These smells are free, but for a small price, I can also buy any of 50 kinds of cheeses with strange names from one store, or exotic Asian vegetables and the spices to cook them in from another. The people of the neighborhood take pride in their surroundings. On almost every street, they plant trees and flowers from their native countries to remind them of home and to brighten up the dull gray cement and run-down apartment buildings. One of my neighbors plants delicate Scottish flowers every year in memory of her mother's garden in Scotland. Another neighbor has a Chinese vegetable garden in window boxes. I don't need to buy an airplane ticket to experience the world, a walk around my neighborhood can be just as exciting.

- | | |
|------------------------|--------|
| 1- Strange and unusual | exotic |
| 2- small and pretty | |
| 3- very interesting | |
| 4- to make pretty | |
| 5- sad-looking | |
| 6- to be proud of | |

...

- | | |
|------------------------|---------------|
| 1- Strange and unusual | exotic |
| 2- small and pretty | delicate |
| 3- very interesting | fascinating |
| 4- to make pretty | brighten up |
| 5- sad-looking | dull gray |
| 6- to be proud of | take pride in |

**Exercise 9:
Using sense details****What you can see:**

- tall buildings / skyscrapers
- old houses / plants

What you can hear:

- noise of the cars / people shouting
- birds singing / animals' sounds

What you can smell:

- smoke coming from cars and factories
- fresh air / flowers' scent

What you can taste:

- spicy food from restaurants
- fresh fruits and vegetables

What you can feel:

- stressed and nervous people
- relaxed and calm people

Organizing ideas : Page 28

Writing topic sentences:

In a descriptive paragraph, the topic sentence is general enough to unite all the descriptive details in the paragraph but focused enough to grab the reader's attention.

- Do not use vague and uninteresting adjectives such as nice, good and bad.
- Use specific and interesting adjectives such as fascinating, charming and perfect.

Exercise 10 page 28:

Choosing the best topic sentence:

10 **Choosing the Best Topic Sentence** For each set of topic sentences below put a check mark (✓) next to the best topic sentence, the one that is focused and interesting.

1. Topic: "My Room"

- ☒ a. _____ My room is a perfect place for one person to live.
- b. _____ Many people live in single rooms.
- c. _____ My room is nice.
- d. _____ I love the big windows.

2. Topic: "My House"

- a. _____ There are a lot of houses like mine in my neighborhood.
- ☒ b. _____ I love my house because it is filled with happy memories.
- c. _____ Big houses are best.
- d. _____ My family lives in a good house.

3. Topic: "My Dormitory"

- ☒ a. _____ My dormitory has never felt like home to me.
- b. _____ I live in a dormitory.
- c. _____ Dormitories are where students live.
- d. _____ The cafeteria food in my dormitory is good.

1- Topic: " My Room " a. My room is a perfect place for one person to live in.

2- Topic: " My House " b. I love my house because it is filled with happy memories.

3- Topic: " My Dormitory " a. My dormitory has never felt like home to me.

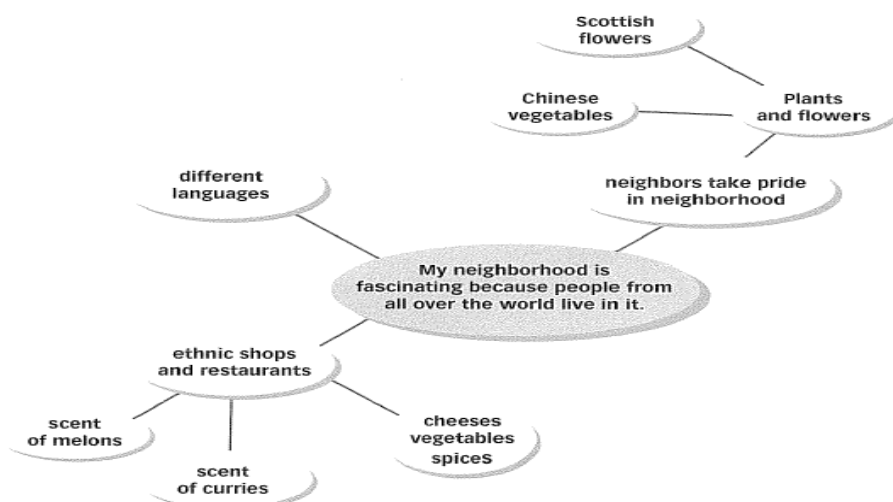
Exercise 11 page 29: Write a draft topic sentence for your descriptive paragraph.

Part 1

Using graphic organizers

1- Using graphic organizers: page 29

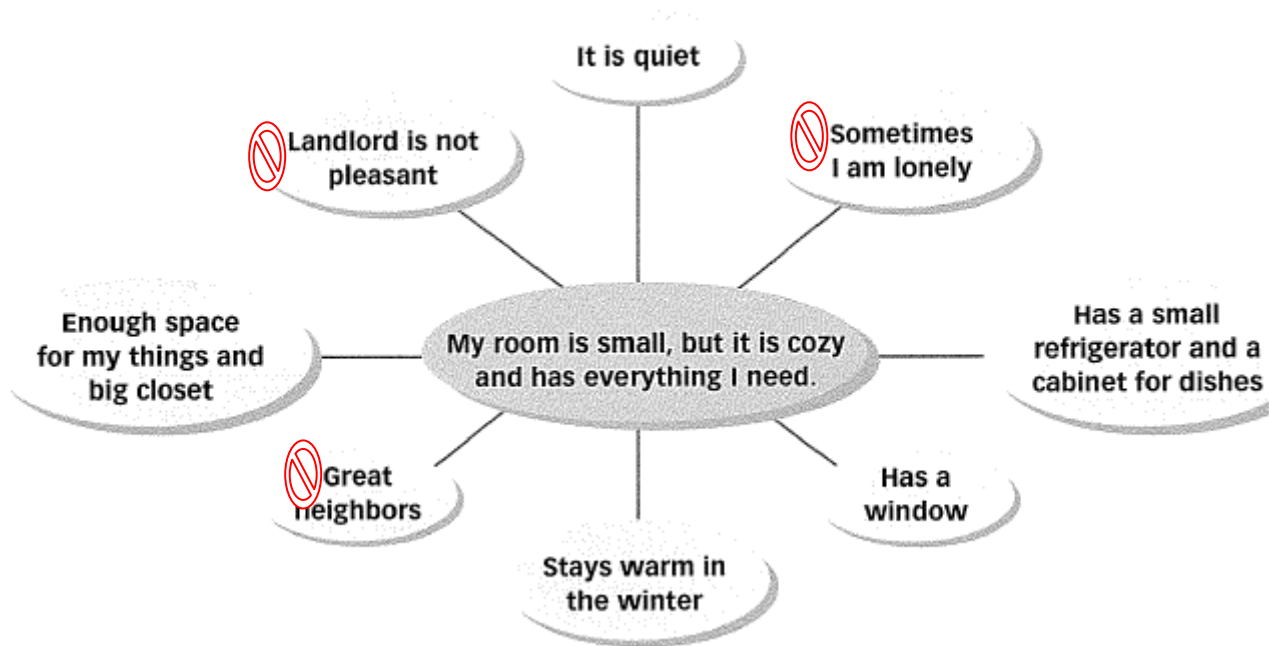
- One way to brainstorm and organize ideas for a focused descriptive paragraph is to use a graphic organizer.
- Graphic organizers show how ideas are connected to each other.
- The mind map is an example of graphic organizers



2- Getting rid of irrelevant details: page 30

- All the details in a paragraph should develop the idea stated in the topic sentence.
- You can use your mind map to identify the irrelevant ideas and cross them out.

The irrelevant details in exercise 13 are: Landlord is not pleasant / Sometimes I am lonely / great neighbors.



3- Writing concluding sentences: page 31

- Most paragraphs have concluding sentences that repeat the idea of the topic sentence.
- Other concluding sentences give a personal reaction to the topic of the paragraph.

Writing Concluding Sentences

Most paragraphs have concluding sentences that repeat the idea of the topic sentence in different words. Below is the concluding sentence from the paragraph on page 26 about a neighborhood. Note that it repeats the idea of the topic sentence in different words. In that way, it summarizes the main point of the paragraph.

Example

I don't need to buy an airplane ticket to experience the world; a walk around my neighborhood can be just as exciting.

Other concluding sentences give a personal reaction to the topic of the paragraph. Below is a concluding sentence for a paragraph about a Brazilian student's experience living in a dormitory at an Australian college. Note that it includes a personal opinion.

Example

Even though it was sometimes too noisy and crowded, I enjoyed living in my dormitory because of all of the friends I made.

Homework: Exercise 25 page 31

Lecture 5

Chapter 2

City Life

Part 2

Developing Cohesion and Clarity

Giving reasons with since:

Because and **since** have almost the same meaning when since doesn't refer to a point in time in the past.

Because and **since** often introduce a dependent clause in complex sentences.

Dependent clauses are clauses that contain a subject and a verb but cannot stand alone.

Examples:

- Since quite a few people in the neighborhood come from the Middle East, there are many great Middle Eastern shops and restaurants.

- There are many great Middle Eastern shops and restaurants here since quite a few people in the neighborhood come from the Middle East.

Exercise 1 page 32

Combining sentences using since

1 Combining Sentences Using Since Combine the sentences below using *since*. More than one answer is correct.

1. Many people have lived in my neighborhood for years. It is a very friendly place.
Since many people have lived in my neighborhood for years, it is a very friendly place.

2. My apartment is small. I have to keep it very neat.

2- Since my apartment is very small, I have to keep it very clean.

3. My cousin needed a roommate and is easy to get along with. I decided to move in with him.

3- Since my cousin needed a roommate and is easy to get along with, I decided to move in with him.

4. It is easy to get to know everyone in my dormitory. Only 40 people live in it.

4- It is easy to get to know everyone in my dormitory since only 40 people live in it.

5. I have many relatives in the city. I decided not to live in a dormitory.

5- Since I have many relatives in the city, I decided not to live in a dormitory.

Varying sentence structure:

- If most of the sentences in a paragraph are structured the same way or repeat the same words, the paragraph may be boring to read.

- You can make a paragraph more interesting by varying the sentence structure.

- You can begin some of the sentences with dependent clauses beginning with words like **because**, **since** and **when** or prepositional phrases beginning with prepositions such as **at**, **in**, **on**, **from** or **with**.

Exercise 2 page 33

1- I always see interesting people when I take a walk in my neighborhood.

- When I take a walk in my neighborhood, I always see interesting people

2- I never liked Chinese food before I moved to this neighborhood.

- Before I moved to this neighborhood I never liked Chinese food.

3- I have become used to sounds of traffic, since I moved to the city.

- Since I moved to the city, I have become used to sounds of traffic.

4- You can find newspapers from all over the world on any street corner.

- On any street corner, you can find newspapers from all over the world.

5- My neighborhood is quite diverse because almost all of my neighbors are from a different country.

- Because almost all of my neighbors are from a different country, my neighborhood is quite diverse.

Part 3

Revising and Editing

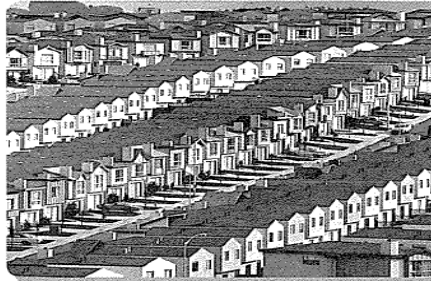
Revising with the topic sentence in mind:

- All the sentences in a paragraph should develop the main idea in the topic sentence.
- If some of your sentences are not about the idea in your topic sentence, change or delete those sentences.

Exercise 1 page 35:

1 Revising for Content Revise the following paragraph for content. Decide whether some sentences need to be removed or whether the topic sentence should be changed. Cross out sentences that don't belong or rewrite the topic sentence. Discuss your changes with a partner.

We live in an ordinary house on an ordinary street in an ordinary suburb, and I think it is terrific! Our house is now about 30 years old, but it looks newer. I used to live in apartments, first in Florida, and then in New Mexico. But I prefer living in our own home. My house is like hundreds of other houses in the suburbs, one story with an attached garage. There is nothing special about the house, and it won't win any prizes for architecture, but it's perfect for our family. The kitchen is big and has new appliances, including a beautiful new dishwasher and a microwave oven. I don't like the heat, but we have air conditioning in the living room and bedrooms, so it is always cool. I don't know why some people I know don't like the suburbs. For the kids, there's a nice yard where they can play. It's very safe, so my wife and I don't have to worry. I am very thankful that we can afford this house and live our ordinary lives in it.



▲ A suburban community in the United States

...

We live in an ordinary house and I think it is terrific! Our house is now 30 years old, but it looks newer. My house is like hundreds of other houses in the suburbs, one story with an attached garage. There is nothing special about the house, and it won't win any prizes for architecture, but it's perfect for our family. The kitchen is big and has new appliances, including a beautiful new dishwasher and a microwave oven. I don't like the heat, but we have air conditioning in the living room and bedrooms, so it is always cool. For the kids there's a nice yard where they can play. It's very safe, so my wife and I don't have to worry. I am very thankful that we can afford this house and live our ordinary lives there.

Correcting comma splices:

A **comma splice** is an incorrect sentence made of two independent clauses connected with a comma.

Examples:

- I am living in a dormitory room, it is much too small for my roommate and me.
- First you notice all the exciting sights, later you notice the dirt.

You can correct a comma splice by:

- 1- Change the comma to a period or a semicolon:
 - I am living in a dormitory room. It is much too small for my roommate and me.
 - First you notice all the exciting sights; later you notice the dirt.
- 2- Change the comma splice into a sentence with a dependent clause.
 - I am living in a dormitory room that is much too small for my roommate and me.
- 3- Use a conjunction such as and, but, or so to connect the two independent clauses.
 - First you notice all the exciting sights, and later you notice the dirt.

The words **then**, **however**, **therefore** and **later** cannot be used to join two independent clauses.

Exercise 2 page 36:

2 Correcting Comma Splices Correct the comma splices below using one of the three methods listed in the previous section.

1. My suburban apartment is big and sunny, it has a living room with large windows filled with plants.
2. I have a roommate who is very sloppy, she never washes the dishes, and she leaves her clothes all over the apartment.
3. I like my street because my neighbors are wonderful, they will help anybody who is having problems.
4. First I painted my room a pale blue, later I made new curtains.
5. My favorite place to relax is the park, it is up the hill from my apartment.
6. My street is dirty and noisy, however it has many good restaurants and my neighbors are friendly.

...

- 1- My suburban apartment is big and sunny; it has a living room with large windows filled with plants.
- 2- I have a roommate who is very sloppy. She never washes the dishes, and she leaves her clothes all over the apartment.
- 3- I like my street because my neighbors are wonderful. They will help anybody who is having problems.
- 4- First I painted my room, and later I made new curtains.
- 5- My favorite place to relax is the park that is up the hill from my apartment.
- 6- My street is dirty and noisy, and it has many good restaurants and my neighbors are friendly.

Homework

Write a descriptive paragraph about the place where you live.
Make your paragraph interesting by using vivid sensory details and varying sentence structure.

Lecture 6

Chapter 3
Business and MoneyPart 1
Exploring ideas

Free Writing

Free writing is a good way to generate ideas on a topic before you write. When you free write, you write as fast as you can without thinking too much about what you're writing or where you're headed. You do not need to think about grammar and vocabulary. You also do not have to worry about connecting your ideas. You can sometimes come up with your best ideas when you allow yourself to free write.

Exercise 3 page 44:

Free write for 10 minutes about your own attitudes toward money.

In this chapter you are going to write a letter to the editor of a web page about your reaction to the article on page 45.

So, think about this and let's share our attitudes toward money after reading the article.

October 29, 20

Fortune or Thievery?

COLUMBUS, OHIO. October 28 was a fortunate day for motorists driving along Interstate 71 at about 9:30 in the morning. As a truck from the Metropolitan Armored Car Company sped down the highway, its back door blew open, and bags of money fell onto the road. When other vehicles hit the bags, the bags split open, spewing over a million dollars all over the highway.



▲ An armored truck spilled bags of money on Interstate 71.

It didn't take motorists long to realize that the paper swirling around them was cash. They stopped on and around the highway and scooped up handfuls of money, gleefully putting \$20, \$50, \$100, even \$1,000 dollar bills into bags, pockets, and purses. When the police arrived, they estimated that over two hundred people had been helping themselves to the bonanza.

Officials hoping to recover the money were not so gleeful. Columbus Mayor Dana G. Rinehart called the motorists who took the money thieves and said, "May they have many sleepless nights." He states the government will prosecute anyone the police can find.

To encourage the return of the money, Metropolitan Armored Car Company has offered a reward of 10% of all the money they receive. So far, however, they have received only \$100,000 from about thirty different people. One man gave back \$57,000. Another man, however, called to say he was set for life and was leaving town. Since the cash was insured and belonged to local banks, many people can't see that they are hurting anyone by keeping it.

Even if the government prosecutes, it will have trouble convicting the thieves. "Probably two-thirds of the jurors would think the defendants should have kept the money," said prosecutor Michael Miller.

Building Vocabulary

Exercise 5 page 46

- 1- h armored
- 2- split
- 3- spew
- 4- recover
- 5- scoop up
- 6- gleeful
- 7- bonanza
- 8- prosecute
- 9- convict
- 10- insured

...

- 1- h armored
- 2- d split
- 3- f spew
- 4- e recover
- 5- b scoop up
- 6- a gleeful
- 7- g bonanza
- 8- c prosecute
- 9- i convict
- 10- j insured

- a. very happy
- b. pick up
- c. charge with a crime
- d. tear open
- e. find
- f. spill
- g. sudden riches
- h. protected with strong metal
- i. find guilty of a crime
- j. protected from loss

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- b. pick up
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- h. protected with strong metal
- i. find guilty of a crime
- j. protected from loss

Exercise 6 page 46

Put the words in exercise 5 under the correct column to show their parts of speech:

Noun

bonanza

Verbs

split
spew
recover
scoop up
prosecute
convict

Adjectives

armored
gleeful
insured

Part 1

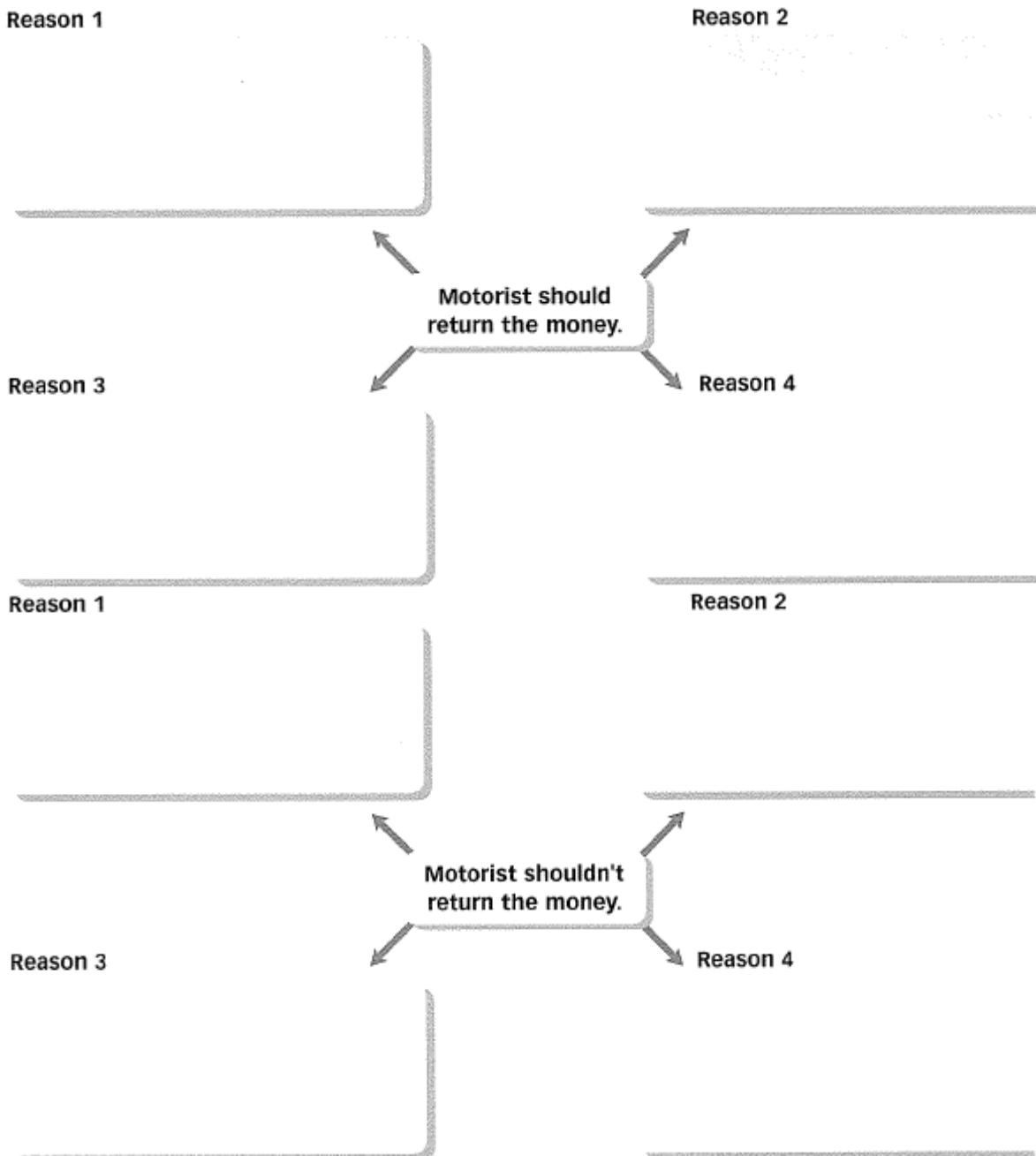
Organizing ideas

Exercise 7 page 47

Do you think the motorists should return the money ? Write the reasons why or why not.



Using graphic organizers : page 48



A- Motorists should return the money:

- 1- They picked up money which doesn't belong to them and this means thievery.
- 2- They may be prosecuted and punished by the government.
- 3- They may be hurting others by taking the money
- 4- If they return the money they will get a reward of 10% of the money.

Using graphic organizers : page 48

A- Motorists shouldn't return the money:

- 1- The motorists didn't cause the accident and steal the money.
- 2- They consider it fortune and not thievery.
- 3- They think they are not hurting anyone since the money is insured.
- 4- They may be in need of the money and they were lucky to be there at that time.

Homework

Exercise 10 page 49

Read the letter below written to the editor of a newspaper. Then answer the questions that follow.

Lecture 7

Chapter 3

Business and Money

Analyzing the organization of a letter to the editor

We will read the letter to the editor on page 49 together .

We will answer questions about the content of the letter.

10 Analyzing the Organization of a Letter to the Editor Read the letter below written to the editor of a newspaper. Then answer the questions that follow.

October 30, 20__

Dear Editor,

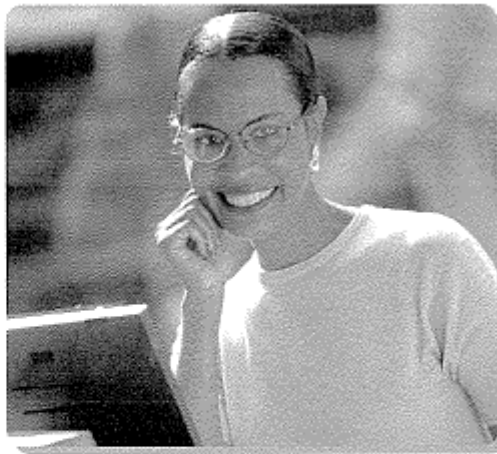
Regarding the article about people who don't pay taxes on money they make from small home businesses (*Government Targets Small Business Owners*, Oct. 23), my opinion is that the government should stay out of at least one part of our lives—our income!

First of all, most people who run small businesses are honest, law-abiding citizens. Many of them have other jobs where they pay more than their share of taxes (unlike the very wealthy, who find ways to pay almost no taxes). Others are people who want jobs where taxes are automatically taken out of their paychecks but can't find them.

Secondly, the government requires too much paperwork from small businesses. If these businesspeople have to keep the complicated records that the tax people require, they won't have time to sell old furniture, prepare food for parties, or whatever their business involves.

Finally, and most importantly, this is supposed to be a free country, but the government interferes everywhere. Let us be free at least in our own homes!

Sincerely,
Al Melinowski
Miami



▲ Diana Baker owns a small business that prepares tax returns.

Exercise 10

Page 49

Analyzing the organization of a letter:

- 1- The letter begins with a phrase telling the editor which article the writer is responding to.
- 2- the letter has 4 paragraphs.
- 3- Each paragraph contains reasons supporting the writer's opinion stated in the 1st paragraph.
- 4- The writer uses the transition words first of all, secondly and finally. They make the paragraph more cohesive and smooth.
- 5- The writer supports her opinions with reasons.

Part 2

Developing Writing skills

Developing cohesion and clarity

Expressing obligation and giving advice with modals: must, have to, and should:

1- giving advice:

You can give advice using the modal should or shouldn't

Examples:

- You **should** do your homework every night.
- You **shouldn't** spend a lot of money. You need to save it for a vacation.

2- Expressing obligation:

You can express obligation using the modals have to, don't have to, and must.

Examples:

- We **have to** return in our papers tomorrow. We **don't have to** type them.
- They **must** arrive on time, or we will leave without them.

Exercise 2 Page 51

Using modals in sentences:

2 Using Modals in Sentences Write a sentence using *must*, *must not*, *have to*, *not have to*, *should*, or *should not* about the following topics:

1. paying taxes

Everyone should pay taxes no matter how much money he or she makes.

2. underage driving

2- Underage driving must be punished in order to prevent accidents.

3. spending a lot of money to clean up the environment

3- In some countries, the government should spend a lot of money to clean up the environment.

4. giving money to the poor

4- we should always give money to the poor to make them happy.

5. lying

5- You shouldn't lie to anyone. You should always tell the truth.

6. trying to find the owner of jewelry found on the street

6- You don't have to try to find the owner of jewelry found on the street.

7. robbing a person's house if you need money

7- You mustn't rob a person's house if you need money.

8. borrowing someone's car

8- You shouldn't borrow your friend's car because you may damage

Part 3

Revising for content and editing for form

Correcting spelling errors

- You should always edit your writing for spelling errors.
- Use a dictionary to check words you are not sure you have spelled correctly.

Exercise 3 page 58

Identifying and correcting spelling errors:

- | | | | |
|----------------------|----------|-----------------------|-----------|
| 1- successful | correct | 6- estimattted | estimated |
| 2- moralety | morality | 7- defendant | correct |
| 3- evil | correct | 8- prosecutor | correct |
| 4- honestly | honestly | 9- government | correct |
| 5- truely | truly | 10- taxs | taxes |

Homework

Write a letter to the editor to tell him about your reaction toward the article on page 45.

Support your opinions with good reasons.

Lecture 8
Chapter 4
Jobs and Professions

Exploring Ideas

Describing your accomplishments:

In this chapter you are going to write a paragraph in response to the following question on job or college application:

Describe an accomplishment in your life.

- You should show that you are special or different in some way, be positive and focus on your good points and describe qualities that would show you could succeed at the job or college for which you are applying.

Example:

I immigrated to the United States, I am learning English and I have got a part-time job.

Exercise 3 page 67:

ambitious	a good sense of humor
sociable	self confident
creative	agreeable
disciplined	moody
enthusiastic	untrustworthy
hardworking	cold
jealous	sensitive
aggressive	generous
selfless	irresponsible
difficult	optimistic

Using Graphic Organizers

A **spider map** is a type of graphic organizer that allows you to develop several different aspects of one central concept or idea. For instance, if you were trying to brainstorm ideas about your accomplishments, you could use different sections of a spider map to list ideas for different types of accomplishments: academic, financial, personal, and work-related. When you finish, you can see the ideas that will be the best to develop in your writing.

Example:

Exercise 8 page 70

Look at page 70 in your book

8 Analyzing a Graphic Organizer Look at the spider map below. Which aspect(s) of the writer's life should this student write about on a college application? Why?



Limiting Information

Page 70

I have many qualities that have made me a success as a bike messenger. First of all, I have the ability to persevere when there are difficulties. I also find math very difficult, but I have a tutor now who has been a great help to me. And bike messengers run into many difficulties. I have had problems with drivers who almost run me over, constant rain for weeks at a time, unreadable addresses, and rude customers. I think the drivers in New York are the worst in any city I have seen. In addition, my dedication to the job has also served me well. I believe that you should do your best at even the most routine jobs. For example, I work hard at finding short cuts around the city. And I'm proud to say that when a package needs to be delivered really quickly, my boss always calls on me. Finally, my success as a bike messenger is partly due to my sense of humor. Many times I have wanted to quit, but I just try to laugh at the situation.

I have many qualities that have made me a success as a bike messenger. **First of all**, I have the ability to persevere when there are difficulties. And bike messengers run into many difficulties. I have had problems with drivers who almost run me over, constant rain for weeks at a time, unreadable addresses, and rude customers. **In addition**, my dedication to the job has **also** served me well. I believe that you should do your best at even the most routine jobs. **For example**, I work hard at finding short cuts around the city. And I'm proud to say that when a package needs to be delivered really quickly, my boss always calls on me. **Finally**, my success as a bike messenger is partly due to my sense of humor. Many times I have wanted to quit, but I just try to laugh at the situation.

Choosing the best topic sentences

Page 71

Exercise 11

- 1- I have always used computers for fun, but I recently realized that designing computer games helped me develop three important qualities.
- 2- I guess a lot of people take care of their children, so it isn't very special.
- 3- Two years ago, my family and I immigrated to Vancouver, Canada, and my life changed dramatically.
- 4- A very important thing has been happening.
- 5- Although I was born in Vietnam, I have been living in a small town in Texas for the last three years, and the two cultures affected me in many important ways.
- 6- My relationship with my children has developed my creativity, discipline, and sense of humor.
- 7- Last year I had a very bad experience.
- 8- I like to go swimming.

...

- 1- I have always used computers for fun, but I recently realized that designing computer games helped me develop three important qualities. (**good**)
- 2- I guess a lot of people take care of their children, so it isn't very special.
- 3- Two years ago, my family and I immigrated to Vancouver, Canada, and my life changed dramatically. (**good**)
- 4- A very important thing has been happening.
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- 6- My relationship with my children has developed my creativity, discipline, and sense of humor. (**good**)
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- 8- I like to go swimming.

Choosing the best concluding sentences

page 72

For a paragraph about an accomplishment the concluding sentence can:

- tell what you learned about yourself from the experience you chose.
- describe a hope for the future.
- state that the accomplishment you described shows that you will succeed at the job or school to which you are applying.

Exercise 13:

- 1- I guess raising children isn't easy for anyone.
 - 2- I can never do things I don't enjoy, but when I like something, I work pretty hard at it.
 - 3- I hope that my experience raising my children will help me be a better teacher.
 - 4- I feel that I've experienced the best of both cultures, and I hope to use this experience in my future work.
 - 5- I never want to go through such a horrible experience again.
 - 6- Now I know that if I enjoy something and know it is important, I can work really hard to make it a success.
- ...
- 1- I guess raising children isn't easy for anyone.
 - 2- I hope that my experience in raising my own children will help me be a better teacher. (**good**)
 - 3- I can never do things I don't enjoy, but when I like something, I work pretty hard at it. (**good**)
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Lecture 9

Chapter 4
Jobs and Professions

Part 2

Developing writing skills

Using the correct tense: simple past or present perfect

1- Simple past tense:

Use the past tense to describe an action or state that was completed in the past, especially when the specific time is mentioned.

Example:

I was in Beirut in 2005.

2- Present perfect tense:

Use the present perfect tense to describe an action or state that was completed in the past but we don't know when.

Example:

I have been to Beirut many times.

Use the **present perfect tense** to describe an action that was started in the past and continues to the present. We often use **since** or **for** in this case.

Examples:

- Every year **since** 2002, I have gone to Beirut for summer vacation. (I still go)
- I have lived in St. Petersburg **for** three years.

Exercise 1 page 73 / 74

(You live in Tokyo now) I **have lived** in Tokyo **for** three years.

(You live in New York now) I **lived** in Cairo for three years.

1- My father (come) to visit me once a year since 1997.

2- My mother (come) to visit me every year since I arrived.

3- I (have) two jobs this year.

4- I (have) two jobs last year.

5- I (learn) a lot when I was waiting to immigrate.

6- I (learn) a lot in my life.

7- I (work) in this store for a month now.

8- I (work) in that store for a month, but then I quit.

9- Kelsey (take) computer classes last year.

10- She (take) computer classes for one year.

11- Rashad (be) to Mexico City many times since 2000.

12- He (go) to Morocco two years ago .

...

Exercise 1 page 73 / 74

(You live in Tokyo now) I **have lived** in Tokyo **for** three years.

(You live in New York now) I **lived** in Cairo for three years.

1- My father **has come** to visit me once a year **since** 1997.

2- My mother **has come** to visit me every year **since** I arrived.

3- I **have had** two jobs this year.

4- I **had** two jobs last year.

5- I **learned** a lot when I was waiting to immigrate.

6- I **have learned** a lot in my life.

7- I **have worked** in this store **for** a month now.

8- I **worked** in that store for a month, but then I quit.

9- Kelsey **took** computer classes last year.

10- She **has taken** computer classes **for** one year.

11- Rashad **has been** to Mexico City many times **since** 2000.

12- He **went** to Morocco two years ago .

Using demonstratives to unify a paragraph:

A good writer uses phrases with **this**, **that**, **these** or **those**- demonstratives- to refer to ideas in previous sentences. Use **that** or **those** when referring to things and experiences in the past.

Example:

- When I was 15, I read a book about Sammy Sosa. That was the first time I thought about becoming a professional baseball player.

Use **this** or **these** when referring to things and experiences that are still relevant today.

Example:

- My classmates and I have gotten very close. These students have taught me that language doesn't have to be a barrier to friendship.

Demonstratives can also refer to an experience in the past that is still relevant today.

Examples:

Five years ago, I was failing math and thinking about quitting school. Luckily, my teacher spent a lot of time working with me.

Eventually I passed with a B. **That** experience taught me about perseverance and hard work. I still value **these** qualities.

Exercise 5 page 78

1- I first began to play soccer when I was four years old, and I have spent some of my happiest moments since **that** time on the soccer field.

2- A very important holiday in China is New Year's Day. On day , we have a big feast.

3- My favorite aunt died recently. Experience was sad and frightening because no one close to me had ever died before.

4- I have learned French, Hungarian, and Spanish, and I'm now learning English.

I love the different qualities of each of languages.

5- When I was a teenager, I had to work nights and weekends to help my mother pay for food, rent and other necessities. years were very difficult for us.

...

1- I first began to play soccer when I was four years old, and I have spent some of my happiest moments since **that** time on the soccer field.

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I love the different qualities of each of **these** languages.

5- When I was a teenager, I had to work nights and weekends to help my mother pay for food, rent and other necessities. **Those** years were very difficult for us.

Exercise 6 page 78

Completing sentences with prepositional phrases and demonstratives:

6 **Completing Sentences with Prepositional Phrases and Demonstratives** You can use prepositions and prepositional phrases with demonstratives to help unify a paragraph. Add one of the following phrases to the second sentence in each of the numbered items below. Use a demonstrative (*this, that, these, or those*) in each phrase.

for _____ reason	in _____ school
on _____ day	because of _____ factors
in _____ city	during _____ years

1- Two years and six months ago, my first child was born. On that day, my life changed.

2- I lived in a refugee camp in Thailand from the age of seven to eleven., my parents' only hope was going to live in North America.

3- I have always been shy., learning a new language is a challenge for me.

4- I came to Mexico City two years ago., I have had many new experiences.

5- I was too short and not thin enough., I could not continue to dance professionally.

6- I came to the International English Program six months ago., I have made many new friends.

...

- 1- Two years and six months ago, my first child was born. On that day, my life changed.
- 2- I lived in a refugee camp in Thailand from the age of seven to eleven. During those years, my parents' only hope was going to live in North America.
- 3- I have always been shy. For this reason, learning a new language is a challenge for me.
- 4- I came to Mexico City two years ago. In this city, I have had many new experiences.
- 5- I was too short and not thin enough. Because of these factors, I could not continue to dance professionally.
- 6- I came to the International English Program six months ago. In this school, I have made many new friends.

Part 3

Revising and Editing

Exercise 2 page 80:

- 1- Because my mother doesn't speak english, I have to translate for her.
 - 2- When I first moved to the southwest, I got a job as a Salesperson.
 - 3- I have lived in miami, Los Angeles, and dallas.
 - 4- I received a Scholarship from Grant college in the Spring and started classes in september.
 - 5- this semester, I am taking Math, physics, english and Government.
- ...
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