

IELTS Writing Assessment Criteria

IELTS writing is assessed on four criteria. Each of them is described below.

Task 1 (Both Academic and General Training)

Task Achievement

This criterion evaluates how appropriately, accurately and relevantly the response fulfils the requirements given in the task, using a minimum of 150 words.

For Academic Writing Task 1, Task Achievement means that the candidates have a defined data given in the form of a diagram. They have to describe the data as accurately as possible. Here, they should cover the most important features of the diagram. However, they must avoid any explanation or prediction or speculation which is not a part of the diagram or the data given in the diagram.

General Training writing task 1 is also a writing task with a largely predictable output. In the letter, the task comes with a set context and purpose of the letter. The candidate should write the letter in such a way that all the functions demanded by the topic question and the context of the letter are achieved.

I would like to explain the same in a different manner mentioned below:

In Task Achievement criterion (for both Academic and General Training), the writing is assessed in terms of two aspects, content and organisation.

'content' refers to :-

Are the main points of the task covered in the response by the candidate?

Are those points clearly described?

'organisation' refers to :-

Is the structure of the writing appropriate to the task and to the content of the topic question ?

Is it logical ?

Coherence and Cohesion

This criterion is concerned with the overall clarity and fluency of the message: how the response organises and links information, ideas and language. Coherence refers to the linking of ideas through logical sequencing. Cohesion refers to the varied and appropriate use of cohesive devices (for example, logical connectors, linking words, pronouns and conjunctions) used to create the conceptual and referential relationships or to make links between and within sentences clear.

Lexical Resource

This criterion refers to the range of vocabulary the candidate has used and the accuracy and appropriateness of those words in connection with the specific task. For example, when a line graph shows trend, the vocabulary used in the description of graph should also be of the same. But, if the candidate writes vocabulary of comparison, he will not get good bands even if his vocabulary is very good in terms of quality of words. This is so because he has not used appropriate language which can satisfy the demand of the graph. In the same manner, if a given letter topic demands the language of a request, the candidate use the vocabulary accordingly. Now, in such a letter, if the candidate uses aggressive language, even if it is good in quality and variety of words, he cannot expect a better band score.

In addition, some variety is always expected from the candidates. For example, if the answer contains a word that comes repeatedly in the text, the candidate should try to use a synonym of that word and avoid using the same word again to show the level of vocabulary to the examiner.

Grammatical Range and Accuracy

This criterion refers to the range and accurate use of the candidate's grammatical resource as manifested in the candidate's writing at the sentence level.

These are two aspects combined in one criterion. The first is Grammatical Range. It refers to the type of and the variety of sentences the candidate has used in his writing. Some candidates have a tendency to write short and simple sentences. This tendency can help them to reach a band 5 easily, but if you want 6 or more bands, at least one complex sentence in each paragraph of your response is almost compulsory. You can write different types of sentences for example, sentences joined with a conjunction, conditional sentences (if or whether sentences), sentences that start with although or even though, and so on.

Task 2

Task Response

In both Academic and General Training modules Task 2 requires the candidates to formulate and develop a position in relation to a given prompt in the form of a question or statement. Ideas should be supported by evidence, and examples may be drawn from the candidate's own experience. Responses must be at least 250 words in length. In simple words, this criterion means that the answer must be completely relevant to the topic of the task. If the candidate has written an off-topic answer, no matter how good it is in terms of language and vocabulary, the answer cannot get a high band score.

I would like to explain the same in a different manner mentioned below:

In Task Response Criterion (for all candidates), the writing is assessed in terms of three aspects, content, position and organisation

'content' refers to :-

Are the main ideas relevant, and are they well elaborated and supported?

'position' refers to :-

Is the writer's point of view clear?

Is it effectively presented?

'organisation' refers to :-

Is the structure of the writing appropriate to the task and to the writer's purpose ?

Is it logical ?

Remaining three criteria and their explanation are the same as mentioned above.

I strongly insist that the candidates should refer the IELTS Writing Band Descriptors given at the end of this book before moving to the next page.



Process of assessment by IELTS examiners

Based on my understanding, research, training and interaction with various IELTS authorities during seminars and workshops, IELTS examiners follow a 9 step process when they mark the IELTS writing scripts of candidates.

Step 1

They work through all the four criteria of assessment in their order given in the IELTS Writing Band Descriptors. As per the descriptors, they start their assessment with Task Achievement (Task 1) or Task Response (Task 2). They also keep the length of the script in mind i.e. whether the script is short or it is too long.

Step 2

For each criterion, they start with the over-arching statement that is given in the IELTS Writing band score descriptors that most closely matches the writing features of the script. In other words, they read the response and they try to match the response to the statement that is given in the IELTS Writing band descriptors. (Please note that IELTS Writing Band Descriptors Public Version is printed in section 4 of this book).

For example, an examiner reads the script and then feels that the script matches with the statement that is given at band score 7 in Task Achievement (or Task Response depending on the type of task). Accordingly, the examiner repeats the process for the other three assessment criteria.

Step 3

Examiners read through more detailed features of performance at that band score and match those detailed descriptors to the response of the candidate. This process is done for all four criteria of assessment.

Step 4

Examiners confirm that all positive features of language that are described in that specific band descriptors are present in the response of the candidate or not.

Step 5

After that, the examiners also check the band descriptors below the band score that they have earlier assessed and check that the response of the candidate falls in that range or not.

7 Step improvement course to get a high band score in Academic Writing Task 1

Step 1 ➔ Introduction to Academic Writing or Report Writing

Task 1 of the Academic Module asks you to describe some information presented in a visual format (graph, chart, table or diagram) in about 20 minutes. Candidates must write at least 150 words.

The graphs can be of the following types :-

Line Graph (generally used to show trend)

Bar Chart (generally used to show comparison)

Pie Chart (generally used to show contribution or sharing)

Table (can be used to show any of the above mentioned function)

Process Diagram or Flow Chart or Picture or Map

Step 2 ➔ Structure of a high band answer

First, we will look at the structure of a high band score answer for all the types of graphs and then, I will separately explain you about how to write a process or flow chart or a picture.

I personally feel that the first paragraph of the answer in Academic Task 1 should not be called introduction and the last paragraph should not be called conclusion. This is because Academic writing is report writing. It means, the candidate has to write only what is given in the task and the candidate must not add his or her personal opinion or explanation in it and so, I will call it an opening paragraph and not introduction and I will call closing paragraph and not conclusion. However, I have seen many students using the word introduction for Academic Writing Task 1, and so, I will use those words also, but in a bracket to ease the common understanding.

1. Opening Paragraph (Introduction)	1 paragraph of 1 to 2 sentences. These sentences explain what you are going to describe.
2. Body	2-4 paragraphs depending upon the type of graph and the number of graphs given in the question. Describe the most important feature of the graph, generally the first paragraph of the body should begin with that. However, if you have to describe two graphs or even more, you may allocate one paragraph to each of the graphs and describe them accordingly. You may divide the paragraphs like this (if there is only one graph) 1-the most important change 2-the other changes. You may divide paragraphs like this (if there are two or more graphs) 1- the first graph (start with the most important change in the first graph) 2- the second graph 3- the third graph. However, when there are two graphs given of the same kind, you should go for the first method described above.
3. Closing Paragraph (Conclusion)	1 paragraph of 1 to 2 sentences. The closing paragraph should sum up the overall change or trend shown in the graph(s)

Step 3 ➔ How to write opening paragraph?

Most students are often confused about how should they write the first paragraph and this is the reason why they often copy the information printed with the graph in the question paper. However, such tendency is harmful because if you copy words literally from the topic questions (rubrics), examiners will underline those words and will write a note 'copied from topic question' and there are chances that these words will not be counted in your final word count and you may fall short of 150 words.

The most effective technique is, ask two questions to yourself.

Q.1 'What do the graphs show?' or 'What does the graph show?'

Q.2 'What are the graphs about? Or 'What is the graph about?'

Your answer to the above-mentioned questions will help you in writing the opening paragraph.

You should study the table given below to begin the opening paragraph.

7 step improvement course to get a high band score in General Training Writing -Task 1

Step 1 → Introduction to General Training Writing Task 1

The General Training writing task 1 asks the candidates to write a letter in about 20 minutes. Candidates must write at least 150 words.

We should also understand the structure of the letter topic that is asked in exam.

In IELTS General Training Task 1, the question provides the reason why the candidate is writing the letter, the person to address the letter to, and three specific points that have to be mentioned in the letter. To answer part 1 effectively, and achieve a high band score, candidates should make sure that they include the following points in their answer.

1. Use the correct register (tone) of the language and correct letter format.
2. Cover all three points given in the letter topic.

Step 2 → Types of letter topics

The letter topics can be classified in two categories; formal and informal.

✓ What is a formal letter?

In the context of IELTS, a formal letter is the one that you write to an unknown person, or someone who is at a higher or respectable position than you or who is elder to you and is not your family member or neighbour.

What is an informal letter?

In the context of IELTS, informal letters are the one that you write to someone whom you know personally like your friend, family member, neighbour, classmate or colleague/co-worker.

What is the difference between a formal letter and an informal letter?

Formal letter	Informal letter
No contractions, see the examples below	Contractions should be used; see the examples below
I am, I will, I would, You are, He is	I'm, I'll, I'd, You're, He's

Usage of more <u>passive expressions</u> , see the examples below	Usage of more <u>active expressions</u> , see the examples below
Your response will be highly appreciated, It would be great if all the details are provided to us.	I will be happy to have your reply on that. I <u>need</u> some more details.
More usage of expressions that contains modals	More usage of expressions with <u>verb</u>
I would like to attend the orientation session.	I'll meet you before I'll leave for the <u>meeting</u> .
I would appreciate	I want
I look forward to receiving your reply	Hope to hear from you soon

Step 3 → Structure of response that can get a high band score

Salutation	Dear Sir (formal) Dear <u>Friend/Hi/Hello</u> Steve (informal)
Paragraph 1	<u>Reason for writing letter</u> + <u>elaborate the first bullet point given in the question.</u> (Please note that some question may ask you to introduce yourself first, in that case, you should write the reason of writing letter at the end of the first paragraph or in the beginning of the second paragraph.)
Paragraph 2	Elaborate the second bullet point given in the question
Paragraph 3	Elaborate the third bullet point given in the question
Closing Line	If you want the recipient /addressee of the letter to take some actions after reading the letter, you should use the following closing lines:- I look forward to hearing from you. I look forward to receiving your response on it. (Formal) <u>Hope to see you soon.</u> <u>Hope to hear from you soon.</u> Can't wait to receive your reply. (informal)
Salutation	If your letter begins with 'Dear Sir' or 'Dear Madam', the salutation at the end must be ' <u>Yours faithfully...</u> ' and if your letter begins with Dear Mr. Smith (name of the recipient/addressee of the letter) the salutation at the end must be ' <u>Yours sincerely</u> '.
Name	Writing xyz is a bit artificial according to me, you should write your name at the end.

Step → 4 Learn to express different feelings in the letter.

The letter may ask you to fulfil a specific purpose of the letter. The purpose can be making a complain, sending a request, asking or providing information, giving a feedback, inviting someone or accepting invitation, applying for a job and so on

I would like to give you some useful expressions that can help you in expressing different kinds of feelings in the letter and can help you in fulfilling the purpose of the letter.

Dissatisfaction/dislike

Formal	Informal
I am dissatisfied from...	I wasn't satisfied from...
I am unhappy about...	I'm unhappy with...
This is not expected from a reputed restaurant like yours.	I didn't expect such a bad response from you.
I am writing to express my dissatisfaction about...	I'm writing this to tell you that I am not satisfied.
This does not suit me	I don't think this suits me

Satisfaction/happiness

Formal	Informal
I am <u>delighted</u> about...	I'm very happy to know that...
Your work was very impressive Your work has really impressed me a lot	I enjoyed going through your work
I am extremely elated to...	I'm really happy to...

Giving suggestions

Formal	Informal
Could I suggest that you should hire professionally trained staff in your organisation...	I feel you must hire well-trained employees
It would be really great if you could improve the quality of your services	You should try to give better services.
I would appreciate if you provide the latest facilities	The facilities are out of date
Please avoid doing....	You should give up ...

Making a Request

Formal	Informal
I would like to receive detailed information on...	Please send me detailed information on...
I am very interested to reserve a place in....	I'm keen on booking a seat for...
I would recommend that you bring that letter with you	Please bring that letter with you

Expressing gratitude/being thankful

Formal	Informal
Thank you very much for...	I'm thankful to you for...
I would be grateful to you if you...	I'll be thankful if you
..... is highly appreciated	I appreciate that...

Making an apology

Formal	Informal
I regret that...	I'm sorry that...
Please pardon me for...	I feel sorry for...
Please accept my apologies for ...	I apologise for...

Expressing requirements/needs/wants

Formal	Informal
I would very much like to...	I want to...
What I am looking for is...	I'm looking for...
What would suit me best is...	I think this suits me best

Expressing annoyance/anger

Formal	Informal
Even though <u>you were instructed</u> that...	I instructed you very clearly about
<u>Despite the fact</u> that I ordered something else...	Why have you sent me what I didn't order...

Step 5 → How to begin the letter?

As I said earlier, it is important for you to write the reason for writing the letter. You should begin the letter with the reason for writing the letter. However, if you are asked to introduce yourself, you should add the reason of writing the letter after your introduction.

There are some starting lines that you may use to get a higher band score in letter writing.

Formal

I am writing this letter to express my dissatisfaction about...

I am writing this letter to draw your immediate attention to...

This letter has been written to express my deep grievances on...

I am sending this application for the post of...

I am writing this letter in connection with...

I trust this letter finds you in the best of your health and spirit.

I am sending this letter to complain about...

Informal

I hope this letter finds you in the pink of your health.

Hey, I hope you are cool...

I hope you are great and enjoying your time there.

I'm glad to hear from you.

It's nice to learn that you're...

Step 6 → Follow the '3-point rule'

The 3-point rule says that if you have to complain, add maximum three aspects or points, and describe them accordingly. For example :-

You went to a supermarket to buy something. However, when you came home, you found that they charged for certain items that you did not buy.

Write a letter to the supermarket manager. In your letter,

- where and when you went there
- what items you did not buy
- what you expect them to do

Here, in the second point, you may write only one item or you can go up to maximum 3 items. Some students write a long list of items so that they can write more words and can reach to 150 word mark soon. But, such a tendency in letter writing will not get good bands to those candidates.

If you are asked to complain about the services of a hotel or a company, again, add maximum of 3 points and describe them properly.

If you are asked to give suggestions to someone or a company, do not write more than 3 suggestions.

Step 7 → Writing the letter in appropriate tone

Maintain a proper tone in the letter is very important for all the candidates. Some candidates make the mistake of being too polite in a complain letter or they become too aggressive in the same.

For example, if you are asked write a complain to the local council regarding the problem of garbage or litter in your area, your tone should not be too polite or too offensive:

"I would really be happy if the councillor takes some keen interest in this problem and obliges us by solving the same at his earliest convenience."

The language in the paragraph above is too polite, which is not appropriate for the situation.

"The councillor should know the problems of the people of his area. If our problem will not be solved in three days, we will march towards the office of local council and we will not let any government vehicle pass through the roads in our locality."

The language in the paragraph above is too aggressive, which is also inappropriate for the situation.

Rather, you should write:

"I strongly assert that this problem must be addressed at the earliest. I am also sending a copy of this letter to the local newspapers."

assert

5 points to follow when you write General Training Writing Task 1

Point 1 → Preparation (2-3 minutes)

Read the situation of the letter carefully. If required read it twice. Also, go through all the bullet points given.

Decide whether you should write formal or informal language.

Decide the purpose of the letter i.e. request, complain, job application, giving or asking for suggestions or information.

Point 2 →

Look at the three bullet points and prepare points on each of them so that you can elaborate them in your writing.

Point 3 →

Make a list of useful expressions and words that you can use in the letter. This list should be based in the tone of the language required and the purpose of the letter.

The first three points should be completed in 3-4 minutes.

Point 4 → Start writing the letter (14-15 minutes)

When you have already invested a few minutes and worked on the graph, you should not find any difficulty in writing the response. As per my experience, 15 minutes are more than sufficient.

While writing, you should also keep the word count in mind. You should count the number of words that you write for the first 2-3 lines and then take an average of the words written per line. For example, if you have written 25 words in 3 lines, it means your average word per line is 8 and you should write 20-22 lines in total in the response. I suggest you to download a sample of IELTS Writing answer sheet from [http://www.ielts.org/PDF/114184_IELTS_Writing_Answer_Sheet.pdf] and use that to write your responses so that you will never have to waste your time in counting words per line in your actual exam.

Point 5 → Editing (2 – 3 minutes)

Check your response for any errors in spelling or grammar. If you have repeated any word, you should replace that with a synonym.

What you should do and what you must avoid when you are writing General Training Task 1

You should do the following:

- Use appropriate tone of the language according to the demand of the letter i.e. you should use informal language when you are writing a letter to your friend and you should use formal language when you are writing a letter to an unknown person.
- Use three paragraphs and give equal weight to all the three bullet points in the question given. It is not advisable for you to write two paragraphs for the first bullet point and cover the next two bullet points in the remaining paragraph.
- If you want a high band score (6 or more) please try to use complex sentences in your letter.
- You should use linking words and connectors to link your information logically. (A list of such words is given in section 4 of this book)
- Always try to use expressions given in the preceding section of the book.

You must avoid the following.

- Please do not write unnecessary words in the letter. Also, please do not add anything which is not demanded in the letter. For example, some people have a tendency that first they ask about the health of the addressee and his/her family and other formal questions and then in the second paragraph they come to the point.
- Please do not copy the printed introduction that is given with the task in the question paper.
- Please write logically. Some candidates do not write logical points and they can lose marks for that. For example, I read a response written by a candidate which went like this; "I am eagerly waiting for you to come to India. When you come, you can stay at my home or if you wish, you can go to a hotel. I know a hotel here in Manali (Manali is a hill station in India), which has sea facing rooms." Now, it is obvious that you cannot see an ocean when you are staying at a hotel in a hill station.
- There is no need to write any address (neither the sender's address nor the receiver's address) in the letter.
- There is no need to write a subject in the letter.
- There is no need to write the date of writing the letter above the body of the letter. However, if the topic demands, you may add the date in the body of the letter.

50+ sample answers of IELTS General Training Task 1

Formal Letters

1. Complaint (13)

1. ✓ You went to appear for an interview to another city by train. The train departed late from the station and you could not reach in time.

Write a letter to the railway officer of your city. In your letter

- when you travelled and why the train departed late
- what happened as a result
- how you feel about the problem

Dear Sir,

I am writing this letter to complain about a serious delay created at the local railway station, which has cost me my new job. Last Sunday (25.10.11), I went to Mumbai by National Express to appear for a final stage interview. However, there was a small dispute between railway staff and the management at the time of departure. The staff went on an immediate strike which was called off only after six hours. Owing to this, I was late by seven hours when I reached Mumbai.

I was one of the two candidates to be interviewed for the job. As I reached late, I was informed that the other candidate was appointed. I tried hard to explain the problem to the authorities but the management's decision remained unchanged.

I feel frustrated as my career has been ruined. It is really pathetic to lose an awesome opportunity because of such a silly reason. I feel that all those involved in the delay should be penalized so that they understand their job responsibilities. I am sending a copy of this letter to the Railway Ministry and local newspapers.

I hope this letter will awaken the management to serve the community in a better way.

Yours faithfully,

Parthesh Thakkar

2. ✓ You are disturbed by the rubbish and litter problem in your area and street.

Write a letter to the local council. In your letter

- describe the situation
- inform them about the possible consequences
- give some suggestions to solve the problem

Dear Sir,

My name is Parthesh Thakkar. I live in apartment no 27, Smith Street. I am writing this letter to complain about the garbage problem in my street. There is a public garden near the street which is visited by all sorts of people. They often throw litter there and this waste is then brought to the garbage bin of our street. In this process, some litter spreads to the nearby area also. To make matters worse, the council's rubbish collection van comes only twice a week.

This collected waste attracts numerous insects and rodents, which are a great threat to our health. Moreover, the rubbish spreads a foul odour in air, which disturbs us endlessly.

I think the council should keep an extra garbage bin near the garden so that the litter does not spread across our street. Next, the collection of rubbish should be done daily. I strongly assert that this problem must be addressed at the earliest. I am also sending a copy of this letter to the local newspapers.

Yours faithfully,

Parthesh Thakkar

3. ✓ You did a one day course in a local college but you are unhappy about it.

Write a letter to the principal of the college. In your letter

- details about the course
- why you are unhappy
- give some suggestions

Dear Sir,

I am writing this letter to express my dissatisfaction with the one day computer course which I attended at your college last week. It was a 6 hour crash course organized for those who wanted to know about Microsoft Office programs.

I regret to say it but the course did not meet my expectations regarding three major aspects. First, it started about 45 minutes late and this time was not compensated for at the end. As a result, we had to sacrifice certain parts of the course. Second, the computers were very slow. The start up took at least 3-4 minutes then loading the programs on screen took more time. Last, the version of Microsoft Office used was very old. Now, 2010 version is readily available in the market but we got the 2000 version to learn with.

I think it would be better if you update the computers and the version of the program before you start the next batch. This will give some value for the money to the students who pay you for the course.

Yours Sincerely,

Parthesh Thakkar

4. You gave a renovation contract of your home to a builder but you are dissatisfied with the builder's work.

Write a letter to the builder. In your letter

- about the things the builder has not done well ✓
- the problems you are facing as a result ✓
- what you want the builder to do now ✓

Dear Mr. Mehta,

I was surprised to know that you have completed the renovation of my home earlier than your stated commitment. Yesterday, I checked the house, but, I must say I am highly disappointed with the work. First, the wall-paint of the living room is not done properly. Anyone can make out differences in the colour concentration on various spots of all walls. Second, the new tap of the lavatory is leaking. It seems that it is a defective piece.

Now, if I start to live the house, the awkward, variable texture of drawing room paint shall not give a soothing effect and is aesthetically disturbing. Next, the leaking tap of lavatory makes it impossible to use it. It also wastes a lot of water. Hence, I would not prefer to live in the house.

I strongly feel that you should rectify both these problems as early as possible so that I can release your remaining payment. I can extend the contract for 4 more days. I hope this time is sufficient for you to complete the work.

I look forward to hearing from you.

Yours Sincerely,

Parthesh Thakkar

5. You are a university student who lives in an accommodation on the campus. One day you find something wrong with your accommodation.

Write a letter to the Housing Officer. In your letter

- explain him/her what happened
- why you think it has happened
- what you have decided to do

Dear Sir,

My name is Parthesh Thakkar. I live in room no. 11 in the university hostel. I am writing this letter to inform you about a problem of the locker. I have been living in the room for 2 months and using the locker since the beginning. However, yesterday, I found that the door of my locker was open. I immediately checked my possessions. Fortunately, nothing was stolen.

I think some notorious students might have damaged my locker because, in our hostel, a group of senior students often harasses juniors. This act appears to be a part of their mischievousness.

Now, I have decided to get the locker repaired and to put an extra lock on it so that I can ensure the safety of my money and personal possessions. I would like to know whether I can get the locker repaired individually or not and if I am allowed to put an extra lock on it. I request you to give me a speedy response because presently I am using my room partner's locker as my locker is broken.

I am waiting for your early and favourable reply.

Yours Faithfully,

Parthesh Thakkar

6. You have ordered a book by post. Yet you have not received the book.

Write a letter to the bookshop manager. In your letter

- give details of your order
- why you need that book urgently
- what you want them to do now

Dear Sir,

I am writing this letter regarding the book which I ordered last month. The title of the book is 'The ultimate guide to IELTS Writing'. I placed the order online and I also paid the price through my credit card. My order confirmation number is 00113PT07. I was promised that I would get the book within 15 days by post.

However, to my disappointment, I have not received the book even after 25 days of the order. I am going to take the IELTS next month and it is extremely important for me to start preparing from the book as early as possible.

I anticipate a prompt reply from you regarding the availability of the book. I want dispatch details if it is the case or I want information whether you are out of stock, so that I can get the book from another bookshop. I must say that I am disheartened with the delay from such a reputed bookseller as you.

I look forward to hearing from you.

Yours Faithfully,

Parthesh Thakkar

7. You have recently shifted in a rental apartment with your family. However, there are some problems with the apartment.

Write a letter to the landlord. In your letter

- describe the problem
- demand the solution for the problem
- inform him what you will do if the problem is not solved

Dear Sir,

My name is Parthesh Thakkar. I have shifted into your apartment as a tenant only 4 days back. I am writing this letter to draw your immediate attention to two serious problems.

First, the heating system is not working properly. Owing to this, we had to get an additional room heater to protect ourselves from the cold. Second, the glass of the living room window is broken, which presents a risk of injury and increased chances of break-in because the apartment is usually unattended in the afternoon hours.

When I came to see the apartment, I was promised a hassle free accommodation. However, so far, this has not happened. Now, I insist that both problems should be addressed by you within the next 3-4 days. I can lend you the keys of the apartment if you want to send a repairman in the afternoon.

I am highly disappointed and disturbed because of these problems. And if these problems still persist, I will have to demand a refund of the deposit that I had paid you and shift to new premises.

I look forward to hearing from you.

Yours sincerely,

Parthesh Thakkar.

8. You have rented a car for few days from an agency. However, there are some problems with the car.

Write to the agency officer and complain about the rented car. In your letter

- tell him/her the problems of the car
- what you want the agency to do now
- how you feel about the problem

vigorous efforts

Dear Sir,

Three days before I hired a Ford Icon (booking no PT1100) from your company. When I took the delivery of the car, I was assured of adequate performance of the vehicle. However, this has not come to be. Since the first day, the car has been showing some starting trouble. I thought I could manage with this issue but the car did not start today morning even after vigorous efforts.

Presently, the car is in the parking lot of my hotel. I think it needs to be towed away to a repair station. Now, I want a refund of my advance fare which I had paid you at the time of booking and, today, I had to hire a taxi to complete my work. So, I also want a compensation of \$50.

apily

This incidence has shaken my confidence in your company. It is really a pity for a reputed organization like yours to hand over a faulty vehicle. Is it not possible for you to get the vehicles tested properly before delivering them to the customers? I shall not hire your services again unless I get a proper explanation for this problem.

Yours sincerely,

Parthesh Thakkar

◆ ◆ ◆

9. You live in a room in college which you share with another student. You find it very difficult to work there because he or she always has friends visiting. They have parties in the room and sometimes borrow your things without asking you.

Write a letter to the Accommodation officer of the college. In your letter

- explain your problem ✓
- ask for a new room for the next term ✓
- request for some alternative arrangements immediately as your exams are starting next month

Dear Sir,

My name is Parthesh Thakkar. I live in room no 11 in university hostel. I am writing this letter to draw your immediate attention to the problems created by my inconsiderate room partner, "James Bach". He always comes in the room with a group of friends. They all talk aloud and often they play loud music. At times, they arrange dance parties and they use my cupboard and other stuff without my consent.

Now, it is next to impossible for me to study in my room because I am always disturbed by the nuisance created by James and his friends. I put forward a strong request to you to change my room starting next term.

However, my difficulties do not get over with this. I am going to take my exams next month. I am under a lot of stress because I have not been able to study thoroughly. Hence, I need your kind permission to shift in my friend Steve's room (No 20) till I complete writing my exams. I do need a favour because it is a question of my academic career.

I am waiting for your positive and prompt reply.

Yours sincerely,

Parthesh Thakkar

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10. You read an advertisement about in the local newspaper about a discount sale at a particular shop. However, when you went to buy the goods you wanted, you found the sale had ended.

Write to the shop manager. In your letter

- inform him/her where and when you went to the shop
- what you felt when you came to know that the sale had ended
- demand compensation for the goods that you wanted to buy

Dear Sir,

I am writing this letter to express my dissatisfaction with your shop. I saw an advertisement in the newspaper announcing a discount sale for laptops. The advert clearly mentioned that the sale is on till the 25th of this month. I went there on 24th afternoon to buy a laptop because the model I was looking for was on offer at an attractive rate.

However, to my frustration, I was informed that you had closed the sale earlier. I also asked for the reason but I received a careless answer that it was a management decision. I was really shocked to hear that. On top of it, I was given a fresh quotation of the laptops at market rates.

I think it is an unfair trade practice to quote low prices in an advert and then close the sale earlier than announced. I am enclosing a copy of your ad, the quotation given by your executive and my contact details. If I do not get the laptop at discounted rates, I will have to litigate you to get the product I want.

I look forward to hearing from you.

Yours faithfully,

Parthesh Thakkar

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11. You have recently come back from an overseas holiday. You faced some problems with the hotel booked through your travel agent.

Write a letter to your travel agent. In your letter

- details about hotel booking
- problems that you faced there
- give suggestions to the travel agent so that such problems are not repeated

Dear Sir,

I have recently come back from a tour of Australia through your travel company. I am writing to inform you that I faced some problems with the hotel in Sydney. I booked a four-day package in which a deluxe room was offered with breakfast and two meals a day.

However, when I reached there, I was given a mediocre room which did not have the facilities of a standard room. On top of it, I was charged extra for the meals they provided. When I sought a clarification, I did not get a satisfactory answer.

I think it appears that the hotel management masked some information in order to earn more from the customers. I strongly assert that being a reputed travel agent, you must clarify all the services, facilities and charges with your associate hotels so that you can provide optimum satisfaction to your clients. I am enclosing the bills of the hotel for your reference. I expect that you will compensate all the extra costs that I have incurred in Australia.

I look forward to hearing from you.

Yours sincerely,

Parthesh Thakkar

12/ You and some friends had dinner in a restaurant a few nights ago. The service at the restaurant was terrible and the food was bad. You and two of your friends had severe stomachaches the following day. The food was also overpriced.

Write to the manager of the restaurant. In your letter

- explain these problems
- give details that you think are relevant
- ask the manager to do something about the situation

Dear Sir,

My friends and I had a dinner at your restaurant on last Sunday. I am writing to you to complain about the food and the service.

The first problem was that, during and after our meal the service was bad. The waiter who delivered soup to my best friend had his thumb in it. Another waiter spilt some curry on my friend's lap and did not even care to apologize. In general, waiters were inconsiderate and the service was pathetic.

Finally, even though the reputation of your restaurant is good, the food was mediocre.

The sweet corn soup was very sour. The vegetables were overcooked and the dessert was stale. The food was definitely not good for the price. Also, I think some of the food was bad because two of my friends and I had stomachache the day after.

I strongly feel that we ought to be compensated. I expect you to refund the cost of our meal. A copy of the bill is attached here.

I look forward to hearing from you.

Yours faithfully,

Parthesh Thakkar

13. You recently stayed in a hotel in a large city. The weather was very unusual for the time of the year and the heating/cooling system in the hotel was quite inadequate.

Write a letter to the manager of the hotel. In your letter

- give details of what was wrong
- explain what you had to do to overcome the problem at that time
- say what action you would like the manager to take.

Dear Sir,

My name is Parthesh Thakkar. I have just returned home after spending three nights at your hotel in Mumbai. My bill number is 1155. The staff members were friendly and cooperative and the location was very convenient. However, I feel I must express my disappointment about the room.

As we all know, Mumbai is experiencing a very warm summer this year, with temperatures around 40+° C last week, which is quite unusual. Because of this, it was very hot and humid in my room. On top of it, the air conditioning system was not working properly.

Because of the extreme heat, I had to keep the windows open and hence it was very noisy, as the hotel is on a main road. Consequently, I got very little sleep over those three days.

I think it would be a good idea to check the cooling systems regularly and appoint a full time technician to look after them. This would make your hotel more comfortable. Perhaps, you would consider giving me a discount if I come to your hotel once again.

I look forward to hearing from you.

Yours faithfully,

Parthesh Thakkar

2. Request (7)

1. You go to a gym to carry out exercise everyday. One day, you have forgotten your bag in the gym and the gym management has announced that they would keep the gym closed for a week for some renovation work. You need your bag as it has some important things in it.

Write a letter to the manager of the gym. In your letter

- introduce yourself and describe your problem
- give a description of your bag
- tell them what you want them to do

Dear Sir,

My name is Parthesh Thakkar, I am a lifetime member of the gym (membership no PT 111). I am writing this letter to seek your urgent assistance as I have forgotten my office bag in the gym. I come to the gym every morning at 6 am and leave at 7 am. However, today, I was running a little late and in the rush, I forgot to take my bag from the locker.

My bag is a black attaché. It contains my office papers and along with them it also contains some essential documents like my driving license and passport. It also has my name written on the label, which is visible from the front.

Since the gym is going to remain closed for a week for renovation, I cannot enter the premises. However, I need to get my bag and hence I am requesting you to permit me to enter the premises or let one of your assistants go inside and get the bag for me. I am confident that you would surely cooperate with me in this matter.

I look forward to hearing from you.

Yours faithfully,

Parthesh Thakkar



2. You have booked a hotel. For some reasons you need to change the booking dates and details.

Write a letter to the manager of hotel for the same. In your letter

- give details for the booking which you have made
- inform changes that you want with your booking
- state reasons for the changes.

Dear Manager,

My name is Parthesh Thakkar. I have booked one single-bed room in your hotel from 20th to 25th November 2005 for a conference that I am going to attend in your city. My booking reference no. is 11022PT. I am writing this letter to make some changes in the booking.

Firstly, the dates. I would like to extend the booking for two more days that is to the 27th November as the schedule of the conference that I will be attending is changed. It will now continue till 27th November.

Secondly, I would prefer to have a suite, as I will be coming with two of my subordinates because my company has decided to send my junior teammates with me as a part of their learning experience.

I request you to make the above-mentioned changes in my booking. I would be grateful to you if you acknowledge the said changes so that I can confirm the details with my director and teammates.

I look forward to hearing from you.

Yours faithfully,

Parthesh Thakkar



3. You have just returned home after living with a family in an English speaking country. You now realize that you have forgotten a small bag of personal possessions in your room.

Write to the head of the family. In your letter

- describe the things you left behind
- ask them to send some or all of them to you
- offer to cover costs.

Dear Mr. Thomas,

Hello, I trust this letter finds you in the best of your health and spirit. I am writing this letter to inform you about my bag which I have forgotten in my room. The bag contains some documents that I had prepared there as a part of my study assignment. It also contains some music CDs, photographs and some gift packs.

I request you to kindly send those things to me on my mailing address. I am in great need of documents and I do need photos as well. You can send them by courier or give it to a friend of mine who is coming back next week. He will approach you and collect the bag from you.

I would be grateful if you send the things to me at the earliest because I cannot proceed with my project without the documents. Lastly, please let me know the cost incurred with a courier, if that is the case, so that I can pay the same to you. I regret the inconvenience I am causing you.

I hope to get my stuff back at the earliest. Thank you so much.

Yours sincerely,

Parthesh Thakkar

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4. **You stayed in a hotel for some days in an overseas country. You have forgotten some things in the hotel room after checkout.**

Write a letter to the hotel manager. In your letter

inform him about your stay

describe the things that you have forgotten there

- **state what you want them to do now**

Dear Sir,

My name is Parthesh Thakkar. I stayed in your hotel from the 25th to the 28th of last month in room no 203. I really enjoyed your hospitality. In fact, I have recommended your hotel to many of my friends and colleagues.

However, I am writing this letter to inform you that I have forgotten a small pouch in which I kept a digital camera, a photo album and some audio CDs in your hotel at the time of checkout. I came to know this when I reached at the airport. I immediately called back the hotel and confirmed with Mr. Mark (manager) about my pouch but I could not come back to collect it because I was short of time.

Now, I request you to keep the pouch with you because I am going to visit your city again, next month, for a business project. I will collect my pouch from your hotel at that time. This will give me an opportunity to stay in your hotel again.

I expect your cooperation in this matter.

Yours sincerely,

Parthesh Thakkar.

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5. **Your company sent you to USA for further training. You stayed for the decided time but you want to stay there for more time.**

Write a letter to the company manager. In your letter

- **what you have done during the training period**
- **what benefits you have received from the training**
- **why you want to overstay there**

Dear Sir,

I am writing this letter to put forward a request to you for an extension of my stay here in the USA. You will be pleased to know that I have completed in-house training with 95% success. I have received a special complement in writing from my trainer for my performance.

I am grateful to the company management for sending me to the USA. I have learned many innovative strategies from the "Supply Chain Management" course right from inventory management to the retail dispatch of products. I am eager to apply new techniques for the benefit of our company.

However, I could not complete the 15 day on-field training owing to extreme weather conditions. This is the reason I need your permission to overstay here and complete the training for two reasons. First, it is necessary to observe how the strategies are applied. Second, the company will not issue us a certificate of training until I complete it.

I look forward to hearing from you.

Yours sincerely,

Parthesh Thakkar

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6. **You want to study a course in a local college. You already wrote a letter about the same to the principal of the college but you have not yet received any reply to your letter.**

Write a letter to the principal. In your letter

- **details of the course**
- **why you want to study in that college only**
- **request him/her to give an early reply**

Dear Sir,

I am writing this letter to seek details about the management courses. I want to acquire a post graduate diploma in marketing management because I have an in-borne interest in the field of marketing. I had already written a letter about the same, but, unfortunately, I have not received any details of the course.

I am keen to study at your esteemed institution because it is a reputed and renowned college in the field of management courses. It also possesses an impressive record of lucrative campus placements. On top of it, a cousin of mine completed the same course in your college five years ago, and she has motivated me to make sure that I study at your academic institute.

Lastly, I know that the new batch is going to start from next month. In this case, if I do not get the course catalogue, I may not be able to apply for the admission, which could ruin my dream of acquiring an education at your institution. Hence, I again request you to send me the details of the marketing management course at the earliest.

I look forward to hearing from you.

Yours sincerely,

Parthesh Thakkar.

7. You are going to study a short-term course at a university in New Zealand.

Write a letter to the accommodation officer of the university. In your letter

- introduce yourself
- describe the type of accommodation you want
- inform the length of your stay and ask for the cost of accommodation

Dear Sir,

I am a 27-year-old pharmacist from Gujarat state in the Republic of India, and I have been accepted to take a one-month training course at Auckland University College starting next January.

I would be grateful if you could either find me accommodation for the month or give me a list of addresses that I could write to. I would like, if possible, to have a room in a family house because I would like to have the chance to practice my English at the same time. I will need a room with a bed and a table so that I can study there as well. I would prefer to live near the college since I will be in Auckland for a short time and will not have time to learn my way around.

I will need the accommodation for five weeks from 28th December to the 3rd February, as I would like to arrive a few days before the course begins.

Could you also please tell me how much an accommodation of this kind will cost and whether the price quoted includes meals?

I look forward to hearing from you.

Yours sincerely,

Parthesh Thakkar

3. Applying for a job (3)

1. You recently saw an advertisement in a local newspaper regarding some vacancies in a local departmental store / supermarket.

Write to the recruiting officer. In your letter

- the post for which you are applying
- give details about your experience
- why you want to get this job

Dear Sir,

I am writing this letter to apply for the post of a customer care executive in your supermarket. I saw your advert in yesterday's newspaper indicating that you have two vacancies for the said post.

I completed my graduation in management with distinction 2 years ago and since then I have been working in a departmental store. I have handled all types of work in customer care in my present organization and I have received regular incentives for my work performance.

I have a keen interest in retail sector because it is one of the fastest growing sectors of our country, which offers handsome growth opportunities to individuals and organizations. In addition, I can also work more hours for your supermarket because I live nearby. Finally, I am confident that I would be able to provide a constructive contribution to your supermarket.

I look forward to hearing from you.

Yours Sincerely,

Parthesh Thakkar

2. An organization has given an advertisement for a part time volunteer job for local children.

Write a letter to the administrator of the organization. In your letter

- introduce yourself
- why you think you are suitable for the job
- state when you will be able to join that job

Dear Sir,

My name is Parthesh Thakkar. I am a graduate in social welfare with more than 15 years of experience. Presently I am working for an NGO for the development of rural children and their education. I read your advertisement about the requirement of a part time volunteer in yesterday's newspaper. I am writing this letter to express my interest for the same.

I think I am suitable for your organization as firstly, I have an in-borne interest to do something for children. And, second, I have desired qualifications and experience in the same area, which will enable me to contribute creatively.

However, I will be able to join you next month because I am going for an overseas assignment next Monday, which will last for 25 days. I will be privileged to offer my services to your organization and the needy children of our town. I would appreciate a positive response before I leave for my assignment.

I look forward to hearing from you.

Yours Faithfully,

Parthesh Thakkar



3. You read an advertisement from a club of your area which wants to help old people.

Write a letter to the club administrator. In your letter

- why you want to help
- write about your experience
- explain how you can help

Dear Sir,

I am writing this letter in response to your advertisement in the June issue of your magazine, "The Social" about helping the elderly people of our city. Many old people in our city are suffering from numerous problems. I want to help them so that they can have a reason to smile in the last phase of their life.

I have already worked for five years as a part time volunteer for an NGO which runs two old age homes. I used to go there for 2-3 hours a day on weekdays and 5-6 hours a day, on weekends. I have offered assistance in collecting funds via donations and charity. I have also helped them in resolving some medical issues.

I think I would be able to offer my services as a medical adviser because I am a pharmacist. I would also like to help them in developing some regular exercise regime, which can keep them fit and healthy. I am also keen to attract some donations from my corporate contacts for the organization.

I hope to get an opportunity to help the elderly people of our city.

Yours faithfully,

Parthesh Thakkar



4. Asking or giving information/suggestions/feedback (13)

1. You recently saw a program on television. You would like to comment on the same.

Write a letter to the satellite channel. In your letter

- introduce yourself and write the name of the program you are writing about
- give your comments on the content and quality of the program
- give suggestions about the program

Dear Sir,

My name is Parthesh Thakkar. I am a regular viewer of your satellite channel. I am writing to comment on the program I saw on 21st October, Friday. The name of the program is 'The Great Indian Laughter Challenge'.

First of all, I am very thankful to you for telecasting such a unique program where comedy artists of our country come and perform on the TV stage. The performers were absolutely outstanding. I laughed a lot and I felt fresh after viewing this program.

However, there are two things, which, I think should be improved. Firstly, the judges: I do not doubt their ability but I believe that the evaluator should be experienced in the same field so that the selection of the winner can be well justified. Secondly, the time.

The program should be telecasted at 9-30 pm instead of 10-00 pm as the latter is relatively late.

Finally, I hail the endeavours of the people behind the making of this program. I wish this program to be a grand success. Lastly, I hope you will consider my suggestions and implement them.

Yours Sincerely,

Parthesh Thakkar

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2. **You regularly attend meetings where many people who belong to different countries take part. You have met people of a large number of countries and have had a wide experience of them.**

Write a letter to the editor of a local newspaper. In your letter

- **why you attend such meetings**
- **what activities are being done in such meetings**
- **how this information can be useful to the people of your country**

Dear Sir,

I am writing this letter to introduce you to a unique forum where I regularly take part. I am studying in an Australian University, where there is an open discussion platform for foreign students created by the student union. I attend all the meetings regularly because I gain a lot of knowledge from it and it is extremely helpful to all overseas students in Australia.

The forum meets monthly at the university where all overseas students come to share their ideas and seek solutions for their problems. We also call some ex-students who are now settled in Australia who share their experiences of living and working in Australia. I have now compiled a good database on studying, living, working and settling in Australia.

I firmly believe that looking at the current rush towards Australia in our country, this information will be very useful to all the people who want to study and/or settle in Australia. I am sending an article for you to publish in your newspaper. Should you have any questions about the article, please contact me.

I look forward to reading the article in your newspaper.

Yours faithfully,

Parthesh Thakkar

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3. **You have recently come back from an overseas holiday. An employee at the airport helped you when you were in trouble.**

Write a letter to the airport manager. In your letter

- **describe your problem**
- **how the employee helped you**
- **tell the manager to give a reward to that employee**

Dear Sir,

I am writing this letter to share a memorable experience I had at the Heathrow airport last month. I went to London by flight no BA 4459 on 25th of January this year. After landing at the airport, my bag didn't come out of the luggage counter on to the conveyor belt. I was really shocked as the bag was full with valuables.

However, to my better fortunes, Mr. Alex Mathew who was in-charge of the luggage section immediately came to my rescue. He took the description of the bag and started tracing it. His quick efforts became successful and I got my bag within 20 minutes of complaining.

I give full credit to Mr. Alex for resolving my problem. Had he not been prompt in attending to my complaint, I would not have got my bag. I did offer him some cash reward but he politely denied it. This incident has given rise to an idea in my mind that wouldn't it be inspiring for the airport staff to be rewarded for such good work by the management. I request you to reciprocate his good behaviour with some kind of a reward so that he keeps serving the travellers better.

Yours Sincerely,

Parthesh Thakkar.

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4. **You live in Canada. In a magazine, they printed some information about your home country. However, there were some mistakes in that article.**

Write a letter to the editor of the magazine. In your letter

- **describe the mistake**
- **give correct information about the same**
- **give some more topics to them to publish**

Dear Sir,

I am writing this letter to you regarding the article published in the June 2012 issue of your magazine about "Gandhiji". I appreciate the endeavours of the authors but there was one mistake in the article. The article indicated a wrong birth date and birth place of "Gandhi", which I think should be corrected in the next series.

I am sending you some books written on "Gandhiji" for you to refer. Also, I am sending you a list of some useful websites and an English translation of the autobiography of Gandhiji, which will surely provide all the information you require.

Further, I think it would be a great idea to pay more attention to the principals of nonviolence and truthfulness as they were reintroduced by him to the world rather than focusing on the events that happened in his life. The material which I am sending you along with this letter will surely enable you to understand the philosophy of Mr. Gandhi. However, if you want to know more about him, I would be happy to offer my services to you.

I look forward to reading the next issue of your magazine.

Yours Faithfully,

Parthesh Thakkar.

5. You live in the USA and your family has a spare room to rent out to a student.

Write a letter to the accommodation officer of the University of America. In your letter

- describe the room
- describe the type of tenant you want
- give information about your family and rent that you expect to charge

Dear Sir,

I am writing this letter to inform you that I have a spare room in my house to let in a student. I live in a double storey house where the basement room is on offer for a tenant. The room is spacious; has all the facilities including a television and central heating. Also, it has a separate door so the student can have independence.

I prefer an overseas student preferably a female and from the Indian sub-continent so that she can easily befriend our family. Moreover, I would also prefer a graduate student

because, I think they are more sincere and responsible. However, the latter is not a compulsory criterion.

I live with my wife and daughter. Presently, my wife lives at home to look after my daughter who is 2 years old. I am expecting a monthly rent of \$500 which excludes the telephone bill (subject to the usage) and the cleaner charges which are \$40 a month for the room.

I look forward to hearing from you.

Yours faithfully,

Parthesh Thakkar

6. You live in a foreign country where a particular TV program about your country is being organized. You want to participate in that program.

Write a letter to the TV program organizer. In your program

- why you want to participate
- what aspects about your country you want to cover in that program
- at what time you will be available

Dear Sir,

I am writing this letter to express my interest to participate in the program "Amazing India". I saw your advert on television indicating that you are going to start a series of programs on India. I think this is a good opportunity for me to introduce my home country to the people of Canada.

I am keen on providing useful information on yoga and meditation techniques which are being practiced in India for ages. I have lots of books and other reference material on these topics. I am confident that the information will be useful to all Canadians in improving their physical health. On top of it, these practices can lead to peace of mind, which is the ultimate goal of the humanity.

Presently, I am going back to India to conduct a seminar on latest meditative techniques in the 21st century. I will come back to Canada on the 11th of the next month. I will be pleased to open doors to the opulence of ancient Indian knowledge for all the viewers.

I look forward to hearing from you.

Yours faithfully,

Parthesh Thakkar.

7. **Your local library is under renovation. You are asked to give your suggestions about the changes you want in the library.**

Write a letter to the librarian. In your letter

- **what you like about the library**
- **what you dislike about the library**
- **what changes you want in the library**

Dear Administrator,

My name is Parthesh Thakkar. I am a member of the library. I adore spending time at the library because it is very spacious, has a great collection of books and the atmosphere is peaceful.

However, the staff of the library is a concern. They at times leave their tables and do not pay enough attention to members' queries. Moreover, although the library has been donated a water cooler, it does not function on most days, and because of that, we have to carry our water bottles at times.

As the library is being renovated, I recommend three changes. First, the location of your cabin should be in the centre so that you can monitor what is happening in the library. Second, the library should start a small cafeteria in the unutilized, free space near the water cooler. Finally, the computers should be isolated in a separate room to ensure their long life.

I hope that you shall consider my recommendations and implement them.

Yours faithfully,

Parthesh Thakkar



8. **You are going to work for a company in Canada. The company has offered you a facility to find and provide an accommodation for you when you reach there.**

Write a letter to the personnel manager of the company about your requirements. In your letter

- **how long you are going to stay there**
- **what your requirements are for accommodation**
- **when you will require the accommodation**

Dear Sir,

I have signed an employment contract with Sunsys Inc. in which I will have to work for the Toronto branch of the company. My contract is valid for three years, which can be extended in the future.

I am looking for a two BHK apartment because I am coming there with my wife and my child. Also I want it nearer to the company headquarters so that my daily travelling time can be minimized. I also request to find out an accommodation within proximity of the downtown so that we can have an easy access to all the essential amenities.

My contract with the company commences on the 1st January 2013. However, me and my family are planning to land on 21st December in order to adjust to the winter conditions of Canada before my job begins. Should you have any questions about my requirements, I would be happy to answer them.

I look forward to hearing from you.

Yours Faithfully,

Parthesh Thakkar.



9. **You are accepted as an overseas student by a university. You want some information before you go to the university.**

Write to the student officer. In your letter

- **ask him/her about the accommodation**
- **the transportation facilities**
- **the class schedule.**

Dear Sir,

My name is Parthesh Thakkar. I am accepted by the University for the MBA course commencing this January. I am writing this letter to seek some information regarding my study and stay in USA. First, I would like to know about the accommodation. Would you inform me whether the university offers halls of residence to MBA students? Or are there other accommodation options available?

Apart from this I would also like to know the transportation facilities available there. I have tried to find out on the internet but I could not get the required data from it.

Lastly, I am deeply concerned about my class schedule. I received a letter from the university last week that the class schedule has been changed. The letter also indicated

that the students should communicate with the students' officer for the same. I would appreciate if you could provide me the required information at the earliest.

I look forward to hearing from you.

Yours Faithfully,

Parthesh Thakkar.



10. You are a history teacher at a high school. You saw an ad in a local newspaper about the local museum which coincides with what you are teaching in your school now.

Write to the museum administrator. In your letter

- **introduce yourself**
- **inform him/her that you want to bring your students to visit it**
- **ask suitable timings and any other requirements to visit the museum**

Dear Sir,

I teach history to the students of Grade 8 to 12 at New Era School. I am always on the lookout for some innovative and experimental ways to teach history to the students so that I can arouse their interest in the subject and improve their comprehension through direct experience.

I was pleased to see your advertisement in yesterday's newspaper, which mentioned that you have added fossils of Dinosaurs and other species contemporary to them to your collection. Coincidentally, I am teaching about Dinosaurs to my Grade 8 and 9 students these days. I was wondering if I would bring my students to your museum to see those articles because, I think it will be extremely helpful to them in understanding the subject.

There are a total of 100 students whom I would want to bring in there during the next week. I have already acquired the permission of my school authorities. Now, I would like to take your consent for the same. I would also like to know about the group entry requirements so that they can be taken care of in advance for your comfort and mine too. I am sure this visit will be helpful, enjoyable and informative for all the candidates.

I look forward to hearing from you.

Yours Sincerely,

Parthesh Thakkar.



10. You are a foreign student. You want to join a club or society so that you can enjoy your time when you study there.

Write to the Student Union manager. In your letter

- **introduce yourself**
- **write about your hobbies and interests**
- **ask for information about clubs and societies**

Dear Sir,

I am a new student from India doing masters in Information Technology at the University of London. I started my study here in this spring intake. While studying, I found that the union runs some clubs for students. I am writing this letter to seek more information for the same because I am keen on socializing with others.

I am very good at some sports activities like cricket and golf. I have participated in many domestic tournaments in my country in both these sports. On top of it I do like to study and understand cultures of different countries and interact with people from varying backgrounds.

I request you to send me information about the clubs, their activities, enrolment charges and contact details of the management authorities. I am eager to know and to join some of the clubs so that I can stay connected with my hobbies and with the people of this country and from other nations as well.

I look forward to hearing from you.

Thanking you in advance,

Parthesh Thakkar.



11 You are a professional and you are planning to work abroad. You have come across an employment agency on the Internet that hires people from your country to send to other countries.

Write a letter to agency. In your letter

- **write reasons why you want to work abroad**
- **describe what kind of company or organisation you want to work with**
- **state your expectations from the job**

Dear Sir,

I completed my Bachelors in Physiotherapy two years ago. I am working at a rehabilitation centre since then. However, I have now realized that chances of professional growth for physiotherapists are limited in my country. Therefore, I am writing this letter to express my interest in an opportunity to work abroad.

I have done my apprenticeship in a government hospital. Owing to that I have adequate experience in working at different levels as a physiotherapist. On top of it, I do have extra certification in treating children with Cerebral Palsy. Thus, I can work at any level and at any institution.

I prefer a government recognized institution that can offer me an attractive pay scale which goes in line with the field. I would love to work for a rehabilitation centre but I cannot work in underdeveloped areas because basic necessities are often not provided there.

Finally, I am enclosing my detailed resume for your reference and I request you to intimate me if there are any options available for me.

I look forward to hearing from you.

Yours Sincerely,

Parthesh Thakkar.



13 You are going to an English speaking country for some months.

write a letter to a rental agency. In your letter

- **the type of house you want**
- **facilities you require**
- **for how long you need the accommodation**

Dear Sir,

I am writing this letter to inquire about the availability of accommodation for me and my family. I am going to stay in the UK for 15 months as I have a job with a company located at Wembley. I am looking for a 2 BHK flat located in Wembley or in areas with close proximity to my company's office.

I require all the basic facilities like furniture, cooking range, water, electricity, gas, lift, parking and central heating because it is not possible for me to either bring all the facilities or to acquire them upon arrival because my stay is not permanent. However, I am not looking for a luxurious accommodation; I don't think I can afford more than £1000 per month.

I have signed a 15 month contract with my company and hence I need the accommodation for the same period of time. However, I may stay longer over there because my contract is renewable. Finally, I request you to give a prompt reply with suitable options so that I can directly arrive at the designated accommodation.

I look forward to hearing from you.

Yours sincerely,

Parthesh Thakkar.



5. Inviting someone or accepting an invitation (2)

1. **You are going to arrange a special party at your home next week. You want to invite a local artist who is a playback singer.**

Write a letter to him. In your letter

- **explain the occasion to him**
- **invite him to the party**
- **tell him why you want him to perform**

Dear Sir,

I am going to organize a small but special party on my daughter's tenth birthday on next Sunday. The party will be held at the club hall of our society. I am going to invite around 200 people for the party.

You might not know that my family members including my daughter are great fans of yours. She has purchased all your albums and she often listens to them. This is the reason I would like to invite you to the party. I have already talked to your secretary and booked the time slot for the day.

My daughter has always wanted to see your live performances but she has not yet gotten the opportunity. Now, on this occasion I want to give a surprise to her by arranging your performance on her birthday. I am confident that she and all the guests will be very happy to see you performing live on the stage.

We all look forward to watching you on the stage.

Thanking you,

Yours faithfully,

Parthesh Thakkar.



2. You are invited to give a presentation about your country by an educational institute in USA in a seminar. You have been looking for such an opportunity for few months.

Write a letter to the institute. In your letter

- accept the invitation
- tell them your schedule
- inform them what equipments you will need and what things you shall bring to distribute to the people who will attend the seminar.

Dear Sir,

I was immensely pleased to read your invitation. I accept it wholeheartedly and express my gratitude toward you. You might not know but I have been searching for such an opportunity since a long time.

I have booked my tickets. I am going to land at the New York Airport on the 27th of next month at 5.00 am (flight no DA 555). I will live at a close friend's house and he is coming to receive me at the airport as well. I will meet you at the University office on 29th at 11 am where I would like to inform you about the content of my presentation based on Gandhiji. Moreover, I would also like to see the presentation hall and other arrangements.

Finally, I will require a computer projector because I have prepared the entire presentation on my laptop, which I will bring with me. I also request you to arrange for the pointer and a cordless mike. In addition, I am going to gift a copy of Gandhiji's autobiography and a copy of my presentation to all the guests.

Should you have any question, please write back to me.

I look forward to meeting you at the University.

Yours Faithfully,

Parthesh Thakkar.

◆ ◆ ◆

Informal letters like those written to friends, colleagues, neighbours or relatives (14)

1. You recently have completed a course in a training centre in Canada. Your friend also wants to do the same course.

Write a letter to him stating. In your letter

- what you did during the course
- why you recommend this course
- what the possible benefits of this course are.

Hi friend,

I hope this letter finds you in the best of your health and spirit. It's nice to know that you're also interested in the SOLARIS course which I've just completed here in Canada. I selected a 6-month certificate course. In these 6 months, I've learned a lot. I've got both classroom and practical training here.

I suggest this course because this is an employment oriented course. It's a software program prepared by Sun Microsystems and installed in mid and big size organizations. This institute gives you an opportunity to work as an apprentice in its client companies, which, in turn gives you practical exposure and that's the second reason why I insist upon this course.

After completion, you can get a job in any of the client companies who are using this software. In addition, the company sends details of successful students to all its clients. I'm sending you the catalogue of the course. I want you to study it properly. You can always ask me for further information.

I look forward to meeting you in Canada.

Yours truly,

Parthesh Thakkar

◆ ◆ ◆

2. Your friend will be staying at your home, but you can not be there with him because of some reasons.

Write a letter in which you explain. In your letter

- how he/she will get the keys
- how to use the electrical appliances
- recommend some interesting places to visit

Dear Sam

Hi there. I hope your tour will be safe and enjoyable. It's unfortunate that I won't meet you at my home but, don't worry, I've made all arrangements. First, when you arrive, go to flat no. 205. Mr. Thomas, who is my neighbour, will give you the keys to my flat. He might ask you to call me for confirmation. Please cooperate with him.

When you enter the flat, put on the main switch, which is in the box right over the front door. There's a microwave, a washing machine, a water heater, a television and a refrigerator in my home. I've written operating instructions on a piece of paper and pasted it near the respective appliance so that you can operate them easily.

Once you get yourself set, call a taxi to move around in the city. If I were with you, I'd have shown some interesting places like the riverfront, kite museum and town hall. I'm confident that you'll appreciate all of them. However, if you need any assistance, you can either call me or contact Mr. Thomas.

Enjoy your stay.

Bye,

Parthesh Thakkar



3. Your Friend is coming next month but you have some urgent work and hence you cannot receive him/her at the airport.

Write a letter to your friend. In your letter

- apologize to him/her
- explain the situation
- suggest for arrangements.

Dear Tom,

I'm feeling very happy that you are arriving next month. I'm very eager to meet you and I'm sure we shall have a great time catching up. However, I won't be able to receive you at the airport. I'm extremely sorry for that.

Today morning when I went to my boss to give a leave application for next month, he informed me that there would be an inspection from our foreign parent company which would last for seven days and no employee will be given holidays during that period. To my misfortunes, there is a clash between the inspection period and your arrival.

However, I'm going to make some arrangements for you. If you wish, I can take the services of an escort company. Their executive can pick you up from the airport and

can drop you at my town. We can meet at my home when I come back from my office. We'll have a good time together because your stay is longer than the inspection period.

Again, I apologize, but, I know that you'll understand my problem.

I'm getting impatient to see you.

Bye,

Parthesh Thakkar



4. You have left college but you didn't say goodbye to your friend who lived in the room with you because he had a course at that time.

Write a letter to him. In your letter

- apologize and tell him how you spent the day when you left
- tell him how you got home
- invite him to visit you.

Dear Austin,

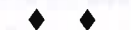
I hope you've successfully completed your computer course. I've reached home and I'm missing college very much. I also apologize for I couldn't meet you when I left because everything happened so quickly that I hardly got time to do anything and you were at class then.

A cousin of mine came to the college and he wanted to go on a tour on the way back home. He gave me a surprise by getting us a tour plan with pre-booked tickets. I'd no choice left! We enjoyed a lot though. I'm sending you some photographs of my journey with this letter.

I think it would be great if you visit my town before you leave for your home. My friends and family members will be happy to see you. We can also go on a small tour to the nearby historical places and the beach. Send me a reply if you want to come to my town. I'll arrange everything for you.

Look forward to meeting you,

Parthesh Thakkar.



5. Write a letter to your English speaking colleague who is going to shift at your accommodation as you are shifting elsewhere. In your letter

- **tell him why you are shifting**
- **describe the accommodation**
- **inform him when he will be able to shift at the accommodation**

Dear John,

Hi!!! I hope you are fine there. I would like to inform you about your new accommodation in this letter. As you know that I got promoted last week, as a result, I will have to report at the bay area branch. Thus, my accommodation will also be shifted there.

The flat where I am living presently will be given to you because you are taking charge of my present position. The flat is really good, spacious and well maintained. I am sure you and your family will enjoy living in this accommodation. It has three bedrooms, a kitchen, and a hall. The area is also peaceful and all amenities are located nearby.

I am planning to shift at my new accommodation on the 20th of next month. I will hand over the keys to you on 21st so that you can also shift here as per your convenience. Moreover, I will be on leave during those three days so I can help you in your process of shifting if you want.

Finally, please let me know if you require any further information or assistance.

Yours sincerely,

Parthesh Thakkar



6. You have recently moved into a new home. You are planning for a party. However, you are worried about the noise which may disturb your neighbour.

Write a letter to your neighbour. In your letter

- **introduce yourself**
- **invite your neighbour**
- **describe the planning of the party and express your concern**

Dear Mr. Thompson,

Hello!!! I am Parthesh Thakkar; I am your new neighbour. I am a software developer working for Apple Inc. We are a family of five. I am sure we will share a good and cooperative neighbourhood.

I am going to throw a party this Sunday and I am writing this letter to invite you and your family for the same. The party venue will be my house. All my friends, relatives, colleagues and old neighbours will come. We will be pleased to have your presence at the party.

First, at 8.00 pm, children will dance to the tunes of a DJ. Meanwhile, we can socialize and get familiar with each other. The dinner will start at 9.00 pm; there will be both vegetarian and non-vegetarian options available. However, I have one concern. There will be some loud music at the party venue (which will be stopped when the dinner starts). I hope you will consider it. However, if you are concerned about it, then please let me know so that I can make necessary changes in the plan, well in advance.

I look forward to meeting you at the party.

Yours faithfully,

Parthesh Thakkar.



7. You participated in a sports event as a team member in a foreign country. Now you have come back to your home country and you want to recommend the same activity to your friend.

Write a letter to your friend. In your letter

- **describe the activities you did there**
- **provide details about the facilities given to you**
- **give reasons why you recommend this activity to your friend**

Dear Raymond,

Hi! I'm just back from a fifty day sports tour to Britain. I went there to participate in a 20-20 tournament organized by York County. I was there in the capacity of the captain of my club team. We played nine matches with teams of different countries. You'll be pleased to know that we reached the semifinals.

It was indeed a memorable tour for all of us. We got five star hotels to stay, limo coaches to commute to different sports grounds and a tour assistant who took excellent care of

us. We won lots of prizes for our good performance throughout the tour. I too won the man of the match award in three matches.

I feel it is a good idea if you can approach York County as a captain of your club. They arrange such tournaments every year. It can give you invaluable experience of playing against international teams in the UK. I am sending you a DVD with this letter, which contains pictures and video recordings of our tour and information about how to approach York County. Write to me if you need additional help from me.

Yours Truly,

Parthesh Thakkar.



8. You are going out of town for a week's period for some work.

Write a letter to your neighbour. In your letter

- **why you are going**
- **what you expect him to do**
- **and what he should do if a problem occurs**

Dear Mr. Singh,

Hello!!! I hope this letter finds you in the pink of your life. I'm writing this letter to you because I need your support. I'm leaving for Delhi to visit my aunt who has suddenly fallen ill. I'm leaving this Monday and I'll come back next Sunday. I need your cooperation in looking after my house.

I request you to keep an eye on the visitors and postman. I'm expecting a parcel from USA next week. If someone comes to deliver, please receive it and keep it at your home. I'll collect it when I come back. I've also informed my friend, Brij about my trip. He might come to see the house if he gets time. I'll also hand over the keys of my house to you so that you can let him enter my house.

In case, if you find anything unusual, please call on my mobile or Brij's mobile (9998886660) immediately so that he would be there as soon as possible.

I'll be very thankful to you for your help.

Yours sincerely,

Parthesh Thakkar.



9. Write a letter to your English speaking friend that you have changed your job. In your letter

- **why you changed your job**
- **describe your new job and company**
- **update him/her about other news**

Dear Manjeet,

Hi!!! I hope you are in the pink of life there. You'll be happy to know that, finally, I've got the job I was looking for. My previous company was located at a great distance from my home, which was eating up almost 2 hours in commuting every day. This was affecting my work and my family life too.

My new company, Concepts Inc, an outsourcing organization, is located few minutes away from my residence. Moreover, I have been given a higher position and better wages too. My company has its clientele in USA and Europe. Here I work as a team leader. I'm given a separate cabin and a personal assistant. I'm very happy with my new job.

Well, I've got one more surprise for you. Guess what??? Mary, our old classmate has just arrived from Australia and she wants to meet you. I've given your contact details to her. She'll approach you soon. I'm sure you'll be pleased to see her after such a long time.

Bye for now.

Parthesh



10. Write a letter to your new neighbour because you have some problems about his car park. In your letter

- **welcome him/her as a neighbour**
- **explain your problem**
- **give some suggestions**

Dear Mr. Peter,

Hello! My name is Parthesh Thakkar. I live in flat no 202, exactly opposite to your flat 201. First, I'd like to welcome you as my new neighbour. I'm confident that we'll share a happy and cooperative neighbourhood.

I'm writing this letter to draw your attention towards your car parking mannerism. I think you might not have gone through the guidebook which is given to every new member of our society. Well, I'd like to inform you that you park your car very near to the entry gate of our apartment. It might be convenient to you, but, because of this, I've had to park

my car on the road for the last three days. Let me also tell you that someone broke the side-view mirror of my car yesterday.

It would be really convenient if you could please park your car at the right corner of the compound. That's the assigned car park for your flat by the society management. I hope you understand my problems and follow the society guidelines. I'm also sending a copy of this letter to the chairman of our society.

I look forward to having your co-operation.

Thanking You,

Parthesh Thakkar.



11. You are facing a problem with your neighbour who is leaving rubbish near your house.

Write a letter to your neighbour. In your letter

- introduce yourself
- explain the problem
- provide an appropriate solution

Dear Mr. Parker,

My name is Parthesh Thakkar. I live in the bungalow no 11, exactly opposite to your bungalow. I'm writing this letter to draw your immediate attention to the problem of litter near my house.

I've been observing that someone from your house (might be your new maid) is leaving litter near the gate of my house. Because of this, a foul odour is created, which brings about an unpleasant and an unhealthy feeling. On top of it, the waste also attracts all sorts of insects, which are harmful to me and my family members. Yesterday, I'd to pay a fine of 20 bucks to the local council for the removal of the litter left by you.

Wouldn't it be better if you inform your new maid to use the common dustbin of our society ? Also, you can call the local council's help line to get your rubbish collected (the number is 49760011). I'm a bit disturbed with the problem and I expect you to look into it and take prompt actions.

Yours Sincerely,

Parthesh Thakkar.



12. An overseas friend has invited you to visit his country. You are planning to visit him.

Write a letter to your friend. In your letter

- thank him for the invitation and accept the invitation
- write details about your visit
- briefly describe what you want to do there

Dear George,

I was delighted when I saw your letter containing the invitation to visit your country. I'm thankful to you for that. I've been wanting to visit the UK since long and to my fortunes; you've provided an opportunity to fulfil my desire.

I'll arrive at the Heathrow Airport on the 10th of August at 8:30 am by British Airways flight no. BA-999. I'll stay in the UK for 18 days and my return ticket is confirmed for the 29th of August.

I'm pretty excited about the trip. I've made some tentative plans too. I'd like to visit some important attractions like the Tower of London, London Eye Museum, Millennium Dome and Madame Tussaud's Museum. I'd also visit the House of Commons if I get a chance. On top of everything, I'm eager to spend some time with you and catch up on all old memories.

Please let me know if you need anything from India so that I can bring it with me.

Looking forward to having a great time with you in London.

Yours,

Parthesh



13. You have recently shifted to Australia as an immigrant. Your cousin who lives in your native country is getting married next week. He/she has invited you to attend the marriage ceremony but you cannot attend.

Write a letter to your cousin. In your letter

- wish him/her on this occasion
- explain him/her the reasons why you can not come to attend the marriage
- invite your cousin to Australia

Dear Mili,

I'm delighted to know that you are getting married. I and my family wish you a very happy and successful married life. May God shower his choicest blessings on you and your spouse!!!

I'm really upset to say that I won't be able to attend your marriage because I'm facing some troubles here. You know that I've come here just before a month; I'm still struggling to settle in here. I just got a good job last week and it is impossible to get a long leave so soon. What's more, my daughter is also not well for the last three days. She has been advised bed rest for the coming 4-5 days. Looking at the situation, it's indeed impossible for me to come back. I'm really sorry for that.

However, I'll be pleased to welcome you here in Australia. If you haven't made any plans for a honeymoon yet, I can arrange it for you. Don't worry about your stay because my home is always open to you. I'm sure that your trip to Australia could be a memory for a lifetime.

Look forward to hearing from you.

Yours,

Parthesh



14. An English-speaking friend wants to spend a two-week holiday in your region and has written asking for information and advice.

Write a letter to your friend. In your letter,

- offer advice for accommodation
- suggest some activities of his/her interest
- give information about what clothes to bring.

Dear friend,

I'm pleased to learn that you're coming to Goa next month. I would be very happy if you stay with us. Otherwise I can arrange for a comfortable hotel stay if you so wish.

My city offers plentiful activities of your interest. I suggest you spend two days on the beach relaxing and sunbathing and some days for sightseeing in the city. There are some old churches and beautiful sea-side views that I'm sure you will adore. One place you really should visit is a fabulous dance club named "The Passion", as I know you're the kind of a person who just loves to dance at discotheques with great music and a fun-loving crowd.

You don't need to bring any warm clothes, as the weather is a bit humid and sunny at this time of the year. In the afternoons it is a bit warmer, so I recommend you to bring shorts and loose t-shirts.

Please inform me when you're coming so that I can receive you at the airport. I'm eager to share a lot with you.

Yours truly,

Parthesh



Section 3

IELTS Writing Task 2 (for all students)

This section contains:

- 7 step improvement course to get a high band score in IELTS Writing Task 2
- Structures of a high band answer
- 5 points to follow when you write IELTS Writing Task 2
- Structure of a high band answer
- What you should do and what you should avoid in IELTS Writing Task 2
- 200+ sample answers of IELTS Writing Task 2

Agree/Disagree - 106 pg - 156

7 step improvement course to get a high band score in IELTS Writing Task 2

Step 1 → Introduction to IELTS Writing task 2

Candidates are asked to write an essay of minimum 250 words in about 40 minutes. Candidates are given a topic and then some instructions are printed below the topic. The standard sample task 2 in IELTS Writing can be like this:

Some people think that maintaining public libraries is a waste of public money since a computer system can replace their function.

To what extent do you agree or disagree?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

Please note that the last two lines are the instructions printed below every topic in IELTS Writing Test. This is the reason why they are not printed in the topics given in the book.

Step 2 → Different types of IELTS Essay Topics

Now, let us look at the different types of essay topics that can be asked in IELTS.

- ✓ 1. Agree or disagree
- ✓ 2. Discussion
- ✓ 3. Compare and contrast
- ✓ 4. Cause and effects
- ✓ 5. Problems, reasons and solutions
- ✓ 6. Miscellaneous

Please note that the standard classification of essays can be done in different manners.

Some trainers divide IELTS essay topics in categories like Argumentative, Discursive, Persuasive and so on. However, the classification given above is customized to the needs of IELTS and TOEFL students.

Step 3 → Structure of IELTS Essay topic

Dear friends, you may have heard of a structure of essay response or an essay script. However, here, I would like to give you a structure of essay topics that are asked in IELTS. This structure helps you immensely in writing a better response in your exam.

I have seen many students writing an off topic essay and getting less bands in their exams. My experience tells me that this happens because they do not analyse the essay topic properly and so they write improper or irrelevant arguments in the body of their essay. The explanation on different structures of IELTS essay topics will help you to write a relevant and to the point answer which will get a higher band score for you.

Structure of IELTS Essay topics can be of four different types.

The first type of possible structure of essay topic is O, A and D

Where O stands for observation (or a general statement), A stands for Argument and D stands for Demand in the essay topic

For example, look at the topics given below :-

The importance of academic subjects as compared to extracurricular activities is increasing every day. Some people suggest that sports classes should be sacrificed in High School so students can concentrate on Academic subjects.

Do you agree or disagree?

Giving detailed description of crimes in newspapers and on television has bad consequences. Some people therefore suggest that the government should impose restrictions on them.

To what extent do you agree or disagree?

Many people work from home using modern technology today. Some people think that only the workers benefit from this and not the employers.

Do you agree or disagree?

It can be seen from the topics that the first sentence in all of them talks about a general observation. Thus, those sentences are labelled as 'O' (Observation).

It can be seen from the topics that the second sentences in all of them presents an argument or a stand or position. Thus, those sentences are labelled as 'A' (Argument).

The last sentence in all of them demands something from the candidates. Thus they are labelled as 'D' (Demand).

Now, please note that this understanding will help you in writing an effective essay because the parts of this structure can help you in preparing the parts of your essay response.

Observation → Introduction

Argument → Body of the essay

Demand → Layout of the essay (number of paragraphs to be written in the body of the essay)

The second type of possible structure of essay topic is A, A and D

Where A stands for Argument and D stands for Demand.

Please look at the topics given below :-

Some people believe that immigrants should adopt the local culture when immigrating to a new country. An alternative view is that they can adapt to a new environment by establishing a minority community.

Discuss these two views and give your opinion.

Some people think that an employee should change his career or field of work at least once. However, others think that employees should never change their career and stay

in one job for their entire lifetime.

Do you agree or disagree with the statements given?

In both the topics given, it is seen that the first two sentences are actually two arguments opposing each other, and the last sentence (or question) is the demand from the essay topic.

In this case, the structure should help you in writing the essay in the following way.

The topic presented in Argument 1 and 2 → Introduction

Arguments 1 and 2 → Body

Demand → Layout (number of paragraphs to be written in the body of the essay)

The third type of possible structure of essay topic can be A and D

Please look at the examples given below.

In some countries, married couples plan to have a baby at a later age due to the demands of their professional career.

Discuss the advantages and disadvantages of it and give your opinion.

Some people argue that public transportation should be made completely free of charge.

Are there more advantages over disadvantages of this decision?

It is seen from the topics given above that the first sentence in the topic is an argument and the second is the demand.

Topic presented in the argument → Introduction

Argument → Body

Demand → Layout (number of paragraphs to be written in the body of the essay)

✶ The fourth and the last possible structure of essay topic is O (Observation) and D (Demand)

Children from age 7-11 now spend more time watching television and/or playing video games than before.

What are the effects of this on children, families and society?

What are the possible solutions to this problem?

Many people complain about stress at work.

How can employers reduce stress at work and what can employees do on their own to solve this problem?

People prefer to use their own transport these days.

Why is this so?

What can be done to encourage people to use public transport?

The first sentences in the given topics are O (Observation) and the last two sentences or questions are the D (demands) of the essay topic.

The structure of your essay response for this type of structure should be

Observation → Introduction

Demand 1 → Body paragraph 1

Demand 2 → Body paragraph 2

Step 4 → Structure of essay response for various types of essay topics

In step one, we have seen different types of essay topics. I would like to give you three possible structures for those essay topics, which can be followed for different types of essay topics. These structures will certainly help you in getting a higher band score in your exam. However, please note that some answers will not follow the same structure. This is done to give variety to the students.

✓ Agree / disagree

The first structure is for Agree Disagree and Compare and Contrast Type.

Introduction (1 paragraph) (3-4 sentences)	→ Background Information → Thesis Statement	
Body 1	→ Topic Sentence	
(Agree)	→ Firstly.....First Point	→ In addition.....Support sentence
(2 paragraphs)	→ Secondly... Second Point	→ Moreover..... Support sentence
	→ Thirdly..... Third Point	→ For example... Support Sentence
	→ Finally..... Final Point	→ Also..... Support Sentence
Body 2	→ However... First point	→ What is more... Support Sentence
(Disagree)	→ Secondly... Second Point	→ Further... Support Sentence
(1 paragraph)	→ Lastly... Last point	→ For example... Support Sentence
Conclusion (1 paragraph) (3-4 sentences)	→ Summary of Body → Writer's opinion	

Discussion

The second structure is for Discussion type.

Introduction (1 paragraph) (3-4 sentences)	→ Background Information → Thesis Statement	
Body 1 (Discussion Point 1) (1 paragraph)	→ Topic Sentence → Firstly.....First Point → Secondly... Second Point → Finally..... Final Point	→ In addition.....Support sentence → Moreover..... Support sentence → For example... Support Sentence
Body 2 (Discussion Point 2) (1 paragraph)	→ However... First point → Secondly... Second Point → Lastly... Last point	→ What is more... Support Sentence → Further... Support Sentence → For example... Support Sentence
Conclusion (1 paragraph) (3-4 sentences)	→ Summary of Body → Writer's opinion	

The third is for Problems/Solutions and Cause/Effects type.

1) problem → cause
2) solⁿ → effects

Introduction (1 paragraph) (3-4 sentences)	→ Background Information → Thesis Statement	
Body 1 (Problem) (Cause) (1 paragraph)	→ Topic Sentence → Firstly.....First Point → Secondly... Second Point → Finally..... Final Point	→ In addition.....Support sentence → Moreover..... Support sentence → For example... Support Sentence
Body 2 (Solutions) (Effects) (1 paragraph)	→ However... First point → Secondly... Second Point → Lastly... Last point	→ What is more... Support Sentence → Further... Support Sentence → For example... Support Sentence
Conclusion (1 paragraph) (3-4 sentences)	→ Summary of Body → Writer's opinion	

Step 5 → How to write introduction in Task 2?

Before we learn what to write and how to write in introduction, I think it is very important for you to understand the function of introduction.

Introduction fulfils three functions it informs the reader :-

- 1) About the topic
- 2) The aspects of the topic that are going to be discussed
- 3) The position/stand taken by the writer towards the topic in the form of thesis statement.

As I have told you earlier, the structure of introduction is background information + thesis statement. You should write 2-3 sentences on the background information. Now, background information should be made out of the observation given in the essay topic. If the observation is not given, you should refer to the topic presented in the arguments and prepare your introduction accordingly. I suggest you to study the sample answers given in the book and analyse the introduction of all the sample answers to increase your grip on writing effective introduction.

However, most students face difficulty in writing a good introduction. I want you to tell you that the process that most candidates follow while writing their answer needs to be understood and changed. What most students do when they read the essay topic is: first, they read the topic and immediately, one or two points about the task start flashing in their minds. This is the time, most candidates start writing the actual essay thinking that if they keep searching for more points, they may forget the initial ideas that have flashed in their minds. Now, one important point must be understood by the candidates that the points that they have thought earlier are usually relevant to the body of the essay and not the introduction. But, unfortunately, when candidates start writing their essay, they normally write introduction first. Thus, they find difficulty in writing a good and effective introduction.

Step 6 → How to write the body of the essay?

We should understand that the function of the body is to discuss, explain, prove or illustrate the thesis statement given in the introduction.

While writing the body of the essay, students should keep the following things in mind :-

- 1) Write separate paragraphs to discuss or cover different aspects of the topic.
- 2) You must use proper linking words (as displayed in the structure) to link the ideas logically and effectively.
- 3) Present the points in logical sequence.
- 4) Use at least one complex sentence in each paragraph of the body.
- 5) Try to use variety of complex sentences in the body.

More explanation on preparing points for the body is covered in '5 points to follow' section, ahead in this book.

Step 7 → How to write a conclusion?

We have already discussed the structure of the conclusion of the essay but we must also understand the functions of conclusion.

Conclusion has three main functions:

- 1) It gives a signal to the reader that the essay is ending.
- 2) It provides a summary of all the main points or presents the thesis (in different words). Here, one important point must be understood, the words used in this part should go in line with the thesis statement.
- 3) It completes the entire essay with a clear position of the writer and does not confuse the reader with any new information, topic or argument.



5 points to follow while writing the task 2

Point 1 → Preparation (10 minutes)

Read the essay topic for 3-4 times. Some students simply read the essay once and start writing their essay. This is a harmful tendency because you may have misunderstood the topic and you end up writing a response that is irrelevant.

Decide which type of essay topic is given, i.e. agree/disagree, discussion, problem/solutions, cause/effects or miscellaneous.

Also, underline the parts of the essay topic like O (observation), A (argument), D (demand) and label them as per the step 2 from the previous section.

Point 2 →

Based on your understanding of the arguments or demands of your essay, draw a line in the middle of the page in the question paper given in the IELTS exam or use a separate page (you can request the invigilator/supervisor to give you an extra sheet for this work).

Agree/Discussion 1/problem/cause	Disagree/Discussion 2/solutions/effects
Points	Points
Points	Points
Points	Points
Points	Points
Points	Points

Now, in case of agree disagree or compare contrast types of essay, decide your favour only after making points. Because after making points you can better decide that which side of the argument you can present with effective and logical points.

Point 3 →

Review the points and remove any off topic or illogical or irrelevant point from the list.

Decide which point you would write first and write numbers before every point accordingly.

Also, make a list of useful words that can be of help while you would write the response so that at the time of writing, you do not need to pause for thinking a new word thereby breaking the link.

You should spend 10 minutes for the first three points mentioned.

Point 4 → Write the essay (25 – 27 minutes)

After investing 10 minutes and following the above mentioned steps, it will be very easy for you to write the essay of 250 words in less than 20 minutes. I have done many experiments like this in my class and I have found that after following such steps, students can comfortably write 250 words in 15 to 20 minutes.

Point 5 → Editing (3-5 minutes)

Check your response for any errors in spelling or grammar. If you have repeated any word, you should replace that with a synonym.

◆ ◆ ◆

What you should do while writing the task 2

- ❖ Use only formal language, informal language is not at all entertained in writing task 2.
- ❖ Please read the essay at least 3-4 times.
- ❖ Please follow the points given earlier before you start writing.
- ❖ Write at least 4 paragraphs in your essay where the first is introduction, the next two will form the body and the last will contain the conclusion of your essay.
- ❖ If you want a high band score (6 or more) please try to use complex sentences in your writing.
- ❖ You should use linking words and connectors to link your information logically. (A list of such words is given in section 4 of this book)

What you must avoid while writing the task 2

- ❖ Avoid using informal language and contractions like I'm, we're, short forms like govt., st. (for students) or slangs like chick or gals (used for girls), lad or guy (used for boys) that are normally used in chatting or in SMS. You will lose your bands if you write like this.
- ❖ Do not start writing immediately after reading the essay topic.
- ❖ You must not copy the sentences printed in the topic question. If you wish to add a phrase or a part of the topic, modify the sentence and add it using a different sentence structure than the one used in the topic.
- ❖ Please do not add any new point or example in the conclusion.
- ❖ Some candidates simply mug up readymade sentences for introduction. For example, if the topic in the essay is about pollution, they think if they can prepare 2-3 sentences on the same containing impressive language, they can get good bands. I have also seen some reference materials trying to motivate students to learn readymade sentences for various topics like education, computer, technology, childhood, parenting and so on. Such sentences are often irrelevant to the topic and thus, instead of getting a good score, you actually achieve less score in "Task Response" criterion for irrelevant writing. Thus, I strongly suggest to the students to not learn readymade responses.



200+ sample answers of IELTS Writing Task 2

1. AGREE DISAGREE (106)

1. People nowadays work hard to buy more things. This has made our life generally more comfortable but it is a pity many traditional values have been lost on the way to such materialism.

To what extent do you agree or disagree with the statement?

It is certainly true that today's lifestyle has become more materialistic than ever. Our needs have been rising by the day. However, to say that we have been losing our culture and traditions in a rush to earn more and to buy more is a conservative statement to make.

The basis behind the argument that we are killing our roots on the way to materialism is that a lot of people do not wish to change with time. Culture and traditions have a strong identity but they are like a flowing river, every minute the same and yet different. With open markets and massive industrializations both the buying power of and the options for the people have increased. Thus, they wish to make life more comfortable for themselves and their family and this does not mean that they do not respect tradition any longer.

Moreover, the act of buying or possessing does not directly kill our values but there is a deeper disease called instant gratification where people want to do less and get more results. In general there is seen an attitude of irresponsibility which makes people selfish and manipulative in today's stressful working conditions.

It is possible that the pursuit to buy more results in wasteful expenditure and incidents of people dealing with their insecurity by going shopping. This extreme consumerism needs to be certainly checked.

Finally, I believe that we are not losing our culture and tradition but the way of executing them has transformed in our times. Living a good, well provided life rather helps us take pride in our cultural history and celebrate it by way of rituals, festivals and day to day behaviour.

On the other side

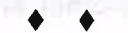
It is the biggest truth of our times that life has become materialistic as men and women crave to buy more and more things. In this state of mind, they consciously or unconsciously make their life superficial and gradually get disconnected from their culture and traditions.

There are a number of reasons behind this; firstly, material possessions are tied to self-worth. People believe if they do not have the latest gadget or clothes of the newest fashion in town they just do not have an identity. They believe that they shall not be accepted in the social circle and shall get no respect from peers. This craving may lead to adoption of unethical modes to earn money to fulfil their ever increasing desires. Consequently, values are compromised and this is the first blow to the inherited traditions.

In addition to this, culture and traditions are rooted in a social framework to maintain the relationships within which is of great importance. But in today's life where each one wishes to assert their individuality and superiority with their buying power, there is little place for respect and tolerance. Thus, as social structures collapse, the culture is lost as well.

However, not all the people who work hard and buy things to make their life comfortable lose their culture. There are so many successful people who maintain a fine balance between all aspects of their life.

Finally, I opine that the desire of having more things inevitably leads people to compromise with their cultural ethics and principles. It takes a lot of personal courage and conviction to save oneself from such an outcome and lead a balanced life.



2. Parents and teachers make many rules for children to encourage good behaviour and protect them from danger. However, children would benefit from fewer rules and greater freedom.

To what extent do you agree or disagree?

It is the fundamental duty of parents and teachers to help their children evolve into responsible individuals by imparting them lessons of good behaviour. To ensure that their purpose is fulfilled, parents adopt every possible mode for bringing up their children in a better manner. One such mode is the imposing of discipline through rules. I personally believe that though children cannot be given a total rule-free atmosphere, yet there need to be lesser regulations and more freedom.

So many people argue that parents and teacher should make more rules and give less freedom to youngsters. Firstly, they say imposing strict rules is the only way of making juveniles more disciplined. Young ones who grow up in highly controlled environs have unpredictably mischievous in the absence of guardians and may also have personality disorders as they grow up.

Secondly, they point out that stricter rules would make them more cultured, well-behaved and sophisticated adults in the future. However, I believe that parents and teachers are the role models for the young ones and so they try to shape themselves like their parents and/or teachers. Hence, any disparity in the behaviour may lead to less respect and diminished importance of rules in the minds of the children.

Finally, some people assert that restricting freedom helps in protecting them from the anti-social or harmful elements of the society. Contrarily, I think childhood is the age to learn the good and bad things around the world. Confining them may diminish their ability to deal with reality.

All in all, it is true that we cannot give total freedom to kids, as they do not know what is good or bad for them. According to my opinion, fewer desirable rules and greater freedom, serve the purpose of shaping the child into a good individual.

On the other side

It is the principal duty of parents and teachers to protect their children from danger, ensure good behaviour and mould them into good individuals. They should adopt all possible means to work towards this purpose. I think it is essential that we put in place certain rules of behaviour and limit the freedom children have.

Firstly, children are innocent and more vulnerable as compared to mature adults. Stricter rules ensure that children obey them and become more disciplined. This in turn, helps them in concentrating more upon the tasks allotted to them. Moreover, it ultimately leads to a better performance academically and socially. Secondly, firm rules also make them more cultured and well behaved that finally leads them to become better human beings.

In addition to this, restricting their freedom protects them from some evils in the society, for example, bad habits like smoking or drug addiction. These can otherwise drive them away from their basic responsibility of getting a good education for themselves.

However, some advocates of child freedom assert that confining the development of children to stern rules may give rise to a dislike in them towards their family and school. Next, it may affect them in their overall development because their basic nature is to play and experiment which is not fulfilled. Moreover, they also suggest that rather than imposing rules, parents and teachers should be well behaved to make their children like them.

To conclude, according to me, it is true that we should not snatch the total freedom of children. However, imposing desired rules and giving required freedom would certainly mould children into better citizens. Moreover, we can protect them from danger.



3. **Some people say that all secondary and higher secondary school students should be taught how to manage money as it is an important life skill.**

Do you agree or disagree with this argument?

It is indeed a fact that managing money is an important skill of life and it has to be acquired by every human being on this earth. However, the time of learning this skill is also extremely important. I think adolescence is an inappropriate age to grasp the insights of financial management.

There are various factors which support the thought that high school children should not learn the aspects of money management. Firstly, owing to their age, they are not

mature enough to understand the fundamentals of managing money. Secondly, there are chances that if they develop interest in earning money, they may digress heavily towards increasing their financial wealth. This can lead to a reduction in importance given to moral values, academic subjects and tertiary education.

Thirdly, indulgence in earning money might prompt their vulnerable minds to adopt some illegal activities, which can, in extreme cases, ruin their careers forever. Finally, high school children already have many subjects to deal with and in this situation, addition of another complex subject will make their school life burdensome.

However, some people assert that learning how to manage money does have some benefits. Acquisition of these insights at an early age might help children to plan for their future. Moreover, they can understand the value of money and this indeed can help them in reducing overspending, keep them away from bad habits like addictions and motivate them to keep a check on extravagant demands from their parents.

Finally, even though learning about managing money helps school going children in understanding its value, they are relatively premature to grasp the fundamentals of it and hence, I firmly believe that it is not a good idea to teach money management skills to high school students.

On the other side

It is an undeniable fact that managing money is an important life skill, which has to be acquired by everyone. Thus, adolescents ought to learn the insights of financial management.

Learning how to manage money is amazingly beneficial for high school children. First, it is extremely good for their future, since they learn it at a tender age; they will be able to manage their wealth properly and appropriately. Second, they can understand the value of money and hence they voluntarily reduce their unnecessary expenses, keep a distance from bad habits and also do not rush to their parents with extravagant demands.

Third, they also learn how to budget their money and in such a state, they develop maturity, tolerance and also give more respect to their parents and guardians. Finally,

the insights about money management motivate children to plan funds for their future academic studies. Consequently, it also greatly reduces the financial burden on their parents.

On the other hand, learning money management at high school also has some drawbacks. Students at this age are generally immature and hence most of them cannot grasp the subject properly, which may lead to some improper or negative thoughts regarding money in their minds. Moreover, at this age, children need to pay attention to academic subjects. Adding one more subject will definitely increase their burden. Lastly, some of them might become money minded and in that state, they often show less respect to emotional, cultural and social values of life.

Conclusively, even though teaching financial management at high school level is difficult and may have some disadvantages of students digressing from their studies, I firmly believe that it ultimately helps them in planning the financial aspect of their lives and leads them to be sincere, mature and capable citizens of the future.



4. **Some people consider thinking about the future and planning for the future to be a waste of time. They argue that people should simply live in the moment.**

Do you agree or disagree?

Planning and preparing for the future is one of the most important traits of human psyche. We have been taught how to plan for future in all business schools across the world. However, a view has been surfacing every now and then that we need to learn to stay in the present. My inclination falls in line with this view.

There are numerous reasons why I believe that living in the moment is true living. Firstly, living in the present moment is absolutely stress and tension free. Those who live in the present can enjoy and experience the moment so well that they are attuned to the right flow in their life and such flow almost always leads them to the right future. It is a fact that humans do not have control over nature, and so, we should live the journey of the life to

the fullest. But, we keep planning for the future, which brings insecurity, stress and fear in all of us. It is rightly said by the spiritual mystics that living in the future brings in fear.

Finally, living in the present always makes people accept the things as they are. Such acceptance is essential if we need a happy and a healthy life. I have experienced that constant endeavour to plan for the future creates a feeling of non-acceptance of the present and if we reject the present, we simply cannot have a better future.

On the other hand, safeguarding the future is a notion that is widely accepted across the globe. I personally see nothing wrong with it. We ought to have goals and plans for the future. But, we must work and live in the now to let these plans manifest.

Conclusively, I firmly believe that having a future strategy is not bad, but, even to live up to that proposed projection, we must live in the present. Thus, I agree that living in the present moment is the best way of living one's life.

One more answer

All the holy scriptures across the world have always given us one mantra to live life to its fullest and that mantra is "live in the present moment". It is also quite obvious that those who have lived like this have never regretted anything in their life.

There are many reasons to support this. Firstly, I firmly believe that life exists in the now. Life, in its inherent nature is full of bliss and joy, and is completely free from stress and tension. To elaborate on it, I must say that the general orientation of the entire human race is based on fear of future. We fear about uncertainties that may happen in the future and hence we always try to 'control' things. In addition, we serve the fear and insecurity that emerge out of our thoughts and we constantly engage ourselves in planning for the future, preparing for the worst and in such a rush, we simply forget the moment in which we are alive. It is rightly said that whatever you are today is based on your thoughts of the past and your future will also depend on how you spend your present.

Moreover, it is also true that if the present moment is lived fully, it always guides us into the right direction. I would like to quote an incident that happened in Gautam Budhdha's

life. Once, he went to a village and begged for some food at lunch. He ate some of it and gave the remaining food to those who came to hear his discourse and asked them to feed any needy person. At that time, someone suggested to him that he should preserve his food for evening. What if he did not get food in the evening? To this, Budhdha replied, "If I had worried about my next meal, I would have never left my home to preach people". This example speaks a lot about the subject of this essay.

In conclusion, I believe living in the present is the most enlightening, spiritual and wonderful way of living life. This is what all ascended souls have taught us.



5. **We are witnessing traffic jams across all the cities in the world. Some people say that increasing prices of petrol will help in reducing traffic jams and pollution.**

Do you agree or disagree? Also, give other possible solutions.

Traffic jams are becoming one of the most severe urban problems for the authorities of most cities around the world leading to many other difficulties such as road rage, increased stress levels and so on. To address this issue, an argument is put forward by some short sighted people that increasing the prices of oil can be a solution in this regard.

Raising the cost of petrol cannot be an appropriate answer to the problem of traffic jams for many reasons. First, majority of cities face traffic jams because of car users as middle and lower class people prefer to commute only by public transport. Now, the rich people are not affected by the higher fuel price because they can afford it. Therefore, car usage shall not see a decline. Second, higher petrol cost puts a great burden on the economy of developing countries that import oil. This increases the gap between rich and poor countries, which can be a cause of innumerable problems.

Third, owing to higher fuel price, landing cost of essential items like fruits and vegetables will also increase, which will contribute in higher inflation levels across the world. Finally, there are other effective ways to help the problem of traffic jams such as inspir-

ing people to use public transport, developing infrastructure of the cities, introducing better traffic management systems and so on.

On the other hand, some people argue that raising petrol prices will affect the spending capacity of the commuters. This will oblige them to reduce usage of private vehicles and depend more on public transport. They also add that the earned money can be used for other meaningful causes like welfare, infrastructure, education, healthcare and so on.

Finally, the argument about raising petrol prices apparently has some credibility. However, considering the negative effects of it, I firmly believe that it is not an ideal solution to reduce traffic problems.



6. Some people think that private health care is better for the people. Others say that health care should be free of charge and run by the government.

How far do you agree or disagree with the statements given?

It is one of the fundamental duties of the government to offer quality health care to its civilians. There has always been a debate about whether free governmental health care should be preferred over private healthcare. My opinion is that governmental facilities are always required but there should be no restriction on private health care.

Private healthcare offers competitive and qualitative medical services to the people. Here, highly qualified professionals are hired to work for the community to ensure a certain enhanced quality of services offered. Moreover, private sector units are profit making organizations that invest a good proportion of their profits in acquiring latest technology and research. This is highly beneficial to the patients in the long run. Finally, private companies offer better facilities like 24 hour emergency services, ambulance networks, high quality and super speciality hospitals and so on. Though, on the flip side, some private hospitals sometimes overcharge their patients to maximize profits.

On the other hand, government run health care offers cost effectiveness and better accessibility. It is available in the smallest of towns and villages of the country, where

under-privileged people are benefitted by it. In addition, governments can get donations and allocate funds to offer free health care to the civilians. However, it is often observed that public health care centres may not offer satisfactory services primarily because of the huge cost of free health care. Lastly, it is also seen, at times, that promptness and professionalism in healthcare services are absent in government run facilities.

Finally, it is evident that both systems of offering health care have their own benefits and drawbacks and yet both are required in present day societies. Hence, I opine that private healthcare should not be eliminated.



7. Rich countries should not give jobs to the skilled workers (for example doctors and engineers) of poor countries as they are needed by their home country more than the rich countries.

How far do you agree or disagree with the statements given?

Migration of skilled people to developed countries is not a new phenomenon. However, it has been rising dramatically for the last few decades. This may appear advantageous to the workers and the host countries but it is harmful to the economies of the poorer countries.

Developed countries get immense benefits by offering jobs to skilled workers of under-developed countries. First, rich countries have a well developed economy, which requires more highly skilled people for efficient operation of the country. Second, foreign workers work at lower wages compared to the native people. This is helpful to private organizations as they can cut their costs and offer reasonably priced services and products in domestic and international market. Finally, authorities in some countries make it difficult for foreign workers to have legal rights so that they have no access to governmental aid.

On the other hand, this situation is indeed harmful to the underdeveloped countries because they spend lots of money in educating and training professionals like doctors, engineers, scientists etc. It is estimated that in India (as India consists of the largest pool

of skilled workers and fresh graduates in the world) the government spends billions of dollars for tertiary education but when the time comes to serve the country, the skilled graduates migrate to foreign lands. This process is called 'brain drain' and it actually widens the gap amongst the economies of the world.

All in all, it is true that skilled people are needed everywhere. I feel they are needed more in their home countries because they should pay back to their motherland by living there and serving their community. Henceforth, rich countries should limit the number of foreign skilled workers.



8. Now-a-days modern modes of transport are available; still some people believe a bicycle is the best way to get from one place to another.

Do you agree or disagree?

It is true that modern advancements in the technology are introducing so many efficient, innovative ways in transportation. Bicycle is certainly a cheap, effective and clean way of commuting but it cannot be a vehicle for all people and all kinds of needs.

There are ample reasons why a bike is not, in itself, a complete answer to transportation. Firstly, it is manual and hence it is time consuming. In today's competitive era, time is an important factor in every individual's life. Secondly, it has less loading capacity i.e. it cannot carry more than one or two persons at a time. Thirdly, it is useful for movement in limited areas only. One cannot go on a freeway or a highway on a bicycle.

Next, it is also not suitable for all individuals like disabled and elderly people, and working women. On the top of everything, it is not suitable for our all requirements like travelling to long distances or overseas, for shopping or official meetings etc. Moreover, it cannot offer the privacy that a car can offer. We can read a newspaper or work on our laptop while going in our car but a bicycle does not offer such facilities.

However, some environmentalists in favour of the bicycle argue that it is a non-polluting environment-friendly vehicle. Additionally it is maintenance free, cost effective, convenient and comfortable to ride. Furthermore, riding bikes is a very good exercise, which helps us in staying fit and healthy.

To conclude, I believe a bicycle is a good, green and healthy way of commuting from one place to another. However it certainly is not the best way because it is useful for travel in a limited area. Also, it cannot fulfil all the different requirements of people as per their expectations from a mode of transport.



9. Some people think that maintaining public libraries is a waste of public money since a computer system can replace their function.

To what extent do you agree or disagree?

Technology in the present day world has revolutionized services and facilities in almost all facets of life. Public libraries have also benefited to a great extent by the use of computers. Some people present an argument that governments should not spend money in maintaining them as computers can replace them. However, this suggestion does not seem feasible enough for most countries.

There are many reasons why computers cannot completely replace public libraries in the near future. First, libraries contain books written in many different languages whereas majority of software programs are developed in English which creates problems for the programmer in displaying information regarding such books. Subsequently, it also creates problems for the users to use the books efficiently. Secondly, it is indeed difficult to read books on computers as it has implications for the health of our eyes. In addition, it is expensive because computers need infrastructure which may not be affordable in the rural areas of developing economies.

Thirdly, not all the people who visit a library may be computer savvy. Thus, it is extremely difficult for many members of public libraries to access the services and to get benefits from it. Finally, computers are also vulnerable to technical glitches. They do succumb to system crashes, viruses, hardware or software related problems and in such a situation, it shall become next to impossible to access any book in the library.

However, according to some people computers do have benefits to offer. One of them is, they save time and they need less space. We can store thousands of books in a

small 3.5 inch hard drive. Also, life of books is longer in digital form compared to their versions on paper. Most importantly, with the help of computers, books of the library can be accessed by people beyond geographical borders.

Finally, considering the points on the either side of the given topic, I conclude that computers should be used to facilitate library functioning but in the near future they should not completely replace the public libraries.



10. Some people argue that there should be a common punishment for committing a certain crime for all criminals who carry it out. On the other hand, others suggest that the conditions under which the criminal commits a crime should be taken into consideration before deciding the punishment.

How far do you agree or disagree with the arguments presented?

Crime and punishment has been a raging debate since the early days of mankind and to easily resolve the issue would be to attempt a difficult task. The idea that there should be a common and fixed punishment for a crime for all criminals who carry it out may seem reasonable but I opine against it.

All criminals who commit a certain crime have very different backgrounds, reasons and methodologies. It is impossible that the extent of cruelty inflicted on the victim in one instance is exactly the same as in another. The history of the criminal, his or her motives and the way in which the crime is executed have to be taken into account at all times to be able to decide the quantum of punishment. In the absence of this, severe injustice may be done to some criminals while others may be let off lightly.

Next, is there ever a possibility of deciding the certainty of a crime, in the first place? For example, are all murders or all robberies equal? When we cannot come to decide the fixed definition of a murder, a robbery and so on, how is it possible to come to a punishment suitable for all instances of the same?

On the other hand, giving a fixed, common punishment for a crime to all the criminals

who are found guilty of it could be useful in reducing the judicial hours spent on a case hearing. Also, when the punishment is not same for all, it gives a lot of room to the lawyers to get a reduced sentence for their client. So, when this possibility does not exist, such malpractice shall cease to exist as well.

In the conclusion, I opine that though the fixed, common punishment for a certain crime looks simpler in practice, we should not implement it at all in view of the reasons given above.



11. Some people believe that a country becomes more interesting and develops faster when its population includes a mixture of different nationalities and cultures.

To what extent do you agree or disagree?

It has been observed since the ages that a country which has welcomed different cultures and religions has evolved great traditions and added much to the richness of the world that we live in. I strongly agree that a country certainly becomes more interesting and develops faster when its people come from different cultural backgrounds.

Though there are many wonderful facets of this phenomenon one can go on to list, I will concentrate here on the ones that are most important. First of all, cultural diversity leads to a richness of experience in food, clothes, residential designs, education and art. In being exposed to so much variety, a person's mind gets more opportunities to open up and grow. Secondly, business opportunities abound as well. With a diverse population come diverse needs and not only is there the creation of a large domestic market but international trade relations can also develop in a healthier manner.

Thirdly and most importantly such a place inculcates a sense of tolerance. There is understanding of different belief systems and peaceful coexistence as narrow-mindedness. I believe that people who live in an environment characterised by cultural variety are more spiritual than others and certainly more open minded and friendly.

At times belief systems might clash and there is greater chance of disharmony here as

compared to another society where everyone is united by a singular belief. But these can be tackled with the good governance systems and this small drawback should not prevent us from bringing up our children in a richer and ever-inspiring environment.

Therefore, I strongly agree that a country is more interesting and its development is furthered when its population comprises of people of different nationalities.



12. Some people think that the government should knock down old buildings and make way for new buildings.

Do you agree or disagree?

Owing to fascinating developments in the field of construction, there at times is visible a huge disparity in buildings that are old and new. Hence, some people come up with an argument that the government should knock down old buildings to allow the construction of new ones. The idea does seem modern yet upon deeper thought is not feasible and I disagree with it.

Knocking down all the buildings and constructing new ones at a given time is not at all possible at any place whatsoever. The old coexists with the new. A building is usually designed to last a hundred years and to tear it down when all it needs is a little maintenance is a waste of precious money that can be used for all other kinds of infrastructure development. Also, some parts of cities are heritage locations preserving which is mandatory for us if we wish to take pride in our culture and traditions. They are walk-in museums of a life gone past, the beauty and complexity of which is there for us to appreciate and learn from.

Further, it is not always possible to predict that the current designs of buildings will pass the test of time and remain equally acceptable and efficient in future. All in all, a small proportion of old buildings may be risky or may not be 'fit' for today's life style in terms of comfort and can be therefore razed to the ground.

There is no doubt that at times old structures need a lot more maintenance than the comfort they provide for us or with the growth of the city come to be on a location which

makes circulation of traffic difficult. In this case, the old certainly should make place for the new so that space can be better utilized and we can save the human and material resources that need to be spent on endless maintenance tasks.

Conclusively, to simply knock down old buildings and build new ones is not a good idea according to me. I think it is a mockery of the concept of development.



13. Technological development in earlier times brought more changes to the life of ordinary people than recent technological developments have brought.

Do you agree or disagree?

Technology has always been doing a wonderful job of bringing prominent changes in the life of people. Human beings have been constantly working on newer innovations to facilitate their life on earth. It is often argued that the changes that technology brought in our ancestors' lives were better compared to the changes that it has brought in today's life. In my opinion it is impossible to compare any two eras of human life in this manner.

Each technological development alters life in unimaginable ways. What the invention of the train track did for locomotion in the times gone by, the Boeing 707 has done for our times. If telephone changed communication in the time of Graham Bell, the mobile has done as much the same in today's era. If anaesthesia killed pain, the vaccine for polio has saved millions from otherwise inevitable handicaps.

In talking about such things usually what happens is that the technology we already have been using for a long time is taken for granted and something historic or exceptionally modern is considered better than what exists in the present. However, it is also true that the technology which is being used in the present was considered more advanced in the past.

There is always scope for improvement in a given technology and place for new inventions and discoveries. But no advancement in the present is better or worse than what happened in the past or comes about in the future. Therefore I do not agree with the proposition given here.

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14. Computers do not help children in learning more efficiently. On the contrary, the use of computers has a negative effect on children's physical and mental development.

To what extent do you agree or disagree?

Computers are an inevitable part of almost all walks of human life now and learning is highly influenced by these machines in the present. I completely agree that they help children to learn more efficiently.

Computers facilitate learning in innumerable ways. One of them is the visual and auditory applications. They make learning easier and even amusing for children. With every passing day, computers are enriched with new software applications that incredibly aid learning and expression. For example, students of geography and cartography are always thrilled to see earth on screen with the help of Google earth.

Moreover, it can also be of great help when one is connected to the World Wide Web or as we commonly call it the internet. Students can get loads of information related to their subject. Internet enriches their knowledge and improves their academic performance.

However, some people argue that usage of computer is harmful to the body of children. It is scientifically proven that excessive usage can damage their eyes and can cause muscular disorders. Also, long hours on the internet might mean harmful lack of social contact. But, like we give children a lesson in responsibility in all other facets of life it is important that the parent and teacher in us guide them to a balance in their daily routine. While taking care that their upbringing is enriched with the opportunities computers present them with, the young generation is to be saved from physical and psychological problems that come about with extreme behaviour.

Thus, I reiterate that computers are integral to children's learning process and with adequate precautions, we can certainly minimize their drawbacks and optimize benefits.

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15. Some people believe that international news should be included in the syllabus of secondary school students.

Do you agree or disagree?

The composition of the secondary school curriculum has always been attracting a range of suggestions from people belonging to various fields. However, not all are worth following and the view that international news as a subject should be added to secondary school studies is one of them.

My opinion is that news from other countries has little influence on the native culture, language and lifestyle. It is difficult for children of a secondary school to comprehend the effects this because they are at an impressionable age. In addition, many a times, it happens that they misunderstand the news thereby getting negative inspiration.

Moreover, news comes from all walks of life and it is indeed difficult to exclude a specific aspect of it because things are interrelated. Finally, secondary school studies are often burdensome for most students. They fall short of time to complete the academic syllabus assigned to them. In this case, adding a difficult and complex subject like international news may cause them to deviate from their goals.

On the other hand, some people argue that studying international news can help students to stay aware of the latest trends in all walks of life like politics, sports, lifestyle, education, technology and so on. They also assert that such updates can broaden their knowledge and enhance their learning capabilities.

Lastly, according to me, adding international news in secondary school certainly has more disadvantages than ways in which it could be helpful. It is a complex, difficult, demanding and burdensome task for children at a crucial period of their development and hence I opine against it.

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16. Some people argue that strict punishment for driving offenses is the only effective way toward improving safety on the road.

Do you agree or disagree?

We can see that numbers of vehicles on urban roads are increasing every day. With this, there is a huge increment in number of driving offenses. Amongst other traffic management policies, governments of many countries have made sure that there are in place very strict laws and stricter punishments for offenders. I completely agree with this.

It is my opinion that stricter punishments are the most effective measure in improving road safety. It is said that fear of punishment brings discipline and bad driving habits are no exception. Strict punishment can be in the form of a heavy fine, suspension of license or imprisonment. All these can certainly make drivers cautious and compel them to drive safely with all required precautions.

This step ensures safety as it brings about a sense of responsibility in the driving habits of people. Consequently, society can benefit enormously from it because injuries and casualties can be minimised and loss of infrastructure and government spending shall be reduced as well. In the long run, insurance companies may reduce their premium amounts as they get fewer claims for accidents. On top of it, we can have a happy, safe, mature and responsible society.

However, some people assert that rather than imposing strict punishments, we as a society and our governments should focus more on traffic education. They add that governments should stiffen the procedure of getting a driver's license in order to have qualified and well trained drivers on road. Apparently, all these arguments look good but increasing driving offences across the world make it necessary that stricter punishments be meted out to offenders.

Therefore, I agree with the notion that offensive driving must be penalized heavily in order to bring safety on the road and a sense of accountability in drivers.

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17. Many people work from home using modern technology today. Some people think that only the workers benefit from this and not the employers.

Do you agree or disagree?

Modern technology is indeed a blessing to the mankind. It has facilitated human life in uncountable ways. Working from home is one of the convenient options that is being exercised by millions of people these days. This innovation is helpful to employees and employers. However, in my opinion, employees get higher advantages from it.

Firstly, employees do not have to travel all the way from their home to office. This saves their time and money and helps them pay more attention to their work and their family. The next benefit is of convenience. They do not have to work at fixed times as they are working from home and the work schedule can be adjusted to their comfort. Finally, employees who work from home can also look after their family in a better way.

Employers on the other hand are also benefited from the system of working from home. First, they do not have to purchase a huge office space to accommodate their employees. This saves cost for employers. Second, slightly reduced salaries can be paid to employees who wish to work from the comfort of their home thereby bringing savings to the employer. Finally, employers can hire people from across the world as this opportunity frees them from all geographical ties.

However, employers cannot monitor their employees all the time and hence, work productivity may be affected. On top of it, in today's rapidly changing world, employees need to be trained regularly. This is difficult if employees do not come to office on a daily basis. Thus, this system may not prove advantageous for the employers in all cases.

All in all, I conclude from the above paragraphs that working from home using modern technology is indeed a good option but it offers more convenience and benefits to the employees rather than the employers.

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18. Some animal species, such as the dinosaurs, became extinct as a result of natural causes. Thus, extinction is a normal part of the world's evolution and actions should not be taken to prevent the disappearance of today's endangered animals.

Do you agree or disagree with this statement?

There is no doubt that before man came onto the evolutionary stage a lot of species such as the dinosaurs were already extinct owing to natural causes. Extinction is a normal part of nature. Yet to think we have no role to play in the extinction of some of the endangered species in the present times is not right. Human action is responsible for a lot of environmental problems.

No species before the human being was blessed with as evolved a consciousness as we have. Thus, if we have the mind to create, discover and invent, we also have the power to destroy, exploit and wipe out. First of all, excessive cutting of forests has led to changes in weather patterns which make it difficult for many species to survive. This process of deforestation also leads to loss of habitat of the species and slowly their numbers start to decrease. Secondly, greed and mindless pursuit of passions like hunting or killing for the purpose of use in the fashion industry are responsible for destruction of nature as well. Thirdly, industrial and other kinds of pollution disturb the ecological balance of our environment. As a result, water, soil, air are so full of pollutants now, that not only other species but the human kind is at high risk too.

It is true that extinction and death are parts of the natural cycle of life. But mindless and irresponsible human action is leading to the unnatural and untimely death of many species. This can be prevented if we spread awareness about the importance of caring for our environment.

Thus, I disagree with the notion that we should not try to prevent the extinction of plant and animal species because it is only occurring due to natural causes.



19. Public celebrations (national days, festivals) are held in many countries. Some people say that these celebrations are a waste of money and we should spend money on more important things.

Do you agree or disagree?

Public celebrations are a part of every nation's political history and cultural traditions. We celebrate days of national importance like the Independence day or the Republic

day and also festivals such as Christmas, Id, Diwali etc. A lot of people now feel that these celebrations are a waste of money and we should spend on more important things like health, education, infrastructure etc. In my opinion public celebrations are important as they bind people together but wasteful and extravagant expenditure for the same should be avoided.

A day like Independence day is not only to celebrate but also to look back and feel grateful for the free world that we live in. We honour those who gave us the gift of freedom and in this manner teach the next generation about our history. Moreover, a festival like Christmas or Diwali is an occasion for an entire country to have a yearly holiday and at the same time a reason to celebrate with friends and family. This is very important for our psychological well-being and social existence.

However, with the free market economy some dirty trends have come into our lives. Instead of concentrating more on the importance of the occasion people tend to commercialize the event. This in turn leads to overspending by those for whom shopping is a status symbol and a way of being in tune with the modern times. This not only creates problems in the social relationships but also causes distress at an individual level. Also, governments can use such occasions to display their might in terms of new warfare weaponry that they have acquired. This gives rise to tensions at the international level.

Thus, in my opinion, observing public celebrations is very important but we should take care that the event is not commercialised or used for petty social or national gains.



20. Some people believe that the government should not spend too much money on the outer space exploration.

Do you agree or disagree?

We have always tried to find out if we are alone in this infinite universe or not. For this, we have spent immense revenue and so far, we have not met with success. Hence, some people come forward with an argument that governments must spend less on space exploration. Considering the rising needs of people and their problems, this ar-

gument does hold some valid ground.

Governments must limit their spending on outer space exploration for many reasons. First, the cost of such projects is in trillions, which is higher than GDP of many developing countries in the world. Secondly, there is no assurance of success of such projects. In such instances, all money along with precious fuel and other valuable material can go to total waste. Finally, we all know the most infamous accident of Space Shuttle Columbia, in which, NASA lost billions of dollars and highly qualified astronauts.

On the other hand, it is always important for us to know more about space. It is extremely necessary to learn and to understand the space in order to better comprehend our Earth and its possible future. Moreover, we can also protect our Earth from possible threats like comets or any other acute changes that may happen in outer space. Finally, such exploration may become successful in future and we may come to know about other planets where life is possible.

All in all, I strongly believe that we ought to find out more about outer space but certainly not by sacrificing the needs of people of our Earth. Their basic needs must be satisfied by governments before allocating budgets for outer space exploration.



21. Some people say that the government should control the amount of violence in films and on television in order to control violent crimes in society.

How far do you agree or disagree with this statement?

Controlling the intensity of violence that is depicted on television screen has always been a question of debate. It always has its supporters and protestors. However, in my opinion, it is good to not to show too many destructive scenes to the viewers of television.

Those who assert that government should not control violence come forward with the following arguments: Firstly, they say that television is a reflection of events happening in the society and those who produce shows take inspiration from incidents happening

around them. This may appear convincing. However, it is also proven that showing violence can leave a negative and destructive impact on the minds of the viewers, especially children because they are emotionally more vulnerable and their minds are more impressionable.

Secondly, they say that too much violence is always shown in other media like cinema. Such violent movies also do good business and are watched by people. This argument looks convincing but if we look deeper, we realize that people go to cinemas for occasional entertainment only. On the other hand, they watch television regularly and with all the family members. In this situation, increased frequency of exposure to extreme violence is not suitable for all viewers.

Finally, they add that there should be no restriction on creativity and freedom of expression. It can be a promising point, but it is undoubtedly clear that freedom of expression and creativity must never be used to discomfort others and affect the psychology of our youth.

All in all, according to me, we must control the intensity of violence depicted on television in order to have a positive, less destructive and less crime inclined society.



22. It is generally observed that almost all high level jobs are done by men. Does it mean that the government should encourage a certain percentage of these jobs to be reserved for women?

Do you agree or disagree with this proposition?

It seems unusual but true because almost all high level and top position jobs are generally entrusted to men and not to women. However, I believe that reserving any proportion of top level jobs for women is not a wise proposition.

Introducing reservation for women in top level positions has plenty of disadvantages. First, such reservation will prevent deserving candidates from serving at higher posts. This will certainly create great frustration and disappointment in their minds. For example, in India, the system of reservation exists in civil services and in many other

government sectors. This has generated huge discontent in the minds of government employees.

Second, such a system can bring incompetent candidates at important positions. As a result of this, it can hinder growth of the organisation, which ultimately leads to a negative impact on the economy of the country. Finally, a top level team comprised of some incompetent and some competent candidates cannot work with synergy and this can lead to hazardous results.

On the other hand, those who favour reservation for women argue that such a system lets women work with confidence and will bring sense of equality in them. They also add that women working at entry level positions shall get inspired by seeing other women in higher positions and this will encourage them to improve their own performance.

Finally, it is true that reserving seats for women in top level jobs may offer good opportunities to them. However, barring deserving candidates by reserving seats for the other gender will certainly have some unfortunate effects on the corporate sector. Hence, I think the government must not implement reservation for women in top level jobs.



23. Some people argue that if children behave badly, their parents should accept responsibility and also be punished for the behaviour of their children.

Do you agree or disagree with the statement?

Bad conduct of children prevails in almost all societies of today's world. We have been searching for ways to inculcate discipline and obedience in children. However, expecting parents to accept total responsibility and receive punitive actions for the mistakes of children is not a good idea.

Expecting parents to undertake penalties for bad code of conduct of their children will create countless troubles. First, the fear of punishment and possible embarrassment will oblige parents to be extremely strict with their children. This, in turn shall affect the overall growth of children, as adequate freedom required for their development shall not be available to them.

Moreover, some children are stubborn by nature and their parents are therefore helpless in exercising control. Such children may lose their way completely and commit serious acts about the consequences of which they are simply unaware of. In these cases, punishing innocent parents is inhuman. Such a system might give a wrong message to misguided juveniles who wish to seek revenge from their parents. Finally, it will always be difficult to prove the act of crime as children at times may commit mistakes in innocence or owing to lack of maturity or knowledge.

On the other hand, in today's fast life, many parents do not take adequate care and do not nurture their children appropriately. Hence, it may seem that punishing them for the mistake of their children will make them more responsible and sincere about their family and society.

Conclusively, according to me, giving punishments to parents for bad deeds of their children is not a good notion because it may spread negative messages in the society. What is more, it is a system that is extremely difficult to follow.



24. The importance of academic subjects as compared to extracurricular activities is increasing every day. Some people suggest that sports classes should be sacrificed in High School so students can concentrate on Academic subjects.

Do you agree or disagree?

We are living in a highly competent era where the importance of a good education is extremely high. This is the reason parents today motivate their children to pay more attention to academic subjects at school and not get involved in other extracurricular activities. It appears to be a valid move but it cannot diminish the importance of sports activity in the life of school going children.

Sports classes must not be compromised because they are helpful in many ways. Firstly, they offer good physical exercise and psychological relaxation, both of which are vital for the physical and mental growth of students. Secondly, sports teach plenty of impor-

tant skills like team work, communication, strategy development and so on. It is indeed difficult to cover such aspects of life under academic subjects. Finally, sports in school always help in identifying talented children. This is very important because spotting talent for sport at a tender age can result in the creation of a legend in years to come.

On the other hand, some people argue that we should remove sports sessions because playing cannot help in improving academic performance of students. They also add that the economies of the world are growing in such a way that better academic degrees will be essential to survive and grow in the future.

All in all, I admit that academic subjects are becoming very important these days, but it does not imply that we should remove sports classes from schools. Thus, I disagree with the statement because I firmly believe that we need healthy, sporty and energetic graduates to lead the future world.



25. Computers these days can translate all kinds of languages with greater accuracy. Hence, our children will not need to learn more languages in the future.

Do you agree or disagree?

Technology is becoming extremely useful in dealing with linguistic problems. These days, we have readymade programs in the computer which can translate one language into another. Owing to this, a question is raised that should we teach different languages to our children if such wonderful technological support is available to us? The answer could be yes.

The need to learn more languages for children cannot be dealt away with completely because we now have the help of computers. To start at a very simple level, we all know that one word is used in different contexts and in different situations. Now, it is difficult to prepare such a program that can understand all the contexts of human behaviour. What is more, we also use intonation to convey meaning. Computers will thus have great difficulty in translating the actual meaning of conversations and there can be disastrous communication gaps.

Finally, excess usage of computers has its own disadvantages. It is also proven that excessive dependence on technology hinders the psychological growth in children and they may become incapable of resolving complex problems.

On the other hand, some people argue that children already study many subjects at school. If we facilitate them with the technology of translating languages, they will have less academic burden to deal with. Next, they also assert that translation software is becoming more competitive with every passing day. Millions of people are already using it in their everyday life.

In conclusion, I think using computers for translation is a good idea but children should be taught languages in order to acquaint them with different cultures and grant them a capacity which helps them wherever they are in the world.



26. Forests are the lungs of the earth. Destruction of the world's forests can result in the death of the world we currently know.

To what extent do you agree or disagree?

We all are aware of the fact that forests play a pivotal role in controlling the proportion of carbon dioxide gas in atmosphere and preventing soil erosion. By doing so, forests also help control the global warming and maintain the ecological balance of Earth. It is needless to say that destruction of forests will make human life a history for nobody to study.

Science has proven that plants, shrubs and trees inhale carbon dioxide and exhale oxygen. This process consumes additional carbon dioxide that is emitted by human activities like burning fuel, wood and other industries. Forests consume that carbon dioxide gas and keep a check on its proportion in the atmosphere. If the intensity of carbon dioxide increases, it increases the temperature of Earth and causes global warming. This leads to a faster meltdown of polar ice caps. Consequently, the sea level goes up and the available land will gradually sink in increased sea levels. The last and the most extreme and inevitable result of global warming is that this planet will lose most gases from its atmosphere and will become an ice ball, diminishing all possibilities of any type of life on this Earth.

However, in today's world, we still see huge ignorance about this fact. Many a times, people concentrate on other less important things like reducing the use of fuel, electricity and other carbon emitting activities. Hence, they present an argument that in this manner we can resolve the global environmental crisis. This is a good step but cannot give us a large scale solution which the preservation of forests can.

Conclusively, I admit that forests are the only natural source we have that help us in controlling global warming. If we keep destroying forests for our selfishness, this planet will die soon.



27. It is often said that children learn best by observing the behaviour of adults and copying it.

To what extent do you agree or disagree with this statement?

It is a proven fact that minds of children are impressionable and highly receptive. In my opinion, young children are always influenced by people around them and hence they subconsciously imitate the behaviour of these adults.

It is observed very commonly that parents may try very hard to inculcate habits in their children by telling them what to do and what not and yet the children do not imbibe any of them. In contrast, what is general routine in the house in terms of everyday behaviour is unconsciously absorbed by the children's mind and psyche. This is more intensely and accurately observed in language skills as children imitate every sound we make even when they do not know the meanings of any of the words spoken.

Moreover, a negative result of this process is that children adopt a lot of bad habits as well before they are old enough to know that such traits can never help them in any way in their life. Only when they grow up into youth and broaden their academic horizons, they can differentiate between good and bad.

On the other hand, there is an argument that each child is blessed with a basic instinct that is his or her individuality. Whatever the context of growing up, this instinct guides the child and is a stronger force than the behaviour of others around him or her. There

is credibility to this argument yet the effect of environment cannot completely be negated.

Therefore, in my opinion, children learn a lot from observation of people around them and thus, it is our duty to see that we carry forth ourselves with responsibility.



28. Giving detailed description of crimes in newspapers and on television has bad consequences. Some people therefore suggest that the government should impose restrictions on them.

To what extent do you agree or disagree?

With the rise in the number of newspapers and television channels, almost all the crimes are covered with detailed information. There are divided opinions on the consequences of this description. Both views are discussed in this essay.

It is true that most people of the world access and rely heavily on electronic and print media. Hence, it is the responsibility of the media to serve the community with sensible and socially acceptable news because their reader class consists of vulnerable people like children, teenagers and even misguided beings. Such readers may get negative inspiration from crime descriptions and harm either themselves or other innocent people. It is very important to control crime rates in the world and the detailed descriptions of modus operandi of criminals may result in a contradictory situation.

On the other hand, some people assert that providing detailed descriptions of crimes helps in creating awareness in the people. They also add that this awareness is the key factor in preventing more crime and also helps people in protecting themselves from criminals. Moreover, the information about the crime may also be helpful in catching those criminals and bringing them to justice.

Finally, with the increase in crime in all parts of the world, it is essential for the media to give elaborated information to their viewers but I think they should differentiate and filter useless and provoking information from their coverage. By doing so, the media can play an important and fundamental role in keeping a check on the crime in society and also in building responsible individuals.