



Writing

ESSAY

Writing Style and Tips

- Use formal language – an essay is not the place for slang, casual phrases, or contractions.
- Write in the third person, using words such as “he,” “she,” “they,” or “it,” and never refer to yourself (“I,” “me”) or the reader (“you”) directly. (A useful trick is to replace “I” with “one”: “one gets the impression that...”)
- Write in active speech, as opposed to passive, as this is a much more powerful way to express your points.
- Ensure each paragraph flows seamlessly onto the next. Although it should be split into clear sections, the last sentence of each paragraph should still somehow relate to the first sentence of the next.

Mobile Phones

- It is hard to imagine life without mobile phones. We use them throughout the day for a variety of purposes. There are many advantages and disadvantages of mobile phones.

Positives of Mobile Phones

- The mobile phone is the most popular gadget in today's world ,
- Smart phones are multi-functional; users can send text messages, surf the internet, take photos and listen to music .
- Mobile phones have revolutionised the way we communicate .
- We can stay in touch with family, friends and colleagues wherever we are .
- Having a smart phone is essential in many workplaces.

- Smart phones are popular because they are multi-functional. Users can surf the internet, take photos and listen to music, among other things. This means that the mobile phone is useful in many different circumstances. For example, people often use Google Maps to get directions when they are walking. In addition, mobile phones have revolutionised the way we communicate. We can communicate instantly with family, friends and colleagues wherever we are .This is very important because these days people often live long distances from their loved ones. Having a mobile phone is also essential in many workplaces,so having a good phone can improve your performance at work.

Negatives of Mobile Phones

- People can become addicted to their phones.
- Using smart phones can distract us from doing work.
- Mobile phones can be a dangerous distraction.
- Using a mobile phone while driving reduces the driver's concentration.
- Having a mobile phone means that we can always be contacted.
- Mobile phones are a popular target for thieves

Mobile phones have many disadvantages. First of all, they are very addictive. This can distract us from doing our work, and from doing more fulfilling activities such as reading and exercise. In some situations, being distracted can be dangerous. For instance, if a driver is distracted by their phone, they may have an accident. Furthermore, having a mobile phone means that we can always be contacted. This may be frustrating when someone wants to be left alone. For example, it is common nowadays for people to receive calls from work when they are at home. Finally, mobile phones are a popular target for thieves. This means that having a nice phone may encourage thieves to attack you.

- **Developing the argument**

The first aspect to point out is that...

Let us start by considering the facts.

The ... portrays, deals with, revolves around...

Central to is...

- **The other side of the argument**

It would also be interesting to see...

One should, nevertheless, consider the problem from another angle.

Equally relevant to the issue are the questions of...

- **Conclusion**

The arguments we have presented... suggest that.../ prove that.../ would indicate that...

From these arguments one must.../ could.../ might... conclude that...

All of this points to the conclusion that...

To conclude...

Ordering elements

- Firstly,.../ Secondly,.../ Finally,... (note the comma after all these introductory words.)
- As a final point...
- On the one hand, ... on the other hand...
- If on the one hand it can be said that... the same is not true for...
- The first argument suggests that... whilst the second suggests that...
- There are at least xxx points to highlight.

Adding elements

- Furthermore, one should not forget that...
- In addition to...
- Moreover...
- It is important to add that...

Accepting other points of view

- Nevertheless, one should accept that...
- However, we also agree that...

Personal opinion

- We/I personally believe that...
- Our/My own point of view is that...
- It is my contention that...
- I am convinced that...

Others' opinions

According to some critics...

Critics:

- believe that
- say that
- suggest that
- are convinced that
- point out that
- emphasize that
- contend that
- go as far as to say that
- argue for this

Introducing examples

- For example...
- For instance...
- To illustrate this point...

Introducing facts

- It is... true that.../ clear that.../ noticeable that...
- One should note here that...

Saying what you think is true

- This leads us to believe that...
- It is very possible that...
- In view of these facts, it is quite likely that...

Certainty

- Doubtless,...
- One cannot deny that...
- It is (very) clear from these observations that...

Doubt

- All the same, it is possible that...
- It is difficult to believe that...

Accepting other points to a certain degree

- One can agree up to a certain point with...
- Certainly,... However,...
- It cannot be denied that...

Emphasizing particular points

- The last example highlights the fact that...
- Not only... but also...
- We would even go so far as to say that...

Moderating, agreeing, disagreeing

- By and large...
- Perhaps we should also point out the fact that...
- It would be unfair not to mention the fact that...
- One must admit that...
- We cannot ignore the fact that...
- One cannot possibly accept the fact that...

Consequences

- From these facts, one may conclude that...
- That is why, in our opinion, ...
- Which seems to confirm the idea that...
- Thus,.../ Therefore,...

Comparison

- Some critics suggest..., whereas others...
- Compared to...
- On the one hand, there is the firm belief that... On the other hand, many people are convinced that