

Student name: _____

Class: _____

Date: _____

Practice

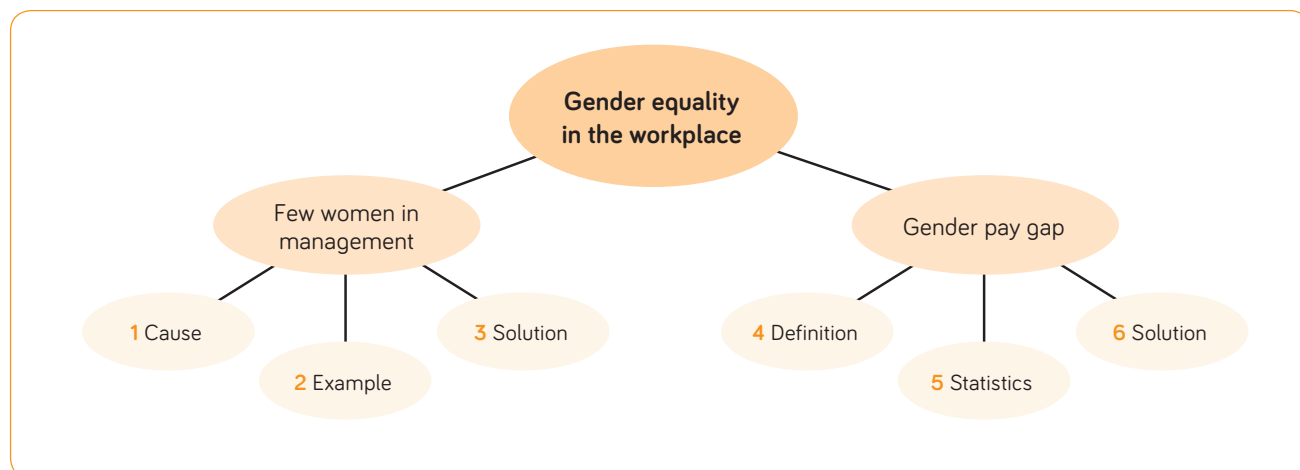
1 Match the concepts of planning and drafting (a–g) to their definitions (1–7).

- a word map _____
- b idea pyramid _____
- c outline _____
- d first draft _____
- e final draft _____
- f topic sentence _____
- g supporting details _____

- 1 The initial version of a piece of written work, which is going to be improved a number of times.
- 2 The main idea of a paragraph, usually at the beginning, to which the other ideas refer.
- 3 A graphical representation of ideas, usually using circles or squares connected with lines.
- 4 The best version of your work that you can produce within the time limit and other constraints.
- 5 Written notes taken from a graph, organized in the order they are going to appear in the essay.
- 6 Examples, statistics, quotations and other types of information that reinforce the topic sentence of a paragraph.
- 7 A vertical graph that organizes your research sources and presents the topic at the top.

2 Match each piece of information (a–f) to the correct part of the word map (1–6).

- a _____ In the UK, the gender pay gap fell to 8.6% among full-time employees in 2018.
- b _____ Parenting responsibilities are not shared equally.
- c _____ Companies should promote part-time and flexible working in managerial roles.
- d _____ This is the average difference in pay for men and women doing the same job.
- e _____ Inequality is greater in some industries, e.g. technology and finance.
- f _____ Make it a legal requirement for companies to report their gender pay gap annually (as in the UK).



3  Now add the information you found in *Research (2)* to the word map in Exercise 2. Compare your word map with a partner.

- If necessary, add extra circles and lines.
- Can you identify any gaps in your data? If so, go back and do some more research.

4 Use your word map to write an outline for your essay.

- Write notes, not full sentences.
- If you're not sure what to include in your introduction and conclusion, see **Write introductions and conclusions**.
- Start with the topic sentences and add the supporting details in each paragraph.
- If necessary, add more paragraphs to the main body.
- Try to picture the flow of the essay in your mind, and change the order of the ideas if necessary.
- You might decide to remove an idea if it doesn't fit with the other content or if you think you will exceed the word count. If you do this, keep the material you have removed in a separate document; you can put it back later if you change your mind.

Introduction

Context:

Other information:

Thesis statement:

Paragraph 1

Topic sentence:

Supporting details:

Paragraph 2

Topic sentence:

Supporting details:

Paragraph 3

Topic sentence:

Supporting details:

Conclusion

Summary of main body paragraphs:

Other information:

5 Now you're ready to write your first draft.

- Start with the paragraph that is clearest in your mind.
- Leave the introduction and conclusion for last.
- Try to create links between paragraphs (see tip below).

TIP

Linking paragraphs makes your text more fluid and coherent, but try to avoid the 'shopping list' approach (*Firstly, ... / Secondly, ... / Finally, ...*), which only enumerates your arguments. Instead, try to show how the arguments relate to each other. Here are some examples of language you can use to link your ideas:

Equally important is ...

More worryingly, ...

Another possible solution is ...

Just as relevant as ... is the problem of ...

6 In pairs, take turns to read your first drafts and give feedback. Consider:

- language mistakes (misspellings, grammar, etc.)
- excessive repetition of vocabulary (use synonyms if possible)
- how to improve the language (better words and sentence structures)
- length of paragraphs
- order and flow of paragraphs

Reflect

7 Think about the strategies you used in this unit and make notes in the table below.

Things I already did before	Things I will do from now on	Things I don't think would work for me