

LINKING ARGUMENTS

1. In addition, Moreover, Furthermore, Besides this, As well as, Apart from

a. In addition

Furthermore

Moreover

Besides this

joining a sports club can turn out to be beneficial.

What is more

Another point worth mentioning is that

It should also be added that

b. Apart from / As well as taking up a hobby, one could also join a sports club.

2. Except, Apart from

a. Except for Bill, everyone is well-qualified for the job.

b. Everyone, except Bill, is well-qualified for the job.

c. Everyone, apart from Bill, is well-qualified for the job.

3. On the other hand, Nevertheless, However, Despite the fact that, In spite of the fact that.

Although, While

Going on holiday with your friends is an exciting experience.

On the other hand,

However,

Nevertheless,

Yet

Still

→ it can be quite dangerous.

Although / Even though

While

In spite of the fact that

Despite the fact that

→ it is quite dangerous, going on holiday with friends is exciting.

In spite of / Despite + ing noun → (its) being quite dangerous, going on holiday with friends is an exciting experience.

OPENING / CLOSING A LETTER

Dear Sir/ Madam/ Editor → Yours faithfully

Dear Mr. Smith → Yours sincerely

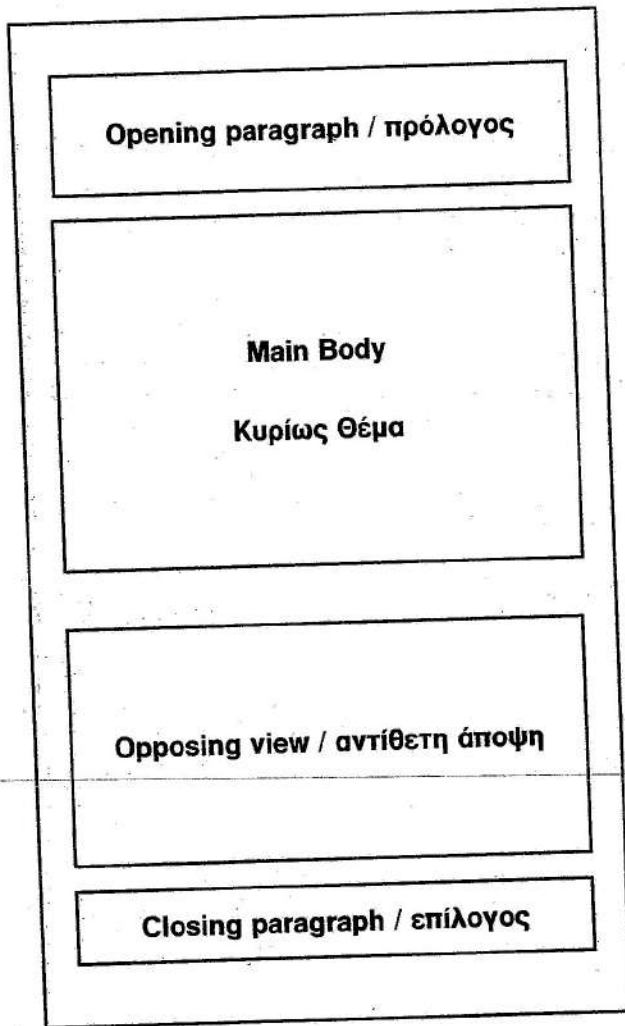
Dear "Stressed" → Best wishes

LETTER TYPES

- A. Expressing one's opinion or point of view
- B. Suggesting solutions to a problem.
- C. Informal letter: giving advice - making suggestions

ESSAY TYPES

- A. Expressing one's views / opinion on a subject.
- B. Suggesting solutions to a problem / giving advice
- C. Advantages - Disadvantages
- D. Describing - Discussing an issue

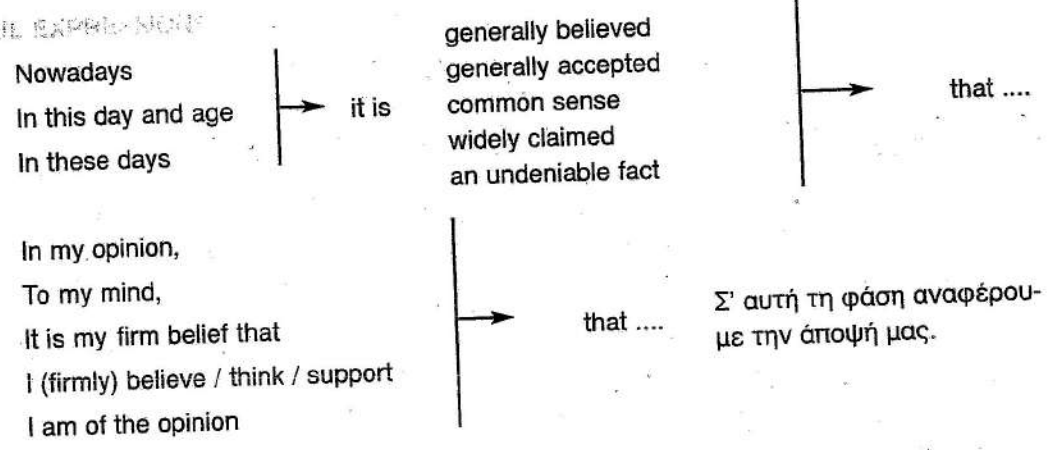


Είναι το δεύτερο είδος από τα δύο που δίνονται στον υποψήφιο. Η πρώτη δυσκολία που αντιμετωπίζουμε συνήθως είναι να ξεκαθαρίσει γρήγορα ποιο είναι το ζήτημα, ποιες οι δύο απόψεις γύρω από αυτό και ποια απ' αυτές τις δύο θα υποστηρίξει. Γι' αυτό λοιπόν είναι πολύ χρήσιμο να εκπαιδευτούμε έτσι ώστε να μπορούμε να καταλήξουμε γρήγορα στην άποψη που θα στηρίξουμε. Εκτός απ' την εξάσκηση που θα κάνουμε γράφοντας πολλές εκθέσεις είναι εξίσου σημαντικό να μάθουμε να διαβάζουμε σωστά την εκφώνηση για να μην κινδυνεύσουμε να βγούμε εκτός θέματος.

7. ΟΠΩΣΤΕΣ ΕΚΘΕΣΕΙΣ

Είναι η παράγραφος με την οποία ξεκινάει η έκθεση. Σ' αυτήν την παράγραφο πρέπει να εκφράσουμε την άποψή μας αφού σχολιάσουμε σύντομα το ζήτημα που τίθεται ΠΑΝΤΑ ΑΠΟΦΕΥΓΟΝΤΑΣ ΝΑ ΧΡΗΣΙΜΟΠΟΙΗΣΟΥΜΕ ΛΕΞΙΛΟΓΙΟ ΙΔΙΟ ΜΕ ΑΥΤΟ ΤΗΣ ΕΚΦΩΝΗΣΗΣ.

USEFUL EXPRESSIONS



2. MAIN BODY

Σ' αυτή την παράγραφο καλούμαστε να στηρίουμε την άποψή μας με 2-3 επιχειρήματα. Μετά από τη διατύπωση κάθε επιχειρήματος είναι απαραίτητη η πιο λεπτομερής επεξήγηση του (elaboration) ή η αναφορά παραδειγμάτων.

Firstly, / First of all,
Furthermore, / Also,
Moreover,
In addition,
What is more,
Finally,

→ + επιχειρήματα

Elaboration

- In other words,
- That is to say,
- This / which means that...
- Thus, / Therefore
- As a result / consequence,
- Consequently,

Introducing Examples

- For example / instance
- such as
- like
- one clear / typical example of...
- This can be shown by the fact that...

3. OPPOSING VIEW

Όπως και στον αντίστοιχο τύπο γράμματος έτσι και σ' αυτόν τον τύπο essay η προτελευταία παράγραφος αφορά στην αντίθετη άποψη απ' αυτήν που ήδη στηρίξαμε στο κυρίως θέμα. Είναι πολύ χρήσιμο να θυμόμαστε ότι στο τέλος αυτής της παραγράφου είμαστε ΥΠΟΧΡΕΩΜΕΝΟΙ να δείξουμε ότι η αντίθετη άποψη δεν έχει ισχύ.

USEFUL EXPRESSIONS / PHRASES

On the other hand,
Yet, still, However,
But

→ it can be said / supported / claimed that
others / there are people
there are those

→ who disagree with ...
who are opposed to ...

Although / Though...
Regardless of the fact that...
Despite / In spite of the fact that
While no one can deny that it is also true

4. CLOSING PARAGRAPH

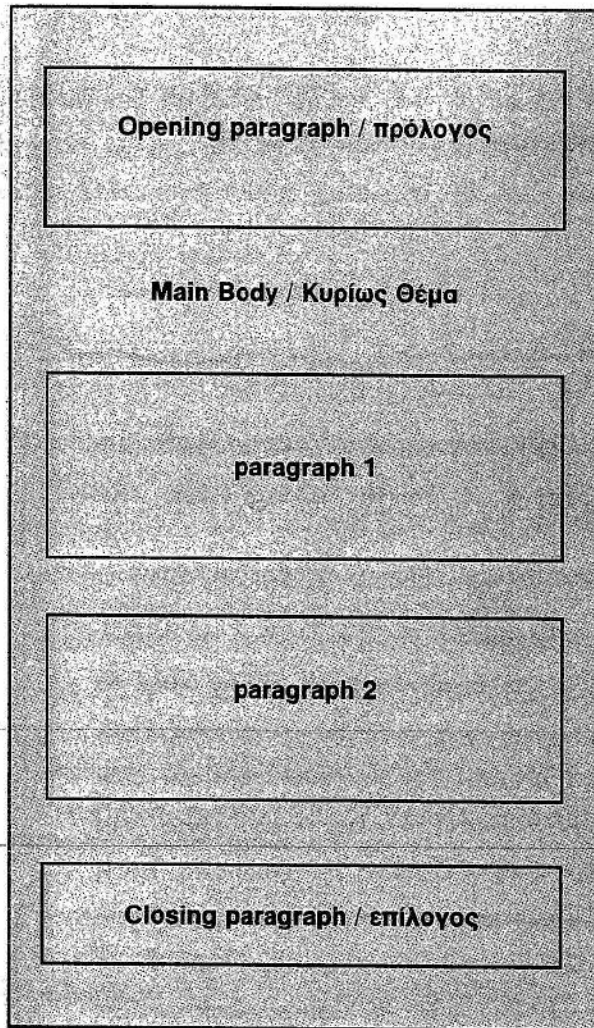
Είναι ο επίλογος την έκθεσης και η παράγραφος εκείνη με την οποία κλείνουμε την έκθεσή μας, συνοψίζοντας τα όσα έχουμε ήδη πει. Πρέπει να θυμόμαστε ότι σ' αυτή τη φάση ξαναστηρίζουμε την άποψή μας χρησιμοποιώντας κάποια από τα επιχειρήματα που έχουμε ήδη αναπτύξει. Η χρήση συνώνυμων λέξεων είναι βασική.

USEFUL EXPRESSIONS / PHRASES

- In general,
- Generally,
- To sum up / All in all,
- In conclusion,

→ no one can deny
it is obvious (therefore)
it is vital / essential that we should...
it cannot be denied that....

D) Describing / Discussing an issue



Είναι το τελευταίο είδος essay που συναντάμε. Πρόκειται για μια γενικότερη έκθεση που μοιάζει με το A essay type που έχουμε αναπτύξει.

Η μοναδική διαφορά είναι ότι ΔΕΝ ΥΠΑΡΧΕΙ παράγραφος με αντίθετη άποψη.

1. OPENING PARAGRAPH

Δηλώνουμε ποια είναι η θέση μας αναπτύσσοντάς την, χωρίς όμως να δώσουμε μεγάλη έκταση.

USEFUL LANGUAGE / EXPRESSIONS

Όπως στο Α' είδος Essay (expressing your opinion)

2. MAIN BODY

Αυτή η παράγραφος μπορεί να παραμείνει ενιαία ή να χωριστεί σε δύο. Στηρίζουμε τη γνώμη μας ή τα κυριότερα σημεία του θέματος με επιχειρήματα και παραδείγματα.

USEFUL LANGUAGE / EXPRESSIONS

Όπως στο Α' είδος Essay (expressing your opinion)

3. CLOSING PARAGRAPH

Συνοψίζουμε δίνοντας περιληπτικά τα κυριότερα σημεία της έκθεσής μας.

USEFUL LANGUAGE / EXPRESSIONS

Όπως στο Α' είδος Essay (expressing your opinion)

Formal style

- Discursive essays are written in formal style. This means you **should** use:
 - ✓ passive voice, impersonal constructions
(e.g. *It is argued that ...; It is a common belief that ...*)
 - ✓ a range of advanced vocabulary (verbs, adjectives, abstract nouns, etc)
(e.g. *heated debate concerning the controversial issue ...*)
 - ✓ formal linking words/phrases (e.g. *furthermore, however, nonetheless*)
 - ✓ complex sentences with a variety of links, dependent clauses, etc
(e.g. *Although it is widely accepted that compulsory military service, which provides an army with abundant manpower, is beneficial to a country's ability to defend itself, closer analysis of military efficiency suggests that it is advanced weaponry which plays a crucial role in ...*)
 - ✓ inversion, especially in conditionals
(e.g. *Were this true, we would ...; Never has this been more obvious ...*)
- You should **not** use:
 - ✗ short forms (e.g. *I'm, it's*) except when these are part of a quotation
 - ✗ colloquial expressions, phrasal verbs, idioms
(e.g. *lots of, put up with, be over the moon about ...*)
 - ✗ simplistic vocabulary (e.g. *Experts say they think this is bad, ...*)
 - ✗ a series of short sentences (e.g. *Many people think so. They are wrong.*)
 - ✗ simple linking words (e.g. *and, but, so*) except for variety

4 Read the following excerpts and find examples of each of the features of formal and informal style listed in the table above.

EXCERPT A

A matter of considerable controversy at present is the issue of whether works of art should remain in their country of origin, or rather the owners of such works should be allowed to sell them to collectors abroad, thus depriving the country's population of a vital part of its cultural heritage. Strong arguments exist in support of both sides of this debate, which implies that it is worth examining both points of view before reaching any conclusions.



Should such sales be permitted, it is argued that the country of origin would lose pieces of art which rightfully belong where they were created. In addition, works of art which were created to be viewed in a certain setting, or as part of a particular structure, lose a great deal of their artistic impact when removed from this context. **Venus de Milo**, an ancient statue of Aphrodite is a clear case in point: this conspicuous example of the Hellenistic sculptural tradition, carved in 150 BC and found on the Aegean island of Melos in 1820, is now decorating nothing more inspiring than a room at the Louvre Museum in Paris ...

EXCERPT B

People argue a lot nowadays about whether or not works of art from one country should be sold to another. I don't think they should be. If they are, then the people in the country of origin lose out on the chance to see stuff that really belongs to them. This just isn't right. It's a problem, too, when you see works of art in the wrong place. I mean, the Parthenon friezes look boring the way they show them in the British Museum. That's just not where they belong. But if you could see them on the Parthenon, they'd look great ...

Beginning and ending discursive essays

In the **first paragraph**, you should state the topic and/or your opinion, and you may include one or more of the following techniques.

- Make reference to an unusual or striking idea/scene/situation
e.g. *Imagine millions of people coming home from school or work every day to sit staring at a wall for four hours.*
- Address the reader directly
e.g. *You may think this is an exaggeration.* and/or ask a rhetorical question.
e.g. *Have you ever wondered what the world would be like without cars?*
- Start with a quotation or thought-provoking statement.
e.g. *"Television is an invention that permits you to be entertained in your living room by people you wouldn't have in your home."* David Frost once said.

In the **last paragraph**, you should state your opinion and/or give a balanced consideration of the topic, and you may include one or more of the following techniques.

- Finish with a quotation
- Ask a rhetorical question
- Give the reader something to consider
e.g. *Perhaps then people will re-discover what it is like to actually communicate with each other.*