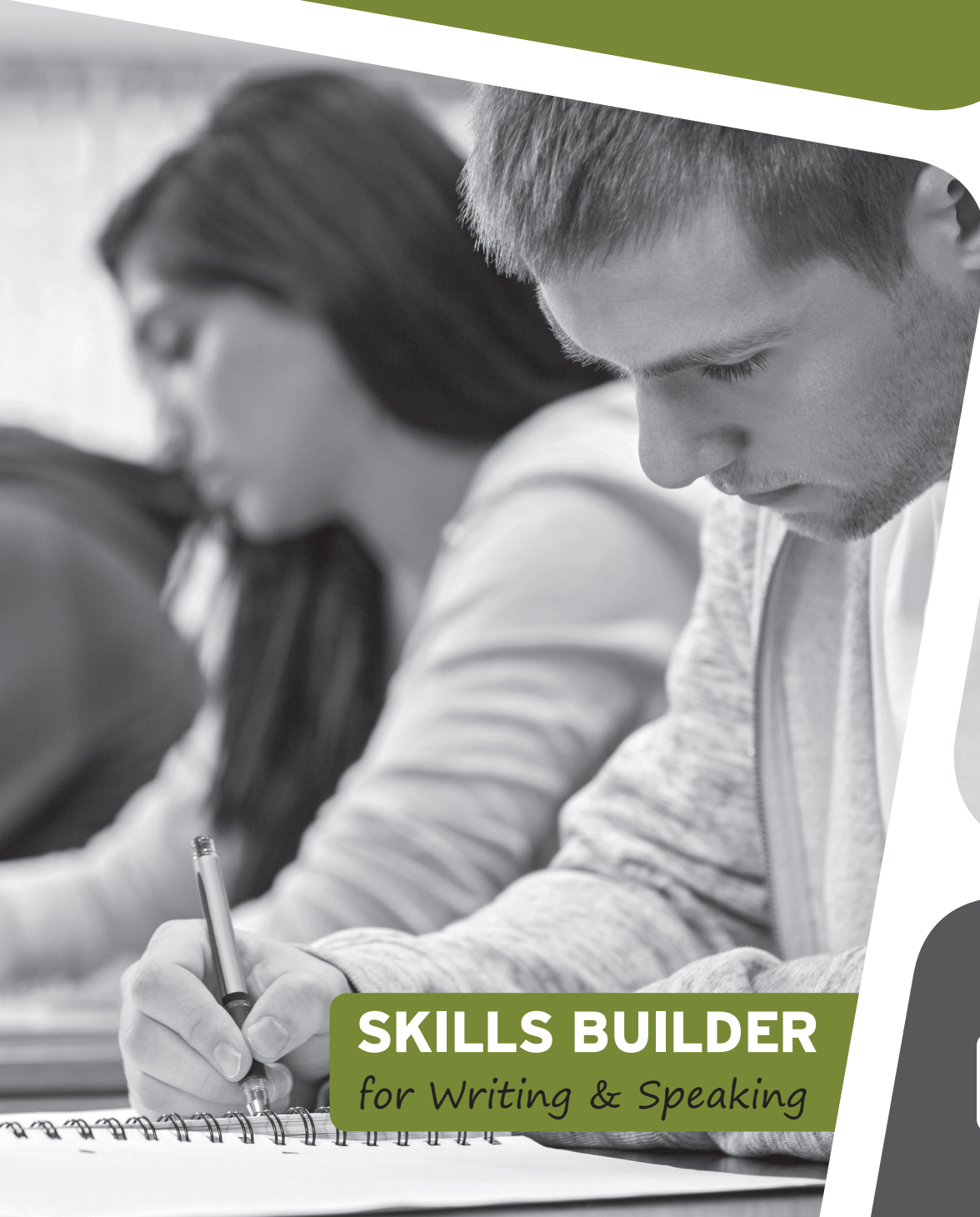


Sean Haughton

Ahead with

CPE



SKILLS BUILDER
for Writing & Speaking



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The Writing Exam

The basics ...

Here is what the Writing Paper looks like:

Time:	1 hour and 30 minutes	
Number of Parts	2: Part 1 and Part 2 (both carry equal marks)	

Part	Task	Write
1	<p><i>Question 1</i></p> <ul style="list-style-type: none"> - always <u>essay</u> - <u>compulsory</u> question - <u>two</u> short texts (~100 words each) of input material - <u>discursive</u> question - you must discuss key points and expand on the input material, giving your own examples, ideas and opinions 	240-280 words
2	<p>Write an answer to <u>one</u> question only in Part 2.</p> <p><i>Questions 2-4</i></p> <ul style="list-style-type: none"> - 3 of the following 4 question types: <ul style="list-style-type: none"> • article • letter • report • review - ~70 words of input material <p><i>Question 5</i></p> <ul style="list-style-type: none"> - 5a based on one named set text - 5b based on the other - possible question types as for Qs 2-4, and also: <ul style="list-style-type: none"> • essay 	280-320 words

1 Look at the table and answer these questions about the Writing paper.

- How many parts are there? 2
- How long do you have to finish the paper in total (in minutes)? 90 minutes
- Which part is worth the most marks? neither - both are worth equal marks
- How many answers do you have to write in total?
2: the compulsory Part 1 question and one question from Part 2's options
- What is the maximum number of words you can write for each answer?
Part 1: 280 words. Part 2: 320 words. However, students should not count words in the exam. This wastes time. You can generally write around 10% more than the maximum without being penalised, so just have a good idea what the maximum number of words should look like in your handwriting before you sit the exam.
- What is the minimum number of words you can write for each answer?
Part 1: 240 words. Part 2: 280 words. Avoid writing less than the minimum number of words but don't word count in the exam. Just be familiar with approximately what the right number of words looks like in your own handwriting.



Writing | Part 1

7. What question type always appears in Part 1? *Essay*
8. How many questions must you do in Part 2? *1. You do 1 from a choice of 5 (2, 3, 4, 5a, 5b).*
9. What question types can appear in questions 2-4? *Article, Letter, Report, Review.*
10. What question types can appear in questions 5a and 5b? *Article, Report, Review, Essay, Letter*
11. If you haven't studied a set text, how many different questions can you choose from in Part 2?
3 (2, 3, 4)
12. And if you have studied the set text, how many then? *5 (2, 3, 4, 5a, 5b)*
13. In which part, Part 1 or Part 2, do you think you need to use more of your own ideas, and why?
Part 2, because there is less input material.
14. In which part, Part 1 or Part 2, will it be very important to be able to paraphrase (put in your own words) the input material, and why?
Part 1, because you must summarise, discuss and expand on the input material.
15. Imagine you are writing a handbook for the Proficiency exam. Summarise the format of the Writing paper in your own words in a few short paragraphs in your exercise book.
Part 1: 240 words. Part 2: 280 words. Avoid writing less than the minimum number of words but don't word count in the exam. Just be familiar with approximately what the right number of words looks like in your own handwriting.

15. This question serves as a nice simple introduction to summarising key information, without explicitly being introduced as such a question type. Later tasks will break down input material to key points just like here, so it is good practice in that regard to have students bring it back together into composition form. Besides, it will also help them to absorb the information contained in the table and become very familiar with the format of the Writing paper. The sample answer for Q15 should be available to students online or in the answer key at the back of the book, should there be one.

The Writing paper lasts ninety minutes in total. There are two parts to the paper: Part 1 and Part 2. Part 1 contains one compulsory question, Question 1. You must, in other words, do this question. Part 2 contains five questions (Question 2, Question 3, Question 4, Question 5a and Question 5b), and you must choose and answer one of them. Therefore, you must write two answers in total. Both parts, Part 1 and Part 2 (and so both answers), carry equal marks.

Let's look at Part 1 more closely. Question 1 is always an essay. There will be two texts of input material, each of around 100 words. You must discuss and expand on the key ideas from the input texts, using your own examples, ideas and opinions. Write approximately 240-280 words for your answer. Avoid copying the input material word-for-word in your answer. Paraphrase and use your own words as much as possible.

Now, let's look at Part 2. Remember you only answer one of the five questions. Questions 2-4 will always be three of the following four question types: article, report, letter, review. Question 5a will relate to one of the two set texts. Question 5b will relate to the other. Question 5a and Question 5b can be the following question types: article, essay, letter, report, review. Don't attempt either of these questions unless you have studied a set text.

Questions in Part 2 have less input material - around 70 words. Therefore, you will have to use more of your own ideas in your answer, but make sure you cover all parts of the input material; in other words, answer the question asked fully. Write about 280-320 words for your answer.



The Essay

Step 1: Analysing the question and input material

A Save time! Before you enter the exam room, you should already be familiar with the format of the paper. Therefore, you don't need to read these lines on exam day because they tell you what you already know: (1) the compulsory question is an *essay*; (2) you have to *summarise* and *evaluate* the *key points* in your own words within the 240-280 word limit.

B Quickly read the text titles before you begin *careful reading* of the two texts. This will help you predict the subject and stimulate your background knowledge of relevant ideas and vocabulary.

Read the two texts below. Write an essay summarising and evaluating the key points from both texts. Use your own words throughout as far as possible, and include your own ideas in your answers.
Write your answer in 240-280 words.

1

→ **Big brother is watching us** **a**

These days, it seems that Big Brother is always watching us. There are **CCTV cameras** monitoring our every move **in public places**. Even on private land there is no escape, with **recording devices** often placed in **entranceways to homes and businesses**, too. Public officials and the police say such monitoring devices **help deter crime and detect criminals**, but does the end justify the means, or **have we sacrificed too much of our privacy?** What's more, since our every move is recorded, should we be worried about who controls and has access to this information? **Can we trust our public officials to protect us from the dangers of its misuse?**

→ **The online cookie that won't crumble** **b**

Browser cookies are a bit like CCTV; they **follow us around** everywhere we go in the virtual world, often whether we like it or not, **collecting information on everything** from our daily surfing habits to our likes and dislikes to our musical interests, and so on. Our browsing habits can, after all, **reveal a huge amount** of information about **who we are as people**, so **is it really OK for companies to store this information** - presumably somewhere in 'the cloud'? More importantly, **is it fair and is it safe?** I think we ought to be **more concerned about these cookies** that follow us in the virtual world **than the cameras that track us** in the real one.

C Highlight/underline key information in each text as you read it carefully.

Write your **essay**.

D It may help to write a topic sentence for each text in your own words. Here, for example:
(a) *Do the benefits of using CCTV cameras for crime prevention and detection outweigh the dangers to personal privacy?*
And (b) *Are internet cookies even more of a danger to our personal privacy than CCTV cameras?*

F Don't forget! It's an essay - it's always an essay in Question 1. That means you will need to write using a *formal* register (e.g. *is not* not *isn't*, etc.).

Exam Tip!

Remember! Watch your word count. Be familiar with what about 280 words in your handwriting looks like before the exam.

Use any spare time at the end to read your essay for error correction (grammar, spelling, etc.).

E Then, quickly make bulleted notes of the key information from each text to include in your essay. For example:
(a) **CCTV:**

- cameras everywhere
- deter/detect crime?
- sacrifice too much privacy?
- trust?/danger of misuse?

(b) **Cookies:**

- collect a lot of info
- reveal massive amount about private life
- fair and safe to store such info?
- more of a threat than CCTV to privacy



1a Now, you try! Cover the previous page, then read the question again and identify the key points. Highlight or underline them.

Read the two texts below. Write an essay summarising and evaluating the key points from both texts. Use your own words throughout as far as possible, and include your own ideas in your answers.

Write your answer in 240-280 words.

1

Big brother is watching us

These days, it seems that Big Brother is always watching us. There are CCTV cameras monitoring our every move in public places. Even on private land there is no escape, with recording devices often placed in entranceways to homes and businesses, too. Public officials and the police say such monitoring devices help deter crime and detect criminals, but does the end justify the means, or have we sacrificed too much of our privacy? What's more, since our every move is recorded, should we be worried about who controls and has access to this information? Can we trust our public officials to protect us from the dangers of its misuse?

The online cookie that won't crumble

Browser cookies are a bit like CCTV; they follow us around everywhere we go in the virtual world, often whether we like it or not, collecting information on everything from our daily surfing habits to our likes and dislikes to our musical interests, and so on. Our browsing habits can, after all, reveal a huge amount of information about who we are as people, so is it really OK for companies to store this information - presumably somewhere in 'the cloud'? More importantly, is it fair and is it safe? I think we ought to be more concerned about these cookies that follow us in the virtual world than the cameras that track us in the real one.

Write your essay.

1b Next, write a topic sentence for each text:

- a.
- b.

1c Finally, make bullet-point notes of the key information from each text:

- | | |
|---|--|
| <p>a. CCTV</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>b. Cookies</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
|---|--|

1d Now uncover the previous page and compare your notes with the notes there. Don't worry if they are not exactly the same as long as the ideas and points are similar.



Step 2: Planning your answer

Before we work on the structure of your essay, let's practise paraphrasing. Remember, in Question 1, there is a lot of useful input material. You may wish to reuse this in your essay, but you should use your own words where possible to express the ideas and information.

Paraphrasing 1

One of the easiest ways to paraphrase is to use synonyms (similar-meaning words) and antonyms (opposite-meaning words).

1a These sentences are taken from Text (a). Replace the words in brackets () with synonyms from the box.

equipment nowadays property seems watching workplaces

- (These days) *Nowadays* it... that Big Brother is always (monitoring) *watching* us.
- Even on private (land) *property* there is no escape, with recording (devices) *equipment* often placed in entranceways to homes and (businesses) *workplaces* too.

1b Now, for further practice, complete this paragraph in the same way. Replace the words in brackets () with synonyms from the box. In the case of verbs, you will need to change the verb into the correct form (e.g. *seem* → *seems*).

browse comfort concept intrusion only pursue routine
 seemingly track vanish

Privacy is, (1) *apparently* *seemingly* , nowadays both a word and a(n) (2) *idea* *concept* which is (3) *disappearing* *vanishing* fast from our vocabulary. Not (4) *alone* *only* are we (5) *followed* *pursued* as we go about our day-to-day (6) *lives* *routine* by cameras on every street corner, and so on, but even as we (7) *surf* *browse* the net in the (8) *cosiness* *comfort* of our own home we are not safe. Cookies (9) *follow* *track* our every movement online. Is this level of (10) *interference* *intrusion* into our lives really necessary?

2 These sentences are taken from Text (b). In the examples, we use antonyms to paraphrase them simply.

Examples:

Browser cookies are a bit like CCTV. (*unlike*)
Browser cookies are not unlike CCTV.

I think we ought to be more concerned about these cookies ... than the cameras that track us. (*less*)
I think we ought to be less concerned about the cameras that track us than these cookies ...

The sentences below form a paragraph. Read each one and try to paraphrase it using the cue word(s) in brackets (). The first one is done, as in the examples

- Well, perhaps CCTV cameras are a good place to start. (*bad*)
Well, perhaps CCTV cameras are not a bad place to start.



2. It was not a short process, but I think members of the public have finally come to accept the role they play in our lives. (*long*)

It was a long process, but I think members of the public have finally come to accept the role they play in our lives.

3. The evidence, after all, suggests that they do help reduce the rate of crime. (*prevent, rising*)

The evidence, after all, suggests that they do help prevent the rate of crime from rising.

4. What is more, CCTV cameras improve conviction rates. (*without, worsen*)

What is more, without CCTV cameras conviction rates would worsen.

5. For these reasons alone, I think their continued use in public places is justified. (*stopping, unjustifiable*)

For these reasons alone, I think stopping their use in public places is unjustifiable.

3 Now let's take it a step further and use word transformations rather than just synonyms and antonyms.

This example sentence is taken from Text (a).

Public officials and the police say such monitoring devices help deter crime and detect criminals. (*deterrence*)

Public officials and the police say such monitoring devices help in the deterrence of crime and the detection of criminals.

3a Complete the sentences using the cue word(s) given, as in the example.

1. Now, let us examine the justification for using internet cookies. (*justified*)

Now let us examine whether or not using internet cookies is justified.

2. You would be mistaken to think that companies using cookies provide any form of public service. (*a mistake*)

It would be a mistake to think that companies using cookies provide any form of public service.

3. Instead, they are simply collecting information for marketing and sales purposes. (*involved, collection*)

Instead, they are simply involved in the collection of information for marketing and sales purposes.

4. In other words, they want to boost their profits. (*boosted*)

In other words, they want their profits to be boosted.

5. The more these companies know about your browsing history, the easier it is for them to predict what you may be interested in. (*prediction*)

The more these companies know about your browsing history, the easier is the prediction of what you may be interested in for them.



3b Using passive forms is another effective way to paraphrase. Complete the second sentence so that it means the same as the first sentence, using a passive form.

1. What is more, the data these internet companies collect could be very dangerous if it fell into the wrong hands.

What is more, the data that is *collected by these internet companies could be very dangerous if it fell into the wrong hands.*

2. Criminals could learn all kinds of things about us from our browsing history, such as whether or not we have a family or live alone; our income bracket; and so on.

All kinds of things about us *could be learned from our browsing history by criminals, such as whether or not we have a family or live alone, our income bracket, and so on.*

They could even blackmail us by threatening to release sensitive information into the public domain.

We could *even be blackmailed by them threatening to release sensitive information into the public domain.*

4 We will do more on paraphrasing later in the workbook. For now, let's complete a model answer for the question.

4a Put the sentences below in order to complete a paragraph of the model.

For this reason, I firmly believe cookies are an unacceptable intrusion into our privacy. /

In other words, they do perform a public service. /

I think, therefore, without question, we ought to be far more concerned with internet cookies and the threat they pose to our privacy than CCTV cameras. /

On the other hand, the former only benefit big profit-making companies by improving the effectiveness of their advertising. /

After all, the latter actually help to protect us by deterring and preventing crime.

I think, therefore, without question, we ought to be far more concerned with internet cookies and the threat they pose to our privacy than CCTV cameras. After all, the latter actually help to protect us by deterring and preventing crime. In other words, they do perform a public service. On the other hand, the former only benefit big profit-making companies by improving the effectiveness of their advertising. For this reason, I firmly believe cookies are an unacceptable intrusion into our privacy.

4b There are five paragraphs in the model answer.

Here is where the paragraphs can be found.

1. The answer to Question 4a
2. The answer to Question 3b
3. The answer to Question 3a.
4. The answer to Question 2.
5. The answer to Question 1b.

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