



Oh! My English

Advanced Writing



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Course Introduction



- **Description:**

In view of the importance of writing in people's academic, social and personal lives, Oh My English! has developed a module which would help stimulate the students' high thinking skills - through writing. This module contains exercises that would encourage students to express their ideas and emotions in a more creative way.

- **Goal:**

The goal of this module is to develop the ability of the students to make logical connections and sequences of ideas and events, to adequately support arguments and conclusions, to enhance their imagination and heighten their ability to interpret- through writing.



Unit 1- 1: Hypothetical Questions



These are questions intended to see the possibilities and occurrence of an event. They usually forecast or create a theory about the future, wondering about its probability.

They are useful in decision making especially when given a number of options and when solving a problem.

They can also be used to verify if our forecast and presumptions about uncertain things are reasonable.



Unit 1-1: Turn Back Time



If you could turn back time and experience again an event in your life, what would it be?

Would you go back to change what happened? or

Would you want to re-experience it because it made you happy?

Or something else?

Write about the given questions.

Explore the possibility of the situation.



Unit 1-1: What a trip!!!



**If you could go on any type of adventure,
what would it be?**

How far could you go?



**Write a page on the adventure that you
would like to experience. Think of the wildest
adventure you can imagine.**

Unit 1- 2: Descriptive essay



A descriptive essay has clear and precise dominant impression.

It can be subjective or objective.

It uses concrete, complete and sensory details to communicate its message.



Unit 1-2: A rainy day



What can be seen in the picture?

What is the essence of each detail?

How do these details relate to each other?

Describe the picture.

Use your senses and feelings to make a good impression about the picture.

Unit 1-2: Alone in the jungle



Observe the picture closely.

What is your impression about the picture?

What emotion can you draw from it?

Write a descriptive essay.

Unit 1- 3: Narration



It is simply retelling what has already been learned.

Choosing a topic of your interest is the primary step in writing a narration.

Make it simple to make the audience feel “lightness” while reading the story.

Impart information that can educate and generate good impression to readers.



The general characteristics of narrative writing include:

plot structure

- introduction
- rising action
- climax
- falling action
- resolution

conflict

characterization

setting

theme

point of view

sequencing

transitions



Unit 1-3: Now showing



The film Taken is about a single father, Bryan Mills (Liam Neeson) who was a former US Government spy. His job caused his family to break up. Later on, after his retirement, he decided to make up for his daughter and to move closer to her. Her teenage daughter, Kim, is living with her mother and a rich step dad. Same with other cases, Kim only sees her father when she needs something from him and that was to allow her to visit Paris after her 17th birthday with a friend, Amanda.

While they were in Paris, they met a guy named Peter in the airport. They shared the same taxi until Amanda's cousin's apartment. Because of that, he found out that the young girls are staying alone in the apartment. After a few hours, a group of Albanian kidnapping syndicate came and abduct them. This group specializes on kidnapping young foreign girls for prostitution.

As a father, he came to Paris single-handedly to rescue his beloved daughter within 96 hours. Together with him are his skills and spy brilliance which he acquired for a couple of years. In his race, he learned about the modus operandi of the syndicate. Kidnapped girls are heavily drugged and were made as prostitutes while chained to bed and served men in construction sites. While young virgins are auctioned off in a bidding process where old and rich men are Buying.

Given a little information and a single monotone of "Good Luck" from the kidnapers, he was able to tracked them down and saved his daughter just in the nick of time.

This movie shows how cruel the world is out there. Taking precautions and a bit of paranoia can be a matter of life and death. It also teaches the value of choosing the right friends.

Make a narration of any local or foreign movie that you watched. Talk about the story, its characters, setting, theme and other parts. Choose one that really captured your interest. It will be easy for to write about it.



Unit 1- 3: A Second-Hand Face



<http://edition.cnn.com/video/>

Watch the video clip.

The title of this video is “Inside the face transplant”.

It will last for 2 minutes and 38 sec.

After watching, make a narration of what was shown in the video.

Guide Questions

1. Who was in the video?
2. What happened to her?
3. What was the effect of the accident?
4. Why did she undergo an intense face transplant?
5. How did they do it?
6. What was the result of the operation?
7. Was she satisfied with the result?



Unit 1- 4: Argumentative Essay



Its primary purpose is to persuade the reader -to sway the reader's point of view.

It is written when you want others to know what you think about something.

Steps in writing an argumentative essay:

1. Choose a well-defined and timely issue.
2. Take a firm stand.
3. Make a valid argument by citing supporting data.
4. Have a reasonable tone.



Unit 1- 4: Which is which?



"Education should be equally devoted to enrich the personal lives of students and to train them to be productive workers."



Ponder about this thought.

What is really the role of education in people's lives?

Explain your idea by citing some examples and any related information.

THINK
About It.

UBC EDUCATION

Unit 1- 4: To be or not to be



"Success in any realm of life comes more often from taking chances or risks than from careful and cautious planning."



Compose a written argument about this topic.

Support your answer by stating your reasons and providing logical arguments to your claim.

Guide Questions:

1. To what extent do you agree or disagree with this opinion?
2. What criteria should be used to decide which way would lead to success?

Unit 1- 5 : Instructions



A set of instructions inform the reader how to accomplish a task quickly, accurately and efficiently.

Detailed and complete instructions will make the job easy.

How to write instructions:

1. Make a clear heading of the summary of instructions.
2. Tell who does what.
3. Start each instruction with a verb that instructs the reader how to do something.
4. Use a number list especially when order is important.
5. Do not mix instructions with conceptual information.
6. Know your audience and use a level of detail suitable for their skill.
7. Avoid list of more than 10 steps.
8. After the task is complete, tell the reader what they should do.



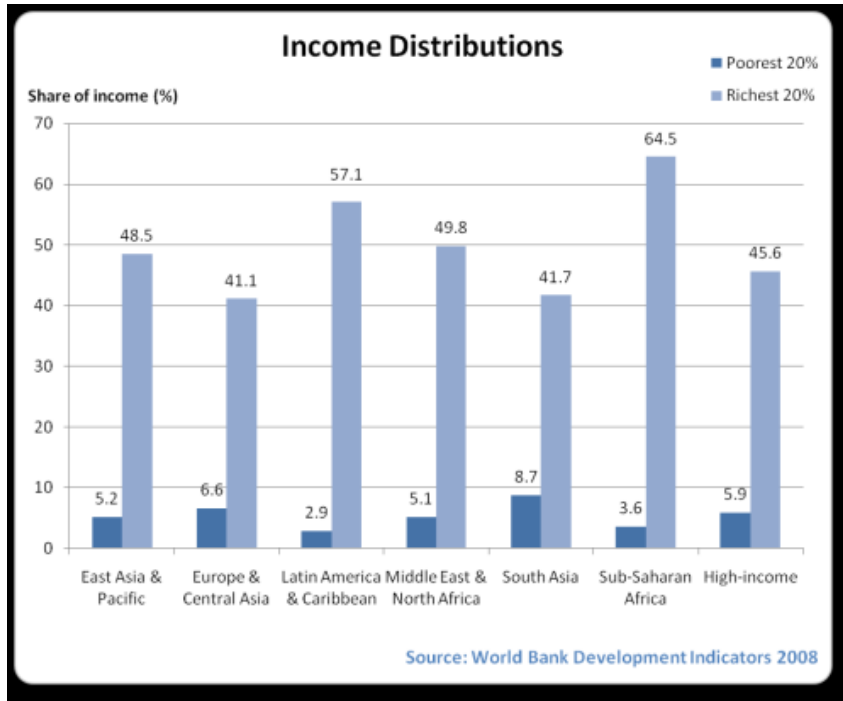
Unit 1- 5: The Service Road



Help Steve's family find their way to the Recreation and Camps.

Write a brief and clear instructions showing the directions going there.

Unit 2-1 Bar Graph



Let the graph speak the message.

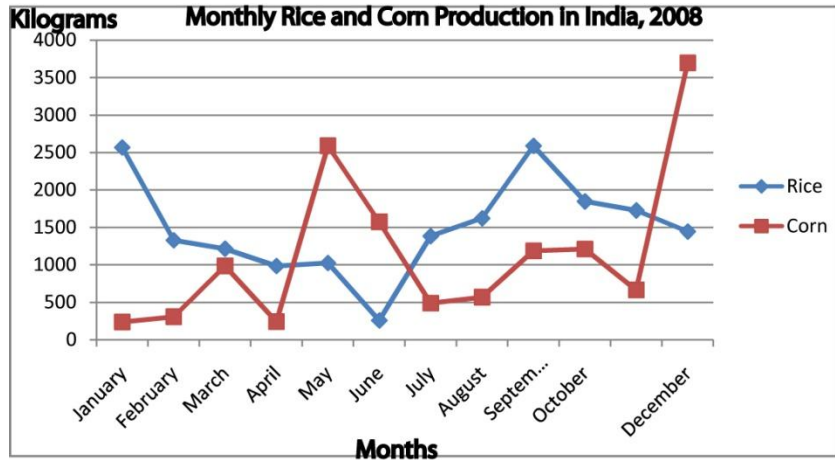
Interpret the given data by describing the figure.

Conducting some research regarding the topic would help you in doing this exercise.

“Inequality is not just bad for social justice, it is also bad for economic efficiency.”

— *Growth with equity is good for the poor*, Oxfam, June 2000

Unit 2-2 : Line Graph



Study the given graph.

This graph shows the amount of rice and corn produced by India for the year 2008.

Describe the behavior of the lines for each production.

Write a written report about India's monthly production of rice and corn in 2008.

Here are some of the key words that you can use to describe the movement of the graph.

a steep fall	dipped
a gradual rise	a sharp rise
fluctuated	rocketed
plunged	fell back
a new peak	soared

Unit 2-3 : How the Americans spend it?



Average Income and Consumption of Americans, 2006

Column1	Low Class	Middle Class	High Class
Average Household Income	\$9,974	\$ 44, 933	\$ 149, 963
Average Household Consumption			
Food	\$3,193	\$5,614	\$10,243
Apparel & Services	\$845	\$1,680	\$3,548
Housing	\$5,428	\$9,640	\$21,598
Utilities and Public Services	\$2,090	\$3,307	\$4,902
Transportation	\$3,038	\$7,662	\$16,426
Health Care	\$1,485	\$2,647	\$4,086
Entertainment	\$879	\$1,898	\$5,105
Miscellaneous	\$1,195	\$2,028	\$3,955
Total Average Household Consumption	\$18, 153	\$34, 476	\$ 69, 863
Average Household Size	1.7	2.5	3.1
Average Consumption per Person	\$10, 678	\$13, 790	\$22, 536

The table shows the average household income and the average consumption of Americans from three different class levels in year 2006.

Present a report describing the data.



Unit 3-1 : Cover Letter



A cover letter answers the question, “Why should I hire you?”.

Its goal is to grab the employer’s attention and point out your edge above all other applicants.

A cover letter is comprised of three paragraphs:

1st Paragraph – It talks about the reason why you are writing to the employer for the position you want to be considered for.

2nd Paragraph – This section highlights your skills and experiences which make you qualified for the position.

3rd Paragraph – “Thank you” part. You can also request for a personal interview after they finish reviewing your enclosed resume.



Unit 3-1 : Cover Letter



**3023 Belmont Drive
New York, NY 10021
212-555-9988**

May 4, 2009

John Grahams

Human Resource Department
J & J International Trading Co.
321 Marzio Rd.
Mohaonk, NY 12561

Dear Mr. Grahams:

I have learned that your good office is looking for a marketing research officer and I'm very enthusiastic about the position. I believe that the combination of skills and knowledge that I earned during my University years and the social relations and management experience that I had in my former job would serve well in this position.

My foundation is on agricultural economics. I am trained to gather, analyze, evaluate and examine agricultural and statistical data. I am knowledgeable in using computer programs that can be used to compute and present statistical data required in researches. I had conducted previous studies that address various agricultural issues. To the extent that the position requires marketing skills, I have specific experiences in the field since my major is Marketing and Prices and I involved myself in some multi-level marketing business. On a more general level, I believe that I possess the broad skills you can have confidence in with a candidate that will work in your department. I trust you would find me to be well-spoken, energetic, confident, and personable, the type of person on whom your office will rely.

I greatly appreciate you taking the time to review my credentials and experience. I hope that you'll find my experience, interests, and character intriguing enough to warrant a face-to-face interview, as I am confident that I could provide value to your office.

Sincerely,
Alice R. Santos

Unit 3-2 : Thank You Letter



Letter Writing Etiquette



Date: List the full date the letter is being sent. Avoid abbreviations.

Address: Includes street number, name, city, province, postal code, and country if being sent internationally.

Greeting and Salutation: For a thank you letter it is best to address it with Dear Mr. /Ms. If the letter is informal you may wish to write the full name.

Body Text: Write the letter in a conversational tone but refrain from using slang.

Closing: Best regards as closing is suitable for this type of letter writing.

Proofread: It is important of proofread the letter to avoid any grammatical and/or spelling mistakes.

Folding: As a finishing touch, fold your letter with care and make sure that you choose the paper size suitable to your envelope.

Unit 3-2 : Thank You Letter



May 4, 2009

Mr. John Grahams

Human Resource Department
J & J International Trading Co.
321 Marzio Rd.
Mohaonk, NY 12561

Dear Mr. Grahams:

It was indeed a very good opportunity to talk with you about the marketing research officer position at the J & J International Trading Co. As I see it, the job seems to fit my acquired skills and interests. Your need of marketing skills validated my longing to work with you.

In addition, I will work in the company enthusiastically. I want to bring clever research techniques, assertiveness and ability to work harmoniously and cooperatively with all co-workers in the department. I completely understand your need for technical financial assistant. I forgot to mention that I had short courses in financial analysis and had worked as a temporary financial analyst in one accounting firm. This experience equipped me to work on some technical financial matters.

The time you spent to interview me is highly appreciated. I am so much interested in working with you and I look forward to hear from you about this position.

Sincerely

Alice R. Santos

Unit 3-3 : Job Acceptance Letter



Its purpose is to validate the agreed details of employment and to formally accept the job offer.



The letter should contain the following:

1. Gratitude and appreciation of the opportunity
2. Written acceptance of the job offer
3. Terms and agreements of employment
4. Date of Employment



Unit 3-3 : Job Acceptance Letter



Alice R. Santos

87 Washington Street

Smithfield, CA 08055

(909) 555-5555

May 4, 2009

Dear Mr. Grahams:

As we talked over the phone, I am very pleased and honor to accept the position of marketing research officer with J & J International Trading Co. I want to express my utmost gratitude for this opportunity. I am enthusiastic to impart a positive contribution to the company and to work harmoniously with everyone in J & J International Trading team. I am much willing to undergo any forms of training, if necessary.

As we agreed upon, my starting salary will be \$30 000 and fringe benefits such as life and medical insurance benefits will be provided after 90 days of employment.

I expect to start my employment on July 9, 2009. If there is any additional requirements or documents that I need to pass prior to my employment, please advise me.

Thank you!

Sincerely,

Alice R. Santos

Unit 3-4: Letter of Complaint



This letter is a sensitive piece of writing. Calm is the required word when writing an effective letter of complaint.

1. Start positively
2. Write clearly
3. Stick to the Subject at Hand
4. Follow up

Letters of Complaint has the following parts:

1. Background
2. Problem
 - a. Cause
 - b. Effect
3. Solution
4. Warning
5. Closing



Unit 3-4: Letter of Complaint



Happy Goods
310 Lucky Mansions
Maple Creek
Toronto, Canada

May 4, 2009

Attn: Mr. Richard Adams
Sales Manager
Fast and Fresh Inc.
709 Brooklyn Road
Boston, USA

Dear Mr. Adams:

Re: Order No. 302309

I am writing to inform you that the perishable goods that we ordered from your company were delayed and were not supplied accordingly.

On the 30th of April 2009, we procured 12 kilograms of fresh apples and 20 kilograms of fresh grapes from your firm. Since the products are perishable, you promised to deliver it within 24 hours upon procurement. However, the delivery truck arrived 6 hours late. More so, when I checked the crates, there were only 10 kilograms of apples and 19 kilograms of grapes.

This incident made a big damage to our business. Since the delivery was delayed for six (6) hours, some of the apples and grapes were deteriorated because of too much heat during the transportation. In effect, we ran out of supplies to our customers since the delivered goods were less than the order plus the loss that we incurred during the transportation.

I am writing to ask you to please deliver the shortfall as soon as possible and to ensure that such mistakes won't happen again in the future. If so, we might be forced to look for other suppliers.

I am hoping to hear from you in return.

Sincerely,

Jane Charles
Procurement Officer



TREES

by: Joyce Kilmer (1886-1918)

I THINK that I shall never see
A poem lovely as a tree.

A tree whose hungry mouth is prest
Against the earth's sweet flowing breast

A tree that looks at God all day,
And lifts her leafy arms to pray;

A tree that may in Summer wear
A nest of robins in her hair;

Upon whose bosom snow has lain;
Who intimately lives with rain.

Poems are made by fools like me,
But only God can make a tree.

Analyze the poem.

What do you think is the message of the author?

What do you notice in the pattern of each line?

After reading the poem, what can you say about trees and their importance?

Do you know that?

The author used these figures of speech to give life to the poem.

Personification - A figure of speech in which an inanimate object or abstraction is endowed with human qualities or abilities.

Similes - A stated comparison (usually formed with "like" or "as") between two fundamentally dissimilar things that have certain qualities in common.

Unit 4-2



Interpret the poem.

What is the mood of the poem?

What words were used to show the emotion of the poem?

What do you notice about the lines?

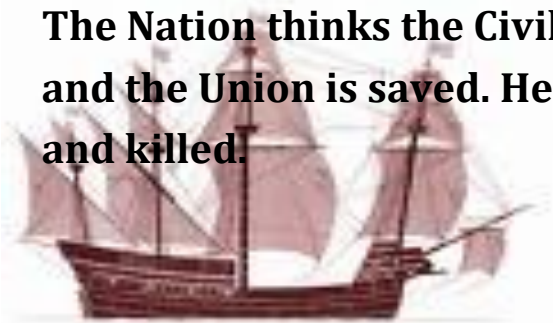
Can you see any repeated lines?

Do you know that?

This poem is dedicated to Abraham Lincoln.

It's about his assassination at the time

The Nation thinks the Civil war is over and the Union is saved. He was shot and killed.



**O Captain My Captain
by Walt Whitman**

O Captain my Captain! our fearful trip is done,
The ship has weathered every rack, the prize we sought is won,
The port is near, the bells I hear, the people all exulting,
While follow eyes the steady keel, the vessel grim and daring;
But O heart! heart! heart!
O the bleeding drops of red,
Where on the deck my Captain lies,
Fallen cold and dead.

O Captain! my Captain! rise up and hear the bells;
Rise up--for you the flag is flung for you the bugle trills,
For you bouquets and ribboned wreaths for you the shores a
crowding,
For you they call, the swaying mass, their eager faces turning;
Here Captain! dear father!
This arm beneath your head!
It is some dream that on the deck,
You've fallen cold and dead.

My Captain does not answer, his lips are pale and still;
My father does not feel my arm, he has no pulse nor will;
The ship is anchored safe and sound, its voyage closed and
done
From fearful trip the victor ship comes in with object won;
Exult O shores, and ring O bells!
But I, with mournful tread,
Walk the deck my Captain lies,
Fallen cold and dead.

Unit 4-3



HAIKU
As the wind does blow
Across the trees, I see the
Buds blooming in May.

I walk across sand
And find myself blistering
In the hot, hot heat.

Falling to the ground,
I watch a leaf settle down.
In a bed of brown.

It's cold—and I wait
For someone to shelter me
And take me from here.

I hear crackling
Crunch, of today's new found day
And know it won't last
So I will leave it
At bay; and hope for the best
This bitter new day.



Unit 4-4 : Poem!



Create your own poem.

You can choose any topic that you are interested in.

It will be a free verse poem.

It means you have the freedom to choose your topic, style and pattern in giving life to your own composition.





Thank You !

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