

## I. EXAM FOCUS

## ● WRITING INTRODUCTION

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## Topic sentence

## Thesis statement

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## II. HOMEWORK

**Exercise 1. Write the introduction for these following topics. (you can use the given words)**

1. What is the best way to search for a new job? (different ways, recruitment website, effective, extensive)

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2. Which would you choose: a job that pays little but gives you plenty of free time, or a job that pays a lot but allows you little time off? (money, important factor, high-paying job, low-paying job, more time to travel)

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3. As an employer. Would you rather hire an experienced employee at a high salary, or an inexperienced worker at a lower salary? (save money on wages, recruit inexperienced employees, less reliable, more training and supervision)

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**Exercise 2. Write the conclusion for the following topic (you may base on the introduction and use the given words)**

Do you agree or disagree with the following statement? "Companies should give each employee the same benefits package." Use specific reasons and examples to support your opinion.

1. Introduction: Personally, I believe that companies should not give all employees exactly the same benefits. In order to encourage loyalty to the company, improve employee performance and attract new recruits, employers need to be able to use a variety of benefits packages for their different employees. Basically, employers must be able to offer employee benefits at their own discretion.

Conclusion (entitled, offer different benefits packages, reward, loyalty, performance, adjust, fringe benefits, case-by-case basis, top talent)

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2. I firmly believe that employers should offer each employee the same benefits package. By taking this fairer approach, companies can establish a workplace that promotes equality and unity. Moreover, they can avoid any confusion among staff members about what benefits each employee is entitled to.

Conclusion (effective, exact same benefit packages, equality, unity, workforce, costly administrative and account mistakes, confusion)

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Exercise 3. Write the introduction and conclusion for these topics.

1. "Most people would prefer to work for themselves rather than someone else." Do you agree with this statement? Use specific reasons and details to explain your opinion.

Ideas 1 - agree	Ideas - disagree
Greater independence	Less job security
More flexibility	More stressful
Bigger reward	Less convenient

Introduction: .....

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Conclusion: .....

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2. Managing a team can be a very difficult job. In your opinion, what qualities make a good boss? Use reasons and examples to support your answer.

Ideas	
To be approachable	To be inspirational
To be acknowledge	To treat employees fairly
To be a good communicator	To create a friendly atmosphere

Introduction: .....

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Conclusion: .....

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3. Do you think it is a good idea for teenagers to have jobs while they are still students?

Support your opinion by using specific reasons and details.

Ideas 1 - agree	Ideas - disagree
To give them independence	To give them too much responsibility
To develop their work ethic	To prevent them from doing hobbies
To understand the value of money	To distract them from schoolwork

Introduction: .....

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Conclusion: .....

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