

## I. EXAM FOCUS

### ● BASIC OUTLINE

Introduction	..... ..... ..... ..... ..... .....
Body	..... ..... ..... ..... ..... ..... ..... .....
Conclusion	..... ..... ..... ..... .....

## II. HOMEWORK

**Exercise 1. Fill in the blank with suitable words.**

### Essay 1

In conclusion	Another important advantage	On the other hand
Therefore	however	Finally

In the modern world, we have to work so hard. In many cases, we have to work 5 or 6 days a week. ...., vacations are a very important time to rest and renew ourselves. It is true that taking several short vacations each year has some merits; ...., I prefer taking one long vacation instead. I will explain my reasons here.

When I want to get to a real break from my job, I need several days to relieve my stress and feel refreshed. If I have just one or two extra days to rest, I cannot fully relax. I keep thinking about my job and how I have to return in a few days. ...., when I take vacation for a week or more, I have enough time to forget about the stress at work. I can sleep a lot and get new energy.

.... of taking a long vacation is that I am able to go on a trip. One or two days is not enough time to go away from my city. I really like travelling because it helps me get new inspiration in my life. Being stuck in the same environment is not a good way to get refreshed. I need to see new things and feel far away from my job. After this kind of trip, I can return to work with a positive attitude. I am ready to work hard again.

...., taking vacations is not necessary because we already get many short national holidays. On these occasions, we can just stay at home and rest. We can spend quality time with our families. This kind of break is already given to us by law, so we do not have to use our precious vacation time from work.

...., taking one long vacation each year is better than taking many short vacations because I need a longer period of time to get refreshed and renew my motivation to work hard.

## Essay 2

On the other hand	Furthermore	For example	At the same time
In conclusion	In short	While	

It is true that there are benefits and drawbacks of allowing employees to stay in their company after they reach middle age. .... some businesses encourage workers to retire early, others feel that employees should stay at work as long as they are willing and able. Here I will discuss both sides of this issue before reaching a conclusion.

There are many ways in which older employees can create a burden for the company. ...., they tend to need more medical attention compared to younger employees. This means that they need more time for medical appointments and more money for health insurance.

...., there are always lots of young people looking for their first job. They usually have just finished college and have fresh knowledge from their schooling. They are very eager to start work and make a good impression on their bosses.

...., young workers' salaries will be lower than those of employees who have been at the company for many years. In order for a business to hire young work, it is necessary to make some space for them in the company. This is accomplished by older workers to retire early.

...., older do have some strong qualities as employees. For example, they have many years of experience in their field. This helps them make good decisions and work effectively. Furthermore, they are able to serve as mentors to younger employees. They can show their less experienced colleagues some special ways to handle problems at work. ...., older workers have a lot of wisdom that cannot be learned in school, which is useful in making a business run smoothly.

...., even though older employees may give some extra financial burdens to companies, their experience is so valuable that employers should keep them as long as possible. They should not push their senior workers to retire just to save some money. They need these wise people to help the company run well.

**Exercise 2. Summarize the main idea of two essay in Exercise 1.**

Essay 1. ....

.....  
.....  
.....  
.....  
.....

Essay 2. ....

.....  
.....  
.....  
.....  
.....

**Exercise 3. Rearrange the sentences and paragraph to have a completed essay**

(1) Many people do not like working at night because they would rather relax or sleep. For this reason, if somebody can work at night, it can be easier to find a job. Working at night is also good because it is a very calm time. Because most people are sleeping, you can work a very peaceful and comfortable way.

(2) Even though there are some advantages to working late at night, I believe that it is better to work during the day. Working a day shift creates a healthy schedule for your body and mind, and it also helps your social life.

(3) Finally, the salary for working a night shift can be higher than for a day shift. This is also because most people do not want to work late.

(4) Another disadvantage you probably be sleeping during normal business hours. This will buy things you need. When you awake, the stores are closed. One last reason that working late not good is the effect on your social life.

(5) Most people work about eight hours a day. They start their jobs in the morning and they finish in the evening. But some people do things the opposite way. They work the night shift.

It is true that working at night has certain advantages and disadvantages. Here I will discuss both sides of this issue.

(5) Again, because you are awake when most people are asleep, it will be hard to meet your friends and family. This can harm your relationships with the people you like the most.

(6) Working late at night also has some negative points. For one thing, you cannot sleep at a normal time of the day. When you are working, other people are sleeping. When you are asleep, other people are awake. This situation can make you feel very strange because you are not on the same schedule as other people.

.....  
.....  
.....  
.....