

## Draft Summary Sheets for Essay Writing

October 10th, 2023

### 7 IELTS Essay Questions

1. To what extent do you agree or disagree?
2. Do you agree or disagree?
3. Discuss both views and give your opinion.
4. What are the causes/problems and effects/solutions?
5. Do the advantages outweigh the disadvantages?
6. Is this a positive or negative development?
7. Discuss the benefits and drawbacks.

### Quick Essay Plan

Writing an IELTS essay involves planning, writing, and revising your essay. Here's a step-by-step process to help you write an effective IELTS essay:

#### Step 1: Read the Task อ่านคำถามก่อน

- Read what the question
- Identify the question-type

#### Step 2: Plan Your Essay ระบุคำสำคัญและวางแผนโดยใช้ “brainstorming”

- Brainstorm ideas: Jot down key points, arguments, or examples related to the topic using *PESTLE*, *HERO*, *ADDIE*, *Maslow's Hierarchy of Needs*

#### Step 3: Introduction

- Provide some more interesting information on the topic. (Use the present perfect)
- Answer the question
- Explain what you will do (S+will+V1+O)

#### Step 4: Body Paragraphs 1, 2, and 3

- (**Topic Sentence**) Start each paragraph with a topic sentence that introduces the main idea of the paragraph. ใช้ **brainstorming** ในการแต่ง **topic sentence**
- (Examples) Give examples or explanations by using FANBOYS, S.CON, Relative Clauses, Modal Verbs, Hedging, and Essay Phrases. ใช้ **brainstorming** ในการแต่ง **examples/reasons**
- (**Summary**) Summarise the information by using keywords in the topic sentence and repeat your answer, or use the keywords from your introduction. ใช้ **keywords** จาก **introduction** และ **topic sentence** ที่นี้

#### Step 5: Conclusion

- Begin with “In conclusion...” ใช้ “**In conclusion**” เฉพาะที่นี้เท่านั้น
- Repeat the **summary** of each body paragraph. สรุปแต่ละ **body paragraph** ที่นี้โดยใช้ **synonyms** บาง
- Do not introduce new information in the conclusion. อย่าเพิ่มข้อมูลใหม่

#### Step 6: Proofreading and Editing\*\*

- Carefully check your essay for incorrect grammar, spelling, and punctuation errors and correct them.

## Brainstorming

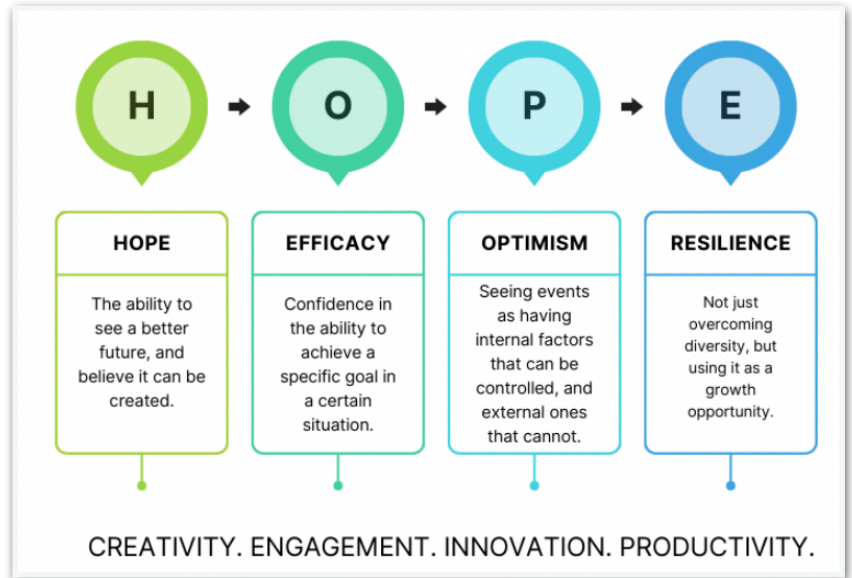
ไม่จำเป็นต้องจำทฤษฎี แต่ควรจำคำศัพท์ที่ใช้ในเรียงความ

สามารถใช้ brainstorm ผสมกันได้

### HERO

เพื่ออธิบายอะไรเกี่ยวกับผู้คนหรือสังคม

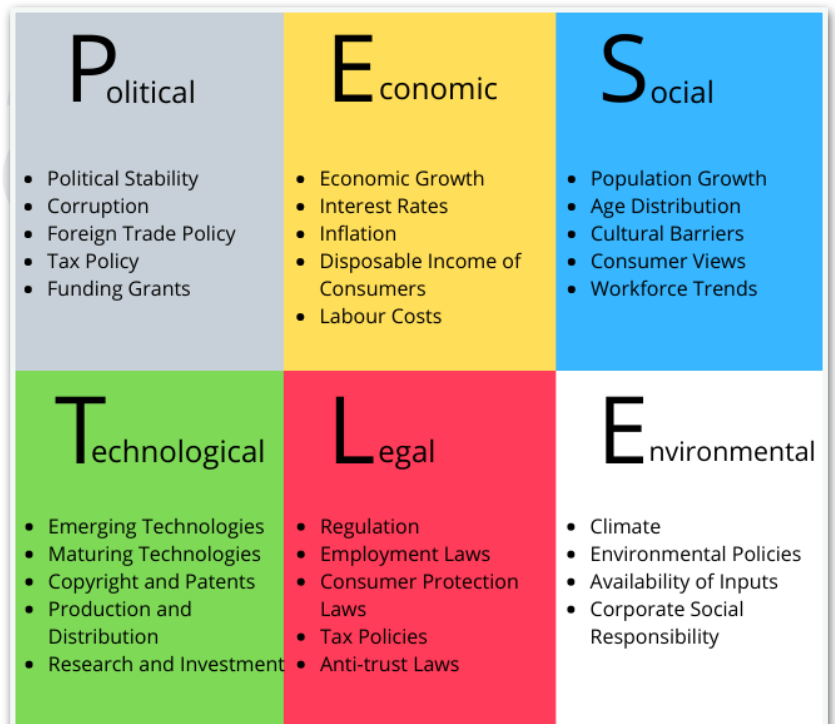
- Hope
- Efficacy
- Resilience
- Optimism



### PESTLE

เหมาะสำหรับทุก essay topic

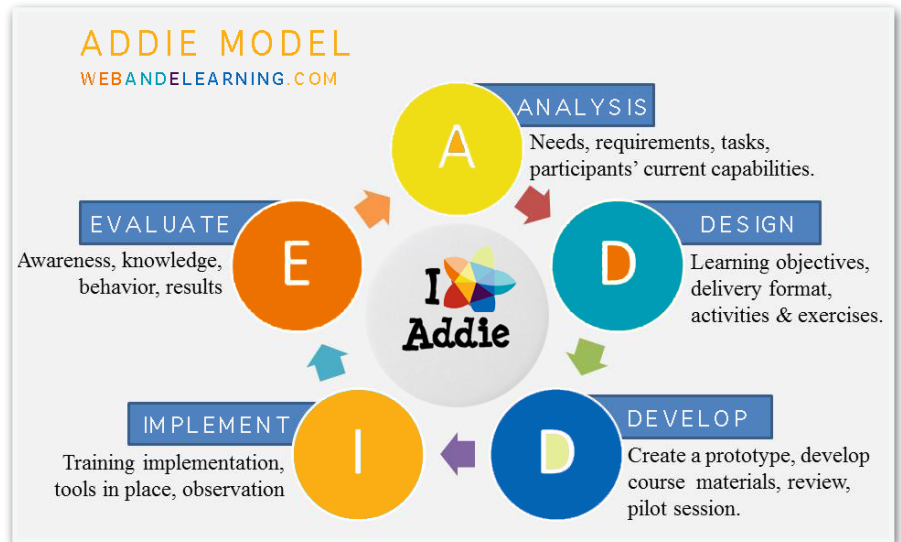
- Politics/Political + Noun
- Environment/Environmental
- Society/Social
- Technology/Technological
- Law/Legal
- Economics/Economical



## ADDIE

คำศัพท์นี้เหมาะสำหรับ **cause/ problem & effect/solution**

- Analyse
- Design
- Develop
- Implement
- Evaluate



## Maslow's Hierarchy of Needs

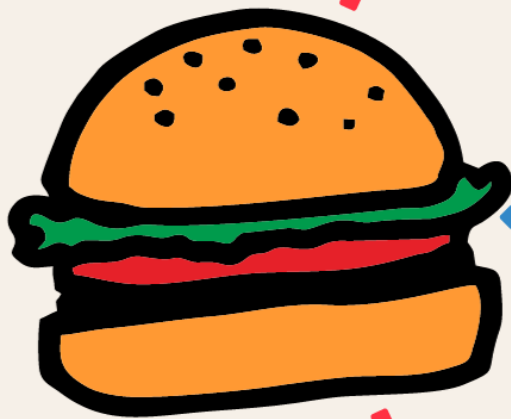
เพื่ออธิบายอะไรเกี่ยวกับผู้คนหรือสังคม

1. Self-actualization (e.g., goals, creativity)
2. Esteem needs (e.g., confidence, achievement, happiness)
3. Love and belongingness (e.g., friendship, family, intimacy)
4. Safety needs (e.g., money, daily life)
5. Physiological needs (e.g., food, water, home)



## Example Response Structure

# IELTS Essay Structure



### Introduction

Every essay must begin with an **Introduction**, and the content should include some *background* information, as well a *statement* that answers any direct questions from the essay question. It should also briefly explain what you *intend* to do in your essay.

### Body Paragraphs 1 & 2

After the introduction comes Body Paragraph 1 and 2. In each, you will begin with a **Topic Sentence**, some **Examples**, and then end it with a **Summary** that links your topic sentence to the introduction.

### Conclusion

Always begin this paragraph with "**In conclusion,...**" and rephrase your Introduction here. The purpose is to repeat what has already been mentioned, and you should not add anything new. You may, however, repeat the **Summary** of Body Paragraph 1 and 2.

## Example Response #1

### IELTS Essay Example


It is well known that it is essential for individuals to challenge themselves at home and at work. I believe that the benefits of this statement are more valuable than the drawbacks, so the central theme of this essay is to explain the reasons why I hold this opinion, and I will provide various examples as well.

**First**, there are many advantages to taking risks in your professional and personal lives. One benefit of challenging yourself at work, **for example**, is getting a promotion; another example is improving your knowledge of your responsibilities. Moreover, another advantage of taking risks involves getting more experience in your work life or personal life. **Therefore**, it has been discussed that there are numerous benefits to challenges, and they are common in both work and personal life.


However, there are also many disadvantages to risk-taking as well. **For instance**, risks necessitate a significant investment of resources such as money and time. Additionally, risks may result in failure, so many people may be hesitant to challenge themselves. In addition, the traditional interpretation is that individuals are afraid of not succeeding. **Thus**, some disadvantages have been explained, such as the fact that there are plenty of people who are afraid to create challenges in their private lives and work lives.

**In conclusion**, I have explained numerous reasons why I believe that there are more advantages than disadvantages to taking risks in all parts of a person's life; furthermore, I provided some relevant examples for each reason as well.


#### Introduction

 *It is well-known...*this begins the background information. *I believe that...*begins the answer to the question. *The central theme...*begins the intentions of the writer.

#### Body Paragraphs 1 & 2

 *First* and *However*, begin the topic sentence of each body paragraph. *For example* and *For instance* illustrate the examples of each topic. Each body paragraph ends with *Therefore* or *Thus*.

#### Conclusion

 The conclusion begins with *In conclusion* and the keywords of the introduction have been repeated (advantages; disadvantages). The writer has repeated what has already been mentioned in the body paragraphs, and did not add any new ideas.

## Topic Sentences

NEW ZEALAND COLLEGE OF HIGHER EDUCATION  
INSPIRING CREATIVE MINDS

Thinkin Cafe  
CAFE FOR ACADEMICS

idp

IELTS™

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**TOPIC SENTENCE**

Online shopping

Advantages

Topic Sentence ทำให้ paragraph มีรายละเอียดมากขึ้น

**Example Topic Sentence:**  
Many individuals argue that online shopping has several advantages.

To put it simply, it tells us the topic in one sentence. Therefore, it should contain general and specific information in one sentence.

Notes:

- BP1 = Body Paragraph 1
- BP2 = Body Paragraph 2
- BP3 = Body Paragraph 3

สำหรับ discuss both views and give your opinion เท่านั้น  
หนังสือแบบตัวเอียง represent a general word and a specific word for the topic sentence.

Here are some basic examples

### 1. To what extent do you agree or disagree:

BP1: First, I *agree* with the statement because + *Reason*.

BP2: Despite this, I also *disagree* with the statement since + *Reason*.

### 2. Do you agree or disagree:

BP1: On one hand, I *agree* because + *Reason*.

BP2: Furthermore, another reason why I *agree* is because + *Reason*.

### 3. Discuss both views and give your opinion:

BP1: To begin, *many people* believe that + *Defining Relative Clause (View 1)*.

BP2: Contrary to these views, *some individuals* also assert that + *Defining Relative Clause (View 2)*.

BP3: From my perspective, it is *my opinion* that + *Defining Relative Clause*.

### 4. What are the causes/problems and effects/solutions?

BP1: To start, there are numerous *problems/causes* about + *Topic*.

BP2: However, there are also various *solutions/effects* for + *Topic*.

### 5. Do the advantages outweigh the disadvantages?

BP1: I believe that there are many *advantages* about + *Topic*.

BP2: From an opposing view, there are *disadvantages* about + *Topic* + as well.

### 6. Is this a positive or negative development?

BP1: I believe this is a *positive* development because + *Reason*.

BP2: Another reason why this is a *positive* development is because + *Reason*.

### 7. Discuss the benefits and drawbacks

BP1: There are numerous *benefits* to + *Topic*.

BP2: From an opposing perspective, there are also various *drawbacks* to + *Topic* + as well.

Topic Sentences เป็น โอกาสที่ดีที่จะใช้ Present Perfect Simple หรือ Present Perfect Continuous

## Quick Essay Grammar

### 1. Complex Sentences: S + V + O + S.CON. + S + V + O or S + V + O + RP + S + V + O

- Use complex sentences to express multiple ideas in one sentence.
- ใช้ complex sentences เพื่อแสดงความคิดหลายๆ อย่างในประโยคเดียว
- Example: "Some people argue that technology has negative effects on social interaction **although** I believe that it also has advantages to enhance communication." **S.CON = Subordinating Conjunction**

### 2. Zero Conditional or First Conditional: When + S + V + O, S + V + O or If + S + V + O, S + will + V + O

- Incorporate conditional sentences (if clauses) to discuss hypothetical situations or make predictions.
- เพื่ออธิบายผลกระทบหรือความเป็นไปได้
- Example: "If governments invest in renewable energy, they will reduce greenhouse gas emissions."

### 3. Comparatives and Superlatives: Most + Adjective + Noun or More + Adjective + Noun

- Employ comparative and superlative forms to compare or contrast ideas, objects, or situations.
- เพื่ออธิบายการเปรียบเทียบ
- Example: "The most effective way to combat pollution is through stricter regulations and better public awareness."

### 4. Present Simple Passive or Present Perfect Passive: S + is/are + V3 + O or S + has/have + been + V3 + O

- Use the passive voice to shift the focus from the doer of the action to the action itself.
- Present Simple เพื่ออธิบายข้อเท็จจริงหรือความคิดเห็น (e.g., It is argued)
- Example: "It is argued that stricter environmental laws should be implemented."

### 5. Hedging: It appears that... It seems that... It is worth noting that... It is possible that...

- Use phrases like "It could be argued that..." or "In general,..." to express caution or make general statements.
- Example: "It appears that technology has brought about many positive changes."

### 6. Relative Clauses: Noun, RP + V + O, V + O or S + V + Noun, RP + V + O.

- Introduce additional information about a noun using relative clauses.
- อธิบายข้อมูลเพิ่มเติมเกี่ยวกับคำนาม (government) ที่มีอยู่ในประโยคแล้ว
- RP = Relative Pronoun: which, that, who, when, where etc.
- Example: "The government, which is responsible for public welfare, should prioritize healthcare."

### 7. Inversion: Not only + Question Word + Subject + Object, but + S + also + V + O

- Invert the word order in questions or sentences for added emphasis or formality.
- Example: "**Not only does pollution harm the environment, but it also** affects human health."

\*this pattern is like a question, except it is a statement because of "Not only" which means **ไม่ใช่แค่...แต่ยังรวมถึง...ด้วย**

### 8. Modal Verbs: Modal Verb + Main Verb

- Employ modal verbs (**can/could, should, must, may/might**, etc.) to express possibility, or necessity
- สำหรับ essays ใช้หลาย modal verbs ก่อนกริยาหลัก
- Example: "Governments **must** take immediate action to address climate change."

### 9. Gerunds and Infinitives: Gerund + V + O or S + prefer/like + to~infinitive + O

- Use gerunds (**verb~ing**) and infinitives (to + base verb) to discuss actions, preferences, or reasons.
- Example: "I am interested in studying abroad to broaden my cultural horizons."

## Quick Essay Terminology

Using appropriate essay phrases and transitional words can enhance the flow and coherence of your writing.

### Introduction:

1. The topic under consideration is...
2. It is important to understand that...
3. This essay aims to explore...
4. In this essay, I will argue that...

### Body Paragraphs:

#### Topic Sentence

5. First and foremost...
6. Furthermore,...

#### Examples การให้ตัวอย่างและความชัดเจน

7. For instance,...
8. On the other hand...
9. It should be noted that...

#### Summary

10. From this, it can be summarised that...
11. To sum up,...
12. As a result of this,...

### Conclusion:

13. In conclusion...
14. In light of these points, it is clear that...

### Transition Words and Phrases (คำเชื่อม สามารถใช้ใน body paragraphs)

18. Additionally,
19. Moreover,
20. In addition to
21. Furthermore,
22. In contrast,
23. On the contrary,
24. Consequently,
25. Therefore,
26. In conclusion,
27. As a result,

### Punctuation

Comma ( , ) หรือ เครื่องหมาย , เอาไว้ใช้กับคำเชื่อม หรือ ในการแบ่งวลีหรือคำ เพื่อให้อ่านง่ายขึ้น เช่น

- Many people believe that children enjoy playing online games, reading books, and playing sports. Additionally, kids like to travel.
- Semicolon ( ; ) นับเป็นอันที่คนไม่ยอมใช้กันที่สุด เพราะหลายคนไม่รู้จะใช้ยังไง หน้าที่ของ Semicolon หรือ ; คือ การเชื่อมสองประโยคที่มีความเกี่ยวข้องกันมากๆ เข้าด้วยกัน แทนที่จะใช้ Subordinating Conjunction (แต่ไม่ใช่ relative pronoun) ก็ใช้ตัว นี้แทน เช่น
  - The economy has improved; many people are now working.



## Tense and Tense Forms

### 1. Present Simple Active:

Subject + Verb 1 + Object  
E.g., I believe that....

### 2. Present Simple Passive

Subject + is/are + Verb 3 + Object  
E.g., I believe that airplanes are developed quickly.

### 3. Present Perfect Active

Subject + has/have + Verb 3 + Object  
E.g., Society has understood that...

### 4. Present Perfect Passive

Subject + has/have + been + Verb 3 + Object  
E.g., It has been understood that education has been developed by...

### 5. Present Perfect Continuous Active

Subject + has/have + been + V-ing + Object  
E.g., Society has been experiencing improved government services.

## 4 Sentence Structures

พยายามใช้ sentence structures ทั้ง 1-4 ใน essay

### 1. Simple

Subject + Verb + Object

### 2. Compound

Subject + Verb + Object, + FANBOYS Subject + Verb + Object

### 3. Complex

- Subject + Verb + Object + S.Con. + Subject + Verb + Object
- S.Con. + Subject + Verb + Object, + Subject + Verb + Object
- Subject (ที่เป็นคำนาม), Relative Pronoun + Verb + Object, + Verb + Object
- Subject + Verb + คำนาม, + Relative Pronoun + Verb + Object

### 4. Compound and Complex

Subject + Verb + Object, + FANBOYS Subject + Verb + Object + S.Con. + Subject + Verb + Object

\*ไม่จำเป็นต้องเขียนที่ subject ใหม่หากเป็นคำนามเดียวกันกับที่กล่าวไปแล้ว

\*ถ้าเปลี่ยนเรื่องก็ต้องเพิ่ม subject ใหม่

\*Relative Pronoun มันคือ S.Con (Subordinating Conjunction) สามารถใช้ที่นี่ได้เช่นกัน

### Subordinating Conjunctions คำเชื่อม

1. Although, Though
2. Because
3. Since
4. While
5. Whereas
6. If, Unless
7. Even though
8. Which, that, who, when, where

### Coordinating Conjunctions (FANBOYS) คำเชื่อม

1. For
2. And
3. Nor
4. But
5. Or
6. Yet
7. So

## 7.0-9.0 Grammar

### พยายามใช้ grammar ทั้ง 1 - 5 ใน essay

#### 1. Modal Verbs of Obligation เพื่อให้ประโยคอ่อนลง

Could; might/may; should; would

Subject + Modal Verb + Verb 1 + Object

#### 2. Conditional Sentences ที่เกี่ยวกับความเป็นจริงและความเป็นไปได้

**Zero Conditional (Facts/Real +100%)** ที่เกี่ยวกับความเป็นจริง

**When + Subject + Verb 1 + Object, + S + V1 + O**

e.g., When businesses are eco-friendly, society practices sustainability.

**First Conditional (Possible/Likely >50%)** ที่เกี่ยวกับความเป็นไปได้

If + S + V1 + O, S + will + V1 + O

If businesses protect our environment, climate change will decrease.

#### 3. Relative Clauses เพิ่มข้อมูลเกี่ยวกับคำนาม

**Non-Defining Relative Clauses (คือไม่สำคัญทางไวยากรณ์) ต้องมี comma ( , ) ก่อน relative clause**

- Climate change, which is rising, has been a topic of significant importance.
- Green practices, which are methods of protecting the environment, can be expensive to maintain.
- Sustainability has been crucial for environmental stewardship, which will continue to rise.

**Defining Relative Clauses (คือสำคัญทางไวยากรณ์) ไม่ควรมี comma ก่อน relative clause**

- Businesses **that reduce their carbon footprint** might pay less tax.
- Factories **which mitigate climate change** could become more popular.

#### 4. Gerunds ใช้ตอนต้นประโยคจะง่ายกว่า

Using gerunds (verbs ending in -ing) at the start of a sentence can add variety and emphasis to your writing.

**Express a general truth or statement: Gerunds can be used to make general statements.**

For example: Allocating adequate resources can enhance the well-being of communities.

**Emphasize the action: Placing the gerund at the beginning can emphasize the action itself.**

For example: Investing in space exploration and solving community issues is essential

**Create a cause-and-effect relationship: Gerunds can imply causality.**

For instance: Investing in space exploration could solve community issues

#### 5. Infinitives ใช้หลังกริยาหลักจะง่ายกว่า

Some verbs are followed by an infinitive in an essay. Have a look at the list of 5 verbs below.

- **Seek** + to~infinitive: e.g., I have sought to discuss the various drawbacks... (for summary/conclusion)
- **Intend** + to~infinitive: e.g., In conclusion, I have intended to evaluate the drawbacks... (conclusion)
- **Plan** + to~infinitive: e.g., I plan to analyse the drawbacks... (introduction)
- **Attempt** + to~infinitive: e.g., I will attempt to explain the drawbacks... (introduction)
- **Desire/Hope** + to~infinitive: e.g., Many people desire to study overseas (topic sentence)

## Sentence Patterns

### ลองใช้อย่างน้อย 3 ใน essay

#### **Expressing Opinions** การแสดงความคิดเห็น

1. I would like to point out that + DEFINING RELATIVE CLAUSE.
2. It seems to me that + DEFINING RELATIVE CLAUSE

#### **Providing Examples and Clarification** การให้ตัวอย่างและความชัดเจน

3. I would like to emphasize that + DEFINING RELATIVE CLAUSE.
4. To put it another way, + S + V + O.

#### **Contrasting and Contradicting** การเปรียบเทียบและปฏิเสธ

5. I am not entirely convinced that + DEFINING RELATIVE CLAUSE.
6. I have my doubts about + NOUN PHRASE.

#### **Adding Information and Sequencing** การเพิ่มข้อมูลและลำดับ

7. Turning to the topic of + NOUN PHRASE.
8. Let us consider + NOUN PHRASE.

#### **Stating Facts and Knowledge** การระบุข้อมูลและความรู้

9. It is important to note that + DEFINING RELATIVE CLAUSE.
10. It is worth noting that + DEFINING RELATIVE CLAUSE.

#### **Being Precise and Specific** การเป็นรอยเฉพาะและชัดเจน

11. There is no denying that + DEFINING RELATIVE CLAUSE.
12. It goes without saying that + DEFINING RELATIVE CLAUSE.

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## Hedging Technique

### ใช้อันใดก็ได้ ใช้บ่อยเท่าที่คุณต้องการ

Hedging is a method of communication rather than grammar. It expresses ideas without being too harsh.

**There are four ways you can use this technique:**

#### Essay Phrases

1. Many people believe that + DEFINING RELATIVE CLAUSE
2. Some people assume that + DEFINING RELATIVE CLAUSE

#### Modal Verbs

3. It may be true that + DEFINING RELATIVE CLAUSE
4. The answer might be to + INFINITIVE VERB.

#### Adverbs of Frequency

5. It is sometimes understood that + DEFINING RELATIVE CLAUSE
6. It is often assumed that + DEFINING RELATIVE CLAUSE
7. It is frequently accepted that + DEFINING RELATIVE CLAUSE

#### Adverbs

8. It is probably true that + DEFINING RELATIVE CLAUSE
9. It is generally accepted that + DEFINING RELATIVE CLAUSE

  
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