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INTRODUCTION to Writing for the New ECCE

Σύμφωνα με το νέο format των εξετάσεων για το ECCE, οι υποψήφιοι καλούνται να επιλέξουν **ένα** από τα δύο writing tasks:

- **Task 1**, που είναι ένα **email** ή **letter**
- **Task 2**, που είναι ένα **essay**

και να εκφράσουν την άποψή τους πάνω στο writing task που έχουν επιλέξει.

Task 1 - Email/Letter

Περιγράφονται σύντομα **μία κατάσταση** και **ο σκοπός** του email/letter. Δίνονται επίσης οδηγίες για το **τι πρέπει να περιέχει** το email/letter.

Task 2 - Essay

Παρουσιάζεται **μία πρόταση** ή **θέση** όσον αφορά ένα ζήτημα. Δίνονται επίσης οδηγίες για το **τι πρέπει να περιέχει** το essay.



INTRODUCTION to EMAIL/LETTER Writing

ΠΡΙΝ ΞΕΚΙΝΗΣΕΙΣ

- Διάβασε το writing task μέχρι να το καταλάβεις απόλυτα.
- Εντόπισε ποια είναι η κατάσταση που περιγράφεται και απάντησε στις εξής ερωτήσεις:
 1. Ποιος είσαι;
 2. Σε ποιον γράφεις;
 3. Γιατί γράφεις;
- Βρες τις οδηγίες που δείχνουν **τι πρέπει να περιέχει το email/letter** (explain your opinion, give reasons to support your ideas).

Ακολουθώντας αυτά τα βήματα, θα κάνεις μια πολύ καλή αρχή για ένα σωστό email/letter.

Exercise 1: Read the writing tasks and answer the questions. Indicative answers

WRITING TASK 1

A local high school is planning to improve the school environment. The principal of the school wants to know what ideas students have about how to do this.

- Write an **email** to the principal to explain your opinion. Give reasons to support your ideas.
 - Start your email, "Dear Mr. Stevens."
1. What is the situation described? Underline it in the writing task.
 2. Who are you? a student
 3. Who are you writing to? the school principal / Mr. Stevens
 4. Why are you writing? to explain my opinion about how to improve the school environment
 5. What should your email include? reasons to support my ideas

WRITING TASK 2

The city council is planning to offer tourists discount coupons for entertainment facilities in order to attract more visitors to the area. They want to know whether to go forward with their idea and are asking members of the public for feedback.

- Write an **email** to the city council expressing your own views on whether tourists should be offered discount coupons for entertainment facilities. Give reasons to support your ideas.
 - Start your email, "Dear City Council Members."
1. What is the situation described? Underline it in the writing task.
 2. Who are you? a member of the public
 3. Who are you writing to? the city council (members)
 4. Why are you writing? to express my own views on whether tourists should be offered discount coupons for entertainment facilities
 5. What should your email include? reasons to support my ideas

ΤΙ ΠΕΡΙΕΧΕΙ ΕΝΑ ΕΠΙΣΗΜΟ EMAIL/LETTER

Ένας τρόπος για να απαντήσεις στο writing task του email/letter είναι να ακολουθήσεις τα παρακάτω βήματα για κάθε μέρος του γραπτού σου.

1. ΠΡΟΣΦΩΝΗΣΗ

Είναι το στοιχείο που διαχωρίζει τα emails/letters από τα άλλα είδη γραπτού λόγου και **δίνεται έτοιμη** στο writing task (Dear Mr. Mayor, Dear Teachers, Dear Ms. Howard,).

- ! Το email/letter απευθύνεται σε άτομα που έχουν υψηλή θέση και κάποια μορφή εξουσίας, οπότε πρέπει να του δώσεις και το ανάλογο **επίσημο ύφος** (π.χ. αποφεύγοντας τη χρήση των short forms).

2. ΠΡΟΛΟΓΟΣ (INTRODUCTION)

Ένας ολοκληρωμένος πρόλογος πρέπει να αναφέρει:

- **ποιος είσαι** (I am a student at this high school / I am a community member / I am a local citizen).
- **γιατί γράφεις** (I am writing to suggest how ... / I am writing to suggest a suitable location for ... / I am writing regarding the city council's plan to ...).
- **την άποψή σου** (In my opinion, there are many ways in which this can be achieved. / I think that the best option would be ... / To my mind, the city council should implement this plan for various reasons).

- ! Στον πρόλογο:

- μην αντιγράφεις το writing task αλλά προσπάθησε να χρησιμοποιήσεις όσο το δυνατόν δικά σου λόγια.
- μην αναλύεις την άποψή σου, απλά πες σύντομα και ξεκάθαρα τι πιστεύεις.

Exercise 2a: Read the writing task and answer the questions.

The local city council is planning to promote physical activity in the community. They want community members to suggest how this can be done.

- Write an **email** to the city council to explain your opinion. Give reasons to support your ideas.
 - Start your email, "Dear City Council Members."
1. What is the situation described? Underline it in the writing task.
 2. Who are you? a community member
 3. Who are you writing to? the city council (members)
 4. Why are you writing? to explain my opinion about how to promote physical activity in the community
 5. What should your email include? reasons to support my ideas

Exercise 2b: Read the introduction for the writing task in exercise 2a and underline the different parts (1-3).

1. who the writer is
2. why he/she is writing
3. what the writer's opinion is

Dear City Council Members,

¹I am a community member and ²I am writing to make some suggestions about how to encourage exercising in our city. ³I think that there are many ways in which this can be achieved.

Exercise 3: Write introductions for the following writing tasks. Include all the information required. Indicative answers

WRITING TASK 1

The mayor of your city is planning to make the neighborhoods in your community more environmentally friendly. He wants citizens to suggest how this can be done.

- Write a **letter** to the mayor to explain your opinion. Give reasons to support your ideas.
- Start your letter, "Dear Mayor."

INTRODUCTION

Dear Mayor,

I am a local citizen and I am writing to suggest how you can improve the neighborhoods in our area by making them greener. In my opinion, there are many ways in which this can be achieved.

WRITING TASK 2

The principal of your high school is thinking of banning the use of cell phones on the school premises. She wants to know how students feel about this idea.

- Write an **email** to the principal expressing your own views on whether cell phones should be banned from the school premises. Give reasons to support your ideas.
- Start your email, "Dear Principal."

INTRODUCTION

Dear Principal,

I am a student at this high school and I am writing regarding your plan to forbid students from using their cell phones on the school premises. To my mind, the school should not implement this plan for various reasons.

3. ΚΥΡΙΟ ΜΕΡΟΣ (MAIN BODY)

Το κύριο μέρος χωρίζεται σε **2-3 παραγράφους** στις οποίες αναπτύσσονται οι **ιδέες** που τεκμηριώνουν την άποψή σου.

ΠΩΣ ΝΑ ΧΩΡΙΣΕΙΣ ΤΙΣ ΠΑΡΑΓΡΑΦΟΥΣ

- Σκέψου 2-3 ιδέες που στηρίζουν την άποψή σου.
- Ξεχώρισε **κάθε ιδέα σε μία ξεχωριστή παράγραφο.**

INTRODUCTION to ESSAY Writing

ΠΡΙΝ ΞΕΚΙΝΗΣΕΙΣ

- Διάβασε το writing task μέχρι να το καταλάβεις απόλυτα.
- Απάντησε στις εξής ερωτήσεις:
 1. Ποιο είναι το ζήτημα που τίγεται;
 2. Ποιος είναι ο σκοπός του essay;
- Βρες τις οδηγίες που σου δείχνουν **τι πρέπει να περιέχει το essay** (include specific reasons and examples/details to support your opinion).

Ακολουθώντας αυτά τα βήματα, θα κάνεις μια πολύ καλή αρχή για ένα σωστό essay.

TIP

Να θυμάσαι ότι όταν καλείσαι να γράφεις ένα essay, **μπορεί να εκφράσεις απόψεις με τις οποίες δε συμφωνείς** προκειμένου να απαντήσεις στο writing task πιο εύκολα.

Exercise 1: Read the writing task and answer the questions. Indicative answers

Technology offers the best entertainment options, such as computer games and movie streaming websites.

- Write an **essay** on whether you agree or disagree with the statement above.
 - Include specific reasons and examples to support your opinion.
1. What is the issue raised? Underline it in the writing task.
 2. What is the purpose of your essay? **to express my opinion about whether technology offers the best entertainment options**
 3. What should your essay include? **specific reasons and examples to support my opinion**

ΤΙ ΠΕΡΙΕΧΕΙ ΕΝΑ ESSAY

Ένας τρόπος για να απαντήσεις στο writing task του essay είναι να ακολουθήσεις τα παρακάτω βήματα για κάθε μέρος του γραπτού σου.

1. ΠΡΟΛΟΓΟΣ (INTRODUCTION)

Ένας ολοκληρωμένος πρόλογος μπορεί να περιλαμβάνει:

- **ένα γενικό σχόλιο** για το ζήτημα που τίγεται (*It is a well-known fact that ... / It is common knowledge that ...*).
- **την άποψή σου** πάνω στο ζήτημα που τίγεται (*I think/believe that ... / In my opinion, ... / I am of the opinion that ... / In my view, ...*).



Στον πρόλογο:

- **μην αντιγράφεις το writing task** αλλά προσπάθησε να χρησιμοποιήσεις όσο το δυνατόν δικά σου λόγια.
- **μην αναλύεις την άποψή σου**, απλά πες σύντομα και ξεκάθαρα τι πιστεύεις.

Useful words/phrases on p.16

Exercise 2a: Read the writing task and answer the questions.

Parents should give their children a fixed weekly allowance so that they can learn the value of money.

- Write an **essay** on whether you agree or disagree with the statement above.
 - Include specific reasons and details to support your opinion.
1. What is the issue raised? Underline it in the writing task.
 2. What is the purpose of your essay? **to express my opinion about whether parents should give their children a fixed weekly allowance so that they can learn the value of money**
 3. What should your essay include? **specific reasons and details to support my opinion**

Exercise 2b: Read the introduction for the writing task in exercise 2a and underline the different parts (1-2).

1. general comment
2. writer's opinion

¹It is a well-known fact that one of parents' main duties is to teach their children the value of money and how to handle it.²In my view, children should be given a standard weekly allowance in order to learn money management.

Exercise 3: Write an introduction for the following writing task. Include all the information required. Indicative answer

Living in the city is better than living in the country.

- Write an **essay** on whether you agree or disagree with the statement above.
- Include specific reasons and details to support your opinion.

INTRODUCTION

It is common knowledge that more and more people are moving to big cities in order to find a better quality of life. In my opinion, living in the city is preferable to living in the countryside because it provides a wide variety of facilities and opportunities for citizens.

2. ΚΥΡΙΟ ΜΕΡΟΣ (MAIN BODY)

Το κύριο μέρος χωρίζεται σε **2-3 παραγράφους** στις οποίες αναπτύσσονται οι **ιδέες** που τεκμηριώνουν την άποψή σου.

ΠΩΣ ΝΑ ΧΩΡΙΣΕΙΣ ΤΙΣ ΠΑΡΑΓΡΑΦΟΥΣ

- Σκέψου 2-3 ιδέες που στηρίζουν την άποψή σου.
- Ξεχώρισε **κάθε ιδέα σε μία ξεχωριστή παράγραφο**.

Exercise 4: Read the writing tasks and write ideas that could be included in the main-body paragraphs. Indicative answers

WRITING TASK 1

Going to college or university after graduating from high school is the best option.

- Write an **essay** on whether you agree or disagree with the statement above.
- Include specific reasons and examples to support your opinion.

Opinion: Going to college or university after high school is not the ideal option for everyone.

MAIN BODY

para. 1: not everyone is cut out for higher education

para. 2: there are various career paths for graduates to choose from

WRITING TASK 2

Money is the most important factor to consider when choosing a job.

- Write an **essay** on whether you agree or disagree with the statement above.
- Include specific reasons and examples to support your opinion.

Opinion: There are other more important factors to consider when choosing a career than money.

MAIN BODY

para. 1: job satisfaction is a factor that should definitely be considered

para. 2: working conditions also play an important role

WRITING TASK 3

Parents should only work part-time in order to balance their lives between job and family.

- Write an **essay** on whether you agree or disagree with the statement above.
- Include specific reasons and examples to support your opinion.

Opinion: It would be better for parents to work part-time for various reasons.

MAIN BODY

para. 1: they will have more energy to devote to bringing up their children

para. 2: they will have more time to spend with their family

HOW TO START AN INTRODUCTION

Email/Letter

- I am a high school student / a student at this high school / a local citizen / a community member
- I am writing to suggest how to ... / I am writing to make some suggestions about how to ... / I am writing to suggest some ideas about how to ...
- I am writing about / regarding / with regard to / with reference to / in connection with your plan to ...

Essay

- It is a well-known fact that ... / It is common knowledge that ...
- These days, / Nowadays, it is a fact that ...
- It is often claimed that ... / It is commonly believed that ... / It cannot be denied that ...
- An increasing number of (people) ... / A large number of (people) ... / The majority of (people) ...
- ... is a matter of conflict between (parents) and (children).



HOW TO EXPRESS YOUR OPINION

- I think/believe that ... / I am of the opinion that ... / It seems to me that ...
- In my opinion, / In my view, / To my mind,
- Personally, I agree/disagree with ... / I am in favor of / I am against ...

HOW TO MAKE SUGGESTIONS

- (Teachers) should do sth
- Perhaps (teachers) could do sth / There could be sth
- It may/might be a good idea (for teachers) to do sth
- I suggest that (teachers) do sth
- It is important/vital/essential (for teachers) to do sth
- It is important/vital/essential that (teachers) do sth
- It would/might be better if (teachers) did sth

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WORDS/PHRASES

HOW TO INTRODUCE A POINT

- First, / Firstly, / For a start, / First of all, / First and foremost, / To begin with,

HOW TO ADD POINTS

- Second, / Secondly, / Also,
- Furthermore, / Moreover, / In addition, / Additionally, / Besides, / What is more,
- Another idea would be to ...
- Finally, / Lastly, / Last but not least,

HOW TO INTRODUCE SUPPORTING SENTENCES

PROVIDING EXPLANATIONS

- In other words, / That is to say, / More specifically,
- This means that ... / What I mean is that ...
- This is because ... / The reason for this is that ...

PROVIDING EXAMPLES

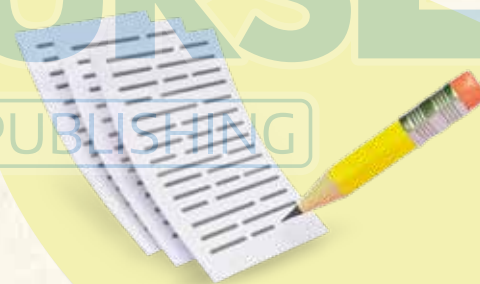
- For example, / For instance,
- ... such as / like ...

PROVIDING RESULTS

- As a result, / As a consequence, / Consequently,
- In this way,
- Therefore,
- So, / ..., so ...

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HOW TO START A CONCLUSION

- In conclusion, / To conclude,
- To sum up, / All in all,
- All things considered,
- Taking everything into account,
- Taking all the above into consideration,

Lesson 1a

Health Better health for students

WARM-UP

1. What do you usually eat at school?
2. What kind of sports facilities does your school have?
3. Do you think that your school should improve the food and the sports facilities it offers?



WRITING TASK A

The principal of your high school has noticed that many students do not eat healthily or exercise enough, so she wants to try to help them stay healthy. She wants to know what ideas students have about how to do this.

- Write an **email** to the principal to explain your opinion. Give reasons to support your ideas.
- Start your email, "Dear Ms. Green."

ANALYZING THE TASK

- 1a. Read the task and underline the situation described.
- 1b. Answer the questions. Indicative answers

1. Who are you? a high school student
2. Who are you writing to? the school principal / Ms. Green
3. Why are you writing? to explain my opinion about how to help students stay healthy
4. What should your email include? reasons to support my ideas

MODEL EMAIL

1. Read the model email and fill in with the words/phrases from the box.

sports courts choose from nutritious food adopt junk food improve

Dear Ms. Green,

I am a student at this high school and I am writing to make some suggestions about how to help students

1. improve their diet and keep fit. In my opinion, there are many ways in which this can be achieved.

To begin with, I suggest that you raise the quality of the food provided at the school canteen. In other words, 2. junk food, such as hamburgers, sodas or sweets, should be replaced with healthier options, like fresh fruit, salads and milk. As a result, students will 3. adopt healthier eating habits and will soon feel more energetic.

In addition, exercise plays a vital role in helping young people stay in shape. In order to be physically fit, students should be encouraged to work out regularly. For instance, you could build more 4. sports courts or even a swimming pool. If this is done, students will be able to 5. choose from a wide variety of activities and participate in something that they really enjoy. So, doing sports with their friends will become part of their daily routine.

To sum up, I believe that if students are provided with 6. nutritious food and more opportunities to exercise, they will get used to eating more healthily and also improve their physical fitness.

Yours sincerely,
Verity Cooper

2. Match each paragraph with its content.

Paragraph 1

b

Paragraph 2

a

Paragraph 3

d

Paragraph 4

c

- a. suggestions for improving school food
- b. reason for writing
- c. summary of points
- d. suggestions about exercising



3. Mark the ideas with S (suggestion), E (example) or R (result) according to their use in the model email.

- | | | | |
|--------------------------------------|---|---|---|
| 1. offer fruit, salads and milk | E | 4. encourage students to work out regularly | S |
| 2. improve the canteen food | S | 5. students will play sports with their friends daily | R |
| 3. students will feel more energetic | R | 6. build more sports facilities | E |

BUILDING WRITING SKILLS

1. Find words/phrases from the model email that mean:

- | | | |
|--------------------------|-----------|--------------------|
| 1. be healthy and strong | (para. 1) | keep fit |
| 2. choices | (para. 2) | options |
| 3. is very important | (para. 3) | plays a vital role |
| 4. get frequent exercise | (para. 3) | work out regularly |
| 5. take part in | (para. 3) | participate in |
| 6. are offered | (para. 4) | are provided with |



2a. Derivatives - Fill in the table.

	A. Verb	B. Noun	C. Adjective(s)
1.	achieve	achievement	achievable
2.	replace	replacement	replaceable
3.	energize	energy	energetic / energizing
4.	encourage	encouragement	encouraging / encouraged
5.	vary	variety	various / variable

2b. Complete the sentences with words from exercise 2a.

- Parents should encourage their children to adopt healthy eating habits.
- A proper diet will give students more energy and eventually help them perform better at school.
- There should be various physical activities to choose from in the local sports club.
- The replacement of the old gym equipment is necessary if you want to attract more people to the athletic center.
- There are certain things that the city council could do to achieve their goals.

3a. Fill in column A1 with the words/phrases from column A2 to form collocations. You can refer to the model email for help.

A1	
1. make	<u>suggestions</u>
2. eating	<u>habits</u>
3. stay	<u>in shape</u>
4. wide	<u>variety</u>
5. improve	<u>my physical fitness</u>

A2
in shape
my physical fitness
habits
suggestions
variety



3b. Write sentences using the collocations from exercise 3a. Indicative answers

- I am writing to make suggestions regarding your plan to promote exercise.
 - We need to change our eating habits in order to stay healthy.
 - Working out regularly will help young people stay in shape.
 - There should be a wide variety of physical activities to choose from at school.
 - The state should take measures to help youngsters improve their physical fitness.
4. Make the same suggestion in different ways. Then, write supporting sentences using the words/phrases given or your own ideas.

Useful words/phrases on p.16

You should provide local people with more sports facilities.

TIP When you make a suggestion, you should always follow it up with **supporting sentences** (explanations, examples, results).

- Indicative answers
- (Perhaps - could)
Perhaps you could provide local people with more sports facilities.
 - (I - suggest - that)
I suggest that you provide local people with more sports facilities.
 - (It - important - that)
It is important that you provide local people with more sports facilities.
 - (It - might - good idea - to)
It might be a good idea to provide local people with more sports facilities.
 - (It - would - better - if)
It would be better if you provided local people with more sports facilities.

A. Explanation: (That is to say - athletic center - be constructed - the area - offering - locals - variety - exercise options)

That is to say, an athletic center could be constructed in the area, offering locals a variety of exercise options.

B. Example: (For instance - be - well-equipped gym - as well as - tennis and basketball courts)

For instance, there could be a well-equipped gym as well as tennis and basketball courts.

C. Result: (So - people - all ages - have - opportunity - keep fit - stay healthy)

So, people of all ages will have the opportunity to keep fit and stay healthy.

Now write your own email in answer to Writing Task A and complete the checklist.

CHECKLIST

- Does my email answer the task?
- Does my email start appropriately?
- Does my email have a clear introduction, main body and conclusion?
- Does each paragraph have a clear topic sentence?
- Have I supported my points with explanations/examples/results?
- Have I used linking words/phrases correctly in my email?
- Does my email end appropriately?
- Is my email written in formal language?
- Have I proofread my email?

COPY YOUR CORRECTED EMAIL HERE (or on p.78)

INTRODUCTION

- Who you are
- Why you are writing
- Your opinion

MAIN BODY

- **1st paragraph**
First suggestion and supporting sentences
- **2nd paragraph**
Second suggestion and supporting sentences
- **3rd paragraph (optional)**
Third suggestion and supporting sentences

CONCLUSION

Your opinion and/or an expected result

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Lesson 1b

Health Physical fitness for campers

WARM-UP

1. Do you think exercise is important? Why or why not?
2. Would you like to go to a summer camp?
3. Put the camp activities in order of preference and justify your choices.

- a. sports competitions
- b. water activities
- c. dance classes
- d. rock climbing
- e. relay games



WRITING TASK B

The athletic director of a summer camp is looking for ways to promote physical fitness at the camp. He wants to know what ideas his young campers have about how to do this.

- Write an **email** to the athletic director to explain your opinion. Give reasons to support your ideas.
- Start your email, "Dear Mr. Pitt."

ANALYZING THE TASK

- 1a. Read the task and underline the situation described.
- 1b. Answer the questions. Indicative answers

1. Who are you? a (young) camper
2. Who are you writing to? the athletic director of a summer camp / Mr. Pitt
3. Why are you writing? to explain my opinion about how to promote physical fitness at the camp
4. What should your email include? reasons to support my ideas

PREPARING TO WRITE

1. Match each suggestion with an explanation/example (E) and a result (R).

SUGGESTIONS

1. Provide campers with sufficient sports equipment.
2. Offer a wide variety of activities to choose from.
3. Hire professional PE instructors to supervise team sports, water activities and other games.
4. Organize relay games and sports competitions.

E	R
4	1
2	3
1	4
3	2

EXPLANATIONS/EXAMPLES

1. They can help campers with any activity they find difficult.
2. There could be wall climbing, canoeing, hiking and yoga.
3. You can set up teams according to the campers' ages so that they can compete for prizes.
4. You can make sure that there are plenty of bikes, balls and rackets.

RESULTS

1. Campers will be able to use them whenever they want.
2. Children will be more than willing to participate and try their best to win.
3. Each camper will be able to take part in whatever suits them best.
4. Children will feel safe while playing and they will also get the most out of every activity.

Now write your email and complete the checklist.

CHECKLIST

- Does my email answer the task?
- Does my email start appropriately?
- Does my email have a clear introduction, main body and conclusion?
- Does each paragraph have a clear topic sentence?
- Have I supported my points with explanations/examples/results?
- Have I used linking words/phrases correctly in my email?
- Does my email end appropriately?
- Is my email written in formal language?
- Have I proofread my email?

COPY YOUR CORRECTED EMAIL HERE (or on p.79)

COMPLETE THE OUTLINE

Dear Mr. Pitt,

INTRODUCTION

- Who I am
- Why I am writing
- My opinion

I am a fifteen-year-old camper and I am very interested in physical fitness. I am writing to make some suggestions about how to promote physical exercise at the camp. In my opinion, there are various ways in which this can be achieved.

First of all, perhaps you could provide campers with sufficient sports equipment. For instance, you can make sure that there are plenty of bikes, balls and rackets, so campers will be able to use them whenever they want. Moreover, there could be a wide variety of activities available for them to choose from, such as wall climbing, canoeing, hiking and yoga. As a result, each camper will be able to take part in whatever suits them best.

I also suggest that you hire professional PE instructors to supervise team sports, water activities and other games. More specifically, they can help campers with any activity they find difficult and encourage them to try something new. In this way, children will not only feel safe while playing but they will also get the most out of every activity.

Last but not least, it might be a good idea to organize relay games and sports competitions. That is to say, you can set up teams according to the campers' ages so that they can compete for prizes. Consequently, children will be more than willing to participate and try their best to win.

All in all, I think that if you follow my suggestions, you will definitely succeed in persuading your campers to get plenty of exercise. So, they will not only have fun, but they will also learn the importance of including physical fitness in their daily lives.

Yours sincerely,
Jennifer Stuart

MAIN BODY

- **1st paragraph**
First suggestion and supporting sentences
- **2nd paragraph**
Second suggestion and supporting sentences
- **3rd paragraph (optional)**
Third suggestion and supporting sentences

CONCLUSION

My opinion and/or an expected result