

**TEXT ORGANIZERS** - This term covers words and phrases which make clear the organization of what we say or write.

### **1. Sequencing – the order of the points we are making**

*first (of all) ....., to begin / start with, in the first place, firstly..., primarily, secondly..., thirdly, next ....., then ....., finally /lastly /last of all, first and foremost (prvo i najvažnije), last but not least (posljednje, ali ne i nevažno)*

### **2. Adding – introducing additional points**

*furthermore..., moreover..., in addition to this..., as well as this..., besides this... , also..., what is more, besides, not only... but also,*

### **3. To list advantages**

*the main / most important advantage of / argument for..., a further / an additional advantage of ... many / some people/ argue / suggest / feel/ believe that*

### **4. To list disadvantages**

*the main/most important disadvantage / drawback of / argument against; another / additional disadvantage of; some / many people are against....*

### **5. Giving opinions**

*Personally..., in my own opinion /view...as far as I am concerned, it is my belief / opinion / view, I agree / disagree with, I believe that... I am in favour of... I am against the idea of... It seems to me that... I sympathize with... It appears to me that, I strongly / firmly believe that, I couldn't agree / disagree more that / with, the way I see it...*

### **6. Giving examples**

*For example..., for instance..., such as (not used at the beginning of a sentence), in the case of ....., this is an example of..., for this reason...in particular, particularly*

### **7. Making contrasts**

*On the other hand..., however..., nevertheless..., In contrast..., In comparison..., although, even though..., nonetheless...while, whereas, different from, still, despite, in spite of, but,*

## **8. Emphasis**

*Indeed, in fact, obviously, of course, clearly, needless to say*

## **9. Effect / result**

*Therefore, thus, hence, as a result / consequence, consequently, so, the cause of, the reason for,*

## **10. Summing up**

*In conclusion...., to sum up/ altogether..., On this basis, I can conclude that..., Given this, it can be concluded that..., Having proved this, I would like to..; In conclusion, I would like to stress that..., All in all, I believe that... All things considered...*

*In short, thus, in summary, in brief, therefore, in the end, all in all,*

## WRITING "FOR AND AGAINST" COMPOSITION (one of the expected types of essay in the exam)

### GUIDELINES FOR PLANNING

1. **Brainstorm some ideas.** Don't worry if you think you have too many. It's better to have too many ideas rather than too few, as any unnecessary material can easily be removed
2. **Organise your ideas into paragraphs.**
  - ✚ Each paragraph should have a main argument ("for" or "against", or one of the given opinions)
  - ✚ Each main argument should have supporting arguments
  - ✚ Each supporting argument should have some evidence in the form of examples

**INTRODUCTION** - short, say there are different opinions about the topic, *people have always argued, there have always been disputes about... It is necessary to consider both points of view... both sides have their arguments.* **UVUCI PRVI RED**

#### **PARAGRAPH – FOR – UVUCI PRVI RED (ili jedno od zadanih mišljenja)**

ARGUMENT 1      EXAMPLE / JUSTIFICATION / REASON  
                            EXAMPLE

ARGUMENT 2      EXAMPLE/ JUSTIFICATION / REASON  
                            EXAMPLE

ARGUMENT 3      EXAMPLE/ JUSTIFICATION / REASON

CONCLUSION OF THE PARAGRAPH (restatement of the topic stc, main point, summary)

#### **PARAGRAPH – AGAINST – UVUCI PRVI RED (ili drugo od zadanih mišljenja)**

ARGUMENT 1      EXAMPLE/ JUSTIFICATION / REASON  
                            EXAMPLE

ARGUMENT 2      EXAMPLE/ JUSTIFICATION / REASON  
                            EXAMPLE

ARGUMENT 3      EXAMPLE/ JUSTIFICATION / REASON

CONCLUSION OF THE PARAGRAPH (restatement of the topic stc, main point, summary)

**CONCLUSION of the essay– UVUCI PRVI RED**, sum up the main arguments, give your opinion or balanced view – stay neutral

3. Remember to **use linking words** (*firstly, however, next, etc.*) as these make it easier to follow what you are saying
4. You should have **an introduction** that states the topic of the composition. This shouldn't be too long. It can simply be a restatement of the question
5. Make sure you have a brief **concluding paragraph** which sums up the main arguments. You can give your verdict or remain neutral.
6. When you have finished, **check your work for careless errors**, e.g. spelling and word-processing mistakes. **DO NOT USE CONTRACTIONS** (*I'm\**, *can't\**, *haven't\**, *wanna\*\*\**, *gonna\*\*\**) **USE FULL FORMS! AVOID USING 'DEAD WORDS'**.