



PRESENTING BOTH SIDES OF AN ARGUMENT

guidelines

1. Read carefully the task set and underline the key words.
2. Think about the format and the reader: In a balanced discussion you will have to weigh up the advantages and drawbacks of something so you will be expected to write a paragraphed text.
3. Vocabulary and structures: Brainstorm any vocabulary you think it might be useful for the task set. Remember you have to show your level both in vocabulary and structures!
4. Brainstorming the topic and making a plan: Don't be mean with time! Make an outline of the advantages and disadvantages and decide how you are going to arrange your writing. If you are outlining the pros and cons of a question, it is essential that you organise points into groups before you start to write. There are two main ways of organising a balanced discussion. Choose the one you like most.

structure 1	structure 2
introduction to lead into the topic	introduction to lead into the topic
section (1 or more paragraphs) dealing with the advantages	section (1 or more paragraphs) dealing with the first set of advantages and risks.
section (1 or more paragraphs) dealing with the risks	section (1 or more paragraphs) dealing with the next set of advantages and risks.
conclusion	conclusion

5. Paragraphing: Once you have gathered all the ideas decide, on the number of paragraphs of your essay. (1 idea = 1 paragraph) Remember to include a good opening paragraph and a conclusion to round up your writing. In a concluding paragraph for this type of composition you need to be sure to weigh up both sides of the points set out in earlier paragraphs. Link the paragraphs using connectors to present your arguments, to weigh up ideas and to summarise arguments.
6. Link the text together so that the reader finds it easy to read it.

GOOD WRITING!