

# **SER3604 : ENGLISH FOR SERVICE BUSINESS**

UNIT 4 : Essay Writing

By

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# UNIT 4 : ESSAY WRITING

- Essay writing is the basic skill of writing in English since it has both informal and formal writing. Typically, essay has not more than two pages and just requires simple English for informal essay. As the well-writing influences people in many ways; encouraging, empowering, inspiring, enlightening, and entertaining them which has significant benefits for learning and experiencing the new paradigms.

# Standard Five Paragraph Essay Outline Format

## I. Introduction

- A. Creative Opening to catch the audience's attention. Students can use quotes, interesting facts and figures, joke or anecdotes, etc.
- B. Background information
- C. Preview of the main points of the essay.
- D. Thesis Statement affirms the main idea of the essay.

## II. Body

- A. Paragraph 1
    - 1. Topic sentence states the main idea of the paragraph and transitions from the paragraph before it
    - 2. Supporting details defend or strengthen the topic sentence. Students should use at least two supporting details in each paragraph. Supporting details can include facts, examples, and expert opinions about a specific subject. If primary or secondary sources are used, students must use MLA parenthetical citations.
  - B. Paragraph 2
    - 1. Topic sentence states the main idea of the paragraph and transitions from the paragraph before it
    - 2. Supporting details defend or strengthen the topic sentence
  - C. Paragraph 3
    - 1. Topic sentence states the main idea of the paragraph and transitions from the paragraph before it
    - 2. Supporting details defend or strengthen the topic sentence
- (NOTE: More paragraphs can be created using the same format.)

## III. Conclusion

- A. Restate thesis statement. Students should reword the thesis statement.
- B. Summarize main points. Students should reword topic sentences.
- C. Tie to Opening. Students should relate their conclusion to the opening of the essay.

# STANDARD ESSAY FORMAT

# FORMAL ESSAY

- Formal essay is very useful when applying for jobs and other relatives. As service industry today becomes globally, most of the jobs according to services require all applicants to be master in English writing, so that essay writing test is the condition that all candidates must pepper with, as a rigorous requirement. Hotel business, medical service, and airline business are the examples of service businesses that surely require English writing test. We can say that essay writing is more and more important for the ones who are seeking for jobs in service industry, it also definitely includes the progression in career paths and opportunities for higher positions for all workers.

## Narrative Essay Sample

### The Biggest Nightmare

It was a hot summer's day. Everything around me was slowly starting to melt: the trees, the houses, the sky and the pathway to my garage. It seemed that I was about to melt down myself, so there would only be a small puddle of glue-like substance left on the ground. I was walking very slowly. My head felt huge and heavy, and every muscle in my body was sore. My arms and legs were barely responding to the signals that my brain was sending to them. It felt like a slow-motion horror movie, only it was happening live. I finally reached the front door and touched the handle. The path that took only a second for my eyes to see, took about twenty minutes for my body to accomplish. But, I was finally at my goal.

I slowly turned the handle of the door, only to realize it had barely moved. I took all the strength that I had left in my body and pressed the handle again. No success. I turned around, leaned against the door, and slowly slid down to the ground. I felt faint. My head was spinning. I was so thirsty that I could barely think about anything else. I had to get inside; had to pull myself together and open the door. Otherwise, I would faint here, near the front entrance to my own house, which was not the scenario I'd prefer. I pulled myself from the ground and faced the door again. I closed my eyes for a second, took a deep breath, opened them, and pushed the door knob as hard as I could, at the time. It gave way grudgingly. If it wasn't for the helpless shadow of a man that I was at that moment, I would definitely have screamed in happiness for finally winning, over this stubborn door knob. But, all I could settle for right then was a weak smile, and a deep sigh of relief.

I went inside, and had to wait for a minute before I could make out anything. It was too dark, still very hot and, somehow, very lonely inside. By the time my eyes adapted to the darkness inside, I could tell no one was around. What time was it? And where was everyone? The house was completely and scarily quiet. The silence was unnatural. There was no sound coming from the working fridge, or ticking clock; nothing. I went to the kitchen to get some water, opened the tap and put an empty glass under it. But there was no water, not even a drop! The glass remained empty. This seemed like a complete

# INFORMAL ESSAY FORMAT

# ESSAY FORMAT

- Basically, general essay has at least three to five paragraphs depends on the topic and style of organization. Each paragraph has different function, but still the same purpose. To organize the essay properly, considers planning to answer three issues; what topic is, who are the readers, and the purpose to conduct an essay. Firstly, topic determines the direction and style of essay, it also tells the writer to use informal or formal words. Secondly, knowing who are going to read your paper will make you prepare your essay become more interesting. And lastly, understanding the reason to conduct an essay will make the writer organize their ideas and use appropriate words.

# ESSAY FORMAT

- An interesting essay consists of three parts; they are introduction, body paragraph(s), and conclusion. Each part has one “topic sentence” and rationalization (cause and effect) in itself. Supportive sentences come after topic sentence has been placed, they elaborate the meaning and show relationship between one idea and another idea systematically.

# ESSAY FORMAT

- Topic sentence is the most important sentence in all paragraph. No matter what the topic is, how many paragraphs are, and which style of essay is taking, topic sentence—or known as main idea/ controlling idea—will tell everything to readers within one sentence. The best place for topic sentence in a paragraph is the first sentence because the ease of organizing an idea, but if the writers become master in English writing, then they can place topic sentence at any positions in a paragraph.



# ESSAY FORMAT

- Supportive sentences are used to support the main idea of each paragraph. They show the causality and make the readers understand clearer while reading each paragraph. The idea appeared in supportive sentences belong to the main idea that determines the direction of an essay as well.

## Basic Formal Outline

### Essay Title

**Introduction** - Write out the entire introduction to your essay in complete sentences, including an Attention Getter and then a Thesis Statement. The Thesis Statement should be the purpose of your essay (your position) and specific statement of its main idea in 1-2 complete sentences, identifying the first, second, third (and so on) main points.

**Body** – This section discusses the Thesis Statement of your essay through each of the Main Points. This section is to be kept in outline form either by topic or by sentence.

#### I. Discussion of First Main Point

- A. supporting details
  - 1. examples, illustrations, and explanations
  - 2. examples, illustrations, and explanations
- B. supporting details
  - 1. examples, illustrations, and explanations
  - 2. examples, illustrations, and explanations

#### II. Discussion of Second Main Point

- A. supporting details
  - 1. examples, illustrations, and explanations
  - 2. examples, illustrations, and explanations
- B. supporting details
  - 1. examples, illustrations, and explanations
  - 2. examples, illustrations, and explanations

#### III. Discussion of Third Main Point

- A. supporting details
  - 1. examples, illustrations, and explanations
  - 2. examples, illustrations, and explanations
- B. supporting details
  - 1. examples, illustrations, and explanations
  - 2. examples, illustrations, and explanations

**Conclusion** – Write out the entire conclusion to your essay in complete sentences, including a summary or rewording of your Thesis Statement and its Main Points AND a Clincher to drive home your topic.

# OUTLINING AN ESSAY