

# Writing Models

## Unit 1 Descriptive Essay

### My Interests, Skills, and Goals

I have a wide variety of interests, but my main interests are science and nature. Even as a child, I always loved spending time outdoors. I enjoy gardening, and I'm interested in organic gardening methods. I grow vegetables, herbs, and flowers in the community garden in my neighborhood.

I have many skills. I'm good at math, and working with computers has always been easy for me. I keep up with new computer programs, and I do a lot of things online. I think my interpersonal skills are good, too. I'm outgoing and patient. I often help my friends with their computer problems.

I want to work at something that combines my interests and skills. My career goal is to work as a landscape architect for the City Parks and Recreation Department. Right now I'm taking ESL classes at the community college. After I finish my ESL classes, I want to enroll as a credit student and study landscape architecture. While I'm taking classes, I hope to work as a tree climber and pruner in the city parks.

Andrea Fernández

## Unit 2 Job Ad

### **Megametro Media**

Growing media firm seeks an entry-level accountant. The qualified candidate will have a degree or certificate in accounting and will have knowledge of Microsoft Office®, QuickBooks®, and other accounting software. Related experience a plus. Team environment. Excellent problem-solving and communication skills required. Only honest, dependable, hardworking candidates need apply.

## Unit 2 Cover Letter for a Résumé

Iris Martinez  
115 Hammond Avenue  
Largo, Florida 33773

applicant's name  
and address

April 25, 2010

date

Mr. Harvey Samson  
Megametro Media  
12 Communications Drive, 8F  
Largo, Florida 33773

employer's name  
and address

Dear Mr. Samson:

greeting

I am writing in response to your ad for an entry-level accountant in the *Largo Gazette*. My education and qualifications are a great match for this position.

As you can see in my attached résumé, I am completing a program in accounting at Hillsborough Community College. I will have my AA degree in one month. I can use all Microsoft Office programs, as well as QuickBooks. In addition to attending classes, I have been working as an Assistant Manager at Robertson's Supermarket, and this job has given me an opportunity to perform some basic bookkeeping and accounting duties.

Megametro Media is a well-known and respected company. I believe that it is the kind of company where I will be able to make valuable contributions as I grow and learn. I'm dependable, hardworking, and responsible. I'm a team player. And I have excellent problem-solving and communication skills.

Thank you for considering my application. I look forward to meeting you and discussing the opportunity to work for Megametro Media.

Sincerely,

closing

*Iris Martinez*

signature above typed  
first and last name

Iris Martinez

thank you and  
indication of  
eagerness for  
further contact

## Unit 3 Letter to the Editor

Letters to the Editor  
November 24, 2010  
Re: Eating While Driving

Eating while driving is dangerous, and it definitely should be banned. People should eat before they get into the car so that they can focus on the very important job of driving. This would be safer for drivers, passengers, and everyone around them.

One of the reasons eating while driving is so dangerous is because it forces the driver to take a hand off the steering wheel. Even though eating doesn't require brainpower, it does require coordination. Unwrapping a burger or picking out a French fry involves taking a hand—or sometimes two—from the steering wheel. If something suddenly happens, which is always a possibility while driving, without having both hands on the wheel, the driver will not have complete control.

Another reason eating while driving is dangerous is that the food can spill or drop on the driver or critical parts of the car. For example, if someone is driving to work and eating a breakfast sandwich that starts to leak sauce, the driver is going to be more worried about ruining clothing than watching the road. Or imagine that part of the sandwich slips out and onto the brake or gas pedal. A simple attempt to brush it away with a foot could cause an accident. If the food a driver is eating is greasy, it could get onto the steering wheel and cause loss of control. If it is hot, the driver could get burned, causing him or her to make a sudden move and be distracted from the most important task: driving.

Though our lives are all very busy, we should be able to find the time to have a bite before getting behind the wheel. Eating is one of the most distracting and dangerous activities to do while driving. Taking an extra ten minutes to eat something at home could save lives.

Fazil Shankar  
San Francisco, California

## Unit 4 Safety Instructions

### How to Prevent Falls at Home

Falling at home is a serious problem. The good news is that one-third of all falls in the home could be prevented if people followed a few simple steps.

To prevent falls in your home, first, identify potential hazards. Be sure that all areas of your house are well lit. If not, put in brighter light bulbs where needed, and install night-lights in areas you walk through at night. Remove loose objects from the floor and stairs, and keep electrical cords away from walkways. Make sure that handrails and steps are secure and in good condition. Tape down or eliminate area rugs that could cause someone to trip, slip, or fall. Close cabinet doors and drawers—including doors to the dishwasher and clothes dryer. Use rubber mats to prevent slipping in the bathtub.

Next, look at the kind of shoes you typically wear. Wear sturdy shoes, even at home. Walking around in socks or slippers can cause a fall, especially when going up and down stairs. Always be sure that your shoelaces are tied, and avoid high heels or unstable sandals.

Then consider some form of exercise to improve your balance, flexibility, and coordination. Studies show that certain types of exercise, such as yoga and tai chi, can improve balance and prevent falls among people of all ages. The better shape you are in, the less likely you are to fall.

Finally, investigate the side effects of any medications you take. Some drugs can cause fatigue, lack of coordination, or dizziness. If you are taking such a medication, take extra care because you have a higher risk of falling.

Eva Tran

## Unit 5 Self-evaluation

### Self-evaluation

Since last year, I have been working as a Certified Nurse’s Assistant (CNA), taking care of elderly patients. My strengths as a CNA are my compassion and my attention to detail.

I have had a number of successes that show my strengths. For example, I was named “CNA of the Month” in October because of the many positive reports from patients’ relatives about the care I gave their loved ones. In addition, I was praised by the lead nurses during my three-month review for the accuracy of my patient records. These achievements, along with my record of never missing a shift, are why I choose to give myself a “superior” rating.

Even though I believe the “superior” rating is well deserved, I know there are still areas in which I could improve. First, I would like to learn more about some of the medical equipment used in our workplace. At times, I have had to depend on more experienced CNAs to help with complicated types of medical equipment. In the future, I would like to be the CNA that others come to for help. Second, I would like to learn more about the unique medical problems that affect our elderly patient population. I get a lot of satisfaction out of helping older people stay healthy. For this reason, I would like to receive more training in elder care.

This year has been a challenging and productive one for me, and I’m looking forward to next year. My future goals are to take a series of workshops to learn more about medical equipment, as well as a special nursing course to learn more about typical medical problems the elderly face. I know these courses will make me a better CNA and will help my long-term career goal of becoming a Registered Geriatric Nurse. Finally, I plan to make next year as successful as this one.

Pham Tuyen, Certified Nurse’s Assistant

## Unit 6 Persuasive Essay

### Why Companies Should Not Hire Smokers

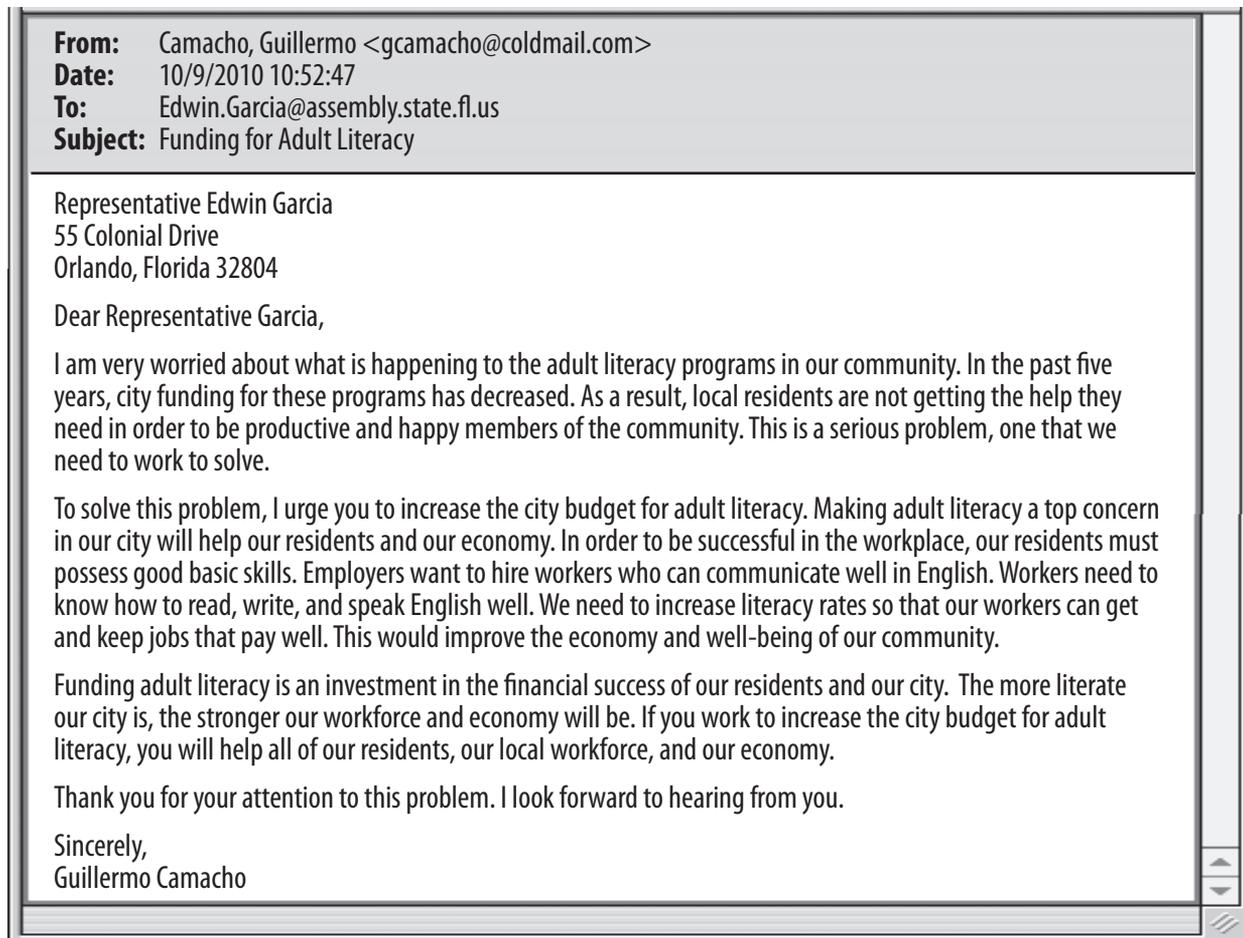
Today, more and more companies who pay employee health care costs prefer not to hire smokers. I think that this policy is a good one because hiring smokers hurts a company as well as its nonsmoking employees.

Hiring smokers hurts a company financially. Smoking causes serious health problems. It increases a person’s chances of getting heart disease, emphysema, lung cancer, and many other serious diseases. All of these illnesses require expensive long-term medical care. In fact, according to *The New England Journal of Medicine*, health care costs for smokers can be as much as forty percent higher than those for nonsmokers.

If companies hire smokers, they are also hurting nonsmoking employees. When companies pay too much for health care, they have less money in the budget for other employee benefits. For example, they can’t hire additional staff, provide child care, or give raises. Companies and nonsmoking employees should not have to pay the price for people who continue to smoke. This is why I believe that companies should not hire smokers.

Zlatan Ramic

## Unit 7 Formal E-mail



## Unit 8 Essay That Compares and Contrasts

### Legal Systems in India vs. the United States

To many people, my home country of India seems very different from the United States. However, when you look at the legal systems of the two countries, you will find some surprising similarities as well as differences.

Both India and the United States are former colonies of England, which is why their legal systems have similarities. Both countries have *common laws*—laws created by the courts, not the government. Both nations also have what is called an *independent judiciary*. This means that the legal system is separate from other branches of government, such as the executive branch and Congress.

The main difference between the legal systems of the two nations is the way in which trials are conducted. In India, a judge determines the verdict in almost all trials. A single person determines a defendant's guilt or innocence. In contrast, the legal system in the United States puts legal power in the hands of a group of ordinary citizens. Anyone accused of committing a serious crime has a right to a trial by a jury of his or her peers. The jury is usually made up of twelve citizens. They hear all the evidence in the case and decide whether the person is guilty or innocent.

Anand Ramesh

## Unit 9 Personal Narrative

### Reducing My Carbon Footprint

Ever since my kids started learning about the environment at school, they've been trying to convince me to change my ways. Well, if you're a parent, you understand that sometimes things get so hectic it's hard to focus on anything—especially, the environment. However, despite my busy schedule, my kids have convinced me to make a few changes to reduce my carbon footprint.

A few months ago, my seven-year-old son suggested that I use cloth bags instead of plastic ones to carry groceries and other products. At first, it was difficult because I kept forgetting to bring the bags with me. After awhile, though, it became a habit. As soon as I use the bags, I return them to the car. This way I always have them with me. So far, this is working out very well.

Soon, I found myself paying more attention to recycling, too. I decided to buy rechargeable batteries and recycle all my newspapers, magazines, paper bags, and cardboard boxes. My daughter bought me a reusable coffee cup for my birthday. I take it almost everywhere I go. My garbage has been reduced by fifty percent. I can't believe how much stuff I was throwing away before!

Although I'm still driving my big old car, I'm trying to maintain it better. I only use the air conditioning on extremely hot days. I also drive more slowly in order to save gas. These were the tips my kids gave me, and I have to say that they were right. I may not get somewhere as fast as I used to, but I'm saving some gas and money. It amazes me that a little effort can have a big effect on helping the environment.

Anka Sawicki

## Unit 10 Autobiographical Essay

http://www.homedeliverytoelders.org/blog

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### Home Delivery: Employee Success Stories

November 25, 2010 | Posted by: Alexandra Zambrano

#### Nothing Can Stop Me Now



I remember when my husband and I first came to the United States to work. I was twenty-two years old. We had borrowed several thousand dollars, and had come to California to start a new life. I didn't know much English—in Ecuador, I had had to quit school in the sixth grade to help raise my brothers and sisters. Now that we were living in Los Angeles, I needed to get a job right away to pay the rent. I didn't have much work experience, but I knew how to care for children, so I spent my first six months babysitting for a neighbor for very little money.

Without enough English to communicate well, I couldn't find a better paying job. So I signed up for an English class at the local high school. The class met three evenings a week. The teacher, Mr. Stevens, was a tall, thin man in his fifties. He had spent years helping students like me learn—and actually love—English. He was a wonderful teacher, who gave me puzzles, games, and exercises to expand my vocabulary. He encouraged me to work on my English all the time. He told me to listen to the radio, read newspapers, and watch TV and movies in English. He even suggested that I get an English pen pal online. Mr. Stevens told jokes in class and made learning English fun.

As my English got better, I decided to apply for a cooking job at a nonprofit organization called *Home Delivery*. This organization prepares and delivers meals to the elderly. I thought, "Great! My English doesn't have to be perfect to cook!" But, as it turned out, I did need English to communicate with my co-workers. Soon I was speaking English in the kitchen and learning a lot of American slang. When supervisors at *Home Delivery* recognized how much better my English was, they offered me a job in the food inventory department. Mr. Stevens was proud of my success and encouraged me to take a GED class. After studying hard, I took and passed the GED exam. Soon I was promoted at work to office assistant. Three years later, I was managing the office.

After five years at *Home Delivery*, I realized that I had a solid nonprofit résumé, so I decided to get a college degree in nonprofit management. I found a local college that offered classes at night. When I think of how I felt when I came to New York seven years ago, I'm amazed at how my life has changed. Today, I am in college and have a full-time job at a nonprofit organization. I plan to finish my degree in four or five years and start my own organization some day. My goal is to start a nonprofit organization to help new immigrants. I still have a long way to go, but I have come so far. Nothing can stop me now.

Alexandra Zambrano

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