

## How to write a comment

In a comment you are asked to give your personal views and give reasons for your opinion. It usually consists of these parts:

- (1) presenting the topic
- (2) giving opinions
- (3) supporting opinions by facts, examples, personal experience
- (4) conclusion.

### Here is some advice on writing a comment:

#### Before writing

- Develop your opinion by collecting ideas, facts and examples on the topic.
- If the task refers to a text, remember to check the text for ideas.
- Make notes for your response to the problem.
- Structure and number your arguments you have noted down in a logical order and back them up with facts and examples.

#### While writing

- Start with a short introduction that presents the topic you are going to discuss.
- State your position on the problem.
- Develop your point of view while using the notes you have made.
- Organise your response in paragraphs. Use one paragraph for each topic.
- Use linking devices to present your arguments.
- In the final paragraph, give a summary of your opinion (= conclusion).

#### After writing

- Check your text for the logical development of ideas.
- Make sure you have expressed your position clearly enough by using convincing facts and examples.
- Proofread your text for language errors and correct them.

CAMDEN TOWN 5. Braunschweig. 87. HINZ, KLAUS (Hrsg.) (2003). *Power Pack English. Skills and strategies for advanced learners*. Paderborn. 58.

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## Possible structure and topic sentences

	FUNCTION	LANGUAGE
<b>Opening paragraph</b>	lead-in / introduction to your topic – interest your reader	<u>Possible topic sentences</u> ⇒ X seems very ... but is it really? ⇒ You may think that ... ⇒ Rhetorical questions: Have you ever considered...? Have you every asked yourself ...?
<b>Paragraph 1</b>	Argument # 1/ counterargument (optional)	<u>Possible topic sentences/support phrases</u> ⇒ To begin with ... ⇒ First of all ... ⇒ Although ... ⇒ It may be the case that ... However, I believe ... ⇒ For example ... ⇒ To illustrate ...
<b>Paragraph 2</b>	Argument #2 / counterargument (optional)	<u>Possible topic sentences/support phrases</u> ⇒ In addition, one can say that ..... ⇒ Furthermore ... ⇒ What we also have to consider is ... ⇒ On the one hand ... on the other hand ... ⇒ Let me illustrate this by .. ⇒ For instance ...
<b>Paragraph 3</b>	Argument #3 / counterargument (optional)	<u>Possible topic sentences/support phrases</u> ⇒ As a final point, it seems to me that ... ⇒ Finally, I would like to point out that ... ⇒ I agree to a certain extent that ... but .... ⇒ What ... does not take into consideration is ... ⇒ Statistics show ... ⇒ As an illustration, consider ...
<b>Conclusion</b>	finishing your text/summing up your opinion	<u>Possible topic sentences</u> ⇒ So all in all, I maintain ... ⇒ In conclusion, I'd like to say that ... ⇒ To sum up, ...

## Checklist for expressing my opinion in a comment

- To prepare my comment**, I have collected ideas, facts and examples and made notes to form an opinion.
- In case the task refers to a text: I have checked the text for ideas.
- I have found convincing arguments and noted them down in a logical order, e.g. by numbering them or putting them in a list or chart.
- I have collected examples and facts to back up my arguments.
- I have then started writing my text with a short **introduction** to the topic.
- In my introduction, I have briefly stated my opinion on the topic.
- I have written the **body** of my comment along my ordered notes and developed my arguments logically.
- I have used examples and facts to support my arguments.
- I have used **connectives** to add/compare/contrast/sum up ideas, to express reason, condition, consequence, and to connect paragraphs.
- I have given a summary of my opinion in the final paragraph or sentence (= conclusion).
- I have checked and **proofread** my text for correctness, clarity, and the logical development of my arguments.

