

Eng. 302 Writing

Advantages and Disadvantages Essays– Samples, Model Essays and Topics

An **essay** is a written piece where you can present an idea, propose an argument, express your emotions or initiate a debate.

In an **advantages and disadvantages essay** your task is to describe the **positive** and the **negative** sides of a specific topic. You must include examples and reasons to support your ideas. Sometimes you will also be asked to give your opinion. You can include your personal opinion in the introduction and conclusion of the essay.

The typical structure for an advantages and disadvantages essay is the following:

Paragraph 1: Introduction

- Start your introduction with a sentence that paraphrases the question you were given
- Add a sentence where you include the main ideas that you will talk about
- Give your opinion (if required)

Paragraph 2: Advantages

- Write a sentence where you summarize the main idea of the paragraph. In this paragraph you must mention the advantages.
- Next write a sentence where you explain the advantages.
- Finally you explain the consequence or result of advantages by giving an example.

Paragraph 3: Disadvantages

(This paragraph is similar to paragraph 2, but here you will talk about the disadvantages)

- Write a sentence where you summarize the main idea of the paragraph. In this paragraph you must mention the disadvantages.
- Explain the disadvantages.
- Give examples of the disadvantages.

Paragraph 4: Conclusion

- Summarize your ideas
- Paraphrase your opinion (if required)

Example:

Advantages and disadvantages of traveling by plane

Nowadays, a lot of people prefer to travel by plane when they go to another country. However, air travel has both pros and drawbacks. Let's examine some of these here.

One of the main advantages of traveling by plane is that it is much faster than any other form of transport. For example, you can fly from Toronto to New York in 2 hours, whereas by car, it would take more than 7 hours. Another advantage is that flying is more comfortable and less tiring because you can sleep on a long flight. You can also watch movies or read. Finally, it is safer. More people die in car accidents than in the air.

On the other hand, traveling by plane also has some disadvantages. To start with, it can be quite expensive, especially if you want to travel in the comfort of First Class or Business Class. What is more, flights are often delayed, and this means you may have to spend a long time waiting in the airport or miss connecting flights. In addition, you may arrive in New York while your suitcase has gone to Paris.

To sum up, the airplane is a great invention, but it does have some drawbacks. If it was cheaper, it would be better. Still, in my opinion, the pros outweigh the cons. If we didn't have planes, it would be very difficult to travel to distant places.

New technologies have changed the way children spend their free time. Do you think the advantages outweigh the disadvantages?

Model Essay 2

Currently, it is true that the way children spend their leisure time has been changed by modern technology. While this has several benefits, I believe that the drawbacks far outweigh them.

On the one hand, there are some advantages to children spending their spare time on advanced technologies. Firstly, many children tend to enjoy playing computer games, and such games might help improve their cognitive development. For example, strategic games require players to be good at problem-solving and be able to deal with unexpected situations, so children who play these games can better their logical thinking and problem-solving skills. Secondly, since the source of online information is huge and readily available, young people might benefit from early exposure to the Internet. If people are able to browse the Internet at a young age, they can start their learning process earlier, and as a result, can advance their knowledge as they grow up.

However, I would argue that the advantages discussed above are outweighed by the disadvantages. One main drawback is that children who enjoy spending time in front of the computer screen are often reluctant to do exercise. Low physical activity levels are likely to result in children becoming overweight, and in turn, they would end up being obese. In addition, some games tempt people to continue playing for hours, which could lead to gaming addiction. In role-playing games, for instance, people might need to stay in front of the computer for several hours in order to progress to higher levels, and therefore children may spend an excessive amount of time on games.

In conclusion, while there are some advantages to children spending time on advanced technologies, it seems to me that the disadvantages are more significant.

Model Essay 3

Nowadays tourism generates a significant portion of national income for many countries, but it has certain drawbacks too. This essay will examine the advantages and disadvantages of tourism and provide a logical conclusion.

The two main advantages of developed tourism industry are boost in country's economy and a large number of new job openings for the local people. Firstly, tourists spend money on a wide range of services, including hotels, amusements, transportation, food and medical services. This way, tourism yields an additional income, greatly supporting the country's economy. Secondly, tourism increases the level of employment by bringing new jobs. For instance, the influx of tourists results in a larger demand in restaurant workers, tour guides, hotel staff and employees of retail services, exhorting business owners to hire more people for these positions.

But tourism also has some major disadvantages like destruction of popular tourist destinations and development of illegal economic activities. Ancient buildings, temples and monuments struggle to cope with a vast amount of visitor's traffic and get damaged. Also, the large number of tourists can cause environmental problems. For instance, when places of interest are overcrowded, natural resources often become overexploited. What's more, the presence of a considerable number of tourists with a lot of money to spend, and often carrying valuables such as cameras and jewelry, increases the attraction for criminals and brings with it activities like robbery and drug dealing. However, proper hospitality management and correct usage of tourism revenue by the local government can eliminate these disadvantages.

To conclude, although tourism can have certain negative effects like destructive impact and growth of crime rate, it has an extremely positive influence on country's economy and provides a large number of new jobs for the local people. I believe that these benefits of tourism outweigh its drawbacks.

Model Essay 4

Some people regard video games as harmless fun, or even as a useful educational tool. Others, however, believe that video games are having an adverse effect on the people who play them. In your opinion, do the drawbacks of video games outweigh the benefits?

Many people, and children in particular, enjoy playing computer games. While I accept that these games can sometimes have a positive effect on the user, I believe that they are more likely to have a harmful impact.

On the one hand, video games can be both entertaining and educational. Users, or gamers, are transported into virtual worlds which are often more exciting and engaging than real-life pastimes. From an educational perspective, these games encourage imagination and creativity, as well as concentration, logical thinking and problem solving, all of which are useful skills outside the gaming context. Furthermore, it has been shown that computer simulation games can improve users' motor skills and help to prepare them for real-world tasks, such as flying a plane.

However, I would argue that these benefits are outweighed by the drawbacks. Gaming can be highly addictive because users are constantly given scores, new targets and frequent rewards to keep them playing. Many children now spend hours each day trying to progress through the levels of a game or to get a higher score than their friends. This type of addiction can have effects ranging from lack of sleep to problems at school, when homework is sacrificed for a few more hours on the computer or console. The rise in obesity in recent years has also been linked in part to the sedentary lifestyle and lack of exercise that often accompany gaming addiction.

In conclusion, it seems to me that the potential dangers of video games are more significant than the possible benefits.

2. Writing a Formal Letter/Email

Types of Formal Letters

- Write a *Request* Letter
- Writing a *Letter of Interest* (job)
- Writing a *Complaint* Letter
- Writing an *Apology* Letter
- Writing an *Invitation* Letter
- *Requesting a Letter of Recommendation*
- *Interview Thank You* Letters

Formal Letter Writing p #1—Request Letter /Email

Example

764 Cheery Lane
Clearwater Falls, FL 23619

September 27, 2015

Mr. Louis Henderson
Store Manager
The Corner Cafe
273 Main Street
Clearwater Falls, FL 23619

Dear Mr. Henderson:

My name is Cathy Pettis and I'm the chair of the Clearwater Falls Elementary School Fundraising Committee. The committee is planning to hold a fundraiser next month to raise funds for this year's field trips and we're looking for donors to help out with providing goods for the fundraising event.

If The Corner Cafe is willing to help donate some coffee and cups, we would greatly appreciate it. Our fundraiser will be held on the morning of October 18th and we're expecting around 200 people to show up.

Thanks for your time and consideration, if you need to contact me with any questions, feel free to call me at 555-555-5555, I'm available to speak between 10am-5pm on weekdays.

Sincerely,

Signature

Cathy Pettis

Formal Letter Writing #2— Letter /Email of Interest

Letters of interest are written to express your interest in working for a particular company Kenyon,
MN 55021

June 7, 2007

Ms. Jen Carlson
Human Resources
DTI
111 Riverfront Ste 325
PO Box - Box 157
Wabasha, MN 55946

Dear Ms. Carlson:

Your recent advertisement in the Herald made it clear that customer satisfaction is an integral part of DTI. In addition, my close friend, Paula Chavez who is an employee at DTI suggested that my special talents might benefit your customer service department.

Part of my success is because I place a high value on personal integrity and represent both my employer and myself in an ethical and respectable manner. Also, I have a diligence in paying close attention to detail; as a representative of your company I would bring focus not only to the value of your services but also to quality of customer service. Furthermore, I am a hard, smart-working, self-starter who works well in a team environment.

I will call you on June 15 to answer any questions about this letter or my resume in the hope of scheduling an interview. If you prefer, please contact me by phone (555) 454-1307 or e-mail, ljones@nowhere.com.

Thank you for your time in considering my qualifications.

Sincerely,

Signature

Linda Jones

Formal Letter Writing #3—Complaint Letter /Email

When writing a complaint letter, you want to keep it short and to the point to help ensure that your letter will be read in its entirety.

Example (Complaint)

June 30, 2014

Customer Service
Cool Guy Sports, LLC
8423 Green Terrace Road
Guyville, WA 65435

Dear Sir or Madam:

I have recently ordered a new pair of soccer cleats (item #6542951) from your website on June 21. I received the order on June 26. Unfortunately, when I opened it, I saw that the cleats were used. The cleats had dirt all over them and there was a small tear in front of the part where the left toe would go. Lastly, and perhaps most disturbing, there was a small blotch of what looked to be dried blood on one of the shoelaces. My order number is AF26168156.

To resolve the problem, I would like you to credit my account for the amount charged for my cleats; I have already went out and bought a new pair of cleats at my local sporting goods store so sending another would result in me having two pairs of the same cleats.

Thank you for taking the time to read this letter. I have been a satisfied customer of your company for many years and this is the first time I have encountered a problem. If you need to contact me, you can reach me at (555) 555-5555.

Sincerely,

Signature

Kenny “Soccer Man” Thomas

Formal Letter Writing #4—Apology Letter /Email

An apology letter shows that you are sorry and says that you value your relationship with the other party. The sooner an apology letter is written and sent out the better it is for the relationship. Depending on the nature of the letter, it can either be written in the friendly or the business letter format.

Example (Personal Apology)

68 Looney Lane
Nostromo, NE 25385
Apt. 3-D

January 5, 2017

Dear Ripley,

I am sorry about forgetting about our lunch date. It was completely my fault; I was so busy at work that it must have slipped my mind. How about I treat you to lunch next Wednesday at the new Irish restaurant Crean's Cabbage Factory at 12:30PM? I have marked this date in my planner, set reminders on all my phones, and placed various color-coded post-its around my studio apartment. I have also begun a watercolor, charcoaled-pastel self-portrait with a cloud speech bubble reminding me to remind myself that I need to pay attention more. I will never forget again.

Your best friend,

John Ash

Example (Business Apology)

Dear Mr. Bicman:

I apologize for the mix-up of order #: 26429782. We have just implemented a new packaging system that still has a few bugs that still needs to be worked out, but we did fix your order and sent it out this morning. For your trouble, we have enclosed a \$10 gift certificate which can be used at any of our stores (restrictions apply). Once again I would like to apologize for the mix-up in your order and any inconveniences this may have caused you.

Respectfully,

Signature

Theodore Donald 'Donny' Kerabatsos
Customer Service Manager

Formal Letter Writing #5—Requesting a Letter of Recommendation (Personal)—via email

Example (Requesting a Letter of Recommendation—email)

Subject: Recommendation Request – Inigo Montoya

Dear Mr. Treehorn,

As part of the prerequisites for acceptance to university, I have been asked to provide a letter of recommendation. Would you be so kind as to write such a letter, with particular comments regarding my association in the honors program?

The deadline for submitting the letter is March 12th. However, if you are unable to provide a letter, please let me know by March 2nd.

I would be happy to answer any questions and provide further information which will help you to write your recommendation.

Thank you for all you have done for me and for taking the time to review this request.

Regards,

Inigo Montoya

Formal Letter Writing #6 email of Invitation

Sample of Letter of Invitation addressed to the guest

[Date]

Letter of Invitation for [Visitor's Name]: Passport No:XXX77777

Dear [Visitor's Name],

As a follow-up to our phone conversation, please take this as a formal invitation to visit me in [country]. It's been a long time since I last saw you [use a word that would describe your relationship: mom / dad / sister / my friend / my love etc.] and I am full of excitement that you will finally be able to meet all the people who have made my stay in [country] so beautiful. While you are here, I will be responsible for your accommodation, feeding and movement around [country] from the day you arrive from [Visitor's Home country] on [Entry Date] until the day you leave on [Date of Exit].

Herewith I am sending all the required documents for getting the necessary visa from the [country] Embassy.

[Host's name]

[Full address]

[Country]

