| PART ONE | Simply Useful | |
|------------|--------------------------------------------------------------------|----------------|
| chapter 1 | DAILY LIVES Describing Events | 8 |
| chapter 2 | DOCUMENTS Filling Out Forms | ··········· 16 |
| chapter 3 | BASIC COMMUNICATION Writing Messages | 26 |
| chapter 4 | TRAVEL Describing Places | 34 |
| PART TWO | Simply Skillful | |
| chapter 5 | WHAT'S HE LIKE? Describing People | 42 |
| chapter 6 | WHAT'S THE DIFFERENCE? Making Comparisons | 50 |
| chapter 7 | HOW DO YOU DO THAT? Giving Instructions | 58 |
| chapter 8 | WHAT DO YOU THINK? Giving Opinions | ·····66 |
| chapter 9 | WHAT ARE THE FACTS? Writing About Data and Facts | ·····74 |
| PART THREE | Simply Successful | |
| chapter 10 | WHAT'S A PARAGRAPH? 1 | 82 |
| chapter 11 | WHAT'S A PARAGRAPH? 2 Supporting Sentences and Concluding Sentence | ·····89 |
| chapter 12 | PERSUASIVE PARAGRAPHS Supporting Opinions | ·····97 |
| chapter 13 | THE FIVE-PARAGRAPH ESSAY 1 Thesis Statement | ······· 105 |
| chapter 14 | THE FIVE-PARAGRAPH ESSAY 2 Introductions and Conclusions | 114 |
| = | | 44- |