

Cause/Effect Essay (“Outsourcing”), Post-reading tasks

Prompt **Outsourcing is changing the ways businesses operate around the world, summarise the main causes and then discuss two key effects.**

Structuring an Introduction paragraph

Use the table below to show which sentences carry out the functions of a typical Introduction paragraph.

The practice of outsourcing started in the 1980s and fits in with globalisation. Because of increased competition, businesses started to move some of their operations overseas. Today the Outsourcing industry is worth \$500bn per year (Booth, 2013). To be clear, outsourcing means one business letting another business do some of its operations (White, 2012). [3] The topic is important because it affects workers and consumers everywhere. Therefore, the purpose of this essay is to examine the causes of outsourcing and then look at its positive and negative effects.

Elements of an Introduction paragraph	A. Introduce the general topic	
	B. Background	
	C. Define key terms	[3] <i>To be clear, ... / ... means ...</i>
	D. Why the topic is interesting / important	
	E. Aim of the essay	
	F. Sequence of the essay	

* It will not always be the case that each of the above elements will be used for an academic analytical report’s Introduction.

Structuring a Conclusion paragraph

Use the table below to show which sentences carry out the functions included in the conclusion.

In conclusion, outsourcing is a key part of globalisation. After looking at the main causes of this recent business strategy, this essay then considered the beneficial effects: the main one has been to reduced poverty in the developing world. It then considered the negatives. The main one has been the loss of many jobs in the West. In my opinion, outsourcing is a mixed blessing. Therefore, one recommendation would be to protect job safety and security in all countries. Going forward, if governments do not do more to protect jobs from outsourcing, citizens may reject goods and services from companies that outsource the most. [S1]

Elements of a Conclusion paragraph	A. Re-state the essay's Aim	
	B. Summary (causes, effect 1 and effect 2)	
	Personal opinion	
	Suggestions / Recommendations	
	Areas for further research	
	Future predictions	[S1] <i>Going forward, ...</i>

* It will not always be the case that each of the above elements will be used for an academic analytical report's Conclusion.

Citation practice

In academic writing, citations are used for the following:

- (i) When citing facts and figures (numbers, dates and data);
- (ii) Describing research studies (and their findings);
- (iii) Relaying the opinions of experts and other commentators; defining terms.

Find the citations in the model essay and decide why each is used

- 1. Citation: *(Baath, 2013)* For: *(i)* Paragraph: *1*
- 2. Citation: *(White, 2012)* For: *(iii)* Paragraph: *1*
- 3. Citation: For: Paragraph:
- 4. Citation: For: Paragraph:
- 5. Citation: For: Paragraph:
- 6. Citation: For: Paragraph:
- 7. Citation: For: Paragraph:
- 8. Citation: For: Paragraph:
- 9. Citation: For: Paragraph: