

opinion, persuasion, and argument, some teachers tend to emphasize these types of topics in composition classes.

The extensive list of writing topics published in the *Information Bulletin* for the Computer-Based TOEFL offers teachers an opportunity to use actual TOEFL topics in class. In order to help students organize their thoughts, the topics can be used as conversation starters for class discussion. In this way, students will have thought about the topics and will have formed an opinion before they are presented with the writing task on the TOEFL.

It is also a good idea to time some of the essays that students write in class so that they can become accustomed to completing their work within thirty minutes.

Although teachers need to develop grading systems that make sense for their teaching situations, the scoring guide that is used for the essay on the TOEFL is general enough to be adapted for at least some of the assignments in an ESL composition class. By using the guide, teachers can inform students of their progress as it relates to the scores that they can expect to receive on the essay they will write for the TOEFL.

### ***Networking with ESL Teachers***

One of the many rewards of writing is the opportunity that it creates to exchange ideas with so many talented colleagues. At conferences, I have met ESL teachers who use or have used one of the previous editions of this book; through my publisher, I have received letters from students and teachers from fifty-two nations. This preface and many of the revisions in this new edition were included because of comments and suggestions from those conversations and letters.

Thank you for your ideas. I hope that by sharing we can help each other and thereby help our students more. Please continue corresponding by mail or by e-mail.

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