

PEEC • Writing Task 2

PEEC • 写作第二部分段落结构

Name 姓名 _____

Date 日期 _____

Four functions, not four sentences • 四个功能，不是四句话

P — Point. One clear sentence. What is this paragraph about? **观点。** 一句话说清这段写什么。

E — Explain. Why or how is that true? This comes **first**, before the example. **解释。** 为什么、怎么成立？它在例子之前。

E — Evidence. A specific, believable example. No statistics needed. **例证。** 具体、可信的例子。不需要数据。

C — Connect. Link back to the question. **回扣。** 回到题目。

The model • 示范

P One key advantage of remote working is that it significantly improves employee work-life balance.

E This is because workers can eliminate lengthy daily commutes and manage their hours more flexibly, which reduces stress and allows more time for family and health.

E For instance, an employee who previously spent two hours a day commuting can redirect that time toward focused work or rest, arriving less fatigued.

C This demonstrates that flexible working delivers tangible benefits not only to individual employees but to overall organisational performance.

Now you • 轮到你

Write ONE paragraph. Label each sentence P, E, E or C in the margin as you go. 写一个段落。边写边在旁边标出 P、E、E、C。

Check your own paragraph • 自查

1. Can I label every sentence? 每一句都能标出功能吗？
2. Did I explain **before** giving the example? 我是否在举例之前先解释了？
3. Is there only **one** theme in this paragraph? 这段是否只有一个主题？

Any sentence you cannot label is doing no work. Delete it or fix it. 标不出功能的句子，就是没有作用的句子。删掉或改掉。

My two fixes • 我的两个修正点
