

دليل الطالب

Free writing

إعداد المعلم

علي كراجه

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Writing essay

To write an essay you should follow the following اكتابة مقال يجب عليك اتباع ا

1 – introduction: introduce the situation in one or two sentences.

Then write a thesis statement which outlines what you will write about

قدم لموضوعك في جملة او جملتين 0 اكتب الجملة التي تمثل الفكرة والتي تستعرض ما ستكتب عنه 0

2 – body: Explain the detail both side of the discussion.

وضح تفاصيل جانبي الموضوع

3 – Conclusion: Summarise briefly all aspects of the discussion.

State your opinion.

الخاتمة : لخص باختصار كل جوانب النقاش 0

بين رأيك

Useful language:

However, there are many disadvantages...; It is true that...; but...; In addition to this,...; Moreover, the Internet has changed how we live so dramatically that...; In my opinion,...; There is a distinct advantage/disadvantage...

In this essay I intend to discuss/consider/look at...; some of the argument for and against...; First of all, I will discuss the argument in favour of/against...

The main point...; Another point..

Expressing opinions

In my opinion,...; In fact..; It is my view that..; I believe /think that

The advantages and disadvantages of online shopping

Most people now use the internet on computers, smartphones and tablets to do a variety of tasks. These tasks include online shopping. From shopping for groceries to all kinds of clothes shopping, consumers are finding this the easiest way to get what they need, literally at the touch of a button. However, there are numerous and important disadvantages to shopping in this way.

Although using the Internet to shop is usually fairly easy, and there is often greater variety available, it is always a risk because you cannot try on or see in detail the item you wish to buy. In fact, the immediate 'convenience' of shopping in this way can end up being an inconvenience if the item is faulty or does not fit, or is just not what the customer wanted. It is true that the prices are better when you shop online, but, while it might be cheaper, there is a distinct disadvantage because you have to wait for the delivery of the purchase. Some people might prefer not to have any personal contact while shopping online, but it can save time in the end since there are always assistants to help with queries you might have during the transaction. In addition to this, there is the issue of Internet payment security; however, recently this has improved a lot.

The Internet has indeed given us a wider choice as consumers, as well as made some aspects of shopping more pleasant and convenient. However, it is nearly impossible, in my opinion, to forget the disadvantages we experience from time to time, since these can and do influence the way in which we choose to shop.

Traffic

Traffic is an increasing problem in most big cities of the world. This causes difficulties for governments and experts. Governments should deal with this problem seriously because of its danger. In this essay I intend to discuss some of the arguments for and against restricting traffic in cities.

Currently, more and more people have cars and want to use them instead of public transport; however, there must be restrictions to save and control the traffic. People safety is an important demand so we should support serious restrictions such as banning from driving to save our lives and to live safely in our cities.

The main argument against restrictions on traffic in cities is people's freedom. Many people believe that restrictions do a lot of harm. Another point, such restrictions stop people excitement of driving.

In my opinion, there will have to be restrictions on traffic in cities. I believe that if we don't introduce new laws to restrict traffic, bad accidents will annoy us and we will suffer a lot.

Writing reports

To write a report you should:

1 – Write a title: keep it concise and informative

اجعل عنوانك مختصرا و غني بالمعلومات

2 – Introduction: Explain what information your report will include. Two or three sentences are enough.

بين و وضح ما هي المعلومات التي سوف يتضمنها تقريرك 0 جملة او جملتين يكفي

The aim of this report is to

3 – Informative paragraphs: Use subheadings. Cite percentages and fractions according to research. Do not write your opinions.

استخدم عناوين ثانوية او فرعية 0 استشهد ب نسب مئوية وكسور وفقا للدراسة او البحث 0

(لا تكتب رأيك)

4 – Recommendation/Conclusions: Sum up your findings and suggest next steps. Use bullet points to illustrate separate points.

لخص نتائجك و اقترح الخطوات التالية في بحثك 0 استخدم النقاط (0) كطريقة لفصل كل نقطة 0

Or

1 – General description:

The aim of writing

2 – List of good points:

There are several of good points

3 – List of bad points:

On the other hand, ..

4 – Conclusion: Finish the report by making suggestions

Useful language

The aim of this report is to ... الهدف من هذا التقرير; A study was done to find out.. ما يقف دراسة اجريت لاكتشاف; Just under a quarter of those interviewed.. اقلية الذين اغلبية الذين; The majority of the respondents said.. اقلية من الذين سئلوا قالوا; 85 per cent of respondents said.. 85% من الذين سئلوا قالوا; Only a minority of those questioned said.. فقط اقلية من الذين سئلوا قالوا; 10 per cent of those questioned said.. 10% من الذين سئلوا قالوا; This will mean that.. هذا على; In all likelihood.. في جميع الاحتمالات; Perhaps.. ربما; Probably.. على الأرجح-من المحتمل

Where to build new houses

The purpose of this report is to comment on the projected housing development for the local area.

We understand the need to utilize undeveloped wetlands for construction purposes but we think it should be built in our town in order not to miss an opportunity to expand and modernize and not to lose an opportunity to help our town at a time of economic recession.

On the other hand, we are concerned that building the new houses on our town may represent a missed opportunity to utilize undeveloped wetlands; as a result leave wetlands without development.

Our group support the building of new houses on our town. The needs of our town must precede everything.

Sample persuasive letter

To write persuasive letters you should

1 – Greeting: التحيّة use an appropriate greeting, depending on whether it is formal or an informal letter.

استخدم التحيّة المناسبة اعتماداً على إذا ما كانت الرسالة رسمية أو غير رسمية

2 – Introduction: المقدمة State why you are writing.

اكتب سبب الكتابة

3 – Body: In two or more paragraphs, build up your persuasive argument.

في فقرة أو فقرتين اكتب حججك المقنعة

4 – Request: Ask for what you want. Show that you are flexible.

المطلب: اسأل و اطلب ما تريد و اظهر انك مرن

5 – Sign-off: Add a sentence of good wishes before you sign off, matching your greeting.

الخاتمة: اصف جملة تكتب فيها ما تتمنى موصولة بالتحية

Persuasive letter include:

- *a statement of the letter's purpose سبب الكتابة
- *a brief and concise statement of the problem شرح وإيجاز المشكلة
- *a detailed description of the problem وصف مفصل للمشكلة
- *a proposed solution حل مقترح
- *a polite manner and formal language طريقة مهذبة و لغة رسمية
- *a restatement of the problem at the end إعادة عرض المشكلة في النهاية
- *a plea such as (I look forward to hearing from you regarding a solution to this issue التماس مثل انني اتطلع الى الاستماع منك بشأن حل لهذه المشكلة
- *a formal sign-off خاتمة رسمية

Dear Mr Hammad

I am writing in view of the recent news that instruction in all modern languages at our school will be cancelled as of next year. A large proportion of the student body is extremely upset at this.

However, there are wider implications of this move to stop teaching modern languages. In the first place, the school would lose many gifted students.

This would result in falling performance across the school.

In addition to this, the school would attract students with similar interest, which would have a negative impact on student wellbeing. It is well-known that students develop empathy and awareness in a nurturing, all-inclusive environment.

Most worryingly, Modern Languages is a department which is growing in popularity as global job opportunities become more and more attainable. I am sure that you would not wish them to be disadvantaged by having no exposure to modern language teaching.

Therefore, if language teaching must be done by way of after-school or lunchtime clubs, so be it, but cutting this area of study completely would be detrimental to both the school and the students.

I hope you will consider this letter when deciding the future of our school. Thank you.

Your sincerely,

Nawal Mohsen

Blog post

To write blog post you should

1 – Title: Write a short, catchy title. Write who the post is by.

كتابة عنوان قصير و جذاب 0 وكتابة اسم الكاتب 0

2 – Introduction: Appeal to your readers. Ask a question, such as advice.

ناشد القراء 0 طرح سؤال مثل تقديم المشورة 0

3 – Body paragraphs: State your problem or blog post subject in more detail.

بعد المقدمة بين ما هو موضوع تدوينتك بتفصيل 0

4 – Conclusion: Restate your question or subject and ask readers to get involved.

الخاتمة : اعد طرح السؤال او الموضوع واطلب من القراء المشاركة 0

Blog-writing tips:

*Address your reader personally (you, your, etc.)

خاطب القارئ شخصيا

*Remember you want their attention and involvement so give them reasons, using (because or so (that)).

تذكر انك تريد الاهتمام والانتباه والمشاركة من القراء لذلك قدم الاسباب لذلك مستخدما كلمات مثل (بسبب او لذلك)

Decisions, decisions

Posted by Hiba

Do you know what you are going to study at university? I've come up with some ideas but I really need your help! Do get in touch if you have any stories or advice that you think might help me to make this life-changing choice.

Firstly, I want to help people, but Science is not my strongest subject so I won't be able to do Medicine. I could study Psychology and follow a career path in the area, but I don't know much about it. If any of you are Psychology students, please do message me about your course. I'd love to hear about it-what you love, what you like, and of course what you don't like at all!

Secondly though, I'd really like to study something like Linguistics, because I've always been interested in language. I've done some research and found out that, while it doesn't lead directly to a career, it is interesting and academic, as well as well-respected degree. Can you help me get a better picture of it?

So, can you help me with my decision? We could start up a useful conversation about choosing paths for ourselves at this next exciting stage!

Covering letter

To write a covering letter

1 – Formal greeting [Title(Mr, Mrs, Dr,etc.)-SURNAME],

2 – Introduction: Introduce yourself, give details of career so far.

المقدمة: قدم نفسك 0 اعط تفاصيل عن المهنة حتى الان 0

3 – Body paragraph 1: Say why you are applying and how you are suited to the job.

بين لماذا تتقدم لهذه الوظيفة ولماذا انت مناسب 0

4 – Body paragraph 2: Give further details and describe your ambitions.

اعط تفاصيل اكثر عنك وأوصف طموحك 0

5 – Closing paragraph: Mention your reference. Write about the next stage of the application process.

الفقرة الختامية: اذكر المرجعي الخاص بك 0 اكتب عن المرحلة الثانية من الطلب 0

6 – Sign-off: Ensure that your formal sign-off matches your formal greeting. Write your name in full.

اجعل خاتمتك الرسمية تطابق تحيتك الرسمية 0

Useful language:

I am writing to apply for... ; You will see from my curriculum vitae that ...
ل ; سوف تجدون من السيرة الذاتية ان ...
I am now looking for a new challenge as ...
; ابحت الان عن تحدي جديد مثل ...
My developing leadership skills show that ...
; مهاراتي القيادية المطورة تظهر ان ...
I am dedicated to ...
; ارجو التواصل معي Please contact me for a reference
انا امكرس ل ...
... I look forward to hearing from you
انا متشوق للسمع منك ; للمراجعة

Dear Mr Ahmed.

I am writing to apply for the job of Head of the English Department at English School. You will see from my curriculum vitae that I have a Bachelor's degree in English and a PEP teaching qualification, as well as substantial teaching experience at Jordan School.

I am now looking for a new challenge as Head Teacher, and I am interested in pursuing my goal at your school. My developing teaching leadership skills show that I am ready to advance in my teaching career, and the advertised position at your school as Head teacher is ideal.

While I am dedicated to teaching and know that my students are of the highest importance, I make time to have an active and varied social and family life. This helps to keep my approach to teaching and student welfare fresh.

Please contact me for a reference. I look forward to hearing from you regarding the next stage of my application.

Your sincerely,

Farida Jabari

Curriculum vitae السيرة الذاتية

To write a curriculum vitae

1 – heading in bold العناوين بخط داكن

3 – include dates يتضمن تاريخ

4 – make any full sentences concise اجعل اي جملة كاملة موجزة

5 – include a reference

Sample curriculum vitae

Name: Farida Jabari

Address: 215 Rainbow Street, Amman

Education: Degree in English (2009 CE)

PEP (Practical Education Programme) Teaching qualification

(2011 CE)

Work experience: Teacher of English, [SCHOOL NAME], Amman

Skills and achievements: Voluntary work for children's charities,
excellent football player

Personal attributes: I am a dedicated, ambitious worker. I have high expectations of myself and the students I teach.

Reference: [FULL NAME], head teacher at [SCHOOL NAME], Amman