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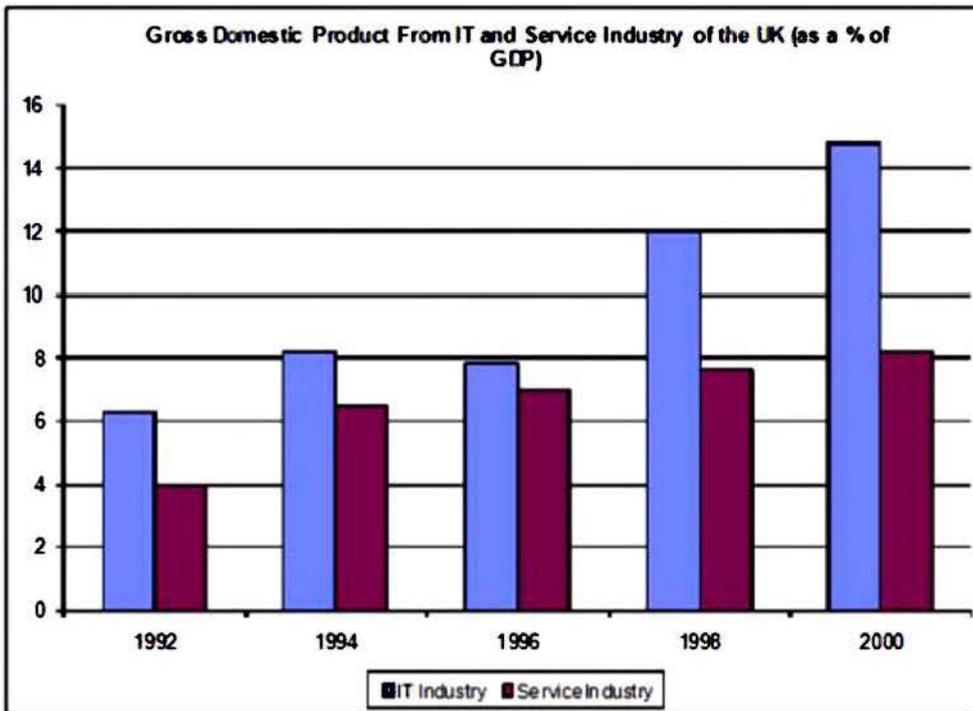
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Writing 2  
Analyzing a Bar / graph Chart (Lesson 7.4)

**Gross Domestic Product in the UK**



The bar chart shows the gross domestic product generated from the IT and Service Industry in the UK from 1992 to 2000. It is measured in percentages. It can be seen that the two industries increased, but IT remained at a higher rate throughout the time period surveyed.

At the beginning of the period, in 1992, the Service Industry accounted for 4% of GDP, whereas IT exceeded this, at just over 6%. In the next four years, the levels were more similar, for the two industries ranging between 6% and just over 8%. IT was still higher, but it fell slightly from 1994 to 1996.

However, over the following four years, the two industries were rather different. IT increased sharply to 12% in 1998 and then to nearly 15% in 2000, while the Service Industry stayed level, increasing to only 8%.

Overall, the percentage of GDP from IT was almost twice that of the Service Industry. The percentage of IT contribution in the GDP of UK grew steadily from 1992 to 2000 from about 6% to more than 14% while that of service industry grew from 4% to only 8%.

### Writing 3 (Lesson 8.4)

#### An anecdote / A Story / A Narrative

**An anecdote / a narrative / a story normally consists of four paragraphs:**

1. Background information (introduction: when / where / who)
2. First events (what happened first)
3. Later events (what happened next)
4. Final events / conclusion (how the story ended)

It was a windy day in winter. The night before my father, my brother and I had decided to go camping in Sakhir. My brother had just got his driving license, so my father let him drive.

When we had got everything ready, we set off. We had driven a few miles by the time we noticed that the wind was becoming strong. As we reached the desert, the wind became stronger and stronger and the car started shaking. We went over a big rock on the side of the road and the car flipped over easily like a coin because of the extreme strength of the wind.

Somehow, I managed to stay conscious, while both my father and my brother fainted. However, I was stuck and couldn't move. As I was helpless, I started shouting with the hope that someone would hear me, but it was in vain. After all, we were in a remote area. Just then, I remembered that my brother had always kept his mobile phone in his right pocket, which was the one closer to me so I did everything I could to grab it by my mouth and I managed to do so. Then, I called an ambulance and we were rescued.

In the end, we were taken to the hospital, treated from some injuries, and let out in the same day. It had been a very long day, but we all felt happy to be back home.

Name: .....

## Writing 5 (Lesson 9.4) A Process Essay (Describing A Process)

### How to make Pasta

Pasta is an Italian dish. It is very tasty and a lot of people like it. You can have it for dinner or for lunch. It is easy to make pasta if some easy steps are carefully followed.

Before beginning the process, make sure you have all the ingredients needed for making pasta like chicken, shrimps, macaroni, Italian spices, Swiss cheese, white and red sauce. Also, vegetables like potatoes, onions and tomatoes are needed. Don't forget the cooking tools like cooking pans, plates and spoons.

First, the macaroni is boiled in the cooking pan until it becomes tender. Second, the chicken and the shrimps are cooked with the Italian spices until they are ready. Next, the vegetables and the sauce are added to the macaroni. Then the cooked chicken and the shrimps are put into the macaroni. Finally, the Swiss cheese is added and left until it melts. Remember that macaroni must be boiled alone. Also the chicken and the shrimps must be cooked with the Italian spices or the pasta will not be tasty. Cheese should not be added until everything is cooked together.

Finally, the result will be tasty Italian pasta. Just serve it on a plate with a drink. You can eat it at any time.

### Writing 6

#### A For and Against Essay

**A for and against essay consists of four paragraphs:**

1. An introduction (stating the importance of the subject and the writer's aims)
2. Advantages
3. Disadvantages
4. A conclusion ( a summary of the main points and the writer's own opinion)

Don't forget to use the connectors of contrast such as ( on the one hand, on the other hand, although, however .....)

#### Using Computers at Work

Nowadays, most people cannot work without a computer. However, is it true that the use of computers is always beneficial? In this essay I am going to highlight the advantages and disadvantages of using computers at work.

On the one hand, using computers at work has some advantages. First of all, they help people to work faster. For example, word-processing is much faster than writing by hand and can help you avoid spelling and grammar mistakes. Moreover, employees can organize their work better with a computer. They can save their work and organize their files into folders so that they can find what they need easily and quickly.

On the other hand, using computers at work can cause some problems. One very serious problem is that it is not totally safe to store all your work on a computer as it might be stolen or hacked to blackmail you. Another problem is that documents can get lost in case the computer crashes or breaks down. Also, people are losing their jobs as computers are replacing them at work.

To sum up, using computers can be both advantageous and disadvantageous. Despite the problems mentioned above, I believe that the computer is an important tool at work and we should try to avoid such problems.

**Writing 7, (Lesson 11.4)**  
**A Report (Answer)**

**A report normally consists of five paragraphs:**

1. An introduction (stating the aim of writing the report and referring to how data was obtained)
2. Arguments against
3. Arguments for
4. Suggesting a solution
5. A conclusion ( a summary of the main points)

**Don't forget to use the connectors of contrast such as (on the one hand, on the other hand, however, nevertheless ...etc.)**

**A-Introduction**

The aim of this report is to discuss the reactions of people on the proposal for building a new aluminum factory in our city. The data was mainly collected through a questionnaire and holding interviews with 300 local residents between 1<sup>st</sup> and 15<sup>th</sup> March. Many people have been against the idea from the start. Nevertheless, the local authorities are planning to go ahead with the building next month.

**B-Findings**

**C-Arguments against building the new factory**

On the one hand, the majority of local residents (85%) said that they were against building the new factory. the main reason (mentioned by 75%) was that it will affect people's health seriously as it will produce huge amounts of poisonous gases which will pollute the air and cause serious diseases. Another important reason (mentioned by 60%) is that the trucks passing by will damage the roads and cause a lot of noise.

**D-Arguments for building the new factory**

On the other hand, a minority of residents (15%) said that they are with building the new factory as it will create a lot of job opportunities and attract more attention to our city.

**E- An Alternative Location for the new factory**

However, most of the residents, 98%, thought that a better idea was to build the new factory in the industrial area.

**F- Conclusion**

To sum up, there was a big opposition to the plan of building a new aluminum factory in our city. There was almost a complete agreement between the local residents that the local authorities should build the new factory in the industrial area instead of building it in our city as it will ruin the character of this quiet and peaceful city. I believe that the local authorities should take into account the opinions of the local residents and consider the idea proposed by them.

**Sheikh Abdul Aziz Secondary Boys' School**

**Second Semester 2017 / 2018**

**Name: .....**

**Eng 102**

**Unit 12: Writing 1**

**Class: 2 /**

Academic No.:.....

**Writing 8, (Lesson 12.4)**

**A Formal Email**

**A formal email normally consists the following:**

1. Greeting (Dear Sir or Madam)
2. An introduction (stating the reasons for writing the email)
3. The body (three paragraphs: asking questions about studying/ sports/ accommodation)
4. A conclusion ( I hope you can answer my questions/ inquiries)
5. A formal ending ( I look forward to hearing from you / best wishes)
6. Name and signature

**Don't forget to use conditional sentences types 1 and 2. Don't use informal vocabulary and short forms.**

**A possible answer to exercise 12 page 101 (Refer to Page 139)**

Dear Sir or Madam

I am writing with reference to your advertisement concerning learning English in Manhattan Language Academy. I would like to join a course in your academy this summer. I am interested in visiting New York and your academy seems perfect for me. I have got some information I need from your advertisement, but I still have some inquiries. I will be very thankful if you answer them.

First of all, if I wanted to enroll in a general English course for about one month, how much would it cost? Are the teachers native speakers of English? Are there any exams at the end of the course? Could you please tell me if I would get a certificate from your academy?

Regarding afternoon options, I am particularly interested in team sports. I can play football twice a week, but does the cost include everything? Do I need to bring any sportswear with me? I would also like to take part in your social activities, but I want to know what the available activities are. Will weekend trips be free of charge?

I am really interested in coming to New York and I would like to know some information about accommodation. Is sharing a flat available? If so, I prefer to share a flat with students studying the same course as me. If I wanted to change accommodation, would this be possible?

I hope you can answer my inquiries.

I look forward to hearing from you.

Best wishes

Ahmed Ali Ibrahim