

شكراً لتحميلك هذا الملف من موقع المناهج البحرينية



Eng 201 writing Booklet

موقع المناهج ← المناهج البحرينية ← الصف الثاني الثانوي ← لغة انجليزية ← الفصل الأول ← الملف

تاريخ نشر الملف على موقع المناهج: 19:54:45 2023-12-27

التواصل الاجتماعي بحسب الصف الثاني الثانوي



روابط مواد الصف الثاني الثانوي على تلغرام

[الرياضيات](#)

[اللغة الانجليزية](#)

[اللغة العربية](#)

[التربية الاسلامية](#)

المزيد من الملفات بحسب الصف الثاني الثانوي والمادة لغة انجليزية في الفصل الأول

مراجعة الوحدة الأولى	1
فقرات اللغة الإنجليزية	2
Eng 201 writing Booklet	3
ENG 201 Revision Booklet	4
فقرات اللغة الإنجليزية 201 Eng	5



Eng 201

Writing Booklet

“New language leader- Level 2”



Prepared by: Miss Eman Basheer

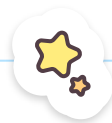
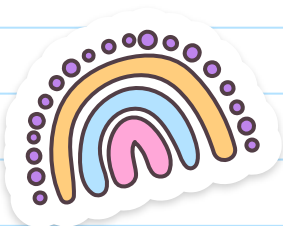
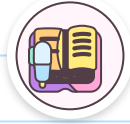


Table of Content

The including writings are as follow:



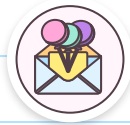
For/Against essay

Page 02 to 05



Biography

Page 06 to 07



Covering letter

Page 08 to 10



Describing Charts

Page 11 to 12



Opinion-led essay

Page 13 to 15



Formal reply letter

Page 16 to 19





When writing the For/against essay, you will focus on the linking words:

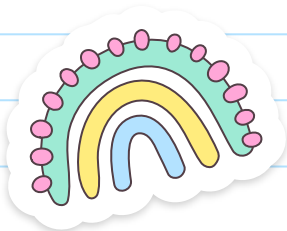
ADDITION	CONTRAST
further furthermore moreover in addition additionally besides too also again first second finally last	however nevertheless on the other hand on the contrary even so alternatively at the same time though otherwise instead nonetheless conversely

To add more points (especially in paragraph 2 and 3)

to link two ideas that are different from each other

Format:

P1: Introduction.
 P2: Arguments For.
 P3: Arguments Against.
 P4: Conclusion



Content:

Introduction

State the issue and say that you will show its positive and negative side.

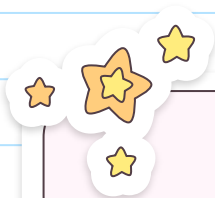
Body:

- Opinion of people who are with. (Give examples or explain).
- Opinion of people who are against. (Give examples or explain).

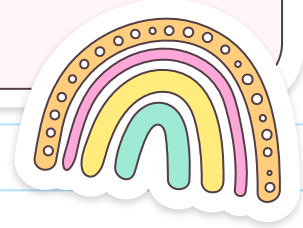
Conclusion:

- End with a summary of the main points and say your opinion. (To sum up, / I think / I believe)





Writing Template



You can use this template for your essay and fill in the blanks with the suitable answer according to the given topic:

Introduction

Some people think that, but others take a different view. In this essay, both arguments will be analyzed.

Arguments for

On the one Hand, People who agree with this say that..... In addition,

.....
....., that is why
..... Furthermore,
.....

Arguments against

On the other hand, People who disagree believe that

....., this means
..... Moreover,
.....

Conclusion

To sum up, we can see that

..... In my opinion,
.....



Writing Examples



Housemaids

Some people think that housemaids are important, but others take a different view. In this essay, both arguments will be discussed.

On the one hand, people who agree with this say that housemaids are so helpful as they take care of the children when the parents are busy. Furthermore, if they take care of them, the children will learn a new language. In addition, housemaids will be the assistant in housework, such as: cleaning, washing the dishes, cooking and doing all the other stuff.

On the other hand, people who do not agree with the idea of hiring housemaids say that people will be so lazy because they will rely on the housemaids in all stuff. Additionally, people can not trust all the housemaids because they may steal things or do something wrong with the children, or they can even invite a stranger to the house.

In my opinion hiring a housemaid is important to help the parents with house stuff but also we should watch their behavior especially when they are dealing with children.

Written by Sawsan Zaki and her group. (3 Chem 1)

TikTok

Most young people have TikTok. And many people have divergent views on this application. In this essay, we are going to talk about these views.

On the one hand, people who agree with this say that TikTok can be beneficial for the pupil to learn more historical things than studying in class. They also have the opportunity to improve their vocabulary and learn other languages on this platform. Moreover, it can lead to more creativity and thinking outside the box. For instance, the platform helps people feel more comfortable in their skin. It also can teach adolescents how to express themselves in various ways.

On the other hand, people who disagree believe that TikTok can be highly not beneficial for kids, as some children may use TikTok in the wrong way, that leads other parents to believe that TikTok is a bad app. This platform can impact a child mentally and physically, they may not be sure of their appearance, talk, and laughter, and that can interfere with the kid's concentration. As the circumstances, narrative scientist's explanation of why children today are having trouble concentrating even on things they used to enjoy. Additionally, TikTok makes children and teenagers addicted to digital content which will cause them to not have time with the actual world.

In summary, TikTok can be useful when it needs to be. However, in my opinion, children nowadays should not use TikTok for long periods. It may lead to problems with attention, concentration, and short-term memory. And this has the potential to affect their mental health.

Written by Zahra'a Jahrami and her group. (3 Chem 2)

Writing Examples



Wearing school uniform

In the last few years wearing school uniform has been one of the issues people have become interested in. Yet it has been one of the topics they differ about. Some people think it is positive and has many advantages. Others are against it and believe that it has a lot of disadvantages.

On the one hand, it is strongly felt by many people that wearing school uniform can have its bright side. One of the advantages is easy to choose and add more beauty, because the uniform is practical as students do not need to worry about what to wear every new day. In addition, it helps reduce conflicts between students that result from differences in their social status and therefore it is difficult for students to gauge their friends' financial condition if they are wearing the same school uniform. Furthermore, wearing the uniform helps to know the stages of study for students.

On the other hand, many people feel wearing school uniform can have many disadvantages. First of all, the high price of the uniform is borne by the parents. Moreover, it is boring if everyone looks the same and wears the same things. Last but not least, anyone can sneak into the school in a uniform and pretend to be a student and commit a serious crime.

To conclude, in spite of the research results on wearing school uniform, I believe that wearing uniform is better than wearing what students want. It gives a distinct and beautiful personality to the students and creates a mazing cultural culture for each school. Nothing is perfect; everything can have its dark or bright side. It depends on the way we deal with it.

Written by Safayia Kamal and her group. (3 Chem 2)

Fast food



Some people think that fast food is good, but others take a different view. In this essay, both arguments will be analyzed.

On the one hand, people who agree with this say that fast food is easy to get. In addition, it is more affordable than any other food. Also, it is delicious and most people love it. What is more, it looks yummy and most of the fast food restaurants use attractive and colorful packaging which make people want to eat it whenever they see it.

On the other hand, people who disagree believe that fast food is basically junk food which makes it unhealthy. Despite the fact that it is affordable it has a lot of calories and fat. Moreover, some people can get addicted to it which will affect them in the long term, it may cause them physical and mental issues.

To sum up, fast food has more negative points than positive. We won't advise you to cut fast food, but in our opinion we think that everyone should only eat fast food a couple of times a month not more.

Written by Fatima Al-Majed and her group. (3 Chem 1)



- When writing a biographical profile, you will focus on the past tense.
- Using the past tense is important as all the events happened in the past.
- Some of the verbs you might need when writing a biography:

Is born	Was born
Raise	Raised
Win	Won
Die	Died
Appear	Appeared

← Past simple

Format:

P1: Introduction.

(early life)

P2: Body.

Challenges/ achievements)

P3: Conclusion

(final stage of life/ dreams)

Content:

Introduction

Include where and when (age) the person was born.

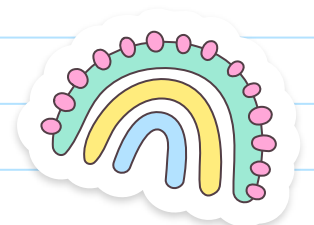
Where they /lived/ moved and/or worked (early life, family and personality).

Body:

Life challenges :Details about the adventures, achievements, discoveries or challenges.

Conclusion:

Conclude the biographical profile by writing about the received awards and the last stages of life (dreams /death date).



Writing Examples

Ibn Battuta

In Ibn Battuta was born in Tangier, Morocco in 1304. He was an Islamic scholar and explorer known for his extensive travels. During his childhood, he studied very hard. He learned a lot about the Arabic Language. When he was twenty-one, he decided to go on pilgrimage to Mecca.

After his pilgrimage he went to Iran and then to Turkey. He travelled north to Russia and then back to Turkey. He travelled more than 75,000 miles and over a period of 30 years he travelled through most of the Islamic world. While he was travelling, he saw many wonderful places. He met interesting people and heard exciting stories. He crossed the Himalaya Mountains and went to India. He stayed there for eight years and travelled all around that country. Then, he decided to go to the east-China. He reached China in 1344.

After this, he returned to Morocco. He did not stay home for very long, he started another journey. He travelled to Spain and then he went south and crossed the Sahara Desert.

Ibn Battuta wrote a book about his journeys around the world and called it the Rihla or The Journey. He died in the year 1369. In Dubai, there is a mall inspired by his travels and a film called "Journey to Mecca" came out in 2009.



Thor Heyerdahl

Thor Heyerdahl is a Norwegian adventurer. He was born in Oct 6, 1914. He was ethnographer with a background in zoology, botany and geography. He became famous because of his kon-tiki expedition in 1947.

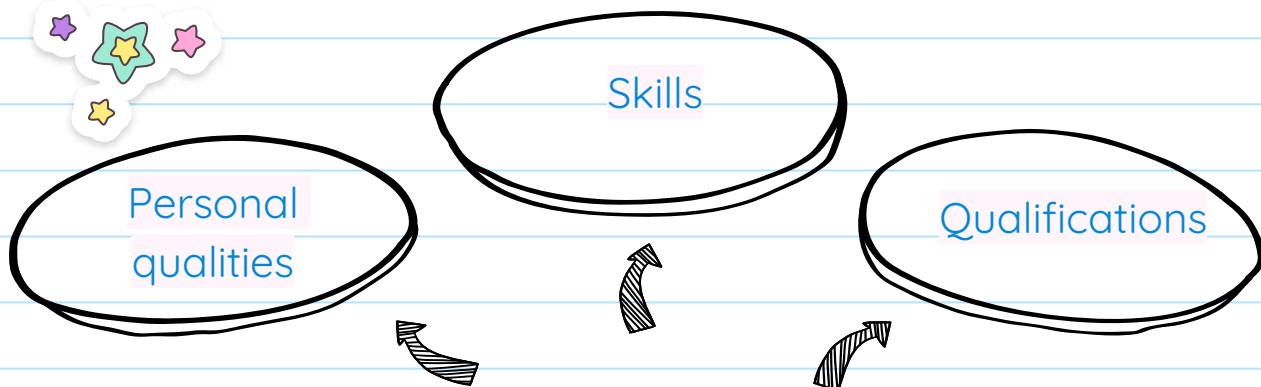
He traveled to many places to prove that ancient people made long sea voyages, creating contacts between separate cultures. Firstly, in 1936 he went sailed to Marquesas Island. After a while, he traveled from South America to Tuamotu Island in 1947 by boat. Lastly, he went from the west coast of Africa to Barbados in a papyrus reed boat in 1970.

In May 2011, Thor Heyerdahl's archives were added to UNESCO's, "Memory of the word" register. In addition, the kon-Tiki Museum and the National Library of Norway in Oslo administrate him. He died in 2002 at the age of 88 years old.





- It is a letter to apply for a job that you saw an advertisement of it somewhere.
- When writing a covering letter, you will focus on the following:



Hardworking	Communication skills	Bachelor degree
Motivated	Typing speed skills	Masters degree
Ambitious	Computer skills	Diploma

Format/ Content of the letter application

29th October **1** * Date of writing the letter.

Dear Sir / Madam / Mr/Mrs, **2** * Greeting

Re: **(The job)** **3** * Regarding or referring to..

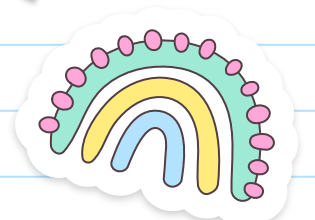
I am writing to apply for the position of **(The job)** which you advertised in **(Newspaper name/Website)** on **(Date on which they put the advert / Last month/ Last week)**. **4** * Reason for writing / Where you saw the advert.

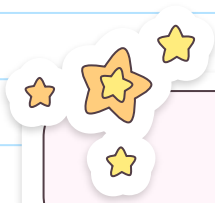
I am (age) years old. I graduated from (Name of the university) with a (diploma / bachelor's degree / master's degree) in (business/ science / accounting / banking/ engineering/ education/.....). I would like to work for you because (it is a good chance to expand my knowledge and experiences / your company has a good reputation). **5** * Qualifications and reason for applying.

I am a (personal quality 1), (personal quality 2) and (personal quality 3) person. I can (skills: speak and write English very well / type very fast / use many computer programs / I am a good speaker and listener). Last summer, I worked as a (a job) in (company name). I also worked in (company name) for (months / years). I hold a certificate in first aid and a driving license. In my free time, I do volunteer work for a charity. **6** * Personal qualities, skills and experience

I am available at any time for an interview. I look forward to hearing from you soon. **7** * Availability for interview.

Yours sincerely,
(your signature) **8** * Your signature





Writing Template



You can use this template for your covering letter and fill in the blanks with the suitable answer according to the given question:

30th, November

Dear-----,

Re: -----

I am writing to apply for the position of ----- which you advertised in ----- on -----.

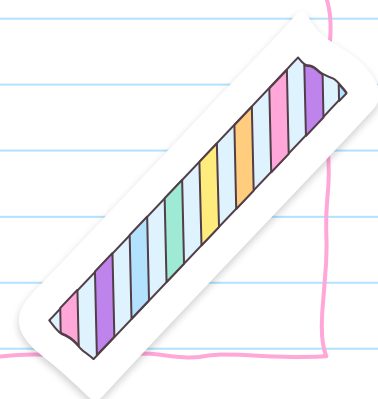
I am ---- years old. I graduated from ----- with a ----- degree in ----- I would like to work for you because I would like to expand my knowledge and experiences.

I am a -----, ----- and ----- person. I can ----- .Last summer, I worked as a----- I also worked in ----- for ----- I hold a certificate in first aid and a driving license. In my free time, I do volunteer work for a charity.

I am available at any time for an interview. I look forward to hearing from you soon.

Yours sincerely,

Signature



Writing Examples

Salesperson is required at the Bahrain Telecommunication Company.

Write a covering letter (150 Words) applying for the job advertised.

Your name is **Noor Ali**. (No address needed)

Salesperson

Bahrain Telecommunication Company is looking for an ambitious and self-confident person with fluency in English and Arabic.

Previous experience is not necessary as full training is given.

This is a challenging opportunity for the right person.

Excellent salary and benefits

Dear Sir/ Madam,

30th, November

Re: Salesperson

I am writing to apply for the position of salesperson which you advertised in Bahrain Telecommunication Company's website Last week.

I am 23 years old. I graduated from University Bahrain with a bachelor's degree in Business. I would like to work for you because your company has a good reputation, and I would like to expand my knowledge and experiences.

I am an ambitious, self-confident and hardworking person. I can speak English and Arabic fluency. Last summer, I worked as a secretary at STC company for 5 months.

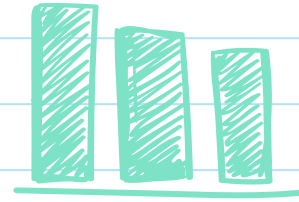
I also worked in Version mega store for 6 months. I hold a certificate in first aid and a driving license. In my free time, I do volunteer work for a charity.

I am available at any time for an interview. I look forward to hearing from you soon.

Yours sincerely,

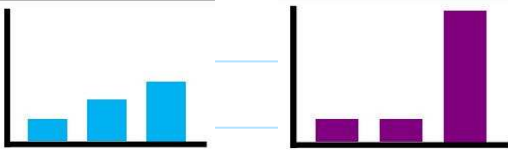
Noor Ali

Noor Ali



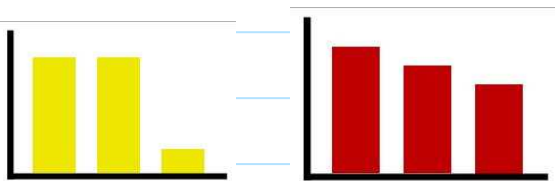
Language focus:

A. Numbers go up:



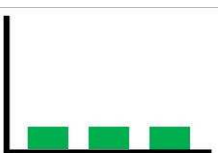
Increase steadily,
increased, Rise a little,
rose, Jump sharply,
jumped.

B. Numbers go down:



Decrease sharply,
decreased, Fall a little,
Fell.

C. No change:



Remain steady-Stay the
same- Equal – Stable.

The lay out:

STEPS INVOLVED IN DESCRIBING A BAR CHART:

STEP 1: Start by describing what the chart is about.

EXAMPLE: The bar chart provides information about the amount of sugar found in seven different foods.

STEP 2: Develop your paragraph by stating the information given by the bars; include numbers.

EXAMPLE: According to the chart, the four foods with the highest amount of sugar are chocolate bars, chocolate cake, soda and ice cream. Sugar constitutes 33.2% of chocolate bars, 30.2% of chocolate cake, 28.9% of soda and 21.4% of ice cream. Compared to the previous foods, however, the presence of sugar in crackers, peanut butter and ketchup is relatively limited. Sugar accounts for 11.8% of crackers, 9.2% of peanut butter, and 8.8% of ketchup.

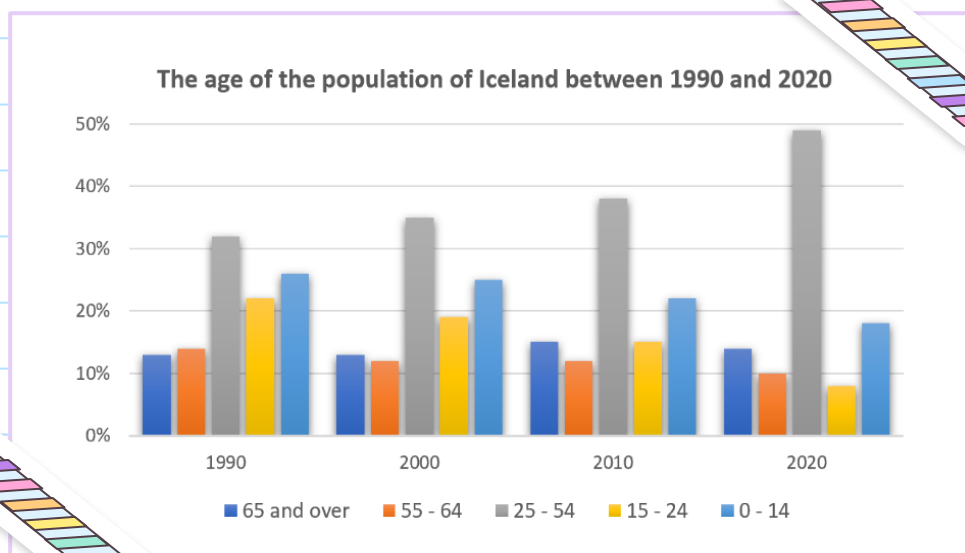
STEP 3: End the paragraph by stating a general conclusion.

EXAMPLE: Overall, sugar is found at varying amounts in almost all foods, but chocolate bar is the most.

Important thingd to be used in
the chat discription:

Contrast	e.g., whereas, although, however, etc
Percentages	60%, 75%

Writing Examples



The bar chart compares the different ages of people living in Iceland between 1990 and 2020.

To start with, the size of the 25-54 age group increased the most over the period while the size of the two younger age groups decreased a little bit. The number of people in the two older age groups stayed about the same.

The 25-54 age group grew from approximately a third of the population in 1990 to nearly half of the population in 2020.

The older two age groups did not increase or decrease much. The size of the 65 and over age group remained at about 13%, whereas the size of the 55 -64 age group only fell from about 14% to about 10% of the population.

All in all, the 0-14 age group fell from just over 25% in 1990 to just under 20% in 2020. Similarly, the 15-24 age group dropped from just over 20% of the population in 1990 to just under 10% of the population in 2020.

You can visit this link for extra examples:

<https://www.english-exam.org/IELTS/IELTS-Writing-Samples/Bar-Chart.html>

Opinion-led essay

When writing the opinion-led essay, you will focus on the linking words:

Linkers	Opinion expressions
First of all	I think
What is more	I strongly believe
In addition	Some people think
Although	In my opinion
To sum up	In my point of view



Format:

P1: Introduction.
Introducing the topic
Body.

P2: Reasons for your opinion

P3: Opposing opinion

P4: Conclusion

Restate your opinion

Content:

Introduction

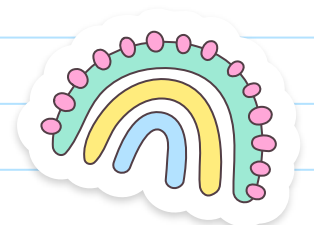
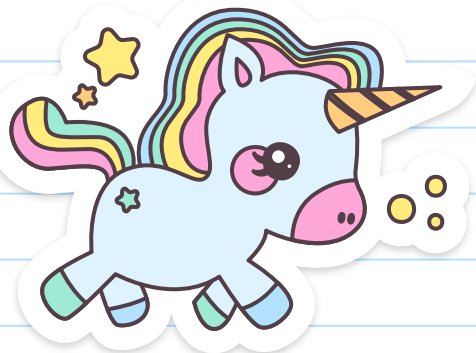
Briefly introduce the topic, why it is important and your opinion.

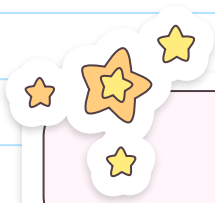
Body:

- Give reasons for your opinion and explain them.
- Mention an opposing opinion and attack / weaken it.

Conclusion:

Restate your opinion on the issue and reasons for it.





Writing Template



You can use this template for your essay and fill in the blanks with the suitable answer according to the given topic:

Introduction

Nowadays, many people realize the importance of (topic question). This is(good/bad)..... for many reasons even though some people have different opinion.

Your reasons

My first reason is that ...(reason + explanation + example)

Another reason is..... (reason + explanation + example)

Opponent opinion

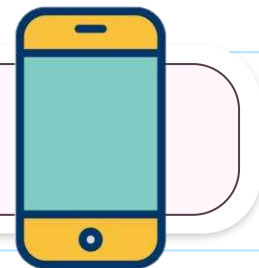
Opponents argue that...(counter argument) Although this is true, it is better to

Conclusion

To sum up, I strongly believe that(opinion)..... because.....(summary).....



Writing Examples



Should mobile-phones be allowed in schools?

In recent years, taking mobile phones to schools has become increasingly common. This became a controversial issue that caused a strong argument. Personally, I support the idea that mobile-phones should not be allowed in schools. I think that its disadvantages are more than the benefits.

There are some reasons that make me against taking mobile phones to school. First of all, it distracts students from their studies. For example, they might be busy with sending messages or play games while the teacher is explaining something in the class. Secondly, it wastes their time when they spend too much time on social networking sites and forget to study for the exams. A survey was done to ask parents about their opinion about this issue. Actually, more than 50% of the parents are against it because they see how their kids are addicted to it and they do not want it to be with them all the time. Thirdly, it increases the chance of losing the mobile phone because of stealing them by other students in the school.

people who are with taking mobile phones to schools argue that it will help them to search for information like finding the meaning of new words or searching for their projects. They also say that it will help them to communicate with their families after the school. However, this is a false argument because students can use the computers and the dictionaries in the school library.

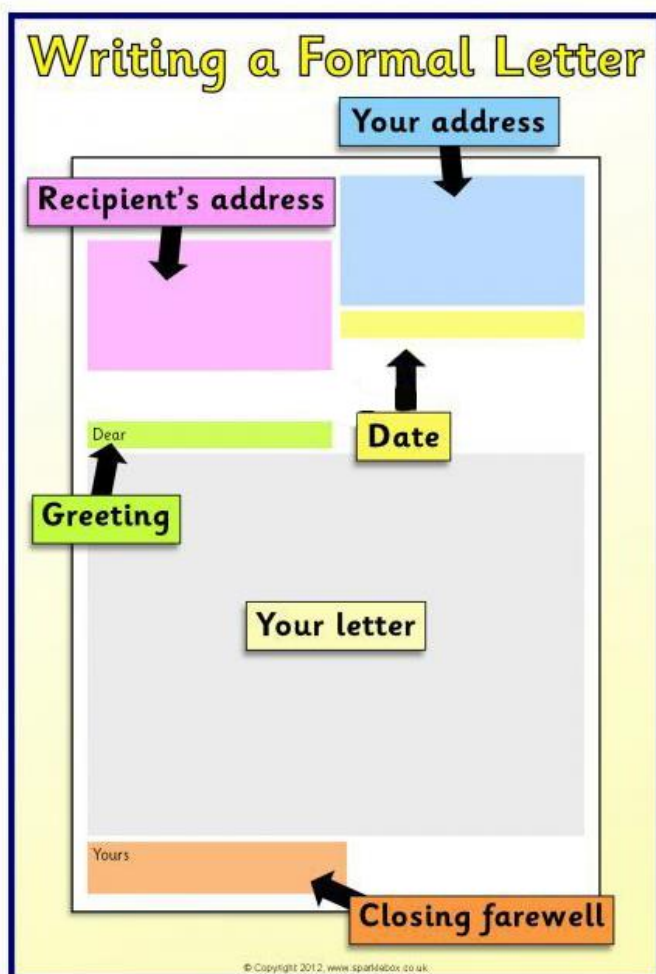
To conclude, it is clear that allowing mobile phones in schools is a bad idea. I think it is the responsibility of the ministry of education to stop this.



The following statements are important for writing formal letters:

- A formal letter should always have a date.
- You should begin a formal letter with Dear + surname
- In formal letters, you **should not** use idiomatic phrases and short forms such as I'm, we're, isn't, aren't.
- Finish the letter with Yours sincerely or Kind regards.
- You should end a formal letter by signing it and typing your name and position under your signature.

Format:



Questions for the formal reply:

- 1- How many listeners will be there?
- 2- What type of visual aids can I use?
- 3- Will there be a screen and projector if I want to bring slides?
- 4- Can you send me the agenda of the event?
- 5- Will the discussion be recorded?
- 6- I would like to move when I speak, so I would request a clip-on microphone.
- 7- Will I need to rent a car when I get there or will you provide a local transportation?
- 8- Will there be internet access for the presenters? Maybe I will need to go online to show the audience something.
- 9- Am I going to be paid for speaking?
- 10- Will expenses like airfare, accommodation and meals be paid by the organizers?
- 11- Will you make the airfare reservations?



1- Receiver's information
Name Position + Company's
name Address

2- Sender's information Position
+ Company's name Address
Telephone number Email

3- Date

4- Greeting

Dear Mr./ Mrs.....

5- Reference to the
letter (date +
subject) Thanking
the sender for the
invitation
Acceptance

I have received your letter dated (date) in which you kindly invited me to take part in (the event) which will be held on (date). I thank you for your kind invitation and would like to inform you that I accept your invitation.

6- Inquiries

However, I have some inquiries regarding the event arrangements. Firstly, I would like to have more information about the flight arrangements; (date, time and name of airlines). Secondly, I would like to inquire about the duration of the speech; can I extend the timing because of the importance of the topic. Finally, can I have a copy of the event full schedule.

7- Thanking (again)
+ Ending

Thank you again for inviting me to take part in (the event). I look forward to receiving your response.

8- Signature Name:
position+
Company's name

yours Sincerely,
Your Signature
Your name, position





1- Receiver's information
Name Position + Company's
name Address

2- Sender's information Position
+ Company's name Address
Telephone number Email

3- Date

4- Greeting

Dear Mr./ Mrs.....

5- Reference to the
letter (date +
subject

I have received your letter dated (date) in which you kindly invited me to take part in (the event) which will be held on (date).

6- Rejecting Reason
for rejecting

I really appreciate your kind invitation and I would like to accept, but unfortunately, I have another commitment at that time. I will be outside the country attending a meeting in the same date. However, I can take part in the event if it is delayed to the next week.

7- apologizing
(again) + Ending

Once again, I would like to apologize for not being able to participate and I look forward to sharing my thoughts in another time as I am very much interested in participating and I hope that this event benefits all and wish it all the best.

8- Signature Name:
position+
Company's name

yours Sincerely,
Your Signature
Your name, position



Writing Examples

Student's book- Page 65 (Mr. Kim's reply)

Formal Reply (Acceptance)

Ms Helen Bloomfield Head,
Students' Union University
of Helensbrough Scotland

CEO, Education Unlimited
Kungsbruhn 85 Uppgang G8 1122
Stockholm 3200 Sweden Telephone: +
46 771 793 336 Email:R.Kim@edu.com
27th August

Dear Ms. Bloomfield,

I have received your letter dated 21st August in which you kindly invited me to take part in a panel discussion on "Digital learning Resources" which will be held on 13th September. I thank you for your kind invitation and would like to inform you that I accept your invitation.

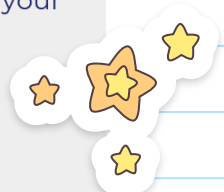
However, I have some inquiries and would be grateful if you could answer them. First, I would like to know about the travel arrangements. When is my flight going to depart and on which airlines? Second, I would like to inquire whether I will be required to stay for the conference's day only or longer. Moreover, am I allowed to extend my speech's time to 20 minutes in order to cover some key issues regarding digital learning. Last but not least, can I get a copy of the discussion schedule?

Thank you again for inviting me to join your discussion panel. I look forward to receiving your response.

Yours Sincerely,



Richard Kim: CEO, Education Unlimited



Formal Reply (Rejection)

Ms Helen Bloomfield Head,
Students' Union University
of Helensbrough Scotland

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27th August

Dear Ms. Bloomfield,

I have received your letter dated 21st August in which you kindly invited me to take part in a panel discussion on "Digital learning Resources" which will be held on 13th September.

I really appreciate your kind invitation and I would like to accept, but unfortunately, I have another commitment at that time. I will be outside the country attending a meeting in the same date. However, I can take part in the event if it is delayed to the next week.

Once again, I would like to apologize for not being able to participate and I look forward to sharing my thoughts in another time as I am very much interested in participating and I hope that this event benefits all and wish it all the best.

Yours Sincerely,



Richard Kim: CEO, Education Unlimited

