

**Eng 202: Writing 1 :**

**Describing People**

**Layout:**

P 1: Introduce the person and give a bit of background e.g. where he was born, where he lives now, his job, his likes and dislikes.

P 2: Describe the person's physical appearance, personality and character.

P 3: Give some examples of the person's behaviour or relationships with other people.

**Module (5) Describing People**

My grandfather is called Jamal. He is fifty five. He lives with my grandmother in a big house in the center of Manama. He works as a biology teacher in Sheikh A.Aziz secondary school for boys. He doesn't have many hobbies, but he likes visiting us a lot. He hates fast food such as Pizza, fish and chips. However, she likes watching Egyptian films and serials so much.

My grandfather has got short, black hair and clear brown eyes. He is quite tall and a bit thin. He always wears neat clothes. You can also smell his perfume when he kisses you. He is a very generous man. In fact, he is always smiling.

My grandfather is very popular with our neighbours, may be because he is very helpful. For instance, he often gives aid to them when they are in need. He sometimes spends more time with our neighbours than with my grandmother. He also jokes a lot and believes in human co-operation.

.....

My friend Ali is a very nice character. He's sixteen years old. He lives in Isa town. He likes reading stories and drawings. However, Ali dislikes watching TV, except films.

Ali has got a good looking. When you look at him the first thing you notice is his smart appearance. He is handsome. He is quite tall with a slim body. He has big black eyes with thick eyebrows and a nice small nose. In fact, He is always smiling. He is also very generous and helpful.

Ali is a very sociable person. He is creative. He always gives us special ideas. We are his close friends. He usually prefers setting with his friends. Whenever we want help from him he does all he can. Ali is such a nice person that I hope we will be together all the time.

**With my best wishes**

**Mr. Ramadan Ahmed**

Write an essay describing your ideal school:



### *My ideal school*

At the moment, I go to Hamad Town Secondary School, a large school in roundabout 2 in Hamad Town. It is quite a good school, but it could be better. In this essay, I am going to describe my ideal school.

My ideal school would be in the centre of the city, but near a wide car park so that students can park their cars in case they have ones. There would also be a park where students can go to relax after lunch. In addition, I hope there would be a gymnasium or a sports centre in order to help students do exercises and practice their favorite sport.

As for the subjects, students would study the usual subjects such as maths, science, algebra, history, foreign languages and others. However, there would be some optional subjects; for example, swimming lessons, diving, cookery. Students would choose these subjects freely. This would make students love what they study.

In addition to the subjects on the timetable, students would participate in after-school clubs, such as acting, chess, photography and sports. There would be regular trips to places like museums and art galleries.

To sum up, my school would have everything we need; it would be a place I would like to go to.



Writing 202

# A letter of application

## Layout

Name and address

your address

Of the company

the date

## Greeting

Dear Mr/Mrs/Ms... (If you know their name)

Dear Sir/Madam, (If you do not know their name)

P (1) State your reasons for writing.

P (2) Explain why you are interested in a job.

P (3) Give examples to show your personal qualities.

P (4) Write about your qualifications and practical skills.

## Formal ending

Yours sincerely, (when you know the person's name)

Yours faithfully, (when you don't know)

## Your Signature

1. Your school is starting a programme encouraging students to volunteer for some after school activities. Your name is Noor Ali and you are interested in joining the programme. **Write a letter to Mr. / Miss Jihad Ahmed describing your personal skills and asking for information about the activities.** (Do not mention any address)

21/4/2009

Mr. Jihad Ahmed  
Shiekh A Aziz Secondary School  
Dear Mr. Jihad

I am writing to apply for the programme of volunteer activities after school that I saw advertised in our school last week. I would like to join this programme and I am free after school.

I am a student at the third stage. I like to join this programme because I am interested in volunteer work to help in improving my school and my society. In addition, I want to learn new things in life and acquire new skills.

I am a hard-working and committed person. I have participated for the last two years in a voluntary programme, community links, visiting elderly people in my local area. I also feel that I can get on well with students from other stages.

I think I would be a good volunteer due to my voluntary experience and my good understanding of the nature of voluntary work. In addition, I hold a certificate in first aid, which might be useful.

I look forward to hearing from you.

Yours sincerely,

Noor Ali

With my best wishes

Mr. Ramadan Ahmed Mohamed



**Eng. 202**

**Modules ( 8 ) Culture Shock Writing**



**LAYOUT:**

Your address  
The Date

- **Greeting:**
  - Dear ... [Your friend's name].
- **The Introduction:**
  - Say 'hallo.
  - Ask some personal questions.
  - Make a short chat with your friend.
- **The 'Body:**
  - Reasons for writing.
  - Give your friend some advice about coming to Bahrain:
    1. What kind of presents could he/she bring to your parents, brother or you?
    2. What type of clothes he could bring with him?
    3. Is it necessary to bring formal clothes?
- **The conclusion:**
  - Finish your letter with an excuse to stop writing.
- **Signing off:**
  - All the best, Yours, With love, See you soon ...
  - Your name.

Dear Omar,

How are you? Very well, I hope. I'm sure my younger brother still remembers going for walks in the park with you. He always smiles when I say your name.

Anyway, I'm writing to invite you to come with us on a trip to Howar Island. My family and I are planning to go there next month and we would like you to come with us. I want you to bring your video camera with you so that we can film the trip. Also, bring your brother with you so he can have fun with my brother. We are going to stay in a hotel, but we are going to take the tent with us so that we can sleep near the sea and have a barbecue. Do you have any suggestions for the trip? If you are going to invite anyone, please tell me so that I can book rooms for them.

Well, I have to stop now because I have to go to the Travel Agency to do the booking. I also have to go shopping to buy stuff for the trip. Please write back soon and let me know. I'm looking forward to spending this trip with you.

Lots of love.  
Fadel

*Good luck*

With My Best Wishes

*Mr. Ramadan*

