

تم تحميل هذا الملف من موقع المناهج البحرينية



## الملف فقرات اللغة الإنجليزية

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

## روابط مواقع 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 الثاني


<a href="#">فقرات اللغة الإنجليزية</a>	1
<a href="#">فقرات اللغة الإنجليزية</a>	2
<a href="#">مذكرة شاملة مراجعة للاختبارات النهائية 202 Eng</a>	3
<a href="#">فقرات اللغة الإنجليزية</a>	4
<a href="#">مذكرة الأنشطة الصفية ربح 253</a>	5





# Eng 202



## Writing Booklet



New language leader - Level 2



# Table of content

18

product report

28

Formal-Infomral  
email

38

process essay

48

Describing Chart

58

report describing  
festival

68

Cause and  
effect essay

# layout of writing

## Product report

**Introduction :**

- who requested the report?
- what are the two products?
- why to compare between them?

**Main body :**

- Each paragraph must be titled
- The paragraphs must be short
- comparing the two products according to the given information in the question
- using the comparative form in the paragraphs .

( more expensive / cheaper than / heavier /lighter than etc.)

**Conclusion :**

- Which product is better ? and why ?

Name , date and signature

# Writing Example :

## Introduction :

At the request of the head of a large Airline company, this report compares two top headphones and recommends one of the models to be purchased and to be used in the airlines' first classroom.

## Price :

There is a difference between the two: Sonar headphones is 269\$ more expensive than the Kristal Clear which is 180\$ only.

## weight :

There is no much difference in weight between the two headphones Kristal Clear is just 170g whereas Sonar is 185g.

## Design & colours :

Both headphones are attractive, stylish, and comfortable however Kristal clear is easier to adjust, and have a thinner headband and might wear out quickly. Both headphones come in different colours. The Kristal Clear comes in four different colours while Sonar comes in three colours only.

## Sound & Durability :

The Kristal Clear sound does not leak out and annoy people. It blocks out most outside noise. However, Sonar sound is more powerful and deep. It is best for electronic and hard rock music. They are both well made, but the Kristal Clear cable maybe a bit weaker, Sonar has a strong construction and made to last.

## Conclusion :

The airline company should buy the Sonar headphone, though it is more expensive than the Kristal Clear is, but it is well constructed, has a good quality and durability

Signed by: Mrs. Fatima Ahmed from the purchasing office

Date: 23rd March, 2019

# layout of writing

## Formal and informal email

### The layout of writing an email:

#### Greeting

**Formal:** Dear Mr/Mrs  
**Informal:** Hi / Hello + first name

#### Content

- Reason of writing
- Attachment
- More Info
- Future contact

**Formal:** I would like to invite you to speak... I met with you... Please find attached... Please do not hesitate to contact me...

**Informal:** Do you want to give a talk? Great we met... Just let me know if there's any problem. You could contact me...

#### Ending

**Formal:** Yours sincerely,  
**first name + family name**  
**Informal:** Best/Cheers  
**first name**



# layout of writing

## Formal and informal email

Complete the table with expressions from the emails

	Formal email	Informal Email
Greeting	Dear Sarah,	Hi Sarah
Mention of attachment	Please find attached documents..	See attached PDF
Additional information	If you have any further questions, please do not hesitate to contact me.	Just let me know if there is anything I can do.
Future contact	I look forward to hearing from you soon.	Hope to hear from you soon. Stay safe.
Ending	Yours Sincerely, + name	Best, + name

## Writing Example :

### Informal Email :

Hi Darli ,

Hope your doing well. It's been so long since we've talked. I'm so glad you reached to me and asked me to hang out, but I also can't go on this week I honestly need a break from all the work pressure but I have already planned to stay home and relax. I also have an appointment with my optician after work so it'll be difficult to meet tonight.

We could still do this though. How about we meet up with Sara and go for shopping next Friday. The weather will be great for an outdoor brunch.

Hope to hear from you soon. Stay safe.

Bear hugs,

Emma



# Writing Example :

## formal Email :

Dear Mrs.Kamila,

I am writing this email to update you on the latest arrangements for Sephora's new beauty kit launch and to discuss the preparations of the 20th anniversary ceremony that will happen soon.

The opening ceremony will be next month, so it is important to meet to finalize the preparations. The meeting will take place next Thursday, March 12 at 2pm in meeting room 3 in the Rose Building in Manama. There will be 14 people attending from the project managers and other staff as well. The meeting should last 1 hour and 30 minutes as the head of the building department Mr. Salman will be the speaker. Mr. Salman will discuss points like the event launch timing, the invitation list, the safety measures, the room ! layout and the buffet. If there's anything you would like to discuss in the meeting, send it to me by email and I will include it in the i meeting's agenda.

Please find attached documents regarding this topic and the location of the building.

Should you have any questions please contact me on 17353533 or  
email [ms.fatima@gmail.com](mailto:ms.fatima@gmail.com).

I look forward to hearing from you.

Yours Sincerely,  
Fatima Ali

# layout of writing a process essay

## Introduction :

-What is the process?

- How successful, huge or expensive it is and why ?
- how long does the planning and production take?

-Write stages of the topic in order.

-Use linking-words of sequence: first, next, then, after that...to put the steps of the process in order.

## Main body :

-Starting a process (in the first stage. First, to start with...)

-Adding steps (Second, third, then, next, later, before, after that...)

-Ending a process (Finally, at the end, in the final stage...)

## Conclusion :

-Last step of the process)

-Use finally to show the last step of the process.

# Writing Example :

## Process essay

### Introduction :

Motorbike production is a huge and costly business. Most motorbikes are made by companies who can produce them in large quantities and make different models.

Designing different models can take up to 3 months especially for professional or sporty models. The production of motorbikes takes up to 6 months in the factory. The production stages are as follows.

### Main body :

First, the design teams plans the new motorbike and produces the first design. Second, the R&B Department engineers builds the first prototype. Then, they test the prototype on special roads and check if there are any problems or if any changes are necessary. After that, the R&B Department engineers make changes to the prototype and modifies the design. Next, engineers make further tests and modifications or changes to the engine. Later, the PR department contacts the journalists and invites them to test drive the new motorbike. Afterwards, the scientists record the results of the test drive, and the journalist prepare articles about the new bike. Soon, the company shows the new motorbike at the trade exhibitions all over the world.

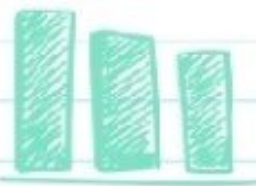
### Conclusion :

Finally, the company mass produces the new motorbike and launches an international marketing campaign. These are the stages of launching a new motorbike.

# Describing a chart :

04

## Describing Charts



### Language focus:

### The lay out:

#### 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.

#### 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.

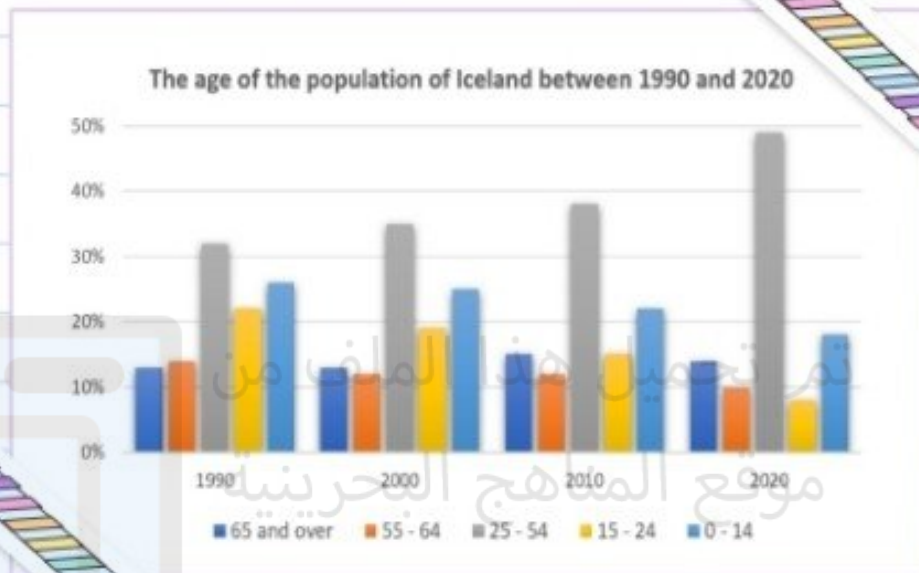
STEP 3: End the paragraph by stating a general conclusion.

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

Important things to be used in the chart description:

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

writing example :



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.

# layout of writing

## report describing festival

### Introduction :

- Festival Name
- Where is the festival located?
- Festival duration date

---

### Main Body :

**Audiences :** How many attend the festival?

**performers :** What are the majority of activities , and give an example of the shows.

**Food and refreshment :** How many restaurants are there ?

Give examples of the types of food present  
People's opinion of food, quality and service

---

### Conclusion :

**Determine whether the festival was successful or not, and what is the public opinion of the people on the festival**

---

### recommendation :

Writing recommendations for a better upcoming festival

# Writing Example :

## Bahrain Food Festival (17-31Mar)

### Introduction:

Overall, Bahrain food festival was a festival for different type of food. It took place on Bahrain Harbor at 17 to 31 of March 2022. This 15 days festival was highly successful with lots of activities in many fields to promote learning and entertainment. It was well received by the public.

### 2. Audiences (visitors)

The number of visitors reached 175.234. People attending were mainly families. However, there were people of all ages and tourists.

### 3. Performers (Activities)

The majority were entertainment shows, but there was a variety of other shows such as live cooking, traditional stations and musical performances. As well as, cooking competitions and kids playing area.

### 4. Food and refreshments:

There were 120 restaurants offering different type of food and refreshments like traditional and fast-food, coffee shops, sea food section and fresh juices. With a large number of food trucks. People were satisfied with the quality and the prices. However, some people complained about the slow service.

### 5. Conclusion:

The festival was extremely successful. In general, most of the people were happy and satisfied. The atmosphere was lively, interesting and loud.

### 6. Recommendations:

Parking Area: there should be more parks for visitors and special needs people.

Security: there should be more security staff near kids' area.

Prices: prices should be more affordable especially for big families.

Services: there should be more staff to provide better and faster service at the food booths and the play yard.

# layout of writing

## Cause and effect essay

### Introduction

introduce of what the essay is about, and what is the problem the essay is talking about

- \* In each paragraph, you must write the cause and link it to the effect through linkers such as :

because / As a result /Consequently

You should explain the causes and effects

- \* in order to have a longer paragraph

If you write two long paragraphs about causes and effects, there is no need for a

- \* third paragraph

### Main body

3 para

- 1: Write the cause and effect
- 2 : Write the cause and effect
- 3 : Write the cause and effect

### Conclusion

Summary of the topic of the essay



# Writing Example :

## Cause and effect essay Topic: Pollution

Pollution is a problem that has been increasing recently. There are many types of pollution, and each type has a different cause and several effects. This essay aims to highlight the main causes of pollution.

Air pollution is the most common type of pollution. It happens due to many causes. First, **car emissions are the main cause** and **because** of that many effects will follow. Such as acid rain, an increase in respiratory diseases and global warming. Consequently, **another well-known effect** is the damage in the ozone layer.

Another cause of pollution is **chemical waste**. Chemical waste from different factories causes chemical pollution of the sea and land. **As a result**, sea creatures die frequently. Another effect is **the toxicity of sea plants and creatures**. **Because** of chemical pollution when humans consume these toxic things, **they become severely ill**.

A third cause of pollution is **plastic pollution**. Every year humans produce billions of tons of plastic waste. **Consequently**, marine life is polluted, and many sea creatures will also die. Another effect is **damage to the fishers' boats and ships**. Their boats become damaged because of waste thrown into the ocean.

To sum up, Pollution has many causes and it has many different dangerous effects. We should work to understand these causes and effects to help improve the situation of pollution locally and around the world.



Cause



effect



Linkers