

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: 23:12:40 2023-12-24

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

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KINGDOM OF BAHRAIN
Ministry of Education
Manama Secondary Girls School



مملكة البحرين
وزارة التربية والتعليم
مدرسة المنامة الثانوية للبنات

New Language Leader

Level 2

Eng. 201 Writing Booklet

Done by: Mrs. Fatema Hasan

Unit 1 The Layout of Writing an Essay about the Qualities for a Job

Writing an essay about the qualities for a job.

1. Choose one of the jobs.

manager, politician, teacher, doctor, lawyer

2. Make a list of the qualities you need to do the job.

Sympathetic, calm, energetic, enthusiastic, inspiring, good planner/organizer, good listener, deals well with people, good communicator, decision maker...

3. Write the first paragraph introducing the topic and writing the thesis statement.

I've often dreamt of being a.../ aimed to be a... However, to become a teacher/doctor, you need to have certain qualities.

4. Write the second paragraph writing the arguments for the thesis statement. Use appropriate linkers such as *Firstly, ... Secondly, ...*

Firstly, a teacher/doctor should be... For instance... Secondly, as a teacher/doctor you should... such as... Thirdly, a teacher/doctor needs to...

5. Write the third paragraph writing the arguments against the thesis statement. Use appropriate linkers such as *On the other hand, ... In particular...*

On the other hand,/However, some may argue that a teacher/doctor should.... In particular... In addition, a teacher/doctor.... For example...

6. Write the conclusion.

To sum up.../ In conclusion.../Overall...

Eng. 201 Writing Booklet

Arguments for and Arguments against the Job of a Doctor

No doubt that nothing is perfect. Everything in life has two sides: a positive side and a negative side. Even jobs have advantages and disadvantages, some people argue that the job of a doctor has advantages, others argue that the job of a doctor has disadvantages. In this essay, I will show the arguments for and the arguments against the job of a doctor.

On the one hand, some people think that the job of a doctor has a positive side and a lot of advantages. Firstly, the most important advantage is that doctors play a vital role in our health life. They treat patients and save their lives, so they feel content, comfortable and satisfied with their jobs. Moreover, doctors find respect, appreciation, and gratitude from others in return for their distinguished work. In addition, doctors enjoy a remarkable social rank and get a high salary so they can afford the needs and requirements of life.

On the other hand, other people believe that the job of a doctor has a negative side and many disadvantages. Firstly, the most serious disadvantage is that doctors may suffer from sleep disorders as they must take night shifts, and this negatively affects their health, and particularly their nervous system. Furthermore, doctors lack social life since they are swamped with work all day, they don't have time for their families, relatives, or friends. Add to that, doctors never stop learning all their life as they must be intellectual, knowledgeable, and competent. Therefore, they feel stressed and pressured most of the time.

To sum up, the job of a doctor, like many other jobs, is not perfect. It has benefits and downsides. From my personal point of view, I think that the positive aspects of the job of a doctor are many more than the negative aspects. So, I see that working as a doctor is a gorgeous job.

Eng. 201 Writing Booklet

What Are the Qualities You Need to Be a Doctor?

I often dreamt of being a doctor. However, to be a doctor, you need to have some qualities. Some people argue that doctors should have certain qualities, others see that doctors need to have other qualities. In this essay, I will show the two points of view.

On the one hand, some people think that doctors should be competent and knowledgeable as they are exposed to dealing with critical conditions. In addition, doctors need to be caring, compassionate and reassuring because some patients are so worried and frightened about their health conditions and they need a doctor to reassure them. Also, doctors should be patient and should deal with patients in an appropriate and lovely way.

On the other hand, other people argue that doctors should be skillful, problem-solving, and analytical. Therefore, they can make the right decision for the patient 's case. Moreover, they believe that doctors need to be communicative, cooperative, strong-willed, and responsible. This will help much in the development of the health sector. Furthermore, doctors ought to be humorous and friendly as this will be helpful and meaningful in healing patients and improving their health conditions.

In conclusion, a doctor practices a supreme profession, and has a lot of gorgeous characteristics. From my personal point of view, I believe that the most significant traits that a doctor should have are to be competent, knowledgeable, problem-solver and reassuring.

Unit 2 The Layout of Writing a Biographical Profile

Paragraph 1

- Who?
- Where was he/ she born (city/ country)?
- When was he/ she born?
- Where did he/ she travel/ work?

Paragraph 2

- His/ her adventure/ achievements
- Use linkers like: **After/ When he/ she was young/.... years old, all his/ her life, Some time later, ... Years later/ However, ... / In addition / Moreover/ Furthermore/ Add to that...**

Paragraph 3

- the awards he/ she received.
- The last stages of his/ her life.

Ahmed Zewail's biographical Profile

Ahmed Zewail was born in Egypt in 1946 and died in 2016. He was an Egyptian and American chemist, known as the "father of femtochemistry". He was the Chair Professor of Chemistry, and a professor of physics.

Ahmed Zewail received Bachelor of Science and Master of Science degrees in chemistry from Alexandria University before moving to the USA to complete his PhD at the University of Pennsylvania. Zewail's key work was a pioneer of femtochemistry i.e., the study of chemical reactions across femtoseconds.

Zewail was awarded the 1999 Noble Prize in Chemistry for his work on femtochemistry and became the first Egyptian and Arab to win a Noble Prize in a scientific field, and the second African to win a Nobel Prize in chemistry. Zewail died aged 70 in 2016. He was recovering from cancer. However, the exact cause of his death is unknown. Zewail returned to Egypt, but only his body was received at Cairo Airport.

Eng. 201 Writing Booklet

Unit 3 The Layout of Writing a Covering Letter

Greeting	Dear Sir/ Madam - Dear Mrs. Ann - Dear Mr. John
Re: (Position)	Sports instructor/ librarian/ call centre officer/ bank teller
Introducing yourself	I graduated from Arabian Gulf University/ University of Bahrain.
Reason for writing the letter	I am writing to apply for the position/ job of a librarian/.....
where you found the advertisement	which you advertised in your website/ Alwaseet Magazine.
Your academic background (school, university, grades, degrees, ...etc./ qualifications, experiences	At school, I have studied accounting and finance, and I was top of my class. I majored in business at the faculty of commerce at the University of Bahrain. I have a master's degree in business administration. I have worked for three years in a big company and gained useful knowledge and experience in business.
Your qualities, skills, languages,	I am outstanding, hard-working, energetic, organized, patient, and I can work under pressure. I enjoy working as part of a team. I have strong time management. In addition, I have great active listening skills. I have excellent communication and computer skills as well. I can speak multiple languages, especially English and French, fluently.
Your availability for the interview	I am available for the interview at any time convenient to you. I look forward to hearing from you soon.
Closing remarks	Yours faithfully/ Yours sincerely
Your signature	
Your name	Noor Majed

School Principal
Ms. Najiya Mal Allah

Vice Principal
Ms. Zainab Nami

Done by
Ms. Fatema Hasan

Eng. 201 Writing Booklet

Dear Ms. Khan,

25 September

Re: Fitness Instructor

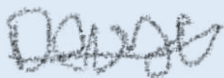
I am Denise Martin, a graduate from the University of Bahrain. I am writing to apply for the position of Fitness Instructor, which you advertised on your website, today's KeepFitOnline.com.

I have been interested in healthy living and fitness for many years, that's why I chose to study for a degree in Sports Science at the Bahrain Sports Institute. I graduated three years ago and would like to work in a Health and Fitness club. I was delighted to see your advert because your club has an excellent reputation.

I am an outgoing, confident, hardworking, and energetic person and I can work under pressure. I have great communication, computer, and active listening skills. I can speak English, French, and Italy fluently. Last summer, I worked with a dietician at a hospital and gained useful knowledge of healthy foods. I also had two years of experience from a famous gym. In my spare time, I run an aerobics class every Monday evening.

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

Yours sincerely,



Denise Martin

School Principal
Ms. Najiya Mal Allah

Vice Principal
Ms. Zainab Nami

Done by
Ms. Fatema Hasan

Eng. 201 Writing Booklet

Dear Mr. Ali,

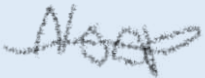
I am Noor Majed, I graduated from the University of Bahrain. I would like to apply for the position of librarian which you advertised on the National Library web page.

I have been interested in books classification since I was twelve years old. I have a Bachelor of Arts in Library Science. I graduated seven years ago, and I have a master's degree in library organization. Now, I am doing some online courses to improve my IT skills. IN addition, I worked for Jareer Bookshop for three years. I have two years of experience working in a school library. I enjoyed my last job at school, but I resigned because the salary was not satisfying.

I am a hard-working, punctual, and patient as well as organized and reliable person. I also have strong time management. So, I think I am suitable for the position of librarian. I have good communication, computer, and active listening skills. I can speak English, German, and Russian fluently.

I hope you will consider me for the position, and I am available for the interview at any time convenient to you. I look forward to hearing from you soon.

Yours sincerely,



Noor Majed

Eng. 201 Writing Booklet

Unit 4 The Layout of Writing a Report

Paragraph 1

- ❑ **Introduce the report / Explain what the chart is about:**

The bar chart presents data on.../ The bar chart shows the percentages of ...

- ❑ **Give a brief overview of the data presented:**

According to the graph/ chart, using English as a second language has increased since 2010.

Paragraph 2

- ❑ **Write about the information or data presented in the chart/ use numbers or percentages:**

On the one hand, ... / It is evident from the chart that... / According to the chart, ... / As it is shown in the chart, / As it is seen in the chart ... / the highest percentage / number of ... / The lowest percentage/ number of ... / The majority of ... / The minority of ...

Paragraph 3

- ❑ **Write about further information or data presented in the chart/ use numbers or percentages:**

On the other hand, ... / According to the chart, ... / As it is shown in the chart, / As it is seen in the chart, ... / the highest percentage / number of ... / The lowest percentage/ number of ... / The majority of ... / The minority of ...

- ❑ **Give an overview/ deduction of the data presented:**

These figures indicate a significant increase/ decrease in.....

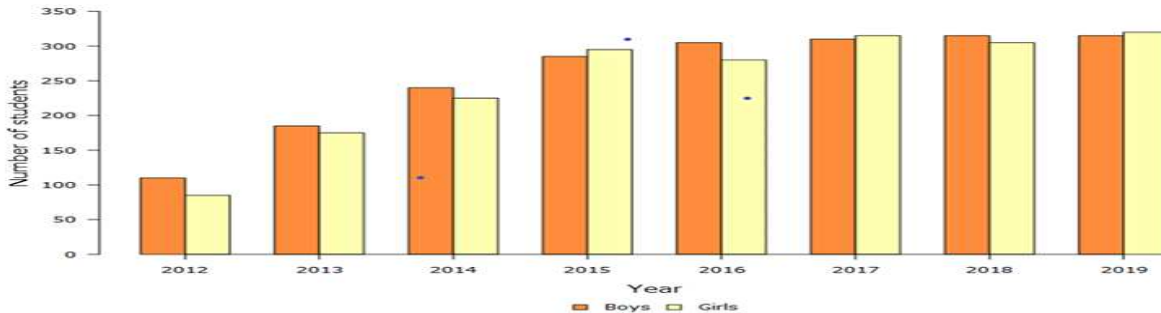
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Question 2:

The graph below shows the number of boys and girls that have a smartphone at York Secondary School from 2012 to 2019.

Write a report in which you summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Students who own a smart phone at York Secondary School from 2012 to 2019.



The graph presents data on the number of boys and girls that have a smartphone at York Secondary School from 2012 to 2019. It is evident from the graph that there has been a significant increase in the number of boys and girls who have a smartphone at York Secondary School from 2012 to 2019.

According to the chart, the highest number of boys having a smartphone was in 2018 and 2019, it was around 330 boys. It is obvious that the number of boys stayed stable from 2018 to 2019. Also in 2017, the number of boys was very high, nearly 310. However, the lowest number of boys having a smartphone was in 2012, it was about 110 boys. In 2013, the number of boys jumped to approximately 180 boys. As it is shown in the graph, there has been gradual growth in the number of boys that have a smartphone from 2012 to 2016.

On the other hand, the highest number of girls who have a smartphone at York Secondary School was in 2017 and 2019, it was almost 330 girls. As it is seen in the graph, the number of girls went up significantly from 2012 to 2015. On the contrary, the number of girls declined slightly from 2015 to 2016. It was nearly 300 in 2015 and went down to about 280 girls in 2016. However, the number of girls grew to about 330 in 2017. In 2018, the number fell a little to around 320 but rose in 2019 to almost 330. These figures indicate a remarkable surge in the number of girls and boys who have a smartphone at York Secondary School from 2012 to 2019.

School Principal
Ms. Najiya Mal Allah

Vice Principal
Ms. Zainab Nami

Done by
Ms. Fatema Hasan

Eng. 201 Writing Booklet

Unit 5 The Layout of Writing an Opinion-Led Essay

Introduction

- Introduce your essay by restating the question in your own words.
- Make your opinion clear throughout the essay.
- You can either agree or disagree with the statement, explaining and justifying your opinion.
- Use key terms such as **(In my opinion ..., I think that ...)**.

Main Body

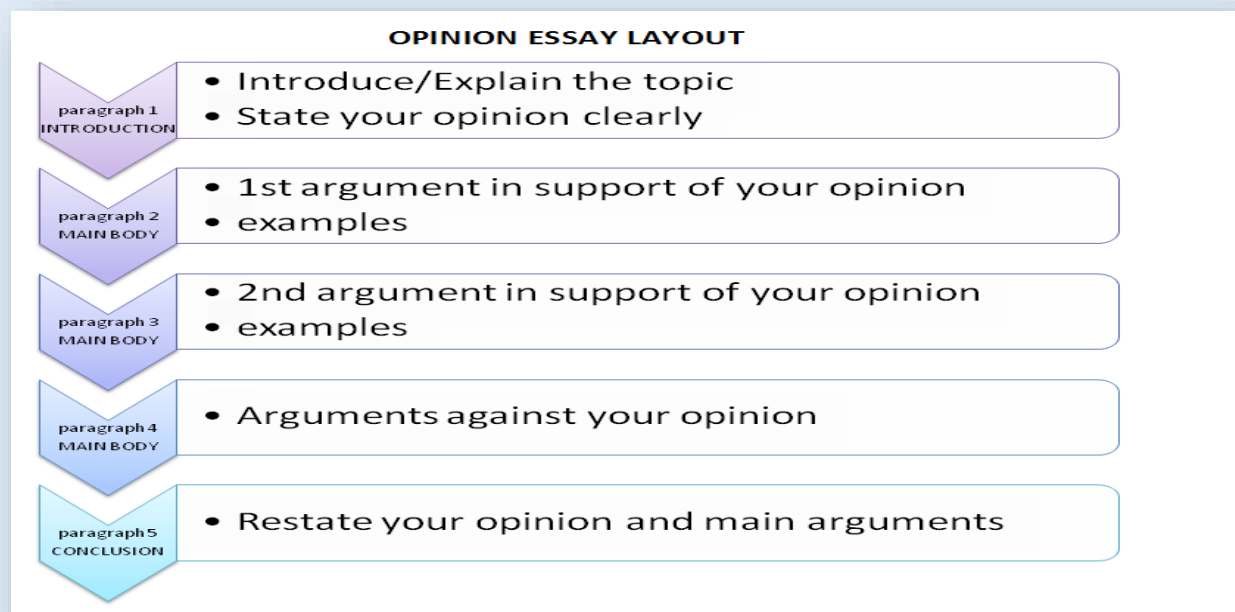
reasons why you agree/disagree.

- Depending on your opinion, list **two or three advantages / disadvantages**.
- Elaborate by providing experiences, examples, explanations or facts and figures.
- Start with the strongest argument using linkers such as: **It is clear.../ It is widely known ... / It is true that.../ In fact, ... / This results in.../ for example, .../ In addition, .../ Moreover, .../ Also, ...**
- Write the **opposing point of view and attack it**.
- Use terms such as **On the other hand, .../ Opponents argue that**

Conclusion

Conclude by **restating your opinion** and **summarizing your two or three main arguments**.

Use linkers such as: **In conclusion .../ to conclude, / It is clear that...**



Eng. 201 Writing Booklet

People today have started to realize the importance of recycling household rubbish. It has become part of the daily routine in many homes even though some people claim that it is something unnecessary. However, I think that this should be encouraged for several reasons.

It is clear that our rubbish is causing serious damage to the environment. In fact, the amount of rubbish we throw away every day is increasing due to the lifestyle we are living. Our towns, rivers and seas are becoming more polluted with household waste. This could easily be prevented if people took the time to sort, save and recycle rubbish. As a result, people will reuse lots of things instead of buying products and using raw material; this means reducing the amount of toxins going into the air.

Another important reason is that many natural habitats in forests are being destroyed as a result of cutting trees to make paper products being wasted in daily life. However, by recycling paper products that we would otherwise throw away we could reduce paper wastage especially those with chlorine.

On the other hand, Opponents argue that the recycling process is more expensive than simple waste disposal. They say that the actual process of collecting and recycling materials requires special machinery and many people to be employed to operate it. However, recycling will create job opportunities for many people and at the same time will reduce waste and save our environment.

In conclusion, I strongly believe that people should be made aware of the benefits recycling can bring and should be encouraged to work and participate in programmes that will help create a better environment for everyone.

Eng. 201 Writing Booklet

We live in a world of technology these days. While the internet brings with it clear advantages. However, some people see that the problems in terms of control and security of information outweigh the advantages. In my opinion, I think the advantages of the internet outweigh its disadvantages.

It is widely known that the Internet has created opportunities for people to connect with each other in their communities and all over the world. It has made the world a small village. For example, if someone live in the USA and their family living in Australia, they can see and communicate with each other through the social media such as Messenger, WhatsApp, and Telegram.

In addition, it is clear that the social media platforms have enabled people to share information, organize events, and discuss local issues. This has broadened their comprehension and awareness of current events, local and international affairs, and has made them ambitious to have a role in society. Moreover, it is true that the internet makes it easy and secure to manage finances, pay bills, and shop online.

On the other hand, opponents argue that people can face the problems of control and security of information as their devices can be disrupted. However, they can solve these problems by using a secure and strong password, installing antivirus software for scanning their devices on a regular basis, and not opening any unknown emails or insecure websites.

In conclusion, no doubt that the internet has some disadvantages if we use it in the wrong way. Despite that, I really see that the benefits of the internet highly outweigh its downsides. I believe that the internet has made our lives better.

Eng. 201 Writing Booklet

Unit 6 The Layout of Writing a Formal Reply Letter

The Layout of Writing a Formal Reply Letter (Rejecting Invitation)

Recipient's Name

Sender's Position

Position

Company's Address

Company's name

Date

Address

Greeting

Dear Sir/ Madam/ Mr./ Mrs./ Ms. ...

Reason for writing: Reference to the letter (date + subject)

Thanking

I have received your letter dated 13th July, in which you kindly invited me to take part in a panel discussion on "Online Learning Methods" which will be held on 22nd August. I thank you for your kind invitation.

Rejection

Giving reasons

Nominating someone else

I am afraid that I will be unable to attend the panel discussion because I will be having another meeting on the same day. If you wish, I could recommend one of my colleagues to attend in my place.

Repeating your apology + Formal Ending

Once again, I would like to apologize for not attending the discussion. Please do not hesitate to contact me if you organize another discussion in the future. I look forward to hearing from you soon.

Signing off

Yours Sincerely/ Yours Faithfully/ Best Regards

Signature

Name+ position+ Company's name

Eng. 201 Writing Booklet

The Layout of Writing a Formal Reply Letter (**Accepting Invitation**)

Recipient's Name

Sender's Position

Position

Company' address

Company's name

Date

Address

Greeting

Dear Sir/ Madam/ Mr./ Mrs./ Ms. ...

Reason for writing: Reference to the letter (date + subject)

Thanking

I have received your letter dated 13th July, in which you kindly invited me to take part in a panel discussion on "Online Learning Methods" which will be held on 22nd August. I thank you for your kind invitation.

Acceptance

Inquiries, for example travel information, accommodation arrangements, transportation, expenses etc.

I would like to inform you that I accept your invitation. However, I have some inquiries and would be grateful if you could answer them for me. 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.

Repeat your thanking + Formal Ending

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

Signing off

Yours Sincerely/ Yours Faithfully/ Best Regards

Signature

Name+ position+ Company's name

Eng. 201 Writing Booklet

Mr. Ahmed Ali
Head Students' Union
University of Bahrain
Kingdom of Bahrain

Mrs. Mariam Isa
CEO, Educational Unlimited
1234 High ST
London E33 3LD
United Kingdom

20th July

Dear Mr. Ali,

I have received your letter dated 13th July, in which you kindly invited me to take part in a panel discussion on "Online Learning Methods" which will be held on 22nd August. I thank you for your kind invitation.

I am afraid that I will be unable to attend the panel discussion because I will be having another meeting on the same day. If you wish, I could recommend one of my colleagues to attend in my place. He is better than me at discussing learning methods. He has a master's degree in learning and teaching methods. He has attended and given speeches at multiple conferences and seminars. You will benefit a lot from his speech.

Once again, I would like to apologize for not attending the discussion. Please accept my apology and do not hesitate to contact me if you organize another discussion in the future. I look forward to hearing from you soon.

Yours Sincerely

Mariam Isa

Mariam Isa: CEO, Educational Unlimited

School Principal
Ms. Najiya Mal Allah

Vice Principal
Ms. Zainab Nami

Done by
Ms. Fatema Hasan

Eng. 201 Writing Booklet

Dear Sir/ Madam,

I have received your letter dated 5th August, in which you kindly invited me to take part in a conference on “Environment Protection” which will be held on 30th August. 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 for me.

First, I want to ask about the flight. Are you going to book a flight for me, or I have to do that? If you will do that, could I ask about the airlines and class you will book for me on? And may I ask about the timing? Is it day or night flight? Second, is anyone going to wait for me in the airport?

I would like to ask also about the accommodation. Which hotel am I going to stay in? Is it 4- or 5-stars hotel? And would you arrange transportation for me if I wanted to go shopping or needed to go out, or I have to take a taxi? Finally, are there any other expenses I should know about?

Thank you again for your kind invitation. I look forward to receiving your reply very soon.

Yours faithfully

Mohamed Ali

Ecology Instructor