

تم تحميل هذا الملف من موقع المناهج البحرينية



\* للحصول على أوراق عمل لجميع الصفوف وجميع المواد اضغط هنا

<https://almanahj.com/bh>

\* للحصول على أوراق عمل لجميع مواد الصف الحادي عشر اضغط هنا

<https://almanahj.com/bh/11>

\* للحصول على جميع أوراق الصف الحادي عشر في مادة لغة انجليزية وجميع الفصول, اضغط هنا

<https://almanahj.com/bh/11english>

\* للحصول على أوراق عمل لجميع مواد الصف الحادي عشر في مادة لغة انجليزية الخاصة بـ الفصل الأول اضغط هنا

<https://almanahj.com/bh/11english1>

\* لتحميل كتب جميع المواد في جميع الفصول للـ الصف الحادي عشر اضغط هنا

<https://almanahj.com/bh/grade11>

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للتحدث إلى بوت على تلغرام: اضغط هنا

Formal letter: (eng 201)

Dear sir/madam,

Thank you for your kind letter and invitation for attending this great event. It is a great honour for anyone to take part in such panel where we can exchange experience and information concerning the issues discussed.

Concerning your demand of giving a short presentation as a guest speaker on this vital subject, I have already prepared some important material supported by some statistics and figures . However, I have still some inquiries regarding this panel. First, will there be any refund for the cost of tickets and travel to the hotel? Will there be any accommodation booked? Also I would like to know how long will the panel last and if there are any other important persons attending.

I would be grateful if you send me more information about that. Thank you again for all trust given. All my good wishes for having a successful panel.

Thank you again for all your interest and trust  
Yours faithfully,

.....



**@bo.omar90**



المؤيدون والعارضون

١٢ ص ٤

رسالة، رسالة للعمل

٢٤ ص ٢

تحليل جدول  
Bart chart

٤٥-٤٤ ص ٢

مقالة أي

٥٥-٥٤ ص ٢

رسالة، رسالة  
تدعى، رسالة، رسالة  
كقبول في جامعة

٦٥-٦٤ ص ٢



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## An opinion-led essay

..... is considered one of the most confusing topics today. As a result, a lot of conferences and panels were held to discuss this issue. This topic drew the attention of the majority and caused a lot of argument. Some were for the idea from the very beginning, while the others considered it worthless and full of cons and flaws. Despite having several advantages, it has still some disadvantages.

The main reasons for the spread of these phenomena seem very complicated and unsolvable. Most of them go back in time several years ago. A lot of politicians and specialists think that the effective cooperation between the government and the local community is the first step towards achieving success. All figures and statistics indicate that there is a great rise in the number of people who think of its positive effects. Consequently, there are some advantages concerning this topic. First of all,.....

.....In addition,  
.....Finally,  
.....

On the other hand, despite having some few disadvantages, they are still ineffective. One of the disadvantages is..... Secondly,

.....Finally,  
.....

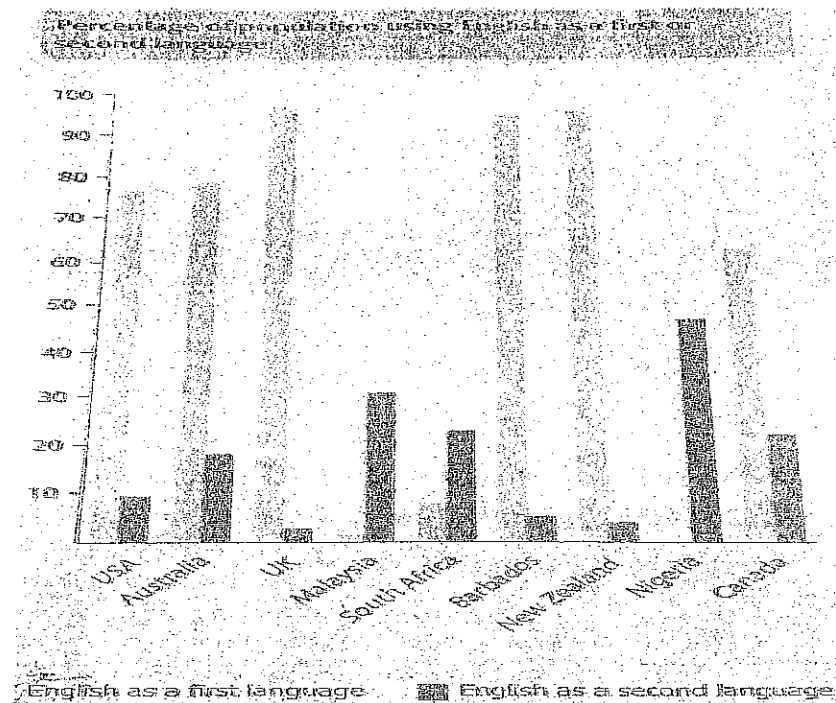
To sum up, everything in our life is a double-edged weapon. It can be a blessing and a hell as well. We should exert efforts to reform all faults and correct all mistakes existing. Being optimistic and motivated will help much reduce its disadvantages. In my humble opinion, the most successful and effective way to avoid such disadvantages is through the genuine cooperation between the government and the whole community.



**@bo.omar90**



-Look at the other countries in the chart and write a report about their use of English as a first language and a second language:



This bar chart shows the percentage of people from a number of countries who speaks English as a second language .overall, the chart demonstrates that six countries in the chart have a majority of speakers of English as a first language.

The country with the highest percentage of speakers of English is the UK. Newzeland and Barbados came next. Compared to the 97% of speakers of English as a first language in the UK, in the USA the percentage is just over three quarters of the population, on the other hand, the country with the lowest percentage of speakers of English as a first language is Malaysia.

In Malaysia almost third of the population speaks English as second language, however, in South Africa, just under a quarter of population speaks English as second language.

As for the country with the highest percentage that uses English as a second language, it is Nigeria. on the other hand , the country with the lowest percentage of speakers of English as a second language is the UK .it is also interesting that the percentage of speakers of English as a second language in the USA is approximately the same as the number of speakers of English as a first language in south Africa .



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## Writing a formal letter of application for a job

### Layout

Your address  
The date

Company's name  
And address

#### Greeting

Dear Mr/Mrs/Ms/Miss,  
Dear Sir/Madam,

#### Paragraph 1

Give your reason for writing.

- I am writing this letter to apply for the job I saw advertised in ..... newspaper.

#### Paragraph 2

Explain why you are interested in the job.

- I would like to work for you because I am very interested in .....

#### Paragraph 3

Give examples to show your personal qualities.

- I think I am ..... person. For example, I have .....

#### Paragraph 4

Write about the qualifications and practical skills.

- I have got ..... I am still studying .....
- I am fluent in spoken and written .....

#### Formal ending

I look forward to hearing from you.

Yours Sincerely/Faithfully,

Your signature

Print the name clearly



@bo.omar90



Area 56

Riffa

April 24, 2017

HILTON HOTEL

PO.Box 1287

Dear Mr. John,

I am writing to apply for the job of a receptionist advertised in the Gulf Daily News newspaper on April 20, 2017. I enclose a copy of my CV.

My name is Saleh AL-Gassim. I am 16 years old .I am a student at East Riffa high school. I like reading and doing sport. I am interested in this job because I love meeting people and dealing with them.

I think that a hard-working person. I love to do all my duties on time. I am friendly and polite. I am also flexible. That's why I am ready to work 24/7. Moreover I am very energetic. I love going out and doing any kind of work.

I have a two-year experience in this field. I worked as a receptionist at the Sheraton hotel for two years. I have the skills needed for the job. I can speak English well. Add to that, I am very good at using computer and doing accounts. I also hold a driving license.

I look forward to your kind reply.

Yours sincerely,

Saleh Al-Gassim



**@bo.omar90**



The Lulu Hypermarket

Manama.

P.O. Box: 2

April 24, 2017

Dear Mr./Mrs./MS,

Dear Sir/Madam,

I am writing to apply for the job of a cashier advertised in Al-Hayat newspaper last week. I enclose a copy of my CV.

My name is Ali Ahmed. I am 16 years old .I am a student at East Riffa high school. I like reading and doing sport. I am interested in this job because I love meeting people and dealing with them.

I think that I am a sociable person. I love meeting people, talking to them and helping them. I am also flexible. That's why I am ready to work 24/7. Moreover I am very energetic. I love going out and doing any kind of work.

I have a two-year experience in this field. I worked as a cashier in the Lulu Hypermarket for two years. I have the skills needed for the job. I can speak English well. Add to that, I am very good at using computer and doing accounts. I also hold a driving license.

I look forward to your kind reply.

Yours sincerely, (faithfully)

Your name



**@bo.omar90**





## Layout

- a- Introduce the topic
- b- Arguments for
- c- Arguments against
- d- Conclusion

### a- Introduce the topic

Some people think that women are better.....than men. However, others think that women make worse ..... In one survey of 3000 male .....in the UK, most felt women were better. The idea that women make the worst ..... is stereotype. It comes from a time when this job was only for men. There are many different views on this controversial issue, although, there are a number of reasons why a woman's personality makes her a more competent .....

### a- Arguments for

Firstly, women are more understanding than men towards people working with them such as..... In stressful situations they are more likely to stay calm. Secondly, female.....are more cautious and therefore take fewer risks, for instance..... Thirdly, they are more responsible so they tend not to..... Women also pay attention to details so.... Moreover women have organizational skills and they show a touch of beauty to.....

### C-arguments against

On the other hand, many people argue that women are indecisive and react slowly and this leads to problems in the workplace. In addition, they are easily distracted for housework or caring for their children. Research also shows that women find it difficult to stay up late. In contrast, men tend to endure hard work and it's easier for them to travel to faraway places.

### b- Conclusion

To sum up, it can be seen that women make better.....than men because of their personality. This is supported by the fact that women..... Overall, it is clear that women are less aggressive than men in ...../teaching/ medications/leadership/policy /speaking for people. And therefor, they are better.....



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