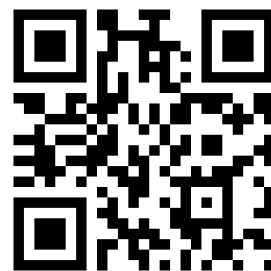


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الملف 2022/2023 Booklet Revision

[موقع المناهج](#) ⇌ [الصف الثالث الثانوي](#) ⇌ [لغة انجليزية](#) ⇌ [الفصل الثاني](#) ⇌ [الملف](#)

روابط مواقع التواصل الاجتماعي بحسب الصف الثالث الثانوي



روابط مواد الصف الثالث الثانوي على تلغرام

[الرياضيات](#)

[اللغة الانجليزية](#)

[اللغة العربية](#)

[التربية الاسلامية](#)

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

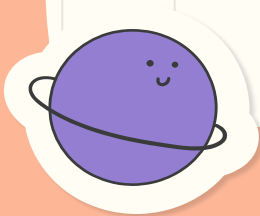
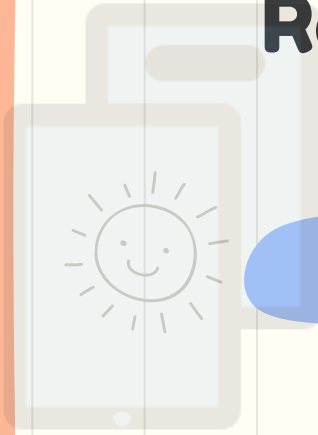
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ENG 201 Revision Booklet

2022-2023

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Prepared by Ms. Reem ♡



Contents of the booklet

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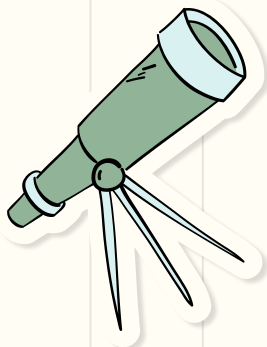
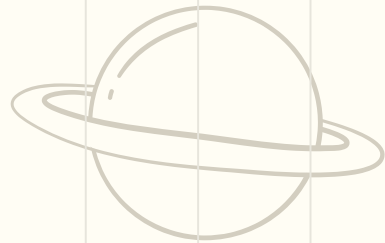
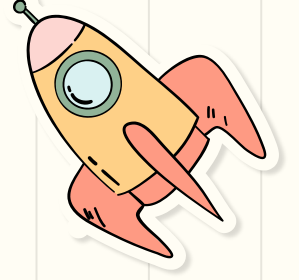
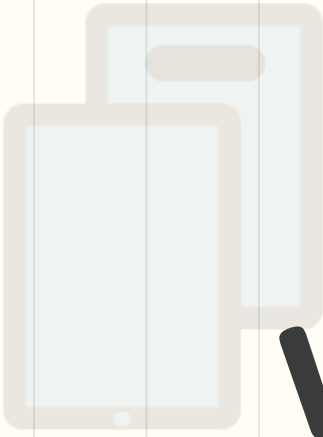
Writings

- For and Against Essay -----
- Biographical Profile-----
- Covering Letter-----
- Describing A chart-----
- Opinion-led Essay -----
- Formal Email Reply [Rejecting/Accepting]-----



Writings

Unit 1 – 6



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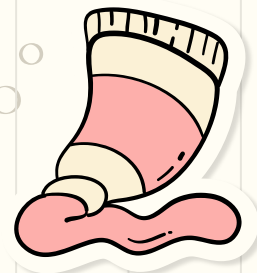
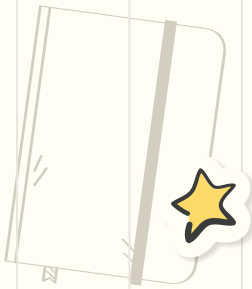
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For and Against Essay

UNIT 1





For and Against Essay Layout



Paragraph 1: Write a general Introduction to the paragraph

Paragraph 2 [Arguments For] : List 3 reasons or arguments for the topic. Make sure to elaborate on each reason. Support them with examples and justifications.

Paragraph 3 [Arguments Against] : List 3 reasons or arguments against the topic. Make sure to elaborate on each reason. Support them with examples and justifications.

Paragraph 4 : Write a conclusion expressing your opinion

For and Against guided writing



Everything in life has its positive and negative sides. _____ has become people's talk nowadays. There are those who agree with the idea and those who disagree. Therefore, in this essay, I am going to highlight the pros and cons of this topic according to people's opinions.

[To begin with / to start off / on one hand] There are some people who agree with this idea for several reasons. **[first, firstly]** _____
[secondly / Moreover / in addition] _____ **[thirdly / Moreover / in addition / last but not least / lastly]** _____

[on the other hand, / however / in contrast] There are others who have a different point of view on the matter. **[firstly, first]** _____
[secondly / Moreover / in addition] _____ **[thirdly / Moreover / in addition / last but not least / lastly]** _____

[To sum up / in conclusion / at the end] Everyone is entitled to their own opinion about such matter. If I am to give my own, I believe that _____

♥ Please note that grammatical changes must occur when writing the essay ♥.

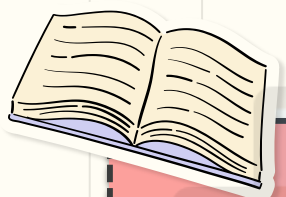




Linking words



Linkers are words that are used to **CONNECT** between two **IDEAS** or **SENTENCES**



SHOW EXAMPLE

- ☐ To explain
- ☐ Such as
- ☐ For example
- ☐ For instant

SHOW CONTRAST

- ☐ However
- ☐ In contrast
- ☐ On the other hand

SHOW ORDER

- ☐ First of all
- ☐ Firstly
- ☐ Second of all
- ☐ Secondly
- ☐ Thirdly
- ☐ Then
- ☐ After that

ADD IDEA

- ☐ In addition
- ☐ Moreover
- ☐ Also
- ☐ Furthermore

CAUSE / RESULT

- ☐ As a result
- ☐ Due to
- ☐ Beacuase of ..
- ☐ Consequently



EXAMPLE ESSAY 1

Everything in life has its positive and negative sides. Living in a small house has become people's talk nowadays. There are those who agree with the idea and those who disagree. Therefore, in this essay, **I am going to highlight the pros and cons of this topic according to people's opinions.**

To begin with, There are some people who agree with this idea for several reasons. **Firstly,** living in a small house is less costly. **To explain,** you will spend less money on electricity and furniture.

Secondly, small houses require less maintenance, for example, you will pay less for different services like cleaning the air conditions and gardening. **Thirdly,** small houses have smaller mortgage. To explain, a smaller house will cost you way less than a big house, whether it is rented or bought. Therefore, you can save a lot of money and use it to furnish the house instead.

On the other hand, there are others who have a different point of view on the matter. **Firstly,** you can't hold many events and parties in a small house, you will be forced to rent another place which can be costly. **Moreover,** business owners might find it difficult to work on their business in a small house since they might not have enough space for their goods and merchs. **In addition,** a small house can't take in more than one generation of families. Therefore, some members might have to move out and it can cost pain to the others who has gotten used to them around the house.

To sum up , Everyone is entitled to their own opinion about such matter. If I am to give my own, I believe that choosing to live in a small house depends on the number of members in the family, if they are few then a small house will be a good options. If not, then choosing a big house is better.



EXAMPLE ESSAY 2

Everything in life has its positive and negative sides. Taking a summer job while studying has become people's talk nowadays. In this essay, **I am going to highlight the pros and cons of this topic according to people's opinions.**

To begin with, there are some people who agree with this idea for several reasons. **Firstly**, it will enhance students' social skills, **as** they are forced to make conversations with strangers and make new connections. **Secondly**, it will make your CV look better. **To explain**, you will gain more experience which you can add to your CV and attract hiring companies. **Thirdly**, you will be financially stable as you will have money to pay for your own daily expenses.

On the other hand, there are others who have a different point of view on the matter. **Firstly**, it will affect your mental health, students will find less time to enjoy their break which will make them depressed. **Secondly**, lack of security. **To explain**, some jobs require the student to work late shifts which could be very dangerous to young students. **Thirdly**, lack of work options, as summer jobs are usually short-termed and boring.

To sum up, despite the pros and cons, I believe that students should consider taking a summer job because not only will they gain experience, but they will also be more financially stable and will learn to be independent.





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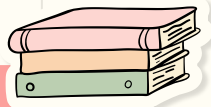
When Writing a For and Against Essay .. Remember that you are delivering people's opinions about the topic .. NOT yours ..

Always use *"According to people's opinions / People think ..."*

Only mention your opinion in the conclusion



Past Exam Questions



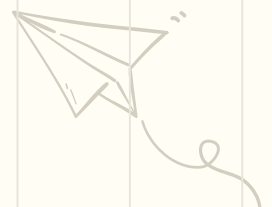
Living in a small house. Write an Essay (180-200 words) discussing this thesis statement. Your essay should include an introduction, arguments for and against and a conclusion.

Should TV advertisements for junk food be banned?

Students' textbooks should be replaced by notebook computers.

Should students be allowed to study abroad?

Should women be allowed to work?



02

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BIOGRAPHICAL PROFILE

UNIT 2



Biographical Profile Layout



Introduction: Start with writing general information about the person. Their Name, Age, Birthday, Nationality, where are they currently staying and what is their occupation.

Adventures: In this paragraph, you will mention the things they have done so far. (movies, songs, books, etc) Use time linkers to connect between the events [later, later on, after that, years later, after years]

Conclusion: Mention their greatest achievements or awards they have received, and the last stages of their lives. What are they planning to do in the future? Are they alive or dead? If they are dead, mention the date of their death. Write about your opinion on the person.



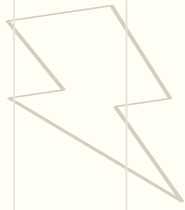
EXAMPLE ESSAY I

Angelina Jolie, Born in June 14th, 1975, Los Angeles, is an American actress, filmmaker and a humanitarian. She is known for being hollywood's highest paid actress multiple times. Angelina Jolie has 6 kids, in which three of them are adopted.

Aneglina Jolie's first ever movie was 1982, she was five years old at the time. She then appeared in many films. Such as, Gia, hackers, George Wallace and Girls interrupted. Recently, she has been starred in a movie called Those who wish me dead.

Angelina has won many awards, one of them is the Academy award for her movie Girl Interrupted, and she will soon be in a movie called Without blood. Aneglina has done many good deeds in her life. She was and is still loved and respected by everyone around the world.





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Covering Letter

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UNIT 3





Covering Letter Layout

Receiver's
Address

Sender's
Address

Dear ---

Date

Body (topic)

Introduce yourself and explain the reasons for applying.

Write about your academic background (**school, grades, degrees..etc**); and your qualities (**skills, experience..etc**)

Declare your availability for an interview

Write: I look forward to hearing from you

Signing Off (Kind Regards ...)

Signature

Name and Position



EXAMPLE ESSAY 1

Road 1111 Block
2222
Building 4444
Keep Fit Health
Club

Road 7368 Block
6373
Building 73637
Bahrain

Dear **Keep Fit Health Club**

Re: **Fitness Instructor**

I am writing to apply for the job of a **Fitness Instructor**, which was advertised in your web page. Kindly find enclosed copy of my CV.

I have been interested in **fitness** for many years and would like to work for your reputed **center**. I was delighted to read your advertisement since your **center** has a renowned reputation. I have a **Bachelor's** degree in **Fitness and Coaching**. I think I am a suitable candidate for this job because I am a committed and hard-working person that comply the requirements and pressure of work. In addition, I am **pleasant to work with**. Added to that, I am **very confident in my coaching and customer service skills which helped me gain many clients before**. I speak English to an excellent level and have excellent communication skills.

I have a good experience in this field since I worked as a **trainer at Fitness First** for **2** years and gained useful knowledge about **Coaching and giving group and private classes**.

I am available for an interview at any time. I can be contacted most easily on my mobile phone or e-mail.

I look forward to hearing from you soon.

Kind Regards,

Noor Ali



EXAMPLE ESSAY 2

rendezvous, P.O.
Box 1965,
Manama,
Kingdom of
Bahrain

P.O.Box1345,
Manama,
Kingdom of
Bahrain.

Dear **Mr. Majde**

Re: **Shop Assisstant**

I am writing to apply for the job of a **Shop Assistant**, which was advertised in Al-Wassat. Kindly find enclosed copy of my CV.

I am 19 years old and I have been interested in **sales** for many years and would like to work for your reputed **shop**. I was delighted to read your advertisement since your **shop** has a renowned reputation. I have a **Bachelor's** degree in **Marketing**. I think I am a suitable candidate for this job because I am a committed and hard-working person that comply the requirements and pressure of work. Added to that, **I am very good at using the computer. Moreover, I can manage your snapchat and Instagram accounts very well.** I speak English to an excellent level and have excellent communication skills.

I have a good experience in this field since I worked as a **shop assistant** for **2** years and gained useful knowledge about **sales and marketing**.

I am available for an interview at any time. I can be contacted most easily on my mobile phone or e-mail.

I look forward to hearing from you soon.

Kind Regards,

Najat



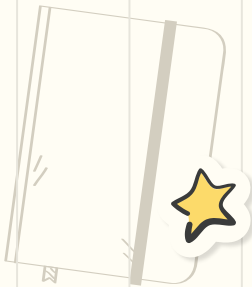


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Describing A chart

UNIT 4



EXPRESSIONS USED TO DESCRIBE A CHART



RISE

the sales **Rose** to 7% in 2022

INCREASE

the number of students who passed the English language **increased** in 2022

GO UP

Murder cases **went up** since the legalized using guns in the U.S

FALL

iPhone sales **fell down** during the Pandemic

DECREASE

There was a **decrease** in the usage of Instagram from 2020 until 2022

DROP

Student's grades **faced a huge drop** after stopping online learning

FLUCTUATE

iphone sales were **fluctuating** during the years 2021 and 2022

WAVES

Iphone sales went through different waves from 2020 to 2021



EXPRESSIONS USED TO DESCRIBE A CHART



A

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STAY THE SAME

Samsung sales **stayed the same** throughout the whole year



MAINTAINED

Students of Bahrain **maintained** their GPA at 90% and above during the Pandemic

REMAIN STABLE

Android sales **remained stable** from 2020 to 2021 despite the rumors

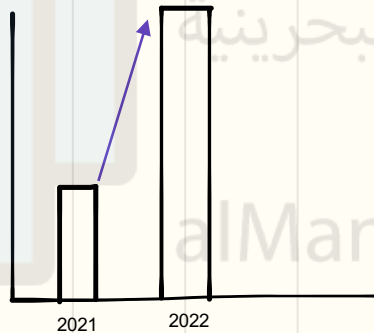


ADVERBS TO DESCRIBE A TREND



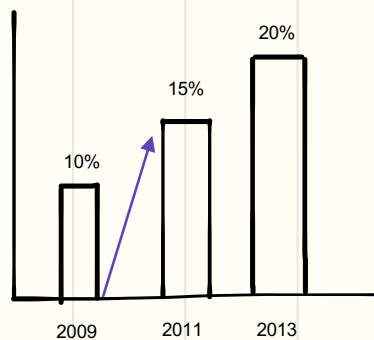
We use the adverbs to describe the expressions.. If you notice an increase in the chart .. Ask yourself how did it increase? Quickly? Or sharply? Or slightly? Etc...

A

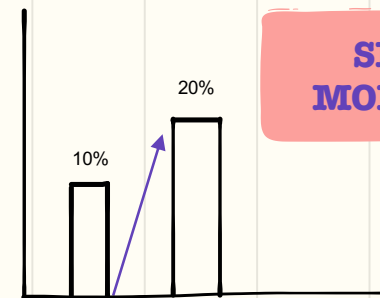


**SHARPLY
SIGNIFICANTLY**

QUICKLY



**SLOWLY
GRADUALLY**



**SLIGHTLY
MODERATELY**





Describing a Chart Layout



Introduction: start with introducing the chart,, *the chart shows* (you will find answer in the question itself) then, mention one general description shown in the chart

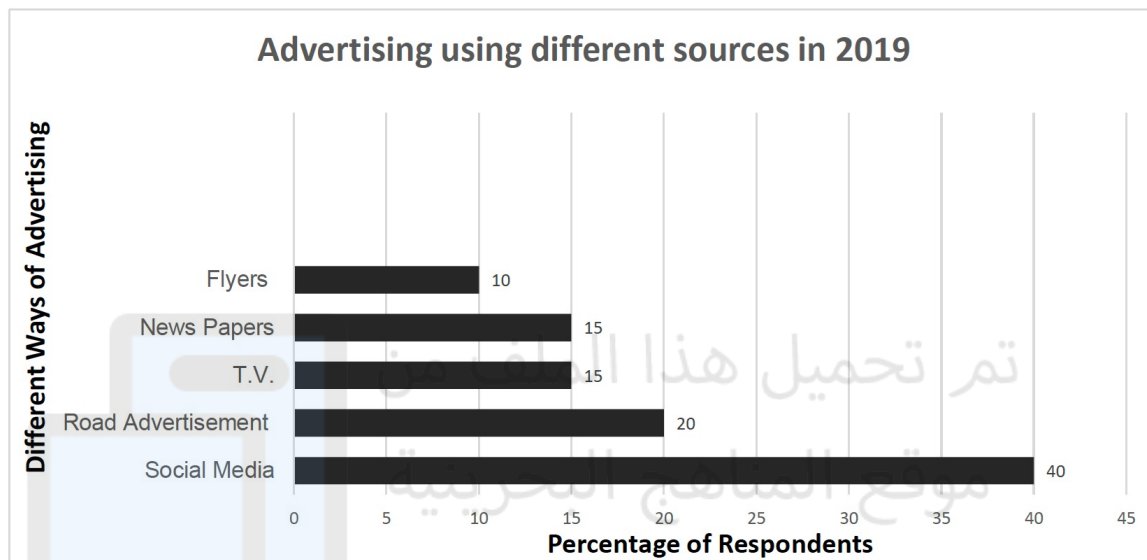
Body: describe the trends you see in the chart, don't forget to use linking words ! *Moreover, however, in addition, in contrast, overall...*

Conclusion: *to sum up ...* Mention one last general description from the chart that summarizes everything you have written.



EXAMPLE DESCRIPTION 1

B. Using the information in the chart below, write a report about advertising in 2019.



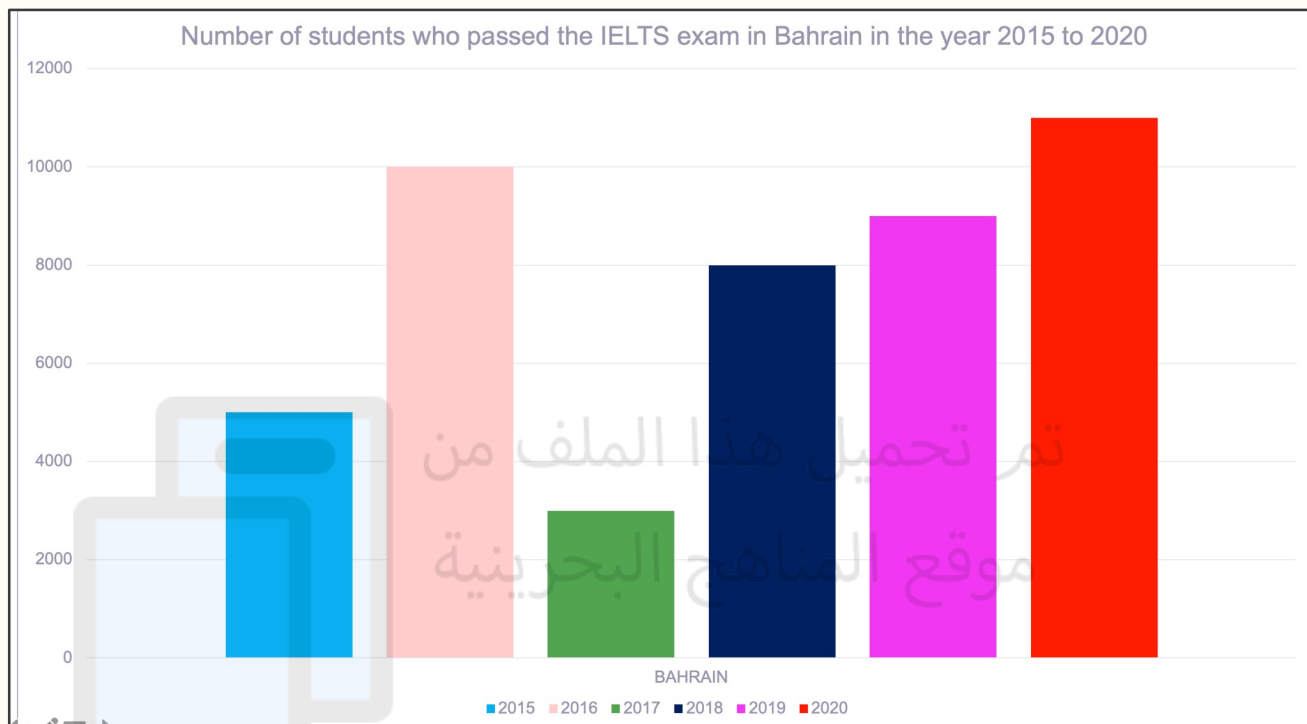
The chart shows Advertising using different resources in 2019 according to people's responses. Those resources are Flyers, News Papers, T.V, Road Advertisement and Social Media. Overall, Social media has the highest votes as the most used resource for advertising.

To begin with, 10% of the respondents voted for flyers. Meanwhile, 15% voted for news papers as their sources of advertisement. In addition, 20% of the respondents voted for Road Advertisement as the best one. Last by not least, 40% voted for Social Media as the most powerful source of advertisement.

To sum up, it seems like people prefer to use social media and road advertisement as a way of promoting.



EXAMPLE DESCRIPTION 2



The chart shows the number of students who passed the IELTS exam in Bahrain in the years from 2015 to 2020. Overall, the chart demonstrates the peak of students' numbers who passed the IELTS which was in 2020.

The number of students who passed the IELTS exam has increased significantly from 5000 in 2015 to 1000 students in 2016. In contrast, the number has dropped sharply from 10,000 in 2016 to 3000 in 2017. In addition, the number of students shows steady increase from 8000 in 2018 to 10,000 students in 2019 . Overall, the number continued to grow gradually from 9000 students in 2019 to 11,000 in 2020.

To sum up, the number of students has increased the most in 2018 and 2020. On the other hand, it has decreased the most in 2016 to 2018.



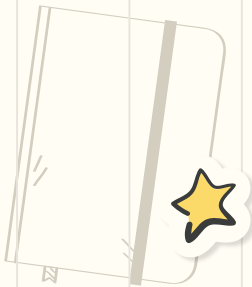


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Opinion-Led Essay

UNIT 5





Opinion-led Essay Layout



Paragraph 1: Write a general Introduction to the paragraph + State your opinion (do you agree or disagree?)

Paragraph 2 [Reasons] : List 3 reasons to support your opinion, explain each reason briefly to show your understanding. Don't forget to use linking words

Paragraph 3 [Apposing Argument + Counter Argument] list one opinion that is apposed of your own! (apposing argument) Then reply to that opinion (counter argument) imagine that you are in a debate!

Paragraph 4 : Write a closing statement paraphrasing your opinion



Opinion-led Essay guided writing



1. Everything in life has two sides, a bright and a dark one. ----
----- has become people's talk nowadays. Some
people are for, but others are against. **In my opinion, I think** -
-----.

2. *Firstly* ----- *Also / moreover / secondly* -----
----- *In addition, / thirdly,* -----.

3. *On the other hand, opponents / some argue that* -----
----- **However,** -----

4. *In conclusion / to sum up /* -----

♡Please note that grammatical changes must occur when
writing the essay♡.



OPINION-LED ESSAY EXAMPLE

Everything in life has two sides, a bright and a dark one. *Online learning* has become people's talk nowadays. Some people are for, but others are against. **In my opinion, I think** *online learning should be encouraged for several reasons.*

Firstly, it offers flexibility, you can take your lessons from wherever you are. **Secondly**, it reduces costs, you don't need to spend money on petrol commuting between home and school or spend money on buses. **In addition**, it enhances students' digital skills, to explain, they will be more familiar with Microsoft applications and so on.

On the other hand, opponents argue that *online learning is an easy way to pass exams. However, exams can always be taken at schools instead of online. Not to mention, cameras can be used during online exams to avoid cheating.*

In conclusion, *I believe that online learning has a lot of good benefits and offers a lot of flexibility to students and teachers as well.*





Linking words



Linkers are words that are used to **CONNECT** between two **IDEAS** or **SENTENCES**



SHOW EXAMPLE

- ☐ To explain
- ☐ Such as
- ☐ For example
- ☐ For instant

SHOW CONTRAST

- ☐ However
- ☐ In contrast
- ☐ On the other hand

SHOW ORDER

- ☐ First of all
- ☐ Firstly
- ☐ Second of all
- ☐ Secondly
- ☐ Thirdly
- ☐ Then
- ☐ After that

ADD IDEA

- ☐ In addition
- ☐ Moreover
- ☐ Also
- ☐ Furthermore

CAUSE / RESULT

- ☐ As a result
- ☐ Due to
- ☐ Beacuase of ..
- ☐ Consequently

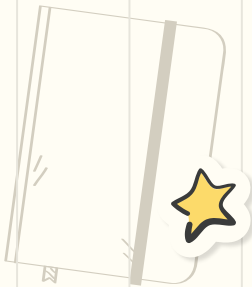


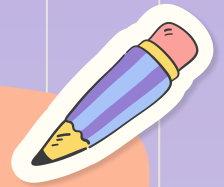


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Formal Letter Reply Essay

UNIT 6





Formal Reply [Reject] Layout

Receiver's
Address

Sender's
Address

Dear ---

Date

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

Formally Reject the letter then mention your reasons for not being able to accept the invitation or attend (any reason you want). Lastly, recommend anyone to take your place.

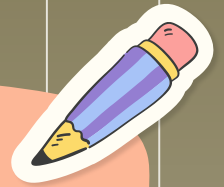
Repeat your apology and end the letter (closing statement)

Signing Off (Kind Regards ...)

Signature

NOTE: if some information is missing from the question, you can write your own or skip it

For example: if there is no address, you do not need to write one in the exam. If there is no date you can write your own or skip it.



Formal Reply [Accept] Layout

Receiver's
Address

Sender's
Address

Dear ---

Date

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

write at least 3 questions or inquiries about the event you were invited to (any questions). Don't forget to use linking words to link between each question.

Thank the sender again for inviting you + (closing statement)

Signing Off (Kind Regards ...)

Signature

NOTE: if some information is missing from the question, you can write your own or skip it

For example: if there is no address, you do not need to write one in the exam. If there is no date you can write your own or skip it.



Formal Reply (Rejecting) guided writing



I have received your letter in which you kindly had invited me to take part in _____ which will be held on _____ I thank you for your kind invitation.

I am afraid that I will be unable to attend the _____ because I have other appointments on the same day (or any other reason you want) . If you wish, I could recommend one of my colleagues to attend in my place.

Once again I would like to apologize for not attending the _____. Please do not hesitate to contact me if you organize another _____ in the future.

I look forward to hearing from you soon.

Kind Regards,

NOTE: You can write any questions you want! These are some general ones you can memorize.



Formal Reply (accepting) guided writing



I have received your letter in which you kindly had invited me to take part in _____ which will be held on _____. I thank you for your kind invitation and would like to inform you that I accept it. However, I have some inquiries and would be grateful if you could answer them for me.

Firstly, I would like to know about the list of attendees, **Secondly**, are all the expenses covered? Including the food and transportation? **Third**, is this going to be paid or free?

Once again, thank you for inviting me to your event. I look forward to hearing from you soon.

Kind Regards,

NOTE: You can write any questions you want! These are some general ones you can memorize.

FORMAL REPLY: REJECTING EXAMPLE

*Mr. Ali invited you to take part in a panel discussion about Online Learning Methods on 22nd August. Write a reply rejecting the invitation.
Your Name is Noor Ali.*

Dear Mr. Ali

I have received your letter in which you kindly had 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.**

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.

Yours Sincerely
Noor Ali



FORMAL REPLY: ACCEPTING EXAMPLE

Mr. Ali invited you to take part in a panel discussion about Online Learning Methods on 22nd August. Write a reply rejecting the invitation.

Your Name is Noor Ali

Dear Mr. Ali

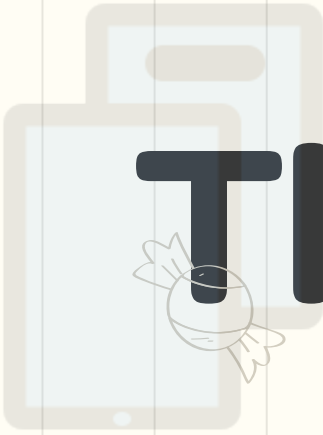
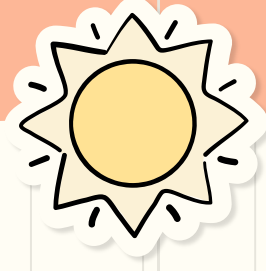
I have received your letter in which you kindly had invited me to take part in a panel discussion on "Online Learning Methods" which will be held on 22nd August. I thank you for your kind invitation and would like to inform you that I accept it. However, I have some inquiries and would be grateful if you could answer them for me.

Firstly, I would like to know about the list of attendees, **Secondly**, are all the expenses covered? Including the food and transportation? **Third**, is this going to be paid or free?

Once again, thank you for inviting me to your event. I look forward to hearing from you soon.

Kind Regards,
Noor Ali





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موقع المناهج والبحوث

The End

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Good Luck ♥

Ms. Reem Zain Abdulla