

تم تحميل هذا الملف من موقع المناهج البحرينية



الملف 302 Handout Revision , مذكرة مراجعة

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

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

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KINGDOM OF BAHRAIN
Ministry of Education
Al. Shurooq Secondary Girls School



مملكة البحرين
وزارة التربية والتعليم
مدرسة الشروق والثروة البنات



302 Revision Handout

Done by: Ms. Zainab AlMahfoodh

school principal:
Mrs. Hanan Al-Sadoon

What did we cover in 302?

Unit 10: An advantages and disadvantages essay

Unit 11: Formal correspondence

Unit 12: Opinion led essay



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Unit 10: An advantages and disadvantages essay

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Vocabulary:

Personality adjectives:

Ambitious: *having or showing a strong desire and determination to succeed.*

Authoritative: *commanding and self confident, likely to be respected and obeyed.*

Conscientious: *relating to a person conscience, wishing to do one's work well and thoroughly.*

Creative: *relating to or involving the use of the imagination or original ideas to create something.*

Diplomatic: *not causing bad feelings and having an ability to deal with people politely.*

Energetic: *showing or involving great activity.*

Knowledgeable: *having information & understanding that comes from experience or education.*

Objective: *not influenced by personal feelings or opinions.*

Practical: *concerned with the actual doing of something rather than with theory and ideas.*

Resourceful: *having the ability to find quick and clever ways to overcome difficulties.*

Phrasal verbs:

Get on (with): *perform or make progress in a specified way, or: have a harmonious or friendly relationship.*

Fall out (with): *to argue with someone and stop being friendly with them.*

Get used to (+ing): *you become familiar with it or get to know them, so that you no longer feel that the thing or person is unusual or surprising.*

Get down to: *to start to do something.*

Break up: *to separate or cause to separate.*

Put up (with): *tolerate or endure something.*

Suffixes:

(_ity): *a suffix used to form abstract nouns expressing state, condition, or quality. Ex. Conformity, continuity, disability, security.*

(-tion): *a suffix used to form abstract nouns from verbs or stems not identical with verbs, whether as expressing action, or a state, or associated meanings. Ex. Suggestion, association, definition.*

(_iour): *a suffix added to verbs to form nouns. Ex. behaviour / saviour.*

(_al): *a suffix used to form adjectives from nouns, with the meaning :relating to, of the kind of, having the form or character of. Ex. approval, proposal, refusal.*

Idioms with mind:

Peace of mind: *a feeling of calm and not being worried.*

Keep an open mind: *deliberately not form a definite opinion.*

Make up (your) mind: *decide.*

Out of (your) mind: *crazy, insane.*

In two minds: *unable to decide what to do.*

Words from the text:

Tools: *a device or implement, especially one held in the hand, used to carry out a particular function.*

Inconscientious: *the fact or state of being non on going.*

Impression: *an idea, feeling, or opinion about something or someone, especially one formed without conscientious thought or on the basis of little evidence.*

Tailored: *custom made or having the look of one fitted by a custom tailor.*

Handle: *to manage or control something, or to do the work required.*

Burst: *to break open, apart, or into pieces usually because of pressure.*

INTRODUCTION

Introduce your topic. Use a definition, a question, an example, the current state of the situation... Advance that you are going to discuss both sides of it.

ARGUMENTS FOR

Mention at least 2 or 3 ideas in favour of the topic. Justify them or give examples.

ARGUMENTS AGAINST

Mention at least 2 or 3 ideas against the topic. Justify them or give examples.

CONCLUSION

Summarise the main ideas of the paragraphs. You can give your own opinion, or ask the readers for theirs, or simply state that there are different points of view / good and bad sides to it.



DOs

1. **Mention at least 3 points each for the For and the Against paragraph.**
2. **Use examples or facts.**
3. **Add recommendations.**



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DON'Ts

1. **Shorten your points.**
2. **Mention only the for without the against or the other way around.**
3. **Use false facts or examples to back up your points.**

Template

An advantages and disadvantages essay

No one can deny that nothing is perfect, so everything in life has two sides. One is dark and the other is bright. That's to say, advantages and disadvantages. This can be applied to **TOPIC**

On the one hand, there are many advantages for **TOPIC** One of the most important advantages is that **ADVANTAGE** Moreover, **ADVANTAGE** In addition, **ADVANTAGE**

On the other hand, there are many disadvantages for **TOPIC** To begin with, **DISADVANTAGE** Furthermore, **DISADVANTAGE** Last but not least, **DISADVANTAGE**

As we have seen, some people put up their hands for this topic, while others are against it. It can be good or bad, dark or bright. It depends on the way we think about it. In my opinion **OPINION**

Online shopping

No one can deny that nothing is perfect, so everything in life has two sides. One is dark and the other is bright. That's to say, advantages and disadvantages. This can be applied to **online shopping which has become popular recently.**

On the one hand, there are many advantages for **online shopping.** One of the most important advantages is that **it is easier and faster, because you can shop from home and save time.** Moreover, **you have a variety of choices, as there are plenty of applications and websites which provide easy online shopping.** In addition, **it enables you to purchase items from outside your country.**

On the other hand, there are many disadvantages for **online shopping.** To begin with, **fraud, deceit and hacking are problems that some people often face while shopping online.** Furthermore, **the delivery process may take a longer time than it should, and some items may be damaged.** Last but not least, **the quality and size may differ from pictures.**

As we have seen, some people put up their hands for this topic, while others are against it. It can be good or bad, dark or bright. It depends on the way we think about it. In my opinion **online shopping is easier, faster and has more varieties.**

Mobile phones

No one can deny that nothing is perfect, so everything in life has two sides. One is dark and the other is bright. That is to say, advantages and disadvantages. This can be applied to the subject of mobile phones, which became popular in the last ten years.

On the one hand, there are many advantages for the mobile phone. One of the most important advantages is that it can be used in emergency cases, such as calling the police or your family in a difficult situation. Moreover, you can contact anyone, anywhere and at any time, like when you are travelling and want to reach out to someone. In addition, it is light and portable, so you can carry it wherever you go.

On the other hand, there are many disadvantages for mobile phones. To begin with, it costs a lot of money, mobile phones are getting more expensive as they develop. Furthermore, using it a lot may affect your health, because it can affect your hearing as well as your eyesight. Last but not least, using a mobile phone while driving could cause accidents, which sometimes may lead to death, because drivers are distracted by their phones and cannot concentrate on the road.

As we have seen, some people put up their hands for mobile phones, while others are against it. It can be good or bad, dark or bright. It depends on the way we think about it. In my opinion, I think that mobile phones are very helpful, but we should be careful when we use them.

Fast food

In the past, people in Bahrain used to be simple, sit and eat the meals with their families at home. Today, however, people particularly young people prefer to hang out with their friends and try new meals. Everything in life has its advantages and disadvantages and fast food is one of them.

On the one hand, there are several good things about it. Firstly, you can save time by eating fast food, mothers are working and this result in less time being available for cooking meals so it is faster to give their kids fast food. Moreover, you can save money because fast food restaurants are cheaper than other restaurants. Also, there are many types of fast-food restaurants and kids nowadays like to try new food varieties.

On the other hand, there are some disadvantages to children eating fast food. Firstly, this change in our life can have some serious effects. One effect is on health, fast food is high in fat and is not healthy, so kids who consume it might face dangers of overweight and cholesterol. A further disadvantage is that fast food contains preservatives and additives which are harmful to children's health. Another disadvantage is the loss of our tradition and lifestyle, because it reduces family gathering time.

In conclusion, everything has its bright and dark side. Fast food might be delicious and easy to get, but it can also have serious health and social effects. People should learn to choose the good things carefully.

Final exam questions

A) Eating fast food has advantages and disadvantages.

Write a short essay discussing this topic and expressing your point of view with examples from real life. (200- 250 words)

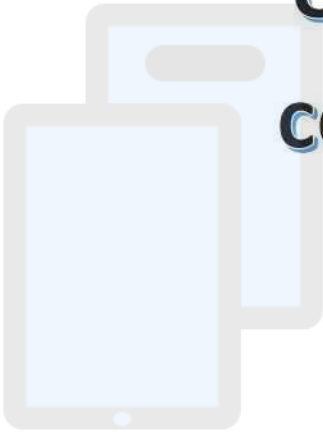
Students should be given shorter summer holidays to avoid forgetting what they learn at school. **Write an essay discussing this statement, highlighting the advantages and disadvantages and expressing your opinion.**

Writing: (20 Marks) Choose ONE question ONLY to answer Write about 200-250 words

A. Using e-books in schools is a new trend. **Write a discursive essay in response to this topic. Include ideas: in favour and against, your opinion and support your argument with examples and facts.**

A. " You should help with the housework." **Write a discursive essay in response to this topic. Include these ideas: in favour and against, express your opinion and support your argument(s) with examples and facts.**

Unit 11: Formal correspondence



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Vocabulary:

Culture:

Architecture: *the art or science of building.*

Climate: *the weather conditions of a region.*

Cuisine: *a style of cooking characterized by distinctive ingredients, techniques and dishes.*

Values: *principles or standards of behaviour; one's judgement of what is important in life.*

Customs/ Traditions: *a tradition or a widely accepted way of behaving in a society.*

Geography: *the study of places and the relationships between people and their environments.*

Religion: *a system of beliefs practiced by groups of people (e.g Islam).*

Historical events: *any past event or occurrence that has happened, whether it was significant or not.*

Institutions: *an organization founded for a religious, educational, professional, or social purpose.*

The arts: *the various branches of creative activity, such as painting, music, literature, and dance.*

Language: *a system of communication used by a particular country or community.*

Life rituals: *a ceremony to mark a change in a person's biological or social status at various phases throughout life.*

Rules of behaviour: *a set of rules for behaving correctly in social situations.*

Adjectives :

Frustrated: *feeling or expressing distress and annoyance resulting from an inability to change or achieve something.*

Hostile: *showing or feeling opposition or dislike; unfriendly.*

Inadequate: *lacking the quality or quantity required; insufficient for a purpose.*

Intriguing: *arousing one's curiosity or interest; fascinating.*

Isolated: *far away from other places, buildings, or people; remote.*

Stimulated: *encourage or arouse interest or enthusiasm in.*

Dissatisfied: *sad or displeased because someone or something has failed to fulfill one's hopes or expectations.*

Excited: *very enthusiastic and eager.*

Interesting: *arousing curiosity or interest; holding or catching the attention.*

Insufficient: *not enough; inadequate.*

Lonely: *sad because one has no friends or company.*

Unfriendly: *not friendly.*

Why do we write letters?

COMPLAIN

YOU'RE INVITED!

Congratulations

APOLOGY

A D V I C E

INQUIRIES

Template

Martha Chase
Human Resources Director
Style House
Marsden
MD2 4BK

38 Steeple Drive
Marsden
MD4 8YT
Tel: 08931 462918
Email: kcampbell@mailier.com

_____date_____

Dear Ms. Martha,

I would like to apply for the post of _____JOB TITLE_____ which I saw advertised in _____PLACE OF AD_____.

I have worked as _____EXPERIENCE_____ for _____TIME_____. I am very interested in _____FIELD OF WORK_____ and am eager to pursue a career in this area.

I have good communication skills and can work both independently and as part of a team. I am self-motivated, ambitious and can work to tight deadlines.

My degree is in _____CERTIFICATE_____, and I have good qualifications from school and excellent computer skills. I also have a clean driving license.

Please find enclosed my CV. If you require any further information, please do not hesitate to contact me.

I look forward to hearing from you.

Yours sincerely,
K Canpbell
Kate Campbell

Sample

B) You found an advertisement in a local newspaper for a job vacancy in a call center during the summer holidays. You have decided to apply for the job.

Write a letter (around 150 words) to Mr. Jones, the call center human resource manager.

Include the following in your letter:

- introduce yourself (YOUR NAME IS NOOR AHMED and your school is "County SCHOOL")
- explain what experience and special skills you have
- explain why you are interested in the job

Mr. Jones
Human Resources Manager
Style House
Marsden
MD2 4BK

38 Steeple Drive
Marsden
MD4 8YT
Tel: 08931 462918
Email: noor@mail.com

19 March 2023

Dear Mr. Jones,

I would like to apply for the post of a **call center agent** which I saw advertised in **the daily newspaper**.

I have worked as a **receptionist** for **three months**. I am very interested in **communication** and am eager to pursue a career in this area. I have good communication skills and can work both independently and as part of a team. I am self-motivated, ambitious and can work to tight deadlines.

I am interested in this job because **I want to be independent and support myself during this time, and because the timing is suitable for me during the summer holiday. I am currently a student at County School, and am studying literature**, and I have good qualifications from school and excellent computer skills. I also have a clean driving license.

Please find enclosed my CV. If you require any further information, please do not hesitate to contact me.

I look forward to hearing from you.

Yours sincerely,

Noor

Noor Ahmed

Sample

Ms. Bayan AlJamri
AlShurooq School
Bani Jamrah

Mohammed Mubarak
Minister of Education
Manama

Telephone: +973 36654789

Email: Mubarak@gmail.com

28th November

Dear Ms. AlJamri,

As the minister of education in Bahrain, I would like to invite you to take part in a panel discussion organised by Bahrain's ministry of education on 'Online Learning' which will be held in Amman, Jordan on December 12th from 9 a.m. - 12 p.m.

We would appreciate it greatly if you could join the panel as a guest speaker. The principal of your school, Ms. Hanan AlSadoon, gave us your name. she suggested you would be an ideal person to have on our panel. You are an active student and a good speaker, and we know that you participate in the students' council. Your insight and feedback on behalf of Bahraini students would be immensely valuable for both students and teachers attending the panel.

There will be three other students from different countries in addition to a technology expert from the UK. Each of you will make a short presentation of your ideas (5-10 minutes), after which there will be questions from the audience.

Following the event, we would like to take you for dinner to a local restaurant, or if you prefer, we could have dinner with you at the hotel.

We hope that you will agree to be a guest speaker and look forward to receiving your reply. If you need any further information, please do not hesitate to contact us.

Yours sincerely,

(signature)

Mohammed Mubarak: Minister of Education

Sample

Mr. Mohammed Mubarak
Minister of Education
Manama

Bayan AlJamri
AlShurooq School
Bani Jamrah

Telephone: +97 33333124
Email: bayan@gmail.com
4th December 2022

Dear Mr. AlMubarak,

Thank you for your email dated 28th November inviting me to the panel discussion about "Online Learning". I would be happy to accept your invitation, however, I would like to inquire about few things.

Firstly, I am concerned about the accommodation. I would like to know which hotel we will stay in, and whether it is near to the campus or not. Also, I am interested in the trip's cost, and if the ministry would be responsible for covering the expenses.

Secondly, I would like to inquire about the company, will we be escorted by teachers to Amman, or will we go with a family member. I would also like to know if there will be guidance provided by the ministry for the event.

Thank you again for inviting me and trusting me to represent my country Bahrain in such an important event. I look forward to hearing from you again.

Yours sincerely,
Bayan AlJamri: Student

Template

Sample Complaint Letter

Your name
Your address
Today's date

Business name and address

Dear Sir/Madam:

On (date of the contract), I purchased (rented or leased) a (product or service) from you: model xyz, at a price of...(give as much detail as possible – include model or other identifying numbers that might apply).

The purchase agreement was made at your store located at (give details about the location of the store, the person you dealt with and any particular or relevant representations made to you about the product, goods or services).

Describe the problem here.

Then state exactly what you want from the business.

I look forward to your immediate reply. You can contact me at my home telephone number at...(Conclusion: indicate that you are expecting an early response/resolution to/of your complaint and your emergency and/or other contact information.)

Yours truly,

Sign the letter and send it by registered mail, fax or courier.

Structure of a complaint letter

First Paragraph - explain why you are writing the letter

(I am writing to you to complain about...)

Second Paragraph – describe the issue you have in more detail.

(when, where and why you bought it; what has happened to it etc.)

Third Paragraph – inform the person/company what you have done to solve the issue/problem already (taken the product back to the shop etc.)

Fourth Paragraph – Explain what you want to happen next (want a new replacement, want your money back etc.)

Sample

Dear Sir or Madam,

Two weeks ago I purchased a brand-new mobile phone from your shop. I was excited to have purchased it but very disappointed to find that the phone was poorly produced and stopped working within a week of purchase. I have talked to one of your representatives over the phone twice, but nothing has been done so far. I am hoping you will replace it immediately.

In relation to the specifics of the order, I purchased this mobile phone from your Davidsons Avenue store on September 23rd and it was a cash purchase. The model of the mobile phone is the OnePlus 6 and it comes with a 6.28 inches display, Android 8.1 (Oreo) OS, 16 Megapixel camera, 6 GB RAM and an Octa-core processor. The order number is 25789652 and I am attaching a copy of my receipt.

The issue with the phone is that I am unable to start it even after the phone is fully charged. It is dead and unusable for me. I'm sure this is a manufacturing flaw, and I am entitled to get a new phone as a replacement according to the warranty policy. Despite my communication with one of your representatives a week ago, nothing has been done and I seriously doubt the after-sale service you provide.

As a solution, and because I really like the functionality and features of this phone, I am hoping that you will agree to replace it with a new one immediately. Otherwise, I would like a full refund and I will be contacting the Bureau of Consumer Protection if I do not hear back from you in regards to this within a week.

Thank you for giving the matter your attention and I hope to hear your reply soon.

Yours faithfully,

David Miller

Sample

123 Main Street
Town, TX 77008

April 12, 2021

Mark Smith
Customer Relations Director
Sofa Showroom
555 Broadway
Cityville, KS 66214

Dear Mr. Smith:

Re: Broken sofa

تم تحميل هذا الملف من

On March 1, 2021, I bought a sofa, model number 25811, serial number 850599-4204 at the Sofa Showroom located at 1834 Tulip Ave., Town, TX 77001. I paid \$650.00 for the sofa on my credit card. Sofa Showroom delivered the sofa to my home on March 10, 2021.

Unfortunately, your product has not performed well because the sofa is defective. One of the legs broke off on March 31, 2021. The sofa is unsteady and rocks while I sit on it, so it is not comfortable or relaxing. I have not used this sofa in a way that would cause any damage. I returned to the store on April 5 and April 8, but the store manager, Aaron, would not speak to me.

To resolve the problem, I would appreciate if your company would pick up this sofa, for free, and refund the \$650 I paid. Enclosed are copies of my records, including my receipt, delivery invoice, and photos of the broken sofa.

I look forward to your reply and a resolution to my problem and will wait until May 1, 2021, before seeking help from my state consumer protection office or other assistance. Please contact me at the above address or by phone at 123-456-7890.

Sincerely,

Jane Roe

Enclosure(s)

Sample

112 Agbani Awkunanaw,
Garriki, Enugu State.
23rd March, 2013.

The Manager,
White Link Investment Co.,
Surulere, Lagos.

Dear Tony,

تم تحميل هذا الملف من
موقع المناهج البحرينية

I am writing to inform you that the goods we ordered from your company have not been supplied correctly.

On 10th August, 2013 we placed an order with your firm to for 20,000 Sunny Television Sets. The consignment arrived yesterday but contained only 5,000 televisions sets.

This error put your firm in a difficult position, as we had to make some emergency purchase to fulfill our commitments to all our customers. This caused us considerable inconvenience.

I am writing to ask you to please made up the short fall immediately and to ensure that such errors do not happen again otherwise, we may have to look elsewhere for our supplies.

I look forward to hearing from you by return.

Sector 17
Vashi
New Bombay

The Manager
Modern Restaurant
Sector 23
Vashi

6 July 2010

Dear Sir / Madam,

I am writing to complain about a meal we had in your restaurant yesterday.

We had booked a table for six but when we arrived there were no free tables and we had to wait for more than 45 minutes to sit down.

From a menu of 12 dishes, only four were available and their quality was poor. The fish, in particular, tasted awful and the waiter was rude when we told him about this.

We have eaten in your restaurant several times in the past but this is the first time we have received such bad treatment. I am not asking for a refund but I would like you to improve the quality of your dishes and service.

Yours faithfully

(Handwritten signature)

Ravi Menon

Final exam questions

B. 'You have ordered bouquets of expensive flowers for your sister's wedding party. The party got over and the flowers didn't arrive'. **Write a letter of complaint to Mrs. Ruby Paterson, the flower shop manager, complaining and stating your reasons of dissatisfaction and demanding a solution for your case. Your name is Noor Ali.**

B. You bought a new laptop and in few days of the purchase, something went wrong with the product. **Write a letter of complaint to Mr. James Holmes the electronic shop manager explaining the situation, stating your reasons of dissatisfaction, and the actions you would like to be taken to solve the matter. Your name is Noor Ali. (DON'T WRITE ADDRESSES)**

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B. 'You bought a new expensive mobile phone for your mother's birthday. However, many things went wrong with the device. **Write a letter of complaint to Mr. Ted Paterson, the electronic shop manager stating your reasons of dissatisfaction and demanding a solution for your case. Your name is Noor Ali.**

Unit 12: Opinion led essay

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Vocabulary:

Technology:

Apparatus: *the technical equipment or machinery needed for a particular activity or purpose.*

Appliance: *a device or piece of equipment designed to perform a specific task.*

Device: *a a thing made or adapted for a particular purpose, especially a piece of mechanical or electronic equipment.*

Engine: *a machine designed to use energy, especially heat energy, to make a vehicle move.*

Equipment: *the necessary items for a particular purpose.*

Gadget: *a small mechanical or electronic device or tool, especially an ingenious or novel one.*

Machine: *an apparatus using mechanical power and having several parts, each with a definite function and together performing a particular task.*

Non-polluting: *not releasing pollutants, especially carbon dioxide, into the atmosphere.*

Very new: *in an original condition, having not previously been used or worn.*

Old-fashioned: *in or according to styles or types no longer current; not modern.*

Simple to operate: *having few parts; not complex or complicated or involved.*

Long-lasting: *enduring or having endured for a long period of time.*

Useful: *able to be used for a practical purpose or in several ways.*

Prefixes:

(mis__): *a prefix applied to various parts of speech, meaning "ill," "mistaken," "wrong," "wrongly". Ex. misbehave, mistrust.*

(in__): *a prefix that means not, without. Ex. independent, inedible.*

(un__): *a prefix used for giving a word the opposite meaning. Ex. unexpected, unhappy.*

(dis__): *a negative prefix that means not or none. Ex. dissimilar, dishonest.*

1) Introduction

- Paraphrase the question
- State two supporting reasons
- Give your opinion

2) Main body paragraph 1

- Topic sentence – outline the view you don't agree with
- Explanation – explain why this view is held by some people
- Example – give an example

3) Main body paragraph 2

- Topic sentence – outline the view you do agree with
- Explanation – explain why this view is held by some people
- Example – give an example

4) Conclusion

- Summarise the key points and state your opinion

Template

INTRODUCTION:

- ▶ PARAPHRASE THE QUESTION
- ▶ THESIS STATEMENT WITH 2 REASONS FOR YOUR OPINION

MAIN BODY 1:

- ▶ 1ST REASON WHY YOU AGREE OR DISAGREE (TOPIC SENTENCE)
- ▶ EXPLAIN IN DETAIL (SUPPORTING SENTENCES)
- ▶ GIVE AN EXAMPLE TO SUPPORT YOUR OPINION

MAIN BODY 2:

- ▶ 2ND REASON WHY YOU AGREE OR DISAGREE (TOPIC SENTENCE)
- ▶ EXPLAIN IN DETAIL (SUPPORTING SENTENCES)
- ▶ GIVE AN EXAMPLE TO SUPPORT YOUR OPINION

CONCLUSION:

- ▶ SUMMARISE YOUR MAIN POINTS BRIEFLY
- ▶ RESTATE YOUR OPINION

Are video games a good way to keep fit?

Nowadays, many teenagers have got video consoles at home and they often like playing active video games. These are good for you for a number of reasons.

First of all, I think that active video games are a good way to keep fit. There are lots of different types of exercise you can do such as basketball, water-skiing and dance and, what's more, you can play them in the comfort of your own home. In my opinion, these games are fun and interactive because you can play them with friends and, if you play online, you don't need to be in the same place as your friend to play.

In addition, you can play them whenever you want. Some people think that it's better to do exercise outside in the fresh air. Although this is true, it's actually difficult to play outside when it's raining or very hot so video games are a good alternative.

To sum up, I believe that video games are a fun and social way to keep fit. I think they are a good option when you can't play outside and they might encourage people to do more exercise.