

تم تحميل هذا الملف من موقع المناهج البحرينية



الملف فقرات اللغة الإنجليزية الخاصة باختبارات الوطنية ENG302

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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إختبار نهاية الفصل الدراسي الثاني مقرر إنج 215	2
نموذج إجابة مقرر إنج 215	3
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The English Department at West Riffa Secondary Girls' School presents



ENG 302 Booklet

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A useful booklet prepared by



T. Funoon Hameed & T. Amani Mohammed

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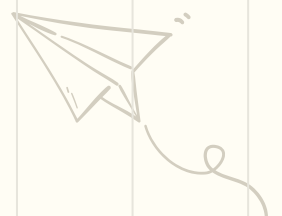
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Formal Correspondence : enquiry

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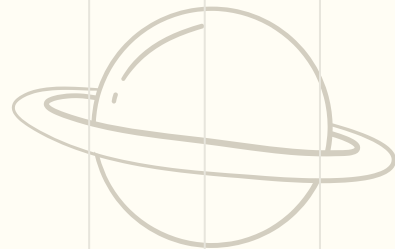


01

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Advantages & Disadvantages Essay

layout / guided writing / model writing





Advantages & Disadvantages Essay



(Layout)

Introduction

- rephrase the question
- write the aim of the essay

Advantages

- good points
- give an explanation and examples

Disadvantages

- bad points
- give an explanation and examples

Research

- Refer to a study that you have read and is related to the topic to support your essay

Conclusion

- summary of the topic
- personal opinion





Advantages & Disadvantages Essay



(Guided Writing)

In the last few years**topic**.....has been one of the issues people have become interested in. Yet it has been one of the topics they differ about. Some people think it is positive and has many advantages. Others are against it and believe that it has a lot of disadvantages.

تم تحميل هذا الملف من

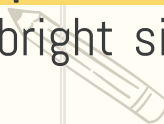
On the one hand, it is strongly felt by many people that **topic**can have its bright side. One of the advantages is.....**1st good point+ example**..... In addition, **2nd good point+ example** Furthermore,.....**3rd good point+ example**.....

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On the other hand, many people feel..... **topic**can have many disadvantages. First of all,..... **1st bad point+ example** Moreover, **2nd bad point+ example** Last but not least, **3rd bad point+ example**.....

There is a study entitled " **...name...**" and it was published in the**name of a (magazine/ book/place), year**.....This study examined/ investigated.....**based on the topic**..... The researchers found**results**.....

To conclude, in spite of the research results on (the) **based on the topic** I believe that.....**your opinion+ reason**..... Nothing is perfect; everything can have its dark or bright side. It depends on the way we deal with it.





Advantages & Disadvantages Essay



(Question)

"Studying abroad is a challenging and yet extremely satisfying experience." Write around 250 words in respond to this topic, discussing the advantages and disadvantages and expressing your opinion. Support your argument with examples and facts.





Advantages & Disadvantages Essay



(Model Writing)

In the last few years **studying abroad** has been one of the issues people have become interested in. Yet it has been one of the topics they differ about. Some people think it is positive and has many advantages. Others are against it and believe that it has a lot of disadvantages.

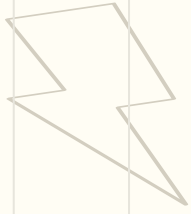
On the one hand, it is strongly felt by many people that **studying abroad** can have its bright side. One of the advantages is **studying in other countries teaches students how to speak a foreign language fluently**. In addition, **people with high education degree help develop their country**. Furthermore, **students can be more responsible, independent, and have high self-confident**.

On the other hand, many people feel **studying abroad** can have many disadvantages. First of all, **some people cannot live without their families**. Moreover, **studying abroad is so expensive and requires a lot of money**. Last but not least, **many people might gain bad habits. For example; be addicted to drugs or alcohol**.

There is a study entitled "**Across the World**" and it was published in **Fame magazine , 2019**. This study examined/ investigated **the effects of studying abroad**. The researchers found that **studying abroad improves students' language skills**.

To conclude, in spite of the research results on **the effects of studying abroad**. I believe that **studying abroad can shape the way we think and act**. Nothing is perfect; everything can have its dark or bright side. It depends on the way we deal with it.





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Formal Correspondence : complaint

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layout / guided writing / model writing





Formal Correspondence Complaint About A Product (Layout)



Greeting

- Dear Sir\ Madam, (you do not know the name of the person)
- Dear Mr.\ Mrs. \Ms. , (you know the name of the person)

Introduction

- Give your reason for writing and specific information about the product, including where and when you bought it.

Reason for complaint

- Explain why the advertising of the product was misleading and what went wrong with the product.

Reactions to your complaint

- Say what happened when you took the product back or complained about it the first time.

Your demands

- Say clearly what you want the company to do for you. State further action that you will take if your demands are not met.

Closing remarks

- I look forward to hearing from you as soon as possible.

Signing off

- Yours sincerely, (if you know the person's name)
- Yours faithfully, (if you don't know the person's name)
- Sign your name clearly





Formal Correspondence Complaint About A Product (Guided Writing)

Dear...**name**,

I am writing to you about ... **product's name** ... which I bought from ...**place**... on ...**date**... for BD...**price**... I enclose copied of the guarantee and the receipt.

In your advert, you claim the product is of excellent quality. You said that it **good thing about the product** However, when I used it for the first time, it ...**what went wrong#1**... Moreover, it ...**what went wrong#2**... . I was really shocked when all of this happened despite your claims in your advert and in the shop.

When I took the ...**product's name**... back to the store, the assistant said that it was my fault, and I hadn't read the instructions carefully. I wanted to talk to the shop manager, but she refused to pass me to him. She was extremely rude and impolite, and she started calling me name and shouting even though I was very polite towards her.

I would like you to refund my money for the faulty product I bought. I would also like compensation and a written apology for the bad treatment I received in your store. Unless I receive a satisfactory reply, I will write to the Consumer Association.

I look forward to hearing from you as soon as possible.

Yours sincerely, **OR** Yours faithfully,

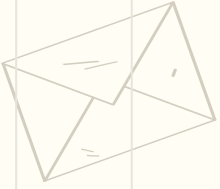
You name

Your signature





Formal Correspondence Complaint About A Product (Question)



Last week you bought a camera from home electronics in Esa Town; you used it for only three days and discovered a problem in it. Send a formal correspondence (200-250 words) to the manager of the company describing the problem and asking for your demands. (Your name is Noor Ali)





Formal Correspondence Complaint About A Product (Model Writing)



Dear **Sir/Madam**,

I am writing to you about the **camera** which I bought from **Home Electronics** on **21st April 2022** for BD **350**. I enclose copied of the guarantee and the receipt.

In your advert, you claim the product is of excellent quality. You said that it **would last a lifetime**. However, when I used it for the first time, **it did not stay for even one week despite following the instructions carefully**. Moreover, **I used it for only three days, and I discovered that it did not save my photos**. I was really shocked when all of this happened despite your claims in your advert and in the shop.

When I took the **camera** back to the store, the assistant said that it was my fault, and I hadn't read the instructions carefully. I wanted to talk to the shop manager, but she refused to pass me to him. She was extremely rude and impolite, and she started calling me name and shouting even though I was very polite towards her.

I would like you to refund my money for the faulty product I bought. I would also like compensation and a written apology for the bad treatment I received in your store. Unless I receive a satisfactory reply, I will write to the Consumer Association I look forward to hearing from you as soon as possible.

I look forward to hearing from you as soon as possible.

Yours **faithfully**,
Noor Ali





Formal Correspondence Complaint About A Service (Layout)



Greeting

- Dear Sir\ Madam, (you do not know the name of the person)
- Dear Mr.\ Mrs. \Ms. , (you know the name of the person)

Introduction

- Give your reason for writing and specific information about the service, including name of the place, when you went there, with whom and why.

Reason for complaint

- Explain why the advertising of the service was misleading and explain what went wrong.

Reactions to your complaint

- Say what happened when you talked about the problem with the supervisor there or complained about it the first time.

Your demands

- Say clearly what you want the company to do for you. State further action that you will take if your demands are not met.

Closing remarks

- I look forward to hearing from you as soon as possible.

Signing off

- Yours sincerely, (if you know the person's name)
- Yours faithfully, (if you don't know the person's name)
- Sign your name clearly





Formal Correspondence Complaint About A Service (Guided Writing)



Dear...name...,

I am writing to you about the bad service that I experienced in your ...place... on ...date... when I was with ...company/person... I enclose copies of your brochure and the receipt.

In your advert, your service is unequalled by any. You said that it ...good thing about the service... However, I witnessed a totally different story that is contrary to what you claim in your advert. First of all, ...what went wrong #1... Added to that, it ...what went wrong #2... I was really shocked when all of this happened despite your claims in your advert and in the shop.

When I called the supervisor and asked him about that, he looked at me angrily saying that it was not a big deal. Even worse than that he was screaming and treating me impolitely saying that I am wasting his time. I told him that we are not going to stay and asked him to return my money, but he refused crudely.

I would like you to refund my money for all of this. I would also like compensation and a written apology for the bad treatment I received from your employees. Unless I receive a satisfactory reply, I will write to the Consumer Association.

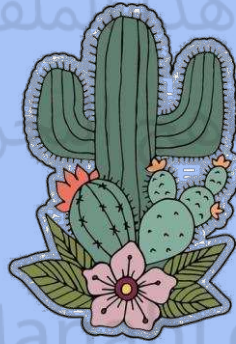
I look forward to hearing from you as soon as possible.

Yours sincerely, **OR** Yours faithfully,

You name

Your signature

Formal Correspondence Complaint About A Service (Question)



Last week you went to a restaurant with your brother; you went there after you read an advertisement about it. However, the service was not as expected. Send a formal correspondence (200-250 words) to the manager of the restaurant describing the problem and making some requests. (Your name is Noor Ali)



Formal Correspondence Complaint About A Service (Model Writing)



Dear Sir / Madam,

I am writing to you about the bad service that I experienced in your Yummy Food restaurant on 21st April 2022 when I was with my brother. I enclose copies of your brochure and the receipt.

In your advert, your service is unequalled by any. You said that it is one of the best restaurants all over Bahrain and that your service is five stars. However, I witnessed a totally different story that is contrary to what you claim in your advert. First of all, your employees were very slow and rude with the customers. I asked one of them to check my reservation, but he ignored me, so I waited for more than one hour until I found a place. Added to that, I was surprised to see that people were smoking freely there. I was really shocked when all of this happened despite your claims in your advert and in the shop.

When I called the supervisor and asked him about that, he looked at me angrily saying that it was not a big deal. Even worse than that he was screaming and treating me impolitely saying that I am wasting his time. I told him that we are not going to stay and asked him to return my money, but he refused crudely.

I would like you to refund my money for all of this. I would also like compensation and a written apology for the bad treatment I received from your employees. Unless I receive a satisfactory reply, I will write to the Consumer Association.

I look forward to hearing from you as soon as possible.

Yours faithfully,

Noor Ali



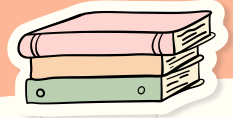
03

Formal Correspondence : job application

layout / guided writing / model writing



Formal Correspondence Job Application (Layout)



Greeting

- Dear Sir\ Madam, (you do not know the name of the person)
- Dear Mr.\ Mrs. \Ms. , (you know the name of the person)

Introduction

- Reasons for writing (I am writing to apply for the job of ...)
- The name of the job (a teacher, accountant, engineer, or etc.)
- Mention where you have seen the advertisement. (on T.V, in the newspaper, the internet, etc.)

Main Body

- Paragraph 1: reasons for interest (explain why you are interested in this job.)
- Paragraph 2: Write about your personality qualities and skills (give examples to show your personal qualities and practical skills). Plus, the certificates and experience.

Closing remarks

- I look forward to hearing from you **OR** I look forward to receiving your reply.

Signing off

- Yours sincerely, (if you know the person's name)
- Yours faithfully, (if you don't know the person's name)
- Sign your name clearly





Formal Correspondence

Job Application

(Guided Writing)



Dear...**name**...

Re: **...job...**

I am writing to apply for the position of **...job...** which I saw advertised in **...where did you see the advert...** I enclosed a copy of my CV.

I have been interested in **...field related to the job...** for many years, which is why I chose to study for a degree in **...job specialty...** at **...college name...** I would like to learn more about **...field...** and gain more experience. I think that you are one of the best places to work at because of your excellent reputation.

I have the right personal qualities that make me perfect for this job. I am a **...positive personality adjectives at least three...** You can depend on me to do anything you ask me to do. Moreover, I have good **...skill#1...** and **...skill#2...** skills. I speak **...language#1...** and **...language#2...** fluently. I think I would be excellent for this job due to my experience and qualifications. I have worked as a **...related job#1...** for **...number...** years at **...place...** .I also worked for **...number...** years in **...related place#2...** and gained a good knowledge. In my spare time, I **...activity related to the job...**

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

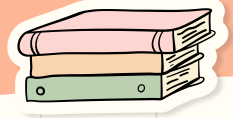
Yours sincerely, **OR** Yours faithfully,

You name

Your signature



Formal Correspondence Job Application (Question)



Full-time secretary position available. Applicants should have at least 2 years' experience and be able to type 60 words a minute. No computer skills required.

Apply at United Business Ltd.

Write a formal correspondence (200-250 words) applying for the job.





Formal Correspondence Job Application (Model Writing)



Dear Sir/ Madam,

Re: Secretary

I am writing to apply for the position of **secretary** which I saw advertised in **your website last week**. I enclosed a copy of my CV.

I have been interested in **office work** for many years, which is why I chose to study for a degree in **Business as well as a Diploma in accounting at the University of Bahrain**. I would like to learn more about business and gain more experience. I think that you are one of the best places to work at because of your excellent reputation.

I have the right personal qualities that make me perfect for this job. I am a hard-working person who is dedicated to her job. **I am also sociable, punctual, and able to work well under pressure**. You can depend on me to do anything you ask me to do. Moreover, I have a **good management and organizational skills**. I speak **Arabic and English fluently, both spoken and written**. I think I would be excellent for this job due to my experience and qualifications. I have worked as a **personal assistant for two years at BMI Company**. I also worked for **six months in United shipping Company** and gained a good knowledge. In my spare time, **I help my sister with her home-based business**.

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

Yours faithfully,

Noor Ali



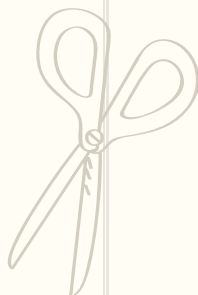


04

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Formal Correspondence : enquiry

layout / guided writing / model writing



Formal Correspondence Enquiry (Layout)



Greeting

- Dear Sir\ Madam, (you do not know the name of the person)
- Dear Mr.\ Mrs. \Ms. , (you know the name of the person)

Introduction

- Reasons for writing (I am writing to you about ...)
- Mention where you have seen the advertisement. (on T.V, in the newspaper, the internet, etc.)

Main Body

- Develop the email by raising your questions. Use transitional words to move from one question to another. (To know more about transitional words [click here](#))

Closing remarks

- You may end the email by thanking the person in advance and / or wish to hear from them soon.
- Thank you in advance for considering my email (OR) Thank you in advance for answering my questions.
- I look forward to receiving a reply (OR) I look forward to hearing from you soon. / I hope you can answer my questions)

Signing off

- Yours sincerely, (if you know the person's name)
- Yours faithfully, (if you don't know the person's name)
- Sign your name clearly

Formal Correspondence Enquiry (Guided Writing)



Dear...**name**...,

I am writing to you about...**topic**... I have seen the advert in...**where did you see the advert**..., but I still have some questions. I would be grateful if you can answer them.

First of all, ...**1st question about the topic**... . In addition, ...**2nd question about the topic**... What's more, ...**3rd question about the topic**... .

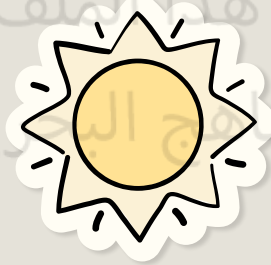
Thank you in advance for considering my email. I look forward to hearing from you soon.

Yours sincerely, **OR** Yours faithfully,

You name

Your signature

Formal Correspondence Enquiry (Question)



You are interested in doing a summer course in the UK, which combines English with sport. You see this advert for a school in Belfast, Northern Ireland and you looked at the information on the school website. However, you still have some questions. Write a formal correspondence (100-150 words) inquiring about the course.

Your name is Mariam Ali.

Formal Correspondence Enquiry (Model Writing)



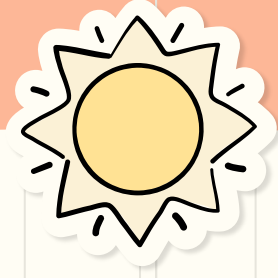
Dear **Mrs. Sarah**

I am writing to you about **your course in 'English with Sport' this summer**. I have seen the advert on **your website**, but I still have some questions. I would be grateful if you can answer them.

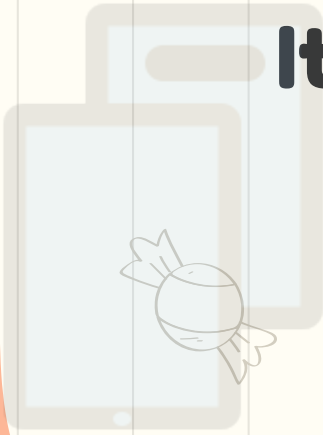
First of all, **if I stayed for four weeks, how many teachers would I have?** In addition, **are there any exams at the end of the course?** What's more, **could you tell me if I will get a certificate from the school when I leave?**

Thank you in advance for considering my email. I look forward to hearing from you soon.

Yours sincerely,
Mariam Ali



**When you live for a strong
purpose, then hard work
isn't an option.
It's a **necessity**.**



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Steve Pavlina

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If you believe, you can achieve ♥

