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English Revision notes for

3rd Int.



(Writing samples)

2019-2020

Semester 1

A letter about describing best friend.

Dear Hassan,

Hi! How are you, I hope you are fine. I'm writing to tell you about my best friend.

Ali is my best friend. He is 14 years old, with brown eyes and short wavy brown hair. He is quite tall for his age, very slim and fit. He loves wearing casual clothes like Jeans and trainers.

Ali is sociable and outgoing. She loves chatting on the phone with his friends and taking part in team activities, like volleyball and swimming. He has sense of humor and makes us laugh all the time.

Ali is a special person who means a lot to me. We may be different, but nothing is more fun than being together.

That's all for now. Write back and tell me about your best friend. See you soon

Love,
Husain

A letter of advice

Dear Rashid,

Hi! How are you? I hope you are fine. I was sorry to hear about your problem of putting on some weight. Anyway, there are lots of things you can do to lose weight.

What you should do is eat a healthy diet, with lots of fish, fruit and fresh vegetables. You shouldn't eat fast food and sweets. If you do this, you will soon lose weight, you'll look healthier, too. You could also Exercise more and go to the gym. That way you'll burn calories and be in a good shape in no time.

I hope I have been of some help.
Good luck, and let me know how you're getting on.

Best wishes,
Mahmood

A letter of application

Dear sir/ Madam,

I would like to apply for the position of a part-time cashier which I saw advertised in 'Al-Waseet'.

I am a twenty two year-old student. I'm studying for my 'A' levels now. I'm studying Maths. I have accounting skills. I can speak Arabic and English well.

I have two years' experience. I would enjoy working with the public as I like meeting people. I'm friendly and polite as well as honest and responsible so I think I'm suitable for the post.

I hope you will consider me for the position. I am able to attend an interview at any time.

Yours faithfully,

Salma

A letter of advice

Dear Ali,

Hi! How are you? I hope you are fine. I've just got your letter, and I was sorry to hear about your problem. I know how you feel.

When I moved to the city last year, I felt very lonely. Don't worry, there are lots of things you can do.

Firstly, why don't you join a club? There are lots of clubs in that area. That way, you will meet new people who enjoy doing the same kinds of activities. It would be a good idea to make a party and invite some classmates. If you do this, you will make new friends.

I hope I've been of some help. Write soon and let me know how things are going.

All the best,

Ahmed

An email describing the place you live in

Write an email to your English friend to tell him about your neighborhood

Dear Noor,

Hi! How are you? How's everything? I'm writing to tell you about my neighborhood.

I live in a beautiful neighborhood in Hamad Town. There are a lot of flats and houses here. There is a big supermarket and small elegant shops. The streets are wide and tree-lined. The people are friendly and helpful. I love moving around with my bike but most people use their cars. The only thing I don't like here is the noise.

المناهج البحرينية موقع
I enjoy going to the café here. My neighborhood is amazing. I can't imagine living anywhere else.

Well, that's it for now. Write back and tell me about your neighborhood.

Take care,

Maram

Write an email to your English friend to tell her about your city.

Dear _____,

Hi! How are you? How's everything? I'm writing to tell you about my _____.

I live in a beautiful _____ in _____.

Well, that's it for now. Write back and tell me about your _____.

Take care,