

## (2) Sentence, Paragraph and Essay

A

### Sentence writing

• لكتابة مقال جيد يجب أن تبدأ بكتابة جملة صحيحة sentence ثم فقرة paragraph وللقيام بذلك عليك مراعاة التالي:

- ١ التكوين الصحيح للجملة فالجملة، في اللغة الإنجليزية تبدأ بالفاعل ثم الفعل.
- ٢ أن تبدأ كل جملة بحرف capital كبير وواضح.
- ٣ أن تضع (.) واضحة في نهاية كل جملة.
- ٤ أن تستخدم الزمن الصحيح والمناسب لنوعية الموضوع الذي تكتبه، فقد يكون في المضارع، وقد يكون في الماضي أو المستقبل أو خليطاً بينهم.
- ٥ الاستخدام الصحيح للضمائر حسب موقعها في الجملة.
- ٦ تجنب استخدام الجمل المعقدة التي تحتوى على مفردات وتركيبات صعبة قد توقعك في أخطاء أنت في غنى عنها، وعليك باستخدام الجمل البسيطة والسهلة في المعنى.
- ٧ إذا قمت باستخدام أى من أدوات الربط فيجب عليك مراعاة القواعد الصحيحة لها.

## 1) Sentence Patterns

### أنماط الجملة

كما أن لكل لغة القواعد النحوية Grammar rules الخاصة فإن لكل لغة أنماطاً خاصة لتركيب الجملة، ولإجادة الكتابة باللغة الإنجليزية يجب أن نعلم الأنماط الأساسية للجمل في اللغة الإنجليزية للتدريب عليها وأهمها:

### Simple sentence الجملة البسيطة

#### Pattern (1)

Subject	Verb	Object
Alaa	often eats	biscuits.
Mary	ate	two apples quickly.
My father and mother	are eating	mangoes now

**Check Point 1**

**Rearrange the words in correct order to make complete sentences:**

- 1 that thin girl / is drinking / milk now  
.....
- 2 the robbers yesterday / the police / caught  
.....
- 3 our teacher / like / we  
.....
- 4 my mother / my baby sister / is looking after  
.....
- 5 has just written / a letter / the tall man  
.....
- 6 the students / have solved / some problems  
.....
- 7 her aunt tomorrow / will visit / Mary  
.....
- 8 newspapers every day / my boss / reads  
.....
- 9 enjoyed / the movie / the audience  
.....
- 10 the cook / some chocolate cakes / has made  
.....



## Pattern (2)

Subject	Verb	Indirect Object	Direct Object
I	gave	my sister	a birthday present.
My parents	always tell	me	stories.
We	have lent	him	some money.



## Check Point 2

Rearrange the words in correct order to make complete sentences:

- 1 the short man / has bought / some crayons from the stationery shop / his son  
.....
- 2 the policeman / has just shown / the driver / his driving license  
.....
- 3 the patient / gave / some medicine / the nurse  
.....
- 4 brought / me / a bouquet of flowers last week / my uncle  
.....
- 5 the shopkeeper / the customer / paid / two hundred dollars  
.....
- 6 he / his brother / the secret / has never told  
.....
- 7 a postcard from Japan / sent / her / her best friend  
.....
- 8 did not lend / his new model car / the child / his classmate  
.....
- 9 her mother / cooked / her / some eggs  
.....
- 10 has ever given / any help / the blind woman / no one in the street  
.....



### Pattern (3)

Subject	Verb	Direct Object	Preposition	Indirect Object
My friend	has sent	a letter	to	me.
His parents	bought	a computer	for	him.



### Check Point 3

**Rewrite each of the following sentences by placing the word in brackets before the indirect object:**

- The postman took her a letter yesterday. (to)  
.....
- The dog owner gives his dog a bone every day. (to)  
.....
- The students sent their teacher a present. (to)  
.....
- The gardener handed me some flowers. (to)  
.....
- My mother has taken my father a cup of coffee. (to)  
.....
- She found me a seat in the concert last Sunday. (to)  
.....
- Betty has painted her best friend a picture. (to)  
.....
- I bought father a pair of gloves on his birthday. (to)  
.....
- The tailor made the princess a new dress. (to)  
.....
- Judy has baked me some chocolate cookies. (to)  
.....



Pattern 4 (Passive)		
Object	Verb (to be + P.P.)	Subject
The truck	is driven	by Jim.
Seeds	are eaten	by canaries



### Check Point 4

**Rearrange the words in correct order to make complete sentences:**

- 1 for/ his/ will be/ to/ A book/ his birthday/ given
- 2 School/ were/ They/ away/ sent/ to
- 3 tonight/ watched/ is going to/ A movie/ be/by us
- 4 regularly/ used/ in/ Three books/ are/ the class

## 2) Compound sentence

### الجملة المركبة

تحتوي الجملة المركبة على جملتين مستقلتين على الأقل. يمكن دمج هاتين الجملتين المستقلتين مع فاصلة و رابط أو بفاصلة منقوطة.

- She completed her literature review, and she created her reference list.
- He organised his sources by theme; then, he updated his reference list.
- They studied APA rules for many hours, but they realised there was still much to learn.

## 3) Complex sentence

### الجملة المعقدة

تحتوي الجملة المعقدة على جملة مستقلة واحدة على الأقل وجملة تابعة واحدة على الأقل. يمكن أن تشير الجمل التابعة إلى الموضوع (who - which) التسلسل / الوقت (since - while)، أو العناصر السببية (because - so) أو الشرطية (if).

- Although she completed her literature review, she still needed to work on her methods section.
- Because he organised his sources by theme, it was easier for his readers to follow.
- They studied grammar rules for many hours as they were so interesting.

لاحظ استخدام فاصلة (,) في الجملتين الأوليين للبدء بأداة الربط، بينما لا توجد في الثالثة لوجود أداة الربط في المنتصف.



## 4 Compound-complex sentences

الجملة المركبة المعقدة

تحتوي الجملة المركبة المعقدة على جملتين مستقلتين على الأقل وجملة تابعة واحدة على الأقل.

- She completed her literature review, but she still needs to work on her methods section even though she finished her methods course last week.
- Although he organised his sources by theme, he decided to arrange them chronologically, and he carefully followed the MEAL plan for organisation.



### Check Point 5

**Rearrange the words in correct order to make complete sentences:**

- 1 I want/ lose/ chocolate/ daily/ eat / to/ weight,/ I/ yet
- 2 country;/ my/ spend/ I plan/ Italy/ two weeks/ favorite/ is/ to/ there
- 3 yesterday/ but he/ me/ saw/ Sami/ didn't/ I/ see
- 4 went /we only/window-shopping/ the mall;/ We/ however/ went/ to
- 5 football/ Because/ was/ was/ raining,/ the/ match/ it/ cancelled
- 6 when / laughed / Dad/ I told/ My/ a joke
- 7 school / cannot/ leave/ rings/ the bell/ You/ the/ until
- 8 candy/ I like/ a movie/ before/ to eat/ I watch
- 9 the cat/ started/ ran away / so I stopped/ barking / The dog/ so / and I/ couldn't keep up
- 10 because they are loud/ Kenzy/ doesn't like/ cartoons ,/ watch them/ so she doesn't



## B Paragraph writing

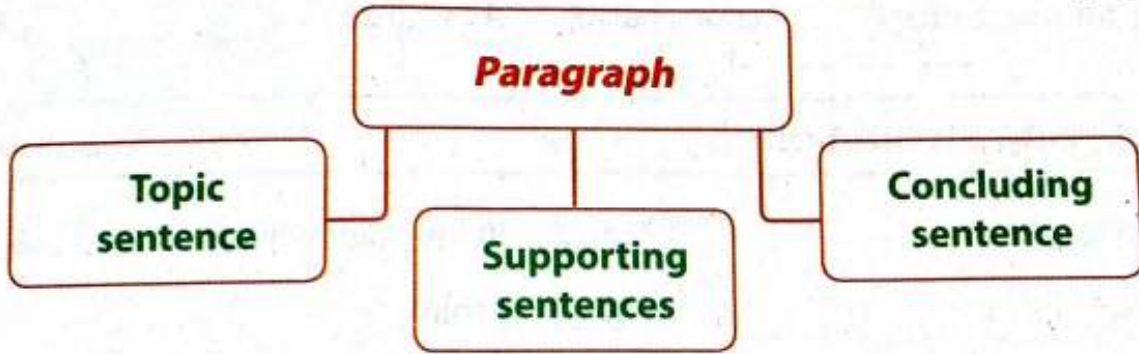
• الفقرة **Paragraph** أحد أجزاء المقال، ويتحدد دورها وطبيعة الجمل بها حسب نوع المقال، ولكن هناك بعض القواعد العامة التي يجب اتباعها، منها:

١ أن تترك مسافة تعادل خمسة أحرف في السطر الأول فقط من الفقرة.

٢ أن تراعى الترابط والتنسيق العام بين جمل الفقرة.

٣ استخدام بعض الكلمات والعبارات التي يمكن أن تقوم بدور الرابط بين الجمل (عند الضرورة).

٤ تبدأ كل فقرة بجمل تسمى (جمل الموضوع **topic sentence**)، وفيها يتم تحديد الفكرة الأساسية المراد توضيحها في الفقرة، ثم يتبعها عدد من الجمل لتوضيح أو التدليل على الفكرة الأساسية وتنتهي بجمل استنتاجية توضح حقيقة أو اتجاه الكاتب وشعوره.



### Topic sentence

### جمل الموضوع

It is the first sentence in the paragraph. It opens the paragraph. The topic sentence states the main idea of the paragraph. That is, it shows what the whole paragraph is about. It can be called a 'hook' sentence that attempts to grab the reader's attention so that they want to read on.

هي الجمل الأولى في الفقرة. وهي التي تبدأ الفقرة. توضح الجمل الافتتاحية الفكرة الرئيسية للفقرة أي، أنه يوضح ما تدور حوله الفقرة بأكملها. يمكن أن يطلق عليها جمل «خطاف» تحاول جذب انتباه القارئ حتى يرغب في مواصلة القراءة.

### Supporting Sentences

### الجمل الداعمة

It is the first sentence in the paragraph. It opens the paragraph. The topic sentence states the main idea of the paragraph. That is, it shows what the whole paragraph is about. It can be called a 'hook' sentence that attempts to grab the reader's attention so that they want to read on.

تستخدم لتطوير الجمل الافتتاحية. بمعنى آخر تقدم مزيداً من المعلومات حول جمل الموضوع. يمكن أن تقدم الجمل الداعمة حقائق، إحصائيات أو تفاصيل أو أمثلة.



يتم استخدام الطالب كلمات لربط الجمل لمواصلة الأفكار:

## الإضافة

## Addition

and	و	further	أبعد/بالإضافة
also	أيضاً	furthermore	بالإضافة إلى (ذلك)
besides	بالإضافة إلى ذلك	in addition	بالإضافة
first (second, etc.)	أولاً (ثانياً.....الخ)	moreover	علاوة على (ذلك)
What's more	وما هو أكثر	next	تالي
In addition to that	بالإضافة إلى (ذلك)	As well as	بالإضافة إلى

## Giving an opinion

## عند إبداء الرأي

in my opinion	في رأيي	in my point of view	في وجهة نظري
I see	إنني أرى	I think	أعتقد

## Giving an example

## إعطاء مثال

For example	على سبيل المثال	In fact	في الحقيقة
For instance	على سبيل المثال	To illustrate	وللتوضيح

## Contrasting ideas

## عند تعارض الأفكار

although	على الرغم من	however	ومع ذلك / ولكن
and yet	ومع ذلك	in contrast	على العكس
but	ولكن	in spite of	على الرغم من
despite	على الرغم من	nevertheless	مع هذا/غير أن
even though	على الرغم من	on the contrary	على العكس
on the other hand	من ناحية أخرى	though	على الرغم من
Apart from that	باستثناء	still	ولكن



## To summarise or conclude

للتلخيص أو الخاتمة

all in all	في المجل	in summary	باختصار
in conclusion	للتخام/في المجل	on the whole	في المجل/على العموم
in other words	بعبارة أخرى	therefore	لذلك
in short,	باختصار	To sum up	ملخصاً لما سبق
To conclude	للتخام		

## To show time

لإظهار الوقت

after	بعد	during	أثناء/خلال
afterward	بعد أن	while	بينما
as	عندما	finally	أخيراً
as long as	طالما	when	عندما
as soon as	بمجرد أن	immediately	حالا
at last,	في النهاية	later	فيما بعد
before	قبل	meanwhile	في غضون/في أثناء ذلك

## To show logical relationships

العلاقات المنطقية مثل الشرط والسبب والنتيجة

as a result	ونتيجة لذلك	because	لأن
consequently	بالتالي	for this reason	لهذا السبب
hence	من هنا	if	لو
so	لذلك	otherwise	وإلا
therefore	بالتالي	since	لأن
thus	هكذا	then	ثم
unless	لو لم	without	بدون

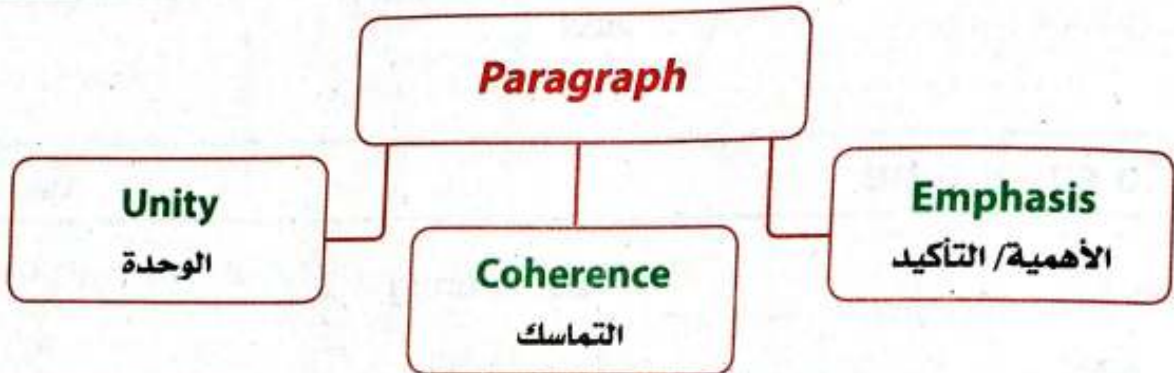


## Concluding sentence الجملة الختامية

The concluding sentence is the last sentence in the paragraph. It usually restates the topic sentence in different words or summarises the main points of the paragraph. It can also serve as an essay 'thesis' statement at the end of an introductory paragraph. الجملة الختامية هي الجملة الأخيرة في الفقرة. عادة ما تعيد صياغة الجملة الافتتاحية بكلمات مختلفة أو تلخص النقاط الرئيسية للفقرة. يمكن أن تكون أيضًا بمثابة جملة «أطروحة» لمقال في نهاية فقرة تمهيدية.

## Characteristics of a good paragraph

خصائص الفقرة الجيدة



### Unity

الوحدة

The entire paragraph must be unified on its structure and all the sentences within the paragraph should focus on the topic sentence.

يجب أن تكون الفقرة بأكملها موحدة في هيكلها، ويجب أن تركز جميع الجمل داخل الفقرة على الجملة الافتتاحية.

### Coherence

التماسك

Coherence means establishing a relationship between the ideas presented in a paragraph. It brings about a rationale in the arrangement of the ideas which are introduced either in the chronological order or in the order of importance.

يعني التماسك إقامة علاقة بين الأفكار المعروضة في الفقرة. كما تعرض أساسًا منطقيًا في ترتيب الأفكار التي يتم تقديمها، إما بالترتيب الزمني أو حسب ترتيب الأهمية.

### Emphasis

الأهمية/التأكيد

Emphasis is the principle of the paragraph composition in which the important ideas are made to stand. In here it is very important that the main points of the writer should be evident inside the paragraph.

التأكيد هو مبدأ تكوين الفقرة الذي يتم فيه وضع الأفكار المهمة. من المهم جدًا هنا أن تكون النقاط الرئيسية للكاتب واضحة داخل الفقرة.



**Topic Sentence** →

Supporting Sentences →

**Concluding Sentence** →

The Internet has become really important for three main reasons. First, it enables people to access more information than ever before. That is, people can read books, newspapers, or magazines online and for free. Second, thanks to the Internet, people can communicate with others in every part of the world via social networking websites like Facebook, Whatsapp, WeChat, Twitter, Skype, Viber, Snapchat, LinkedIn, Reddit, etc. Third, the Internet is a perfect tool to study and get certificates from well-known top universities. In other words, now more than ever, anyone can do free online courses in a variety of subjects. In short, the Internet is, beyond doubt, an essential and valuable tool nowadays.





المقال هو الكتابة عن موضوع محدد بوجهة نظر محددة، وينقسم إلى عدد من الفقرات المرتبة والمخططة، بحيث يتم توضيح وشرح جوانب الموضوع المختلفة.  
لكتابة مقال جيد هناك بعض القواعد العامة الهامة التي يجب اتباعها، ومنها:

## 1) Decide what kind of essay to write. حدد نوع المقال الذي ستكتبه

يتم تحديد نوع المقال حسب الموضوع المطلوب الكتابة فيه، وهناك تقسيمات عديدة لأنواع المقالات، ولكن يمكن تحديد خمسة أنواع هي الأكثر استخدامًا، وهي:

المقال القصصي (حكاية قصة)  
المقال الوصفي (وصف شيء أو مكان)  
المقال التفسيري (عرض حقائق ومعلومات عن موضوع محدد)  
المقال الجدلي/الإقناعي (تناول موضوع من وجهة نظر واحدة مؤيدة أو رافضة)

**A) Narrative Essay**  
**B) Descriptive Essay**  
**C) Expository Essay**  
**D) Argumentative / Persuasive Essay**

## 2) Brainstorm your topic. قم بعصف ذهني لأفكار خاصة بالموضوع الذي تقوم بالكتابة عنه.

وهنا يتم تحديد عدد من الأفكار والنقاط التي سيتم تناولها في المقال، ويمكن تقسيم هذه المرحلة إلى:

(أ) سرد الأفكار والنقاط بلا ترتيب، بل بحسب ورودها في تفكيرك (كما يمكن الاستعانة بمصادر خارجية إن لم يكن لديك إلمام بالموضوع).  
(ب) ترتيب وتخطيط الأفكار بحيث يتم وضع نسق محدد للموضوع.

## 3) Outline your essay. حدد الخطوط العريضة للمقال

والمقصود هنا تحديد الفقرات وعددها حسب نوع المقال والأفكار التي سيتم تناولها، ويمكن تقسيم فقرات المقال كالتالي:

**A) Introduction (Paragraph 1)** مقدمة  
**B) Body (Paragraphs 2-3)** صلب الموضوع  
**C) Conclusion (Paragraph 4)** الخاتمة

مع ملاحظة أن المقال يمكن أن يتكون من عدد أقل أو أكثر من الفقرات

## 4) Write a draft of your essay.

قم بكتابة مسودة للمقال  
قم بكتابة مسودة أولية مستخدمًا الأفكار والخطوط العريضة التي قمت بتقسيم المقال على أساسها.



## 5) Review your essay to correct mistakes. قم بتقييم المقال لتصحيح الأخطاء

قم بقراءة الموضوع وحاول تصحيح الأخطاء التي يمكن أن تكتشفها مركزاً على التالي:

- A) Spelling mistakes  
B) Grammar mistakes

الأخطاء الهجائية  
أخطاء قواعد اللغة

## 6) Finish your essay. أنه كتابة مقالك

بعد أن قمت بالخطوات السابقة قم بكتابة النسخة النهائية للمقال حتى تكون انتهيت من كتابة المقال في أفضل صورة.

### General Outlines of Essay Writing

Introduction	Main Body	Conclusion
ترشد المقدمة القارئ إلى المقال من خلال تقديم الموضوع. يجب أن تبدأ بلفت انتباه القارئ. يمكن أن تكون اقتباساً، أو تشابهاً، أو سؤالاً، وما إلى ذلك. بعد جذب انتباه القارئ، يجب أن تقدم المقدمة بعض المعلومات الأساسية حول الموضوع، ويجب أن تكون الأفكار الموجودة في المقدمة عامة بما يكفي ليتمكن القارئ من فهم الاتجاه الرئيسي ويصبح تدريجياً أكثر تحديداً ليقود إلى بيان هذا الاتجاه.	يدعم نص المقالة النقاط الرئيسية الواردة في المقدمة. يتم تطوير كل نقطة بواسطة فقرة واحدة أو أكثر ويتم دعمها بتفاصيل محددة. وبالإضافة إلى هذا الدعم، فإنه يتم مناقشة الموضوع بربط الأفكار معاً واستخلاص النتائج التي تدعم الاتجاه الرئيسي للمقال.	يجمع الاستنتاج بين جميع النقاط الرئيسية للمقال. يشير إلى بيان الأفكار الرئيسية للمقال، ويترك للقراء فكرة نهائية وإحساساً بالإغلاق عن طريق حل أي أفكار تم طرحها في المقالة. وقد تتناول أيضاً آثار الحجة. في الختام، لا ينبغي تقديم مواضيع أو أفكار جديدة لم يتم تطويرها في المقدمة أو النص الرئيسي.

### A Narrative Essay

المقال القصصي هو الذي تحكي فيه قصة أو تجربة، ولا يقف عند وصف ما حدث فقط، بل يفصل أيضاً ما شعرت به في ذلك الوقت، وكيف أثرت عليك، وما تعلمته منه والخطوط الرئيسية لكتابة هذا النوع من المقال هي كالتالي:

### Outline of a narrative essay

Introduction	Main Body	Conclusion
يقدم فيها الموضوع والحدث الذي تروييه، وشرح سبب أهميته بالنسبة لك، كما يمكنك أن تلخص بسرعة ما تعلمته أو شعرت به نتيجة للحدث الذي تصفه.	سوف تتحدث الآن عن الحادث الذي تروييه وأثناء القيام بذلك، تأكد من تضمين جميع النقاط المهمة. من شارك؟ أين حدث هذا؟ لماذا حصل هذا؟ صف بالضبط ما حدث، وقد يتم ذلك في فقرة واحدة أو أكثر.	ارجع إلى ما تعلمته من الحدث، وكيف أثر على فهمك أو نظرتك للموضوع المطروح. وقد لا يتضمن هذا الموضوع خاتمة (خاصة إذا كنت تصف حدثاً لم يؤثر بشكل كبير عليك).



**Narrative Essay Model****The Introduction**

- ▶ It was a wonderful week to camp in the great outdoors, even if some of their friends thought it was a strange way to honeymoon. Susan and Mike were looking forward to their week at Great National Park. Little did they know what a learning experience this trip would be. People do not often follow simple directions. However, these campers learned just how important following directions can be.

**Setting the scene of the story**

- ▶ After a drive through the mountains, Susan and Mike arrived at the camping area. A ranger at the booth handed them a map and asked, "Have you ever camped with us before?" "A better question would be if we ever camped before," Mike answered. "You'll be fine. Just remember, this isn't a hotel. We do have bears and other animals in the area, so lock your food up in the car," said the ranger as he handed them a lists of Do's and Don'ts.

**Developing the plot**

- ▶ Exhausted from their first attempt at setting up a campsite, Susan and Mike crawled inside the tent that evening. They crashed right to sleep. The ranger's list was left laying on the tent floor. Just before sunrise, Mike was awakened by the sounds of metal ripping. He quietly slipped out of the tent. A fully grown black bear was sitting on their picnic table busily. Finding a piece of dried meat, the bear took it and began to eat. Mike started screaming at the bear, "Get out of here! What do you think you're doing?"



**Reaching  
the Climax**

- ▶ By this point, most of the other campers had exited their own tents and watched. The bear was not amused by Mike's threatening. The black bear stood on top of the picnic table to his full height. While the bear actually stood only four feet tall. The bear suddenly fell forward, striking the table with his full weight and snarled. Much more quickly than anyone anticipated, the bear reached out his huge, paw towards Mike. Fear leapt into Mike's eyes as he turned and ran back into his tent.

**Finding  
the Solution**

- ▶ Fortunately, the bear was much more interested in the left-over piece of meat than in Susan and Mike. The bear cautiously turned around, climbed back on top of the table, and continued to eat his early breakfast. Finishing the meal, the bear jumped off the picnic table, licked his paws and mouth, and then left.

**The Concluding  
Paragraph**

- ▶ The audience that had gathered applauded spontaneously, and then slowly returned to their own campsites, shaking their heads in disbelief. Meanwhile, inside the tent, Susan and Mike had lit their lantern and were carefully studying the items listed on the Do's and Don'ts list. The rest of their trip was peaceful as they made sure to follow all the rules at the campsite.





## Descriptive Essay

المقال الوصفي هو المقال الذي تصف فيه شيئاً أو شخصاً أو مكاناً أو عملية أو حدثاً، ويكون هدفك إنشاء تجربة قراءة حية، أو العرض بدلاً من الرواية، والخطوط الرئيسية لكتابة هذا النوع من المقال هي كالتالي:

## Outline of a Descriptive Essay

Introduction	Main Body	Conclusion
تقدم المقدمة لمحة عامة موجزة عن موضوع المقالة تحدد فيها الشيء أو الموقف الذي ستقوم بوصفه، كما يمكن إعطاء بعض الانطباعات أو الاتجاهات أو الآراء الخاصة بالموضوع، وعادة ما يحصل القراء على تلميح عما ستكون عليه المقالة من الفقرة الأولى.	يتم استكشاف موضوع المقالة الوصفية وشرحه بالتفصيل في نص المقال. يمكن لك أن تصف كل جانب من جوانب الموضوع/الشيء اعتماداً على ما تعتبره مهماً. عادة يستخدم الكاتب مجموعة كبيرة ومتنوعة من الصفات والظروف لجعل المقال أكثر حيوية وإثارة للاهتمام للقراء. أيضاً، في هذا القسم يمكن للمؤلف تقديم أمثلة محددة لتحسين وصف الموضوع (الشيء الموصوف) وتسهيل فهمه للجمهور. يوفر هذا الجزء من المقال للقراء نظرة شاملة لكل جوانب الوصف.	في هذا الجزء تقدم ملخصاً لما تعتقده أهم نقاط الوصف، كما يتضمن أفكارك الخاصة وشعورك فيما يخص موضوع المقال، وهذا يعتمد بشكل كبير على أسلوب الكتابة والخيال والمهارات التحليلية للكاتب.



## Descriptive Essay Model

## The Weekend Market

## Introduction

Many tourists I have met have told me that one place they have to go is the weekend market. This market is huge and has everything from bags, souvenirs and handicrafts to many kinds of animals, many kinds of plants and it also has a variety of local food. In other words, the weekend market is a great place for shopping and experiencing the local culture.

## Describe the location and/or the parts of this place

The market is located near the city's main bus station so people come from all over the country to buy and sell goods. Moreover, it is also near a sky train station and a subway station which makes it very convenient for city people, especially young people who don't have cars. The market is very large and full of hundreds of small shops and stalls. Consequently, it can be confusing to get around. However, if you get lost, it is a good idea to look for the clock tower which is right in the middle of the market. It will help you find your way.



**Describe the activities & what happens here**

▶ When I walk into the market early on a Sunday morning there are people and cars and motorcycles everywhere. You have to be careful where you walk. Many people are bringing their goods to sell in big bags on carts and trolleys. In fact, you might even have to jump out of the sellers' way as they charge along the narrow walkways with their goods. In addition to the sellers, tourists and locals are pouring in looking for something to eat or ready to start shopping. As time goes by, the market gets more and more crowded and you have to start squeezing past people to keep moving.

**Describe the sensory details: sights, smells, tastes, sounds etc.**

▶ As you walk through the market you will experience many sensations. For example, there are many smells, scents and aromas. One moment you will be smelling the aromas of stir-fried cooking dishes from a small restaurant and the next you smell the scents of orchids and other flowers as you pass through the cooler and more relaxing garden section. Furthermore, walking deeper into the market, your eyes will have trouble recording so many products with their many colors, designs and sizes. After a while you may feel dizzy and look for a quiet place to have a rest and a refreshing drink. Fortunately, there are many small cafes and drink stalls selling fresh coconut juice, orange juice or iced water.

**Conclusion**

▶ To sum up, a day at the weekend market is both a day of shopping and a unique experience for your senses. It is a kind of magical journey that is great as a first experience for tourists and an escape from daily life for locals. Moreover, while it is usually hot and crowded, the atmosphere is friendly and good-natured.





## Expository Essay

المقال التفسيري هو الذي تقوم فيه بشرح حقائق متصلة بموضوع ما أو توضيح شيء بطريقة يصبح واضحًا للقراء لذلك يمكن أن يكون تحقيقًا أو تقييمًا لأهمية الموضوع المتناول للتوضيح.

## Outline of an expository essay

Introduction	Main Body	Conclusion
تحتوي المقدمة على تحديد الموضوع المراد الكتابة عنه، مع عرض موجز للجوانب التي ستقوم بتفصيلها وسردها في المقال ويجب ألا تتضمن أي تفاصيل عن هذه الجوانب.	في فقرتين أو ثلاث قم بسرد كل الجوانب والحقائق عن الموضوع، ويمكن تضمين بعض الأدلة والتفاصيل الخاصة بكل جانب من جوانب الموضوع، مع ملاحظة أن الموضوع لا يتضمن أي وجهة نظر محددة، بل هو سرد للمعلومات الخاصة بالموضوع المراد توضيحه للقارئ.	تتضمن الخاتمة تلخيصًا موجزًا للحقائق التي تم عرضها في المقال، ويمكن إدراج أي تقييم للموضوع الذي تم توضيح جوانبه المختلفة، ويمكن أن تتضمن الخاتمة حثًا للقارئ للبحث عن جوانب وحقائق أخرى لهذا الموضوع.



## Expository Essay Model

## Friendship

## Introduction

Friendship plays an important role in everyone's life. It is based on the simple rules of trust and honesty. It is the most wonderful relationship that every person can have if he or she is loyal, dependable, kind, caring, and loving. True friends try to avoid conflicts and do everything possible to make their relations stronger. A true friendship is a reward for all the good we do in our life.

## Main Body (1)

A true friend is a person you can always count on when you face challenges and serious problems. He or she always offers a shoulder to cry on in case something wrong happens. Your friend always listens to your problems, gives you good piece of advice, and never talks behind your back. A true friend is never envious of your achievements. This person respects you and keeps all your secrets. A true friend is there for you in the times of need, he makes you smile when you forgot how to, and lift you up when you can't not lift up yourself.



**Main Body (2)**

- ▶ A true friendship is something that can't be expressed with words. Friendship is being able to cry together. Friendship is being foolish together. It is being mad at each other. True friends are always ready to protect each other from being hurt emotionally and physically. It takes time and patience to build a strong friendship and achieve trust between two friends. It is very important to have somebody with whom you can share your thoughts freely.

**Conclusion**

- ▶ A good friendship is very difficult to find. That is why we should appreciate this divine relationship that is based on understanding and feelings. There are a lot of benefits of friendship. We just need friends to live happily. Lasting friendship is a blessing for everybody. We don't have to pretend to be someone else when we spend time with our friends. They give us total freedom to be who we really are. We should be grateful to people who make us happy. A true friend is one of the most precious possessions that one can have in his life.

**Argumentative/Persuasive Essay**

إن المقال الجدلي/الإقناعي هو المقال الذي يقوم الكاتب فيه بعرض أفكار أو آراء مختلفة حول موضوع واحد، ويتخذ موقفًا من قضية ما جيدًا، ثم يحاول الكاتب إقناع القراء بفهم وجهة نظره حول موضوع ما ودعمها عن طريق ذكر أسبابه وتقديم أدلة لدعمه.

**Outline of Argumentative/Persuasive Essay****Introduction**

يجب أن تحدد المقدمة الفكرة الأساسية للمقال، وتوفر معلومات أساسية ضرورية لفهم الفكرة، وتحدد الجوانب أو الآراء المختلفة للموضوع التي سوف تقوم بعرضها (مثل المزايا والعيوب لموضوع المقال)، ويمكن أن تحدد اتجاهك الأساسي في الموضوع الذي ستناقش جوانبه، ويفضل أن يكون موجزًا من جملة واحدة لنقاطك الرئيسية.

**Main Body**

يتألف المقال الجدلي النموذجي من فقرتين أو أكثر تشرح أسباب دعمك لرأيك. يجب أن تغطي كل فقرة فكرة مختلفة أو دليلًا مختلفًا، حيث تقوم بعرض وجهات النظر المتعارضة ودحضها، أو شرح سبب عدم موافقتك عليها. إن تقديم الحقائق والنظر في موضوع من كل زاوية يضيف مصداقية وسيساعدك على كسب ثقة القارئ.

**Conclusion**

هنا يجب عليك تلخيص رأيك وكل وجهة نظر من قسم المقال. يجب أن تجذب الخاتمة القارئ وتفرض حجة رأيك، كما يجب أن تضع في اعتبارك أيضًا أن الفقرة تربط فقط الجوانب المركزية للمقال، ولا يمكنها تقديم حجج أو حقائق جديدة.



**Argumentative/Persuasive Essay Model****Animal Testing****Introduction**

- ▶ Medical research involving animals has dramatically improved the health of the human race. Without animal testing, the cure for polio would not exist and diabetics would suffer or die from their disease. Despite these benefits, some people believe that animals should not be used for testing medical techniques and drugs. This essay will outline the advantages of animal testing.

**Point of View (1)**

- ▶ Animal testing allows scientists to test and create new drugs. Animals such as monkeys or rabbits have similar physical processes to humans. This allows scientists to test the effects of certain drugs. If a drug produces adverse effects in animals, it is probably unfit for human use.
- ▶ Animal testing is cheap. There is a large supply of animals for medical research. Animals are easily bred and maintained safely in controlled labs. The costs of testing on humans would be extremely high.

**Point of View (2)**

- ▶ Many people argue that animal testing is cruel. In some cases, this is true. However, it would be much more cruel to test new drugs on people or children, or to let people die because there was not enough information about a drug. Furthermore, legislation in most countries sets standards for animal treatment, and laboratories have guidelines to prevent cruelty.
- ▶ Opponents of animal research also say that information from animals does not apply to humans. They point to certain commercial drugs, which have been withdrawn because of side effects in humans. While it is true that animal systems differ from human systems, there are enough similarities to apply information from animals to humans.

**Conclusion**

- ▶ Animal testing is needed in the world we live in. Our responsibility is to manage the animals in our care and balance their suffering against the good that comes from them.





## Check Point 7

Choose the correct answer from a, b, c or d:

- 1 An essay is .....
  - a) a song with a story
  - b) a poem that has many stanzas
  - c) a type of writing that has organised paragraphs
  - a) type of writing that requires research
- 2 What is the first component of an essay introduction?
  - a) Background.
  - b) Thesis.
  - c) Hook.
  - d) Concluding sentence.
- 3 Where should you share the thesis (claim) for the first time in an essay?
  - a) At the beginning of the essay.
  - b) At the end of the introduction.
  - c) In your first body paragraph.
  - d) In your conclusion.
- 4 Which of the following is necessary and expected in each body paragraph of an argumentative essay?
  - a) Evidence.
  - b) Rephrased thesis.
  - c) A concluding sentence.
  - d) First person pronouns.
- 5 What should you do in your conclusion after you restate the thesis?
  - a) Summarize every detail of your whole essay.
  - b) Demand the reader agree with you.
  - c) Leave your reader thinking.
  - d) Summarize your major points.
- 6 An expository essay .....
  - a) Compare the similarities and the differences
  - b) Make an argument
  - c) Explain briefly about a topic
  - d) Describe a story



- 7 What is descriptive essay?
- a) Analyzes something, such as in literature an analytical essay analyzes a piece of literature from different angles
  - b) Express something to make readers feel, smell, see, taste, or hear what is described
  - c) Written on literary pieces to evaluate them on the basis of their merits or demerits
  - d) Convince the target audience to do something or not do something
- 8 In which type of essay do you need to include sensory details and descriptive language?
- a) Narrative.
  - b) Argumentative.
  - c) Explanatory/Informative.
  - d) None of above.
- 9 The introductory paragraph has three parts. Which of the following is NOT part of the paragraph?
- a) Thesis.
  - b) Direct quote.
  - c) Background.
  - d) Hook.
- 10 Which type of essay would this topic sentence best go with: The day I won first place in the box car derby race was the proudest day of my life.
- a) persuasive
  - b) expository
  - c) descriptive
  - d) narrative



### (3) Email Writing

تطبق نفس قواعد كتابة المقال السابقة لأن كليهما يكون من تكوين الجمل السليمة، إلا أن البريد الإلكتروني أسهل لأن به شكلاً معيناً يستطيع كل طالب أن ينفذه، ويكون عادة أقل حجماً من المقال المعتاد (رغم أن معدى الأسئلة يطلبون نفس العدد من الكلمات كالمقال)، ويمكن تقسيمه أيضاً إلى فقرات تتضمن مقدمة والموضوع والخاتمة، مع ملاحظة أنه هناك نوعين من البريد الإلكتروني:

#### Email

##### A) Formal Email

هذا النوع تم استخدامه حديثاً من جانب الهيئات والشركات للتعامل مع بعضها البعض أو التعامل مع العملاء والموظفين والمتقدمين للوظائف المختلفة، وهذا النوع يتميز بلغة أكثر رسمية بعدم وجود جمل التحيات والمجاملات المتعارف عليه.

##### B) Informal Email

هذا النوع يتضمن رسائل التواصل بين الأشخاص مع كتابة الجمل في الموضوع بشكل أقل رسمية بتضمين جمل التحيات والمجاملات المتعارف عليه؛ لأن الرسالة عادة تكون بين الأصدقاء أو الأقارب أو المعارف.

#### Formal and Informal E-mails Comparison

Basis For Comparison	Formal E-Mails	Informal E-Mails
Meaning المعنى	An e-mail written in formal language, in the stipulated format, for official purpose. بريد إلكتروني مكتوب بلغة رسمية، بالصيغة المنصوص عليها، لغرض رسمي.	An e-mail written in a friendly manner, to someone you are familiar with بريد إلكتروني مكتوب بطريقة ودية إلى شخص تعرفه.
Objective/Purpose الهدف	Professional Communication التواصل المهني.	Personal Communication التواصل الشخصي.
Start البداية	Dear Sir/Madam Dear Mr/Ms .....	Hi ..... Hello ..... Dear .....
Format التركيب	Written in prescribed format. مكتوب بتنسيق محدد.	No prescribed format لا يوجد تنسيق محدد.
Written to مكتوب لـ	Business, college/institute, employer, organizations, etc. شركة، كلية/معهد، صاحب العمل، المنظمات ... إلخ.	Friends, family, acquaintances etc. الأصدقاء والعائلة والمعارف ... إلخ.



Size الحجم	Concise موجز	Large or concise كبير أو موجز
Abbreviations and emojis الاختصارات والصور التعبيرية	Avoided متجنب	Used مستخدمة
Ending الختام	Thanks, Take care, Love, See you soon, Bye , Cheers,	Yours sincerely, Yours faithfully, Kind regards,

### Formal Email Sample

#### ✉ New message

To : jack36@hrdtt.com

اسم المرسل إليه وعنوان البريد الإلكتروني

From : tdbusiness@hrdtt.com

اسم المرسل وعنوان البريد الإلكتروني

Subject : Inquiry

موضوع الرسالة

Dear Mr. Jack,

This email is to inquire about the website audit services you posted on your website.

As I understand, you offer services to audit businesses' websites and provide personalised insight into what improvements can be made. I'd like to request further information with regards to your pricing as well as the scope of the work that will be performed, including specific services that can be expected.

I look forward to receiving your response.

Best regards,

Yours sincerely,

Michael Douglas

Senior Vice President

SEND





## Informal Email Sample

 New message

— ↗ ✕

To : naglaa@gmail.com

اسم المرسل إليه وعنوان البريد الإلكتروني

From : leila@gmail.com

اسم كاتب المرسل وعنوان البريد الإلكتروني

Subject : An apology

موضوع الرسالة

Hi Naglaa,

How are you going?

Thanks for sending me the photos from your holiday. It looks like you had a great time!

I'm sorry that I couldn't get to your birthday party. I would have loved to come but I was really busy at work and it was hard to get away. Thanks for the invitation though.

Would it be possible for you to send me some photos from the party? I'd love to see how it all went.

I can't wait until you come to visit in March. Do you know how long you'll be staying? I'll try to think of some fun things to do.

See you soon.

All the best

Leila.

SEND



⋮



## (4) CV (curriculum vitae) Writing

A CV is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers. It is an important skill for all graduates to apply for jobs.

السيرة الذاتية، هي وثيقة تستخدم عند التقدم للوظائف. يسمح لك بتلخيص تعليمك ومهاراتك وخبراتك مما يمكنك من بيع قدراتك بنجاح لأصحاب العمل المحتملين. إنها مهارة مهمة لجميع الخريجين للتقدم للوظائف.

## CV Template

Name:

Contact address عنوان التواصل

Mobile: [ ]

E-mail: [ ]

Personal Profile الملف الشخصي

اكتب هنا بإيجاز عن نفسك والسمات التي قد تجعلك مؤهلاً للوظيفة، بالإضافة إلى أي بيانات شخصية هامة.

Education/Qualifications التعليم / المؤهلات

اكتب هنا الشهادات العلمية التي حصلت عليها وخاصة التي تخدم الوظيفة.

[From - To]

[Course]

[Institution Name]

Grade achieved: [Grade]

Work Experience خبرة العمل

اكتب هنا الخبرات السابقة في مجال العمل بشكل عام والتي تتعلق بالوظيفة بشكل خاص مع إدراك مدة العمل ومهمة وظيفتك كالتالي:

[From - To]

[Job Position]

[Company name]

Main duties performed:

Honours &amp; Achievements التكريم والإنجازات

اكتب هنا أي تكريم أو إنجاز خاص حصلت عليه لاسيما فيما يتعلق بالوظيفة أو خدمة المجتمع بشكل عام.

Skills المهارات

اكتب هنا المهارات التي تراها هامة للوظيفة، ويمكن تقسيمها كالتالي:

Technical الفنية :

Interpersonal الشخصية :

Other آخرين :

Hobbies and Interests الهوايات والاهتمامات

حدد بإيجاز هواياتك واهتماماتك (خاصة تلك المتعلقة بالوظيفة التي تتقدم لها).

Referees المراجع

اكتب هنا اسم أي شخص أو صاحب عمل يمكن أن يدعمك للحصول على الوظيفة كالتالي:

[Referee 1 full name]

[Job position/company name]

Address : [ ]

Tel : [ ]

Email : [ ]





## Check Point 7

**Choose the correct answer from a, b, c or d:**

- 1** In writing an e-mail, how should the subject line be?
  - a)** Long and descriptive.
  - b)** Short and precise.
  - c)** A greeting.
  - d)** Does not matter.
- 2** Your supervisor emails you your schedule for your first week on the job. You want to write back to thank him. Because you are new to the company, which greeting is most appropriate?
  - a)** Hey.
  - b)** Thanks, Richard.
  - c)** I got your email.
  - d)** Dear Mr. Lambert
- 3** What are the strategies to make email content concise and relevant?
  - a)** Omit unnecessary words.
  - b)** Keep sentences short.
  - c)** Break long text into paragraphs.
  - d)** All of the above.
- 4** Which of these is NOT a rule to follow when sending a school email?
  - a)** Include a subject line.
  - b)** Using greeting.
  - c)** Using teacher's first names.
  - d)** signing your full name.
- 5** Dear Mrs. Smith,  
I will b l8 for class. please tell me wat i missed. thank u.  
Sincerely,  
Joe Blake  
Which rule is being broken in this formal email?
  - a)** Don't use slang or abbreviations.
  - b)** Use a greeting.
  - c)** Sign off with your full name.
  - d)** Be careful when replying.





**1** A good paragraph should contain .....

- 2** The sentence that tells the reader what to expect in the paragraph is called

- 3** Both the paragraph and essay have .....

- 4 We see the result of what is mentioned in the ..... of the essay.

- 5** The writer's opinion is often written in the ..... of the essay.

- 6** When you conclude writing your essay, you should

- 7** What is the end of the essay called?

- 8 The stages of writing should be .....

- d) Brainstorming, organization, and selection**

- 10 If you discuss two different ideas in an essay, you should

- c) persuade the reader of your point of view.

- d)** prefer one idea to the other.



- 11 "As cell phone service has become available all the time, advertisers use it to sell their products through text messages and photos." This could be a part of article about .....
- a) mobile phones                      b) the cell phone  
c) advertisement                    d) production
- 12 "If we teach children to develop positive thinking, and to "bounce back" after setback, these qualities will improve their overall health in the future." This is part of an article about .....
- a) the importance of positive thinking  
b) caring for children's health  
c) the qualities of children in the future  
d) children's problems
- 13 "So it has become clear that great efforts are necessary to provide enough food, housing, education medical care and jobs for the ever-increasing population in Egypt." This could be ..... to an article about population.
- a) an introduction                  b) a conclusion                  c) a topic sentence                  d) a title
- 14 "We cannot do without them. They can also be our friends. They try to please us. They remain with us when we feel ill. We are indebted too much to them." This could be a part of article about .....
- a) teachers                          b) youth                          c) friendship                          d) parents
- 15 What are the basic types of essays?
- a) expository, declarative, interrogative, statement  
b) process, cause and effect, expository, persuasive  
c) descriptive, expository, narrative, argumentative or persuasive  
d) descriptive, explanation, narrative, persuasive
- 16 Which of the following sentences can be considered a descriptive sentence?
- a) The brave man ran up the steep hill to visit the red cottage.  
b) The United States of America is composed of 50 states.  
c) All of the children from this school are super intrigued with the secret play.  
d) Having a tutor is better than studying by yourself.
- 17 Which category of words are necessary while writing a descriptive paragraph?
- a) Adverbs.                          b) Adjectives.                          c) Articles.                          d) Contractions.
- 18 A narrative paragraph is .....
- a) getting persuasion                  b) telling lies                          c) telling facts                          d) telling a story
- 19 Which of the following sentences is considered narrative?
- a) During the mornings I walk my two dogs around the neighborhood.  
b) Extracurricular activities are a great way to hone on students talents.  
c) The human body has a higher percentage of water.  
d) The best season is fall because of its the gorgeous changes.



- 20 Which sentence can be considered a persuasive text?
- The constant use of technology can be considered negatively.
  - Students that are exposed to technology have a brighter future.
  - Technology is a great tool that must be used with caution.
  - Technology should be used as a tool and not a way of living.
- 21 The following sentence can be found in a ..... paragraph.  
"Egypt is full of many tourist attractions which fascinate all people all over the world."
- argumentative
  - discussion
  - Expository
  - Narrative
- 22 Which type of paragraph would this topic sentence best go with:  
"The day I won first place in the box car derby race was the proudest day of my life."
- descriptive
  - expository
  - narrative
  - persuasive
- 23 A message to a friend on a social networking site is a kind of .....
- A formal e-mail
  - An informal e-mail
  - A expository essay
  - A persuasive essay
- 24 When do you use supporting details or supporting sentences?
- Before the first sentence at the introduction.
  - After the last sentence because it helps you summarise the paragraph.
  - Never use these in paragraphs because they are for essays only.
  - After the topic sentence and before the closing sentence.
- 25 In essays and e-mails, we should write .....
- the sender and recipient at the beginning
  - correct spelling, grammar and punctuation
  - a narrative story in the body paragraph
  - Yours sincerely at the end
- 26 Salutation or greeting should be written at the beginning of the .....
- essay
  - paragraph
  - email
  - narrative story
- 27 The subject line should be written .....
- Before the sender line
  - Before the recipient line
  - At the end of the email
  - In both formal and informal e-mail
- 28 Imperatives الأمر should be avoided in .....
- Formal emails
  - Informal emails
  - an email to a friend
  - The sender line
- 29 A message with a link to a funny YouTube clip is a kind of .....
- A formal email
  - An informal email
  - A biography essay
  - A descriptive essay





## Longman Exercises

**Choose the correct answer from a, b, c or d:**

- 1 We live in a polluted environment. We are still suffering from air, water and noise pollution. This shows .....
  - a) a comparison of all forms of pollution
  - b) the causes of all forms of pollution
  - c) a focus on the problem of pollution and its forms
  - d) how to solve the problem of pollution
- 2 You summarise the content of your essay when you .....
  - a) develop the main idea
  - b) write the elements of your essay in detail
  - c) make the end open
  - d) write the conclusion of your essay
- 3 In an informal email, you can conclude with .....
  - a) Bye
  - b) See you later
  - c) Your sincerely
  - d) a and b
- 4 When writing an essay or a paragraph, you start with a/an ..... sentence.
  - a) ending
  - b) closing
  - c) introductory
  - d) conclusion
- 5 Your essay introduction should .....
  - a) let the reader miss the topic
  - b) include an opening hook to catch the reader's attention
  - c) refer to the end
  - d) ask the reader for help
- 6 When you conclude your essay, you should .....
  - a) review your supporting ideas
  - b) ask the reader to choose the end
  - c) exclude your supporting ideas
  - d) refer to the sentence of introduction
- 7 Messaging language doesn't require ..... rules of writing.
  - a) formal
  - b) informal
  - c) former
  - d) comfortable



- 8 A narrative essay is the one that .....  
a) provides a clear, focused explanation of a topic  
b) presents an extended evidence-based argument  
c) tells a story about a personal experience or an imaginative one  
d) provides a detailed sensory description of something
- 9 On the one hand, I'd like a job that pays more, but on the other hand, I enjoy the work I'm doing at the moment. The underlined expressions show .....  
a) similarity between two different facts  
b) comparing two different facts  
c) addition  
d) a decision to leave the current job
- 10 We use "Consequently" in a paragraph or an essay to .....  
a) introduce the result of something  
b) give a reason for something  
c) give contrasting information  
d) introduce a summary of the main points
- 11 A/An ..... essay provides a detailed sensory description of something.  
a) narrative  
b) descriptive  
c) argumentative  
d) expository
- 12 Which of the following sentences can be used to show contrast when writing an essay on the importance of keeping the environment clean?  
a) On the contrary, still a lot of people are ignorant of the importance of keeping the environment clean.  
b) It goes without saying that keeping the environment clean is the responsibility of everyone in society.  
c) We all know that people in rural areas don't pollute the environment.  
d) On the other hand, young people can continue planting more trees to absorb carbon dioxide.
- 13 Which of the following sentences can be used to start an essay on overpopulation:  
a) To sum up, facing overpopulation is the responsibility of the government as well as individuals.  
b) It is taken for granted that overpopulation is one of the biggest challenges we need to face.  
c) However, some people still insist on having big families.  
d) In addition, it is not easy to provide jobs for the increasing numbers of graduates.



- 14 When finishing an essay on keeping safe, you can use:
- a) Firstly, we should know what is meant by safety.
  - b) Moreover, it is not easy to keep safe without following precautionary measures.
  - c) In conclusion, protection is better than cure.
  - d) Nevertheless, we need to make people aware of ways of protection.

- 15 Which of the following sentences is correct to complete this paragraph:

We all agree that the internet has a lot of advantages which exceed its disadvantages. One advantage is that it is the fastest means by which you can get the information you are seeking. Another merit is that it is the best form of media you can use to become aware of what is happening all over the world. .... Also, it can waste our time if we use it for long hours without a useful purpose.

- a) Moreover, we can use the internet to chat.
- b) To sum up, the internet could be a double-edged weapon.
- c) However, the internet can cause trouble to many people when others use it to do bad things.
- d) In conclusion, the internet is very useful as long as we use it in doing useful things.

- 16 Which of the following sentences is correct to end this paragraph?

We can't deny that money is very important. It enables us to lead a better life. We can buy what we need and we can pay for all the services we enjoy. In addition, money can allow us to have nearly all the facilities we need. Yet, money can be the root of evil in life if it is used badly. However, some things cannot be bought with money; for example, money can't buy happiness or health. ....

- a) To sum up, money is the best way to achieve your goals as well as having a more comfortable life.
- b) Totally, we can say that money is the cause of our happiness.
- c) In conclusion, money is important, but it is not everything in life.
- d) First of all, we need to know why we need money and how to spend it in doing useful things in life.