



Writing For Literary Stream

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كـيـرـيـة التـرـبـيـة و التـعـلـيـم



Writing for 12th grade – Literary stream



Unit One

Write an application form using your information to the following questions:

If you apply to a foundation course, what subject would you choose, and why?

How do your previous experience and your present studies show your interest in this field?

Application Form

Name

Age.....

Title of course you are applying for:

I am applying for computer course because I have been interested in the subject of technology for many years, and I would like to work in this field as a career in the future I have been reading books about making software programmes since I was nine years old, so I know quite a lot about the basic ideas, but I need to extend what I already know.

At the moment, I am studying technology , maths and English as my main subjects at school, and I believe these subjects will be useful in the career I have chosen. Since I started Secondary School, I have been a member of the school technology club .and have been president for the society for the last two years.

After finishing my exams in June, I plan to spend a year doing this course, and I will then apply to university to study IT .

I hope my application is successful, and I am looking forward to studying at your college.

طلب وظيفة

الاسم

العمر.....

عنوان المساق الذي تتقدم له.....

أقدم طلب ل..... لانني مهتمة بموضوعمن عدة سنوات و أرغب ان أعمل في هذا المجال في عملي المستقبلي. أقرأ كتب عن.....منذ أن كان عمري تسع سنوات لذلك فأنا أعرف الكثير عن الافكار الأساسية لكنني احتاج أن أتوسع فيم اعرفه.

حاليا ادرس.....، وكمواضيع أساسية في المدرسة و أثق أن هذه المواضيع ستكون مفيدة في مجال عملي المستقبلي الذي سأختاره منذ أن بدأت المدرسة الثانوية و انا عضو في.....المدرسة و كنت مسؤولا عن النادي آخر سنتين.

بعد الانتهاء من امتحاناتي في شهر يونيو اخطط ان أقضي سنة في هذا المساق و سوق أقدم للجامعة لادرس.....اتمنى أن يكون طلبي ناجحا و انني أتطلع للدراسة في كليتكم .

Unit Two

Write your Personal Statement using the following ideas:

- * Your reasons for choosing the course.
- * Mention your ambitions for the future.
- * Mention subjects you are studying.
- * Give evidence that you are the right person.

Personal statement

There are several reasons why I am applying for a course in..... First, it is the language of today's world. Nearly most of our deals are done through it. So I want to learn it in details. Dealing with computer is easy and exciting. My elder brother, a student university at IT college, helped me a lot in developing myself in this topic.

At the moment, I am studying Technology, Maths and English. I have been reading books about this topic for many years now.

At school I helped my teacher doing videos and designing web pages for our school's societies and I was the admin for our computer society page.

Why me? I have many skills that will help me do well in this course. I am good at printing, designing photos and edit them.

I am looking forward to the experience of university life and challenges of studying at this level.

يوجد عدة أسباب لتقديمي طلب لمساق..... اولا أنها لغة العصر . تقريبا تتم من خلالها معظم المعاملات. لذلك اريد أن أتعلمها بكل تفاصيلها. فالتعامل ما الحاسوب سهل جدا ، اخي الكبير طالب جامعي في كلية تكنولوجيا المعلومات ساعدني كثيرا في تطوير نفسي في هذا الموضوع. حاليا أدرس تكنولوجيا و رياضيات و حاسوب و أقرا كتب عن هذا الموضوع منذ سنوات. في المدرسة كنت اساعد معلمتي في عمل الفيديوهات و تصميم صفحات الكترونية لنادي المدرسة و كنت المسؤول عن صفحة نادي الحاسوب. لماذا أنا؟ لأن لدي العديد من المهارات التي ستساعدني في هذا المساق فانا جيدة في الطباعة و تصميم و تحرير الصور. أتطلع إلى خيرة الحياة الجامعية و الدراسة في هذا المستوى.

Unit Three

Write your own story about a strange coincidence or a misunderstanding. (It can be a true story about something that happened to you or someone you know, or a made-up story)

Before writing, think about these points:

Who are the people in the story.

What happened, where and when?

How will you join the story together and what tenses will you use?

A) I was going for an interview. While I was walking to the building, I saw a man drop an empty sweet packet out of his car window. I picked it up and gave it back to him. The men looked embarrassed and said sorry. Because I was a bit early, I went for a coffee and then went to the interview.

As soon as I went in, I recognised the interviewer. It was the same man. Now I was the one who was embarrassed. I was sure he recognised me, but he didn't say anything and the interview carried on as normal.

At the end, he shook my hand and thanked me. He seemed to be smiling about something, but I wasn't sure. He said he would contact me the following week, so I don't know yet whether I got the job or not.

B) Some time ago, I was working at a school in the North of England. I met another teacher there called Martin and we became friends. So I invited him to stay with my family one summer. My brother Tom was staying there too. One day at breakfast, Martin got a watch out of his pocket. Tom saw it and asked if he could have a closer look. We were all amazed when he said it used to be his. To prove this, he pointed to his initials on the back and told us he'd lost it on a beach the year before. Martin then told us that he'd found the watch on the same beach.

كنت متجهة إلى المقابلة و بينما كنت متجهة إلى المبنى قابلت رجلا يرمي كيس حلوى فارغ من شباك سيارته. التقطت الكيس عن الارض و اعدته إليه فشعر الرجل بالحرج و اعتذر. حين دخلت تعرفت على الشخص الذي سيجري معي المقابلة ، هو نفس الرجل، الآن أنا التي أشعر بالحرج و كنت متأكدة أنه عرفني لكنه لم يقل شيء و جرت المقابلة بشكل طبيعي. في النهاية سلم علي و شكرني و كان يبدو أنه يبتسم على شيء ما لكنني لم اكن متأكدة. قال انه سيتواصل معي الأسبوع القادم و لا اعرف حتى الآن أنني سأحصل على الوظيفة أو لا.

يوما ما كنت اعمل في مدرسة شمال انجلترا و قابلت معلما آخر هناك يدعى "مارتن" و اصبحنا أصدقاء. دعوته أن يقضي معي اجازة الصيف معي انا و عائلتي. كان أخي "توم" هناك أيضا. و ذات مرة على الافطار اخرج مارتن ساعة من جيبه ، رأى توم الساعة و طلب منه ان يراها عن قرب. دهشنا جميعا حين قال توم أنها ساعته و ليثبت ذلك أشار إلى حروف اسمه الأولى على الوجه الآخر للساعة و أنه فقدها على الشاطئ العام الماضي و من ثم اخبرنا توم انه وجدها أيضا على نفس الشاطئ .

Unit Four

Plan a questionnaire about social media sites .

Part One: ask about personal information (age, class)

Part Two: ask four questions about social media sites using any questions format such as (open questions, ordering, closed or multiple choice)

A Questionnaire about Technology and Social Media Sites

Part One

1. Which ages group do you fall into ?

10-30 31-45 46-65 66+

2. What is your occupation ?

.....

3. Which mean of communication do you use ?

Desk top (pc) Laptop Smart phone Tablet

4. Do you have an account in any social media sites ?

Yes No

5. Choose what websites you have an account in (you can tick more than one)

Facebook Twitter LinkedIn Other :

6. How much time do you spend on social media sites ?

Minutes 1-2 hour(s) 3-4 hours 5+ hours

Part Two

We shared the questionnaire to people in different ages and the results came as the following

The most age group uses the social media sites is between 10 and 30 years old

85 % of the people goes through internet through phones

95% of the people have an account on at least one of the social websites

People spend an average of one to two hours on the social media site

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Unit Five

Write an essay about (*Old and New Ways of Communication*):

How are technological ways of written communication different from letters , and which purposes or situations are better of different methods.

Communication Methods

People used to write letters for hundreds of years . Nowadays it has been replaced by new communication methods such as texts and chat on social media sites and others . The new methods ,though, have advantages . They are easy and fast to write and for free . However , the old methods like letters take time to be written and sent ;Moreover , it takes long time to reach the receiver .

On the other hand , the new methods of technology have some disadvantages . It makes people use slang language all the time even in formal messages ; besides , people write and send it fast without thinking much about it then sometimes they regret about their words .

Sometimes letter can be better than texting in different situations . For example , when you are sending a personal or formal letter like applying for a job or sending an article to newspaper .

To sum up , new methods of technology have advantages and disadvantages so people will keep sending letters even they are going to use it less than before .

اعتاد الناس على كتابة الرسائل لمئات السنين. حلت محلها هذه الايام وسائل الاتصال الحديثة كالرسائل النصية و الدردشة على مواقع التواصل الاجتماعي.
و مع ذلك الطرق الحديثة لها مميزات فهي سهلة و سريعة الكتابة و مجانية. اما الطرق القديمة مثل الرسائل فتستغرق وقتا في الكتابة و الارسال و أكثر من ذلك انها تستغرق وقتا أيضا في الوصول إلى المستلم.
من ناحية اخرى طرق التكنولوجيا الحديثة لها مميزات حيث يستخدم الناس اللغة العامية طيلة الوقت حتى في الرسائل الرسمية اضافة انهم يكتبون و يرسلون بسرعة دون التفكير بما يكتبون و أحيانا يندمون على كلماتهم .
أحيانا تكون الرسائل أفضل من المراسلات النصية في ظل ظروف مختلفة فعلى سبيل المثال عندما ترسل رسائل رسمية مثل تعبئة طلب لوظيفة او ارسال مقالة لجريدة.
باختصار وسائل التكنولوجيا الحديثة لها مميزات و مساوي لذلك سيظل الناس يستخدمون الرسائل حتى لو بصورة أقل من ذي قبل.

Unit Seven

1) Write a letter to the head of IT company at ALQuds, to arrange work experience week. You can make use of the following ideas:

Explain why you are writing.

Give the dates you are interested in.

Say that you might accept any kind of work.

Introduce yourself.

Say what you are studying.

Offer to provide more details if necessary.

Dear Sir/ Madam,

I am writing to ask if it would be possible for me to do work experience with your company. I am a 16-year-old student at Milton Secondary School and I am trying to arrange a week of work experience at a local company for the week beginning Monday April 20th.

My main subjects next year will be geography, biology and information technology, so it would be perfect if I could spend a week doing something connected with one of these subjects. However, I would be grateful for any experience you are able to offer.

If you need any further information, please contact me at the above address or by email.

I look forward to hearing from you.

Yours faithfully,

2) Write an email to your friend John asking him to do a favour for you in finding a job. You are Chris Harrison and your email is "Chrisharrison@hotmail.co.uk, and your friend's friend is john342@firstnet.com.

From : Chrisharrison@hotmail.co.uk

Sent : 15 January 12:20

To : john342@firstnet.com.

Subject : do a favour

Hello John,

This is just a quick message to ask if you could do me a favour. I'm leaving school at the end of June and I need to find some work. I was just wondering if there were any vacancies at your place. I'm good at languages and IT, so anything using those skills would great. Basically, though, I don't mind what I do.

Could you ask around and see if there's anything suitable?

I've attached my CV in case that would be useful.

Thanks a lot.

Chris

Unit Eight

1) Write a short business letter to a company asking for a copy of their product list, with prices and asking about possible price reduction for large orders.

Dear Sir/Madam,

I am writing to inquire about your products. I would be grateful if you could send us a list of your products, including prices, as we are interested in purchasing quite a large number of your electronics switches. Before placing an order, we would need to know if there is a guarantee on these parts, and how long it is. We would also require delivery within four weeks of placing the order. Could you confirm that this is possible?

We would be grateful if you could send details of methods of payment and whether the prices can be reduced for a large order.

I look forward to hearing from you.

Yours faithfully

C Andretti

Mr Carlo Andretti

Purchasing Manager

Kino Machine Tools

2) Write a reply to the Purchasing Manager at Kino Machine Tools, Mr Andretti, who sent you an inquiry about a list of your products with prices. You are Ms Fay Sutherland, a Production Manager at Bestelec Ltd. In your reply tell him about: the delivery period / the price of the product and the reduction / the way of payment .

You ref: ES/001

Re: possible order for electronic switches

Dear Mr Andretti,

Thank you for your letter. Mr Allen has asked me to reply to your questions.

I am pleased to tell you that we will be able to supply the switches within your required delivery period of four weeks. We are able to offer a 10% reduction. Could you please let us know how many you would need?

Our products have a two-year guarantee. Finally, payment can be made by bank transfer or by cheque.

I look forward to hearing from you.

Yours sincerely,

F Sutherland

Ms Fay Sutherland

Production Manager

Bestelec Ltd

3) Write a business letter from Ms Fay Sutherland, the Production Mnager at Bestelec Ltd, to Mr Andretti, the Purchasing Manager at Kino Machine Tools, asking him for the reasons of not sending the payment for the products they get from Ms Fay's company and also remind him with the full amount .

Your ref. ES/001

Re : payment not received

Dear Mr Andretti

I'm writing with reference to your recent order for switches. These were sent on 7th October, together with a request for payment within 2 weeks. We notice however that we have still not received the payment. To remind you, the full amount was \$1,350, including the 10% reduction. If there is a problem, could you contact me as soon as possible, please?

Yours sincerely,

F Sutherland

Ms Fay Sutherland

Production Manager

Bestelec Ltd

4) Write an email from Mr Carlo Andretti to Ms Fay Sutherland to apologize to her for not sending the payment for the products his company asked for from Ms Fay's company , and explain the reasons for this misunderstanding

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From : Mr Carlo Andretti

Sent : 15 January 12:20

To : Ms Fay Sutherland

Subject : payment not received

Thanks for your message. I am very sorry that you haven't received payment yet. I've made some inquiries and have found the explanation. It seems there was a misunderstanding with the bank. We asked them to transfer the money over two weeks ago. We thought they have done this, but they say they were waiting for the request to be confirmed. I have now done this and the full amount should be in your account within 3-4 days.

Thanks,

Mr Carlo

Unit Nine

1) Write a personal email to your friend John telling him about good news happened to you during the last month. You can make use of these ideas :

* Explaining the event. * Your feeling about it. * What is good and bad about it.



SEND

Hi

I've got some great news to tell you, or some good and some bad actually. First the good part: last week I was chosen as captain of the school team! It's really exciting, but at the same time I must say I feel a bit frightened. Every time something goes wrong, everyone will blame me, even if it's not my fault. Still, I suppose that's all part of being the captain. Last week, I played my first match as captain. We won 3-1, which was good, but here comes the bad part: I hurt my leg. It was my own fault because I was overconfident, trying too hard to score an amazing goal. Anyway, the problem is that I don't think I'll be able to play in the next match.

Enough about me. How are things with you? Please let me know how you're doing.

Bye for now,

Fawzi

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Unit Ten

How to succeed in an interview for a job?

Interviews are an important part of many people's lives. They may be for a job that you really want or a course you're really interested in, but it's hard not to feel that the interview might change your future life. I've done quite a lot of them myself, from both sides of the table, and I've picked up quite a lot of experience.

There is a lot of good advice available. The Internet, for example, is full of articles with tips on how to succeed. Of course, there aren't many tips that fit all situations, but the one basic rule I'd like to pass on is that you need to do some research into the company or course that you're applying for. In other words, preparation is the most important thing you can do.

Even simple advice about what to wear may not be the same for every company or course. There are some situations where arriving in smart business clothes would give people the wrong idea. The only thing that we can say for sure is that it's important to be clean and tidy. Another common tip is to practise answering some of the questions that interviewers often ask. Again, there are lists of these on the Internet. 'Why are you interested in this job / course?' or 'What can you bring to the job / course?' are common ones. I've asked and answered questions like these many times.

Finally, there is the usual advice on how to avoid being nervous. One suggestion you hear a lot is to 'be yourself'. This, however, is much easier to say than to do, in my opinion, because interviews aren't natural situations. The main thing I would say is that if you've done your research well, you will feel more confident and less nervous. So this too comes back to what I said at the beginning: when it comes to interviews, preparation is the key to success

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Unit Eleven

Write a short paragraph about your first day at school or your earliest memory. Add details about what happened and how you felt to make the story more believable, and include one or two events that aren't actually true.

My first day at school is a clear impression of how it felt to be thrown, suddenly and without warning, into a strange new world.

I have got used to my familiar life at home, I don't want to go, so my father have to pick me up and carry me to the school gates. I was confused young boy surrounded by strange adults and older children who are a complete mystery to me. I spends that first day wandering from place to place, obviously with no idea of why I'm there or what I'm expected to do, and when I get home that afternoon, in a very bad mood, I announce that I have no intention of going there again.

I suppose that this was just one unpleasant, confusing day I respond when my sisters ask me why I didn't like school. 'They promised me a present, but they never gave it to me,' I reply . One of the teachers, I explain, had said to me : 'You just sit over there for the present.' 'I sat there for hours, but I never got it.'



Good Luck

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