

لمزيد من المواد التعليمية زوروا موقع المتقدمون



دوسية

مواضيع التعبير

توجيهي

2020 / 2019

إعداد وتنسيق:

أمانى بركات و رشدي عامر

English Teachers:
Amanie Barakat & Rushdi Amer



U:1

Application Form / نموذج تقديم طلب

Age:.....

Name:

Title of course you are applying for: عنوان الدورة او الموضوع الذي تريد التقديم له
Technology studies.

الفقرة الاولى تتحدث عن الموضوع الذي تريد التقديم له وسبب اختيارك لهذا الموضوع
I am applying for this course because I have been interested in the field 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 technological science since I was ten years old, so I know quite a lot about the basic ideas, but I need to extend what I already know.

الفقرة الثانية تتحدث عن خبراتك وتجاربك الخاصة في هذا المجال
At the moment I am studying Physics and Math and English as my main subjects at school, and I believe these subjects will all be useful in the career I have chosen since I started secondary school, I have been a member of the school technology society for the last two years.

الفقرة الثالثة وهي الخاتمة لطلبك, في هذه الفقرة تتمنى ان يكون طلبك ناجحا وان يتم قبوله من قبل الجامعة .

After I have finished my final exams in June, I plan to spend a year doing this course, and I will then apply to university to study technological science. My general aim is to study IT specially its impact on computer studies. I believe this is one of the most important branches that can fulfill my goals. I hope my application is successful, and I am looking forward to studying at your college.

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نقوم بتغيير الكلمات التي تحتها خط حسب التخصص الذي يتم تزويد الطالب به في الامتحان

U:2

Personal Statement

****Write your own personal statement to apply for a specific course in the university:**

لماذا أنت متقدم لهذا التخصص ؟

There are several reasons why I am applying for a course in _____. I am applying for this because I have been interested in such fields since I was young and it developed through time. In fact, I would love to work in this field as a career in the future. I am sure this is where my future is.

ما الذي فعلته فيما يتعلق بهذا التخصص ؟

At the moment, I am studying _____, _____ and _____ as my main subjects at school, and I believe these subjects will all be useful for the career I have chosen. I have been reading books about it, so I know a lot about the basic ideas, but I need to extend what I already know. Actually, I used to volunteer in related societies after school to have more experience.

لماذا تعتقد بأنك مناسب لهذا التخصص ؟

I believe I am the right person for this major because I practiced the skills needed for it and I enjoyed doing it. As you can see from the attached files, I got high grades in my school and different related courses. I hope the information I have given you is enough for you to accept me for this course.



U:3

Story of a Strange Coincidence

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:

1. **Who are the people in the story?**
2. **What happened, where and when?**
3. **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 man 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 recognized the interviewer. It was the same man. Now I was the one who was embarrassed. I was sure he recognized 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.



U:4

A Questionnaire

Writing (20 points)

Question Number Six: (10 points)

Part one: (10 Points)

هذا القسم إجباري

Read the results of the questionnaire about studying for an exam by 30 males and 30 females. Then write a summary of the results.

Questions	Males	Females
When do you study for the exam?	80% the day before the exam	70% daily
Where do you study?	60% in the living room while sitting with the family	80% in special rooms
How often do your parents help you?	60% always 40% often	50% sometimes 50% rarely
How do you study ?	70% while listening to music	60% quietly\ no sound
Do you study alone or with friends?	60% with friends	70% alone

A questionnaire Summary

We asked sixty students (males and females) how they study on the exams and this is a summary of the results.

80% of the males said that they study on the day before the exam, while 70% of the females study every day. When they were asked about the place of studying, 60% of the males said they study in the living room with the family compared with 80% of the females who study in special rooms. 60% of the males always ask for their parents' help and 40% often ask for help. However, half of the females sometimes ask for their parents' help and the other half rarely ask. About the way to study, 70% of the males study while listening to music. On the contrary, 60% of the females prefer to study quietly. Finally, when asking whether the students were solitary or social learners, 60% of males said they study with friends, while 70% of the females study alone.

From the results of the questionnaire, we see the difference in the studying habits between males and females.

U:5

Letters V.S Emails

Modern written communication methods are widely used all over the world. Letters have been less popular than messages, emails and social media sites.

It is an unquestionable fact that modern communication methods save time and effort. You can contact anyone around the world easily, quickly and cheaply. Some sites offer free services that allow you to contact others all the time without restrictions.

In contrast, letters can be used 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 a newspaper.

I believe that modern communications methods will replace letters because they are more effective and less expensive. However, letters are still used especially by old people.



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Progress Test

Your Favourite School Subject

Write a paragraph (100–150 words) about your favourite school subject. Include the following information.

- ▶ What subjects you are learning at school this year
- ▶ Which ones you like best and are most interested in
- ▶ Why you like the subject
- ▶ How long you have been studying the subject
- ▶ Which area of the subject you find most interesting
- ▶ What you would like to do with the subject in the future.

It can be a fact to say that Education is a vital thing in our life. At the moment, we are at the middle of the first semester of the school (Tawjihi) and we are learning many subjects such as Arabic, English, Math, science, IT , ..etc.

My favourite school subject is Mathematic for many reasons. First, it is an exciting subject because it makes me creative and open minded; moreover, I always get high marks in tests. In fact, mathematics is simple to me because every question can be done logically. Besides, you don't need to remember specific dates such as in History or draw a map like geography. Although I don't spend much time reading it, I get the best grades in school. I have been learning this subject for eleven years since I started school.

Finally, I can say that every human has his own abilities and skills. I feel math is where my future is because I will specialize in methods of teaching math at university. I would like to work in this field as a career in the future.

U:7

A. Informal Enquiry email: (رسالة شخصية) ايميل للاستفسار عن شواغر عمل

From: aaa@hotmail.com

To: bbb@hotmail.com

Subject: a favour

Hi (name), اسم المرسل إليه,

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 be 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.

Best wishes,

Sender's name (اسم المرسل)

B. Formal Enquiry letter: (رسالة رسمية) رسالة استفسار عن شواغر عمل

Dear Sir/Madam,

I am writing to enquire about possible vacancies with your company. I am currently looking for employment as I am due to leave school at the end of June. I have good language and IT skills, which I hope would make me suitable for various jobs. I enclose my CV and would be grateful if you could keep it on file in case of any future opportunities. If you need any further information, please contact me. Thank you very much for your help.

Yours faithfully,

Sender's signature (توقيع المرسل)

Sender's name (اسم المرسل)



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- C. You are a student at Milton Secondary School. Write a letter to a company to arrange a work experience week. Make use of the following ideas.

Introduce yourself/say that you might accept any kind of work/explain why you are writing/give the dates you are interested in/offer to provide more details if necessary/say what you are studying.

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 IT, so it would be perfect if I 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,
Your faithfully,

English Teachers:
Amanie Barakat & Rushdi Amer

U:8

Business Letters and Formal Emails

1. Write a short business letter to a company asking for their product list, with prices and asking about possible price reduction for large orders. السؤال عن منتجات الشركة والأسعار والخصومات

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 electronic 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 (التوقيع)
Mr. Carlo Andretti (الاسم)
Purchasing Manager (المسمى الوظيفي)
Kino Machine Tools (اسم الشركة)



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U:8

2. Write a reply to the Purchasing Manager 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 him about: the delivery period / the price of the product and the reduction / the way of payment. رد على الرسالة السابقة من ناحية موعد التسليم واسعار المنتجات والخصومات وآلية الدفع

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,
Fay Sutherland
Production Manager
Bestelec Ltd

U:8

3. Write a business letter from Fay Sutherland, the Production Manager at Bestelec Ltd, to Mr. Andretti, the Purchasing Manager at kino Machine Tools, asking him for the reason of not sending the payment for the products they get from Ms. Fay's company and also remind him with the full amount. سبب عدم ارسال ثمن المنتجات وتذكيره بالمبلغ الكامل

Re: Payment not received

Dear Mr. Andretti,

I am writing with reference to your 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 \$1350, including the 10% reduction. If there is a problem, could you contact me as soon as possible, please?

Yours sincerely,
Fay Sutherland
Production Manager
Bestelec Ltd



U:8

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 reason for this misunderstanding. الاعتذار عن تاخر دفع ثمن المنتجات وتوضيح سوء الفهم الواقع بسبب ذلك

From: Mr. Carlo Andretti

Sent: 15th 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 have 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 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



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U:9

A. A personal Email:

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.

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 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 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

B. A report of an event for school magazine

This was yesterday afternoon, when I watched a match between Barcelona and Real Madrid, and I had a mazing time watching it.

Barcelona took the lead after ten minutes and they kept defending strongly. At the last minute of the first half, a Real Madrid striker (Gareth Bale) fell down after a hard challenge from Barcelona, the referee was fair to give him a free kick.

In the second half, Barcelona tried to score another goal. Messi took over the match and scored another goal, it seemed that Barcelona would win the game until the last equalizer from Ronaldo.

In general, I think that this game was exciting and fair, the players from both teams played professionally too.

U:9

OR:

The match between our school football and the team from Hill Road School was one of the most exciting matches I've ever seen. Both teams played very well, and I was particularly impressed by the Hill Road team's determination and energy.

Right from the kick-off, this match was played at full-speed. Hill Road scored their first goal in the first fifteen minutes, but our team also managed to score a goal before half-time. After half-time the game was just as fast, and our team scored two goals very quickly. The Hill Road team did everything they could to take the lead again, but they only managed to score one more goal. Unfortunately, there was a rather unpleasant incident when a Hill Road defender fouled one of our strikes. In my opinion, the Hill Road defender should have been sent off, because his foul could have led to a serious injury. The referee gave us a penalty kick, which our left winger took brilliantly; that was our third goal.

The final score was 3-2, and I think our victory was well-deserved. The Hill Road team congratulated us and I was impressed by that. On a less positive note, I think the Hill Road defender should have apologized for his dangerous tackle, but instead he started arguing with the referee about the penalty. This was not a good example of how to play team sports.

Apart from that incident, it was a great match which our team will remember for a long time. It's unfortunate that the actions of one player will cloud those memories.



U:10

Summary

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 practice 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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U:10

A summary

All students aren't the same so decide what works best for you. But some advice is good for nearly everyone: write a revision timetable and keep to it. Always work in the same place. Summarise your notes – use diagrams and coloured pens to highlight important information. Take short breaks to let your mind have a rest. Have enough sleep, you can't work properly when you're tired.

Or:

Interviews are important because they can change your life. There is a lot of advice available, but most of it doesn't fit all situations. Thinking about clothes, the most important thing is that they should be clean and tidy.

It's a good idea to practice answering questions. If you're worried about feeling nervous, good preparation will help you to be more confident. So, the most important general rule is that preparations the key to success.

U:11

Personal memories

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.

It was an unforgettable 3-day trip to the countryside to visit my grandparents last spring holiday. My family decided to go on foot whereas my brother decided to go by bike.

It was an unforgettable because we all wanted to enjoy the spring season there. As expected, the air was so great and clear. We felt very excited about this place, everything was green. After having lunch at my grandparents' house, we took a short walk around and made all preparation to go to the field with grandparents in the afternoon. The mountains beside the field were full of beautiful trees. we had a joyful and a lot of dishes cooked with in the evening.

On the next day, we got up early and drove bicycle around the village. The traffic was not heavy of course. We went along the small roads, had lunch under the shade of an old tree and saw the children play with kites in the afternoon. The wind made us feel relaxed and peaceful.

It was such a memorable travel of mine, we felt very happy during the visit to the countryside, and all sorrow was disappeared!



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