

24. Who do you think will win the race -
 a. . b. , c. ! d. ?
25. Mr Mohammed lives in Aswan..... his brothers live in Assuit.
 a. , b. " " c. ; d. .
26. What's the punctuation mark indicating a question called?
 a. a question tag b. a question word c. a question mark d. a question sign
27. What is missing from the following sentence?
 The day which happens to be Tuesday is hot and windy.
 a. An exclamation mark b. A semi-colon
 c. Commas: one after "happens" and one after "hot"
 d. Commas: one after "day" and one after "Tuesday"
28. Which of these is used to convey proportions?
 a. Comma b. Semicolon c. Colon d. Hyphen
29. Which sentence would mean that Omar is being invited to eat?
 a. Let's eat Omar! b. Let's eat: Omar! c. "Let's eat, Omar"? d. Let's eat, Omar!
30. Which of the following sentences has the correct punctuation?
 a. Omar, and Ali who have always been friends, no longer talk to each other.
 b. Omar and Ali who have always been friends no longer talk to each other.
 c. Omar and Ali, who have always been friends, no longer talk to each other.
 d. Omar and Ali, who have always been friends, no longer, talk to each other.
31. "I offered the children bananas peachespears and plums." What punctuation marks do we need in the spaces?
 a. , b. ; c. . d. :.
32. The is used after a word used to address a person.
 a. colon b. semi-colon c. apostrophe d. comma
33. He was a man without a plan..... a rebel without a cause.
 a. . b. ! c. ? d. ,
34. You must leave a space every comma in a sentence.
 a. before b. after c. around d. between
35. Miss Lamees class is the best class at school!
 a. s' b. 's c. ' d. b & c
36. To, she agreed to marry a man of her father's age.
 a. everybody's surprise b. everybodys surprise
 c. everybodys' surprise d. everybody's surprise
37. Mr Ashraf is a self made man.
 a. , b. ; c. . d. :.
38. Which of these is used between sentences which are grammatically independent?
 a. apostrophe b. Colon c. Comma d. Hyphen
39. I haven't seen Esraa today, said Tom.
 a. " 'apostrophes b. " " speech marks c. , , commas d. () brackets

52. Which of the following sentences has the correct punctuation?

- a. My daughter loves mobile games, my son likes football.
- b. My daughter loves mobile games; my son likes football.
- c. My daughter loves mobile games my son likes football.
- d. My daughter loves mobile games: my son likes football.

53. Which of the following sentences has the correct punctuation?

- a. Here is what you need to get at the market beans, eggs, cheese and bread.
- b. Here is what you need to get at the market: beans eggs cheese and bread.
- c. Here is what you need to get at the market; beans, eggs, cheese and bread.
- d. Here is what you need to get at the market: beans, eggs, cheese and bread.

54. Which of the following sentences has the correct punctuation?

- a. The window was open I looked out over the green landscape.
- b. The window was open, I looked out over the green landscape.
- c. The window was open: I looked out over the green landscape.
- d. The window was open; I looked out over the green landscape.

55. Which of the following sentences has the correct punctuation?

- a. The school trip has three supervisors Mr Taha, Mr Radwan and Mr Ahmad Sobhy Rakhia.
- b. The school trip has three supervisors: Mr Taha, Mr Radwan and Mr Ahmad Sobhy Rakhia.
- c. The school trip has three supervisors, Mr Taha, Mr Radwan and Mr Ahmad Sobhy Rakhia.
- d. The school trip has three supervisors; Mr Taha, Mr Radwan and Mr Ahmad Sobhy Rakhia.

56. Which of the following sentences has the correct punctuation?

- a. I read Treasure Island, my friend read King Lear.
- b. I read Treasure Island; my friend read King Lear.
- c. I read Treasure Island: my friend read King Lear.
- d. I read Treasure Island my friend read King Lear.

57. Which of the following sentences has the correct punctuation?

- a. The airport announcer said: "The 8:30 p.m. flight to Dubai is now boarding."
- b. The airport announcer said "The 8:30 p.m. flight to Dubai is now boarding."
- c. The airport announcer said, "The 8,30-p.m. flight to Dubai is now boarding."
- d. The airport announcer said; "The 8:30 p.m. flight to Dubai is now boarding."

58. Which of the following sentences has the correct punctuation?

- a. Humanity has only one thing left: hope.
- b. Humanity has only one thing left; hope.
- c. Humanity has only one thing left, hope.
- d. Humanity has only one thing left, "hope."

59. Which of the following sentences has the correct punctuation?

- a. While we were walking by the Nile; the moon rose.
- b. While we were walking by the Nile. The moon rose.
- c. While we were walking by the Nile, the moon rose.
- d. While we were walking by the Nile; then, the moon rose.

60. Which of the following sentences has the correct punctuation?

- a. Opening the door quietly the two officers surprised a thief as he was putting the money in his bag.
- b. Opening the door quietly, the two officers surprised a thief as he was putting; the money in his bag.
- c. Opening the door quietly; the two officers surprised a thief as he was putting the money in his bag.
- d. Opening the door quietly, the two officers surprised a thief as he was putting the money in his bag.

61. Which of the following sentences has the correct punctuation?

- a. If you don't understand, keep your questions till the end of the lecture.
- b. Please keep your questions till the end of the lecture. If you don't understand.
- c. Please keep your questions till the end of the lecture; if you don't understand.
- d. If you don't understand; please keep your questions till the end of the lecture.

62. Which of the following sentences has the correct punctuation?

- a. I have a bad cold, consequently, I won't come to your birthday party.
- b. I have a bad cold consequently I won't come to your birthday party.
- c. I have a bad cold; consequently, I won't come to your birthday party.
- d. I have a bad cold and consequently, I won't come to your birthday party.

11. What is the function of a colon?

- a. To indicate a series of options.
- b. To remove water from digested food in the intestine.
- c. To use when commas get boring.
- d. To indicate that a new sentence has begun.

12. Which of these is not a punctuation mark?

- a. Full stop
- b. Hash tag
- c. Comma
- d. Colon

13. Which of the following can be used to express strong feelings in written English?

- a. a quotation mark
- b. an exclamation mark
- c. a question mark
- d. a period

14. Watch out for your broken arm

- a.,
- b.!
- c.?
- d.;

15. The is found in the Middle East.

- a. red sea
- b. Red sea
- c. red Sea
- d. Red Sea

16. Stand up now

- a.?
- b.. .
- c.!
- d.:

17. Choose the statement with the correct punctuation.

- a. My uncle who lives in Assuit is a doctor
- b. My uncle, who lives in Assuit is a doctor
- c. My uncle who lives in Assuit, is a doctor
- d. My uncle, who lives in Assuit, is a doctor.

18. When will you return to our city.....

- a.?
- b.. .
- c.;
- d.!

19. "Full stops" are also called

- a. dates
- b. periods
- c. endings
- d. points

20. Which example would not have an exclamation mark at the end?

- a. Let me out of this box
- b. I'm going to get some juice, want some
- c. Punctuation is my best friend
- d. There is no such thing as English

21. She asked what time the department meeting would start

- a. .
- b.,
- c.;
- d.?

22. The full stop is used at the end of a / an

- a. statement
- b. question
- c. exclamation
- d. inquiry

23. Wow..... You really obtained a gold medal in the Olympics.

- a.?
- b.. .
- c.;
- d.!

Exercise on Punctuation

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

1. Punctuation is a system of symbols that we use in language.
a. spoken b. written c. heard d. said
2. What are the symbols used in punctuation called?
a. punctuals b. punctuality c. punctuations d. punctuation marks
3. Which of the following are examples of punctuation marks?
a. commas and full stops b. dollar and pound signs
c. plus and minus signs d. rhymes and rhythm
4. Everybody at the school, including the teachers and are happy when summer holiday starts.
a. students b. students; c. students, d. students:
5. Choose the statement with the correct punctuation.
a. I met a clever Egyptian woman. b. I met a clever, Egyptian woman.
c. I met a clever Egyptian, woman. d. I met a clever, Egyptian, woman.
6. This is utterly incredible
a. . b. : c. ; d. !
7. Quotation marks are put the words being quoted.
a. between b. before c. after d. b & c
8. Which of these is used to separate was short clauses of a compound sentence?
a. Colon b. Full stop c. Semicolon d. Comma
9. Which description best suits the full-stop?
a. A dot at the end of a sentence which leads to the next sentence.
b. A dot at the end of a sentence indicating that the sentence is complete.
c. A curve in a sentence indicating when the sentence should finish.
d. A dot in a sentence.
10. When should you use an apostrophe?
a. For a contraction (where letters are missing).
b. When an independent clause is attached to a dependent clause.
c. To indicate possession (where a noun owns something).
d. a & c

17. Choose the best topic sentence:

... He always takes the time to listen to the details of my complaints. When I was in the hospital, he came to visit me. He always makes sure I get the medication I need. Several of my friends now go to see him, and they like him as much as I do!

- a. I love my father. b. Seeing a doctor has become very expensive.
c. I am very happy with my doctor. d. It is hard to find a good doctor.

18. Choose the supporting sentence(s) for this topic sentence:

I have to look for another job.

- a. I am lucky that I still have a job.
b. The commute is very long.
c. As we now have another child, my salary isn't enough for our family.
d. b & c

19. Read the following paragraph, then choose the correct topic sentence.

The way a bird flies often shows what it is doing. When it is flying to warmer places for winter, it flies straight. When it is catching insects, it moves about in many directions.

- a. The way a bird flies often shows what it is doing.
b. When it is flying to warmer places for winter, it flies straight.
c. When it is catching insects, it moves about in many directions.
d. None of the above.

20. Choose the best topic sentence:

..... Most people who earn the minimum salary are trying to support families with it. No one working full-time and earning the minimum salary makes enough money to pay for their necessities. If we raise the minimum salary, families will have more money to spend, and therefore other businesses will make more money. For so many reasons, it is the best thing to do.

- a. This economy is especially hard for small business owners.
b. It is due time to raise the minimum salary.
c. We must worry about jobs, not salaries.
d. Parents in Cairo have a lot of expenses.

21. Choose the supporting sentence(s) for this topic sentence:

Parents should not allow young children to cross this busy road on their own.

- a. Cars are always speeding down that avenue.
b. Last year, two children were injured while crossing that street.
c. There are many good restaurants on that street. d. a & b

6. What is smooth and logical flow of sentences in a paragraph called?
a. Unity b. Emphasis c. Coherence d. Incoherence
7. Which of the following would be the best topic for an argument paragraph?
a. Green is my favorite color. b. War can lead to many deaths.
c. The new law was a wise decision. d. Lions eat meat.
8. Which paragraph tells a story?
a. Descriptive paragraph. b. Persuasive paragraph.
c. Expository paragraph. d. Narrative paragraph.
9. How should the topic sentence of a paragraph be?
a. As broad and general as possible. b. Always about science.
c. Broad enough to explicate with the topic. d. Something the writer is interested in.
10. How many sentences should be there to form a paragraph?
a. Two sentences are enough for being called a paragraph.
b. At least three sentences must be there.
c. At least five sentences are required for a paragraph.
d. It doesn't really matter how many sentences are there.
11. Which is an example of cause-and-effect sentence?
a. Sama used to play video games for hours, that's why her eyesight has become weaker.
b. Sama played video games and the Internet slowed down.
c. Sama stopped playing video games when she started school.
d. Sama bought a new game after Rody did.
12. A transition is
- a. signal words that help organize a paragraph, using time order or listing order.
b. a series of sentences about one main idea, or point.
c. the sentences that express the main point, or idea, of a paragraph.
d. reasons, examples, and other details that support the main point of the paragraph.
13. A topic sentence is
- a. reasons, examples, and other details that support the main point of the paragraph.
b. a sentence with signal words that increase effectiveness of organization.
c. a way to conclude the paragraph so the reader knows what the entire paragraph was about.
d. the sentence that expresses the main point, or idea, of a paragraph.

Questions & Answers

1• What is a closing (concluding) sentence? ما هي جملة الخاتمة ؟

- A closing sentence is the last sentence in a paragraph.

2• What does a closing sentence do? ماذا تفعل جملة الخاتمة ؟

- It restates me the main idea of a paragraph.

3• How do I write a closing sentence? كيف أكتب جملة خاتمة ؟

- Restate the main idea of the paragraph using different words.

An illustration of the parts of a paragraph

رسم توضيحي لأجزاء الفقرة الإنشائية

Topic Sentence

Supporting Sentences



Tourism is one of the important activities for Egypt.



It is one of the main sources of national income. It provides thousands of jobs for people who support their families. It also provides some sort of cultural exchange.

Tourism is an important pillar of Egypt's economy.



Concluding Sentence

63. Which Paragraph is punctuated correctly?

- a. Othman had a hard time selling cabbages, carrots and garlic. His mothers organic fertilizers might be to blame as it's pretty smelly and can't be touched without the use of gloves?
- b. Othman had a hard time selling cabbages. Carrots and garlic. His mothers organic fertilizer might be to blame as it's pretty smelly and can't be touched without the use of gloves!
- c. Othman had a hard time selling cabbages, carrots and garlic. His mother's organic fertilizer might be to blame as it's pretty smelly and can't be touched without the use of gloves.
- d. Othman had a hard time selling cabbages, carrots; and garlic. His mother's organic fertilizer might be to blame, as it's pretty smelly and can't be touched without the use of gloves.

WPS Office

The main parts of the essay الأجزاء الرئيسية للمقال

1) Introduction المقدمة

◀ هي الفقرة الأولى في المقال وتطرح الفكرة أو الهدف من كتابة الموضوع، وكيف يتم عرض الأفكار.

بعض الجمل الافتتاحية التي تصلح لموضوعات المقالات الإيجابية

بالنسبة للطالب الذي لا يجيد الكتابة، هناك مقدمات يمكن أن تساعدك مثل:

► We all agree that ... is one of the most important things in our life and has its vital role nowadays.

نتفق جميعًا أن ... واحد من أهم الأشياء في حياتنا وله دورًا حيويًا هذه الأيام.

► We all agree that ... is (are) very necessary and plays (play) an important part in our life.

► No one can deny that ... plays a very important role in our life.

لا يستطيع أحد أن ينكر أن ... يلعب دورًا هامًا في حياتنا.

► There is no doubt that this subject has affected our thought and caused a great impact on us.

لا شك أن هذا الموضوع قد أثر على فكرنا وأحدث تأثيرًا علينا.

بعض الجمل الافتتاحية التي تصلح لموضوعات المقالات السلبية

► There is no doubt that ... is one of the most dangerous phenomena in our life and has its bad and negative effects nowadays.

مما لا شك فيه أن ... هي واحدة من أخطر الظواهر في حياتنا وكذلك له أثره السينة والسلبية في وقتنا هذا.

2) Body: الموضوع (الجزء الرئيسي)

لابد من تقسيم الموضوع لعدد من الأفكار وتحدث عن كل فكرة في فقرة مستقلة. استخدم جمل بسيطة وواضحة.

(3) Conclusion: الخاتمة (الخلاصة)

غالبًا ما تتضمن فقرة الخاتمة ملخصًا للأفكار التي تم التعبير عنها أو النتيجة التي وصلت إليها.

هذه النتيجة قد تكون نصيحة أو تحذير أو إعطاء رأي أو غيره.

بعض الجمل الختامية التي يمكن استخدامها في الفقرات الختامية للمقال

Finally, it is quite clear that is really

To sum up, one can say that ... is really ...

For positive themes لموضوعات ايجابية

We all agree that is one of the most important things in our life and has its vital role nowadays.	نتفق جميعاً أن.....واحد من الأشياء المهمة في حياتنا و له دوراً حيوياً هذه الأيام.
We should put into consideration that has become one of the most important things in everyone's life.	يجب أن نضع في الاعتبار ان..... قد أصبح واحدا من أهم الاشياء في حياة كل شخص.
No one can deny that we owe much to which play(s) an important role and active part in our life.	لا ينكر أحد أننا ندين بالكثير ل.....الذي يلعب دوراً هاماً وفعالاً في حياتنا.

For negative themes سلبية لموضوعات

We all see that...stands as an obstacle in the way of our progress.	نرى جميعاً أن.....يقف كعقبة أمام طريق تقدمنا.
There is no doubt that is one of the most dangerous problems in our life as it has bad effects on us.	مما لا شك فيه أن.....واحدة من اخطر المشاكل في حياتنا لأنها لها اثر سيئة علينا.
We all believe that is really serious and harmful nowadays and has bad effects on all of us.	نعتقد جميعاً ان..... خطيراً و ضاراً هذه الأيام وله أثر سيئة علينا جميعاً.

For advantages and disadvantages themes لموضوعات مزدوجة

There is no doubt that is a double edge weapon that has both advantages and disadvantages.	مما لا شك فيه أن.....يعتبر سلاح ذو حدين لما له من مميزات وعيوب.
In fact that is considered a mixed blessing in our life.	حقيقة أن.....يعتبر سلاح نعمة ونقمة في وقت واحد في حياتنا.

ماذا عن صلب الموضوع؟ What about the body?

يمكنك استخدام هذه الروابط للربط بين الجمل

on one hand	من ناحية	one the other hand	من ناحية أخرى
in addition to that	بالإضافة إلى ذلك	moreover	علاوة على ذلك
hence	ومن ثم	at the same time	في نفس الوقت
and as a result of this,	ونتيجة لذلك	more than that	أكثر من ذلك
over and above	مضافا إلى ذلك	consequently	نتيجة لذلك
there is no doubt that	مما لا شك فيه	last but not least	وأخيرا وليس آخرا
as far as I am concerned	كما أراي	another thing is that	شيء آخر هو ان

الجملة التالية يمكن ان توضع وسط الموضوع لربط المقدمة بالموضوع الرئيسي وهي تناسب جميع الموضوعات.

- In addition to what I have written aboutbefore, I can add that.....

ابدا جملتك بالعبارات التالية للتوكيد

Everyone knows that + جملة	الجميع يعرفون ان
I reveal no secret when I say that + جملة	لا افشي سرا عندما نقول ان
It can't be denied that + جملة	لا احد يمكنه ان ينكر ان
It is crystal clear that + جملة	من الواضح تماما ان
It is known that + جملة	من المعروف ان

يجب أن تتطابق التحية عبر البريد الإلكتروني مع طبيعة موضوع بريدك الإلكتروني، ولا تتخط هذا الجزء إلا إذا كنت تتبادل إرسال البريد الإلكتروني ذهاباً وإياباً بسرعة مع شخص ما في محادثة افتراضية.

الموضوع 5- Body

The email body contains the message of the email. Effective emails keep their email bodies short and add more extensive information to the attachments. For formal emails, such as messages to an employer or emails to your teacher, it's best to avoid common email abbreviations.

يحتوي موضوع البريد الإلكتروني على رسالة (هدف) البريد الإلكتروني، ولكي تكون رسائل البريد الإلكتروني فعالة لابد أن تكون قصيرة تضاف المعلومات التفصيلية إلى المرفقات. وبالنسبة إلى رسائل البريد الإلكتروني الرسمية مثل الرسائل إلى صاحب العمل أو رسائل البريد الإلكتروني إلى معلمك فمن الأفضل تجنب الاختصارات الشائعة في البريد الإلكتروني.

الخاتمة 6- closings

The closing you choose should match the tone of the rest of the email. Formal closings include "Sincerely" and "Thank you," while more friendly messages can use "Talk to you soon!" or "See you later!"

يجب أن تتماشى الخاتمة التي تختارها مع طبيعة موضوع البريد الإلكتروني، وتشمل الخواتيم الرسمية عبارات مثل "مع خالص الشكر و شكرا لك ، بينما يمكن للرسائل الأكثر ودية استخدام عبارة "أتحدث إليك قريباً؟" أو "أراك لاحقاً"

التوقيع الإنهاء 7- Signature / sign-off

Friendly emails might sign off with the sender's name. But many business email accounts have signature sections that include the sender's position, company and even company logo. These extended signatures are helpful when reaching out to clients or employees from other companies.

قد يتم توقيع رسائل البريد الإلكتروني الودية باسم المرسل، لكن العديد من حسابات البريد الإلكتروني للأنشطة التجارية بها أقسام توقيع تتضمن منصب المرسل و شركته وحتى شعار الشركة، وهذه التوقيعات التفصيلية مفيدة عند التواصل مع العملاء أو الموظفين من الشركات الأخرى.

• Important notes :

- الجزء الذي يسبق (@) في عنوان البريد الإلكتروني يسمى (user name)
- الجزء الذي يتبع (@) في عنوان البريد الإلكتروني يسمى (domain name)
- لفتح البريد الإلكتروني تحتاج ل (user name) و (password)

Exercise on Email Writing

❖ Choose the correct answer from a ,b,c ord:

1. The word 'email' stand for..... mail.
a. black b. Electric c. Electronic d. everywhere
2. Which could be a valid E-mail address?
a. <http://www.education.gov> b. letter://www.education.gov
c. [mail://www.education.gov](mailto://www.education.gov) d. moasser@exams.com
3. What is a '.com' in a web address mean?
a. Comedy b. Communication c. Command d. Commercial
4. What is used to separate the two parts of an email address?
a. @ b. * c. :// d. #
5. The..... is the part of an e-mail message that contains the address of the sender and recipient.
a. body b. header c. footer d. closing
6. You can send a / an with an e-mail.
a. attachment b. SMS c. letter d. envelope
7. The first part of your email address before the '@'is called your .
a. username b. password c. domain name d. address
8. The second part of your email address after the '@' is called your
a. username b. password c. domain name d. address
9. To sign into your account, you will need your username and your .
a. title b. password c. domain name d. address
10. An inbox is where you can find mail.
a. trash b. deleted c. sent d. received
11. In an email message, the-line is where you type the email address of the recipient.
a. to b. from c. subject d. into
12. An attachment can be
a. digital photos b. documents c. jewellery d. a & b

13. You should never

- a. write impolite things to the person you are emailing
b. attach unnecessary files to your email message
c. ask for or give out personal information
d. all of the above

14. A good rule to follow is to

- a. reread your message before you send it
b. write things that make sense
c. use a spellcheck
d. all of the above

15. You should check your inbox.....

- a. every single minute of the day
b. when you are told to
c. often
d. when the mailbox is full

16. Before you send an email,

- a. make sure you have the correct email address
b. reread the email and correct any errors
c. make sure your message will not make anyone feel bad
d. all of the above

17. Your closing of an email when you open with: (Dear Sirs / Dear Sir or Madam; /To whom it may concern) should be.....?

- a. Take care, b. Bye, c. Yours faithfully, d. Hi

18. In an informal email you could write

- a. Yes, I've got your message.
b. I have received your email about.
c. No abbreviations
d. all the above

19. If you don't know the person's name in a formal email, you could write.....

- a. You! b. Dear Sir, c. Dear Madam, d. Dear Sir/Madam,

20. If you close your email with 'Yours sincerely', you could have opened with

- a. Dear Mr, b. Dear Mum, c. Dear Rania, d. Hi Guys,

21. To give options, which linking word should you use in this sentence:

"I like watching TV listening to music in my spare time."

- a. and b. or else c. besides that d. as well

22. When you know the person well and have an informal business relationship use to close an email.

- a. Yours sincerely, b. Yours faithfully, c. Best wishes, d. Bye,

Writing Skill



كتابة رسائل البريد الالكتروني

Part four

WPS Office

• What are the characteristics of a good essay? ما هي خصائص المقال الجيد؟

الترابط المنطقي المنطقي	Coherence	An essay should be organized logically, flow smoothly, and «stick» together. In other words, everything in the essay should make sense to a reader.
دقة اللغة	Coherence	An essay should be written in a generally correct standard English, with complete sentences, and be relatively error-free. بشكل عام يجب كتابة المقال باللغة الإنجليزية القياسية الصحيحة ، وباستخدام جمل كاملة، وأن يكون خالية نسبيا من الأخطاء.
تطوير الفكرة	Development	Each paragraph should support or expand the central idea of the essay. The idea of each paragraph should be explained and illustrated through examples, details, and descriptions. يجب أن تدعم أو تطور كل فقرة الفكرة المركزية للمقال. ويجب شرح فكرة كل فقرة وتوضيحها من خلال الأمثلة والتفاصيل والأوصاف.
التركيز	Focus	An essay should have a single clear central idea. Each paragraph should have a clear main point or topic sentence. يجب أن يكون للمقال فكرة مركزية واحدة واضحة، ويجب أن تحتوي كل فقرة على نقطة رئيسية واضحة أو جملة موضوع.
الارتباط (أحادية) الفكرة	Unity	Every paragraph in an essay should be related to the main idea. Each paragraph should stick to its main point. يجب أن ترتبط كل فقرة في المقال بالفكرة الرئيسية، ويجب أن تلتزم كل فقرة بفكرتها الرئيسية.

What are the best steps of essay writing?

ما هي أفضل الخطوات لكتابة المقال؟

1. Create a thesis statement (Choose a topic) اكتب الجملة الرئيسية .
2. Make an outline حدد الخطوط العريضة (الشكل العام)
3. Begin with the body, not the introduction . ابدأ بالمتن وليس المقدمة.
4. Begin each paragraph with a topic sentence . ابدأ كل فقرة بجملة رئيسية
5. Conclude your essay about اكتب الخاتمة.
6. Write your introduction اكتب المقدمة.
7. Revise and proofread راجع وصحح الأخطاء

What about the conclusion? ماذا عن الخاتمة؟

الخاتمة إيجابية او سلبية

From what we have mentioned above we can say that due attention must be paid to this matter and never be neglected as it is very important (serious).

مما ذكرناه اعلى يمكننا القول ان يجب ان نولي اهتمامنا و نوجهه نحو هذا الموضوع و لا نتجاهله لما له من أهمية (خطورة).

ربما تساعدك الجمل الآتية في كتابة الموضوعات المختلفة:

1) No one can deny that....	لا أحد يستطيع أن ينكر أن
2) plays a great role in	تلعب دورا كبيرا في
3) The progress of any nation depends on	إن تقدم أي أمة يعتمد علي
4) We should do our best in order to	يجب أن نعمل ما بوسعنا لكي
5) In my opinion, ..has a great effect on our society.	من رأي انله تأثير كبير علي المجتمع
6) We can't ignore the great value of	لا نستطيع أن نتجاهل القيمة العظيمة لـ
7) The government does its best to encourage	تبذل الحكومة ما بوسعها لتشجيع
8) The government is trying to solve this problem by...	تحاول الحكومة حل هذه المشكلة عن طريق
9) One advantage ofis that it (they)	أحد مزايا .. هي أنها..
10) One disadvantage ofis that it (they)	أحد عيوب .. هي أنها..
11)is considered a very serious problem.	..تعتبر مشكلة خطيرة
12) To solve this problem, we should all	لحل هذه المشكلة يجب علينا جميعا أن
13) We all agree thatis one of the most important things in our life	نتفق جميعا علي أن .. هو أهم شيء في حياتنا
14)is very useful as it helps us to...	..مفيد للغاية حيث أنه يساعدنا في ..
15) With the help ofwe can lead a better life	بمساعدة ..يمكننا أن نحيا حياة أفضل

• What are the main differences between formal and informal emails?

ما هي الاختلافات الرئيسية بين رسائل البريد الالكتروني الرسمية وغير الرسمية؟

	Formal email	الاميل الرسمي	Informal email	الاميل الغير رسمي
Style الأسلوب	Formal writing is straight to the point, less detailed, and are written in a passive tone. الكتابة الرسمية مباشرة وفي صلب الموضوع، والجمل أقل تفصيلا وتكون مكتوبة في صيغة المبني للمجهول. مثال: Ayman's reservation has been confirmed for Monday.		Informal writing uses descriptive words and is written with an active voice. الكتابة غير الرسمية تستخدم عبارات وصفية وتكون مكتوبة في صيغة المبني للمعلوم. مثال: Ayman received a confirmation email saying that his reservation has been confirmed for Monday.	
Salutation التحية	- Dear + title + name - Dear sir, - Dear Sir or Madam, - Dear Madam,		Hi + name Hello + name Hey + name	
language اللغة	- Do not use contractions like لا تستخدم اختصارات مثل: can't / don't / I'm / they're - Do not use abbreviated words لا تستخدم كلمات مختصرة مثل: ASAP / LOL ... - Do not use imperatives لا تستخدم صيغة الأمر مثل: Stop / Go ahead		You can use contractions / abbreviated words and imperatives يمكنك استخدام الاختصارات والكلمات الموجزة وصيغة الأمر	
Sign-off الإنهاء	Regards / Yours Sincerely / Thank you / Yours faithfully / Best wishes		Bye / See you later / Talk to you later!	

A sample expository paragraph My sister Heba is my best friend for many reasons. First, she is always helpful. After I had a baby, I was really tired, so she came over to hold the baby while I took a rest. Also, she is a good listener. Whenever I have a problem, she hears my worries and helps me decide. Finally, she is funny! Heba always tells me the funniest jokes that make me laugh. All in all, I can't dream of a better friend than Heba.

4- Persuasive Paragraph: الفقرة الإقناعية

A persuasive paragraph seeks to make the readers admit a writer's point of view or know his/her position. Persuasive paragraphs are often used by the teachers because it is beneficial when building an argument. Also, it makes a writer research and collect some facts on the topic.

تسعى الفقرة الإقناعية إلى جعل القراء يتبنون وجهة نظر الكاتب أو يعرفون موقفه، غالباً ما يستخدم المعلمون الفقرات الإقناعية لأنها مفيدة عند بناء مناقشة، كما أنها تجعل الكاتب يقوم بإجراء بحث وجمع بعض الحقائق حول الموضوع.

A sample persuasive paragraph In this age of technology, all students should learn Internet use, and there should be a course to teach it. The first reason is going to school. In the twenty-first century, almost all classes require some computer use. Secondly, it's getting almost impossible to find a job that doesn't require computer skills of some sort. If people don't have computer skills, they will fail in the job market and in life.

الكلمات والتعبيرات الانتقالية (الروابط) Important transition words

expressions & Transition words and phrases are used to show the connection between two sentences or paragraphs.

تستخدم الكلمات والعبارات الانتقالية لإظهار العلاقة بين جملتين أو فقرتين أهم الكلمات والتعبيرات الانتقالية:

العطف والإضافة Addition			
Additionally	بالإضافة إلى ذلك	Again	مرة أخرى
in addition	بالإضافة إلى ذلك	And	و
besides that	بالإضافة إلى ذلك	Besides	بالإضافة إلى
Moreover	بالإضافة إلى ذلك	in addition to	بالإضافة إلى
Furthermore	بالإضافة إلى ذلك	along with	بالإضافة إلى
as well as	بالإضافة إلى	equally important	بنفس الأهمية

المقارنة Comparison			
Also	أيضا	likewise	وبالمثل
as well	أيضا	similarly	بشكل مشابه
in the same manner	بنفس الكيفية	too	أيضا

Contrast		التناقض	
although	بالرغم من	in spite of	بالرغم من
but / still	لكن	Nevertheless	مع ذلك
Despite	بالرغم	on the contrary	علي النقيض
even though	برغم	on the other hand	من الناحية الأخرى
However	مع ذلك	though	برغم أن
in contrast	علي النقيض	Yet	مع ذلك

Conclusion		الختام	
all in all	في المجمل	therefore	لذلك
in conclusion	الخلاصة	to conclude	خلاصة الموضوع
in other words	بعبارة أخرى	to put the whole in a nutshell	خلاصة الموضوع
in short	باختصار	to sum up	خلاصة الموضوع
in summary	باختصار	Finally	أخيرا
on the whole	في المجمل	to summarize	خلاصة القول

Sequence		التسلسل الزمني	
After	بعد	in the first place	في المقام الأول
after that	بعد ذلك	Later	فيما بعد
As	عندما / لأن	Meanwhile	في تلك الأثناء
as long as	طالما	Next	ثم
Afterwards	بعد ذلك	Once	بمجرد أن
as soon as	بمجرد أن	shortly after	بمجرد أن
at last	أخيرا	Since	منذ
Before	قبل	Subsequently	بعد ذلك
During	أثناء / خلال	the moment	في اللحظة التي
Earlier	قبل ذلك	Then	ثم
first (second...)	أولا (ثانيا ...)	thereafter	بعد ذلك
Formerly	قبل ذلك	until / till	حتى / لغاية
Immediately	علي الفور	when	عندما

14. A supporting detail sentence is

- a. a series of paragraphs about one main idea, or point.
- b. signal words that help organize a paragraph, using time order or listing order.
- c. reasons, examples, and other details that support the main point of the paragraph.
- d. a way to conclude the paragraph so the reader knows what the paragraph was about.

15. Choose the best topic sentence:

..... On the contrary of some species of dogs, they do not need a lot of exercise every day. Crowds and loud noises do not make them nervous. They do not mind being alone for hours. Above all this, they are known to be patient and loving with children. If you are a city dweller , I recommend this breed of dog.

- a. Bulldogs are a good choice of dog for people who live in cities.
- b. Every family should have a dog.
- c. Not all dogs are happy living in the city.
- d. All species of dogs are pretty much alike – they're all the same.

16. Read the following paragraph, then choose the correct topic sentence.

Malaysians spend more than \$50 million a year to buy imported fruits. Much of this money can be kept in the country if Malaysians consume more local fruits of which there are more than twenty varieties. Except for durians, mangoes and rambutans , Malaysians generally like imported fruits.

- a. Malaysians spend more than \$50 million a year to buy imported fruits.
- b. Much of this money can be kept in the country if Malaysians consume more local fruits of which there are more than twenty varieties.
- c. Except for durians, mangoes and rambutans , Malaysians generally like imported fruits.
- d. None of the above.

What are the characteristics of a good paragraph?

ما هي خصائص الفقرة الإنشائية الجيدة ؟

١- الائتلاف (أحادية الفكرة): Unity

Unity in the paragraph means oneness of idea. A good paragraph possesses unity when all the sentences develop the main idea. Unity in the paragraph is achieved by the use of (1) a topic sentence with its controlling idea (2) supporting details, and (3) a clinching (=closing / conclusion) sentence.

"The word coherence الترابط means ' ' holding together If the sentences in the paragraph should relate to the topic sentence to make a unified whole تسلسل these sentences should be arranged in an orderly sequence and linked to one another to ensure تضمن a smooth progression ideas from one sentence to another.

٢- ترابط / تلاحم / تماس coherence

Emphasis is concerned with how important the ideas can be made prominent بارز Important ideas are given prominence by placing them at the beginning or at the end of the paragraph.

٣- تؤكد الأولويات Emphasis

أجزاء الفقرة Parts of a paragraph

- | | |
|------------------------|----------------------|
| ❖ Topic sentence | الجملة الرئيسية |
| ❖ Supporting Sentences | جمل تدور حول الموضوع |
| ❖ Concluding Sentence | الجملة الختامية |

١- الجملة الرئيسية (= جملة المقدمة)

(Topic Sentence = Introduction sentence)

The Topic sentence is often the first sentence of a paragraph. It states the main idea of the paragraph.

غالبا ما تكون جملة الموضوع هي الجملة الأولى من الفقرة الإنشائية، وهي توضح الفكرة الرئيسية للفقرة.

Questions & Answers

1• What do we leave at the beginning of the first line of a paragraph?

- A space of about five letters.

مسافة فارغة تكفي خمس حروف

2• What is a topic sentence?

ما هي الجملة الافتتاحية ؟

- The topic sentence is the first sentence in a paragraph.

3• What does a topic sentence do?

ماذا تفعل الجملة الافتتاحية ؟

- It introduces the main idea of the paragraph.

4• How do I write a topic sentence?

كيف أكتب جملة افتتاحية ؟

- Summarize was the main idea of your paragraph.

- Make clear ang what your paragraph will be about.

(Body) (Supporting Sentences)

٢- الجملة الداعمة (المتن) :

The supporting sentences explain more about the topic sentence by showing some facts, statistics, or examples regarding the topic. It also includes the writer's experience and their own analysis. Supporting sentences are used to develop the topic sentence.

تشرح الجملة الداعمة المزيد عن الجملة الافتتاحية من خلال عرض بعض الحقائق أو الإحصائيات أو الأمثلة المتعلقة بالموضوع، وتشمل أيضا تجربة الكاتب وتحليله الخاص، تستخدم الجملة الداعمة لتطوير جملة الموضوع.

Questions & Answers

1• What are the supporting sentences?

ما هي الجملة الداعمة ؟

- They come after the topic sentence and make up the body of a paragraph.

2• What do supporting sentences do?

ماذا تفعل الجملة لداعمة ؟

- They give details to develop and support the main idea of the paragraph.

• How do I write supporting sentences?

كيف أكتب جملة داعمة ؟

- You should give supporting facts, details تفاصيل, and examples.

3 Concluding Sentence (= Closing Sentence):

A concluding sentence is the end of the paragraph. It ties all ideas given in the paragraph and emphasizes the main idea one last time. In the concluding sentence, the writer usually restates their topic sentence or summarizes the main points of the paragraph.

الجملة الختامية هي نهاية الفقرة الإنشائية، وهي تربط جميع الأفكار الواردة في الفقرة وتؤكد الفكرة الرئيسية مرة أخيرة، وفي الجملة الختامية، يعيد الكاتب صياغة جملة الموضوع أو يلخص النقاط الرئيسية في الفقرة .

10. To is to rewrite another writer's words and ideas into your own words..
a. paraphrase b. summarise c. include d. conclude
11. When you think that the words of the other writer are too difficult, you them.
a. paraphrase b. summarise c. include d. conclude
12. How would you plan to link the paragraphs to each other in an essay writing?
a. I write a lot of ideas in each paragraph.
b. By making sure that each paragraph links to the introduction.
c. By stating different key points in each paragraph
d. By making sure that each paragraph links to the conclusion.
13. What is the most effective way of trying to use the linking words in essay writing?
a. Overusing transition words and expressions that are simple.
b. Using transition words and expressions between each sentence.
c. Learning only a few linking words and phrases to use.
d. Learning a lot of transition words and phrases to use.
14. Which one of these points do you include in an introduction?
a. Introduce topic areas in one or two sentences.
b. Final results. c. Evidence. d. Moral.
15. Which one of these points is included in the body of an essay?
a. Final results. b. Summary of the topic
c. Thesis statement d. A topic sentence in each paragraph that states the main idea
16. What does a conclusion include?
a. Summarizing your major points b. Describing the topic
c. The positive and the negative points d. The descriptive points
17. What do you need to include in a conclusion?
a. Introduce new details b. New ideas
c. The thesis statement d. Restating the thesis statement
18. The first sentence of your introductory paragraph is called the
a. concrete detail b. thesis c. conclusion d. attention grabber (hook)

19. You should include throughout your essay.
a. transition words b. paragraphs c. theses d. closings
20. The first sentence of the conclusion paragraph should
a. include a quote b. grab your readers attention
c. restate your thesis d. summarize your body paragraphs
21. Your attention grabber (hook) should
a. state your thesis b. make your reader become involved in the essay
c. summarize what you will be writing about
d. warn your reader from the essay
22. Thesis statements represent the main idea of the
a. first paragraph b. body c. conclusion d. essay
23. What term is used to describe a "how-to" essay?
a. Persuasive b. Descriptive c. Expository d. Narrative
24. A useful technique for persuasive writing is
a. element of surprise b. poor writing c. creativity d. emotional appeals البعد العاطفي
25. A is some sort of a story.
a. descriptive b. expository c. narrative d. persuasive
- 26..... writing explains things.
a. Descriptive b. Expository c. Narrative d. Persuasive
- 27..... writing is intended to influence others.
a. Descriptive b. Expository c. Narrative d. Persuasive
28. The purpose of a essay is to use vivid details to give the reader a mental image of a person, place, thing, event, or idea.
a. descriptive b. expository c. narrative d. persuasive
29. Which of these is not a characteristic of a good essay?
a. Formal style b. Brevity c. Personal touch d. Fakeness
30. Which of these should be avoided in a good essay?
a. Formal words b. Slang العامية c. Unity d. Brevity الايجاز
31. Which of these is not a type of essay?
a. Personal essay b. Narrative essay c. Descriptive essay d. Argumentative essay
32. Which of these essays tells a story?
a. Argumentative essays b. Descriptive essays
c. Reflective essays d. Narrative essays

33. must be avoided in a summary.
a. Facts b. Ideas c. Repetitions d. Verbs
34. It is recommended that you write the paragraph last.
a. introduction b. thesis c. body d. conclusion
35. What is the first thing you should do when needing to write an essay?
a. A promise. b. Choose a topic. c. A decision. d. No mistakes.
36. You should first write the of your essay.
a. moral b. sentence c. body d. conclusion
37. An essay is
a. a type of writing that has too many paragraphs
b. a song with a story
c. a poem that has many stanzas
d. a type of writing that requires research
38. The introductory paragraph of an essay requires
a. The topic, thesis, and main idea b. The supporting details
c. The reason for the essay, the topic, and thesis d. a and b
39. After you write the main idea of paragraphs,.....
a. include the thesis to remind the reader.
b. make sure the supporting details are shown through the main idea.
c. use opinion to show why your thesis is right.
d. include supporting details with examples and specific details.
40. The conclusion of an essay should
a. include last minute ideas and thoughts for the future.
b. have a restatement of the thesis and thoughts for the future.
c. be a recap of the whole essay.
d. be only two sentences.

E-mail Writing

What are the main parts of an email?

ما هي الأجزاء الرئيسية لرسالة البريد الإلكتروني؟

1- sender (From line):

المرسل

The email address of the person who sent the message appears here. Most email services display the person's name before their email address to make it easier to identify them.

يظهر هنا عنوان البريد الإلكتروني للشخص الذي أرسل الرسالة، وتعرض معظم خدمات البريد الإلكتروني اسم الشخص قبل عنوان بريده الإلكتروني لتسهيل التعرف عليه.

2- Recipient (To line):

المرسل إليه

If you are receiving the message, your email address probably won't appear here. Instead, you might see wording like "to me."

إذا كنت تتلقى الرسالة، فمن المحتمل ألا يظهر عنوان بريدك الإلكتروني هنا، وبدلاً من ذلك، قد ترى صياغة مثل 'إلي'.

3- subject line :

شريط الموضوع

The subject line could be the most important part of the email. It tells recipients what the email is about. A good subject line summarizes the email and makes it sound important enough for the reader to open.

قد يكون شريط الموضوع أهم جزء في رسالة البريد الإلكتروني، فهو يخبر المستلمين عن موضوع البريد الإلكتروني، ويلخص شريط الموضوع الجيد البريد الإلكتروني ويجعله يبدو مهماً بدرجة كافية حتى يشجع القارئ للقيام بفتحه.

Openers / salutation / Greeting

الافتتاحية / التحية

Your email salutation, or greeting, should match the tone you're trying to set in the rest of your email. Don't skip this part unless you are emailing back and forth quickly with someone in a virtual conversation.

22. Read the following paragraph, then choose the correct topic sentence.

Heavy rain stops many of our activities. Games, sports, picnics and other outdoor activities are interrupted by rain. Heavy rain also prevents fishermen from going out to sea.

- a. Games, sports, picnics and other outdoor activities are interrupted by rain.
- b. Heavy rain also prevents fishermen from going out to sea.
- c. Heavy rain stops many of our activities.
- d. None of the above. .

23. Choose the supporting sentence(s) for this topic sentence:

Most students need to learn good ways to study.

- a. Sometimes cheating homework in a group can be helpful.
- b. Studying instead of sleeping doesn't help learning or test scores.
- c. Making friends is important to happiness and success.
- d. Many high-paying jobs require a university degree.

اهداء من

مستتر / أحمد صبحي رخييه

01018288487

يوجد كورسات لجميع المراحل التعليمية ولجميع المستويات .

يوجد مناهج المرحلة الابتدائية كاملة بـ اسم ورقم المدرس.

يوجد امتحانات على كل وحدة ويوجد امتحانات مدمجة بـ اسم ورقم المدرس.

- What does an essay consist of? / What are the main parts of an essay?
مما يتكون المقال؟ / ما هي الأجزاء الرسمية للمقال؟

In general, an essay has three parts:

المقدمة (التمهيد) Introduction:

The introduction is the first paragraph of your essay. This is where you introduce your topic (thesis) for the first time. You can give a very brief summary of your essay in the introductory paragraph. Generally, the introduction is not very long, about 4-6 lines. In the introduction, try to draw and keep the readers' attention. To do so, you can start with a quote, a proverb, a definition or a question.

المقدمة هي الفقرة الأولى من مقالتك، هذا هو المكان الذي تقدم فيه موضوعك الرئيسي (أطروحتك) لأول مرة، ويمكنك تقديم ملخص موجز لمقالك في الفقرة التمهيديّة. بشكل عام، المقدمة ليست طويلة جدا، حوالي 4-6 أسطر. في المقدمة، حاول أن تجذب انتباه القراء وتحافظ عليه. وللقيام بذلك يمكنك البدء باقتباس أو قول مأثور أو تعريف أو سؤال.

العرض المتن (Body (Middle Section / Bulk) :

The body is the main part of your essay between the introduction and the conclusion. It includes the most vital and important content of the essay. The body of the essay can extend to two or more paragraphs according to the content. It is important to organize your thoughts and content. Write the information in a systematic flow so that the reader can understand.

إن المتن هو الجزء الرئيسي لمقالك بين المقدمة والخاتمة، وهو يتضمن المحتوى الأكثر أهمية والأكثر حيوية للمقال، ويمكن أن يمتد متن المقالة إلى فقرتين أو أكثر وفقا للمحتوى، ومن المهم تنظيم أفكارك ومحتواك وأن تكتب المعلومات بتسلسل منتظم حتى يتمكن القارئ من فهمها.

الخاتمة (Closing): conclusion

The conclusion is the last paragraph of the essay. Sometimes a conclusion will just restate the introductory paragraph but make sure the words and syntax (structures) are different. You can end your essay by providing some moral. Make sure you complete your essay with the conclusion, leave no hanging points.

الخاتمة هي الفقرة الأخيرة من المقال، وفي بعض الأحيان ستعيد الخاتمة صياغة الفقرة التمهيديّة ولكن تأكد من اختلاف الكلمات وبناء الجمل، ويمكنك إنهاء مقالتك بتقديم بعض الدروس المستفادة. تأكد من إكمال مقالتك بالخاتمة ولا تترك أي نقاط معلقة.

What is a hook ?

ما هي الجملة الافتتاحية؟

A hook is an opening statement in an essay that attempts to grab the reader's attention so that they want to read on.

هي الجملة الافتتاحية في المقال وتهدف الي جذب انتباه القارئ ليستمر في القراءة.

• What are the main types of an essay? ماهي الانواع الرئيسية للمقال؟

Like the main types of a paragraph, there are four important types of essays:

Types of Essay (paper)

هذا وقد سبق شرح هذه الأنواع الأربعة عند مناقشة الفقرة الإنشائية (Paragraph)

Exercise on Essay (paper) Writing

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

1. An essay is

- a. a series of sentences about one main topic.
- b. a series of paragraphs about one main idea, or point.
- c. the sentence that expresses the main point, or idea, of a paragraph.
- d. an excellent way to get a lot of information down on paper.

2. How many paragraphs should you have in your essay?

- a. Two paragraphs are enough for being called an essay.
- b. At least four paragraphs must be there.
- c. At least five paragraphs are required for an essay.
- d. It doesn't really matter how many paragraphs are there.

3. What is the first paragraph of an essay called?

- a. Conclusion
- b. Body Paragraphs
- c. Introduction
- d. Exposition

4. What is the last paragraph of an essay called?

- a. Introduction
- b. Thesis Statement
- c. Body Paragraphs
- d. Conclusion

5. What are the middle paragraphs of an essay called?

- a. Body Paragraphs
- b. Conclusions
- c. Introductions
- d. Topic Sentences

6. How do you separate paragraphs?

- a. A space
- b. An indent
- c. You don't separate paragraphs.
- d. There is only supposed to be one paragraph.

7. The introductory paragraph has three parts. Which of the following is NOT part of the introductory paragraph?

- a. thesis
- b. direct quote
- c. background
- d. hook

8. What is the main idea of an essay called?

- a. citation
- b. topic sentence
- c. introduction
- d. thesis

9. What are the parts of a paragraph?

- a. topic sentence, background sentences, thesis
- b. hook, background sentences, thesis
- c. topic sentence, supporting sentences, closing sentence
- d. hook, background sentences, closing sentence