أوراق عمل مهارات الكتابة والرد على البريد الإلكتروني



تم تحميل هذا الملف من موقع المناهج الإماراتية	
موقع المناهج ⇦ المناهج الإماراتية ⇦ الصف التاسع المتقدم ⇦ لغة انجليزية ⇦ الفصل الأول ⇦ ملفات متنوعة ⇦ الملف	
تاريخ إضافة الملف على موقع المناهج: 2026-11-09 08:05:09	
ملفات ا كتب للمعلم ا كتب للطالب ا اختبارات الكترونية ا اختبارات ا حلول ا عروض بوربوينت ا أوراق عمل منهج انجليزي ا ملخصات وتقارير ا مذكرات وبنوك ا الامتحان النهائي ا للمدرس	المزيد من مادة لغة انجليزية:
إعداد: Omran Heba	

التواصل الاجتماعي بحسب الصف التاسع المتقدم					
صفحة المناهج الإماراتية على فيسبوك					
المواد على تلغرام	التربية الاسلامية	اللغة العربية	اللغة الانجليزية	الرياضيات	

المزيد من الملفات بحسب الصف التاسع المتقدم والمادة لغة انجليزية في الفصل الأول	
كتيب مراجعة شاملة لنهاية الفصل	1
قوائم مفردات لغوية إثرائية	2
دليل التقييم والتحضير لاختبار نهاية الفصل	3
الدليل الإرشادي (الهيكل الوزاري) للقواعد المقررة في الامتحان النهائي المسار المتقدم	4
نموذج امتحان كتابي مع الإجابات	5

تحميل تطبيق المناهج للهواتف الذكية	
تطبيق المناهج على Store App (آبل)	تطبيق المناهج على Play Google (أندرويد)

Grade 9 Advanced

Writing Skill

Email Summary



A short, clear summary of the main ideas of an email in your own words (2–3 sentences).

Steps to Write a Summary

1. Read the email carefully.
2. Find the main ideas (2–3 key points).
3. Write the summary in your own words.
4. Use clear and simple sentences (2–3 sentences).

Useful Phrases

- The email is about ...
- It explains ...
- It tells about ...
- The main ideas are ...
- In short, ... / Overall, ...

Prepared by Mrs Heba Omran

Grade 9 Advanced

Writing Task 1.2

Replying to an Email



Write a reply to an email **(at least 130 words)** about a given topic.
You must answer **three prompts** (bullet points).

Writing Plan

1 Opening: (1–2 sentences)
- Greet and thank the sender.
- Mention the topic.

2 Body: (3 paragraphs)
- Answer the three prompts.
- Give reasons, examples or details.

3 Closing: (1–2 sentences)
- End with a friendly closing.
- Express a positive feeling or next step.

Useful Language

- ✓ I'm writing to ...
- ✓ In my opinion, ...
- ✓ For example, ...
- ✓ I think ... because ...
- ✓ Moreover, ...
- ✓ As a result, ...
- ✓ I look forward to ...

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Grade 9 Advanced

Writing Topic 1

Living Together, Learning Together





Possible Email Prompts

- Your experience living with others.
- The benefits of sharing a home.
- Tips for a successful shared living.

Writing Plan (130+ words)

Opening	Greet, thank, and introduce the topic.
Body 1	Describe your experience (living with others).
Body 2	Explain the benefits (e.g. cooperation, new skills).
Body 3	Give useful tips for successful shared living.
Closing	End with a friendly closing (e.g. I hope to hear from you soon).

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Grade 9 Advanced

Writing Topic 2

Shop till you drop!



Possible Email Prompts

- Your experience with online shopping.
- The advantages and disadvantages.
- Your tips for safe online shopping.

Writing Plan (130+ words)

Opening	Greet, thank, and introduce the topic (online shopping).
Body 1	Describe your experience with online shopping.
Body 2	Explain the advantages (e.g. convenience, variety, good prices).
Body 3	Explain the disadvantages and give tips for safe shopping (e.g. check reviews).
Closing	End with a friendly closing (e.g. I look forward to your reply).



Prepared by **Mrs Heba Omran**



Grade 9 Advanced – Writing Task 1.2

Living Together, Learning Together

Replying to an Email

Topic at a Glance

An email about sharing a home or apartment at college, living and studying with others, and learning from the experience.



Key Ideas

- Sharing a home / apartment.
- Living and studying together.
- Cooperation and teamwork.
- Sharing skills and experiences.
- Benefits (e.g., saving money, new friends, learning from others).
- Challenges (e.g., different habits, study time, privacy) and how to solve them.

Writing Plan (4 Paragraphs)

P1: Opening
- Greet the sender.
- Respond to the email.
- Introduce the topic (living with others).

P2: Point 1
- The benefits of living and studying together.
- Give clear examples.

P3: Point 2
- The challenges you may face.
- Explain how to deal with them.

P4: Closing
- Give a final opinion or advice.
- End with a friendly closing.

Model Email (about 150 words)

From: Ahmed To: Ali

Subject: Living Together at College

P1 Hi Ali,
Thanks for your email. I'm really happy to share my thoughts about living with others at college.

P2 In my opinion, living and studying together can be a great experience. It helps us save money and share daily responsibilities, such as cleaning and cooking. It's also a good chance to learn from each other. For example, my roommate is very good at maths, and he often helps me when I have a difficult topic.

P3 Of course, there can be some challenges. We may have different habits, like sleeping times or study routines. However, we can solve these problems by talking openly and agreeing on clear rules, such as keeping quiet during study time and respecting each other's privacy.

P4 Overall, I believe that living together helps us become more independent, responsible and confident. If you get the chance, I really advise you to try it.

Best wishes,
Ahmed

Useful Language

Opening:
- Thanks for your email.
- I'm really happy to ...

Giving Ideas:
- In my opinion, ...
- It helps us ...
- For example, ...

Dealing with Challenges:
- There can be ...
- However, we can ...
- By ... we can solve ...

Closing:
- Overall, I believe ...
- I really advise you to ...
- Best wishes,



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Grade 9 Advanced – Writing Task 1.2

Shop till you drop!

Replying to an Email



Topic at a Glance

An email about online shopping: its advantages, disadvantages, and tips for safe shopping.

Key Ideas

- Experience of online shopping.
- Advantages (convenience, variety, good prices).
- Disadvantages (delivery delays, wrong items).
- Tips for safe and smart shopping.

Writing Plan (4 Paragraphs)

P1: Opening
- Greet the sender.
- Thank them for their email.
- Introduce the topic (online shopping).

P2: Advantages
- Give 2–3 benefits (e.g., convenience, variety, good prices).

P3: Disadvantages & Solutions
- Mention 1–2 problems (e.g., delivery delays, wrong items) and suggest solutions.

P4: Closing
- Give your final opinion or advice.
- End with a friendly closing.

Model Email Reply (about 150 words)

From: Sami To: Ali

Subject: Re: Online Shopping

Hi Ali,

P1 Thanks for your email. I'm really happy to share my thoughts about online shopping with you.

P2 In my opinion, online shopping is very useful. It is convenient because we can shop anytime and anywhere. It also gives us a wide variety of products, and we can often find good discounts and cheaper prices.

P3 However, there are some disadvantages. Sometimes, the items may arrive late or be different from what we ordered. To avoid these problems, we should shop from trusted websites, read customer reviews, and check the return policy.

P4 Overall, I think online shopping is a great option if we use it wisely and carefully. I really recommend trying it, but always be a smart and safe shopper.

Best wishes,
Sami

Useful Language

Giving Opinion:
- In my opinion, ...
- I believe that ...
- I think ...

Adding Advantages:
- First, ... / Second, ...
- One advantage is ...
- It is also ...

Adding Disadvantages:
- However, ...
- One disadvantage is ...
- The problem is ...

Giving Advice:
- I advise you to ...
- It's a good idea to ...
- You should ...

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