

## فقرات اللغة الإنجليزية



تم تحميل هذا الملف من موقع مناهج مملكة البحرين

موقع المناهج ← مناهج مملكة البحرين ← الصف الثالث الثانوي ← لغة انجليزية ← الفصل الثاني ← ملفات متنوعة ← الملف

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ملفات اكتب للمعلم اكتب للطالب الاختبارات الكترونية الاختبارات ا حلول ا عروض بوربوينت ا أوراق عمل  
منهج انجليزي ا ملخصات وتقارير ا مذكرات وبنوك الامتحان النهائي للمدرس

المزيد من مادة  
لغة انجليزية:

## التواصل الاجتماعي بحسب الصف الثالث الثانوي



صفحة مناهج مملكة  
البحرين على  
فيسبوك

الرياضيات

اللغة الانجليزية

اللغة العربية

التربية الاسلامية

المواد على تلغرام

## المزيد من الملفات بحسب الصف الثالث الثانوي والمادة لغة انجليزية في الفصل الثاني

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KINGDOM OF BAHRAIN  
Ministry of Education  
Manama Secondary Girls School



مملكة البحرين  
وزارة التربية والتعليم  
مدرسة المنامة الثانوية للبنات

رؤية المدرسة: أصالة وطموح.. فتميز وإزدهار رسالة المدرسة: نسعى في ثانوية المنامة لتوفير خدمة تعليمية في بيئة آمنة ومحفزة من أجل بناء جيل واع محافظ على هويته، من خلال الإلتزام بجودة التعليم ومواكبة التطورات



# New Language Leader 3

## Eng. 302

# Writing Booklet

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## Unit 10 AN Advantages and Disadvantages Essay

### (Layout)

#### Introduction

- To introduce the topic.
- To show that this essay discusses the advantages and disadvantages of the topic.

#### Main Body (three paragraphs)

- To discuss three advantages. (paragraph 1)
  - Supporting idea
  - Details (give facts, examples, explanation)  
On the one hand, some people see that the most important advantage is.....
- To discuss three disadvantages. (paragraph 2)
  - Supporting idea
  - Details (give facts, examples, explanation)  
On the other hand, other people argue that the most obvious disadvantage is.....
- To show the studies or research about this topic. (paragraph 3)  
A study about..... shows that ..... Research about ..... confirms that ..... According to the research, .....

#### Conclusion

- To summarize your main points.
- To state your opinion.  
In conclusion/ To sum up, .....

## Studying Abroad (A writing Model)

Studying abroad is a splendid opportunity that many students dream of. But as nothing is perfect, some people see that studying abroad is a beneficial experience for students, others think that it is dangerous and insecure. This essay discusses the advantages and disadvantages of studying abroad.

On the one hand, some people see that the most important advantage of studying abroad is that students studying abroad learn new languages besides their mother tongue. In addition, they develop their personality as they depend on themselves totally and gain self-confidence. Moreover, they acquire experience and make a lot of friends from different countries.

On the other hand, other people argue that students studying abroad feel homesick for being far from their homelands and families. Add to that, studying abroad costs a lot of money, so not all students can afford it without a scholarship. Furthermore, students can face many problems and obstacles because of the new lifestyle; different languages, culture and food.

Research about studying abroad shows that it can be a valuable experience for students. They find that students who study in a foreign country gain better language skills, cultural understanding, and independence. These studies also highlight challenges, such as adjusting to a new environment and dealing with homesickness. However, research suggests that the overall benefits make studying abroad a positive and productive experience for most students.

To sum up, although studying abroad has a lot of advantages, it has undeniable disadvantages as well. In my opinion, I believe that studying abroad is a great opportunity for students. However, they must be careful to maintain their own culture and values.

## Online Education/ Distance Learning (A Writing Model)

Online education has become very popular, especially after the rise of technology and the internet. Some people believe it offers many advantages, otherwise others see that there are serious drawbacks for online education. This essay discusses the advantages and disadvantages of online education.

On the one hand, some people argue that one of the main advantages of online education is flexibility. Students can learn from any location, which is helpful for people who are busy or live far from school. In addition, online courses often offer a wide variety of subjects. This allows students to choose what they want to learn. Moreover, online education can be less expensive as it saves money on transportation and accommodation.

On the other hand, other people see online education has its disadvantages. One problem is the lack of face-to-face interaction. Students may feel isolated and find difficulty without direct contact with teachers and classmates. Furthermore, some students can suffer from potential distractions at home, since there is no physical classroom. Additionally, technology issues can be a barrier. Not everyone has access to a reliable internet connection or the necessary devices for online learning.

Studies and research on online education show that it can be as effective as traditional classroom learning, they find many benefits and advantages. However, research also highlights the challenges and suggests that the overall benefits make online education a positive and productive choice for many students.

In conclusion, while online education has a lot of advantages, it has also its challenges. From my personal viewpoint, I think online education is an important alternative to traditional classroom learning, especially in hard times and for busy people.

## Unit 11 Formal Correspondence

### Unit 11 A Letter of Complaint about a Product

#### (Layout)

#### **Greeting**

Dear Sir/ Madam

Dear Mr./ Mrs. / Ms. ... (Name).....

#### **Introduction**

Give your reason for writing and specific information about the product.  
(what product, where and when you bought it)

#### **Main Body**

##### Paragraph 1

###### Reason for complaint

Explain how misleading the advertising of the product was and what went wrong with the product.

###### Reactions to your complaint

Say what happened when you took the product back or complained about it the first time.

##### Paragraph 2

###### Your demands

Show clearly what you want the company to do for you. Display further action that you will take if your demands are not met.

#### **Closing remarks**

I look forward to hearing from you as soon as possible. Please call me on (telephone number) to make the arrangements.

#### **Signing off**

Yours sincerely, / Yours faithfully, / Best regards,

#### **Signature**

Your name

## A Letter of Complaint about a Product (A Guideline Template)

Dear Sir/Madam,

I am writing to express my dissatisfaction with the [product name] I purchased on [date of purchase] from your [store/website]. The order number is [order number]. Unfortunately, the [product] does not meet the expected quality, as it [describe the issue, e.g., "stopped working after two days" or "arrived damaged"]. Although in your advert, you claim the product is of excellent quality. You said that it is durable and long lasting.

When I took the [product's name] back to the store, the assistant said that it was my fault, and I hadn't read the instructions carefully. I wanted to talk to the shop manager, but she refused to pass me to her/ him. She talked to me in a rude way even though I was very polite towards her.

I am disappointed because I trusted your brand for its reputation for high-quality products. I would be grateful if you could arrange a replacement or provide a full refund for this faulty item. I would also like compensation and a written apology for the bad treatment I received in your store. Unless I receive a satisfactory reply, I will write to the Consumer Protection Association. I have attached copies of the receipt, guarantee and product photos.

I hope this issue can be resolved quickly. I look forward to hearing from you as soon as possible. Please call me on [telephone number] To make the arrangements.

Yours faithfully,

[Your Name]

## A Letter of Complaint about a Product (A Writing Model)

Dear Sir/Madam,

I am writing to express my dissatisfaction with the laptop I purchased on May 4<sup>th</sup> from your website. The order number is OD56543. Unfortunately, the laptop does not meet the expected quality. It is not the same colour; I ordered silver, but I received a black one, and it stopped working after two days. Although in your advert, you claim the laptop is of excellent quality. You said that it is durable and long lasting.

When I took the laptop back to the store, the assistant said that the silver was out of stock, and it was my fault that I hadn't read the instructions carefully. I wanted to talk to the store manager, but she refused to pass me to him. She talked to me in a rude way even though I was very polite towards her.

I am disappointed because I trusted your brand for its reputation for high-quality products. I would be grateful if you could arrange a replacement or provide a full refund for this faulty item. I would also like compensation and a written apology for the bad treatment I received in your store. Unless I receive a satisfactory reply, I will write to the Consumer Protection Association. I have attached copies of the receipt, guarantee and product photos.

I hope this issue can be resolved quickly. I look forward to hearing from you as soon as possible. Please call me on 44550022 to make the arrangements.

Yours faithfully,

Noor Ali

## Unit 11 A Letter of Complaint about a Service (Layout)

### Greeting

- Dear Sir/ Madam
- Dear Mr. / Mrs. / Ms. ... (Name).....

### Introduction

- Give your reason for writing and specific information about the service. (name of the place, when you went there, with whom you went and why)

### Main Body

#### Paragraph 1

- Reason for complaint**  
Explain why the advertising of the service was misleading and explain what went wrong.
- Reactions to your complaint**  
Show what happened when you talked about the problem with the supervisor there or complained about it the first time.

#### Paragraph 2

- Your demands**  
Mention clearly what you want the company to do for you. State further action that you will take if your demands are not met.

### Closing remarks

- I look forward to hearing from you as soon as possible. Please call me on (telephone number) to make the arrangements.

### Signing off

- Yours sincerely, / Yours faithfully, / Best regards,

### Signature

- Your name

## A Letter of Complaint about a Service (A Guideline Template)

Dear Sir/Madam,

I am writing to express my dissatisfaction with the service I received from your [company/ restaurant/ store/ website, etc.] on [date of incident] when I was with my [whom]. I was extremely disappointed with the experience, and I feel that the service didn't meet my expectations. I enclose copies of your brochure and the receipt.

Although in your advert, you claim the service is of excellent quality, the service is below the standard level since [describe the issue]. I contacted your customer service team regarding [specific issue, e.g., the service I ordered/ received], but I did not find the help I needed. Despite explaining the problem clearly, the representative did not resolve the issue and appeared uninterested in assisting me.

As a long-time customer, I believe this is not the level of service your company is known for. I hope that you will take action to resolve the issue and prevent similar issues in the future, such as [state preferred resolution, e.g., refund, exchange, or service correction]. I would also like compensation and a written apology for the bad treatment I received from your staff. Unless I receive a satisfactory reply, I will write to the Consumer Protection Association

I look forward to hearing from you as soon as possible. Please call me on [telephone number] to make the arrangements/ to agree on a suitable resolution.

Yours faithfully,

[Your Name]

## A Letter of Complaint about a Service (A Writing Model)

Dear Mr. Hamed,

I am writing to express my dissatisfaction with the service I received from your restaurant on May 4<sup>th</sup> when I was with my friends. I was extremely disappointed with the experience, and I feel that the service didn't meet my expectations. I enclose copies of your brochure and the receipt.

Although in your advert, you claim the service is of excellent quality, the service is below the standard level since the order was late for about an hour, the meals were not hot and they were so sour and salty, even the table was dirty. I contacted your customer service team regarding the service I received, but I did not find the help I needed. Despite explaining the problem clearly, the supervisor did not resolve the issue and appeared uninterested in assisting me.

As a long-time customer, I believe this is not the level of service your restaurant is known for. I hope that you will take action to resolve the issue and prevent similar issues in the future, such as refund, exchange, or service correction. I would also like compensation and a written apology for the bad treatment I received from your staff. Unless I receive a satisfactory reply, I will write to the Consumer Protection Association.

I look forward to hearing from you as soon as possible. Please call me on 44550022 to agree on a suitable resolution.

Yours Sincerely,

Noor Ali

## Unit 11 A Job Application

### (Layout)

#### **Greeting**

Dear Sir/ Madam

Dear Mr./ Mrs. / Ms. ... (Name).....

#### **Introduction**

- Reason for writing (I am writing to apply for the job of .....
- Show the name of the job (a nurse, trainer, instructor, accountant, manager, etc.)
- Mention where you have seen the advertisement. (on TV, in the newspaper, on the website, etc.)
- Show your interest in the job.

#### **Main Body**

- Show your educational background, certificates and experience. ([Paragraph 1](#))
- Show your personal qualities, languages and skills. ([Paragraph 2](#))

#### **Closing remarks**

- Thank the employer for considering your application
- State that you have attached your resume
- End with (I look forward to hearing from you soon).

#### **Signing off**

- Yours sincerely, /Yours faithfully, / Best regards,
- Your name

## A Job Application (A Writing Model)

Dear Mr. Maher,

I am writing to apply for the job of accountant which you advertised in the newspaper last Friday. I have been greatly interested in this position for many years, that is why I chose to study in this field.

I am an accounting graduate from a school known for its excellence in this field. I was recognized as one of the outstanding students. I hold a bachelor's degree in commerce from University of Bahrain and I have worked as an accountant for about eight years in two different companies. I have an excellent working knowledge of accounts, and all that is required of an accountant.

I believe that I have the qualities that you are looking for in an accountant. I have all the personal qualities that make me perfect for this job. I am a hard-working and dedicated person. I am also sociable, punctual, and able to work well under pressure. You can depend on me to do anything you ask me to. Moreover, I have good active listening, communication and computer skills. I can speak three languages fluently: English, French and Japanese. I think I would be the best candidate for this position due to my experience and qualifications.

Thank you for considering my application. I have attached my resume for your review.

I am available for interview at any time convenient to you. I look forward to hearing from you soon.

Yours Sincerely,

Ms. Noor Ali

## Unit 11 A Letter of Enquiry

### (Layout)

#### Greeting

- Dear Sir/ Madam
- Dear Mr./ Mrs. / Ms. ...(Name)...

#### Introduction

- Reasons for writing (I am writing to you to enquire about .....)
- Where you have seen the advertisement. (on TV, in the newspaper, on the internet, etc.)
- Show that you have some questions concerning the advertisement.
- State that you will be grateful if they answer your questions.

#### Main Body

- Ask your questions about the topic. (product, service, course, institution, etc.)
- Use transitional words to move from one question to another.

#### Closing remarks

- End the email by thanking the person in advance and / or wish to hear from them soon.
- Thank you in advance for considering my email OR thank you in advance for answering my questions.
- I look forward to receiving a reply OR I look forward to hearing from you soon. / I hope you can answer my questions.

#### Signing off

- Yours sincerely, (if you know the person's name)
- Yours faithfully, (if you don't know the person's name)
- Sign your name clearly

## A Letter of Enquiry (A Writing Model)

### Question

You are interested in taking an English Language course in the British Council in this summer, which combines general English with Academic English. This advert for high school students in Bahrain and you looked at the information on the school website. However, you still have some questions. Write a formal correspondence (100-150 words) inquiring about the course.

Your name is Noor Ali.

Dear Sir/ Madam

I am writing to inquire about the English Language course advertised for high school students at the British Council in Bahrain this summer. I am particularly interested in the course that combines general English with academic English. I have seen the advertisement on the school website, but I still have some questions. I would be grateful if you could answer them.

First, could you provide the course schedule and duration? Second, what are the available course levels: beginner, intermediate or advanced? Next, how many teachers would I have? Furthermore, are the teachers native speakers or Bahraini? Also, what are the fees for the course? In addition, are there any online or flexible learning options? Add to that, are there any exams at the end of the course? Finally, is there a certification upon completion?

Thank you in advance for considering my email. I look forward to hearing from you soon.

Yours sincerely,

Noor Ali

## Unit 12 An Opinion Article

### (Layout)

#### Introduction

- Introduce your essay by restating the question in your own words.
- Make your opinion clear throughout the essay.
- You can either agree or disagree with the statement, explaining and justifying your opinion.
- Use key terms such as (In my opinion, I think that ...../ From my point of view, I believe that .....).

#### Main Body (three/ four paragraphs) reasons why you agree/disagree.

- Depending on your opinion, list two or three advantages / disadvantages (each one in a separate paragraph).
- Elaborate by providing experiences, examples, explanations or facts and figures.
- Start with the strongest argument using linkers such as: It is clear.../ It is widely known ... / It is true that.../ In fact, ... / This results in.../ for example, .../ In addition, .../ Moreover, .../ Furthermore, ...
- Mention the opposing point of view and attack it by providing experiences, examples, explanations or facts and figures. (a separate paragraph)  
Use terms such as (On the other hand, opponents argue that .....)

#### Conclusion

Conclude by

- restating your opinion.
- summarizing your two or three main arguments.

## Plastic Bags Should Be Banned (A Writing Model)

Walk down any street, hike through a park, or visit a beach, and surely you find plastic bags tangled in trees, floating in water, or half-buried in the dirt. These single-use items have become a danger to the planet. I certainly agree that plastic bags should be banned because they pollute the environment, harm wildlife and waste resources although we have better alternatives like paper or cloth bags.

One of the biggest clear problems that I see with plastic bags is that they awfully harm the environment as they don't break down naturally like paper or food waste. Instead, they cover the environment for hundreds of years. Over time, they divide into microplastics— dangerous tiny pieces that spoil soil and water and are almost impossible to clean up.

In addition, plastic bags are a disaster that threatens wildlife. I mean that not only is the environment in danger, but animals suffer from plastic bags as well. Birds, turtles, and marine creatures often mistake plastic for food. A sea turtle might think a plastic bag is a jellyfish. When animals eat plastic, it can block their stomachs, cause internal injuries, or even kill them. Others can get tangled in plastic bags and suffocate. All this harm is caused by something we usually use for less than 15 minutes.

On the other hand, opponents argue that plastic bags are cheaper to produce, and purchase compared to paper and cloth bags, but this isn't true since plastic bags are made from petroleum—a non-renewable resource. Millions of barrels of oil are used every year just to make plastic bags. It doesn't make sense to waste valuable resources on something we use once and throw away. We don't really need plastic bags; paper and cloth bags are better alternatives for the environment. Many countries and cities have already banned plastic bags successfully, showing it's possible to make the switch.

Plastic bags may seem small and harmless, but in fact their impact is huge and lasting. They pollute the planet, hurt wildlife and waste resources. It's time for individuals, businesses, and governments to take action. I strongly believe that banning plastic bags is a smart, necessary step toward a cleaner and healthier world.

## Recycling Household Rubbish(A Writing Model)

People today have started to realize the importance of recycling household rubbish. It has become part of the daily routine in many homes even though some people claim that it is something unnecessary. However, I think that recycling household rubbish should be encouraged for several reasons.

It is clear that our rubbish is causing serious damage to the environment. In fact, the amount of rubbish we throw away every day is increasing due to the lifestyle we are living. Our towns, rivers and seas are becoming more polluted with household waste. This could easily be prevented if people took the time to sort, save and recycle rubbish. As a result, people will reuse lots of things instead of buying products and using raw material; this means reducing the amount of toxins going into the air.

Another important reason is that many natural habitats in forests are being destroyed because of cutting down trees to make paper products. Despite that, by recycling paper products that we would otherwise throw away, we could reduce paper wastage, especially those with chlorine.

On the other hand, Opponents argue that the recycling process is more expensive than simple waste disposal. They say that the actual process of collecting and recycling materials requires special machinery and many people to be employed to operate it. However, recycling will create job opportunities for many people and at the same time will reduce waste and save our environment.

In conclusion, I strongly believe that people should be aware of the benefits recycling can bring and should be encouraged to work and participate in programmes that will help create a better environment for everyone.

## The Advantages of the Internet Outweigh its Disadvantages

### (A Writing Model)

We live in a world of technology these days. While the internet brings with it clear advantages, some people see that the problems in terms of control and security of information outweigh the advantages. In my opinion, I think the advantages of the internet outweigh its disadvantages.

It is widely known that the internet has created opportunities for people to connect with each other in their communities and all over the world. It has made the world a small village. For example, if someone live in the USA and their family living in Australia, they can see and communicate with each other through the social media such as Messenger, WhatsApp, and Telegram.

In addition, it is clear that the social media platforms have enabled people to share information, organize events, and discuss local issues. This has broadened their comprehension and awareness of current events, local and international affairs, and has made them ambitious to have a role in society. Moreover, it is true that the internet makes it easy and secure to manage finances, pay bills, and shop online.

On the other hand, opponents argue that people can face the problems of control and security of information as their devices can be disrupted. In spite of that, they can solve these problems by using a secure and strong password, installing antivirus software for scanning their devices on a regular basis, and not opening any unknown emails or insecure websites.

In conclusion, no doubt that the internet has some disadvantages if we use it in the wrong way. Nevertheless, I really see that the benefits of the internet highly exceed its downsides. I believe that the internet has made our lives better.

## Best of Luck