

## فقرات اللغة الإنجليزية 302 Eng



### تم تحميل هذا الملف من موقع مناهج مملكة البحرين

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

تاريخ إضافة الملف على موقع المناهج: 2025-05-12 23:39:08

ملفات اكتب للمعلم اكتب 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:

### 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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# ENG 302 Booklet



*A useful booklet by*

Ms. Funoon Hameed & Ms. Amani Aljbour



*Edited by*

Ms. Amani Aljbour

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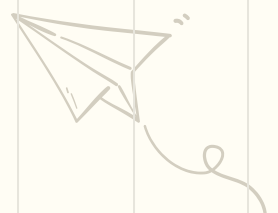
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01

# Advantages & Disadvantages Essay

Layout / Guided Writing / Model Writing





# Advantages & Disadvantages Essay (Layout)



## Introduction

- ❑ Rephrase the question
- ❑ Write the aim of the essay

## Advantages

- ❑ Good points
- ❑ Give an explanation and examples

## Disadvantages

- ❑ Bad points
- ❑ Give an explanation and examples

## Research

- ❑ Refer to a study that you have read and is related to the topic to support your essay

## Conclusion

- ❑ Summary of the topic
- ❑ Personal opinion





# Advantages & Disadvantages Essay

## (Guided Writing)



In the last few years .....**topic**.....has been one of the issues people have become interested in. Yet it has been one of the topics they differ about. Some people think it is positive and has many advantages. Others are against it and believe that it has a lot of disadvantages.

On the one hand, it is strongly felt by many people that ..... **topic** .....can have its bright side. One of the advantages is.....**1st good point+ example**..... In addition, ..... **2nd good point+ example** ..... Furthermore,.....**3rd good point+ example**.....

On the other hand, many people feel..... **topic** .....can have many disadvantages. First of all,..... **1st bad point+ example** ..... Moreover, ..... **2nd bad point+ example** ..... Last but not least, ..... **3rd bad point+ example**.....

There is a study entitled " .....**name**...." and it was published in the .....**name of a (magazine/ book/place), year**.....This study examined/ investigated.....**based on the topic**..... The researchers found .....**results**.....

To conclude, in spite of the research results on (the) ..... **based on the topic** ..... I believe that.....**your opinion+ reason**..... Nothing is perfect; everything can have its dark or bright side. It depends on the way we deal with it.





# Advantages & Disadvantages Essay

## (Model Writing)



In the last few years **studying abroad** has been one of the issues people have become interested in. Yet it has been one of the topics they differ about. Some people think it is positive and has many advantages. Others are against it and believe that it has a lot of disadvantages.

On the one hand, it is strongly felt by many people that **studying abroad** can have its bright side. One of the advantages is **studying in other countries teaches students how to speak a foreign language fluently**. In addition, **people with high education degree help develop their country**. Furthermore, **students can be more responsible, independent, and have high self-confident**.

On the other hand, many people feel **studying abroad** can have many disadvantages. First of all, **some people cannot live without their families**. Moreover, **studying abroad is so expensive and requires a lot of money**. Last but not least, **many people might gain bad habits. For example; be addicted to drugs or alcohol**.

There is a study entitled "**Across the World**" and it was published in **Fame magazine , 2019**. This study examined/ investigated **the effects of studying abroad**. The researchers found that **studying abroad improves students' language skills**.

To conclude, in spite of the research results on **the effects of studying abroad**. I believe that **studying abroad can shape the way we think and act**. Nothing is perfect; everything can have its dark or bright side. It depends on the way we deal with it.

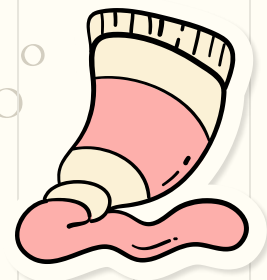




02

# Formal Correspondence : Complaint

Layout / Guided Writing / Model Writing







# Formal Correspondence Complaint About A Product (Layout)

## Greeting

- Dear Sir\ Madam, (you do not know the name of the person)
- Dear Mr.\ Mrs. \Ms. , (you know the name of the person)

## Introduction

- Give your reason for writing and specific information about the product, including where and when you bought it.

## Reason for complaint

- Explain why the advertising of the product was misleading 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.

## Your demands

- Say 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 soon.

## 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



## Formal Correspondence Complaint About A Product (Guided Writing)

Dear...name,

I am writing to you about ... product's name ... which I bought from ...place... on ...date... for BD...price.... I enclose copied of the guarantee and the receipt.

In your advert, you claim the product is of excellent quality. You said that it ..... good thing about the product ... . However, when I used it for the first time, it ...what went wrong#1.... Moreover, it ...what went wrong#2... . I was really shocked when all of this happened despite your claims in your advert and in the shop.

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 him. She was extremely rude and impolite, and she started calling me name and shouting even though I was very polite towards her.

I would like you to refund my money for the faulty product I bought. 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 Association.

I look forward to hearing from you soon.

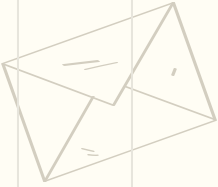
Yours sincerely, **OR** Yours faithfully,

You name

Your signature



## Formal Correspondence Complaint About A Product (Question)



Last week you bought a camera from home electronics in Isa Town; you used it for only three days and discovered a problem in it. Send a formal correspondence to the manager of the company describing the problem and asking for your demands. (Your name is Noor Ali)





## Formal Correspondence Complaint About A Product (Model Writing)

Dear **Sir/Madam**,

I am writing to you about the **camera** which I bought from **Home Electronics last week** for BD **350**. I enclosed copies of the guarantee and the receipt.

In your advert, you claim the product is of excellent quality. You said that it **would last a lifetime**. However, when I used it for the first time, **it did not stay for even one week despite following the instructions carefully**. Moreover, **I used it for only three days, and I discovered that it did not save my photos**. I was really shocked when all of this happened despite your claims in your advert and in the shop.

When I took the **camera** 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 him. She was extremely rude and impolite, and she started calling me names and shouting even though I was very polite with her.

I would like you to refund my money for the faulty product I bought. 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 Association.

I look forward to hearing from you soon.

Yours **faithfully**,  
**Noor Ali**

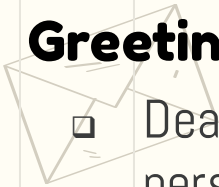




# Formal Correspondence Complaint About A Service (Layout)



## Greeting



- Dear Sir\ Madam, (you do not know the name of the person)
- Dear Mr.\ Mrs. \Ms. , (you know the name of the person)

## Introduction

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



## Reason for complaint

- Explain why the advertising of the service was misleading and explain what went wrong.

## Reactions to your complaint

- Say what happened when you talked about the problem with the supervisor there or complained about it the first time.

## Your demands

- Say 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 soon.

## 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





## Formal Correspondence Complaint About A Service (Guided Writing)



Dear...name...,

I am writing to you about the bad service that I experienced in your ...place... on ...date... when I was with ...company/person... I enclose copies of your brochure and the receipt.

In your advert, your service is unequalled by any. You said that it ...good thing about the service.... However, I witnessed a totally different story that is contrary to what you claim in your advert. First of all, ...what went wrong #1.... Added to that, it ...what went wrong #2... I was really shocked when all of this happened despite your claims in your advert and in the shop.

When I called the supervisor and asked him about that, he looked at me angrily saying that it was not a big deal. Even worse than that he was screaming and treating me impolitely saying that I am wasting his time. I told him that we are not going to stay and asked him to return my money, but he refused crudely.

I would like you to refund my money for all of this. I would also like compensation and a written apology for the bad treatment I received from your employees. Unless I receive a satisfactory reply, I will write to the Consumer Association.

I look forward to hearing from you soon.

Yours sincerely, **OR** Yours faithfully,

You name

Your signature

## Formal Correspondence Complaint About A Service (Question)



Last week you went to a restaurant with your brother; you went there after you read an advertisement about it. However, the service was not as expected. Send a formal correspondence to the manager of the restaurant describing the problem and making some requests.

(Your name is Marwa Jasim)





## Formal Correspondence Complaint About A Service (Model Writing)



Dear **Sir / Madam,**

I am writing to you about the bad service that I experienced in your **Yummy Food restaurant last week** when I was with **my brother**. I enclosed copies of your brochure and the receipt.

In your advert, your service is unequalled by any. You said **that it is one of the best restaurants all over Bahrain and that your service is five stars**. However, I witnessed a totally different story that is contrary to what you claim in your advert. First of all, **your employees were very slow and rude with the customers. I asked one of them to check my reservation, but he ignored me, so I waited for more than one hour until I found a place.** Added to that, **I was surprised to see that people were smoking freely there.** I was really shocked when all of this happened despite your claims in your advert.

When I called the supervisor and asked him about that, he looked at me angrily saying that it was not a big deal. Even worse than that he was screaming and treating me impolitely saying that I am wasting his time. I told him that we are not going to stay and asked him to return my money, but he refused crudely.

I would like you to refund my money for all of this. I would also like compensation and a written apology for the bad treatment I received from your employees. Unless I receive a satisfactory reply, I will write to the Consumer Association.

I look forward to hearing from you soon.

Yours **faithfully,**

★ **Marwa Jasim**





03

Layout / Guided Writing / Model Writing

Layout / Guided Writing / Model Writing

# Formal Correspondence Job Application (Layout)



## Greeting

- ❑ Dear Sir\ Madam, (you do not know the name of the person)
- ❑ Dear Mr.\ Mrs. \Ms. , (you know the name of the person)

## Introduction

- ❑ Reasons for writing (I am writing to apply for the job of ...)
- ❑ The name of the job (a teacher, accountant, engineer, or etc.)
- ❑ Mention where you have seen the advertisement. (on T.V, in the newspaper, the internet, etc.)

## Main Body

- ❑ Paragraph 1: reasons for interest (explain why you are interested in this job.)
- ❑ Paragraph 2: Write about your personality qualities and skills (give examples to show your personal qualities and practical skills). Plus, the certificates and experience.

## Closing remarks

- ❑ I look forward to hearing from you **OR** I look forward to receiving your reply.

## 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

# Formal Correspondence

## Job Application

### (Guided Writing)



Dear...name...,

Re: ...job...

I am writing to apply for the position of...job...which I saw advertised in...where did you see the advert...I enclosed a copy of my CV.

I have been interested in ...field related to the job...for many years, which is why I chose to study for a degree in ...job specialty...at ...college name... I would like to learn more about...field... and gain more experience. I think that you are one of the best places to work at because of your excellent reputation.

I have the right personal qualities that make me perfect for this job. I am a ...positive personality adjectives at least three... You can depend on me to do anything you ask me to do. Moreover, I have good ...skill#1... and ...skill#2... skills. I speak...language#1...and ...language#2...fluently. I think I would be excellent for this job due to my experience and qualifications. I have worked as a...related job#1... for...number... years at...place... I also worked for ...number... years in ...related job#2... and gained a good knowledge. In my spare time, I ...activity related to the job...

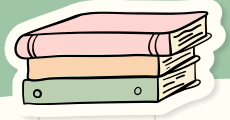
I am available for interview at any time convenient to you. I look forward to hearing from you soon.

Yours sincerely, **OR** Yours faithfully,

You name

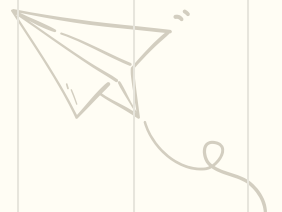
Your signature

## Formal Correspondence Job Application (Question)



Full-time secretary position available. Applicants should have at least 2 years' experience and be able to type 60 words a minute. No computer skills required.

Apply at United Business Ltd.





## Formal Correspondence Job Application (Model Writing)



Dear Sir/ Madam,  
Re: Secretary



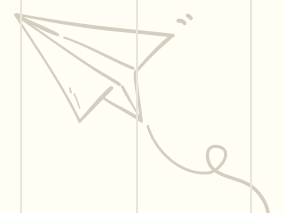
I am writing to apply for the position of secretary which I saw advertised in your website last week. I enclosed a copy of my CV.

I have been interested in office work for many years, which is why I chose to study for a degree in Business as well as a Diploma in accounting at the University of Bahrain. I would like to learn more about business and gain more experience. I think that you are one of the best places to work at because of your excellent reputation.

I have the right personal qualities that make me perfect for this job. I am a hard-working person who is dedicated to her job. I am also sociable, punctual, and able to work well under pressure. You can depend on me to do anything you ask me to do. Moreover, I have a good management and organizational skills. I speak Arabic and English fluently, both spoken and written. I think I would be excellent for this job due to my experience and qualifications. I have worked as a personal assistant for two at BMI Company. I also worked for six months in United shipping Company and gained a good knowledge. In my spare time, I help my sister with her home-based business.

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

Yours faithfully,  
Noor Ali





04



# Formal Correspondence : Enquiry

2025

2024

Layout / Guided writing / Previous question / Model writing



# Formal Correspondence Enquiry (Layout)



## Greeting

- ❑ Dear Sir\ Madam, (you do not know the name of the person)
- ❑ Dear Mr.\ Mrs. \Ms. , (you know the name of the person)

## Introduction

- ❑ Reasons for writing (I am writing to you about ...)
- ❑ Mention where you have seen the advertisement. ( on T.V, in the newspaper, the internet, etc.)

## Main Body

- ❑ Develop the email by raising your questions. Use transitional words to move from one question to another. (To know more about transitional words, [click here](#))

## Closing remarks

- ❑ You may 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

# Formal Correspondence Enquiry (Guided Writing)



Dear...name...,

I am writing to you about...topic... I have seen the advert in...where did you see the advert..., but I still have some questions. I would be grateful if you can answer them.

First of all, ...1st question about the topic.... In addition, ...2nd question about the topic... What's more, ...3rd question about the topic... .

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

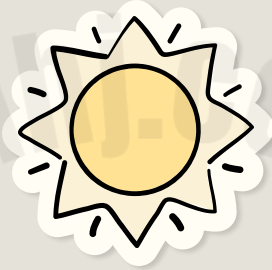
Yours sincerely, **OR** Yours faithfully,

Your name

Your signature



## Formal Correspondence Enquiry (Question)



You are interested in doing a summer course in the UK, which combines English with sport. You see this advert for a school in Belfast, Northern Ireland and you looked at the information on the school website. However, you still have some questions. Write a formal correspondence inquiring about the course.

Your name is Mariam Ali.

## Formal Correspondence Enquiry (Model Writing)



Dear Mrs. Sarah

I am writing to you about **your course in 'English with Sport' this summer**. I have seen the advert on **your website**, but I still have some questions. I would be grateful if you can answer them.

First of all, **if I stayed for four weeks, how many teachers would I have?** In addition, **are there any exams at the end of the course?** What's more, **could you tell me if I will get a certificate from the school when I leave?**

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

Yours sincerely,

Mariam Ali

*Mariam*



05

# Opinion Article

2025 2024

Layout / Guided Writing / Model Writing



## Opinion Article (layout)

### **1. Introduce the topic in the first paragraph.**

- ❑ There has been a remarkable increase in the use of mobile technology...

### **2. Develop your opinion in the following paragraphs using relevant stylistic features: strong vocabulary, use of slash /, use of dash -, use of informal language (I think that...), compounds and imagery.**

- ❑ Sure, this phenomenon... For example...  
However,.../But... I think that...

### **3. End the article by a general statement stressing your opinion.**

- ❑ I am optimistic about... I believe that...

# Opinion Article

## Agree

(Guide)

-----**topic**----- is a debatable issue that people usually argue about and look at from different angles. However, I truly believe that -----**topic**----- is greatly beneficial to this generation for many reasons that I will mention in the following paragraph.

To start with, -----**topic**----- is a good idea due to -----.

Moreover, -----**topic**----- can help -----  
----- Not to  
mention that -----**topic**----- leads to -----.

To sum up, I am convinced that -----**topic**----- is a wonderful thing, although I know that people have different opinions about this issue. So, we should be careful while stating our opinion and respect other people's thoughts.

## Opinion Article

### Disagree

(Guide)

-----**topic**----- is a debatable issue that people usually argue about and look at from different angles. However, I truly believe that -----**topic**----- is greatly harmful for many reasons that I will mention in the following paragraph.

To start with, -----**topic**----- is a terrible idea due to -----  
Moreover, -----**topic**----- can lead to -----  
-----  
Not to mention that -----**topic**----- also leads to -----  
-----  
, which may be harmful for some.

To sum up, I am convinced that -----**topic**----- is an awful thing, although I know that people have different opinions about this issue. So, we should be careful while stating our opinion and respect other people's thoughts.

# Opinion Article

## (Question)



Your English teacher has asked you to write an article on the effects of social media and technology on relationships.

Write an opinion article (200 – 250 words) on the topic and use relevant stylistic features.

## Opinion Article (Model Writing)

The effects of social media and technology on relationships is a debatable issue that people usually argue about and look at from different angles. However, I truly believe that **it** is greatly harmful for many reasons that I will mention in the following paragraph.

To start with, **social media and technology** are a terrible idea **in any relationship** due to **its negative effect on the ability to carry a face-to-face conversation**. Moreover, **social media and technology** can lead to **negative perceptions** due to lack of facial expressions or body language to get across ideas more clearly. Not to mention that **social media and technology** also lead to **less quality time and more more conflict** which may be harmful for some.

To sum up, I am convinced that **social media and technology** is an awful thing **for any relationship**, although I know that people have different opinions about this issue. So, we should be careful while stating our opinion and respect other people's thoughts.



## Advantages and Disadvantages Vs. Opinion Article

What is the difference between an opinion article and an advantages and disadvantages essay?

Opinion Article	Advantages and Disadvantages
<ul style="list-style-type: none"> <li>- Starts off with the writer's <b>personal opinion</b> right away, and commits to it all the way through the article.</li> </ul>	<ul style="list-style-type: none"> <li>- Starts off <b>neutral</b>, discussing both points of view, the writer's opinion mentioned only in the last paragraph.</li> </ul>
<ul style="list-style-type: none"> <li>- A bit informal as it repeatedly uses the personal pronoun (<b>I</b>).</li> </ul>	<ul style="list-style-type: none"> <li>- Very formal and often uses the passive voice and the 3rd person (People believe... <b>OR</b> it is believed...)</li> </ul>
<ul style="list-style-type: none"> <li>- Has <b>3</b> paragraphs in its layout: (Introduction / Main body / Conclusion)</li> </ul>	<ul style="list-style-type: none"> <li>- Has <b>5</b> paragraphs in its layout: (Introduction / Advantages / Disadvantages / Research / Conclusion)</li> </ul>

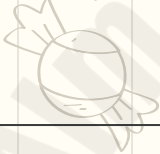


## Finally, this is it!

Be sure to study well and do your best, seniors, as it is all anyone can ask you for... ♡

I hope the tassel was worth the hassle, you did it!

*I wish you an abundance of health, wealth, and happiness.*



— Ms. Amani Aljbour

2025

2024



*If you believe, you can achieve* ♡

