كتيب مراجعة في كتابة المقالات الإجرائية – 301 Eng

تم تحميل هذا الملف من موقع مناهج مملكة البحرين	
موقع المناهج ⇦ مناهج مملكة البحرين ⇦ مرحلة ثانوية ⇦ لغة انجليزية ⇦ الفصل الأول ⇦ ملفات متنوعة ⇦ الملف	
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المزيد من مادة لغة انجليزية:	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
	إعداد: مدرسة جدحفص الثانوية للبنات

التواصل الاجتماعي بحسب مرحلة ثانوية					
صفحة مناهج مملكة البحرين على فيسبوك					

المزيد من الملفات بحسب مرحلة ثانوية والمادة لغة انجليزية في الفصل الأول	
1	كتيب مراجعة في كتابة المقالات الإجرائية – 301 Eng

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

Eng 301

Revision Booklet

2025-2026

Prepared by: ENG 301 Teachers in Jidhafs Secondary Girls School

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Unit 1 Playing With Design Writing

Writing a process

Writing a process essay layout

Introduction:

The diagram shows the stages of the..... process, it involves .....main stages. The process begins when....., then it follows by other important stages till it comes to the last stage where.....

The stages/ Steps:

The process starts with .....

.....

Following the first stage, the process moves to .....Step/stage 1 الخطوة الاولى.....

.....

Next, ... Step/stage 2 الخطوة االثانية.....

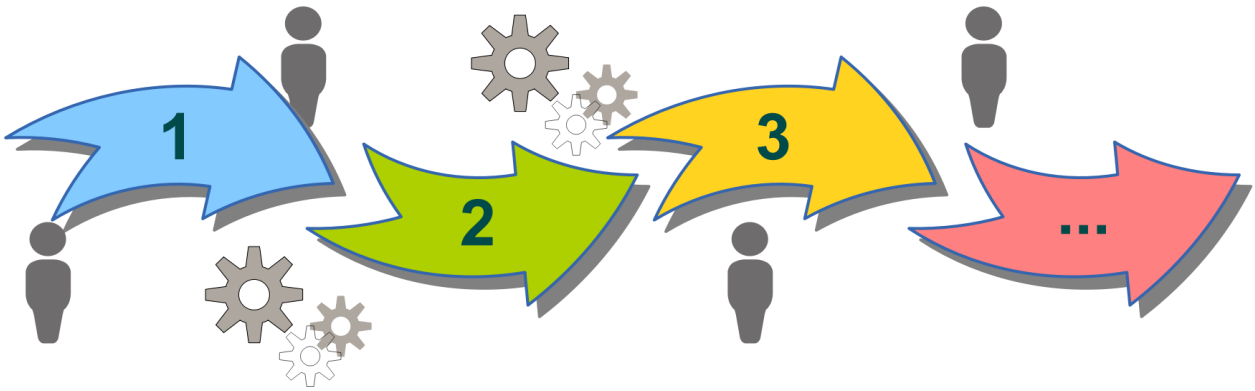
.....

After that, ... Step/stage 3 الخطوة الثالثة.....

.....

Finally, ... last step/last stage الخطوة الاخيرة.....

.....



The design process of a toy خطوات تصميم لعبة

Student's book page 20

This diagram shows the design of a toy. It involves six main stages. It starts with asking questions and listening to people and it ends with making happy memories.

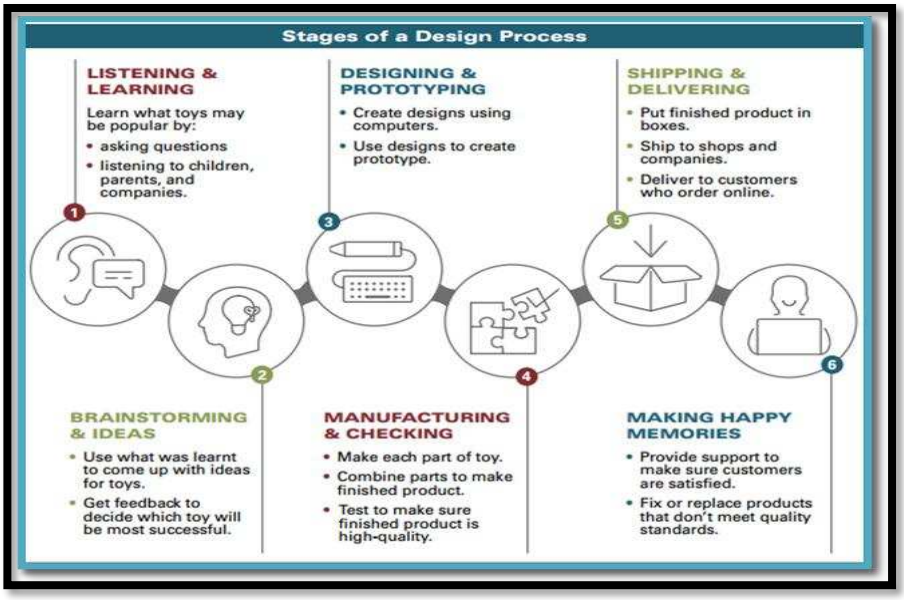
First, in the listening and learning stage, information is collected by asking questions and listening to children, parents, and companies to find out what toys may be popular.

Then, in the brainstorming and ideas stage, creative suggestions are generated and the most suitable ones are selected through feedback.

After that, designing and prototyping is carried out. Designers use computers to create designs and make a sample toy called a prototype.

In the manufacturing and checking stage, each part of the toy is made, combined, and tested carefully to ensure safety and quality. Once this is completed, the toys are shipped and delivered to shops, companies, and online customers.

Finally, in the making happy memories stage, customer service is provided and any faulty products are repaired or replaced so that satisfaction is ensured.



The process of making fruit salaخطوات اعداد سلطة فواكه

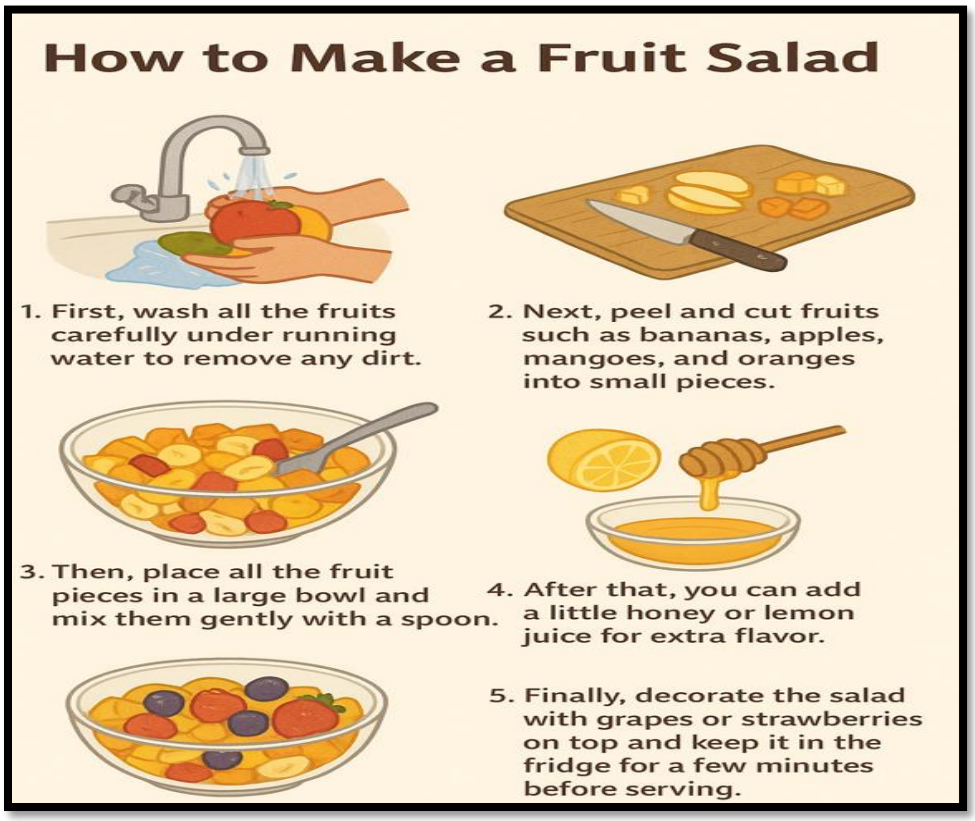
The following diagram shows the process of making a fruit salad. It is easy to prepare it and id does not take much time. It involves six steps. The process begins with selecting fresh fruits and ends with serving it.

The process starts with choosing fresh and ripe fruits such as apples, oranges, mangoes and bananas. This is followed by washing the fruits carefully under clean water.

Next, fruits like apples, oranges, and bananas are peeled if necessary and cut into bite-sized pieces by using a clean knife and a cutting board to keep everything clean. This stage prepares the fruits for easy mixing.

After cutting, all fruits are put into a large bowl and gently mixed. At this stage, optional ingredients such as lemon juice, honey, or mint can be added for extra flavor. This stage ensures that the salad is evenly mixed and ready to serve.

Finally, the fruit salad is put in the fridge for 10-15 minutes to make the salad cool and fresh. Lastly, the salad is ready and served in small bowls or plates.



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موقع المناهج البحرينية

The process of preparing for final exams خطوات التحضير للامتحانات النهائية

Preparing for final exams is very important that helps students feel confident and ready. The process of preparing for final exams takes time and effort. It involves some simple steps to get ready and prepared for the exams. The process begins with a study plan and ends with being ready for the exam.

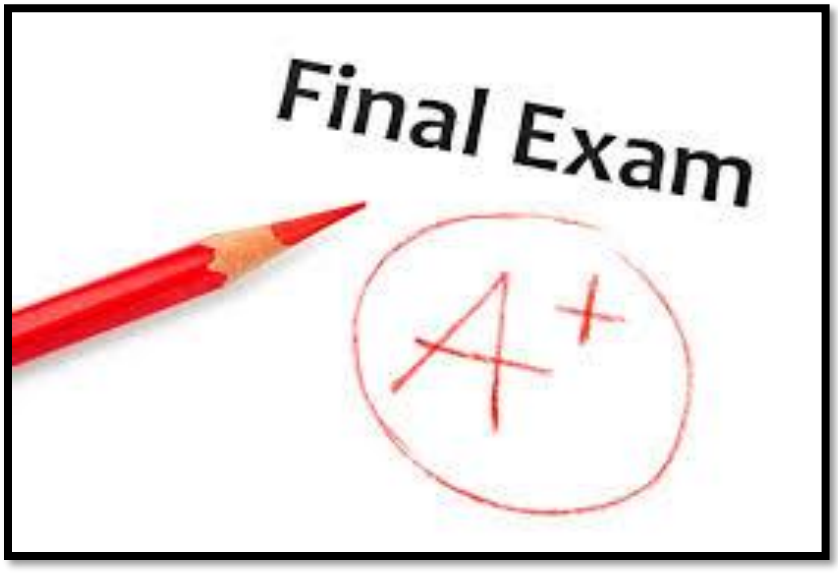
First, a student gathers all the materials they need, such as notebooks, textbooks, worksheets, and past papers. This helps them see what they must study.

Next, the student makes a clear study plan. They choose a specific time for each subject so they can review everything without feeling stressed.

After that, they start studying by reading the lessons, highlighting key ideas, and answering simple practice questions. This step helps them remember information better.

Then, the student takes short breaks to rest their mind and avoid feeling tired. They may also ask a teacher or friend for help if they do not understand something. A few days before the exam, the student reviews again to make sure they are ready.

Finally, the night before the exam, they sleep early so they wake up focused and confident.



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موقع المناهج البحرينية

How to book a holiday خطوات حجز عطلة

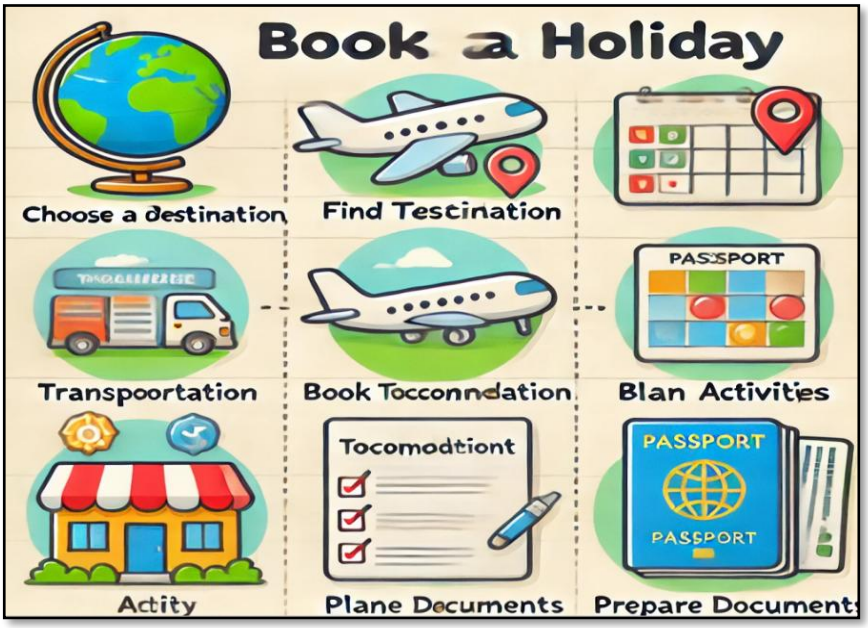
Many people dream of taking a perfect holiday but planning one can sometimes feel confusing or stressful. In today's busy world, travelers want a simple and organized way to prepare for their trips. Booking a holiday involves several steps, such as choosing a destination, finding transportation, arranging accommodation, and planning activities. This essay explains the process of booking a holiday.

First, decide on your destination by thinking about the weather, activities, and your budget. This helps you choose a place that fits your needs and interests. **Next**, search for transportation options such as flights or trains. **At this point**, it is a good idea to compare prices on different travel websites so you can find the best deal.

After that, look for accommodation that suits your plans. You can check hotels, apartments, or resorts, and **more importantly**, read reviews to understand other travelers' experiences. **Once you have chosen** a place to stay, go ahead and confirm the booking online.

Then, start planning your daily activities. Researching tours, museums, or outdoor adventures will help you build an enjoyable schedule. **Also**, preparing a simple itinerary ensures you make the most of your trip.

Finally, review all your reservations and organize your travel documents. Make sure your passport, tickets, and hotel details are ready before you leave. **In the end**, following these steps will help you book your holiday smoothly and enjoy a stress-free trip.

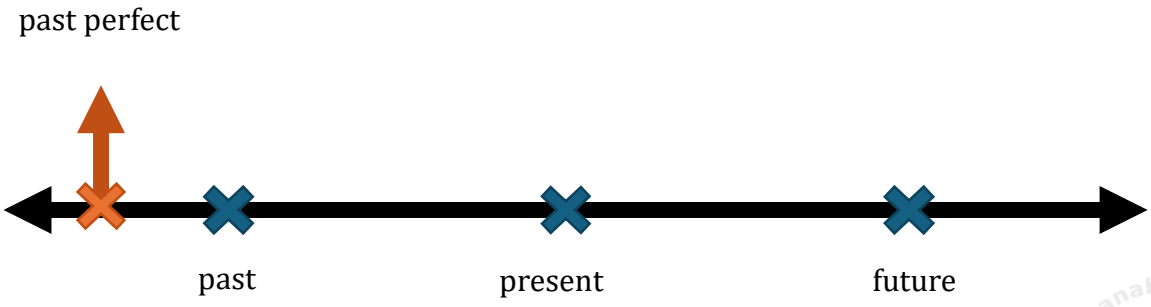


Unit 1 Playing With Design Grammar

Past perfect (the rule القاعدة)

Use الاستخدام	Example مثال
1. Past Perfect is used to refer to an event that happened before another event in the past. نستخدم الماضي التام للحديث عن حدث وقع قبل حدث آخر في الماضي.	2. He was tired because he had run a marathon. 3. They had left the party before it started to rain.
2. Past perfect is used to report statements or thoughts.	1. He thought he had finished the project on time. 2. I thought you had forgotten about me.

Form	Affirmative تأكيد	Negative نفي
It /He /She I / They/ We/You *تأتي له جميع الضمائر بنفس الشكل*	Had + past participle	Had **not** + past participle
Example	1. **By the time** we arrived, the movie **had started**. 2. We **had completed** the task. 3. Ali **had worked**.	1. I **hadn't finished** my homework. 2. She **hadn't finished** when the teacher came. 3. Ali **hadn't worked**.



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Noun modifiers 1

A noun modifier is a word, phrase, or clause that describes or adds more detail to a noun.

Before the noun	
With one or more adjectives	**New** shoes/ **nice but expensive** shoes
With –ing or –ed adjectives	An **exciting** film/ a **delayed** film
With another noun	A **job** interview / a **sport** interview

After the noun	
With a linking verb and adjective/ adjectives	Her idea **is obvious**. These ideas **are simple but helpful**.
With a prepositional phrase	Books **about history**. A book **with a blue cover**.

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Unit 2 The Circular Economy Writing

Writing an opinion essay

Writing an opinion essay about the benefits of conscious consumption

Title	.....العنوان.....
Introduction Hook Background Thesis statement	Imagine a world where everything you buy helps the planet and other people.....(Topic الموضوع).....is a very important topic. It means .....(تعريف للموضوع)..... There is no doubt that this topic has many benefits on the people, the environment, economy and society
Paragraph (1)	To start with, it has a great effect on the environment. This is clear in the following examples. First,... (example 1المثال الاول) ..... In addition, ...(example2المثال الثاني) ..... Moreover, ...(example3 المثال الثالث) .....
Paragraph (2)	Another advantage is its positive impact on the economy. There is no doubt that.....(topicالموضوع).....has helped it in many ways. Firstly, ... (example 1المثال الاول) .....Besides, ...(example2 المثال الثاني) ..... Furthermore.....(example3 المثال الثالث) .....
Paragraph (3)	A great benefit is its influence on society. It has fostered it. For example, ... Also, ... Plus .....
Conclusion	To sum up, ... (topic) .....has a lot of benefits to our life. It protects the environment, saves money and supports the society. By adopting this approach, the world will become cleaner, more caring and happier.

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The benefits of conscious consumption فوائد الاستهلاك الواعي

Imagine a world where everything you do helps the planet and other people. Conscious consumption is a very important topic. It has been increasing recently. It means to be careful about what you buy. It focuses on buying what we need and choosing products that are good for the environment and society. There is no doubt that this topic has great benefits on the people, the environment, economy and society.

To start with, it has a great effect on the environment. This is clear in the following examples. First, buying eco-friendly products reduces waste and pollution. In addition, it helps protect animals and nature. Moreover, it decreases landfill waste, and it keeps the planet clean.

Another advantage is its positive impact on the economy. There is no doubt that conscious consumption has helped it in many ways. Firstly, it saves money in the long run by buying only what is necessary. Besides, it helps local shops and businesses get more support and grow, when consumers choose to buy from nearby shops instead of big international companies. Furthermore, it creates more job opportunities.

A great benefit is its influence on society. It has fostered it. For example, it raises awareness in the community and teaches others good habits. Also, it inspires positive change. Plus, it encourages others to live sustainably.

To sum up, conscious consumption has a lot of benefits to our life. It protects the environment, saves money and supports the society. By adopting this approach, the world will become cleaner, more caring and happier.

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موقع المناهج البحرينية

The benefits of online learning فوائد التعليم عن بعد

In today's world, many students are discovering that learning can happen anywhere, even from the comfort of their own homes. Online learning has become a major part of modern education. It allows teachers and students to connect easily online. It offers many advantages that help students learn better. This essay will explain the main benefits of online learning for the environment, economy and society.

Online learning is good for the environment for many reasons. For example, it reduces pollution. Students study from home, which means fewer cars on the road and less air pollution. Also, online learning uses less paper because students do most of their work on computers, helping protect trees and keeping the environment clean.

Online learning also helps the economy in many ways. First, families save money because they spend less on transportation, school supplies, and uniforms. Also, schools save money because they use fewer resources like electricity, paper, and printed books. In addition, online learning creates new jobs in technology, such as app developers and online tutors.

Online learning brings many benefits to society. It makes education easier, more flexible and accessible for everyone. For example, adults who work full-time can take online courses at night. It also helps students with different learning speeds because they can pause lessons or watch them again.

In conclusion, online learning helps the planet, saves money, and supports students everywhere. It is a smart and modern way to learn for everyone in today's world.

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Unit 2 The Circular Economy Grammar

Future tenses المستقبل

Future Simple (will+ base form) المستقبل البسيط	
Predictions about the future	1. I **will be** a teacher. 2. He **will live** in a bug city when he's older. 3. There **will not be** enough clear water in the future. 4. The weather channel says it **will rain** tomorrow.
Present continuous (am/is/are + ing) المضارع المستمر	
Fixed plans or arrangements with other people	1. We **are leaving** the house in 15 minutes. 2. What time **are** we **meeting** tomorrow? 3. I **am visiting** my friend tomorrow. 4. My brother **is travelling** to Qatar next week.
Going to (am/is/are + going to + base form)	
Plans or intentions	1. I **am going to have** a coffee after work. 2. He **is going to buy** a new car. 3. Alex and Eva have announced that they'**re going to get** married. 4. I'm **going to watch** the match on television.
Might/ may (might /may + base form)	
Future possibilities which are not certain about	1. I **might go** to the park later. 2. It **might rain** tomorrow. 3. I **might see** you tomorrow. 4. You **may not like** what you see.

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Future perfect: نستخدم المستقبل التام للتعبير عن حدث سيكتمل قبل وقت معين في المستقبل

Future perfect

Use	Form	Example
To talk about something that will be completed before a specific time in the future.	Will+ have+ past participle Key words: By tomorrow, By next week, month, year By the time……. In 5 years time,	1. My friends are coming at 6:00 p.m. **I'll have finished** my homework by then. 2. **She'll have finished** the English project by the deadline.

Future continuous: حدث سيكون جاريًا في وقت معين في المستقبل

Future contiuous

Use	Form	Example
To talk about an action that will/will not be happening at a specific time in the future.	Will + be+ verb(ing) Keywords: At this time tomorrow, At this time next ……, At 9 tomorrow morning, At 10 next Sunday,	1. This time next year, I **will be traveling** around Europe. 2. At 11 p.m., she **will be sleeping** while you are still working. 3. **He'll be watching** Tv at 8:00 p.m. tonight.

Unit 3 Sharin A Laugh Writing

Eng 301-Unit 3: Writing a research report

Research Report on .....

Introduction

.....is an interesting topic. Many people learn about this topic in school or daily life and understanding it can help us know more about it. In this report, information about ..... will be explained clearly.

Summary of previous research

Previous research or information sources explain that .....

Researchers and writers have discussed how .....

.....

Purpose of current research

The purpose of this research is to learn more about.....and to describe it in a clear and simple way. This report aims to find out how ..... is relates to .....

Research Procedures

To collect information ..... The information was analyzed and organized into main ideas to make it easy to explain.

Results and discussion

The research showed that .....

This means that ..... The findings help show how .....is connected to .....

Conclusion

In conclusion, learning about .....is helpful because .....

This research gives a clear understanding of .....and why it is important. Future research could explore .....

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Research Report on Laughter

Introduction

Laughter is an interesting topic. Many people learn about this topic in school or daily life and understanding it can help us know more about it. In this report, information about how laughter works in social situations will be explained clearly.

Summary of previous research

Previous research or information sources explain that most laughter is connected to humor. Researchers and writers have discussed how laughter helps people form strong relationships.

Purpose of current research

The purpose of this research is to learn more about why we laugh and to describe it in a clear and simple way. This report aims to find out how laughter relates to communication and relationships.

Research Procedures

To collect information people were observed in everyday situations such as coffee shops, schools, shopping malls and parks. The information was analyzed and organized into main ideas to make it easy to explain.

Results and discussion

The research showed that 80 – 90 % laughter is social rather than a reaction to humor. This means that people laugh to connect with others and be friendly. The findings help show how laughter is connected to communication and relationships.

Conclusion

In conclusion, learning about laughter is helpful because it shows how humans build relationships and express emotions. This research gives a clear understanding of laughter and why it is important. Future research could explore laughter is used in different cultures.

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Unit 3 Sharin A Laugh Grammar

Forms to talk about similarities & differences

Adjectives

To show that two things are different

One syllable	some two-syllable	Longer adjectives
adjective + er + (than)		More/less + adjective +(than)
She is two years **older** than me. Bahrain is much **smaller** than Kuwait. Fatima is **taller** than her mother.		It's **less popular** in some countries. This dress is **more expensive** than that one. Travelling by bus is **more comfortable than** travelling by train.

To show that two things are (not) similar (the same)

.....as adjective as.....
..... not as adjective as.....

The movie is not as popular as the first one.
Football is as popular as basketball in our school.

Adverbs

To show that two things are different

more + adverb + than

Memes are **more easily** shared **than** other kinds of humour.
She began to speak **more quickly** than before.

To show that two things are (not) similar (the same)

.....as adverb as.....

..... not as adverb as.....

I don't smile as much as I used to.
You speak English as fluently as a native speaker.
She sings as beautifully as her sister

Nouns

To show that two things are different

more + noun + than

She knows **more jokes than** I do .

To show that two things are (not) similar (the same)

.....(not)as *much* + noun as.....

..... (not) as many + nouns as.....

I don't know as many jokes as my friend does.
She doesn't have as many friends as her cousin.
We have as much time as we did last week.
She doesn't drink as much water as her brother.

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Noun modifies 2

Participial phrases:

1. The audience learnt about a research project **starting next year**.
2. The research **done on laughter in the 1990s** is a useful place to begin.
3. The **sleeping** cat was on the couch.

Prepositional phrases:

1. The teacher discussed research **about different types of laughter.**
2. The results **of the survey** will surprise everyone.
3. A few students **from my class** passed the test.
4. The man **in the blue car** is my father.

Infinitive phrases:

1. Everyone has the ability **to distinguish between different kinds of laughter.**
2. I have homework **to hand in** tomorrow.
3. There is no reason **to doubt the results of the research.**

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موقع المناهج البحرينية

Unit 4 Our Changing Cities Writing

Writing a cause-and-effect essay

Introduction	Many modern cities are facing problems with ..... People often struggle with ..... To solve these problems, the city decided to build ..... By doing this, the city has improved .....
Paragraph 2 (reasons for project)	There are several reasons for building this project. First, ...Second, ...Third,.....Finally, ... For these reasons, the city approved the construction of this project.
Paragraph 3 (results/ benefits)	The project has brought many benefits. As a result, ...In addition, ... Moreover, ... Therefore, these projects make the city safer, healthier, and more successful for everyone.
Paragraph 4 (Impact on daily life)	The project has changed daily routines. Families now .... Children benefit .... Community activities such as .....are held regularly. The area around the hospital has improved with ....., ...
Conclusion	Like many cities, this community faced challenges with ..... By building ....., the city has improved ..... This project has created a better quality of life for residents. Other cities may follow this example to help their people live healthier lives.

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Eng 301-Unit4: Writing a cause-and-effect essay

Building a construction project (اسباب ونتائج) مشروع بناء في منطقة

Many modern cities face problems with health, the environment, education, and culture. **First of all**, people often struggle with long waiting times in hospitals, pollution, lack of space, and old buildings. **To solve these problems**, the city decided to build a new project. **By doing this**, the city has improved an important part of life for its residents.

There are several reasons for building this project. First, the population is growing, so people need more homes, schools, and hospitals. **Second**, many old buildings are unsafe and need to be replaced. **Finally**, new projects can improve the economy by creating jobs and attracting businesses. **For these reasons**, the city approved the construction of this project.

The project has brought many benefits. As a result, people can access better services and live more comfortably. **In addition**, it creates job opportunities, so families earn more income. **Moreover**, new parks, roads, and community centers make the city more organized and attractive. **Therefore**, these projects make the city safer, healthier, and more successful for everyone.

The project has changed daily routines. For example, families can now reach schools and hospitals easily. **Also**, children enjoy new playgrounds and safe areas. **Besides**, community events like sports and workshops are held regularly. **Finally**, clean sidewalks and green spaces make the city pleasant for everyone.

In conclusion, this community faced many challenges with health, education or culture. This project has improved daily life and it is a great example for other cities to follow to help their people live healthier and happier lives.

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موقع المناهج البحرينية

Cause-and-effect essay of Obesity أسباب وآثار السمنة

Obesity is one of the most serious health problems in the world today. Many people are gaining extra weight because of changes in lifestyle and diet. This problem affects adults and children and can lead to health and social issues. This essay explains the causes, effects, and impact of obesity on daily life.

There are many causes of obesity. The first cause is unhealthy eating habits. People eat fast food, sugary drinks, and snacks every day. This adds more calories than the body needs. Another cause is lack of physical activity. Today, people spend more time sitting at work, school, or home using computers or watching TV. Stress and poor sleep also lead to obesity because people eat more when they feel tired or worried.

Obesity causes many health problems. People may suffer from diabetes, high blood pressure, and heart disease. It also affects mental health, leading to low self-esteem and anxiety.

Obesity makes daily life harder. Overweight people may feel tired and have less energy for work or school. They may avoid sports or social activities because they feel uncomfortable. Children who are obese often spend time indoors instead of playing outside, which makes the problem worse.

In conclusion, obesity has many causes and serious effects. It harms health and daily life. People can prevent obesity by eating healthy food, exercising regularly, and managing stress.

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موقع المناهج البحرينية

Building a Hospital (اسباب ونتائج) مشروع بناء مستشفى

Many modern cities are facing problems with healthcare. People often struggle with long waiting times and outdated clinics. To solve these problems, the city decided to build a new community hospital. By doing this, the city has improved medical services and daily life for residents.

The old medical Centre was too small and could not serve the growing population. Residents complained about waiting hours for treatment and travelling to other cities for special care. City leaders wanted to provide reliable services and attract skilled doctors. They also hoped to offer modern equipment and better facilities. For these reasons, the city approved the construction of a large hospital.

The project has brought many benefits. Now, residents can receive treatment faster in more examination rooms and emergency units. Facilities are modern and well equipped, helping doctors diagnose illnesses more quickly. This has reduced stress and improved healthcare quality. Local businesses such as pharmacies and cafés have grown because more people visit the hospital area.

The project has changed daily routines. Families now feel safer knowing emergency help is close. Children benefit from health programmes that encourage better habits. Community activities such as awareness campaigns are held regularly. The area around the hospital has improved with new shops and cafés, making the neighborhood more active and connected.

Like many cities, this community faces challenges with healthcare. By building a modern hospital, the city has improved medical services and supported families. This project has created a better quality of life for residents. Other cities may follow this example to help their people live healthier lives.

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Unit 4 Our Changing Cities Grammar

Reporting verbs

1. **Verb + that:**

argue, believe, claim, estimate, explain, hope, point out, propose, recommend, report, suggest, say, state

Zaha Hadid claimed that architecture is about helping people to feel good.

2. **Verb + object + that:**

advise, convince, persuade

Most experts advised the city authorities that they should demolish the building.

3. **Verb + -ing:**

propose, recommend, suggest, admit, apologize

Some people suggested building a new shopping center.

4. **Verb + object + infinitive:**

advise, convince, persuade

Most experts advised the city authorities to demolish the building

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Cause- and- effect connectors

Preposition + cause	Transition + effect
Because of, due to, thanks to, As a result of , as a consequence of	As a result, Consequently, Therefore,

Examples:

1. Birds with shorter wings survived. **As a result**, genes for short wings became more common.

2. It was raining. **Consequently,** I stayed at home.

3. **Because of** rain, the picnic is postponed.

4. She was tired. **Therefore,** she went to bed early.

5. **Thanks to** my colleague's help, I should finish the project on time.

All the best

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