

## مواضيع الكتابة الإعلامية topics writing Informative



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المزيد من مادة  
لغة انجليزية:

إعداد: AlBarhi Saif Maryam

### التواصل الاجتماعي بحسب الصف الثاني عشر



صفحة المناهج  
العمانية على  
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### المزيد من الملفات بحسب الصف الثاني عشر والمادة لغة انجليزية في الفصل الثاني

إجابات كتيب المادة Answers key Booklet

1

كتيب المادة Booklet

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ملخص شامل في قواعد اللغة

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كلمات المراجعة النهائية لجميع الامتحانات السابقة في المادة

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كتاب workbook 3 Insights

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*Sultanate of Oman*

*Ministry of Education*

*General Directorate of Batinah North*

*English Language Unit*



# **Informative** **Writing Topics**

**(Grade 12)/ Semester Two**

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*School/ Asma bint Amr School*

In the exam, students spend most of their time answering the writing section. For them, it takes too long to understand, brainstorm and organize the ideas for the assigned topic before starting to write. Therefore, to make it easier for the students, I have thought of collecting some informative topics that might come in the final examination. All the topics are related to the four themes of the book, and are provided with helpful ideas for each. They are only examples to help students in their final exam. Students can think of other possible topics that might come in the exam. I hope they can get benefit of it. WISH YOU ALL THE BEST.

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## THEME 1: IN THE NEWS

- **“Media today is not that of yesterday”**

- **Introduction:**

- Definition of the word “Media”.
- Reason for development (Technology)

- **Body:**

- Media in the past:
  - ❖ Face to face/ Radio/ TV/ Newspapers
  - ❖ When they can get news.
- Media Today:
  - ❖ Different social media programs (twitter; Facebook; instagram; whatsApp...etc)
  - ❖ When they can watch the news.

### ➤ Conclusion

- Advice about how to use the social media appropriately.

## ● “Celebrities can do a lot for their society”

### ➤ Introduction:

- Who is a celebrity?

### ➤ Body:

- Help the poor: give money/ do charities/ build schools, hospitals
- Help promote small projects: advertising for them.
- Be a good model for their fans.

### ➤ Conclusion

- In summary, if celebrities do all these good deeds, they will help improve their societies and will develop the standards of life of people.

## ● “What qualities does a journalist need to have?”

### ➤ Introduction:

- Who is a journalist?

### ➤ Body:

- Passion: keen to know/ determined/ patient
- Communication skills: confident to meet people and ask questions
- Writing skills: dramatic language.
- Accurate; work to deadlines

### ➤ Conclusion

- In conclusion, if a journalist has all the qualities mentioned above, he will be a successful one, and people would love to read his news stories

## THEME2: WORK AND CAREERS

- ***“The most interesting job in the world.”***

### ➤ Introduction:

- Talk about different jobs and what make them interesting. (the salary; the colleagues; opportunities to travel; lots of holidays; the nature of the job itself)
- Decide what the job is “a teacher”

### ➤ Body:

- Being a teacher contributes to the whole community:
  - ❖ Teach the children everything: the curriculum, the way they act in their community and with other people.
  - ❖ Without this job, there are no other jobs. Students graduate from schools and universities to be doctors, engineers, journalists...etc
- Being a teacher means teaching and learning at the same time:
  - ❖ Learning from the students how to deal with different personalities
  - ❖ Learning from their experiences how to improve teaching

### ➤ Conclusion

- All in all, being a teacher is really the most interesting job in the world because of all the benefits it provides for the teacher himself, the students, and the community.

### ➤ Conclusion (Another One)

- With all these positive points of being a teacher, you need to think of your personality and your ability to be able to choose the right career suitable for you.

## • *“The most interesting job in the world.” (Another Example)*

### ➤ Introduction:

- Talk about different jobs and what make them interesting (the salary; the colleagues; opportunities to travel; lots of holidays; the nature of the job itself)
- Decide what the job is “a pilot”

### ➤ Body:

- High salary
  - ❖ The salary of this job is much more than other jobs.
- Opportunities to travel:
  - ❖ The work of this job is to travel which is exciting; visiting different countries as part of your duty.
  - ❖ People need to have holidays from their jobs to travel; whereas pilots get their holidays to stay at home.
- Meeting different people and learning about different cultures because of the nature of this job.

### ➤ Conclusion

- With all these positive points of being a pilot, you need to think of your personality and your ability to be able to choose the right career suitable for you.

✓ NOTE: there is also “The most interesting sport in the world”.

## ● “Job Interview”

### What should a person do before and during a job interview?

#### ➤ Introduction:

- Definition and Purpose of a job interview.
- A job interview is a meeting done for the job applicant to see his strengths and weaknesses. Later on, the interviewers can decide from the interview if the applicant is suitable for the job or not. Therefore, if a person wants to be accepted in the job, he has to perform well in that interview, so he needs to follow some tips before and during the job interview.

#### ➤ Body:

- Before a job interview:
  - ❖ know about the company: general information/ location
  - ❖ Make yourself ready: know your strengths and weaknesses/ dress smartly/ reach the place time before the interview
- During the job interview:
  - ❖ Be confident and polite

❖ Be clear and specific

### ➤ Conclusion

- Paraphrase your introduction:
- All in all, if the person follows these pieces of advice of how to carry out a successful job interview, and he has the right abilities for the job, he will definitely be accepted in that job.

✓ NOTE: these points can be found in the workbook; U2; T3; p.19

## • "Jobs have changed." Explain

### ➤ Introduction:

- Talk about Technology as a factor for the change of the jobs field.

### ➤ Body:

- Jobs in the past:
  - ❖ Jobs were very simple (equipment used in the job; salary)
  - ❖ Qualification (didn't need qualification for most of them)
  - ❖ Number of jobs was limited (no many choices)
- Jobs nowadays.
  - ❖ Jobs have become more complicated (machines and technology; salary has become high because of this)
  - ❖ Qualification (needs qualification)
  - ❖ Variety of jobs (because of the focus of the STEM; Science, Technology; Engineering; Mathematics)

### ➤ Conclusion

- Talk about jobs in the future. Are they going to change?

- **Talk about "The Pros (good) and Cons (bad) of Teamwork."**

- **Introduction:**

- What is Teamwork?

- **Body:**

- The positive side of teamwork:
      - ❖ A variety of ideas
      - ❖ ( Cooperation) Finish the work with less time and effort
      - ❖ Easy work
    - Negative side of teamwork:
      - ❖ Carelessness: some members of the team depend on others.
      - ❖ Conflict: ideas( which one to be carried out)/ the role of each member

- **Conclusion**

- “All in all, we have to keep in mind that not everybody is good at teamwork. It all depends on their kind of personalities. And as they work efficiently and accurately, they will be successful whether in a team or individually.

- **“Teamwork leads to a conflict between the members of the team. “ Explain**

- **Introduction:**

- The benefits of cooperation in teamwork.

- **Body:**

- The conflict is in:

- The role of each member: leader; presenter; writer; thinker... etc
- Ideas: which one to be applied (especially when most of the team members are creative)

#### ➤ Conclusion :

- Advice
- “All in all, we have to keep in mind that not everybody is good at teamwork. It all depends on their kind of personalities. And as they work efficiently and accurately, they will be successful whether in a team or individually.

### • What are the qualities of a good team player?

#### ➤ Introduction:

- A good team player is a person who is a member of a team and can work well in it. He is the one who achieve his role perfectly. This player should have some qualities to be called so.

#### ➤ Body:

- Cooperative/ helpful/ responsible( they does their work appropriately and efficiently/ they try to help other members in their duties)
- Flexible/ patient (they try not to have any conflict with other members of the team)

#### ➤ Conclusion

- “All in all, we have to keep in mind that not everybody is good at teamwork. It all depends on their kind of personalities. And as they work efficiently and accurately, they will be successful whether in a team or individually.

## THEME3: HEALTH AND SAFETY

- **Exercise is beneficial for health. Explain**

- Introduction:

- what are the main factors to stay fit and healthy: healthy diet and exercise

- Body:

- Physically :
      - ❖ Reduce the risks of diseases like obesity; diabetes; heart diseases
    - Mentally:
      - ❖ Relieve depression
      - ❖ Increase people's general sense of well-being

- Conclusion

- Advise people to adhere to a fitness program to make exercises part of their daily routine.

- **“The most interesting sport in the world”**

- Introduction:

- Talk about sport and its benefits (staying healthy and fit, being active)
    - Mention different types of sport and decide what the best sport (football).

- Body:

- Loved by many people: it is a popular sport all over the world\ everybody( from kids to old people) watches the matches

- Enjoyable: the way players play; the rules of the sport (easy and understandable); the goals

#### ➤ Conclusion

- All in all, there is a variety of sport, and people love one than the other. However, the most popular and interesting one is football.

### • “Going on a boat trip.” What are the safety rules needed in such a trip?

#### ➤ Introduction:

- The importance of safety in your life (feel secure; comfortable; away from potential hazards)

#### ➤ Body:

- Check :
  - ❖ The boat and its engine
  - ❖ The weather condition
- Bring necessary equipment for the trip: fuel/ torch/ food/ water/ GPS
- Inform somebody about your trip (in case of emergency)

#### ➤ Conclusion

- Advice about taking care of safety around them whether in the home or outside.

✓ NOTE: safety rules can be with different topics. You can find them in Theme 3/ Unit 2 Course book :( Activate your English)

### • “Safety on Roads” what should people do to stay safe?

➤ Introduction:

- The importance of safety in a person's life (feel secure; comfortable; away from potential hazards)

➤ Body:

- Raise people's awareness of the effects of car accidents
- Check the car
- Follow the rules of the road

➤ Conclusion

- Advice about following the road rules and to be careful while driving.

• **“The worst natural disaster I have ever seen.” Describe the disaster; and what problems it caused.**

➤ Introduction:

- Natural disaster: what are they? And examples of them

➤ Body:

- Where and when it happened.
- What problems it caused:
  - ❖ People: death; injuries
  - ❖ Infrastructure: destruction of houses and roads; waste
- Feeling: your feeling when you saw the disaster

➤ Conclusion:

- Reaction after the disaster: restoring and repairing; your feeling

• **“The best ways to make Oman clean.”**

➤ Introduction:

- Health and cleanliness go side by side to improve the lives of people.

#### ➤ Body:

- The role of the government :
  - ❖ Heavy Fines for those who throw litters
  - ❖ Campaigns: anti-litters media campaign / raise awareness in schools about the importance of cleanliness
- The role of People:
  - ❖ Put garbage in litter bins
  - ❖ Reduce the use of plastic bags
  - ❖ Use recycled materials
  - ❖ Regular clean-up for beaches and public areas

#### ➤ Conclusion

- Advice

✓ NOTE: “Protecting the environment is the role of all citizens.”  
This question focuses on the role of people above.

## THEME4: CITIZENSHIP

- **How to be a better citizen// OR how to make your country a better place to live in**

#### ➤ Introduction:

- Who is a citizen? And what is citizenship?

#### ➤ Body:

- Respect others/ be nice and helpful to others
- Invest in your own community: eating/ shopping/ spending money.
- Be involved in your community issues: Save energy/ recycle/ reduce using cars unless needed.

### ➤ Conclusion

- Advice

## • *"Wedding parties in Oman." Describe the event.*

### ➤ Introduction:

- Talk about Oman's customs and traditions.

### ➤ Body:

- Before the wedding day: preparation of the bride and the bridegroom and their families
- During the wedding day: talk about the party
- After the wedding party: in the bride groom's house.

### ➤ Conclusion

- Talk about the importance of preserving our customs and traditions because they show Oman's identity to the world.

## • *"Welcoming visitors" how do Omani people welcome visitors to their homes?*

### ➤ Introduction:

- Hospitality in Oman is very essential. It is part of Oman's identity. Omani people have some customs to welcome visitors in their homes.

### ➤ Body:

- Before the visitors come:
  - ❖ Prepare food.
  - ❖ Slaughter goats.
- During their visit:
  - ❖ Warm welcome with a big smile

- ❖ Bring special Omani food and sweet for them.
- When they leave:
  - ❖ Farewell them with Omani incense and special gifts.

#### ➤ Conclusion

- Advise Omani people to preserve the Omani customs and traditions to keep the uniqueness of Oman.

### • *“The role of charities in the Omani way-of-life”*

#### ➤ Introduction:

- What is charity work? How does it affect the community?

#### ➤ Body:

- Between people:
  - ❖ Improve the condition of the people in need
  - ❖ Increase love and cooperation between them when the rich people help the poor
- With their community:
  - ❖ Raise the standard of living in the community

#### ➤ Conclusion

- In conclusion, volunteering in any kind of charity work is really significant in the improving the quality of life of people. It will certainly make a difference.