

أوراق عمل مدرسة طارق بن زياد نهاية الفصل مع الإجابة النموذجية



تم تحميل هذا الملف من موقع المناهج القطرية

موقع المناهج ← المناهج القطرية ← الصف العاشر ← لغة انجليزية ← الفصل الأول ← ملفات متنوعة ← الملف

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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:

إعداد: مدرسة طارق بن زياد

التواصل الاجتماعي بحسب الصف العاشر



صفحة المناهج
القطرية على
فيسبوك

الرياضيات

اللغة الانجليزية

اللغة العربية

التربية الاسلامية

المواد على تلغرام

المزيد من الملفات بحسب الصف العاشر والمادة لغة انجليزية في الفصل الأول

أوراق عمل مدرسة خليفة نهاية الفصل مع الإجابة النموذجية

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أوراق عمل مدرسة خليفة نهاية الفصل غير مجابة

2

أوراق عمل نهاية الفصل مع الإجابة النموذجية للمدرس محمد رسمي

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Module 3 Revision (Grammar/ Vocabulary) Grade: 10

Class: 10/..... Student name:

Complete with the correct form of the words in capitals:

1. The new English course helped me make huge **Improvement** in my writing skills.

(IMPROVE)

2. There was a sudden **cancellation** of the concert because of heavy rain. (CANCEL)

3. The hotel offers free Wi-Fi **connection** in all rooms. (CONNECT)

4. Scientists continue their **exploration** of the deep ocean to find new species. (EXPLORE)

5. I saw an **advertisement** for a new job on their website. (ADVERTISE)

6. We made a **reservation** at the Italian restaurant for 8 p.m. (RESERVE)

7. His **announcement** about moving abroad surprised everyone. (ANNOUNCE)

8. You must complete the **application** before the deadline. (APPLY)

9. The company showed great improvement in customer service this year. (IMPROVE)

10. The flight **cancellation** caused a lot of frustration among passengers. (CANCEL)

11. The manager changed the **arrangement** of the meeting schedule. (ARRANGE)

12. He has a large **collection** of stamps from different countries (COLLECT)

13. The teacher used a smart **combination** of activities to keep the class active (COMBINE)



Worksheet (2) Vocabulary

Grade: 10 Class: 10/..... Student name:

Choose the correct word to complete the sentence

1- He has shown a lot of _____ in his English skills this year.

- a) Improve b) Improves c) Improving d) **Improvement**

2-The airline had a sudden _____ of flights due to bad weather.

- a) Cancel b) Cancelled c) Cancelling d) **Cancellation**

3-The hotel provides free internet _____ in all rooms.

- a) Connect b) **Connection** c) Connecting d) Connected

4-The scientists' recent _____ of the cave revealed new species .

- a) Explore b) Exploring c) **Exploration** d) Explored

5-The company ran a big _____ for their new product.

- a) Advertise b) **Advertisement** c) Advertising d) Advertised

6-We made a _____ at the restaurant for 7 p.m.

- a) **Reservation** b) Reserve c) Reserving d) Reserved

7- Their official _____ surprised all the employees.

- a) Announce b) Announced c) Announcing d) **Announcement**

8-You must submit your _____ for the scholarship before Friday

- a) Apply b) **Application** c) Applying d) Applied

9-The team's constant _____ in performance impressed the coach.

- a) Improve b) **Improvement** c) Improving d) Improves



Worksheet (3) GRAMMAR

Grade: 10 Class: 10/..... Student name:

Choose the correct answer to complete the sentences:

1. I _____ my homework already.

- a) have finished b) finished c) am finishing d) finish

2. She _____ to London three times.

- a) was b) goes c) is going d) has been

3. They _____ in Qatar since 2010.

- a) live b) lived c) have lived d) are living

4. We _____ just _____ the movie.

- a) had / seen b) are / seeing c) have / seen d) see / seen

5. He _____ his keys again!

- a) lost b) is losing c) has lost d) loses

6. My parents _____ never _____ sushi.

- a) has / tried b) have / try c) tried / have d) have / tried

7. The students _____ their project yet.

- a) don't finish b) haven't finished c) aren't finishing d) didn't finish

8. It _____ a long time since we met.

- a) has been b) was c) is d) were

9. She _____ her ankle, so she can't walk.

- a) hurt b) has hurt c) is hurting d) hurts

10. I _____ never _____ such a beautiful place before.

- a) had / seen b) am / seeing c) have / seen d) see / saw



Worksheet (4) GRAMMAR

Grade: 10 Class: 10/..... Student name:

Correct the verb in brackets using the Present Perfect

1. I **have lived** (**live**) in this neighborhood for five years, and I really enjoy the quiet atmosphere.
2. She **has finished** (**finish**) her science project just now, so she finally feels relaxed.
3. They **have known** (**know**) each other since they were in primary school, and they are still close friends.
4. My brother **has worked** (**work**) at the same company for more than ten years, and he has gained a lot of experience.
5. We **have arrived** (**arrive**) home just a few minutes ago, and we are getting ready to eat.
6. The teacher **has taught** (**teach**) English since 2012, and she still loves her job.
7. I **have cleaned** (**clean**) my room just this morning, so it looks much better now.
8. He **has studied** (**study**) English for a long time, and he has improved a lot recently.
9. She **has had** (**have**) this phone since last summer, and it still works very well.
10. They **have started** (**start**) their new project just today, and they are very excited about it.



Worksheet (5) Grammar

Grade: 10 Class: 10/..... Student name:

Choose the correct answer to complete the sentences

1. This book is not _____ interesting as the one we read last month.

- a) **as** b) so c) more d) the most

2. The weather is getting _____ these days; it's almost 45 degrees now!

- a) hot and hot b) **hotter and hotter** c) more hot d) the hottest

3. My neighborhood is _____ than it used to be; new buildings are everywhere.

- a) busy b) **busier** c) the busiest d) more busy

4. Ahmad is _____ tall as his brother, but he plays basketball much better.

- a) so b) **as** c) more d) the most

5. Among all the players in the team, Omar is _____ skilled.

- a) more b) much c) most d) **the most**

6. This exercise is _____ difficult than I thought; it really takes time.

- a) much b) **most** c) the most d) more

7. My new phone isn't _____ good as my old one; the camera is worse.

- a) so b) more c) **as** d) the most

8. The test today was _____ one we've had this semester.

- a) harder b) more hard c) hard d) **the hardest**

9. Students are becoming _____ interested in online learning these days.

- a) more and more b) the most c) most d) **more**



Worksheet (6) Grammar

Grade: 10 Class: 10/..... Student name:

1. This road is **narrower** than the highway because it was designed for small cars only. (**narrow**)
2. My bag is **heavier** than yours because I packed all my books for the exam. (**heavy**)
3. Today is **more exciting** than yesterday because we have fewer classes and more free time. (**exciting**)
4. Her explanation was **clearer** than the teacher's because she used simple examples. (**clear**)
5. This exercise **is more difficult** than the last one, so it needs more time to complete. (**difficult**)
6. My brother is **taller** than me, so he usually reaches the top shelf easily. (**tall**)
7. The new phone is **more expensive** than the old one because it has better features. (**expensive**)
8. The movie was **more interesting** than the book since it added more action scenes. (**interesting**)
9. This room is **brighter** than the other one, so we prefer studying here. (**bright**)
10. Learning English becomes **more important** every year as we use it more in daily life. (**important**)



Module 4 Revision (Grammar/ Vocabulary) Grade: 10

Class: 10/.....

Student name:

Vocabulary

1- Complete each sentence with **make** or **do** in the correct form:

1. I need to **do** my homework before I can go out.
2. She always **makes** her bed in the morning.
3. Could you **do** me a favor and carry this bag?
4. He wants to **make** more progress in English this year.
5. Don't **make** the same mistake again!
6. They **made** a lot of noise during the party last night.
7. My brother never **does** the dishes after dinner.
8. We have to **make** a decision about our next holiday.
9. She tried to **do** her best on the exam.
10. Let's **make** a plan for the weekend



2- Choose the correct answer:

1. He accepted the _____ because it offered good benefits.

- A. salary B. rent C. position D. knowledge

2. The company wants to _____ more workers for the summer.

- A. hire B. salary C. experience D. job

3. She has a lot of work _____ from her time volunteering abroad.

- A. job B. experience C. rent D. position

4. His monthly _____ is enough to cover his bills and savings.

- A. rent B. income C. job D. hire

5. They decided to _____ a car for their vacation.

- A. rent B. salary C. position D. income

6. A teacher must have strong _____ of the subject.

- A. knowledge B. hire C. salary D. rent

7. She is looking for a new _____ because she wants a career change.

- A. job B. salary C. rent D. knowledge

8. He received a pay rise, so his _____ is now higher.

- A. experience B. rent C. salary D. hire

9. What is the _____ for this role in your company?

- A. hire B. position C. rent D. income



10. They plan to _____ an assistant to help with office work.

- A. rent B. experience C. hire D. salary

11. Her _____ from freelance work varies every month.

- A. hire B. income C. position D. job

12. He gained valuable _____ during his internship.

- A. experience B. rent C. salary D. position

13. The _____ for this apartment is too high.

- A. rent B. job C. hire D. knowledge

14. She applied for a _____ at the new supermarket.

- A. rent B. job C. income D. salary

15. His _____ of computers helps him at work.

- A. salary B. knowledge C. job D. hire

16. The manager offered her a higher _____ to keep her from leaving.

- A. rent B. job C. salary D. knowledge

17. They advertised the _____ online to find the right candidate.

- A. position B. income C. rent D. salary

18. You need at least two years of work _____ to apply.

- A. job B. experience C. rent D. hire

19. We need to _____ a hall for the conference.

- A. hire B. rent C. salary D. income

20. His _____ increased after he started working full-time.

- A. income B. position C. rent D. knowledge



1. She is very _____; she makes friends wherever she goes.

- A. sociable B. patient C. ambitious D. rational

2. He's extremely _____; he always tells the truth even when it's hard.

- A. imaginative B. spontaneous C. disorganized D. honest

3. A firefighter must be _____ when facing dangerous situations.

- A. courageous B. sociable C. patient D. imaginative

4. She is very _____; she can come up with creative ideas easily.

- A. disorganized B. rational C. reliable D. imaginative

5. He's so _____ that he sometimes forgets his meetings or loses things.

- A. disorganized B. honest C. patient D. courageous

6. You need to be _____ if you want to achieve your long-term goals.

- A. ambitious B. spontaneous C. sociable D. reliable

7. She is very _____; you can always count on her to finish tasks on time.

- A. sociable B. imaginative C. reliable D. courageous

8. He is _____; he stays calm even when waiting for a long time.

- A. honest B. disorganized C. patient D. rational

9. Making decisions based on facts rather than emotions shows that you are _____.

- A. rational B. spontaneous C. sociable D. courageous

10. She is very _____; she often travels or tries new things without planning.

- A. honest B. patient C. reliable D. spontaneous

11. He is very _____; he sets big goals and works hard to achieve them.

- A. honest B. sociable C. ambitious D. disorganized



12. Her _____ nature helps her understand other people's feelings.

- A. sociable B. courageous C. rational D. reliable

13. You have to be _____ if you work with children.

- A. patient B. ambitious C. reliable D. rational

14. She made a very _____ choice by considering all the risks first.

- A. honest B. disorganized C. rational D. imaginative

15. He is so _____ that he never lies, even about small things.

- A. courageous B. patient C. sociable D. honest

16. She's quite _____; her desk is always messy, and she often loses papers.

- A. ambitious B. courageous C. reliable D. disorganized

17. It was very _____ of him to speak up against the unfair situation.

- A. ambitious B. spontaneous C. courageous D. patient

18. Her _____ mind helps her come up with original stories.

- A. imaginative B. honest C. reliable D. rational

19. He is very _____; he enjoys meeting new people and socializing.

- A. rational B. sociable C. patient D. disorganized

20. Their trip was completely _____; they decided to leave the same morning.

- A. honest B. courageous C. spontaneous D. ambitious



Grammar

1. You _____ finish your homework before you play video games.

A. must B. can C. might D. could

2. She _____ speak three languages fluently.

A. must B. can C. should D. would

3. It looks cloudy; it _____ rain later.

A. must B. might C. should D. can't

4. You _____ talk during the exam; it's not allowed.

A. must B. might C. can't D. should

5. He _____ be at home; I just saw him at the store.

A. must B. might C. can't D. should

6. If you want to lose weight, you _____ exercise more often.

A. can't B. should C. might D. could

7. _____ you help me with this math problem?

A. Should B. Must C. Can D. Ought to

8. She _____ be at work; her car is still parking outside.

A. must B. can C. had better D. can't

9. You _____ wear a uniform at this school; it's the rule.

A. should B. must C. might D. could

10. When I was younger, I _____ swim very well.

A. can B. could C. must D. might



11. They _____ arrive soon; their train was on time.

A. might B. can't C. mustn't **D. should**

12. You _____ smoke in this building; it's prohibited.

A. can B. might **C. can't** D. could

13. If you're free tomorrow, we _____ go to the movies.

A. mustn't **B. can** C. should D. can't

14. He _____ finish the project today, but he's not sure.

A. must **B. may** C. can't D. should

15. Drivers _____ wear seat belts at all times.

A. might B. could **C. must** D. can

16. She _____ play the piano beautifully when she was a child.

A. could B. should C. must D. might

17. You _____ forget to lock the door when you leave.

A. can B. should **C. mustn't** D. might

18. He _____ be the manager; he always gives orders.

A. might B. can't C. shouldn't **D. must**

19. If you're tired, you _____ take a break.

A. mustn't **B. should** C. can't D. would

20. The store _____ be open on Sundays; I'm not sure.

A. must **B. may** C. ought to D. should



Rewrite the following sentences using words in brackets:

1. It is necessary for you to finish your homework. Rewrite using "have to"

You have to finish your homework.

2. It's possible that she will come to the party. Rewrite using "might"

She might come to the party.

3. I advise you to see a doctor. Rewrite using "should"

You should see a doctor.

4. It is not allowed to park your car here. Rewrite using "can't"

You can't park your car here.

5. He was able to swim when he was five years old. Rewrite using "could"

He could swim when he was five years old.

6. Omar is able to speak English fluently. Rewrite using "can"

Omar can speak English fluently.

7. You are advised not to stay up too late. Rewrite using "shouldn't"

You shouldn't stay up too late.

8. It is necessary for drivers to wear seat belts. Rewrite using "must"

Drivers must wear seat belts.

9. He is not able to come to the meeting. Rewrite using "can't"

He can't come to the meeting.

10. I suggest you take an umbrella; it's raining. Rewrite using "should"

You should take an umbrella, it's raining.



Module 5 Revision (Grammar/ Vocabulary) Grade: 10

Class: 10/.....

Student name:

Choose the correct answer from (a b c or d)

1. Maria didn't want to _____ what happened at work because it was too personal.

- A. chat B. argue C. yell **D. mention**

2. The students gathered in a circle to _____ their ideas for the science project.

- A. yell B. complain C. gossip **D. discuss**

3. Tom and his sister often _____ about who should wash the dishes.

- A. argue** B. explain C. mention D. chat

4. Could you please _____ the instructions again? I didn't understand them the first time.

- A. gossip **B. explain** C. yell D. discuss

5. The neighbors like to _____ about everyone else on the street.

- A. discuss B. argue C. chat **D. gossip**

6. The children began to _____ loudly when they couldn't find their toys.

- A. yell** B. mention C. chat D. explain

7. Sara and Lily sat under the tree to _____ about their weekend plans.

- A. complain B. argue **C. chat** D. yell

8. The customers continued to _____ about the long waiting time.

- A. complain** B. gossip C. discuss D. mention

9. Before we make a choice, we should _____ all the possible solutions.

- A. yell B. chat C. gossip **D. discuss**

10. I forgot to _____ that I won't be here tomorrow, so please remind me to tell the teacher.

- A. mention** B. argue C. complain D. chat



1. You need to _____ the new software before you can use the program.
A. press B. tap C. drag **D. install**
2. Be careful not to _____ your phone; the screen might crack.
A. attach **B. drop** C. deactivate D. scroll
3. If you're finished with your work, remember to _____ the computer properly.
A. drop B. tap **C. shut down** D. press
4. To see more information on the page, you have to _____ down with your finger.
A. attach B. install **C. scroll** D. deactivate
5. You can _____ the file into the folder by holding it and moving it with the mouse.
A. press B. tap C. drop **D. drag**
6. Please _____ the icon on the screen to open the app.
A. tap B. shut down C. install D. drag
7. Don't forget to _____ the document to your email before sending it.
A. attach B. scroll C. drag D. deactivate
8. To take a screenshot, you need to _____ two buttons at the same time.
A. scroll **B. tap** C. press D. drop
9. If you don't want notifications from that app anymore, you can _____ it.
A. deactivate B. install C. attach D. drag
10. After you _____ the file into the folder, make sure it uploads correctly.
A. press B. deactivate **C. drop** D. scroll



Read the following and choose the correct answers.

1. Mr. Simon has made a new film _____ is based on a true story.
A. who B. **which** C. where D. whose
2. What was the name of the restaurant _____ we had dinner yesterday.
A. who B. **where** C. which D. whose
3. I think it was Mr. Jack _____ car was damaged in the accident.
A. whose B. which C. **whose** D. whom
4. Thomas Edison was the scientist _____ invented the light bulb.
A. **who** B. where C. which D. whom
5. Excuse me everybody! _____ phone is this? I found it in the car park.
A. which B. where C. **whose** D. in which
6. Is this the girl _____ essay won first prize in the writing competition?
A. **whose** B. which C. who D. whom
7. The man _____ car was stolen last night is our next-door neighbor.
A. **whose** B. which C. whom D. who
8. The old shopping souq is _____ you can find many attractive souvenirs.
A. which B. **where** C. who D. when
9. I wonder _____ car this is! It has been here for a long time.
A. which B. **whose** C. who D. where
10. City Park _____ we used to go to, has been closed down.
A. **where** B. who C. which D. when



Rewrite the following Sentences Using the given words.

1. Ali is a skillful footballer. He scored two goals yesterday. (who)
Ali is a skillful footballer who scored two goals yesterday.
2. We stayed at a hotel in France. It was very luxurious. (which)
We stayed at a hotel in France which was very luxurious.
3. That's my colleague. His sister is a vet. (whose)
That's my colleague whose sister is a vet.
4. My uncle has a brand new car. It cost him a fortune. (which)
My uncle has a brand new car which cost him a fortune.
5. You met this man at the barbecue. He's a famous photographer. (who)
the man who you met at the barbecue is a famous photographer.
6. Let's go to the museum. The new 3-D artworks are shown there. (where)
Let's go to the museum where the new 3-D artworks are shown
7. I saw a girl at the supermarket. She is an old classmate of mine. (who)
I saw a girl at the supermarket who is an old classmate of mine.
8. He passed his driving test. It was good news. (which)
He passed his driving test which was good news.
9. Summer is beautiful. I always travel abroad in summer. (when)
Summer is beautiful when I always travel abroad.
10. The burglars got rid of the car. It was used during the robbery. (which)
The burglars got rid of the which was used during the robbery.



Choose the correct answer from A ,B, C or D

1. Frank and Ben _____ cleaning the beach together.
A. saw B. seen C. were seeing **D. were seen**
2. A daily intake of vitamin C _____ by the doctor last week.
A. is recommended B. was recommended C. has recommended D. had recommended
3. The homework _____ by Huda yesterday evening.
A. is done **B. was done** C. is doing D. was doing
4. The language which _____ in this region is of very old origin.
A. is spoke B. spoken **C. is spoken** D. is speaking
5. Several dictionaries _____ for free on the internet.
A. offers **B. are offered** C. are offering D. was offered
6. The emails _____ yesterday. We have to send them today.
A. were sent B. aren't sent C. are sending D. weren't sent
7. Please read the document which _____ to the email I am sending you.
A. attached B. attaches **C. is attached** D. is attaching
8. I would like to see the photos which _____ during our holidays.
A. is taken B. are taking **C. were taken** D. were taking
9. This app _____ by the company where my brother works.
A. is created **B. was created** C. is creating D. created
10. This course _____ to improve the computer skills of first-year university students.
A. design B. designed **C. was designed** D. was designing



Rewrite sentences using Passive Voice. Start with the words given

1. Roger broke the window while he was playing basketball.

The window was broken while Roger was playing basketball.

2. Every day the bakery delivers fresh bread to the restaurant.

Fresh bread is delivered every day to the restaurants.

3. They built forty towers in our city.

Forty towers were built in our city.

4. All the members of staff attended yesterday's seminar.

Yesterday's seminar was attended yesterday.

5. Many tourists visit the Barzan Towers every year.

The Barzan Towers are visited every year.

6. Brian wrote a report on the company's latest products last week.

A report was written on the company's latest products last week _.

7. The company's employees send hundreds of emails every day.

Hundreds of emails are sent everyday.

8. The teacher explains the exercise again and again.

The exercise is explained again and again.

9. All workers wear protective equipment at the building site.

Protective equipment is worn at the building sites.

10. The creative team didn't discuss the new project in yesterday's meeting.

The new project wasn't discussed in yesterday's meeting.



Reading

1. In the 1970s, many people became concerned about energy. People had to face up to the fact that they used too much energy and energy sources were not going to last forever. One architect, Michael Reynolds, decided to do something. He set out to design homes that were cheaper to build and more energy efficient. In addition, he wanted to do something about all the garbage. Finally, he came up with the idea of "Earthships."

2. Although it sounds like a boat, an Earthship is a house. However, unlike regular houses, Earthships are constructed from garbage and are built using only ten percent of the energy needed to build a typical house. Moreover, after they are built, Earthships use only ten percent of the energy required to heat, light, and cool a regular home. Although Earthships sound unique, they are built to look just like any other house.

3. One of the big benefits of Earthships is that they are made from recycled materials. The main construction material of an Earthship is used tires that are filled with dirt. The dirt-filled tires are then laid flat and stacked like bricks. Because the tires are round, there is lots of extra space between the columns of tires. These spaces are filled with used cardboard. The inside walls between rooms in the Earthship don't need to be as strong as the outside walls; therefore, the inside walls are made with old cans, bottles, and cement that are eventually covered and painted to look just like walls in a typical home.

4. Another benefit of an Earthship is that it saves energy and natural resources. For example, an Earthship uses less water. Rainwater, which is collected on the roof, is used for drinking and bathing. Furthermore, Earthships need much less energy for heating and cooling because they are built into the ground, which keeps the temperature inside the house from getting too hot or too cold. In the long run, this helps Earthship owners lower their utility bills. As well, one wall of an Earthship usually faces south. This will make solar heat help to warm the house and solar panels built on the roof generate electricity to run appliances in the house.

5. All of these features make Earthships very environmentally friendly. That's one of the reasons they have become popular throughout the world. Earthships have been built in Bolivia, Australia, Mexico, Japan, Canada, England, Scotland and all over the US. May be in the near future, an Earthship will be landing near you!



1. What is the text mainly about?

- A. Earthships look like typical houses.
- B. Earthships are environmentally friendly homes.
- C. Environmentalists are concerned about energy.
- D. Earthships are popular in many different countries.

2. Read the following from paragraph (4).

"This will make solar heat help to warm the house and solar panels built on the roof generate electricity to run appliances in the house."

What does the underlined word 'appliances' MOST LIKELY mean?

- A. **devices**
- B. utensils
- C. amenities
- D. containers

3. According to paragraph (4), why do Earthships need less energy?

- A. because they recycle water
- B. because they are typically very small
- C. **because they are built into the ground**
- D. because they are more energy efficient

4. Based on the text, decide whether the following statements are: True (T), False (F) or Not Given (NG).

- A. Michael Reynolds had the State Appreciation Award for his achievements in 1972. (**NG**)
- B. The inside walls of Earthships have to be as powerful and hard as the outside walls. (**F**)
- C. One wall of an Earthship faces south to make solar heat help to warm the house. (**T**)



5. From paragraph 3, mention THREE items that are used to build the inside walls of an Earthship house.

1st itemcans....
2nd itembottles.....
3rd item	... cement.....

6. From paragraph 5, mention THREE countries in which Earthship houses are very popular.

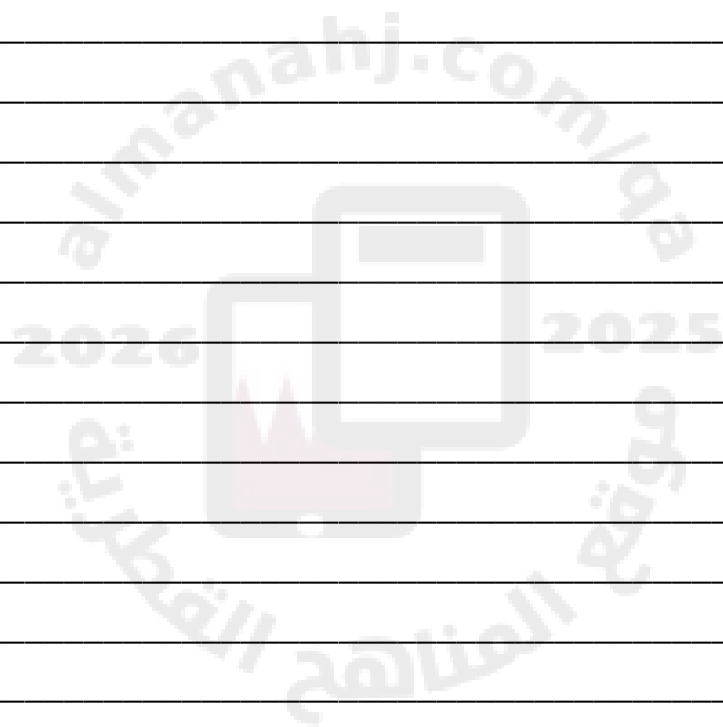
Country 1	...Mexico
Country 2Jaban.....
Country 3	...Australia.....



Writing

1- Write an article **describing a place** you have visited that holds special meaning for you. Explain why this place is important to you, describe its appearance, and discuss the sights and sounds you experience there. Finally, explain why this place leaves a strong and lasting impression on you.

Handwriting practice lines for the writing task.





2- Write **a formal email** to Mr. John requesting information about joining an upcoming **AI** workshop. In your email, ask about the workshop **dates**, **registration procedure**, **fees**, and any required materials. Also provide some information about your background and explain why you are interested in participating in the workshop.

Handwriting practice lines for the email response.

