

## Guided Writing الكتابة الموجهة

- التعداد:

فوائد سمات خصائص طرق أهداف أهداف أهداف نتائج أسباب أسباب  
 reasons / causes / results / aims / goals / purposes / ways / characteristics / features / benefits  
 الى آخره مميزات إنجازات سلبيات ايجابيات  
 advantages / disadvantages / achievements / qualities, etc.

There are many..... of ..... such as **Ving**.....  
 and **Ving**....., too. In addition, **they / it** can also be **Ving**.....  
 and **Ving**....., as well.

- إذا كان التعداد من ثلاث نقاط نختار (it) و نضع هنا نقطة فقط. أما إذا كان من أربعة نقاط نختار (they) ونكمل كما هو مكتوب.

- إذا لدينا بالعنوان (how) تكون كلمة التعداد (ways طرق).

- إذا لدينا بالعنوان (why) تكون كلمة التعداد (reasons أسباب).

- إذا كان العنوان سؤال يتم تحويله الى جملة عادية.

- و بإذن الله سنأتي على تفاصيل طريقة الحل في الحصة الصفية.

مثال:

### Benefits of internships

- get experience.
- learn earn about the field.
- develop students' skills.
- strengthen their C.Vs.

**There are many** benefits of internships **such as** getting experience **and** learning about the field, **too. In addition, they can also be** developing students' skills **and** strengthening their C.Vs, **as well.**



- عند تعداد إيجابيات و سلبيات:

There are many advantages of .....العنوان..... such as **Ving**..... and **Ving**....., too. On the other hand, there are many disadvantages of .....العنوان..... like **Ving**..... and **Ving**....., as well.

### Extending the school year

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>- prevent the “learning loss” that occurs over the long summer break.</li> <li>- achieve top grades in exams.</li> </ul>	<ul style="list-style-type: none"> <li>- exhaust both students and teachers.</li> <li>- increase cost to the school district.</li> </ul>

**There are many advantages of** extending the school year **such as** preventing the “learning loss” that occurs over the long summer break **and** achieving top grades in exams, **too. On the other hand, there are many disadvantages of** extending the school year **like** exhausting both students and teachers **and** increasing cost to the school district, **as well.**

- عندما يكون لدينا تعداد ايجابيات و سلبيات صفات نكتب كما يلي:

.....العنوان..... is / are .....الصفة..... and .....الصفة....., too. On the other hand, it is / they are .....الصفة..... and .....الصفة....., as well.

- نضع (it is) اذا الموضوع مفرد.

- نضع (they are) اذا الموضوع جمع.

مثال:

### Working as an interpreter

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>- rewarding.</li> <li>- secure.</li> </ul>	<ul style="list-style-type: none"> <li>- difficult.</li> <li>- responsible job.</li> </ul>

Working as an interpreter is rewarding and secure, too. On the other hand, it is difficult and responsible job, as well.



تفاصيل الإتصال	الإسم	صفات شخصية	التدريب و المؤهلات
Contact details	Name	Personal attributes	Qualifications and training,
المعرفين / المراجع		الإنجازات و المهارات	الخبرة العملية
Reference		Skills and achievements	Work experience

Dear Mr. Rahhal,

I am very interested in the position of researcher at your pharmaceutical company. You will see from the enclosed curriculum vitae that I have worked in sales for a large pharmaceutical company for many years and I have been very successful in this job and I was sales person of the year in 2013 CE.

I would now like a new challenge and would be interested in moving into research. I have a degree in Physics. I have a degree in Physics. I am a competent and adaptable worker and I believe that I can be successful in any position. I like reading and camping. I also like travelling.

References are available on request.

I look forward to hearing from you.

Yours sincerely,

Hisham Khatib

- 1) \_\_\_\_\_ Hisham Khatib.
- 2) \_\_\_\_\_ 22 East Way, Irbid.
- 3) \_\_\_\_\_ 2010 –now: Sales Representative for a large pharmaceutical company.
- 4) \_\_\_\_\_ Degree in Physics (graduated in 2009).
- 5) \_\_\_\_\_ I won Salesperson of the Year Award in 2013 CE.
- 6) \_\_\_\_\_ I am a very competent worker. I am also adaptable.
- 7) \_\_\_\_\_ Samira Rahhal, the director in my current job.



- تعبئة بيانات السيرة الذاتية (طريقة أخرى).

Read this cover letter, then fill in the table correctly.

I am Hassan Ali. I live in 18 Almadina St. Amman. I work as an English teacher. I have a degree in English Language and Literature, the Hashemite University. I won the poetry award in 2013 CE. I am an adaptable and hard-working person. I enclose a recommendation letter from Mr. Omar Falah, my current head teacher.

1. Name: \_\_\_\_\_

2. Contact details: \_\_\_\_\_

3. Work experience: \_\_\_\_\_

4. Qualifications and training: \_\_\_\_\_

5. Skills and achievements: \_\_\_\_\_

6. Personal attributes: \_\_\_\_\_

7. Reference: \_\_\_\_\_

**Ramzi Khatatbeh**

**0796973059**

**BEST WISHES**