

Write to be Bright

Second Edition

Learning to write is learning to think

Name :

Class :

WRITING
WRITE
WRITE
TTNIG

Dear Students, Parents and Educators,

AL.Wafi School presented by English Teachers would like to put this project between your hands to provide a guide line for four writing types. This book contains explanation and examples for each type for all grades. It will help students to prepare for continuous assessment and final exam too.

Hope to help students understand and get benefits from.

English Teachers at AL.Wafi Basic Education School(5-12)

" A step Towards Progress"

Writing for grade five and six

Collected by:

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Writing sentences

The structure of English sentences

(المضارع المستمر) : continuous Present

(المفرد) Singular :

I → (am + v-ing) + object

Example: I am listening to the teacher

She
He
It } **is + v+ ing +object**

Example: He is watching T.V

(الجمع) Plural

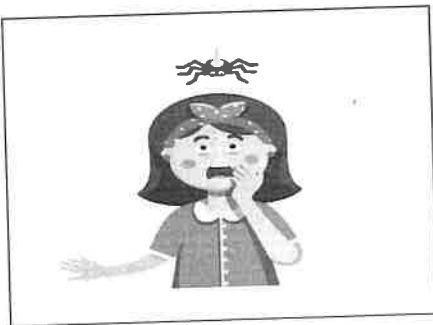
They
We
You } **are + v + ing +object**

Example: They are playing football

1. Writing sentences with a picture provided. Sentences start with a pronoun.

Look at the pictures. Then complete each sentence.

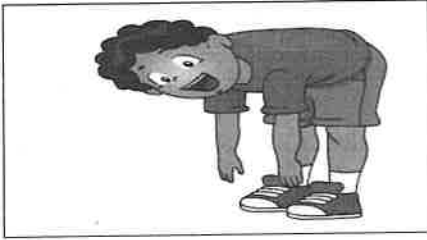
A.



She _____

She is scared.

B.



He _____

He is doing exercise.

C.



They _____

They are fishing.

2. Sometimes the sentences start with instructions.

D.



Look out! _____

Look out! Camel crossing here.

2.



Raise _____

Raise your right hand.

2.



Don't _____
Don't park your car here.

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How to write an e-mail:

WRITING 3

(5 marks)

Complete the following task. Write at least **40 words**.

Situation:

Your friend Sara wants to know about what you do in your free time. Write an e-mail to her telling her about your free time activities.

Your writing should be **clear** and **well-organized**

(المرسل اليه) To: Sara

(المرسل) From: Fatma

(الموضوع) Subject: my free time activities

Dear: Sara

Hello. How are you? How is your family? I would like to tell you about (.....) my free time activities.

In my free time, I do many activities. I like drawing and reading stories. Also, I enjoy shopping with my mum. Moreover, I spend my free time in playing computer games with my sister.

What about you? Write to me soon.

Bye

.Fatma: المرسل....

(التوقيع)

بعض المواضيع المقترحة لكتابة الایمیل :

1. My daily routine

To: Sara

From: Fatma

Subject: my daily routine

Dear: Sara

Hello. How are you? How is your family? I would like to tell you about my daily routine

In the morning I get up at 5:00. I take a shower. I have breakfast at 6:00. At 7:00, I go to school. I finish my school at 1:40. I have lunch at 2:00 and I do my homework. I watch TV. At 8.00 I have dinner. At 9:00. I sleep .What about you?.

2. Myself

From: Fatma

Subject: my self

Dear: Sara

Hello. How are you? How is your family? I would like to tell you about my self

My name is Ali. I am 11 years old. I am from Oman. I live in Alwafi. I have 3 brothers and one sister. I like reading books and playing football. I don't like watching TV. My favorite subject is English. What about you? Write to me soon

Bye

3. Oman (my country)

From: Fatma

Subject: my country (Oman

Dear: Sara

Hello. How are you? How is your family? I would like to tell you about my country (Oman)

Oman is one of the gulf countries. It is beautiful. It has attractive places such as Mattrah and Salalah. It has wonderful parks and gardens. A lot of visitors come to visit it. What about you? Write to me soon

4. My holiday

From: Fatma

Subject: My holiday

Dear: Sara

Hello. How are you? How is your family? I would like to tell you about my holiday.

My holiday was interesting. I visited my grandfather. I went to Muscat with my family. I played football on the beach with my brothers. I read and wrote some stories. I was very happy. What about you?

Write to me soon

Bye

(Fatma)

5. My birthday party

From: Fatma

Subject: my birthday party

Dear: Sara

Hello. How are you? How is your family? I would like to tell you about my birthday party

My birthday party was fun. Everyone gave me presents. I was happy very much. I ate cupcakes with my friends. I listened to music. I watched TV and played games. I usually remember that birthday. What about you?

Write to me soon.

Bye

(Fatma)

6. My family

From: Fatma

Subject: my family

Dear: Sara

Hello. How are you? How is your family? I would like to tell you about my family

My family is big. It consists of my grands, mother, father, sisters and brothers. It is very lovely and kind. All my family sits together every day. What about you?

Write to me soon.

Bye

(Fatma)

Descriptive Writing:

How to describe a picture:

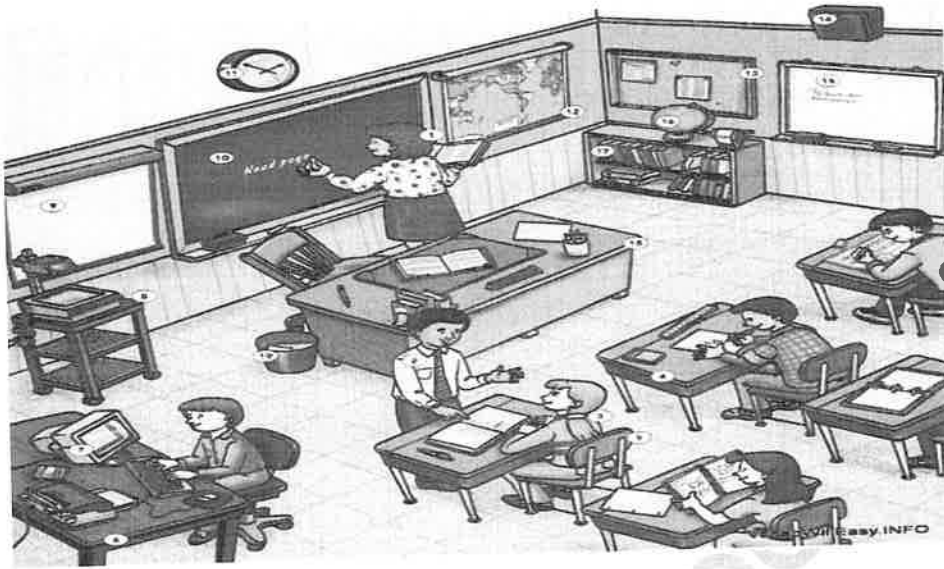
لوصف صورة حاول الإجابة على الأسئلة التالية:

- 1- What can you see in this picture?
- 2- Where are they / is he?
- 3- What are they doing / is he doing?
- 4- What are they wearing?
- 5- How do they feel?

Describe the picture



1. Describe what you can see in the picture. Start with (I can see in the picture..... (صف ماذا ترى في الصورة)
2. Describe the place. (They are in the.....) (اذكر المكان)
3. Describe what they are doing. (They are playing.....) (صف كل شخص ماذا يفعل)
4. Describe clothes (They are wearing.....) (صف كل شخص ماذا يلبس)
5. Describe their feeling. (They are happy...) (صف شعور الأشخاص)



In this picture I can see a big classroom, a nice teacher and many students. They are in a classroom. It is big and clean classroom. The teacher is writing on the board. Two students are talking .One student is using computer. One student is reading a book. Two students are writing. The teacher is wearing a shirt and a skirt. The students are wearing shirts and trousers. They are relaxed and having fun.

A Person

Words/phrases	Meaning in Arabic	example
born/Sur/1970	السنة ومكان الميلاد	He was born in 1970.
married/1985	سنة الزواج	He got married in 1986.
two sons/ three daughters three sisters/ two brothers	عدد الابناء (اولاد \ بنات) عدد الاخوة (اخوات \ اخوان)	He has two sons and three daughters. He has three sisters and two brothers.
job/work/ doctor	المهنة	He works/ worked as a doctor. / He is/ was a doctor.
study/ oxford university	مكان الدراسة	He studied at Oxford university.
live/ Qatar	اين يعيش	He lives/ lived in Qatar.
famous/ active	استخدام الصفات : مشهورا نشيط	He is/ was famous and active.
father/ engineer	مهنة الأب	His father is / was an engineer.
called write	يسمى يكتب	He wrote two books called----. He was called-----.
die/2010	سنة الوفاة	He died in 2010.
die/2010/40	سنة الوفاة مع العمر	He died in 2010 when he was 40 years old.

Examples of writing informative

Noor Aldeen Alsalmi

born/1876/Rustaq
famous /Omani writer
blind father/a good man
wrote/32 books
died/1914

Noor Aldeen Alsalmi

Noor Aldeen Alsalmi was a famous Omani writer. He was born in 1876 in Rustaq. His blind father was a good man. He wrote 32 books. He died in 1914.

Graham Bell

born / Scotland / 1847
studied / University of London
married /1877 / 4 children wife and mother / deaf
invented/ telephone
died /1922

Graham Bell

Graham Bell was born in Scotland in 1847. He studied at University of London. He got married in 1877 and he had 4 children. His wife and mother were deaf. He invented the telephone. He died in 1922.

Taha Husein

Famous/writer

children/Amina and Moenis
Studied /Al-Azhar University
died/ 1889
Wrote/about 100 books born/ 1973/ Egypt

Taha Husein

Taha Husein was a famous writer. He was born in 1889 in Egypt. He studied at Al Azhar University. His children were Amina and Moenis. He wrote about 100 books. He died in 1973.

William Shakespeare

grammar school / poetry / history

job / great writer

born / 1564

first job / actor / theatre

known best for: writing plays: Romeo and Juliet, Hamlet

three children

die / 1616

William Shakespeare

William Shakespeare was a great writer. He was born in 1564. He studied grammar school, poetry and history. His first job was an actor in a theatre. He had three children. He was known best for writing plays of Romeo and Juliet and Hamlet. He died in 1616.

Ibn Battuta

famous for / exploring Islamic world

born / 1304 / Morocco

job / explorer

famous book / " The Journey "

visit / Asia, Africa , Europe

die / 1369

Ibn Battuta

Ibn Battuta was famous for exploring Islamic world. He was born in 1304 in Morocco. He was an explorer. He visited Asia, Africa and Europe. His famous book was "The Journey". He died in 1369.

Umm kulthoom

born/Cairo/1904

family/poor

start singing/1917/ 13 years old

father/ the imam of the local mosque

known/Kawkab al-Sharq

famous/Egyptian/singer

died/1975/Cairo

Umm Kulthoom

Umm Kulthoom was a famous Egyptian singer. She was born in Cairo in 1904. Her family was poor. Her father was the imam of the local mosque. She started singing in 1917 when she was 13 years old. She was known Kawkab Al Sharq. She died in 1975 in Cairo.

Ahmed bin saeed

Born/1710/Adam

Aged /73

Seven sons /three daughters

live / sohar

Famous / Oman

died 15/12/1783 /Rustaq

Ahmed bin Saeed

Ahmed bin Saeed was a famous Imam in Oman. He was born in 1710 in Adam. He lived in Sohar. Ahmed bin Saeed had seven sons and three daughters. He died in 15/12/1783 in Rustaq when he was 73 years old.

Now it's your turn (حان دورك الان)

Zheng He

born/0370/China
explorer/ship captain
first voyage/from 0415-0517/India
visited 25 countries
enjoyed /sailing a lot
died/0433

Freya Stark

born/0893/France work/0904/nurse
travel/Syria /0928 sail/Yeman/0935 wrote/adventure
die/England/0993

Marco Polo

born/Venice/Italy/1254

father and uncle/merchants

1271/made/journey/China journey/dangerous

1205/returned/Venice/a lot/ money/jewels

prison/wrote/book/adventures

HELEN KELLER

born /27 June 1880

born/ Tuscumbia

19 months/became/ blind and deaf

8 years old/ went /Perkins school

1904/graduated/Radcliffe

wrote/ a book /called the story of my life

died/1 June 1968

Writing for grade seven, eight and nine

Collected by:

Homisa AL.Alawia, Dhabia AL.Rasbia
And Noora AL.Rasbia

Informative Writing

People

Words/phrases	Meaning in Arabic	Example
born/Sur/1970	السنة ومكان الميلاد	He was born in 1970.
married/1985	سنة الزواج	He got married in 1986.
two sons/ three daughters three sisters/ two brothers	عدد الابناء (اولاد) بنات (عدد الاخوة) اخوات اخوان	He has two sons and three daughters. He has three sisters and two brothers.
job/work/ doctor	المهنة	He works/ worked as a doctor. / He is/ was a doctor.
study/ oxford university	مكان الدراسة	He studied at Oxford university.
live/ Qatar	اين يعيش	He lives/ lived in Qatar.
famous/ active	استخدام الصفات : مشهورا نشيط	He is/ was famous and active.
father/ engineer	مهنة الأب	His father is / was an engineer.
called write	يسمى يكتب	He wrote two books called-----. He was called-----.
die/2010	سنة الوفاة	He died in 2010.
die/2010/40	سنة الوفاة مع العمر	He died in 2010 when he was 40 years old.

Example:

Alexander Fleming

born / 1881 / Scotland study / medicine
discover / Penicillin / 1928
get / noble prize / 1945 work / London Hospital
died / 1955 / London

Alexander Fleming was a famous inventor. He was born in 1881 in Scotland. He studied medicine. He discovered the pencil line in 1928 . He got the Nobel Prize in 1945. He worked in London Hospital. He died in 1955 in London.

Animals/ Birds

Words/ phrases	Meaning in Arabic	Example
weight: 47 kg	الوزن 74 كغم	It is 47 kgs.
height: 50 cm/long	الطول 00 سم	It is 50 cm long.
live/ warm water	المياه الدافئة : اين تعيش	It lives in warm water.
food/ plants/ small fish	ماذا تأكل	It eats plants and small fish.
huge/ dangerous	ضخم خطير : صفاتها	It is huge and dangerous.
sharp teeth	اسنان حادة: صفاته	It has sharp teeth.
colour/grey	لونه رماديا	It is grey.
attack people	مهاجمة الناس	It attacks people.
skin/bags	استخداماتها : جلدا حقائب	Its skin is used (in making)/ (to make) bags.
grow/3m	نمو	It grows up to 3 meters.
long beak/ wings/ fly	صفات الطائر	It has a long beak and wings./ It can fly.

Example:

Dinosaurs

live / earth / millions of years	the weather / much warmer
the land / covered / forests	no cows / horses
food / plants	reptile / no fur, feathers
	extinct / disappeared

Dinosaurs lived on earth millions of years ago. At that time the weather was much warmer. The land was covered with forests. There were no animals such cows or horses. Dinosaurs are a group of reptiles and they didn't have fur or feathers. They ate only plants. Dinosaurs became extinct and disappeared.

AL WAFI SCHOOL

Places

Words / phrases	Meaning in Arabic	Examples
location	الموقع	It is in the north cost of Oman.
population/2 million people	عدد السكان	It has a population of 2 million people.
language/ Spanish	اللغة	They speak Spanish.
religion/ Isalm	الديانة	Most people there are Muslims.
green farms / long beaches	ماذا يوجد فيها	It has green farms and long beaches.
kind people	صفات سكاوها	Its people are kind.
weather/cold/wet	الطقس	The weather is cold and wet.
famous food/ dates/fish	اشهر المأكولات	It is famous for dates and fish. People eat dates and fish.
jobs/fishermen/farmers	المهنة التي تشتهر بها المنطقة	People work as fishermen and farmers.
tourism/visit/forts/old suqs	السياحة	Tourists can visit forts and old suqs.
famous for/ Sultan Qaboos Mosque	بماذا تشتهر	It is famous for Sultan Qaboos Mosque.

Cairo

Capital city / Egypt 37 districts population / 9 million
Longest river / the world farms /
factories
Tourism / museums / 2Cairo Tower / Opera
weather / summer /hot / winter / cold

Cairo is the capital city of Egypt. It is in the north of Egypt. Cairo has 37 districts. More than 9 million people live in Cairo. It has the longest river in the world, which is Nile River. Cairo is famous for its agricultural farms and also factories. If you go to Cairo you will be able to visit many museums, the Cairo Tower and the Opera. Cairo is hot in summer and cold in winter.

AL WAFI SCHOOL

Celebrations

Words/ phrases	Meaning in Arabic	Example
name of Celebration and place: Deepavali/ Malaysia	اسم الاحتفال والمكان	Deepavali is a festival that takes place / celebrated in Malaysia.
timing: 15 th / October	التوقيت	It takes place / is held on the 15 th of October every year.
purpose: festival/ light	ماهية الاحتفال	It is the festival of light.
houses/ streets lights/ oil lamps	الاستعداد للاحتفال	Before the festival, people put lights and oil lamps in houses and streets.
food/ different dishes beautiful/ dresses/ clothes	وصف الاحتفال	During the festival, people prepare different dishes and they wear beautiful dresses and clothes.
five days	مدة الاحتفال	It lasts for five days.

Omani National Day

18 November	wear / traditional dresses
Celebrate / village cities	decorate / houses / roads / colorful lights
Shows / military / students	horses races / camels /
Poets / national poems	traditional dances / Razha / Al -Azi

The Omani National Day is an event. Oman celebrates this event on 18th of November every year. In this day women wear traditional dresses. The Omani people celebrate the Omani National Day in all villages and cities. The houses and roads are decorated with colorful lights. There are Military shows and students shows in all Omani regions. Omani people organize camels and horses' races. Some Omani poets say national poems. Omani people make traditional dances like Razha and Al-Azi.

Interactive Writing

A: Informal letters

Layout of email/ letter

Part of the letter	Points included	Meaning in Arabic	Examples
Introduction المقدمة	Greetings	التحية	Dear/ Hello/ Hi
	Opening remarks	عبارات افتتاحية	How are you? How is your family?
	Thanking for previous letters/ emails	الشكر على الرسائل أو الإيميلات السابقة	Thank you for your last/ recent letter/ email
	Reason of writing	سبب الكتابة	I am writing to tell you about... I am sorry to hear.....
Main Body الموضوع الرئيسي	Detail 1	تفاصيل الموضوع	
	Detail 2		
Conclusion الخاتمة	Closing sentence(s)/ Remarks	جمل و عبارات ختامية	That's all for now./ Write back soon/ Take care and write again soon/
	Endings	العبارات الختامية	Best wishes/ Bye for now, See you soon, Yours faithfully/ Yours sincerely/ All the best/ With love/ Regards
	Writer's Name	اسم كاتب الرسالة أو الإيميل	Fatma/ Sara/ Ahmed

Interactive Writing

What do we need to write emails?

1. Greeting:

Hi Ali, Hello Laila, Dear Nasra, (informal)

Dear Sir/Madam, /To Whom It May Concern, /Dear Mr. John,
/Dear HR

manager, / Dear Teacher Reem, (formal)

2. Introduction:

How are you? / I hope that you are doing well. / I hope you had a great

weekend. / It is great writing to you. / How is everything? / Thank you for

your lovely email. / Thank you for your quick response. (select 3)

3. Reason for writing:

I'm writing to tell you about / I am writing this email to recommend

..... / I'm writing to inform you about / I am writing in order to ask

for information about I am writing to complain about / I'm

writing to provide you with ideas about / I'm writing to give you some

solutions for your problem. (choose 1 according to the question)

4. The body:

Organize your ideas into separate paragraphs.

5. The end:

6. I hope this will help. / This all for now. / I look forward to hearing from you

soon. / I am looking forward to your reply. / Thank you for your trust. We

look forward to a successful working relationship. / If you require any

further information, let me know/inform me please. Please contact me if

there are any problems. / Please let me know if you have any questions.

(select 2)

7. Signature:

8. Best wishes / Thanks / Regards / My regards / Best regards / Warm regards

/ love / Take care / Many thanks / See you around / Yours Sincerely / Yours

Faithfully (select 1 only)

Examples of interactive Writing :

Complete the following task. Write at least 100 words.

Situation: Your friend **Faisal / Fatma** wants to know about how to become strong and healthy.

Task: Write an e-mail to your friend telling him / her **about how to become strong and healthy**.

Your writing should be clear and well-organized

Dear Fatma,

How are you? I hope that you are doing well. Thank you for your lovely email.

I'm writing to give you an advice about how to become strong and healthy.

First, you should eat healthy food like fruit and vegetables and don't eat junk

food. You should eat food with vitamins and carbohydrates and drink a lot of water. In addition, you should avoid foods that have oil and fat.

Second, you should do exercises such as walking, swimming and running. You

can also go to the gym. You should try to help your parents in house works.

Finally, you need to sleep for enough time. You should go to bed at 9 o'clock.

I hope this will help. I look forward to hearing from you soon.

My regards

Sulieman

Complete the following task. Write at least 100 words

Situation: Your friend **Ali / Alia** is doing a project about **different cultures and Celebrations around the world**.

Task: Write an e-mail to your friend telling him / her about the Omani culture and some celebrations in Oman.

Your writing should be clear and well-organized.

Dear Alia,

How are you? I hope that you are doing well. Thank you for your lovely email.

I'm writing to tell you about the Omani culture and some celebrations in

Oman.

The Omani culture is the same in all areas. All Omani people are Muslims and

they respect each other and foreigners. Omani people are friendly and

Hospitable. They speak Arabic. They respect their heritage and teach the

Handicrafts to their next generations.

Omani people celebrate many celebrations such as Eid Alfitr and Eid Aladha as well as the National Day. They perform traditional dances and songs. They wear traditional clothes in these events.

I hope this will help. I look forward to hearing from you soon.

Best wishes

Nasir

Example 1

Complete the following task. Write at least 100 words Task:

Write an e-mail to your friend telling him / her about **the activities that you can do in the zoo.**

Your writing should be clear and well-organized

Dear Maryam ,

How are you? How was your day? I am so pleased to receive your email that I have been waiting for today. I will give you my ideas for what I am going to do if I go to the zoo.

When I will go to the zoo, I have many ideas and things I want to do. First, I will go to the ticket office to buy a ticket to enter inside the zoo. Then, I will go to the café. You will ask me why? Because I love the coffee very much.

After that, I will go to see animals, feed them and know information about the rare animals.

Finally, I will go to the gift shop to buy some gifts for my family.

Don't forget to send your opinion about my ideas. Give my greetings to your family and friends.

Love,

Fatma Jameel.

Done by: Fatma Jameel

Grade eight

Alwafi school

Example 2

Hi Durar,

How are you and your family? I hope you are fine. You asked me about what I will do if I go to the zoo.

First, I will take some money to buy things, snacks or toys when I go around the zoo. In addition, I will ask for vegetables to feed the animals.

I am so excited to see the lions and tigers there. I will ask the zookeeper about the crocodile and snakes because I want to learn new information about them.

When I finish, I will go to the coffee shop of the zoo to buy some snacks. I know that I will be very hungry. Finally, I will play in the playground to have fun and meet new friends.

I am waiting for your email.

See you soon,

Fajer

Done by: Fajer Bader

Grade eight

Alwafi school

USEFUL PHRASES FOR WRITING FORMAL LETTERS

WRITING FORMAL LETTERS TO COMPLAIN:

Reason for writing:

- I am writing in order to complain about
- I am writing to complain about

Introducing the complaint:

- Firstly
- In the first place
- First of all
- My first complaint is
- The first problem is
- The first thing I would like to draw your attention to is
- My first concern is



Introducing further complaints:

- Secondly
- In the second place
- Not only ...but also
- In addition
- In addition to this
- Added to this
- ... was also unacceptable

Demanding action:

- I suggest that you replace the item
- I therefore suggest that I be given a full refund
- I would be grateful if my money was refunded
- I would be grateful if you could give me a full refund

Ending the letter:

- I look forward to hearing from you
- I look forward to receiving a full refund
- I look forward to receiving a replacement
- I look forward to receiving your explanation

Example of a complaint letter

Complaint Letter for Receiving Damaged Product

I#3, 63rd Street
Sai Avenue
Bangalore - 29

Date: 22nd June 2020

Customer Service Manager
XYZ Company
City, Pincode
State

Subject: Complaint Letter for receiving a damaged product

Dear, Mr./Ms. (Name)

My name is (_____). I am writing this letter to complain about receiving damaged products from your company.

I have ordered (name of the product) on (date of order). It was delivered to me on (delivery date). When I opened the courier the product was in a damaged position. It was very disappointing to me as I have a lot of trust in your company and this is the first time it has happened to me.

Therefore, I am requesting you to send a person to take this damaged goods back and deliver me the same product in a good state. And if you don't have the product available in the stock, please refund my amount for the same.

Yours Faithfully,
(Name)
Signature

Example of Letter of application

22 Castle Street,
London
SW2 9XY

17th November 2005

The Head Chef,
The Grand Hotel,
69 High Hill,
Luton

Dear Sir/Madam,

I am writing to apply for the job of Chef which was recently advertised in the Weekly News. I would really like the challenge of becoming a chef in a large hotel.

I am 24 years old and have completed both secondary and higher education. I have five GCSEs with grade A pass and a Higher Diploma in catering. I am very interested in becoming a chef because I want to be responsible for developing new menus and cooking new dishes.

I have enclosed a copy of my CV and look forward to hearing from you soon. Please do not hesitate to contact me should you require additional information.

Yours faithfully,

Fred Smith

Fred Smith

Evaluative writing

Evaluative Writing

What do we need to know to answer this type of writing?

1. **Synonyms:** advantages = benefits / profits / improvements disadvantages = drawbacks / weaknesses / limitations idea = opinion, statement, argument
2. **Phrases to start with:** It is mentioned that / It is argued that / It is said that Someone argued that / Some people discussed that
3. **Giving examples:** For example, / For instance, / such as / like
4. **Sequencing reasons:** First, / Second, / Third, / Finally,
5. **Giving opinion:** I strongly agree / I strongly disagree
6. **Paraphrasing the statement:**

“Home-cooked food is healthier than restaurant food” Mothers’ cooking is better than eating out. “Money brings happiness” Wealth makes people happy.
7. **Contrasting:** However, / while, / but / although, / though,
8. **Adding ideas:** In addition, / Furthermore, / and / Consequently, / For this reason, similarly, / As a result, Therefore, In the same way,
9. **Conclusion:** To conclude, / To sum up, / In conclusion, Finally, / In summary,
/ Briefly, / In the final analysis, / Thus,

Persuasive Writers Remember Their

OREOS

State your opinion clearly.

O_{pinion}

R_{eason}

E_{xample}

R_{eason}

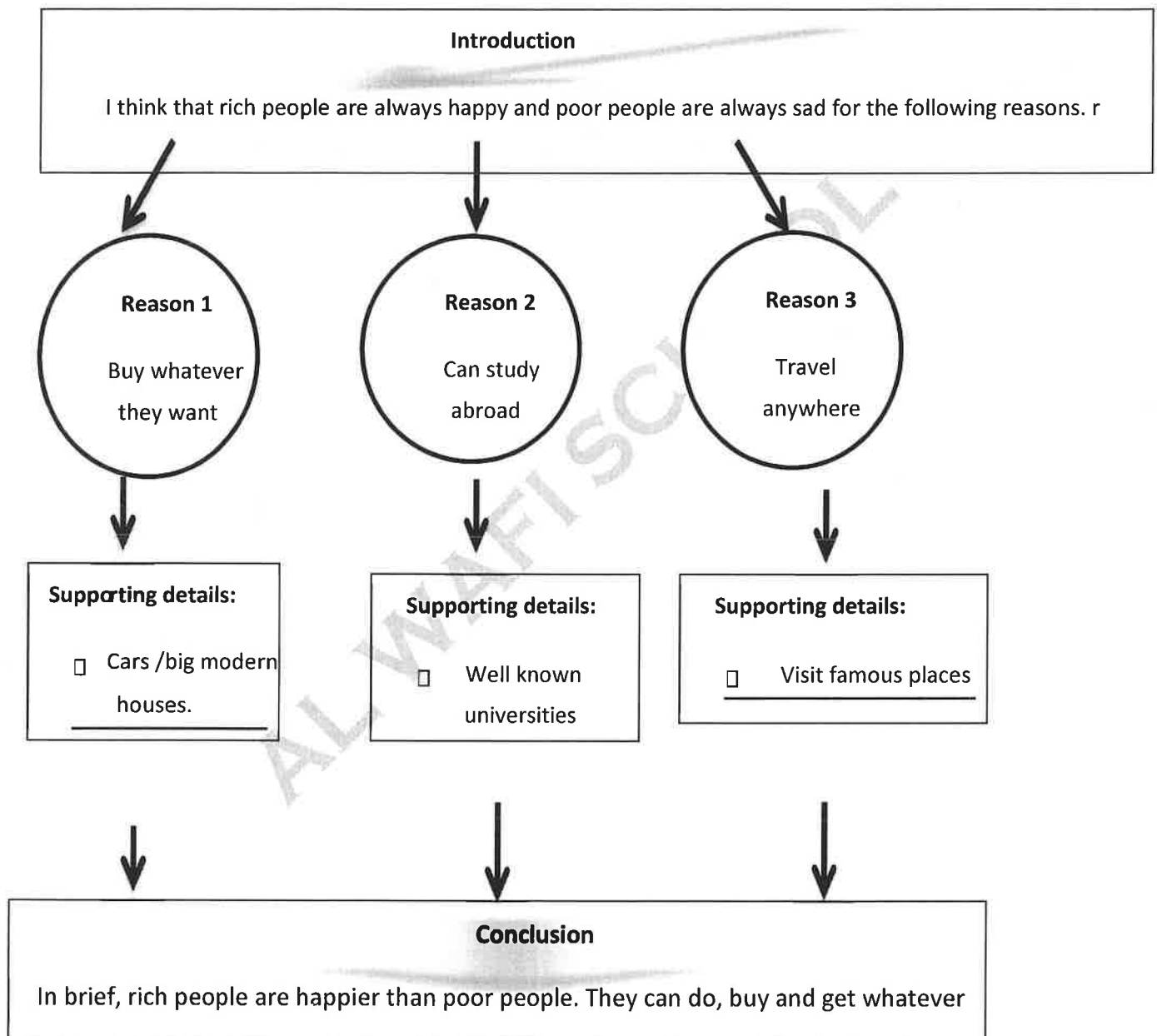
E_{xample}

O_{pinion restated}

Rich people are always happy and poor people are always sad”

Do you agree or not? Give your reasons.

Your writing should be **clear** and **organized**. **Topic: Rich people are always happy and poor people are always sad**



Money brings happiness. Therefore, I think that rich people are always happy and poor people are always sad for the following reasons.

The first reason is that rich people can buy whatever they want while poor people cannot. For example, they can buy expensive cars and big, modern houses.

The second reason is that rich people can study abroad at well-known universities that will help them get a good job in the future. However, poor people can't because they don't have enough money.

The third reason is that rich people can travel anywhere and visit famous places they like but poor people can't.

In brief, rich people are happier than poor people. They can do, buy and get whatever they like.

WhatsApp makes people more connected" Do you agree or not?
Give your reasons.

Your writing should be **clear** and **convincing**.

Some people often argued that WhatsApp keeps everyone joined with others. I agree with this statement and believe that WhatsApp became the most important social media in the world.

First of all, I agree that using WhatsApp in communication gives all people around the world the chance to exchange ideas, information and news. For example, everyone can send images, videos, PDF to hundreds of people around the world in a glance.

Secondly, WhatsApp is very cheap, so even poor people can use it easily. For instance, WhatsApp is available for people in poor countries and it costs nothing comparing with other social media.

WhatsApp application became a successful way for making money. For instance, people send advertisements and promote some products widely. They sell and buy varied commodities.

To conclude, I strongly believe that WhatsApp is the most popular social media, so all people should use it.

Narrative writing

Beginning	Middle	Middle	End
At first On (Wednesday) During (dinner) One day At Eid Last night Last summer Last weekend In the beginning	Then Next All of a sudden Suddenly Later So Still Therefore But Later on As soon as Soon	In the meantime After Before Immediately Afterwards While The following day When One hour later Moments later Sometime later	Finally, Last At last In the end To end That night Not long after that Before dark Looking back Needless to say

AL WAFI SCHOOL

Example of a story with pictures:

WRITING 2 (5 marks)
Write a story of at least 75 words based on the following pictures.
You can use the words in the box to help you.
You can also put in more details to make your story lively and interesting.

decide	trip	drive	park
rubbish	sad	send	postman

1. decide / trip
2. drive
3. park
4. rubbish
5. Sad
6. postman / send

"Are you sure you packed everything?" the father asked. Ali's family decided to go on a trip to the park. The mother prepared the food and the father was checking the new rackets, which he had ordered online two weeks ago. The kids were very excited to play with them.

It was a sunny day and the father was singing his favorite song while he was driving the car. When they reached the park, the parents prepared a place to sit. The kids were in a hurry to use the new rackets. After having a great trip, they decided to drive back home but then left the rubbish and the rackets' box.

Later on, two kids were cycling near the park and they were very disappointed to see the rubbish. While they were collecting the rubbish, they found a box with an address and they came up with an idea that can help to teach Ali's family a lesson.

The kids sent all the rubbish and included a small letter as an advice for Ali's family. The following day, the postman delivered the box to Ali's family. They were shocked when they saw the rackets' box coming back. At the end, Ali's family read the letter and they felt very embarrassed. They promised not to do that again.

Example 2 of the story:

Write a story about a trip you had when something bad happened. Give it the title ' **The bad trip I have ever had**' Include details such as:

Where did you go?

Who was with you?

Why was it bad?

The bad things that happened ? #What did you learn from this situation?

One sunny hot day, my classmates decided to go on a picnic in the mountains at the weekend. They asked me to join them. "I will ask my father." I said.

When I met my father, I told him that I want to go with my classmates to the mountains. "Ok Ahmed." He said "but don't practice dangerous activities there."

The next day, we rode our bikes and began our trip. When we arrived there, we set up the tent. Then we collected some wood for the fire. Some of my friends made tea.

Later, one of my classmates said "Come with me Ahmed to look for beehives in those caves." "No, I am not good at climbing mountains." I replied. He insisted to go with him. without thinking, I agreed to join him.

We started climbing a high mountain. We moved from cave to another looking for bee colonies. At least, we saw a small cave at a top of a mountain. I refused to continue climbing but my friend said " Be brave! we can reach there easily."

We climbed for more than twenty minutes. We walked slowly and carefully through the rocky steep slope path. Before we reached the cave, I had slipped and fell down.

After four days, I came out of the coma in the intensive care unit room. There were my parents and uncles around my bed. They were very happy when I opened my eyes. I could see the blaming looks on my father's face.

That situation taught me to listen carefully to what my parents say and to obey them. They are only the persons who take care of us.

Writing for grade ten, eleven and twelve

Collected by

Salha AL.Rasbia, Maryam AL.Rasbia &
Faiza AL.Rasbia

An opinion essay (evaluative)

Top Tips

- State your opinion clearly
- Make sure that each paragraph focuses on one main idea
- Provide examples and facts to support your opinion

Organisation.

Paragraph 1

Explain the topic in your own words and state your opinion.

- *Many people think/believe/argue that ...*
- *I think / believe/ agree/ disagree that ...*
- *In my opinion, ...*

Paragraph 2

Present an idea with examples to support your opinion.

- *First of all, ...*
- *One reason why ...*
- *One advantage/ disadvantage of ... is ...*
- *Therefore ... / This is because ...*

Paragraph 3

Present another idea with examples to support your opinion.

- *Secondly, ...*
- *Another reason why ...*
- *Another advantage/ disadvantage of ... is ...*

Paragraph 4

Summarise your points and remind the reader of your opinion.

- *To summarise ...*
- *To sum up ...*
- *In conclusion ...*

Persuasive Writing: Signal Words

TRANSITIONAL PHRASES

INTRODUCTORY PHRASES

In my opinion
I believe
It is my belief that

There is no doubt that
From my point of view
It seems to me that

I question whether
I (dis) agree with
I maintain that

CONCLUDING PHRASES

For the reasons above
As you can see
As I have noted
In other words
On the whole

In short
To be sure
Without a doubt
Obviously
Unquestionably

In brief
Undoubtedly
In any case
Summarizing
In any event

SUPPORTING OPINIONS

First
Furthermore
Second In addition
Third Also
Finally Last

Equally important
In the first place
Likewise

Besides Further
Next Again
Moreover Similarly

INTRODUCING DETAILS

For example
In fact

For instance
As evidence

In support of this

CAUSE AND EFFECT

Since
Because of
Due to
For this reason
Therefore
If...then

Caused by
This results in
Consequently
Accordingly
As a result of
Leads to

In effect
Brought about
Made possible
As might be expected
Give rise to
Was responsible for

COMPARE AND CONTRAST

Similarly
Compared to
In like manner
On the other hand
Although
Even though

Likewise
In the same way
Contrasting
On the contrary
As opposed to
Rather than
Nevertheless

As well as
Have in common
All are
The same as
Conversely
Whether or not
In spite of

COUNTERING

I realize you
I understand you
Even though you
Although you
Some people
It may be that you
Your idea to _____
deserves some merit

Believe
Feel
Maintain
Want
Favour
Support
Argue
State

But
Yet
However
I doubt
I question
Let me explain
On the other hand
Nevertheless



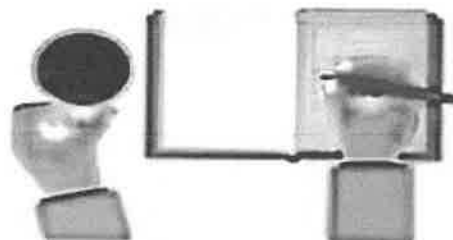
shafi_english_teacher

ESSAY Writing



Opening:

- It is often said that.../ Many people claim that...
- On this day and age.../ Nowadays.../ These days...
- ...is a hotly-debated topic that often divides opinion.
- It goes without saying that.../ Needless to say,...
- The following essay takes a look at both sides of the argument.



Introducing points:

- Firstly,.../ To start with,.../ First of all,.../ First and foremost,...
- Secondly,.../ Thirdly,.../ Lastly,.../ Finally,.../ Last but not least,...
- Furthermore,.../ In addition,.../ What is more,.../ On top of that,...
- Another point worth noting is.../ Another factor to consider is...

Presenting ideas & giving examples:

- When it comes to noun/ gerund,...
- In terms of noun/ gerund,...
- Not only...but also...
- With respect to noun/ gerund,...

- According to experts,...
- Research has found that...
- There are those who argue that
- For instance.../ For example.../ such as...

Expressing result & reason:

- As a result, .../ As a result of noun/ gerund,
- Noun/ gerund has led to/ resulted in...
- Consequently,.../ Therefore,...
- On account of noun/ gerund/ due to noun/ gerund
- One reason behind this is...

Contrasting:

- Although/Even though subject+verb,...
- Despite/ In spite of noun/ gerund,...
- Despite the fact that subject + verb,...
- On the one hand...On the other hand...
- However,.../ Nevertheless,.../ Even so...

Concluding:

- To sum up,.../ In conclusion,...
- All things considered,...
- Taking everything into consideration,...
- Weighing up both sides of the argument,...
- On the whole,.../ By and large,.../ In general,...

Opinion:

- As far as I am concerned,...
- From my point of view,...
- In my opinion,...
- My own view on the matter is...



Exam question

In some countries an increasing number of people are suffering from health problems as a result of eating too much fast food. It is therefore necessary for governments to impose a higher tax on this kind of food.



To what extent do you agree or disagree with this opinion?

Nowadays, more and more people are affected by health issues such as diabetes and heart disease which are linked to overconsumption of cheap, mass-produced food. Some people believe the only solution is to make fast food less affordable by taxing it highly. Despite the severity of the problem, I think this is quite wrong. Increasing the tax on fast food would unfairly penalise people and may not necessarily bring about the desired health benefits.

First, fast food is about more than just nutrition. Many teenagers spend money on fast food not because they need to eat out but because this is how they socialise. Fast-food restaurants provide a safe, convenient place for young people to meet friends. For another group, low-income families, fast food can provide an inexpensive treat for their children. Denying people a small pleasure in life could affect their social lives or happiness.

Another important point is that if the reason for taxing fast food is to reduce obesity, it may be ineffective. It is true that fast food is high in sugar, salt and fat, all of which cause weight gain and are detrimental to our health. However, we also know that there are other factors which contribute to the risk of obesity, such as lack of exercise and inappropriate portion size. While home-cooked food is generally healthy, this is not always the case. I personally know a family that used to eat high-fat, home-cooked food in enormous portions. They all suffered from health problems due to obesity.

On the other hand, I do understand the point of view of those who say drastic action is needed. If fast food were taxed and became expensive, people would be forced to seek out healthier options. In addition, food producers would have an incentive to provide healthier foods. However, there is likely to be resistance from consumers and producers who want to have a wider choice.

To conclude, although imposing a higher tax on fast food could have some positive effects, these would be outweighed by the drawbacks. For one thing, some sectors of society would feel victimised, and there is also the fact that simply raising tax would not result in a much healthier society. What we really need is greater awareness of diet and cheaper healthy food.

Top Tips for writing

1. Avoid repeating words used in the question. It makes your vocabulary seem limited. Instead, use synonyms to demonstrate your vocabulary.
2. If you are asked to give your opinion, make it clear at the beginning and the end.
3. Give a reason for your opinion in paragraph 2 and another in paragraph 3. Support them with examples and explanation.
4. In paragraph 4, balance your essay by discussing the opposing view. If possible, highlight a disadvantage of it to reinforce your viewpoint.
5. Use linkers to show the logical connections between ideas. These may include addition, contrast, concession and sequencing.

Example.

Spending too much time on social media can have a negative impact on young people.
Do you agree or disagree?



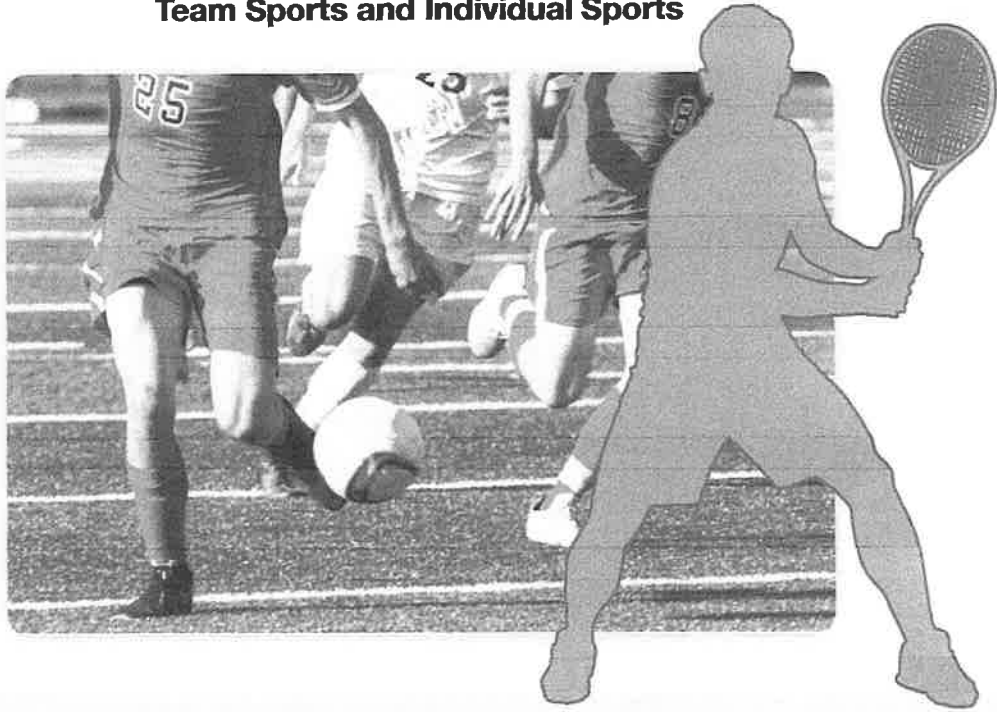
Social media has become very popular with young people. Teenagers sometimes spend several hours per day using it. **Many people argue that** this is having a negative effect on young people. **I agree that** spending too much time on social media is not healthy for teenagers.

One reason why spending too much time on social media is not healthy for young people is that it can lead to mental health problems. **For example,** there is research that shows social media has resulted in an increase in anxiety and depression. This is because people compare their lives to the 'perfect' lives they see other people sharing. This can lead to negative emotions.

Another disadvantage of spending too much time on social media is its effect on sleep. Research has shown that the light from screens can make it harder to sleep. Furthermore, many young people stay up too late because they are using social media. Sleep is very important for young people's health and to help them concentrate at school.

In conclusion, social media allows us to connect with people all over the world but spending too much time on social media can have a negative impact on young people.

Team Sports and Individual Sports



Most people enjoy playing different sports especially team sports because there are a lot of benefits to playing in a team. However, other people think that there are disadvantages to playing in a team.

To begin with, one advantage of playing in a team is that you learn different skills. For example, players learn to help each other while working towards the same goal. This encourages people to be less selfish. Moreover, playing in a team can also help one make new friends. This is because players trust and encourage each other to succeed and this helps build strong bonds amongst players.

On the other hand, there are some disadvantages. First, of all, there is the possibility that not all the players will get along with each other. This can cause arguments and can even result in fights. In addition, when you are part of a team, you have to depend on other players to achieve your goal. For instance, if not enough players show up for practice, then the session has to be cancelled.

In conclusion, I believe there is a lot to be gained by playing in a team. In the end however, it is up to a person whether they choose to play team sports or individual sports.

EVALUATIVE WRITING

Shopping in malls and markets is the best way of shopping. Do you agree or not. Give your reasons.

Online shopping is the way in which you can shop by opening a website on the internet. **People have lots of opinions about this topic. According to me** , I think that online shopping is the perfect way to shop these days. This is for many reasons.

First of all, online shopping saves your time. If you want to buy anything, you can log into the website, search for your product, see all details about it and then buy it from your home. You don't need to drive to the mall or the market to get your needs. Also, you don't have to wait quavers and spend your time there.

Moreover, you can purchase in any time in anytime. Most malls and markets open only during the day time or till the early hours of the night. Online shopping websites are opening though out the 24 hours of the day. So you are welcomed in any time.

In addition, it's easy to buy everything you wish from any brand. Online shopping is a perfect solution for those who cant find the brands they need in their area. They can open the company website and choose whatever they want. It will be delivered to their home.

Finally, online shopping is the best way for shopping. It saves time and solve the traditional shopping problems.

All in all, this is my point of view and I respect all other views as long as they are useful.

Written by: Hafsa Ahmed Alhashmi 12-1

Shopping in malls and markets is the best way of shopping. Do you agree or not. Give your reasons.

Shopping is the most important things in our life and there are two kinds of shopping in malls and markets. **I agree that** online shopping is the best way of shopping for many reasons.

The first reason is online shopping saves your time. In other word you can shop in your home without going to the malls and waste your time.

The second reason is that e-shopping saves your money. What I mean that is in shopping online you can compare between prices in many websites and you can buy the cheapest one with quality.

The third reason is online shopping give the chance to the people who live in villages to buy a high quality things. What I mean that people who live in villages who are far away from the city don't have malls and big markets, so they can buy every things they want by e-shopping.

To sum up, I agree that e-shopping is more better than shopping in malls and markets for these reasons, save time, have a comparing between prices and shopping online gives people who live in villages the chance to buy a good quality of things that they want.

Written by: Basint Mohammed 12-1



Stories

A story (narrative)

Top Tips

- Imagine you are looking at a picture when describing the setting
- Use direct speech (characters exact words) to make the story lively
- Use a variety of adjectives to make the story more interesting to the reader

Organisation.

Introduction

Introduce the main characters and the setting which include:

- *time (when?)*
- *place (where?)*
- *weather*

Main part

Develop the characters and the setting and events leading to the conflict and climax (high point in the story). This should not be less than two paragraphs. This will include:

- What happened?
- How the main characters felt? Use adjectives and adverbs
 - *Sami was so delighted that he ...*
 - *He angrily shouted at his friends.*
- Use linking words
 - *time (before, when, as soon as, later, by the time, suddenly, in the meantime)*
 - *contrast (but, however, while, nevertheless)*
 - *result (so, so that, therefore, as a result, for this reason)*
 - *reason (because, because of, as)*

Ending

End your story:

- *describe what happened in the end*
- *describe people's feelings and reactions*
- *make a short comment*

11 EXCELLENT WAYS TO START A STORY



The Snake Prince



One day, in a small village, an evil stepmother told her kind daughter to collect some crooked pieces of wood for the fire. The daughter worked hard, searching for the special pieces of wood.

Soon, the poor daughter sat down on the pile of wood she had gathered and started to cry. She knew that whatever she gave her stepmother would not be good enough.

While she was sitting, a snake slithered by and started to talk to the girl. He asked the daughter about her problem. At first the girl was shocked and scared by the snake, but soon realised that it was a caring creature and explained her problem.

The snake agreed to help and asked her to hide him inside the bundle of wood and take him back to her house. He explained that when her stepmother saw him, she should ask her stepmother's permission to marry him. The girl followed the snake's plan and returned home with the wood and the animal inside it. When the stepmother saw the sticks, she shouted that the wood wasn't twisted enough and kicked the stack of wood angrily. Suddenly, she saw the snake slither out towards her as if it was about to attack.

The wicked stepmother was frightened and screamed at the daughter to remove the snake from the house. The girl agreed as long as she could marry the snake. The mother agreed to this and told the daughter to leave the house with the snake. As they left, the creature suddenly changed into a handsome prince, because the girl had been good to the snake.

The prince thanked the girl for caring about him when others had been cruel. He asked the girl to marry him and live in the palace where she wouldn't have to work carrying wood again. Unfortunately for the stepmother, she has had to do all her own work ever since.

Arab pride message

Alia is a Yemeni student at Oxford University studying astronomy and satellites. Alia is a persistent and ambitious girl who always seeks to establish the ability of the Arab girl to reach the sky of scientific achievement

On one of the routine days that Alia used to spend between university in the morning and her return to my residence a quarter of an hour before sunset to clock of all this was 'start washing and cleaning the dishes until the seven o over and studying until the eleventh hour approached at night to lie in her bed to rest, she received an email from the university And it was a summary of what was written in it that she had taken a trip to outer space to study and monitor satellites there. . She could not wait until morning to hastily inform her family, who insisted that she fulfil her dream and go

A long time later, the countdown to the launch of the rocket carrying Alia and the flight crew began, and after a while of soaring to the top, Alia .opened her eyes to the magic of outer space

The next day the first mission began, the study of one of the most famous satellites in the world. It started here for one of the terrifying Alia satellites, as it was floating in the absence of gravity and was in contact with the headquarters on the planet Earth to give them information. Who is speaking? But I can't respond to Alia, and here fear creeps into her " 'I'm talking here heart. At this time on planet Earth, the staff at the headquarters began to search for the source of the defect that hindered access to Aliyah, then the defect was discovered to be cut, and soon the connection wire was changed to return To Alia's voice, and in the commander's first word from the Here she replied to me at high " "Do you hear us" :headquarters, Alia asked and Alia returned to what she was "Yes" speed because of the speed of light doing

And after spending three months in that dark space, I landed a high man on the dry crust of the earth, bearing pride and a message of Arab pride after a great experience.

.Written by: Safyia Nasser Alrasbi 11-1

Frustrating experience

When I was walking among **the fields of golden wheat resemble grains and gold flakes, the view was amazing and restore peace and comfort to the eye** , then he cut off my calm and enjoyment moment of the view phone call tell me that my partner in work waiting for me , so I ran to see what it was.

When I arrived , I found her sitting in the garden with a warm cup of tea. I asked her "what is there Linda?" She turned her eyes to other side and **said with a shaky voice " our dream flown away "** I couldn't understand her , I moved and sit beside her and hold her shoulders and asked her again "what you mean?" and she replied with a shaky voice and **tears were falling from her eyes like waterfall "** our third partner stole all our money and sold our idea to a huge company " then she collapsed to the ground , I was shocked from what I heard and acted **as if someone poured a bucket of ice over me.**

The dream we dreamed since we were young has flown and gone away . Few days later Linda phoned me and said " I want to break off our partnership and move to Florida. " I couldn't stop her because she wanted that .I became **lonely like a city that has deserted its inhabitants.**

Written by: Maryam Hamed Alawi 11-1

My first time on Air!!

Traveling by plane was my dream since I was a little girl. **When I** was 13 years old this dream comes to true. It was such a wonderful day when my mother told me that I am going with her and my eldest sister to Mecca for "Umrah".

I was really happy and excited to know that we are going to go by plane. We arrived at Muscat airport, **unfortunately** when we checked for our flight they informed us that it was canceled because of a technical problem. They gave us another flight after seven hours! We decided to wait at the airport, time was going so slowly. We slept in a mosque at the airport till finally they called for our flight and we got into the plane. **I felt as if I was going into an amazing adventure.**

We stopped for a transit at Qatar airport. It was a huge place with many shopping places and free activities. I liked it very much. We kept moving around watching and taking photos that we didn't notice the time or even the call for our flight to Jeddah. My uncle called us and we ran as fast as we could to reach the gate. It was really funny, we were running and laughing. Thanks to "Allah" we managed to catch the flight.

Finally, we arrived at Mecca and we made "Umrah". It was such a great and memorable event in my life. I hope that one day I will be able to travel again and I hope things will go smooth and easy.

Written by: Heba Hilal Alhakamani 11-1

I woke up late today and I missed the bus so I went to the school when I arrived. The teacher told me to stay out of class because I'm late. Suddenly, when I was playing with my pen, it fell in the basement of the school. I was afraid to go out there but that was the only pen I have. So I went down to the basement, sweating from fear I got to the basement and it was dark but I saw a light coming out of the end of the basement so I quickly took my pen and when I was about to leave, I bumped I fell to the ground and was ready to die, and I wish I hadn't been ...into someone late this morning and come to school early Please don't kill me I have dreams to Teacher, "Abdullah, what are you doing in the basement alone come true I said I my God, you terrified me so much, nothing, just my pen fell here and I came to get I said "it

Well, I'm working on a machine that can be "But what are you doing here teach" moved anywhere you want, instead of seeing the places we study in the book, we "can go and see them with our own eyes in a blink of an eye teacher said

I asked?"Wow, that's great. Can you help me with this" said the "Well, but be careful, this is a great invention, let's start making it now" teacher

Days passed and we were working on this machine and finally, the day came when it was ready and we were ready to travel with it the teacher said to me "So do you want to try it"

I said "Yes, I'm so excited"

I decided to go to the Maldives

I do not know how to describe the feeling and the experience for you, but I entered the machine and the teacher pressed the button and you cannot imagine what I saw. **I felt like a probe filled with currents, stars, and many colors.**

Suddenly I found myself in the sea of the Maldives and I can tell you that I am enjoying myself here and I do not want to go back to school or my hometown ever.

Written by: Aisha Juma Alrasbi 11-2

Kylie" that was my nickname for the last three years, everybody was calling me Kylie instead of Aseela which is my real name. I was the model of my town. All I ever wanted to be since I was a kid is to be a model

Yet everything changed last month. I felt that I am a totally different person than I Was before this month. On the fifth of last month it was Thursday And I was out with my friends as usual. We were hanging out in the mall and after we had finished eating and shopping . we wanted to drink some fresh juice from the shop across the mall. On our way we stopped on the sidewalk waiting for the red light on the opposite side. While I was walking I was using t notice that the light became green. I realized that 'my phone and I didn't t paying attention. At that moment, I 'was when a car hit me. The car driver .felt that I saw my whole life on a film strip displayed. I thought that I am dying

From that day on my outlook on life had completely changed. I was a very shallow person, but after that accident, I became wiser. I am very grateful to Allah to have given me another chance to change my life. My relationship with Allah became stronger. Although my legs are still hurting boneless I am very thankful that I can still walk and I am not disabled

.Written by: Aisha Said Alrasbi 11-1

Narrative Writing

A nice trip you have ever had

I am not the one who likes to like to hang out with friends but I like to spend time in my room sleeping or watching movies. My mother used to make me go out more because she thought that the solution affected my brain badly. In this story I will tell you one of my mother's tries in making me go out of the home which ended up in a very interesting way.

One day, my school organized a trip to Muscat. My mother felt excited because it was the time for one of her tries in persuading me that the out-side world was an amazing place. After a long argument I finally accepted to go in this trip. The bus was very noisy and everything was messy. After 2 hours we reached the mall. When my foot stopped the mall, I felt shocked because it was even more crowded than the bus. I sneaked out to the bus and I took a very long nap. When I woke up, the bus was moving. What was even worst that I was on old tourist bus. I shouted in a scared tone " stop the bus, where are we?? No no' I explained to them everything.

Then I asked them why they hadn't wake me up. They told me that I was a homeless and we were taking to the shelter. A stranger voice came out of me. It was my laughter. I hadn't heard it since 2010.

I can't back home safely after a long ride with the tourist in which we sang and dance. It was the best trip I had ever had.

Written by: Noaf Rashid Almazami 12-1

My first day in my new school ...

Three years ago, I can remember everything **it was an unforgettable day for me**. I can remember too that I couldn't sleep for whole night in previous day so my dark circles was clear for everyone there, in my new school or to be more accurate in private Americana school! Where you can find the richest, most arrogant and the prettiest students you have ever seen, white, tall and graceful girls who like to bully anyone different from me!

I'm a brunette girl with short hair and **I'm a little bit beefy**, so what do you think? I was a good prey, wasn't I? The first time I entered that school everyone was staring at me as I arrived. A smiley teacher recognized that I'm new here ,so kindly he took me to my class "His smile makes me forget all my worries" I thought .

Claisy was a girl with **a face as pretty as flowers**, she looked as **pure as an angel** but that was what she wanted other people to see ,she was pretending that she was the devil's sister! .. Claisy broke my hand on my first day, I'm going to let you imagine what she did in my first week or let's say my first month. At 8:00 PM I was lying down in that white bed in a simple hospital. In the dark of the room, **my hot tears were unclear** "If my first day was going as this, **which fire I'm going to face** next day " I said to myself sadly, **I felt bad, upset, lost hope** .. Is it the end of my story?

Written by: Haneen Hilal AlRasbi 11-1

A biography (narrative)

Top Tips

- Research the person carefully and check the accuracy of the information
- Present the information in chronological order
- Use time words and phrases to link the information
- Vary your sentences so that your biography does not read like a list

Organisation.

Paragraph 1

Introduce the person and explain why they are famous or well-known.

- *(Name) was/ is a well-known ...*
- *(Name) was/ is a famous ...*

Paragraph 2

Describe their early life, for example where/ when they were born, their family, their education, etc.

- *(Name) was born*
- *His/ Her father was a ... and his / her mother was a ...*
- *He / She studied (subject) at (school/ university)*
- *At a young age, he/she ...*

Paragraph 3

Describe their most significant achievements.

- *His/ Her most important achievement was/is ...*
- *One of his/ her greatest achievements was/is ...*

Paragraph 4

- If the person is dead, mention the date and place of their death and what they will be remembered for.

- *He/ She died in (date), at the age of (age).*
- *He/ She will be remembered as/for ...*

- If the person is still alive, mention anything else of interest about them and what they might or hope to achieve in the future.

- *(Name) is currently ...*
- *In the future, he/she hopes to ...*

Example.

Biography of a former Prime Minister



Margaret Thatcher was a famous politician and the first female Prime Minister of Britain. She was known as the 'Iron Lady' for her strong will and leadership style.

Thatcher was born on the 13th October, 1925, in Grantham, England. She was introduced to politics at a young age by her businessman father, who was the Mayor of Grantham. Thatcher was a good student and in 1943, she won a scholarship to study chemistry at Oxford University.

She graduated from Oxford in 1947 and began working as a research chemist. One year later, she started her career in politics. After several local positions, in 1959 she became a member of parliament. From 1970-1974 she was the secretary for education. One year later she became the leader of the Conservative party. Her greatest achievement was becoming Britain's first female prime minister in May, 1979.

She was Prime Minister until 1990. Following this, she continued her career in politics and also wrote two books about politics. She died on the 8th April, 2013 at the age of 87. She will be remembered for her politics and strong character.

A Formal Request Email (interactive)

Top Tips

- Have a strong subject line
- Give a brief background about yourself and your business
- Clearly state your request
- Use formal language

Organisation.

Formal Greeting

- *Dear Sir/Madam,*
- *To whom it may concern,*

Paragraph 1

Introduce yourself and your business.

- *My name is ...*
- *I am planning to launch my business of*
- *My business/company takes place in*

Paragraph 2

Describe the nature of your business and how it benefits the customers.

- *My company/business aims to offer ...*
- *It will help customers through .../ The products can be used for ...*

Paragraph 3

State your request, the amount of money you need and the period of payment.

- *I am writing to request financial funding to ...*
- *I am writing to ask if it would be possible to ...*
- *I hope to get a loan of/ I will pay installments for ...*

Paragraph 4

State the attachments to be sent along with the email.

- *Please find attached copies of ...*
- *If you require any further documents, please do let me know.*

Ending the email

Write a formal closing and sign off.

- *Thanking you in advance*
- *Yours sincerely, / Yours faithfully,*

Financial support to start a business

New message

To: support@alraffd.gov.om
Subject: Financial Support to Start My Business

Dear Sir,

My name is Fahad, and I am a start-up entrepreneur. I am writing to inform you that I am planning to launch my car rental business company. I would like to get the support of Al Raffd Fund in order to establish my business. I have now got all my approval papers. The name of my company is 'National Rent Cars' (NRC). It is located in Muscat.

My company currently aims to provide a wide range of Japanese and Korean automobiles and in the near future we aim to introduce other types of vehicles. I plan to meet the needs of residents and tourists alike. I also intend to rent cars at reasonable rates in line with official guidelines.

Therefore, I am writing to request funding in order to establish my business. I hope to get a loan of OMR 60,000 and I will pay installments for the next 10 years. I have already read and agreed with your terms and conditions.

Please find attached copies of my CV, the company file, my bank statement and other documents.

Thanking you in advance and looking forward to receiving a favourable response.

Yours sincerely,

Fahad

Send

Formal letter

CBSE Informal Letter Writing Format

10/1E Karol Bagh
New Delhi -110005
India
21 April 2020

*Your address
with
PIN code*

Write date of writing the letter

Dear Rahul

Salutations / Greetings

I hope my letter finds you in good health. You will be glad to know...

This is where you write in detail in an informal / personal tone.

This part can have 3 paragraphs

Para 1 – You can write in brief about the purpose of writing.

Para 2 – You can write in detail about the purpose.

Para 3 – Concluding lines.

With Love,
Yours affectionately

Complimentary Closing

Rishabh Shukla

Your name

examples of formal and informal messages

formal	informal
An email to a customer- A job application- An email to your manager- A complaint to a shop- An email from one company to - another company	A birthday greeting to a colleague- An email to a colleague who is also - a good friend A social invitation to a friend at - your workplace An email with a link to a funny -

	YouTube clip A message to a friend on a social - networking site
--	--

Phrases for starting and finishing

	Formal	Informal
starting phrases	‘Dear Mr Piper ‘Dear Sir or Madam	‘Hi Tim ‘Hello again Tim
Ending phrases	‘Yours sincerely ‘Yours faithfully ‘Yours truly	‘Rgds ‘Cheers ‘Bye for now ‘See you soon

Layout and punctuation

formal	informal
‘Dear Mr Piper I am writing to thank you for all your .help I look forward to seeing you next .week ‘With best wishes John Smith	‘Hi Tim .Many thanks for your help .See you next week ‘Cheers John

Samples of formal letter

Letter of complaint

Dear [name]

On January ٣٠th, ٢٠٢٠, I made a reservation at your restaurant located at ١٢٣٤ Mulberry Lane for a birthday dinner for four people. This letter is intended to bring certain issues to your attention

Unfortunately, we did not enjoy our dinner due to the fact that the food was very slow to arrive and we received the wrong dishes. It's understandable that it was a busy time at your restaurant, but the quality of the service was not as expected

To resolve this problem, I would appreciate it if you could provide compensation in the form of a gift voucher or discount on a future meal

I'm looking forward to your reply

With regards

[Your name]

A request letter

Dear Ms Leitman

I am writing to request your help following a change in my circumstances

As you know, I am enrolled on the Basic Spanish course at your college, which starts in September. However, due to unforeseen family events, I have had to leave the country for a while to assist my parents in Hong Kong

At present it is not clear when I will be able to return and unfortunately I will not be able to start the course as planned

I would like to request a refund for the course fees already paid. I apologise for the short notice and for any inconvenience caused. In the event that a refund is not possible, I would be grateful if you could postpone my enrolment until my return

Thank you in advance for your help and I hope to be able to update you on the situation soon

Yours sincerely

Honor Singh

Application letter

‘Dear Henry Linus

I came across the junior marketing associate position you currently have available at DE Marketing Firm. I found this listing on Indeed and feel that I am a great fit for it after reading .the job description and requirements

I am a recent graduate from New York Community College with a bachelor's in marketing. I am eager to put my knowledge and experience to work in a well-known marketing firm such as yours. During my time at New York Community College, I participated in several marketing internships with companies throughout the city and have gained the necessary skills to be successful in my first.house marketing role-

I attached my cover letter resume and marketing samples. Please do not hesitate to reach out if you would like additional information.

Thank you so much for your time and consideration for this position, and I look forward to .hearing from you soon

‘Sincerely

Amy Little

Complete the following task. Write at least 100 words.

Situation: Imagine that you are Ali/Alia. You have to write a report about a

sustainable project in Oman. Therefore, you are writing to request a visit to Dhofar Wind Power Project site.

Task: Write an e-mail to the manager of the project to request a visit to the site. Yourself, say why you want to this visit and what you want to do during the visit

and suggest a date for the visit.

Your writing should be clear and well-organized.

Dear Sir/ Madam,

How are you? I hope that you are doing well.

I am writing to request a visit to your company site.

My name is Ahmed Al-Abri. I am a university student. I am writing a report

about a sustainable project in Oman.

During my visit, I will interview some staff in your company. I will collect

information about your factory. These data will be confidential and will be used

only for the report purposes.

In addition, I will take photos of some machines in your factory and how they

work.

Therefore, I planned to make this visit at the last week of this month at 8 am. If

this time is suitable for you please let me know. I appreciate your support.

I look forward to hearing from you soon.

Best wishes

Yours Faithfully

Ahmed Al-Abri

Interactive writing

Informal letter

WRITING A LETTER TO FAMILY AND FRIENDS

1. Heading

Your name and address.

Jenna Masters
14 Short Street
MINNEAPOLIS MN 55401

2. Date

The date you wrote your letter on.

October 5, 2014

3. Greeting

Your hello.

Dear Kendall,

How are you and your family? Did you enjoy your holiday at the beach?

We spent the holidays at Nan and Pop's, helping them on the farm. We got to work with so many of the animals. I especially like feeding the calves and riding the horses. Jessica enjoyed feeding the chickens and collecting the eggs every morning.

5. Closing

The way you want to end your letter.

Are you ready to go back to school? Mom bought me new books, pencils and a pink pencil case. I can't wait to see my school friends again.

I hope you have a good time back at school and I can't wait to hear all about it. Please write to me soon.

4. Content

What you want to say and the reason why you are writing.

Love from,

Jenna



6. Signature

Sign your name.

7. PS (Postscript)

Found at the end of a letter. You can put anything you forgot to say here.

P.S. I can't wait for you and your family to visit us next holidays!

Informal letter sample

Dear: slam

How are you and your Family? I am very happy to write this email to you. It is a good thing that you trust me and need my help. You shouldn't be so worried or disappointed as your .problem is very simple and many people may suffer from a problem like it

First of all, if you really need my advice, you need to avoid them and this point will influence you positively that you will have a courage to face them and you will have self .consent to do things you like and leave bad things that you prefer not to do

If I were you, I would tell my parents about them. And I will explain to them that I really don't want to do that because I know that will affect my body negatively but they are really pressing on me and I will say "I really want your help because I can't bear it any more." They will immediately go to school and tell boss and your teachers about them and what they try to do. So your teachers will talk with their parents and their parents will punish them because they are smoking and warn them not to do it again. So, I hope right now to go to your .parents and tell them about everything

I hope you can solve your problem very soon. I also hope you benefit from my pieces of advice. If you have any problem or need any help or a piece of advice, don't hesitate to write .to me at once. I hope you all the best. Write to me soon

Best wishes

Kathren

Written by: Haneen Helal Alrasbi

Class: 11

INTERACTIVE WRITING (Giving advice)

Dear Salma

How are you and your family? I am very happy to write this email to you. **It is a good thing that you trust me and need my help.** You shouldn't be so worried or disappointed . Your problem is very simple and many people may suffer from it.

First of all, if you really need my advice, you need to avoid them and this point will influence you positively . You will have accuracy to face them and you will have self consent to do things you like and leave bad things that you prefer not to do .

If I were you, I would tell my parents about them and explain to them that I really don't want to do it because I know that will affect me negatively. I am sure my family will solve this problem because they wiser than me. So I advise you to go right now and ask for their help.

I hope you can solve your problem very soon and get benefits from my gold advice , don't hesitate to write to me at once. I hope you all the best. Write to me soon.

Written by: Aljazi Rashid Almazami 11-1

Informative writing

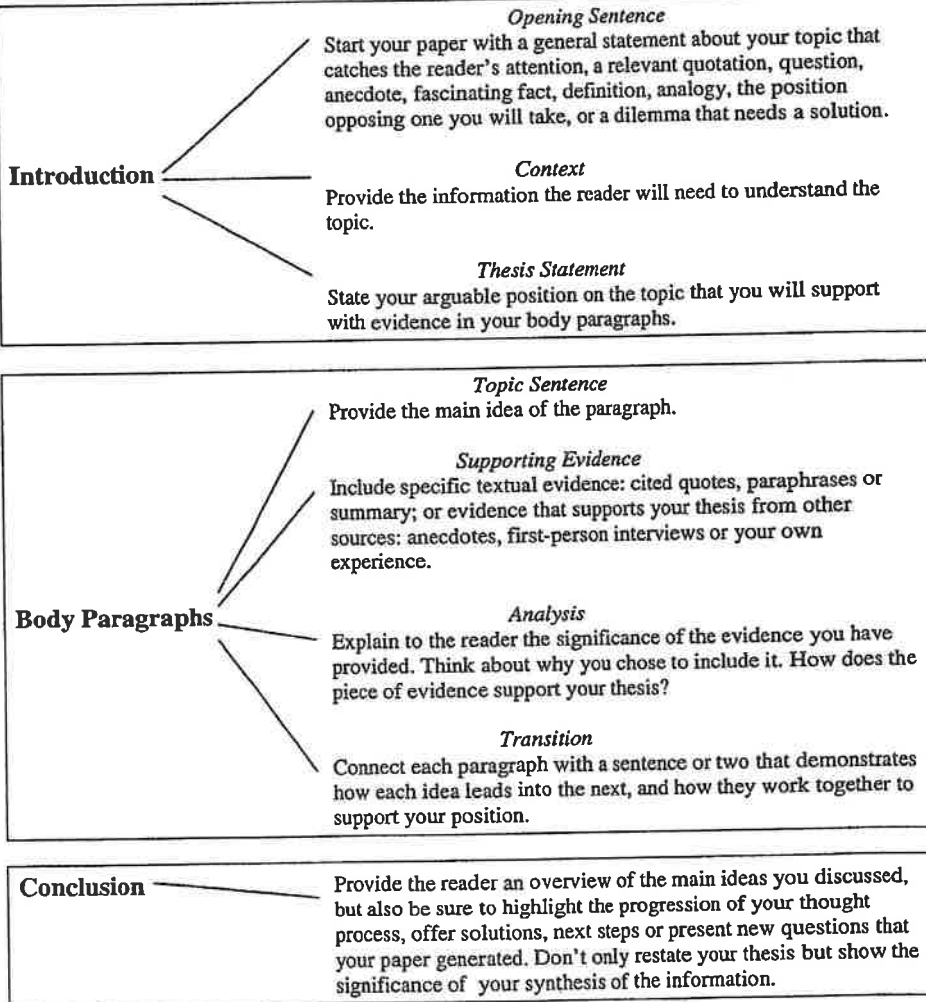


SANTA BARBARA CITY COLLEGE

CLRC Writing Center

Structure of a General Expository Essay

The following maps a commonly used structure for many academic essays. Use this outline to guide you as you compose your own argument, research or even descriptive essay.



Created 7/07

Paper Topic: _____

I. Introduction

Possible ideas for the introduction (see front side of handout for suggestions):

Thesis Statement (Usually the last sentence(s) in the introduction):

II. Body (A paper may have a few or many main points; decide how many your paper will need)

Main Point: _____

Examples/Details/Explanations:

- a. _____
- b. _____
- c. _____

Main Point: _____

Examples/Details/Explanations:

- a. _____
- b. _____
- c. _____

Main Point: _____

Examples/Details/Explanations:

- a. _____
- b. _____
- c. _____

Main Point: _____

Examples/Details/Explanations:

- a. _____
- b. _____
- c. _____

III. Conclusion

Reworded Thesis (Usually found near the beginning of the conclusion):

Other Ideas to Conclude:

Clincher Ideas: _____

Media today is not that of yesterday

Media is an effective way to convey people's ideas easily and fast. Media in the past wasn't like now. In my essay, I'm going to compare between media in the past and present

Media in the past was very simple. There were a few sources of media for example: newspaper and television. People were only focused on reading newspaper and get new information. Also they were watching television but, the television wasn't like now. It was in black and white screen only with few channels , but people were very interested in it. Nowadays media becomes very developed. There are several sources for media such as, social media, television, newspaper and magazines. The television now has many channels with colourful screen and the newspapers have a lot of information about all countries. Moreover, people now like to use social media because it has funny videos and amazing photos and there are many kinds of social media such as, twitter, instagram, snapchat and facebook

Finally, media is very useful for information in the past and nowadays despite the differences between them

Written by: Sara Suliman

The benefits of online shopping

The internet has drastically changed the way we shop. Because the numerous advantages and benefits, more and more people these days prefer buying things online over the traditional method of going to stores

Shopping online has plenty of benefits. Firstly, shopping online is more convenient and much faster. For one thing, you can purchase anything you want in your bed wearing your pajamas. So, you can buy things at your office or your home. So you don't have to worry about driving and spending plenty of times to find a park for your car. In addition, you can order your groceries, clothes and furniture 24 hours

Secondly, there is no pressure. Sometimes when we go for shopping, we ended up buying things we don't need. This is because of the shopkeepers doing their job. Purchasing to let you only choose the product you need

Moreover, there is more variety in online shopping. You can find hundred types of products. This will expand your options. So you will find different colors, size, fabric and even different prices

Shopping online made our life much easier and much better. We can do the progress of shopping within minutes . So this gives us more time to do the other important thing in our life

Written by: Hafsa Ahmed

Write at least 100 words on the following topic:

How to get fit?

Your writing should be clear and well organized.

Getting fit is important for your health. Therefore, you should follow some approaches work for fitness success. First, start a balanced diet. For instance, eat less and exercise more. Cut down on salt and sugar and start eating fruit and vegetables and avoid eating junk food.

Second, observe your eating habit. For example, write down everything you eat and focus on foods which are rich in protein, vitamins, potassium, magnesium and minerals.

Third, exercise often. For instance, try hard to walk with a friend every day and establish a routine for moving and stick at it for at least two months.

Finally, try to get enough sleep and avoid going to bed early. This will help your body to relax and to be active for the next day.

To sum up, fitness is important so, try to follow the above tips for successful fitness.

Write at least 100 words on the following topic:

What are the risks of smoking?

Your writing should be clear and well organized.

Smoking is dangerous. First, it causes many diseases. For instance, it makes smokers suffer from heart and arteries diseases, lung cancer and general weakness.

Second, smoking causes early death. For example, smokers get old quickly and may get the chance of heart attacks more than non-smokers. Furthermore, chemicals in cigarettes dry out the skin and cause wrinkles that can make you look 10 years older or more.

Third, smoking can influence smokers' appearance. For instance, smokers often have yellow broken teeth and brown lips because of tar and nicotine. In addition, smoking can make your breath stink.

Finally, smoking wasting your money. When smokers buy cigarettes, they pay too much money and that leads to bankruptcy.

To conclude, for all these reasons, smokers must quit smoking and we must raise awareness about the dangers of smoking.

Smart homes

Smart homes are useful in our life. They make our life easy. For instance,

Technology

New technology is useful / fruitful / important / crucial / harmful / risky / dangerous in our life. First, it helps people to **communicate** with each other. For example, they use the internet, smart phones, social media platforms and media to know about the news around the world.

Second reason, transport facilitates people to move. For instance, people can travel around the world easily. Planes, cruises and trains can carry many people in the same time.

Modern machines help to make our life easy and fast. Some machines raise the amount of manufacturing products such as clothes, food products, in agriculture and in producing power.

To sum up, for these reasons, I think that the new technology became very fruitful in our life. So, we should use it properly.

Write at least 100 words on the following topic:

How do Omanis welcome guests to their homes?

Your writing should be clear and well organized.

Omani people are friendly and kind. For example, when they meet strangers, they invite them to their houses and serve the guests Omani coffee with dates and fruit. In addition, they welcome the guests with open arms and a warm smile.

In some Omani villages, Omani people prepare some kind of refreshment such as making special welcome dances for the guests in order to make the guests feel with peace.

Omanis are hospitable and generous. They know the meaning of hospitality and they offer the best thing they own for their guests. They slaughter sheep or goats for the house guests.

Omanis ask the guests to stay longer and have lunch or dinner. They sometimes offer free accommodation for the guests, so the visitors can stay as long time as they wish. In addition, the visitors will be taken in a tour trip to see the place by the villagers.

To summarize, that guests can find warm welcome and wonderful smiles when they visit any Omani family. The guests are in safe place and between friendly people who respect their guests.

Write at least 100 words on the following topic:

What are the benefits of reading for children?

Your writing should be clear and well organized.

Reading is crucial for children. First, it exercises their brain. For instance, reading strengthens brains and builds new connections. Furthermore, it improves concentration and encourages kids to focus better.

Second, reading improves kids' vocabulary and language skills. Children learn new words as they read, absorb information on how to structure sentences and how to use words and other language features properly.

Third, reading can develop a child's imagination. For example, as kids read their brains translate the descriptions they read of people, places and things into images. Moreover, children who read achieve better in school.

Finally, reading is a fun for children. When kids read, they can never be bored because they feel amused and excited.

To conclude, for all these reasons, we should stimulate children to read more in their early ages.

A summary of a chart (informative)

Top Tips

- Highlight the most important trends
- Describe the most significant/ important pieces of information in the chart
- Use numerical data from the chart in your description

Organisation.

Paragraph 1

Give an overview of the information in the chart and include:

- a sentence that describes the chart (e.g. what, where, when and who)
 - *The chart/ graph shows ...*
 - *The chart / graph illustrates...*
- a description of the main trends shown in the chart
 - *Overall, in (2010)...*
 - *The main trend shown by the chart is ...*
 - *In general, between (year) and (year) ...*

Paragraph 2

Write a more detailed description of the trends in the chart(s) and highlight significant result, similarities or differences.

- *Both (genders/ countries/ groups etc.) ...*
- *Similarly, ...*
- *The most significant difference is...*
- *In contrast, ...*

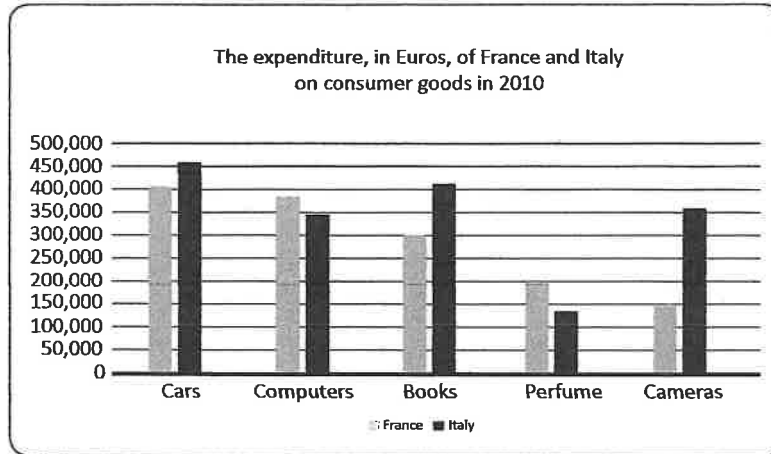
Paragraph 3

Summarise the key findings shown in the chart.

- *To summarise, ...*
- *To conclude, ...*

Example.

Summary of a Chart



The column chart illustrates the amount of money spent on five different products, cars, computers, books, perfume and cameras in Italy and France in 2010. Overall, Italy spent more than France on these products.

Both Italy and France spent the most amount of money on cars. The most significant difference in spending was in relation to cameras. People in Italy spent around €350,000 on cameras, whereas people in France spent the least amount on cameras. In contrast, Italy spent the least amount of money on perfume.

To summarise, Italy and France spent a similar amount of money on cars and computers in 2010. However, their spending habits in other categories are quite different.

Significant words you can use in your writing

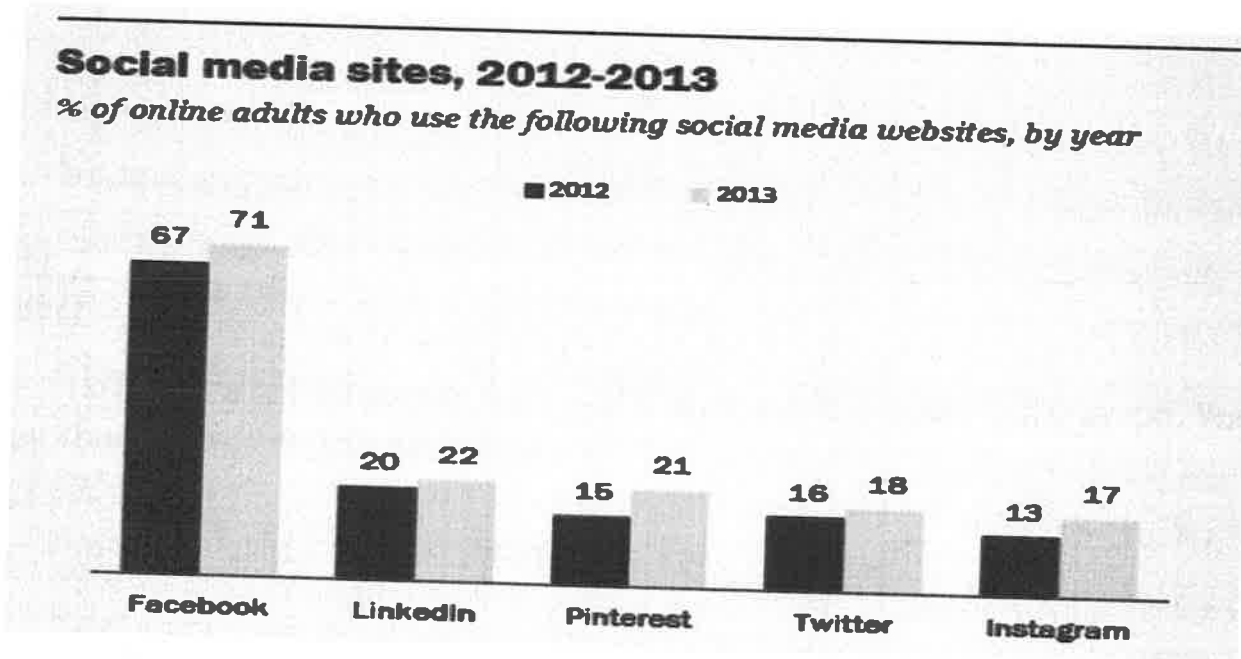
Word	Meaning in Arabic
Illustrate	يوضح
Shows	يوضح
Overall	بشكل عام
Most popular	الأكثر شهرة
Least popular	الأقل شهرة
Fairly equaly	بالتساوي
Respectively	بالترتيب
Significant	عظيم
Difference	اختلاف
Similarities	تشابه

Word	Meaning in Arabic
In contrast	في المقابل
Whereas	في حين
In conclusion	في الختام
However	لكن
Genders	جنسين
Data	بيانات
Less popular than	أقل شهرة من
More popular than	أكثر شهرة من
In general	بشكل عام
On the other hand	في المقابل

Writing 1

(5marks)

Write a text of **at least 80 words**. Summarise all the information in the graph. Your writing should be **clear and organized**.



The column chart illustrates the percentage of online adults who use social media websites by years 2012 and 2013. Overall, the percentage of the adults in 2013 was higher than the percentage in 2012.

In both years Facebook was the most preferred social media website among adults with a percentage of 67% in 2012 and 71% in 2013. As can be seen, the increase in LinkedIn and Twitter was the same both of them raised with 2%. Whereas, there was a noticeable change in the percentage of Pinterest.

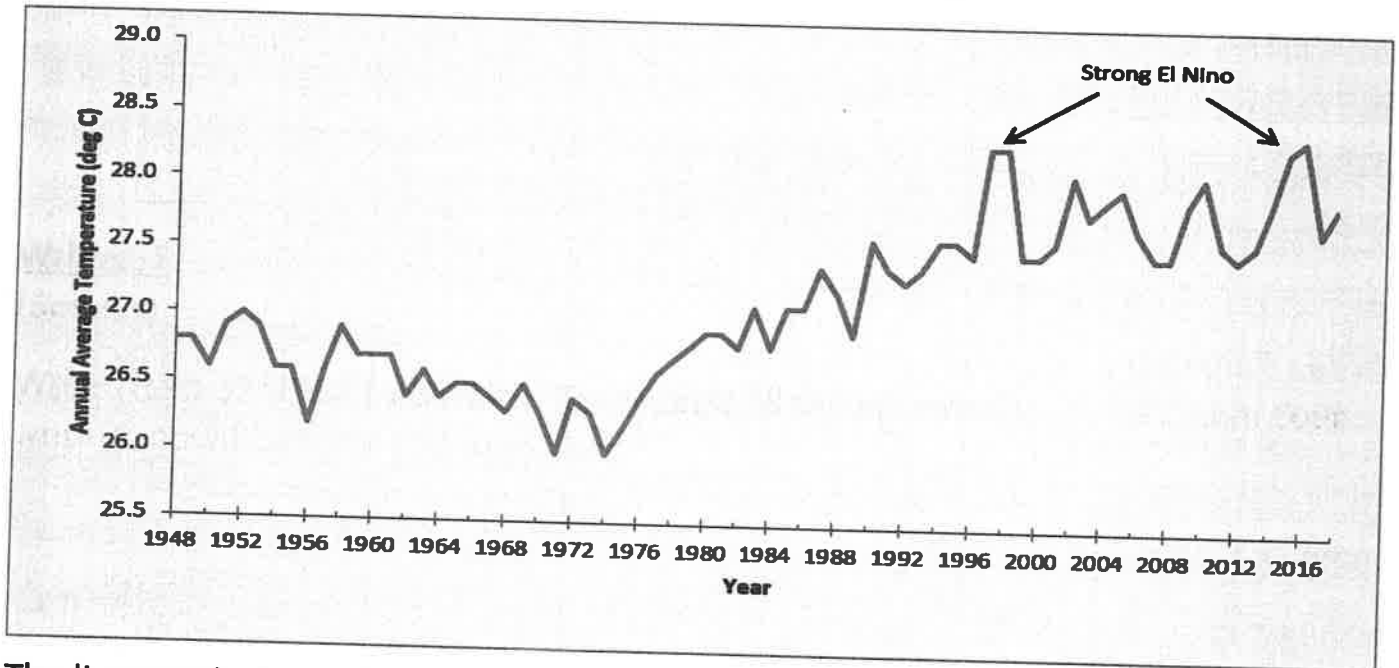
To summarise, the number of adults who are using social media websites has increased.

(102words)

Writing 1

(5marks)

Write a text of **at least 80 words**. Summarise all the information in the graph. Your writing should be **clear** and **organized**.



The line graph shows the average temperature within the years between 1948 and 2016. Overall, the average of the temperature increased sharply starting from 1974.

As can be seen, the average of temperature increased suddenly in years 1998, 2002, 2010 and 2015. While, the average decreased unexpectedly in years 1956, 1970, 1974, 1988, 2012 and 2016. It is important to note that, the highest average was in 2015, whereas the lowest average was in 1971.

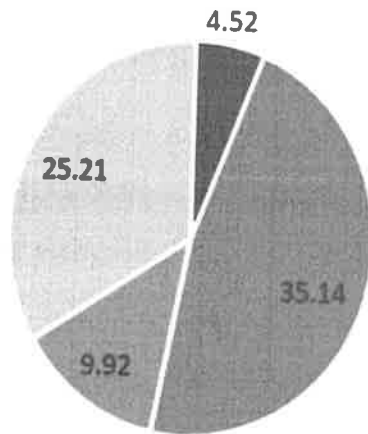
To conclude, the average of the temperature started to increase noticeably in 1974.

(88 words)

Writing 1
(5marks)

Write a text of **at least 80 words**. Summarise all the information in the graph. Your writing should be **clear** and **organized**.

**Total Installed Renewable Energy Capacity
(in GW)**



■ Small Hydro Power ■ Wind Power ■ Bio Power ■ Solar Power

The pie chart presents the total installed renewable energy capacity. It discusses: small hydro power, wind power, bio power and solar power.

It is clear that the largest amount of energy is produced by wind power with a percentage of 35.14, while the small hydro power produces the least amount of energy with a percentage of 4.52. It is obvious that solar power comes second with a percentage of 25.21. As can be seen, bio power produces 9.92 of energy.

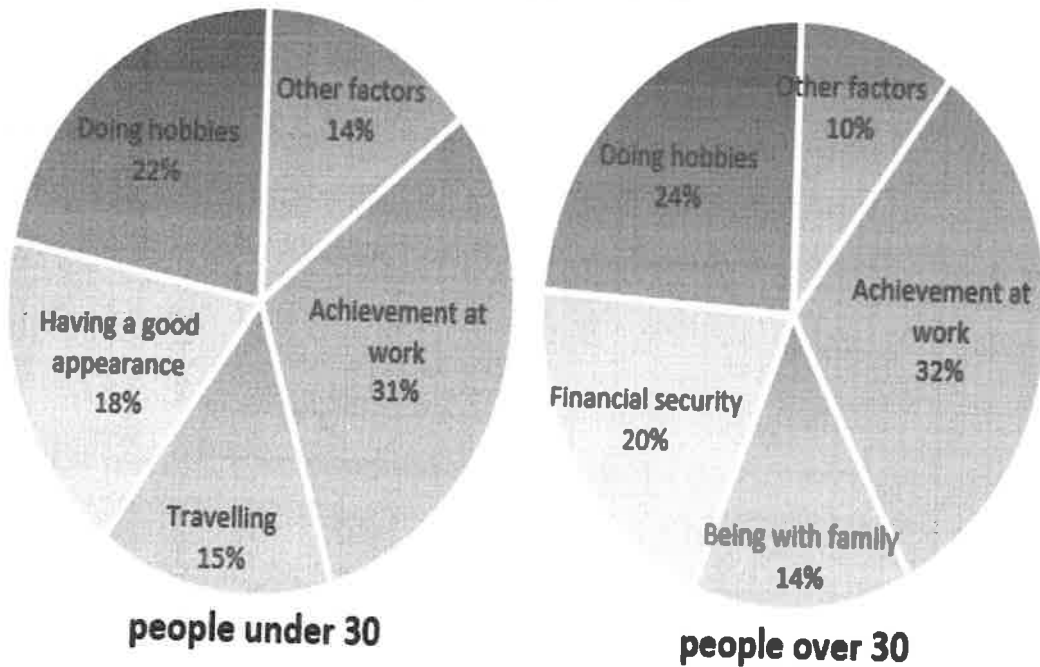
To summarise, wind power can be considered as a reliable source of energy since it produces more energy compared with the other types.

(103 words)

Writing 1
(5marks)

Write a text of **at least 80 words**. Summarise all the information in the graph. Your writing should be **clear** and **organized**.

What makes people most happy?

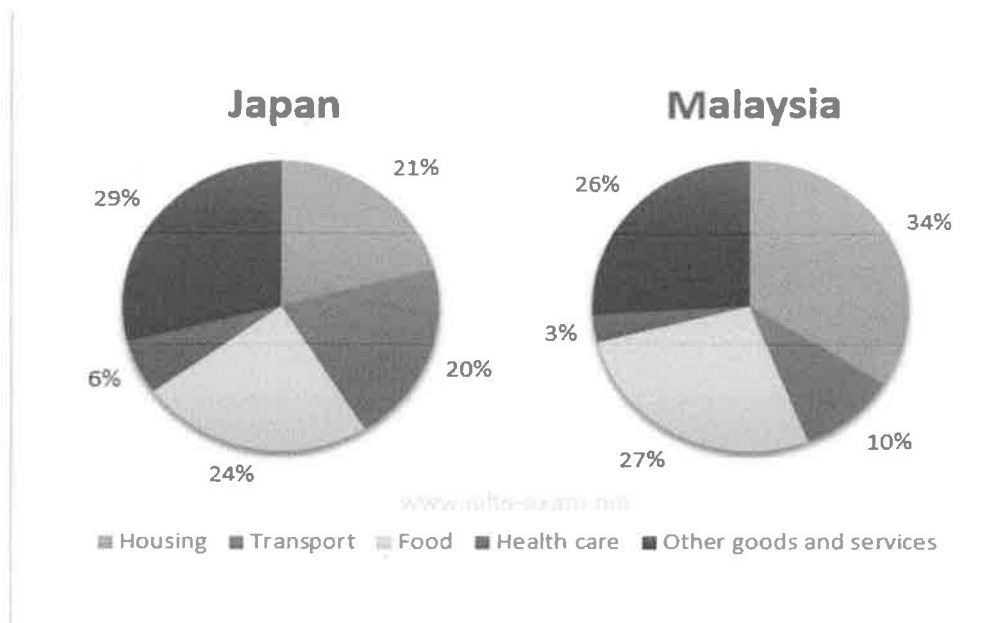


The charts illustrate the factors that make people most happy for people under 30 and over. The charts present topics like: achievements, appearance, financial security, traveling and hobbies.

As can be seen, both groups feel happy most when they have achievements at work with nearly the same percentage. Also, doing hobbies came second for both groups. It is clear that people over 30 prefer being with family while people under 30 prefer traveling. Something else to add, 20% of people over 30 feel happy with financial security, while 18% of people under 30 feel happy when they have good appearance.

To conclude, both groups nearly have the same percentage in most factors.

(111words)

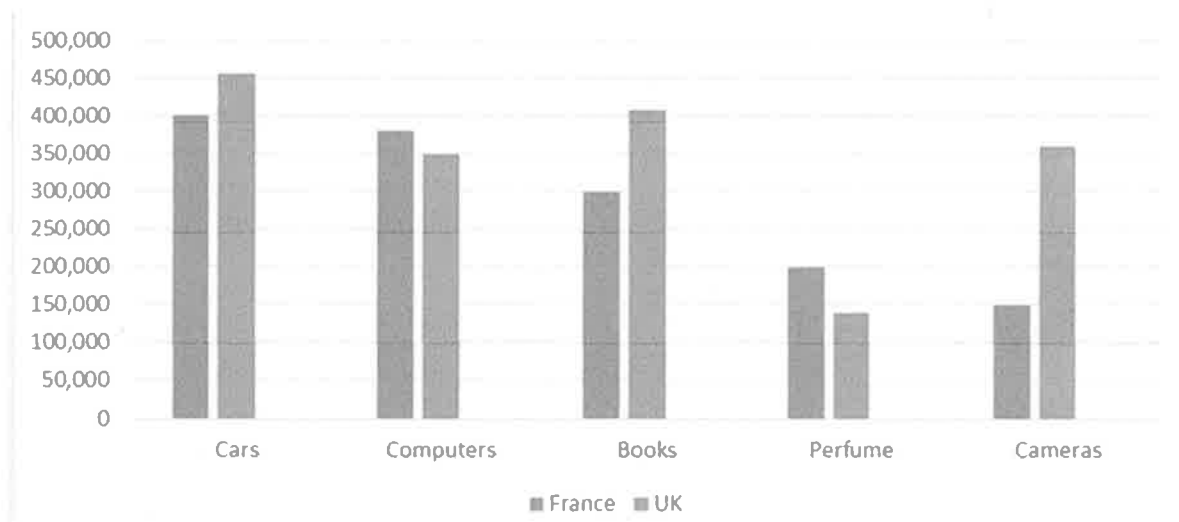


the amount of money spent on various households in Malaysia and Japan

The two pie charts show the amount of money spent on various households in Malaysia and Japan such as housing ,transport,food ,healthcare and other goods and services.Overall, Malaysia spent the greatest amount of money in housing .People in Malaysia spent about 34%. Japan spent the most amount of money in other goods and services with only 29%. On the other hand,both countries spent the least amount of money in healthcare,with 6% in Japan and 3% in Malaysia.

Both countries spent almost the same amount of money in food .The most significant difference in spending was inTransport .Japanese spent about 20% in transport ,while people in Malaysia spent about 10%.

To summarise ,both countries spent the least amount of money in health care. The most significant difference between the countries was their spending in transport .



amount of money spent on five consumer goods in France and Uk in 2010

The column chart illustrates the amount of money spent on consumer goods such as cars, computers, books, perfume and cameras in France and the UK in 2010. Overall, Both countries spent the most amount of money on cars. The Uk spent about 450,000 £. France spent about 400,000 £. In contrast The Uk spent the least amount of money on perfume with 140,000 £. whereas French spent the least amount of money on cameras, they spent about 150,000 £

Both British and French spent almost the same amount of money on computers. British spent about 350,000£ and French spent about 370,000£ on computers. The most significant difference between the two countries was their spending on cameras. People in France spent about 150,000£, whereas British spent about 352,000£.

To summarise, Both countries spent a similar amount of money on computers and cars. The most significant difference between the two countries was their spending on cameras.

A survey report (informative)

Top Tips

- Describe the topic and the survey sample.
- Make sure that each paragraph focuses on one main idea.
- Provide examples to support your main findings.
- Include recommendations in the last paragraph.

Organisation.

Paragraph 1

Give general information about the topic and its importance.

- ... is very important
- It (is) also ...
- ... especially ...

Paragraph 2

Describe what the survey is about and give details about the number of survey participants, their age and how many questions the survey had.

- I did a survey...
- The survey had ...
- In my survey, I asked ...
- I will discuss ...

Paragraph 3

Explain the main findings and highlight some important details.

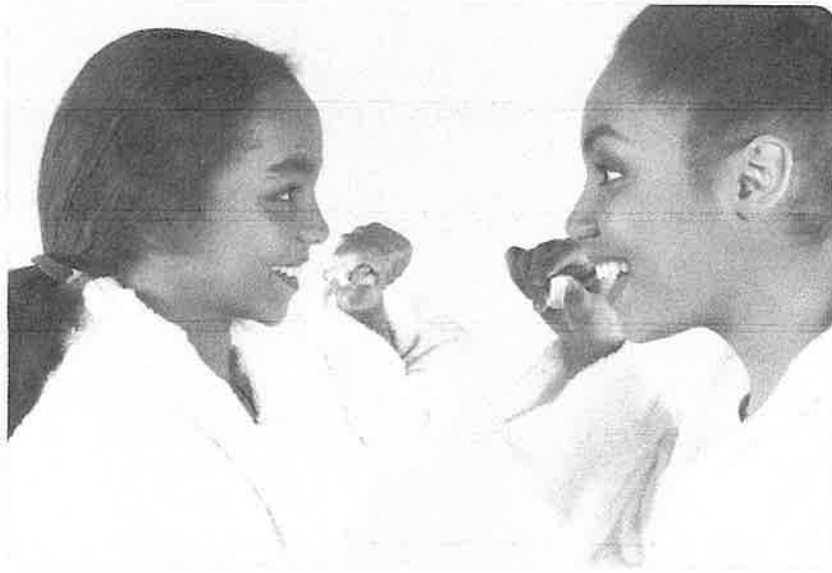
- The main finding is ...
- (five) people/students ...
- Only (one) person/student
- Most of students
- Based on the survey results, I think ...

Paragraph 4

Summarise the main findings again and give your recommendations.

- To summarise ...
- To sum up ...
- In conclusion ...
- I recommend ...

Dental Hygiene



Brushing your teeth at least twice a day helps keep our mouths clean and fresh. It also helps prevent gum disease. Teenagers need to brush their teeth after meals and before going to bed, at night.

I did a survey about how often my classmates brush their teeth. The survey had four multiple-choice questions and I asked 20 students in my school. I will discuss the main findings below.

The main finding is that most students brush their teeth at least once a day. They believe that it is enough to just brush once in the morning. Three students brush their teeth three times a day which is what the doctors recommend. Only one student doesn't brush his teeth on a daily basis. Most students brush their teeth before going to bed at night.

Based on the results, I think the main reason that people do not brush their teeth regularly is because they do not realise how important it is.

In conclusion, I believe that my classmates should brush their teeth more frequently. I recommend that they brush their teeth directly after having their meals.