

Skills (2) Writing

A) Written Paragraphs

كيف تكتب موضوع باللغة الإنجليزية؟

١. عليك اتباع التعليمات التالية:
٢. لابد ان تعلم ان سؤال البراجراف يقدر ب ٦ درجات اي ما يعدل درجة القواعد في كل الوحدات لذا لابد من إتقان كتابة البرجراف من بداية العام و يأتي ذلك من خلال الممارسة.
٣. الخطوة الأولى تتمثل في تحديد نوع البراجراف هل هو موضوع إيجابي او سلبي او مميزات و عيوب او موضوع عام.
٤. يخصص نصف ساعة لـ **paragraph** ولتكن بعد الانتهاء من حل جميع الأسئلة .
٥. لابد من عمل مسودة في اخر صفحة من ورقة الإجابة وبدء كتابة كل الجمل التي تستطيع كتابة دون ترتيب او تنسيق مع العلم أننا يمكننا الاستفادة من القطع او الترجمة او باقي الأسئلة في الامتحان في كتابة الموضوع.
٦. قم بتسطير الورقة من الأربعة جوانب بالقلم الرصاص. في حالة نموذج البوكليت تكون جاهزة.
٧. اكتب عنوان الموضوع في منتصف السطر وضع خطأً بالقلم الرصاص تحته.
٨. اترك مسافة بادئة **indentation** في أول سطر من موضوعك ما يعادل خمسة احرف.
٩. ابدأ جملتك دائماً بـ **capital letter** و قم بإنهاء الجملة بـ **full stop** . والأفضل استخدام الروابط بين الجمل.
١٠. ابدأ موضوعك بـ **topic sentence** أي جملة رئيسية تحتوي في مجملها علي تلخص الفكرة العامة للموضوع.
١١. اترك مسافة واضحة بين الكلمة والأخرى. و يفضل ترك سطر في الكتابة
١٢. حسن خطك قدر الإمكان ولا بد أن تكتب ما لا يقل عن ١٠٠ كلمة.
١٣. عندما تنتهي من جملة لا تكتب الجملة التالية في سطر جديد منفصل بل قم بوضع **full stop** و ابدأ جملتك الجديدة في نفس السطر.
١٤. لا تقم بالشطب نهائياً في موضوعك.
١٥. حاول الابتعاد قدر الإمكان عن أي تعبيرات أو كلمات صعبة حتى لا تقع في الخطأ. يمكنك كتابة موضوع أنيق بكلمات بسيطة حفظتها أنت جيداً.
١٦. الشكل العام للكتابة هي الطريقة للوصول الي اعلي الدرجات في البراجراف .
١٧. تناسب زمن الجملة مع سياق الموضوع ومراعاة الأخطاء الهجائية (**Spelling mistakes**) .
١٨. حاول تجميع افكار رئيسية للموضوع و عمل **Main points** .
١٩. الإلمام بقدر كبير من الكلمات و المصطلحات و التعبيرات الشائعة مع حفظ الروابط التي تستخدم بين الجمل.
٢٠. مراعاة الترابط والتنسيق بين جمل و أفكار الموضوع .
٢١. تجنب الجمل الطويلة بشكل عام . وأن تختار الكلمات المناسبة للتعبير عن الفكرة وتجنب استخدام الكلمات الغريبة .

ما هي انواع البرجرافات؟

١. مشكله (التلوث / الأميه / البطاله)
٢. موضوع عام (دور الشباب / دور المرأة / اهميه الرياضه)
٣. مزايا و عيوب (الموبايل / الانترنت / التلفزيون)
٤. موضوع شخصي تتحدث فيه عن نفسك : (مثل هدفك في الحياه / مثلك الاعلى / شخص بتحبه)
٥. رحله / زياره / قصه

ينقسم موضوع التعبير إلى :

- ١- المقدمة Introduction
- ٢- الموضوع subject matter
- ٣- النهاية the end

Introductory Sentences

لموضوعات إيجابية For positive themes

We all agree thatis one of the most important things in our life and has its vital role nowadays.	نتفق جميعاً أن.....واحد من الأشياء المهمة في حياتنا وله دوراً حيوياً هذه الأيام.
We should put into consideration thathas become one of the most important things in everyone's life.	يجب أن نضع في الاعتبار أن.....قد أصبح واحداً من أهم الأشياء في حياة كل شخص.
No one can deny that we owe much towhich play(s) an important role and active part in our life.	لا ينكر أحد أننا ندين بالكثير ل.....الذي يلعب دوراً هاماً وفعالاً في حياتنا.

لموضوعات سلبية For negative themes

We all see that.....stands as an obstacle in the way of our progress.	نرى جميعاً أن.....يقف كعقبة أمام طريق تقدمنا.
There is no doubt thatis one of the most dangerous problems in our life as it has bad effects on us.	مما لا شك فيه أن.....واحدة من أخطر المشاكل في حياتنا لأنها لها آثار سيئة علينا.
We all believe thatis really serious and harmful nowadays and has bad effects on all of us.	نعتمد جميعاً أن خطيراً وضاراً هذه الأيام وله آثار سيئة علينا جميعاً.

لموضوعات مزدوجة For advantages and disadvantages themes

There is no doubt thatis a double edge weapon that has both advantages and disadvantages.	مما لا شك فيه أن.....يعتبر سلاح ذو حدين لما له من مميزات وعيوب.
In fact thatis considered a mixed blessing in our life.	حقيقة أن.....يعتبر سلاح نعمة ونقمة في وقت واحد في حياتنا.

ماذا عن صلب الموضوع؟ What about the body?

يمكنك استخدام هذه الروابط للربط بين الجمل

on one hand	من ناحية	one the other hand	من ناحية أخرى
in addition to that	بالإضافة إلى ذلك	moreover	علاوة على ذلك
hence	ومن ثم	at the same time	في نفس الوقت
and as a result of this,	ونتيجة لذلك	more than that	أكثر من ذلك
over and above	مضافاً إلى ذلك	consequently	نتيجة لذلك
there is no doubt that	مما لا شك فيه	last but not least	وأخيراً وليس آخراً
as far as i am concerned	كما أراي	another thing is that	شيء آخر هو أن

ابدأ جملتك بالعبارات التالية للتوكيد

Everyone knows that + جملة	الجميع يعرفون أن
I reveal no secret when I say that + جملة	لا أفسى سراً عندما أقول أن
It can't be denied that + جملة	لا أحد يمكنه أن ينكر أن
It is crystal clear that + جملة	من الواضح تماماً أن
It is known that + جملة	من المعروف أن

ماذا عن الخاتمة؟ What about the conclusion?

الخاتمة إيجابية أو سلبية

From what we have mentioned above we can say that due attention must be paid to this matter and never be neglected as it is very **important (serious)**.

📖 مما ذاكرناه اعلي يمكننا القول ان يجب ان نولي اهتمامنا ونوجه نحو هذا الموضوع ولا نتجاهله لما له من أهمية (خطورة).

- 1) No one can deny that.... لا أحد يستطيع أن ينكر أن
- 2) plays a great role in تلعب دورا كبيرا في
- 3) The progress of any nation depends on إن تقدم أي أمة يعتمد علي
- 4) We should do our best in order to يجب أن نفعل ما بوسعنا لكي
- 5) In my opinion, ..has a great effect on our society. من رأي أنله تأثير كبير علي المجتمع
- 6) We can't ignore the great value of لا نستطيع أن نتجاهل القيمة العظيمة لـ
- 7) The government does its best to encourage تبذل الحكومة ما بوسعها لتشجيع
- 8) The government is trying to solve this problem by... تحاول الحكومة حل هذه المشكلة عن طريق
- 9) One advantage ofis that it (they) أحد مزايا .. هي أنها..
- 10) One disadvantage ofis that it (they) أحد عيوب .. هي أنها..
- 11)is considered a very serious problem. ..تعتبر مشكلة خطيرة
- 12) To solve this problem, we should all لحل هذه المشكلة يجب علينا جميعا أن
- 13)is very useful as it helps us to... ..مفيد للغاية حيث أنه يساعدنا في ..
- 14) With the help ofwe can lead a better life بمساعدة .. يمكننا أن نحيا حياة أفضل
- 15) ...is a serious obstacle in the way of our progress تمثل عقبة خطيرة في طريق تقدمنا
- 16) All members of the society should cooperate to ... كل أفراد المجتمع يجب أن يتعاونوا لكي
- 17) We should exert more efforts to solve this problem يجب أن نبذل المزيد من الجهود لحل هذه المشكلة
- 18) Solving this problem will help us to achieve prosperity and welfare إن حل هذه المشكلة سوف يساعدنا في تحقيق الرخاء والرفاهية
- 19) We have to stand firmly against يجب أن نقف بحزم ضد
- 20) We should make the best use of يجب أن نحقق أقصى استفادة من
- 21) will help us to achieve self sufficiency سوف يساعدنا علي تحقيق الاكتفاء الذاتي
- 22) We should develop public awareness of..... يجب أن ننمي الوعي العام بـ
- 23) All citizens should participate in solving this problem يجب أن يشارك كل المواطنين في حل هذه المشكلة
- 24) It increases our national income. يزيد من الدخل القومي
- 25) It achieves progress, welfare and prosperity. يحقق التقدم والرفاهية والرخاء
- 26) For the sake of our country لصالح بلادنا
- 27) It is one of our main sources of wealth. هي احد مصادر الثروة
- 28) We must exploit all our natural resources. يجب ان نستغل كل مواردنا الطبيعية
- 29) They will benefit the coming generations سوف يفيدو الاجيال القادمة
- 30) Great achievements were made to..... انجازات عظيمة تحققت لـ

Exercises

كيفية كتابة موضوع عن شخصية مشهورة أو اعجبت بها

Everyone has their own role models in life. They like to imitate their lifestyles and follow their footsteps. Those role models could be celebrities of family members. My role model is

تكتب خمس جمل عن هذا الشخص

فقره ماذا تعلمت منه توضع في نهاية الموضوع .

He taught me a great lesson that success is due to hard work. He formed my point of view concerning education and life. His straggle motivated me to exert great efforts to reach my goals. His worldwide fame inspired me to spare no effort to be a good model of The Egyptian people hence we could serve our beloved country. The best advice I got from his life is that there is no impossible in life. To sum up in a few words we can say that to achieve progress and help ourselves and our country.

B) e-mail Writing

كيف تكتب الايميل باللغة الإنجليزية؟

عليك اتباع التعليمات التالية:

١. يخصص نصف ساعة لـ **E-mail** ولتكن بعد الانتهاء من حل جميع الاسئلة .
٢. لابد من عمل مسودة في اخر صفحة من ورقة الاجابة وبدء كتابة كل الجمل وعمل الاطار العام للايميل.
٣. قم بعمل تسطيرة بالمسطرة كالمثال بأسفل.
٤. في أول خانة اكتب بريدك الإلكتروني.
٥. في ثاني خانة اكتب بريد صديقك الإلكتروني.
٦. في ثالث خانة اكتب عنوان البريد الإلكتروني وليكن مثلاً **Hello**.
٧. ابدأ في كتابة الـ **e-mail** بعبارة (Dear) ومكان النقاط اكتب اسم من ترسل بالـ **e-mail** له.
٨. ولا تنس وضع **comma** بعد اسم من ترسل بالـ **e-mail** له.
٩. اكتب مقدمة أنيقة ولا تنس ترك مسافة بادئة **indentation**.
١٠. اكتب الموضوع الأساسي بعد المقدمة.
١١. حسن خطك قدر الإمكان لا تقم بالشطب نهائياً في الخطاب.
١٢. قم بإنهاء الـ **e-mail** بخاتمة أنيقة. وبعد الخاتمة اكتب (Best wishes) ولا تنس وضع **comma** وتحتها اسم المرسل.

مقدمات أنيقة للايميل

I am sending you this e-mail hoping that you and your family are all enjoying the best of luck and health.

أرسل لك هذا البريد الإلكتروني متمنياً أن تكون أنت وعائلتك جميعاً تتمتعون بأفضل صحة وأفضل حال.

خاتمة أنيقة تنهي بها الايميل

I look forward to hearing from you. I am waiting hopefully for your reply.

From: Ahmed Al Daifi@yahoo.com

To: Farouk 2020@yahoo.com

Subject: Hello

Dear Farouk,

I am sending to you this e-mail hoping that you and your family are all enjoying the best of luck and health. How are you? I want to tell you about good news. I am coming to London with my family on August 10th. Could you meet me at the airport, please? I will stay in Britain for 2 weeks. I wish it would be a nice holiday. I intend to improve my English and meet such nice people in London. I want to gain information about the history and geography of Britain. I know that London is full of nice landmarks such as Big Ben and London Bridge, so I hope to enjoy my time. I look forward to hearing from you.

Best wishes,
Ahmed



The importance of trees

Trees are very important to our life. Animals and people breathe in oxygen and breathe out carbon dioxide. Carbon dioxide is a poisonous gas. Plants and trees take in carbon dioxide and give out oxygen. If we cut down too many trees, there would be more carbon dioxide. This is very harmful. Trees provide us with many useful things such as rubber and medicines. Some trees may provide a cure for diseases like cancer. Planting trees is very useful. This helps to reduce the amount of pollution. Trees help to keep the balance of nature. If the balance of nature is upset, life on Earth will be impossible. We have to take great care of trees and punish those who cut them down.

The advantages and disadvantages of modern technology

Our life today is quite different from life fifty years ago. Life in the past was very simple and easy. In the past people used animals to go from place to place. People died from many diseases which they could not cure. Today, thanks to modern science and technology, there are many inventions which have made man's life easier and more comfortable. Modern means of transport help us to travel long distances in a very short time. The progress in medicine has enabled us to find a cure for most diseases. We also have pure water and electric supply. However modern technology has several disadvantages. The most noticeable disadvantage is pollution. Pollution is very harmful to man's life and can cause many diseases. Man now depends too much on machines. There are a lot of people who can't find jobs because we use machines to do most of our work. Many people nowadays suffer from stress and worry. Some people may have a nervous breakdown.

Recycling

Many societies reuse materials that are thrown away. Materials ranging from precious metals to plastic spoons can be reused. This recycling process extracts the original material and uses it in new products. In general, using recycled materials to make new products costs less and requires less energy than using new materials. The most commonly recycled waste product is printed materials. Glass is a material which is economical to recycle. The recycled glass is melted and formed into new products. Certain types of nuclear waste can be recycled. Rare materials, such as gold and silver, are recycled because getting new supplies is expensive. It reduces pollution because recycling a product creates less pollution than producing a new one. Most experts state that the economic consequences of recycling are positive in the long term.

youth

The youth should first work hard to achieve success. When they graduate from their universities they have duties towards their society. They can share in the social work by working in the co-operative field. They can share in abolishing illiteracy in their villages. They can take part in reclaiming the desert to increase food production. They can join the army to defend their country in case there is a war. They can also help a lot in solving any problem concerning their society. They should work hard for the welfare of their beloved country Egypt.

Tourism

Tourism is the second main source of national income. It brings in a lot of hard currency which we need to import goods. Tourists from all over the world visit Egypt all the year round. Egypt has many famous sights and tourist attractions. Tourists also enjoy the fine weather in Egypt. Tourists can visit places of interest such as the Pyramids, the temples, the museums and other historic places. The government does its best to encourage the tourist industry. New tourist villages are built. Splendid hotels are erected. The government provides cheap and comfortable means of transport. Egyptians do their best to welcome tourists and treat them well.

Pollution

Pollution is a difficult problem in modern life. There are different kinds of pollution. Air Pollution is caused by car fumes which contain very harmful substances. These substances have a bad effect on health and can cause many diseases. The sea is polluted by the chemical waste thrown into it by factories and ships. The soil is also polluted by the chemicals we use such as insecticides. All these kinds of pollution affect not only man's life but animal life and plant life as well. The world is making great efforts to fight pollution. Ordinary people have to cooperate with the government and scientists to get rid of pollution. If pollution continues to increase, life on earth will be in great danger. Even ordinary people can help to eliminate pollution.

Over-population

Over-population is a very serious problem. Egypt has been suffering from this problem for a long time now. The increase in population has led to many other problems such as shortage of food, overcrowded means of transport, lack of job opportunities and the problem of housing. There aren't enough houses, jobs or food. If we continue to increase in this way, we may face starvation. Great efforts are made to solve this problem. The government does its best to convince the people of the importance of birth control and family planning. Vast areas of the desert land have been reclaimed. New cities and communities have been built.

Pros and cons of social media

Because of the way the internet has changed the way we communicate and interact with one another on so many levels; it's become necessary to explore the pros and cons of social media and its effects on our society. First of all Social networking creates new social connections. Statistics show that 70% of teens have reported making new friendships on social media sites. If you want to talk about the pros and cons of social media, take a close look at all the support groups on Facebook. Members of these groups discuss their health conditions and share important information.



السؤال الخامس

5. Write a paragraph of about ONE HUNDRED AND TWENTY (120) words on ONE (1) of the following: (7 Marks)

5. Write an e-mail to a friend of about ONE HUNDRED AND TWENTY (120) words on ONE (1) of the following: (7 Marks)

- ✗ يُطلب من الطالب، كتابة موضوع إنشاء أو بريد إلكتروني (الإيميل) من حوالي 120 كلمة.
- ✗ يختار الطالب موضوع واحد (1) من بين موضوعين.

كيفية التعامل مع سؤال موضوع الانشاء

خطوات كتابة موضوع الانشاء:

1. **الخطوة الأولى:** قراءة عنوان الموضوع وترجمته جيداً حتى تستطيع منه تحديد ما يلي:
 - أ. الفكرة العامة للموضوع.
 - ب. نوع الموضوع: وصفي /روائي /تنبؤي.
 - ج. زمن الموضوع: هل هو مضارع أم ماضي أم مستقبلي. /لأن كل نوع من الموضوعات له زمن خاص به.
 - د. توجه الموضوع: يتناول موضوع واحد /يتناول موضوعين أو عنصرين) كالمزايب والعيوب / يتناول ثلاث موضوعات.
2. **الخطوة الثانية:** اعداد مسودة (في آخر ورقة الإجابة) عن الموضوع تشمل: (أفكار الموضوع /الروابط والإضافات التي ستستخدمها)
3. **الخطوة الثالثة:** البدء في كتابة الموضوع (أي تحويل الجمل التي في المسودة إلي جمل كاملة):

* هناك أربعة أنواع من موضوعات الانشاء:

1. Descriptive Paragraphs الموضوعات الوصفية:

- * وفيها نتحدث عن حقائق أو عادات أو أشياء تحدث بالفعل بشكل دائم. * نستخدم فيها غالباً زمن المضارع البسيط.
- * أمثلة: الفقر /التلوث /الإرهاب /الشباب /المرأة /الرياضة /استصلاح الصحراء /استكشاف الفضاء /الوظيفة التي تحلم بها

2. Narrative Paragraphs الموضوعات الروائية:

- * وفيها نتحدث عن أشياء قد حدثت بالفعل في الماضي (حكاية / قصة / رواية). * نستخدم فيها غالباً زمن الماضي البسيط.
- * أمثلة: قصة حدثت لك أو لغيرك /تجربة لن تنساها/ زيارة أو رحلة إلي مكان ما / شيء تعودت علي فعله في الماضي.

3. Futuristic Paragraphs الموضوعات المستقبلية:

- * وفيها نتحدث عن شيء متوقع في المستقبل أو مرتب له أو مخطط لحدوثه في المستقبل. * نستخدم فيها غالباً زمن المستقبل البسيط.
- * أمثلة: الحياة في المستقبل (بعد خمسين عام من الآن) / مستقبل استكشاف الفضاء / كيف تري مصر في المستقبل؟

4. Age comparison-based Paragraphs الموضوعات القائمة علي المقارنة بين عصرين:

- * يتم فيها مقارنة حالة في زمن معين بحالة أخرى في زمن آخر. * تحتاج فيها إلي المزج بين زمنين.
- * أمثلة: الحياة الآن وفي الماضي / الحياة الآن وفي المستقبل / مصر اليوم ومصر في الماضي / النقود في الماضي وفي الحاضر

* هناك ثلاث مكونات رئيسية لموضوع الإنشاء:

1. The introduction المقدمة:

* تتكون المقدمة من: (جملة افتتاحية / تعريف العنصر الرئيسي / جملة شاملة ومختصرة عن الموضوع).

1. **جملة افتتاحية:** عبارة عامة تستطيع تقديم أي موضوع بها، لكنها لا تكفي وحدها لتقديم الموضوع. /// مثال:

* A great and hard challenge is the one our minds and pens face when trying to give such a good topic the most of our ideas and the best of our words.

تحد كبير ذلك الذي تواجهه عقولنا وأقلامنا حين نحاول أن نعطي مثل هذا الموضوع الجيد أغلب أفكارنا وأفضل كلماتنا.

2. **تعريف للعنصر الرئيسي في الموضوع:** * يساعدك التعريف التالي علي تقديم أي موضوع:

is (are) + one of + the most important (most dangerous/ best/ worst) + جملة + who/ which/ that/ when/ where + اسم تصنيفي (شامل)

* Tolerance is one of the most important qualities which people in society should have.

* Pollution is one of the most dangerous problems which we face nowadays.

3. جملة شاملة و مختصرة عما سيتم كتابته في الموضوع:

* وهنا يتم عرض الأفكار الرئيسية للموضوع في جملة واحدة.

* إذا كنت ستكتب عن مزايا وعيوب التكنولوجيا الحديثة، يمكنك كتابة جملة شاملة كما يلي:

Modern technology has many advantages, but at the same time it has some disadvantages.

* إذا كنت ستكتب عن أنواع وأسباب وأثار وحلول مشكلة التلوث، يمكنك كتابة جملة شاملة كما يلي:

There are many types of pollution whose causes and effects are many, so we have to find solutions to such a dangerous problem.

2. The body الموضوع نفسه

* يتكون من الأفكار الرئيسية التي تضعها في المسودة. * كل فكرة تُحول إلى جملة أو أكثر.

* يتم دعم كل فكرة بـ: أدلة / أمثلة / تفاصيل / تفسيرات / أسباب. * يمكن استخدام الروابط التالية بين الجمل لتقوية المعنى.

First,	أولاً،	In other words,	بمعنى آخر،
Second,	ثانياً،	In addition to that,	بالإضافة إلى ذلك،
Third,	ثالثاً،	Furthermore,	بالإضافة إلى ذلك،
Finally,	أخيراً،	Moreover,	بالإضافة إلى ذلك،
On one hand,	من ناحية،	It is known that	من المعروف أن
On the other hand,	من ناحية أخرى،	In fact/ In truth	في الحقيقة
Regarding (Concerning)	بخصوص and so forth so on.	إلخ.

* كيفية الانتقال من فكرة إلى فكرة أخرى داخل الموضوع:

* يمكنك أن تضع تمهيد للفكرة الداخلية التي ستحدث عنها باستخدام الصيغة الآتية:

The question which must be asked is: سؤال يعبر عن الفكرة To answer such a question, we can say that + شرح الفكرة في جمل متتالية

* إذا أردت تقديم فقرة عن دور المرأة في المجتمع، يمكنك أن تفعل ذلك كما يلي:

The question which must be asked is: What role can women play in society? To answer such a question we can say that women + ثم نشرح مظاهر الدور الذي تلعبه المرأة في المجتمع في جمل بسيطة

* عبارات هامة يمكن استخدامها داخل الموضوع:

We have to pave the way to	علينا أن نُمهد الطريق لـ
It's necessary for us to make the best use of	من الضروري أن نستغل الاستغلال الأمثل.
It's important we do our best to + مصدر.	من الضروري أن نبذل قصارى جهدنا من أجل
Great efforts must be exerted for the sake of + V.ing.	يجب أن تُبذل جهود عظيمة لأجل
It's our responsibility (duty) to + مصدر.	من مسؤوليتنا (واجبنا) أن
All mass media should throw the light on	يجب على كل وسائل الإعلام أن تُسلط الضوء على ...
We need to put an end to	علينا أن نضع حد (نهائية) لـ
We ought to find an urgent solution to	علينا أن نجد حلاً عاجلاً لـ
People must spare no effort to + مصدر.	يجب على الناس ألا يدخرون وسعاً في

3. The conclusion الخاتمة

* يمكن استخدام ما يلي في تقديم الخاتمة:

From all that has been mentioned, we can conclude that	وما سبق ذكره، يمكننا أن نختم بأن
So the conclusion of this topic is that...	وختام هذا الموضوع هو أن

* يمكن إضافة الجملة الآتية بعد كتابة الخاتمة:

* Finally, I'd say that such subject needs more and more paragraphs to be completely discussed.

في النهاية أعتقد أن موضوع كهذا يحتاج إلى موضوعات انشاء أكثر وأكثر كي يتم مناقشته تماماً.

- لا يجب أن تحتوي الخاتمة على فكرة جديدة لم يتم تغطيتها داخل الموضوع.

نصائح ينبغي اتباعها عند كتابة موضوع الانشاء:

1. يجب كتابة عنوان الموضوع بين قوسين في منتصف السطر.
2. لا تنسى أن تترك مسافة في أول سطر من الموضوع.
3. ضع علامات ترقيم صحيحة للجمل التي تكتبها.
4. لا تُقرط في استخدام الروابط داخل الموضوع.
5. اجعل خطك واضحاً وحسناً قدر الإمكان.
6. تجنب تكرار الجمل داخل الموضوع.
7. الالتزام بزمان الموضوع: الحقائق (مضارع بسيط) / الحكايات (ماضي بسيط) / التنبؤات والتوقعات (مستقبل بسيط).
8. عدم الخروج عن الموضوع.
9. التناسق بين الأفكار المختلفة داخل الموضوع وترتيب الفقرات قبل الكتابة عنها.
10. ابتعد عن الكلمات والعبارات التي لا تعرف الهجاء (spelling) الصحيح لها.
11. لا تنس أن تراجع الموضوع كله بعد كتابته.
12. تجنب الشطب الكثير داخل الموضوع.
13. انتقي كلمات بسيطة ومعبرة.
14. اصنع التشويق للمصحح بطرح أسئلة واستخدام أدلة وأمثلة.
15. اختار موضوع تستمتع وأنت تكتبه لتصنع أفكار وجمل شيقة.
16. استخدم جمل قصيرة (بسيطة) تحتوي علي (grammar/ spelling) صحيحين.

1. Charity work العمل الخيري (الامتحان التجريبي الأول 2019)

Charity is means giving help to people who are in need of it. People can do charity work by either joining a charity or giving help to the needy by themselves and through their own plans. Charity work is a humanitarian act **عمل انساني**. It involves giving needs, time and effort. It is done in a voluntary way. In other words, the person who does charity work doesn't expect anything in return. Charity work takes many forms like raising money for the ill, donating blood for patients who need it, giving shelter for homeless people in winter, giving money or food to poor people, starting campaigns **حملات** to help refugees of wars **لاجئين الحرب**, teaching an orphan **يتيم** and providing medical care. Poor, sick, injured or homeless people are generally considered the proper people to whom charity should be given. When such people are not supported, they often begin begging, which is directly asking for help from people they do not know. Charitable organisations collect money and goods and then give them to those in need. Most charities are concerned with providing basic needs, such as food, water, clothing, health care and shelter. The most common form of charity is donating money. The money is then used to buy these basic needs. Charitable giving is a responsibility in many religions. Doing charity work creates solidarity **التضامن**, brotherhood **الأخوة** and coherence of society **تماسك المجتمع**.

2. The effects (benefits) of technology in our life تأثيرات (فوائد) التكنولوجيا في حياتنا (الامتحان التجريبي الأول 2019)

It's a fact that modern technological inventions have made the world a smaller place through a number of means of communication. Modern inventions have made our life more comfortable than before. Work in factories is done accurately and quickly with the help of modern machines and under the control of computers. Modern means of communication, like the internet, satellites, telephones and fax machines, have linked all parts of the world together in one unit. People can travel to any place in modern planes in a very short time. Space ships and rockets carry people to space to explore it and discover its secrets. TV and internet programmes help people know news and events and give them entertainment. Modern houses contain convenient equipment to make housework less tiring and more perfect. Modern inventions help man to extend the scope of his mind. Man can't do without inventions of modern technology, which play an essential part in his life. However, these inventions have made man passive and unhealthy. **Therefore, they should be wisely used.**

3. Our duty towards the environment واجبنا تجاه البيئة (الامتحان التجريبي الثاني 2019)

Keeping the environment clean and healthy is the responsibility of all of us. This includes both the individuals and the authorities **السلطات**. **We, individuals**, have to rely on **يعتمد علي** clean sources of energy. It's necessary to reduce our use of non-renewable sources of energy which pollute the environment. We

have to stop throwing rubbish in the streets. Farmers mustn't spray يرش farmland with poisonous pesticides, insecticides and herbicides. People should drive their cars only when they need. People can plant trees along streets and roads to help the world to breathe pure and fresh air. **The government** should take strict measures إجراءات صارمة to keep a safe and clean environment. The government must ban تمنع using harmful chemicals that damage the environment. Factories should stop dumping their waste فضلات. Factories must be moved to unpopulated areas to avoid the deadly effects of smoke, waste and noise. Ships should be banned from throwing waste and oil into seas to protect marine life الكائنات البحرية. **It can be concluded that keeping our surroundings sound and beautiful will be an easy matter if we insist on doing it.**

4. What it would be like in a world without trees كيف ستكون الحياة في عالم بدون اشجار (التجريبى الثانى 2019)

The world will be a difficult place to live in if it doesn't have trees. **This is because trees are of the most important elements of nature.** They help both the environment and the people in many ways. They provide shade in summer and shelter in winter. They provide people with fruits, sap, wood and chemicals. People use wood from trees to build house, cook and heat. There are many other things that can be made out of trees. They include furniture, sports equipment, pencils, magazines and cardboard boxes. In addition to that, trees help the earth to breathe and protect us from global warming as they take in carbon dioxide and give out oxygen. Trees add a touch of beauty to the place they are planted in. They attract more people to visit gardens and public parks. In hospitals, they make patients relax and help them recuperate. They give people some relief of spirit and peace of mind. **Finally, without trees, we wouldn't manage to do many things.**

5. Terrorism الارهاب

Terrorism is considered to be one of the most serious problems which face all the world. **It has different kinds, causes and effects, therefore it must be well studied to find an outlet of the big crisis it has caused.**

It takes two forms: terrorist peoples and terrorist bands الجماعات الارهابية. The Israelis are the perfect example of terrorist peoples. Terrorist bands in any country threaten the life of people there. Young people join these bands because either they are unemployed or have some own political, social and religious beliefs different from those existing in their societies.

Terrorism has many bad effects on human societies. It increases the level of instability عدم الاستقرار and conflict and forces people to leave their houses and immigrate to somewhere safe. It has a bad influence on tourism which needs an atmosphere of safety, stability and security to flourish.

The individuals have a duty to help the government face this very serious problem. The government should give a hand to the young to be able to sacrifice for this country, not to damage it. People must report the police about anyone they suspect to be a terrorist. From all that has been mentioned in the above lines, we can conclude that the problem of terrorism needs an urgent solution.

6. The New Suez Canal قناة السويس الجديدة

The Suez Canal is one of the most important global waterways. Tenth of the world's trade passes through it. Most Egyptians feel proud when they remember President Nasser nationalizing يؤمم the canal in the 1950s to finance the High Dam in Aswan. In 2015, a major development project in the area was launched. It aimed at widening and deepening the current canal, digging a new parallel canal in addition to digging a few tunnels under the canal. The new project received huge media coverage as a national project. Millions of investment certificates were raised from the public to finance the project. Experts and

government officials expect it to achieve good results. However, these results need many years to materialize. Finally, we can conclude that the new Suez Canal project is one of the greatest development projects in Egypt.

7. The African Nations Cup hosted in Egypt كأس الأمم الأفريقية التي يتم استضافتها في مصر

Hosting important continental sports championships brings about several benefits for the hosting country. Egypt has been granted the right to host and organize the African Nations Cup Championship this year because it is considered to be the most important country in Africa in different fields including, politics, science, sports and so on. The championship is the most important in Africa. All participating teams, including Egypt, hope to win and raise their flag high in such an important sports event. The government has prepared all facilities to make the organization successful and honorable. They have provided stadiums with all needs and prepared luxurious hotels for all the guests; teams and supporters. Egyptian citizens have taken their own steps towards sharing in the success of the championship. All sides must do their best so that the event has the greatest appreciation from millions of people who will be watching it throughout the world. Such an event increases the good reputation of our country and will make both economy and tourism flourish. We all hope that the event will pass peacefully and smoothly so that the whole world still respects us as it always does.

8. The continuous rise in prices الزيادة المستمرة للأسعار

Nowadays we all suffer from the high rise in prices which is a nightmare that frightens the Egyptian families all the time. It is a serious problem that has many causes and needs cooperative efforts to be solved.

There are many different reasons for the continuous rise in the prices of goods and articles السلع. The increasing population makes the land available for farming limited so the agricultural production decreases. This makes our country import most crops from other countries and this of course needs a lot of hard currency. Therefore, the prices of goods are usually higher. Unemployment is another reason for the problem. Unemployed people only eat, drink and wear. They are consumers not producers مستهلكين لا منتجين.

The government has to employ unemployed people to play their role in national production. It should issue تصدر strict laws to prevent people from building houses on farmland. It is a must to devise a plan to reclaim the desert areas to meet the increasing needs of the Egyptian people. We must limit importing goods to only the necessary ones like medicines and materials necessary for industry. The government must raise the salaries of its employees. The authorities السلطات must keep an eye on تراقب the market to face greedy traders. Last but not least, prices won't be reduced unless we increase our products and reduce our imports.

9. The national projects carried out in Egypt المشروعات القومية التي يتم تنفيذها في مصر

9. The new administrative capital العاصمة الإدارية الجديدة

The government has been constructing many new national projects all over the country in order to develop the economy and solve many housing and social problems. These projects are several but two of the most important projects carried out recently are the New Suez Canal and the New Administrative Capital. The new capital is a large-scale project. It is located east of Cairo. According to the plans, the city will become the new administrative and financial capital of Egypt, housing the main government departments and ministries, as well as foreign embassies. It will have a population of five-to-seven million people. It was established to relieve congestion الزحام in Cairo. It will be built as a smart city having

skyscrapers, many massive buildings, modern airports, a parliament building, government ministries and foreign embassies. It has the biggest Mosque and the biggest church in Africa and the Middle East. These were built to show the value of religious tolerance among all sects طوائف of the people الشعب. The project has cost a lot of money but it is expected that it will bring about numerous benefits for the country. Like other national projects, it will raise the standard of living and the national income for the Egyptian people. The government spares no effort لا تدخر وسعا in solving the problems of poverty, unemployment, housing and congestion all over the country. It is hoped that many more national projects will be carried out in the future for the good of Egypt and its citizens.

10. The importance of reading أهمية القراءة

Reading is one of the most amusing means of spending leisure time. Books are man's best friends as they give the human good advice about a sound life, sensible suggestions for hard crisis and perfect solutions for serious problems. Books are seas whose ideas are like waves that a reader swims through and explores new worlds. Reading widens the scope of people's thinking. It increases people's information and knowledge in life. Readers are usually introduced to different peoples, countries, cultures, customs, habits, beliefs and religions. Through reading, older people can pass on knowledge to young generations. Educational books teach us new facts and principles about different fields such as medicine, engineering, history, geography, law, art, literatureetc. Cultural books show people good morals and ideal behaviours that help build a civilized society. Novels and other forms of fictional books teach us a lesson. Humorous books الكتب الفكاهية give us pleasure and joke and can also advise us about life. Briefly speaking, without reading and books, life would be meaningless and boring.

11. The problem of unemployment مشكلة البطالة

Unemployment is one of the most serious problems that face our society. It has a disastrous effect on the society, which makes it obligatory إجباري for the government to find a solution to it.

Unemployment has many disadvantages for both the individual and the whole society. It can turn our life upside down and make life conditions unbearable. Unemployed people usually feel frustrated محبط, desperate يائس and aimless. An idle person الشخص العاطل sees himself like a parasite طفيل which does nothing useful. It leads to less production and depressed economy. Some unemployed people commit crimes like theft, murder and suicide الانتحار. Some of them may join terrorist groups and take part in destroying the society.

Facing the problem of unemployment must be a priority أولوية for the government. It must find immediate and urgent solutions for this continuous crisis. The government should provide more job opportunities for youth and set up new projects. They should give youth the chance to reclaim the desert by giving them loans and facilities.

12. The role of the Egyptian youth today دور الشباب المصري اليوم

As a matter of fact, youth are the backbone of civilized nations. They play an important and vital role in the development in their societies. The prosperity of our country depends on their efforts. The responsibility of achieving progress lies on their shoulders. The country's ability to produce relies on the ability of youth. Youth can render fruitful services in all fields for the welfare of the Egyptian society. Students in schools and universities should study hard and concentrate on learning. Graduates should be ready to serve their country and do their best to protect it from dangers. Every employee and worker should do their duties efficiently. A teacher should bring up a good generation. A doctor must help relieve the pains of his patients. A baker should be conscientious and feed people healthy bread so that

they would return the favour to him. Everyone should participate in building a prosperous society. Young men should make good use of their spare time. They should be enthusiastic, energetic, honest and loyal to their country. The government should do its best to look after young people. It should provide them with good education. It should let them share in making decisions. It should also give them loans and facilities to start new projects. Finally, youth can do a lot for this society, therefore they should be given due care.

13. Pollution (The dangers of pollution)

In fact, pollution is one of the worst problems that may damage our life and our environment. It's a very serious problem. There are different kinds of pollution such as air pollution, water pollution and noise pollution. *The causes of pollution are countless.* It is mainly caused by exhaust fumes of means of transport and the smoke from factories. Careless people dump rubbish and waste in streets or seas. *Pollution has disastrous effects on people's health and lives.* It damages people's lungs and causes dangerous heart illnesses. People can't enjoy their lives as long as the environment around them is polluted. *An urgent solution should be found for this bad problem.* People have to stop dumping their waste in streets. Factories should be moved to unpopulated areas. Mass media should spread awareness among citizens about the dangers of polluting the environment. The government should issue strict laws that prevent people from causing pollution and punish those who do so. *Finally, all efforts should be combined to combat مكافحة and get rid of pollution.*

14. Why tourism is important for Egypt. لماذا السياحة هامة لمصر (WB)

Tourism is the second earner of foreign currency for Egypt. Millions of tourists come from all over the world to visit Egypt every year. They come to Egypt for many reasons. They want to enjoy the warmth of the weather and visit all ancient monuments.

Tourism has many advantages for our country. It is a main source to increase national income and develop national economy. Tourists add a lot of money to the income of our country. They spend money on flights, hotels, museums, restaurants and transport. This provides our country with hard currency and provides jobs for the unemployed. Tourism is also important to make visitors know more about our history, culture, customs, traditions and language.

We should increase the number of people visiting Egypt every year by fighting terrorism which is tourism's great enemy. We have to be civilized and friendly to tourists. The government should set up modern hotels and offer accommodations at reasonable prices. **Last, but not least, it is a must that we do our best to benefit from tourism.**

15. The person you admire most الشخص الذي تعجب به كثيراً

The person I admire most is and regard as a hero is Professor Magdi Yacoub. He is a world-famous heart surgeon. He was part of the team which did the first British heart transplant operation. He was born in Egypt in Belbis in 1935. I admire him most because he is successful, perfect, hard-working and experienced. He is also very clever and good at his work. He has the qualifications and experience to do many great things. Although he retired as a surgeon in 2001, he is still researching new treatments. He is now the head of the Magdy Yacoub Heart Foundation مؤسسة, which is one of the largest charity organizations in Egypt. The foundation treats many Egyptian patients with heart problems, including small babies, free of charge مجاناً. Professor Yacoub is a great example to be followed يُحتذى به. He has showed me that you can do a lot of things even in your old age. I hope I will be a great surgeon like him. I love him very much. He deserves to be respected and loved.

كتابة البريد الإلكتروني

شكل البريد الإلكتروني The shape of an e-mail

From : عنوان البريد الإلكتروني للمرسل
To : عنوان البريد الإلكتروني للمرسل إليه
Subject (About) : موضوع الإيميل

Hello/ Dear,

الموضوع

Best wishes,
اسم المرسل

إيميلات مكتوبة Written e-mails

1. the important role of women in society.

Hello,

How are you? I am writing this e-mail to tell you about the important role women play in society. Women are half the society. They say that behind every great man lies a woman backing him up تشجعه. Women share responsibilities with men. The Egyptian woman plays a pivotal محوري and outstanding بارز part in developing our social, cultural, economical and political life. Women are the backbone of the family besides men. The woman can occupy يشغل high-ranking positions مراكز مرموقة in society. Egyptian women do a lot of social work through women associations and unions that support worker women and their rights. Women bring up coming generations and teach them how and why to love their homeland الوطن. In economy, they have proved to have a good ability to run institutions يديروا المؤسسات as efficiently as men do. They can enter the field of work and they really have qualifications for that. They now take part in the political affairs and processes taking place in Egypt. They can choose political leaders and representatives through voting التصويت in elections الانتخابات. They can be elected as parliamentary members أعضاء برلمان too. Finally, all evidences show the basic role a woman does for humanity, that's why the Egyptian woman should always be given the chance to serve her society.

Best wishes,

2. a job I would like to do and why.

Hello,

How are you? I'd like to tell you about the job I'd like to do. Everyone wants to have a good job so that they can do some kind of service خدمة for society المجتمع. After I finish my education, I would like to be a heart surgeon جراح قلب. This is because it's a great job which will give me an important position مكانة in my society. This job will also help me to adapt to تكيف مع different situations and meet different people. Surgeons make a difference to يحدثون فارق في people's lives, so I want to be one of them. The job of a surgeon will allow me to research أبحث في new treatments all the time. Although it is a hard job which requires تتطلب working for long hours in hospitals and medical centres المراكز الطبية with other doctors and nurses around me, I love it very much. This job creates تخلق an atmosphere of جو من cooperation and teamwork العمل الجماعي. When I become a heart surgeon, I'll feel proud to help people with heart problems to start a new life with healthy hearts. I'll always try to do my work properly بشكل جيد to share in the rise رفعة of my society. Finally, I hope I will be able to achieve my dream one day.

Best wishes,

Wael: Yes, OK. I'll come with you. Then I can show you what to do.

Paragraph

أهم الأفكار لموضوعات الإنشاء الموجودة بكتاب المدرسة

1-"Reading literature improves your education"

Reading literature is a big window through which we can overlook other cultures, languages, traditions and social systems.

- قراءة الأدب هي نافذة كبيرة يمكننا من خلالها ان نلقي نظرة علي الثقافات واللغات والتقاليد والأنظمة الاجتماعية الأخرى.

- Literature dissolves barriers between generations.

الأدب يزيل الحواجز بين الأجيال-

- It comes to an end of cultures conflict.

- يضع نهاية لصراع الثقافات

- It introduces new thoughts, experiences and problems with solutions.

- يقدم أفكاراً وتجارب ومشكلات جديدة مع الحلول.

- It brings present generations the core of past generations conflicts both with others and with the nature to survive on a gold plate.

- يجلب الأدب للأجيال الحالية جوهر صراعات الاجيال السابقة مع الآخرين و مع الطبيعة للبقاء علي طبق من ذهب.

In brief, literature makes us hover high in sky and pick up what appeals to us from others.

- باختصار ، الأدب يجعلنا نحوم في السماء ونلتقط ما يجذبنا من الآخرين.

2-"A teacher who has helped or inspired you"

Teaching is a noble profession. An ideal teacher is one who looks his job not merely as a means to earn a living but as an opportunity to achieve the purpose of education.

التدريس مهنة نبيلة .المعلم المثالي هو الذي ينظر إلى وظيفته ليس فقط كوسيلة لكسب الرزق ولكن كفرصة لتحقيق الغرض من التعليم.

- Out of all my teachers, (اسم المدرس), the English teacher has influenced me to the most. I regard him as my ideal teacher.
من بين جميع أساتذتي ، (اسم المدرس) ، أثرتني مدرس اللغة الإنجليزية بشكل كبير . أنا أعتبره المعلم المثالي لي.
- He teaches students with love and affection.
يعلم الطلاب بكل الحب والحنان.
- He is educationally well-equipped.
إنه مجهز تعليميًا بشكل جيد.
- He encourages students to put questions to resolve their doubts then answers them politely.
يشجع الطلاب على طرح أسئلة لحل شكوكهم ثم يجيب عليها بأدب.
- He possesses a very pleasant personality. He never boasts of his qualifications or achievements.
لديه شخصية لطيفة جدا . لا يفخر أبداً بمؤهلاته أو إنجازاته.
- He teaches his students the virtues of truth, honesty and non-violence.
يعلم طلابه فضائل الصدق والأمانة و عدم العنف.
- He inspired me in most of my life transitions. I wish him a long and happy life.
ألهمني في معظم التحولات في حياتي . أتمنى له حياة طويلة وسعيدة.

3-"Which websites you should use to find reliable information"

The internet is full of websites that were started five minutes ago. What we want are sites associated with trusted institutions that are known for reliability and integrity.

- الإنترنت مليء بالمواقع التي بدأت قبل خمس دقائق . ما نريده هو مواقع مرتبطة بمؤسسات موثوق بها معروفة بالموثوقية والنزاهة.
- Sites run by government agencies and non-profit organizations.
-المواقع التي تديرها الوكالات الحكومية والمنظمات غير الربحية.
- We should look for sites with expertise in the kind of information we are seeking.
-يجب أن نبحث عن المواقع ذات الخبرة في نوع المعلومات التي نسعى إليها.
- We should avoid sites with too many commercials.
-يجب علينا تجنب المواقع التي تحتوي على الكثير من الإعلانات التجارية.
- Sites with up-to-date information.
- مواقع بها معلومات محدثة.
- Professionally designed websites are favourable but not always reliable.
-المواقع المصممة بشكل احترافي تكون ملائمة ولكنها غير موثوقة دائماً.
- We should take date and information from articles whose authors are named not anonymous articles.
-يجب أن نأخذ التاريخ والمعلومات من المقالات التي بها أسماء مؤلفيها و ليست مقالات مجهولة.
- Reliable websites are linked together.
- المواقع الموثوقة تكون مرتبطة معا .

4- Artificial Intelligence

- Artificial Intelligence is designing machines that have the ability to think. It is the intelligence of machines.
- الذكاء الاصطناعي هو تصميم الآلات التي لديها القدرة على التفكير . إنها ذكاء الآلات .
- The idea to create an artificial intelligence is to make the lives of humans easier.
- فكرة إنشاء الذكاء الاصطناعي هي جعل حياة البشر أسهل.
- With the rise of computers, the process of doing manual work has been decreased to a great extent.
- مع ظهور أجهزة الكمبيوتر ، انخفضت عملية القيام بالعمل اليدوي إلى حد كبير.

- Now that computers are used almost in every sector, humans are highly dependent on it.

- الآن بعد استخدام أجهزة الكمبيوتر في كل قطاع تقريباً ، يعتمد البشر بشدة عليه.

Advantages of Artificial Intelligence: مزايا الذكاء الاصطناعي

1. Error Reduction: الحد من الخطأ

Artificial intelligence helps us in reducing the error and the chance of reaching accuracy. It is applied in various studies such as exploration of space.

الذكاء الاصطناعي يساعدنا في الحد من الخطأ وفرصة الوصول إلى الدقة. فيتم تطبيقه في دراسات مختلفة مثل استكشاف الفضاء.

2. Difficult Exploration: الاستكشافات الصعبة

Artificial intelligence and the science of robotics can be put to use in mining and other fuel exploration processes. Not only that, these complex machines can be used for exploring the ocean floor and hence overcome the human limitations.

يمكن استخدام الذكاء الاصطناعي وعلم الروبوتات في عمليات التنقيب وغيرها من عمليات استكشاف الوقود. ليس ذلك فحسب ، يمكن استخدام هذه الآلات المعقدة لاستكشاف قاع المحيط وبالتالي التغلب على القيود البشرية.

3. No Breaks: لا يأخذ فترات راحة

Machines, unlike humans, do not require frequent breaks. They are programmed for long hours and can continuously perform without getting bored or even tired.

الآلات ، على عكس البشر ، لا تتطلب فترات راحة. يتم برمجتها لساعات طويلة ويمكن أن تؤدي بشكل مستمر دون الشعور بالملل أو حتى التعب.

Disadvantages of Artificial Intelligence: عيوب الذكاء الاصطناعي

1. High Cost: ارتفاع تكلفة

Creation of artificial intelligence requires huge costs as they are very complex machines. Their repair and maintenance require huge costs.

إنشاء الذكاء الاصطناعي يتطلب تكاليف باهظة لأنها آلات معقدة للغاية. إصلاحها وصيانتها تتطلب تكاليف باهظة.

2. No Improvement with Experience: لا تطور من خبرة العمل

Unlike humans, artificial intelligence cannot be improved with experience.

على عكس البشر ، لا يمكن تحسين الذكاء الاصطناعي بالتجربة.

3. Unemployment: البطالة

Replacement of humans with machines can lead to large-scale unemployment.

يمكن أن يؤدي استبدال البشر بالآلات إلى بطالة واسعة النطاق.

5- Advantages and disadvantages of Plastic

Advantages of Plastic: مميزات البلاستيك

- Plastic is light in weight. خيف الوزن

- It is good, strong and cheap to produce. جيد و قوي و رخيص الإنتاج

- It can be easily moulded and have excellent finishing.

يمكن أن يصب في قوالب بسهولة و لها شكل نهائي ممتاز.

- It has good strength and toughness. قوي و صلب

- It is very good water resistance. مقاوم جيد للماء

- It can be recycled. يمكن إعادة تصنيعه

- We can use it to make a lot of things such as water bottles, pens, plastic bags, cups,etc.

يمكن أن نستخدمه في كثير من الأشياء مثل زجاجات المياه و الأقلام و الأكياس البلاستيكية و غيرها.

- Plastic bottles can be reused and restored over again and again.

يمكن إعادة استخدام الزجاجات البلاستيكية واستعادتها مراراً وتكراراً

Disadvantages of Plastic: عيوب البلاستيك

- Plastic is a non-renewable resource. مصدر غير متجدد.
- It causes cancer. يسبب السرطان.
- It produces toxic fumes when it is burnt. ينتج عوادم سامة عند حرقه.
- It is low heat resistance. مقاوم ضعيف جدا للحرارة.
- It's very costly to recycle plastic. إعادة تصنيعه مكلفه جدا.

6- Freelance work**Advantages of freelance work:-** مميزات العمل الحر

- You can choose your working hours.
- You can make your own timetable.
- You can work almost anywhere.
- You can choose which projects to take on.

تستطيع أن اختيار ساعات العمل
تستطيع ان تضع جدول مواعيدك الخاص
تستطيع أن تعمل في أي مكان
تستطيع أن تختار

Disadvantages of freelance work:- عيوب العمل الحر

- You don't always get regular work. لا يملك دائما عملا منتظما.
- There are times when you can't work hard enough to live comfortably. يوجد بعض الأوقات التي لا تستطيع أن تعمل بجد بشكل كافي لكي تعيش بشكل مريح.
- It can be hard to work hard and look after a family. من الصعب أن تعمل بجد و تعتني بأسرتك.
- You sometimes get lonely working on your own. أحيانا تكون وحيدا و أنت تعمل بمفردك.
- You can't always find new clients when you are a freelance. لا تستطيع دائما إيجاد عملاء جدد عندما تكون مستقل.

7-"The important role of woman in society"

The role of woman in society has been greatly overseen in the last few decades but now is coming to a more perspective to people.

تم الإشراف على دور المرأة في المجتمع إلى حد كبير في العقود القليلة الماضية ولكن الآن أصبح أكثر رؤية للناس .

- They were seen as wives intended to cook, clean, take care of kids, not allowed to vote. اعتُبروا كزوجات يقصدن الطهي والتنظيف والعناية بالأطفال وعدم السماح لهم بالتصويت.
- They made vast improvements in their lifestyles in the past few decades from holding positions in governments to simple things like getting a job and supporting themselves.

قاموا بتحسينات هائلة في أساليب حياتهم في العقود القليلة الماضية من شغل مناصب في الحكومات إلى أشياء بسيطة مثل الحصول على وظيفة ودعم أنفسهم.

- Women are not only half of the society but also they bring up the other half. المرأة ليست نصف المجتمع فحسب ، بل إنها تشكل النصف الآخر.
- She gives birth, takes care, educates, brings up, cooks, cleans, helps her husband, goes to work, etc.

تلد ، تعتني ، تعلم ، تربي ، تنظف ، تساعد زوجها ، تذهب إلى العمل ، إلخ.

To conclude, women have a versatile role in society nowadays.

في الختام ، للمرأة دور متنوع في المجتمع هذه الأيام.

8-"Your dream job"

- I want to be a doctor. It is important and complex.

-أريد ان اكون طبيباً .إنها مهمة ومعقدة.

- Everyone respects doctors. A doctor treats people.

- فالطبيب يعالج الناس .الجميع يحترم الأطباء .

- He shouldn't mistake. He can't be afraid of blood. He should be quiet and balanced.

- لا يجب أن يخطئ .لا يمكن أن يخاف من الدم .يجب أن يكون هادئ ومتوازن.

- I am afraid I won't cope with this work because being a medical doctor is not easy.

-أخشى ألا أستطيع أن اواكب هذا العمل لأن كوني طبيباً ليس بالأمر السهل.

- This is not a career for people who do not see themselves working more than 50 hours per week and on holidays.

-هذه ليست مهنة للأشخاص الذين لا يرون أنفسهم يعملون أكثر من ٥٠ ساعة في الأسبوع وفي أيام العطلات.

- This is not a career for people who prefer to move around a lot.

-هذه ليست مهنة للأشخاص الذين يفضلون التنقل كثيراً.

- This is not a career for people who aren't good with responsibility and focus.

-هذه ليست مهنة للأشخاص الذين ليسوا جيدين في تحمل المسؤولية والتركيز.

- I will use the best efforts to become a doctor. It's my dream job and everyone should strive for his goal in life.

-سأبذل قصارى جهدي لأصبح طبيباً . لأنها وظيفة أحلامي و كل فرد يسعى لتحقيق هدفه في الحياة.

9-"A journey into space"

Exploring space is one of the greatest wonders of the modern age.

استكشاف الفضاء هو واحد من أعظم عجائب العصر الحديث.

One of the astronauts who travelled into space described what had happened in his journey into space.

وصف أحد رواد الفضاء الذين سافروا إلى الفضاء ما حدث في رحلته إلى الفضاء .

They were flown in a spaceship to a space station which orbits the earth at a height of 320 kilometres.

تم نقلهم في مركبة فضائية إلى محطة فضائية تدور حول الأرض على ارتفاع ٣٢٠ كم.

The space station itself was like a giant spinning wheel that looked like a bike wheel.

كانت المحطة الفضائية نفسها مثل العجلة الدوارة العملاقة التي تبدو وكأنها عجلة الدراجة.

There were two special areas: one with gravity like earth where we can eat, drink, work and sleep and one with zero gravity for weightless sports.

كان هناك مجالان خاصان: أحدهما ذو جاذبية مثل الأرض حيث يمكننا تناول الطعام والشراب والعمل والنوم والآخر ذو الجاذبية الصفرية لممارسة رياضة إنعدام الوزن.

The astronaut described the amazing feeling of looking down on the earth as it spins below him.

وصف رائد الفضاء الشعور المذهل المتمثل في النظر لأسفل على الأرض وهي تدور من تحته.

He suffered from the side effects of zero-gravity but had some medicines which made him better.

لقد عانى من الآثار الجانبية لإنعدام الجاذبية ولكن كان لديه بعض الأدوية التي جعلته أفضل.

As he journeyed back to planet Earth he would always remember his beautiful journey into space.

أثناء عودته إلى كوكب الأرض ، كان يتذكر دائماً رحلته الجميلة إلى الفضاء.

10-"Why people have always wanted to explore new places"

- We can all agree that visiting new places is great fun.
- يمكننا أن نتفق جميعاً على أن زيارة أماكن جديدة هو متعة كبيرة.
- We can learn about different cultures and discover new traditions.
- يمكننا التعرف على الثقافات المختلفة واكتشاف تقاليد جديدة.
- do more exercise and adventure.
- بذل المزيد من التمارين والمغامرة
- get rid of boredom and routine.
- تخلص من الملل والروتين
- improve self esteem.
- تحسين احترام الذات
- learning new languages.
- تعلم لغات جديدة
- Enjoy natural beauty.
- استمتع بالجمال الطبيعي
- mix up with people.
- اختلط مع الناس
- Exploring new places is beneficial in many cases.
- استكشاف أماكن جديدة مفيد في كثير من الحالات.

11-"What you think of science fiction"

- Science fiction is a kind of literature.
- الخيال العلمي هو نوع من أنواع الأدب.
- a form of fiction that deals principally with the impact of actual or imagined science upon society or individuals.
- شكل من أشكال الخيال الذي يتعامل بشكل أساسي مع تأثير العلم الفعلي أو المتخيل على المجتمع أو الأفراد.
- Today's science fiction is tomorrow's science.
- الخيال العلمي اليوم هو علم الغد.
- A good science fiction story should predict not only an invention but also its side effects.
- يجب ألا تتنبأ قصة الخيال العلمي الجيدة باختراع فحسب ، بل تتنبأ أيضاً بآثارها الجانبية.
- It's said that Jules Verne is the father of science fiction. He had written about travel by air before the plane was invented. He had also written about travelling into space before spaceship was invented.
- يقال إن جول فيرن هو الأب الروحي للخيال العلمي. لقد كتب عن السفر جواً قبل اختراع الطائرة. وقد كتب أيضاً عن السفر إلى الفضاء قبل اختراع سفينة الفضاء.
- Fantasy and horror are elements of science fiction.
- الخيال والرعب من عناصر الخيال العلمي.
- It enables writers and readers to travel through time.
- تمكن الكتاب والقراء من السفر عبر الزمن.

12-"Why you should continue learning after you leave school"

- Lifelong learning is the secret of success in both your career and personal life.
- التعلم مدى الحياة هو سر النجاح في كل من حياتك المهنية والحياة الشخصية.
- Enhance your career. Some people continue learning to maintain and improve the skills on which their jobs depend.
- تعزيز حياتك المهنية. يستمر بعض الأشخاص في تعلم الحفاظ على المهارات التي تعتمد عليها وظائفهم وتحسينها.
- It can help you to:- يساعدك على:-
 - develop a new career.
- تطوير مهنة جديدة.
 - update your skills.
- تحديث مهاراتك.
 - learn practical life skills.
- تعلم مهارات الحياة العملية.
 - keep your mind sharp.
- حافظ على عقلك نشيط.

- set a good example for kids.
- enrich your life.
- boost yourself.

- قدوة جيدة للأطفال.
- إثراء حياتك.
- عزز نفسك.

13-"What makes a person employable?"

An 'employable' person is not necessarily someone who has a job. Rather, it is someone who has the abilities and potential of a good employee.

الشخص "القابل للتوظيف" ليس بالضرورة شخصاً لديه وظيفة. و لكنه شخص لديه قدرات وإمكانات موظف جيد.

They may be employed, seeking work, unemployed, or not seeking work at all, but they have qualities which make them potentially good for employment.

قد يكونون عاملين أو يبحثون عن عمل أو عاطلين عن العمل أو لا يبحثون عن عمل على الإطلاق ، لكنهم يتمتعون بصفات تجعلهم في وضع جيد للعمل.

Man should have some abilities and skills to be employable such as

- يجب أن يكون لدى الإنسان بعض القدرات و المهارات لكي يبقي صالح للعمل مثل

- Working well with other people.
 - being reliable and dependable.
 - having a willingness to learn.
 - team working.
 - problem solving and decision making.
 - retraining.
 - having computer skills.
 - update academic skills.
 - accepting and following new ideas.
 - flexibility to personal change.
- يعمل جيداً مع الناس الآخرين
 - أن يكون موثوق فيه و يمكن الإعتماد عليه.
 - لديه الرغبة في التعلم.
 - العمل الجماعي.
 - لديه مهارة حل المشكلات و إتخاذ القرارات.
 - إعادة التدريب علي مهارة جديدة.
 - لديه مهارات الحاسب الآلي.
 - تحديث المهارات الأكاديمية.
 - قبول و اتباع الأفكار الجديدة.
 - المرونة للتغير الشخصي.

14-"A job interview"

Interview is an important step when you want to work in most places.

تعد المقابلة خطوة مهمة عندما تريد العمل في معظم الأماكن .

- Doing well in an interview helps get the job.
 - First, you should be knowledgeable about the company and the position.
 - Answer confidently. أجب بثقة
 - Don't be late for it.
 - Sleep well before it.
 - Good attitudes are important.
 - Greet the interviewers with a smile.
 - Listen to the question fully before responding.
- الأداء الجيد في المقابلة الشخصية يساعد في الحصول على الوظيفة.
 - أولاً يجب أن تكون واسع الاطلاع (علي دراية) بالشركة و الوظيفة.
 - لا تتأخر عن ذلك .
 - النوم جيداً قبل ذلك.
 - التصرفات الجيدة مهمة .
 - تحية القائمين علي المقابلة بابتسامة .
 - استمع إلى السؤال بالكامل قبل الرد.

In conclusion, you may have a good job interview when you get enough information, good preparation and great action- I hope you'll do well in your next interview.

في الختام ، قد تحصل على مقابلة عمل جيدة عندما تحصل على ما يكفي من المعلومات والإعداد الجيد والإجراءات العظيمة - أمل أن تقوم بعمل جيد في مقابلتك المقبلة.

15- "A warning from another family member"

- My father is the source of advice and care for all other family members.
- والدي هو مصدر المشورة والرعاية لجميع أفراد الأسرة الآخرين.
- Once I got in contact with a company of older boys.
- ذات مرة تعرفت علي صحبة من الأولاد الأكبر مني سناً.
- Some of them smoke. I learnt to smoke. I began to cough.
- بعضهم يدخن. تعلمت أن أدخن. بدأت في السعال.
- My father noticed that I come back home late. He began to watch me.
- لاحظ والدي أنني عدت إلى المنزل في وقت متأخر. وبدأ يراقبني.
- He discovered my bad friends. He warned me not to make friends with bad people.
- اكتشف أن أصدقائي سيئين. لقد حذرني من تكوين صداقات مع السيئين.
- I broke my friendship with them. I looked for other good friends.
- قاطعت صداقتي معهم. بحثت عن أصدقاء جيدين آخرين.
- I stopped smoking. I felt better. I became a good society member as before.
- توقفت عن التدخين. شعرت بتحسن. أصبحت عضواً جيداً في المجتمع كما كنت من قبل.
- I never forget my father's advice.
- أنا لا أنسى أبدا نصيحة والدي.

16- "Extreme Weather"

- Extreme weather refers to any dangerous phenomena with the potential to cause damage. It includes unexpected, unusual, unpredictable, severe or unseasonable weather.
- يشير الطقس المتطرف إلى أي ظواهر خطيرة مع احتمال التسبب في أضرار. فيتضمن طقساً غير متوقع أو غير عادي أو غير متوقع أو شديد أو غير موسمي.
- Strange weather can occur all over the world.
- يمكن أن يحدث طقس غريب في جميع أنحاء العالم.
- For example, heat waves which are periods of abnormally high temperatures can damage populations and crops.
- على سبيل المثال، يمكن لموجات الحرارة التي تكون فترات درجات الحرارة بها مرتفعة بشكل غير طبيعي أن تلحق الضرر بالسكان والمحاصيل.
- Another kind of extreme weather is cold waves which means a rapid fall in temperature within a 24-hour period.
- هناك نوع آخر من الظروف الجوية القاسية وهو الموجات الباردة، والتي تعني انخفاض سريع في درجة الحرارة خلال فترة ٢٤ ساعة.
- This is not a modern phenomenon: in Europe in the eighteenth century, there was a Little Ice Age when rivers like the River Thames in England froze.
- هذه ليست ظاهرة حديثة: في أوروبا في القرن الثامن عشر، كان هناك عصر جليدي صغير عندما جمدت أنهار مثل نهر التايمز في إنجلترا.
- There are other kinds of extreme weather such as storms. Some storms are very unusual and may cause terrible damage. The worst storm in Britain killed more than 8,000 people in 1703.
- هناك أنواع أخرى من الطقس القاسي مثل العواصف. فبعض العواصف تكون غير عادية للغاية وقد تتسبب في أضرار جسيمة. فالعاصفة الأسوأ في بريطانيا قتلت أكثر من ٨٠٠٠ شخص في عام ١٧٠٣.
- Unusual weather is becoming more common, with very high or low temperatures and very heavy rainfall all over the world.
- أصبح الطقس غير المعتاد أكثر شيوعاً، حيث درجات الحرارة مرتفعة أو منخفضة جداً وهطول أمطار غزيرة في جميع أنحاء العالم.
- This causes serious droughts in some places and floods in others.
- هذا يسبب الجفاف الشديد في بعض الأماكن والفيضانات في أماكن أخرى.

- The worst flood in history was in 1887 in China when the Yellow River flooded and killed around a million people.

- كان أسوأ فيضان في التاريخ في عام ١٨٨٧ في الصين عندما غمر النهر الأصفر وقتل نحو مليون شخص.

- What will happen to our weather in the future? Unless we can stop global warming, one day 'unusual' weather may not be unusual any more.

- ماذا سيحدث لطقسنا في المستقبل؟ ما لم نتمكن من وقف الاحترار العالمي ، فقد لا يكون الطقس "المعتاد" يوماً غير عادي بعد الآن.

موضوعات عامة كاملة

الرياضة Sport

There is no doubt that sport plays a positive and great role in our life, so we must make the best use of it. Let's shed light on some of the aspects of this subject. Sport has a lot of good effects on us and the society. Firstly, it helps the person to have a strong personality. Also, it teaches him cooperation, unselfishness and tolerance. In addition, it helps young people to spend their time fruitfully. Spreading the national awareness among the youth is one of the main effects of sports on the society. We should do great efforts to develop sport by all means and this is the responsibility of the government and the individuals as well. The government can create champions by encouraging young people to make good use of their time. The state also should build clubs everywhere to help the youth to find a suitable place to practise sport easily. Moreover, Schools should have yards to let their students enjoy their hobbies. Mass media should play its role to spread the national awareness among parents to encourage their sons and daughters to take part in any sport. In brief, it is said that "a sound is in a sound body." These words reflect the importance of building strong bodies and having brilliant minds as well.

Tourism

Tourism is the second main source of national income after petroleum products. Egypt has many famous sights and tourist attractions. Tourists also enjoy the fine weather in Egypt. We must make the best use of it. Let's shed light on some of the main aspects of this subject. Tourism has a lot of good effects on us and the society as it is considered a very important source of our national income. It also saves hard currency which helps the state to carry out important projects. Moreover, it creates a lot of job opportunities for the youth which help them to resist the temptations of the terrorist groups. We should do great efforts to develop tourism by all means and this is the responsibility of the government and the individuals as well. As individuals, we should treat the tourists well and be friendly with them. Also, we should keep our country clean to attract tourists. The government should encourage tourists to visit Egypt by building comfortable hotels and paving the roads. Mass media also should shed the light on tourism and its effect on society. In my opinion, when tourism flourishes, our national income improves.

Terrorism

Terrorism has become an international problem. The word "terrorism" comes from the word "terror" which means a violent action which causes great fear. Let's shed light on some of the aspects of this problem. What are the reasons for this problem? Unemployment is one of the main reasons for this nasty problem. Also, illiteracy and ignorance are two important factors which help to spread terrorism. Furthermore, there is a connection between terrorism and poverty. Social and political injustice are two important elements which spread terrorism. Terrorism has a lot of negative effects on us and the society. Firstly, the economic impact such as the loss of infrastructure which makes the government spend money on security. Secondly, the social impact as it creates atmosphere of panic and fear. Thirdly, the political impact which makes world politics more complicated and difficult. Here are some suggested solutions to this nasty problem for example, education which is a primary solution to terrorism. The government should educate the people to understand the differences in culture, religion and beliefs. All world countries should unite to eliminate the root of terrorism. Also, mass media should play its role to make people aware of this dangerous problem. In my opinion, we should do our best to get rid of this problem which affects our country and the whole world negatively.

Pros and cons of social media

Of course, the internet has changed the way we communicate with one another, so it has become necessary to explore the pros and cons of social media and its effects on our society. First of all, social networking creates new social connections. Statistics shows that 70 % of adults have used social media sites to connect with relatives in other states, and 57% of teens have reported making new friendships on social media sites. If you want to talk about the pros and cons of social media, take a close look at all the support groups on Facebook. Members of these groups discuss their health conditions and share important information. On the other hand, social media like Facebook and Twitter are a direct cause for losing productivity at the workplace. In a survey 36% of people said that social networking was the biggest waste of time in comparison with activities like fantasy football, shopping and watching television.

In my opinion, social media is a double-edged weapon which we should only get its benefits.

1- Useful subject : موضوع مفيد

I don't know where to begin because this matter occupied my attention, but can we imagine life in the absence of(اسم الموضوع).....? In my opinion, I'd like to say that(اسم الموضوع)..... is really necessary nowadays and may have good and positive effects on all of us . I think so, because(اسم الموضوع)..... may bring all the good to our society.

In fact, it's impossible to lead a happy life without(اسم الموضوع)..... as it is one of our chief sources of wealth . With the help of(اسم الموضوع)..... ,we can achieve progress and development. The government must does its best to encourage(اسم الموضوع)..... to raise our standard of living. We should put into consideration that(اسم الموضوع)..... has become one of the most desirable topics in our society.(اسم الموضوع)..... is considered an important step to improve and develop our society .

At the end, I think that we should unite, co-operate and stand shoulder to shoulder to improve(اسم الموضوع)..... because it is good for us.

2- About a problem : عن مشكلة

I don't know where to begin because this matter occupied my attention, it is one of the most serious problems which threaten our life at present .It's out of discussion that the problem of(اسم الموضوع)..... doesn't bring happiness and development to our society. We must do our best to find suitable solutions to(اسم الموضوع)..... . In my opinion, this problem hinders our progress and development.

From my point of view, I believe that(اسم الموضوع)..... is really serious and harmful and may have bad and negative effects on all of us. Moreover, I see that(اسم الموضوع)..... is an obstacle on the way of our progress , hence our state spares no effort to put an end to it . In addition to that, the government must try to overcome this serious problem by finding the best solutions.

At the end, I think one of the most important solutions to this problem is that all members of the society must participate in putting an end to this serious problem.

3- Advantages & Disadvantages مزايا وعيوب

The saying goes, "Perfection is a divine attribute". This means that nothing is perfect for everything in life has merits and demerits. This golden rule applies to(اسم الموضوع)..... .To begin with, I'd like to draw your attention to the fact that there are many advantages to ...(اسم الموضوع)...

One of the main advantages of this subject is that ...(اذكر ميزة).... Another advantage is the fact that ...(اذكر ميزة اخرى).... as well.

On the other hand,(اسم الموضوع)..... has some demerits. The main disadvantage of(اسم الموضوع)..... is that ...(اذكر عيب).... . Another disadvantage is that ...(اذكر عيب اخر)....as well.

In the conclusion, I think ...(اذكر رأيك الشخصي)....

E-mail Writing

- فى البداية عليك أن تعرف الشكل العام للرسالة الإلكترونية، وهى كالتالى:

To :	عنوان البريد الإلكتروني للمرسل إليه
From :	عنوان البريد الإلكتروني لكاتب الرسالة
Subject :	موضوع الرسالة (الغرض من الرسالة باختصار)

Dear اسم المرسل اليه

How are you? I want to tell you that

..... (Subject)

Sincerely, looking forward to hearing from you.

Best wishes

..... اسم الراسل

Introductions

مقدمات

- I hope you and your family are fine.
- It gives me the greatest pleasure to send you this e-mail
- I am so happy / sorry to write this e-mail to you. I hope you and your family are fine.

جمل بعد المقدمة حسب موضوع الخطاب

- I am so sorry to hear about your illness
- I'm writing to thank you for (inviting me to)
- I have the pleasure to accept your kind invitation.
- I am so sorry I won't be able to accept your invitation because
- I was so sorry to hear that you (had an accident)
- I'd like to congratulate you on your (success / marriage / birthday)
- I am very thankful to you for (your nice present / your kind offer)
- Would you please allow me to invite you to ?
- I'd like to invite you to

Conclusion

خاتمة

- I'm looking forward to hearing from you soon.
- With my best wishes.
- See you soon.

Model E-mail

To : Muhammad_El-Shazly@gmail.com

From : Rana_rony@yahoo.com

Subject : Asking for advice

Hello, **Mr. Shazly**

How are you? I hope you're well. I'm writing to ask you for some advice. I did very badly in my last English test because I didn't know enough words and phrases. My parents were very disappointed. The problem is that I'm terrible at learning and remembering vocabulary. What would you suggest?

I hope you can help me.

Best wishes,
Rana