



تعبير الفرع الأدبي
الصف الثاني عشر

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للمزيد تابعوا أعمالنا على

T. Iman Shaheen [YouTube](#) قناتي اليوتيوب

و صفحة الجروب الخاصة بي

Talented Teachers – North Gaza



Writing for 12th grade – Literary Stream



Unit One



Write an application form using your information to the following questions:

1. If you apply to a foundation course, what subject would you choose, and why?
2. How do your previous experience and your present studies show your interest in this field?

Application Form

Name

Age

Title of course you are applying for:

I am applying for a computer course because I have been interested in the subject of technology for many years, and I would like to work in this field as a career in the future. I have been reading books about making software programmes since I was nine years old, so I know quite a lot about the basic ideas, but I need to extend what I already know.

At the moment, I am studying technology, maths and English as my main subjects at school, and I believe these subjects will be useful in the career I have chosen. Since I started secondary school, I have been a member of the school technology club and have been responsible for the society for the last two years.

After finishing my exams in June, I plan to spend a year doing this course, and I will then apply to university to study IT.

I hope my application is successful, and I am looking forward to studying at your college.

طلب وظيفة

الاسم

العمر

عنوان المساق الذي تتقدم له

أقدم طلب ل..... لأنني مهتمة بموضوع..... من عدة سنوات وأرغب ان أعمل في هذا المجال في عملي المستقبلي. أقرأ كتب عن..... منذ أن كان عمري تسع سنوات لذلك فأنا أعرف الكثير عن الافكار الأساسية لكنني احتاج أن أتوسع فيم اعرفه. حاليا ادرس.....,..... و..... كمواضيع أساسية في المدرسة و أثق أن هذه المواضيع ستكون مفيدة في مجال عملي المستقبلي الذي سأختاره منذ أن بدأت المدرسة الثانوية و انا عضو في المدرسة و كنت مسؤولا عن النادي آخر سنتين.

بعد الانتهاء من امتحاناتي في شهر يونيو اخطط ان أقضي سنة في هذا المساق و سوق أقدم للجامعة لادرس..... اتمنى أن يكون طلبي ناجحا و اني أتطلع للدراسة في كليتكم .

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النور في قلبي و بين جوارحي فكيف أخشى السير في الظلماء"



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Unit Two



Write your Personal Statement using the following ideas:

- * Your reasons for choosing the course.
- * Mention your ambitions for the future.
- * Mention subjects you are studying.
- * Give evidence that you are the right person.

Personal statement

There are several reasons why I am applying for a course in..... First, it is the language of today's world. Nearly most of our deals are done through it. So I want to learn it in details. Dealing with computer is easy and exciting. My elder brother, a student university at IT college, helped me a lot in developing myself in this topic.

At the moment, I am studying Technology, Maths and English. I have been reading books about this topic for many years now.

At school I helped my teacher doing videos and designing web pages for our school's societies and I was the admin for our computer society page.

Why me? I have many skills that will help me do well in this course. I am good at printing, designing photos and edit them.

I am looking forward to the experience of university life and challenges of studying at this level.

يوجد عدة أسباب لتقديمي طلب لمساق..... اولا أنها لغة العصر . تقريبا تنم من خلالها معظم المعاملات. لذلك اريد أن أتعلمها بكل تفاصيلها. فالتعامل ما الحاسوب سهل جدا , اخي الكبير طالب جامعي في كلية تكنولوجيا المعلومات ساعدني كثيرا في تطوير نفسي في هذا الموضوع. حاليا أدرس تكنولوجيا و رياضيات و حاسوب و أقرا كتب عن هذا الموضوع منذ سنوات. في المدرسة كنت اساعد معلمي في عمل الفيديوهات و تصميم صفحات الكترونية لنادي المدرسة و كنت المسؤول عن صفحة نادي الحاسوب. لماذا أنا؟ لأن لدي العديد من المهارات التي ستساعدني في هذا المساق فانا جيدة في الطباعة و تصميم و تحرير الصور. أتطلع إلى خبرة الحياة الجامعية و الدراسة في هذا المستوى.



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Unit Three



Write **your own story about a strange coincidence or a misunderstanding.** (It can be a true story about something that happened to you or someone you know, or a made-up story)

Before writing, think about these points:

1. Who are the people in the story.
2. What happened, where and when?
3. How will you join the story together and what tenses will you use?

A) I was going for an interview. While I was walking to the building, I saw a man drop an empty sweet packet out of his car window. I picked it up and gave it back to him. The men looked embarrassed and said sorry. Because I was a bit early, I went for a coffee and then went to the interview.

As soon as I went in, I recognised the interviewer. It was the same man. Now I was the one who was embarrassed. I was sure he recognised me, but he didn't say anything and the interview carried on as normal.

At the end, he shook my hand and thanked me. He seemed to be smiling about something, but I wasn't sure. He said he would contact me the following week, so I don't know yet whether I got the job or not.

كنت متجهة إلى المقابلة و بينما كنت متجهة إلى المبنى قابلت رجلا يرمي كيس حلوى فارغ من شبك سيارته. التقطت الكيس عن الارض و اعدته إليه فشعر الرجل بالحرج و اعتذر. حين دخلت تعرفت على الشخص الذي سيجري معي المقابلة , هو نفس الرجل, الآن أنا التي أشعر بالحرج و كنت متأكدة أنه عرفني لكنه لم يقل شيء و جرت المقابلة بشكل طبيعي. في النهاية سلم علي و شكرني و كان يبدو أنه يبتسم على شيء ما لكنني لم اكن متأكدة. قال انه سيتواصل معي الأسبوع القادم و لا اعرف حتى الآن أنني سأحصل على الوظيفة أو لا.

B) Some time ago, I was working at a school in the North of England. I met another teacher there called Martin and we became friends. So I invited him to stay with my family one summer. My brother Tom was staying there too. One day at breakfast, Martin got a watch out of his pocket. Tom saw it and asked if he could have a closer look. We were all amazed when he said it used to be his. To prove this, he pointed to his initials on the back and told us he'd lost it on a beach the year before. Martin then told us that he'd found the watch on the same beach.

يوما ما كنت اعمل في مدرسة شمال انجلترا و قابلت معلما آخر هناك يدعى "مارتن" و اصبحنا أصدقاء. دعوته أن يقضي معي اجازة الصيف معي انا و عائلتي. كان أخي "توم" هناك أيضا. و ذات مرة على الافطار اخرج مارتن ساعة من جيبه , رأى توم الساعة و طلب منه ان يراها عن قرب. دهشنا جميعا حين قال توم أنها ساعته و ليثبت ذلك أشار إلى حروف اسمه الأولى على الوجه الآخر للساعة و أنه فقدها على الشاطئ العام الماضي و من ثم اخبرنا توم انه وجدها أيضا على نفس الشاطئ .



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Unit Seven



1) Write a letter to the head of IT company at ALQuds, to arrange work experience week. You can make use of the following ideas:

- * Explain why you are writing.
- * Give the dates you are interested in.
- * Say that you might accept any kind of work.
- * Introduce yourself.
- * Say what you are studying.
- * Offer to provide more details if necessary.

Dear Sir/ Madam,

I am writing to arrange work experience with your company. I am a 16-year-old student at Milton Secondary School and I am interested in the week beginning Monday April 20th.

My main subjects next year will be geography, biology and information technology, so it would be perfect if I could spend a week doing something connected with one of these subjects. However, I accept any experience you are able to offer.

If you need any further information, please contact me at the above address or by email. I look forward to hearing from you.

Yours faithfully,

2) Write an email to your friend John asking him to do a favour for you in finding a job. You are Chris Harrison and your email is "Chris Harrison@hotmail.co.uk, and your friend's friend is john342@firstnet.com.

From : Chris Harrison@hotmail.co.uk
Sent : 15 January 12:20
To : john342@firstnet.com.
Subject : do a favour

Hello John,

This is just a quick message to ask if you could do me a favour. I'm leaving school at the end of June and I need to find some work. I was just wondering if there were any vacancies at your place. I'm good at languages and IT, so anything using those skills would be great. Basically, though, I don't mind what I do.

Could you ask around and see if there's anything suitable?

I've attached my CV in case that would be useful.

Thanks a lot.

Chris



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Unit Eight



1) Write a short business letter to a company asking for a copy of their product list, with prices and asking about possible price reduction for large orders.

Dear Sir/Madam,

I am writing to inquire about your products. I would be grateful if you could send us a list of your products, including prices, as we are interested in purchasing a large number of your products. We need to know if there is a guarantee on these parts, and how long it is. We would also require delivery within four weeks of placing the order. Could you confirm that this is possible?

We would be grateful if you could send details of payment and whether the prices can be reduced for a large order.

I look forward to hearing from you.

Yours faithfully

C Andretti

Mr Carlo Andretti

Purchasing Manager

Kino Machine Tools

2) Write a reply to the Purchasing Manager at Kino Machine Tools, Mr Andretti, who sent you an inquiry about a list of your products with prices. You are Ms Fay Sutherland, a Production Manager at Bestelec Ltd. In your reply tell him about: the delivery period / the price of the product and the reduction / the way of payment .

You ref: ES/001

Re: possible order for electronic switches

Dear Mr Andretti,

Thank you for your letter. I am pleased to tell you that we will be able to supply the products within your required delivery period of four weeks. We are able to offer a 10% reduction.

Could you please let us know how many you would need?

Our products have a two-year guarantee. Finally, payment can be made by bank transfer or by cheque.

I look forward to hearing from you.

Yours sincerely,

F Sutherland

Ms Fay Sutherland

Production Manager

Bestelec Ltd

Unit Eleven



Write a short paragraph about your first day at school or your earliest memory. Add details about what happened and how you felt to make the story more believable, and include one or two events that aren't actually true.

My first day at school is like to be thrown, suddenly and without warning, into a strange new world.

I have got used to my familiar life at home, I don't want to go, so my father has to pick me up and carry me to the school gates. I was confused young boy surrounded by strange and older children. I spends that first day wandering from place to place, with no idea of why I'm there or what I'm expected to do, and when I got home that afternoon, in a very bad mood, I announce that I don't want to go there again.

I suppose that this was just one unpleasant day, I respond when my sisters ask me why I didn't like school. They promised me a present, but they never gave it to me.

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Good Luck