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# WRITING

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## UNIT ONE

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Life begins at the end of your comfort zone. Write an essay of about (120-150) words about stepping outside your comfort zone. You can use the following ideas.

1. The meaning of the phrase 'comfort zone'
2. Benefits for staying inside your comfort zone
3. Reasons \Benefits for moving outside your comfort zone
4. Reasons for why some people get stuck in their comfort zone
5. Your personal advice for those people

### Stepping outside the Comfort Zone

An old Chinese proverb says: Pearls don't lie on the seashore. If you want one, you must dive for it. And, a new one says the same thing but in different words: Life begins at the end of our comfort zone, so we have to step outside it. But, what do we mean by the comfort zone? It is the area where we feel comfortable. Also, it's a set of routines and known abilities that make us feel safe. We feel safe because we can manage, and we don't face unexpected or worrying things.

Obviously, there are some benefits for staying inside our comfort zone. For example, it is an advantage, particularly, when we are feeling under stress.

On the other hand, there are several reasons for stepping outside the comfort zone. 'Self-help' books recommend that it's a good idea to do things that are outside our comfort zone. And, many studies have shown that stepping outside the comfort zone helps us feel positive about ourselves especially when we are developing and making progress in our lives. In other words, we won't reach our full potential if we only do what we know we are able to do.

But, how can we step outside the comfort zone? Actually, there are several activities for moving outside it and for improving ourselves such as learning something new, becoming more creative or getting fit.

Unfortunately, people often get stuck in their comfort zone and don't feel able to try different things, and there are various possible reasons for this. For example, they may be afraid of failing or unsure how to begin. Many people think 'This is the way I am and I'll never change', using this as an excuse for not trying something new.

In a nutshell, whatever the reason may be, it's sometimes necessary to force ourselves to step outside our comfort zone. Once we have made the effort, the door to new experiences will be open, and we'll probably wonder why we thought it was a problem.

## UNIT TWO

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Write an essay about how to manage your time effectively.

You may talk about:

- What do we mean by time management?
- Why should we manage our time?
- How could we manage it? (Tips for time management)
- What benefits could we get from time management?

### Managing our Time Effectively

**It is very important to manage our time effectively.** That's is because time management is an important skill. It is the process of planning and organizing how much time we need to do lot of tasks.

**Actually, there are logical reasons for time management.** Time is like money, so we should manage it wisely. And, good time management enables us to work smarter, not harder. **In other words,** when we manage our time effectively, we do a lot of duties in less time, even if the pressure is high.

**Therefore, here are some useful tips for managing our time.** **First,** when we are under stress, we shouldn't make excuses or make ourselves ill – that will just make the pressure worse. The best time to do something never arrives, but it is usually now. **Second,** if the pressure is high, we should make a 'to do' list and start with the tasks which have the highest priority. **Third,** if our brain is not on demand, we should not spend too long on one large task. **Instead,** we should divide it into smaller parts to manage them easily. **Fourth,** if we face a problem while doing a hard task, there are two things we can do: (1) we should persevere a bit little; and if that does not work, (2) we should take a short break, do something different and then come back to the task. **Finally,** it is important to look after ourselves while working because "a healthy mind is in a healthy body". **Thus,** we should eat regularly and healthily and sleep enough.

**To sum up, time management has great benefits.** It is essential in our study, career and every field in our life. It is a vital skill for all individuals: students, teachers, workers, businessmen, etc. If we manage our time effectively, we will inevitably achieve our goals.

## UNIT THREE

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Write on the topic of coincidences You may use the following ideas:

- Why do coincidences happen?
- What are the various explanations of coincidences (comparison between people's explanation\ scientific explanations)
- What examples does science provide on coincidences?
- How does science prove its explanation?
- What is your conclusion\ opinion about coincidences?

### Coincidences

People often say, "It is a small world, isn't it?" We say this when we experience one of those strange coincidences. Coincidences are nearly a part of everyone's lives, and they happen because our lives are more connected now than before. But, what is the explanation of coincidences?

Actually, people have an exciting explanation for coincidences. They think that coincidences are an evidence of something mysterious happening, or some kind of hidden plan outside our knowledge.

On the other hand, science has a less exciting but more logical explanation. The first part of the scientific explanation is that coincidences are unexpected events that happen at the same time for no clear reason; for example, running into another person from home in another country, and neither of us knows that. In addition, science explains coincidences as finding an unexpected connection between random things or people; for instance, talking to a complete stranger and finding that we have the same birthday.

And, there is mathematical way to prove that. For example, if there are 23 people in a room, two of them will have the same birthday and the chance will be 50%. Also, if there are 48 people in the room, two of them will have the same birthday and the probability will be 95%.

Moreover, there is another part for the scientific explanation. There are many events in our lives. To put it in other way, we connect with high number of people, so coincidences happen. The more we run into people, the more we come across coincidences. And, the older we get, the more we run into people and the more we experience coincidences.

But, why do coincidences happen? In my view, there is a reason for everything in our life. Sometimes, we find the reason, but in many times, only the Almighty Allah knows the reasons which are outside our control and knowledge.

To conclude, coincidences are strange, unexpected events that happen nearly in everyone's lives nowadays, but they are not surprising at all especially with the internet.

## UNIT FOUR

Write an essay about people's use of communication technology and social Media. You may use the following ideas:

1. The ways of communication in the past and now
2. The status of modern communication technology and social media nowadays: Who mostly uses this technology? How much time is spent on it? Why?
3. Advantages\disadvantages
4. Communication technology in Palestine
5. Conclusion \Your opinion

### People's Use of Communication Technology and Social Media

The use of communication technology and social media - human online social connection - has become part and parcel of our life, yet it is a double-edge- sword. Millions of people, especially the young, around the world have been communicating with each other for various reasons. Social communication leads to community and mutual understanding and intimacy. Still, it may have some negative effects, so it should be used wisely.

Actually, throughout history, and up until now, people have been using different ways to communicate with each other. In the past, they used to communicate only by letters. In most cases, letters were used for personal reasons. On the other side, today is rich with more and more new ways of communication, and they are used for various reasons, e.g. in education, work, and social life. Today's social tools include text messages, emails, social media platforms, and various social sites and applications such as Facebook, Twitter, YouTube, Instagram, Snapchat, WhatsApp, TikTok, Viber, etc.

Obviously, communication technology and social media have become the everyday use of millions of people around the world, especially the young. Many people of different ages have at least one or two accounts like Facebook, Twitter or Whatsapp. They mainly use them to communicate with others in education, work, and social life, and their main form of communication is texting. Like it or not, the majority of internet users are young people, and they are called the connected generation. They spend hours and hours every day texting, chatting or updating their social media pages.

In fact, communication technology is a two-faced coin. In other words, it could be useful, but also it could be harmful. On one hand, it has many advantages. For example, it is a force for social change and economic development, especially in poorer countries without a reliable traditional phone network. According to the World Bank's calculations, a 10% increase in high-speed internet connections leads to a 1.3% increase in economic growth. Therefore, it is the single most powerful way to extend economic opportunities and services to millions of people, especially in remote areas.

And, here is what is good about communication technology for us as Palestinians. First, it breaks the borders. In other words, we can work from our homes and interact with the global community despite occupation. Second, many young Palestinians have started small technology companies. These companies are expected to help the Palestinian economy to break free from Israeli economic restrictions. In addition, communication technology could play an important role to support the Palestinian issue. It can be used to show the whole world the illegal practices of occupation.

On the other hand, communication technology and social media seem to have a negative impact, especially on teenagers. For example, if we look back, tens of years ago, young people used to spend much time on study. They also used to go out and have good time with their friends and families. Yet, today, Apps are damaging their social lives, and prevent them from doing useful things, being with real friends or communicating with real people.

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**In a nutshell, communication technology could be both a blessing and curse, and we should be aware of its strengths and weaknesses.** It is the key for personal and career success. It has become a great help in education, work, and social life. It is even can be our tool for creativity. **However**, it is only useful when we communicate in useful way. **Therefore, in my view**, we should be capable of telling the difference between the online world and the real world. We also need to be aware of its negative effects. **In other words**, we should use it as a blessing and not allow it to be a curse.

## UNIT FIVE

Write a short essay about 150 words on the following topic. "We can't do without friends." In the light of the saying, expand the following ideas.

1. Why are we always in need of friends?
2. What makes a friend soul mate\ close\ genuine friend.
  - a. What should we do so that we do not lose them? \ tips for making or keeping friends
  - b. The argument:
    - i. Face to face contact is needed for a genuine relationship
    - ii. Your opinion: with or against online friendships

### Friendship

Friendship is a priceless gift which cannot be bought or sold and it is greater than a mountain of gold. Most of us have many real and online friends, and we can't do without them, but to make or keep a friend is not an easy process - it takes effort. Why should we have friends? How is friendship made? And what is the reality of online friendships? The following lines answer these questions.

As the saying goes, "Anything is possible if you have the right people beside you". Good friends are like stars. We do not sometimes see them, but we know that they are there. Friendship helps us find purpose, meaning and intimacy. Friends can give support in bad times. They make our boring time full of fun. With friends, we laugh loud which makes us energetic and healthy. They can help us to overcome depression. They can encourage us to move forward in life. They say the truth without making us feel down. By staying with good friends, we can learn manners of social life. But how can we make a close friend? In fact, there are two ways to make a close friend: 1) following some useful friendship tips and 2) face-to-face contact.

On one hand, research has shown that friendship is a complex and difficult process, but it can be learnt. And, here are five tips on how to make or keep a lasting friend. First, we should show interest in their lives. For example, we should ask them questions, but not too personal especially at first. More importantly, we should listen to their answers and remember the information next time you meet. Second, if a friend makes an error, he\she should apologize and promise not to do it again. Third, when friends make arrangements, they should avoid two ways of behaviour: 1) forcing the other to make all decisions, and 2) being too particular, inflexible or stubborn. Instead, he\she should choose a middle way between the two extremes. Fourth, friends should not go too far when they try to impress their new friends. Research shows that we do not like people who boast about their achievements or those who take themselves seriously. Last but not least, we should keep their secrets.

On the other hand, research has established that face-to-face contact is a condition to form genuine relationships. Although some people claim to have thousands of friends via the internet, and although some others claim to have close online friends, research has proved something different. It has shown that we have roughly the same number of friends in reality and online. And, the maximum number of friends in reality or via internet is 150 and five of them are close. More importantly, it has shown that the five close friends on the internet are friends in reality. This finding suggests that internet does not make close friends.

For me, I agree with the Irish poet who said, 'There are no strangers ... only friends you haven't yet met.' He means that face-to-face contact is usually needed to form genuine relationships. In my view, our most important and powerful connections happen when we meet face-to-face, so internet friends aren't real friends. Although there are some advantages for online friendships, such as finding easily a lot of friends with the same interests, I believe that the internet does not help us to know the real character and intentions of our friends. We can't trust them or even be sure they are who they say they are.'

In conclusion, genuine friendship is a complex process, but it can be acquired and it is possible, but it is only possible through face-to-face contact.