

## GRADE TEN

### How to write a good report?



#### كيف تكتب تقرير جيد

- ١- المقدمة " البداية " Introduction
- ٢- المحتوي " جسم الموضوع " Body
- ٣- الخاتمة " النهاية " Conclusion

و كل عنصر من العناصر السابقة يمكن ان يكون فقرة واحدة فقط ما عدا العنصر الثاني "Body" فيمكن ان يكون فقرتين او ثلاث فقرات..

و الان اليك مكونات الفقرة

١- الجملة الافتتاحية : **Topic sentence** و تكون عادة جملة واحدة و تلخص الفكرة الرئيسية للفقرة كي يتبين للقارئ فكرة واضحة عما يريد الكاتب ان يتحدث عنه.

٢- التفاصيل و شرح الافكار **Supporting Details** : و تكون ما بين ثلاث الي اربع جمل و تذكر التفاصيل و الحقائق و الامثلة التوضيحية التي تدعم و تشرح و تفسر الفكرة.

٣- الجملة الختامية ... **Concluding sentence** و عادة ما تكون جملة واحدة و هي اخر جملة في الفقرة و تلخص ما تم كتابته في تلك الفقرة و عادة ما تبدأ ب

**In conclusion.....In summary..... To sum up.....For these reasons...**

## How to write an e-mail

To	نكتب هنا البريد الالكتروني للمرسل إليه
From	نكتب هنا البريد الالكتروني للراسل
Subject	نكتب هنا اسم الموضوع

نكتب بدايات البريد الالكتروني كما نكتب بدايات الرسالة

Dear.....,



و نهايات البريد الالكتروني تكون كما هي نهايات الرسالة البريدية **Letter** و يختلف البريد الالكتروني او الرسالة عما اذا كان رسمي **Formal** او غير رسمي **Informal** و لكل اسلوب الكلمات و التعبيرات المستخدمة له

### The formal letter or e-mail and the informal ones.

الفارق بين الكلمات المستخدمة في الايميل و الرسالة بالطريقة الرسمية " بين المسؤولين" و مقابلها بالطريقة غير الرسمية " بين الاصدقاء"

<b>Formal</b>	<b>Informal</b>
The reason.....	Why.....
Obtained.....	Got...
Arrived at.....	got to....
Was obliged to.....	Had to...
Departed.....	Left...
Thank you....	Thanks...
Apologetic.....	Sorry....
Received.....	Got....
The previous evening..	The evening before...
Arrived at.....	Got to....
The following day.....	The next day...
Yours sincerely.	See you "bye".



## An Outline

" نبدأ بعد ذلك بكتابة اسم الموضوع "The topic" مثل

Keeping the environment clean is a must

أو

Car accidents

الخ

ثم نكتب بعد ذلك

### I- Introduction:

نكتب أفكارنا الافتتاحية في المقدمة ونأخذ من الأفكار الموجودة في ورقة الامتحان.

### II- Body:

إذا كان الموضوع يتطلب مثلاً مميزات و عيوب فإننا نكتب

#### - Body one:

مثلاً للمميزات و نضع بعض الأفكار الداعمة لذلك

#### - Body two:

للعيوب مثلاً و نضع بعض الأفكار الداعمة أيضاً لذلك

### III: Conclusion:

هنا الأفكار الختامية للموضوع و يمكن أن نستعين بالأفكار الموجودة في ورقة الامتحان. و اليكم الآن بعض الموضوعات المتوقعة في الفترة الرابعة.

## **THIRD PERIOD**

### **Energy Power** الطاقة

Energy is very important. Cars, ships, planes and trains need energy to move. Without energy we can't imagine the world. We get energy from different resources. We have natural resources of energy. Moreover, we have finite resources of energy such as; oil, gas and coal. We have another source of energy that we call " renewable " source. The renewable sources of energy are; solar power, wind power and waves energy.

There many disadvantages of the finite sources of energy such as; they cause pollution, cost too much and they are finite.

On the other hand, the renewable sources of energy have many advantages that they are infinite. They are clean power.

Now, the question is how we could save energy. We should not let all the lights at home on. We should not let the A/C on. We should turn off the gas taps after use. We should turn off water taps as well. Because to save energy is to save life.

### **Science and Technology** العلم والتكنولوجيا

Technology and science is progressing rapidly nowadays. First, they made our life easy and comfortable today. We have all the new technology to communicate with any one in the world instantly. We have our means of communication such as our mobile phones and the internet. We have faxes, e-mails, and we have the ability to make wireless calls at any time we want.

In just a few years, these latest inventions and scientific aspects that we can see today will seem very old- fashioned compared to things that scientists are currently inventing. We may have flying cars. We will have some kinds of medicine that cure- all. We will have smart fridges that will automatically inform the supermarket when it runs out of food. We will have smart roads that will diminish the accidents on the roads in the future. Moreover, we have smart clothes and smart and complicated phones. The smart clothes will keep is cool in summer and warm in winter.

But we have some disadvantages of science of technology as they make us unhealthy and lazy. So we can say that technology is a double- edged weapon.

## Money Mixed Blessing

المال ... نعمة أم نقمة

In the modern world, money is very important to most people. Everyone needs money and everyone would like to be more wealthy or rich than he is. Most people need to work because they need to pay for food, clothes and a home or place to live in.

In the past people didn't have money to pay for the things they bought. They used to barter things. Today we have , not only money but also other forms of paying for the things we need . We can pay either by cash or by credit cards.

Some people believe that money is not always good. They say that money may sometimes be corrupting and leads to greed. Some people may commit crimes to get money. But good people work hard to get money .They also use money in good things. They also help other people who need. It's truly said that money makes the world go round

## Bank manager

مدير البنك / رجل الاعمال

It's my dream to become a bank manager. But when I think of it, I find out that it is not as easy as some people may think. A good bank manager needs certain qualities to be successful. A bank manager needs more than a university degree to be successful.

When we talk about him we should mention many different things. To be successful, he needs to have good communication skills. He must be completely honest and trustworthy. A bank manager should also be able to show leadership. I mean to lead and direct his staff. He should also be able to motivate them when needed. He should have the ability to deal with urgent situations. He should be able to take decisions.

I think I will enjoy working as a bank manager as long as I love my work.

## Story telling and moral lessons

القصص والقيم الاخلاقيه ( في القرآن )

Our parents are our first teachers. They used to give us care, love, help and advice. They used to make us modest, honest, kind, friendly and helpful. They used to tell us moral stories to benefit from them, especially before going to bed. Each story teaches us a moral lesson and values directly or indirectly. As we are Muslims, our Holy Quran is full of moral lessons and the stories of our prophets, messengers and the previous nations. These stories improve our imagination. Hence, we should follow the pieces of advice that are in the moral stories in the Holy Quran and those of prophets, wise men and parents.

## Car accidents

## حوادث السيارات

Car accidents are so dangerous and many people are involved in road accidents, A lot of them are killed or injured seriously. Many cars are lost. So, it is very important for us to learn how to use the roads properly and safely.

As roads are very busy nowadays, we should be very careful when crossing one of them. There are many causes of car accidents such as; over speed, bad roads, careless drivers, bad cars and their mechanical problems. We can't forget bad weather also as a cause of car accidents. Another cause of car accidents is not leaving suitable space between the cars while driving on the roads. Also, using the mobile phones is an essential reason for car accidents today. Trying to exceed or trespass cars quickly from the right and surpassing in the roundabout from the right are essential causes of car accidents.

Then the question is, how could we avoid car accidents today? The answer is by building good roads at first. Moreover, we should examine our cars before starting off. We should drive carefully. We shouldn't use the mobile phones while driving. We should follow the traffic rules. Careless drivers should be punished. We should fasten our seat belts. Finally, remember that over speed is the fastest way to death. Use your car wisely and be back home safely.

## Messages and communication

### الرسائل وطرق التواصل

Exchanging messages is very important. It helps people to keep closer and communicate. It helps people to know more about each other. It helps people to exchange news and information. In the past people used to send messages using fire, flags and drums especially in the time of wars. Then, the matter developed and they started to use horses and birds. They used pigeons in sending messages in the past, even in the first world war they used homing pigeons to send messages. People used bottle messages in the past to send messages in the middle of the sea when they were feeling danger. In the past, people used horse riders and town callers in sending and delivering messages.

Nowadays, there are many and different kinds in sending messages. We have mobile phones with their different ways and social media such as; face book, tango, viber and SMS. Also, we have the internet, e-mails, fax mails, and the traditional letters.

As man can't live a solitary life and he should communicate , so he tried all the time to find a way to do so. Because I think communication is very important for people as it is socially a healthy habit.

## Flying and travelling by plane

### الطيران والسفر جواً

Flying is a real fun. It keeps you above all and flying in the sky. It lets you enjoy the view of the sky and the earth. It helps people to know more about the space and other destinations as well. Flying today is easier and faster. It is also more comfortable. There are many services on board of the plane. They provide foods, drinks and many other services. There are many people working on board of the plane to provide services for the passengers. They are the pilot, the co-pilot and the attendants. The pilot should have a pilot license and good English. He also should study flight physics. There are many dangers in flying. It is dangerous because of some problems the pilot may face such as; bad weather, mechanical problems ...etc. There are many disadvantages of working as a pilot one of them that he is away from his family and friends.