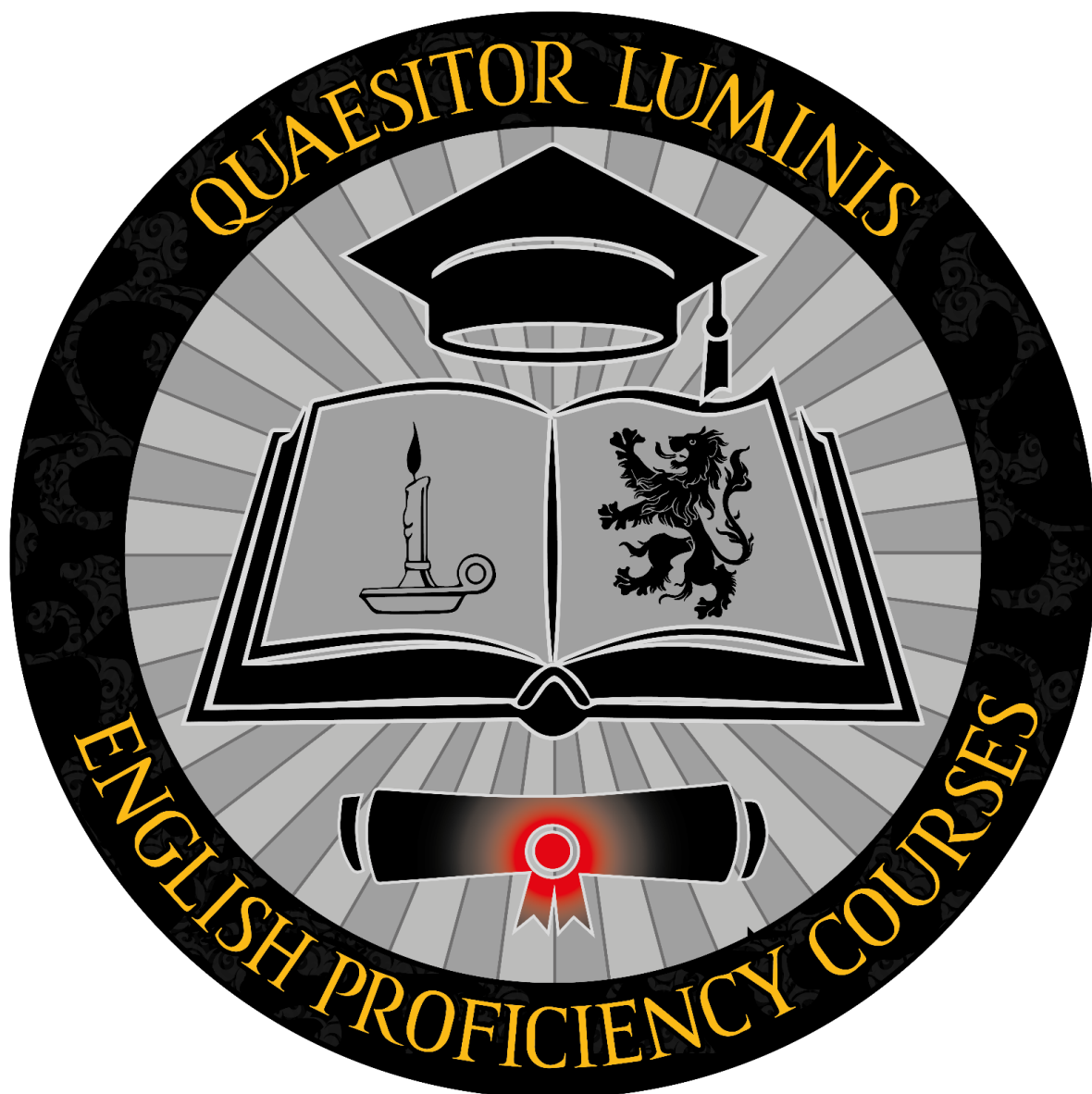




2ND YEAR

BACCALAUREATE WRITING FORMS

Student's Book Guide

Unit	Page (SB)	Writing Task / Genre	Prompt
1. Gifts of Youth	17	A descriptive paragraph	With the information gathered about a person, write a descriptive paragraph about them.
2. Humour	31	A funny story	write the story of a funny incident for your school magazine
3. Formal, Informal, & Non-formal Education	47	A report	Write a report about a seminar for the school magazine.
4. Sustainable development	61	A Formal letter	Write a letter to the local municipality to ask for a grant for a project.
5. Women and Power	77	A book review	Use the information in the chart above to write a review of the book. You can follow the review of "The last Chapter" as a model.
6. Cultural Values	90	A reply letter [Informal Letter]	Write a reply letter to a pen-pal answering questions. (letter about Mary's queries about customs in Morocco)
7. Citizenship	106-107	Application form	Read through an application form, then fill it in carefully (about voluntary work)
8. International Organisations	120	An e-mail	Write an e-mail to the secretary general of the United Nations to support this cause (Eradicating illiteracy and poverty in the world)
9. Advances in Science and Technology	136	An article to a school magazine	write an article to your school magazine in which you expose the characteristics of modern cell phones
10. Brain drain	151	An article to an e-magazine	Are you for or against brain drain? Write an article to an e-magazine, using arguments to support your point of view

The Paragraph

The Writing task requires different criteria for every type of content, but the main component of most of them is the paragraph.

A paragraph is a basic unit of any text; it has a Topic Sentence, which is the main idea of the paragraph and supporting sentences that develop the main idea.

- ❖ The topic sentence tells the reader what the paragraph is about while containing a topic idea and controlling idea

E.g. "There are many possible contributing factors to global warming"

Topic idea: Global warming **Controlling idea:** contributing factors

E.g. "Cooking requires a number of different skills"

Topic Idea: Cooking **Controlling idea:** a number of different skills

- ❖ Supporting sentences come to enrich the paragraph while being led or controlled by the Controlling idea

" There are many possible contributions to global warming such as the rising levels of greenhouse gases being emitted by cars and factories, also, the abuse of nature by deforestation and pollution."

The Descriptive Paragraph

A descriptive paragraph or essay is characterized by the use of Adjectives. It tells how something looks, feels, smells, tastes, and/or sounds. A good description is a word picture; the reader can imagine the object, place, or person in his or her mind. When describing a person, you should speak about the physical appearance of that person and of his/her personality.

- What does s/he look like? (physically)
- How does s/he dress?
- What does s/he look like? (personality)
- What attracts you to that person?
- What do you like most about him or her?

Examples:

1- An Example of a Descriptive Paragraph (Describing a Person)

(Topic Sentence) Bob is my best friend at school. **(Supporting Sentences: Physical Appearance)** I have known him since primary school. He is a tall person with a strong body. He has a round face with brown eyes. His hair is black and curly. Though he is young, he looks older than his age because of some wrinkles he has in his face. He also has dimples on his cheeks, which makes him look handsome. Bob usually wears casual clothes. He is not keen on brands and fashion. **(Supporting Sentences: Personality)** As for his personality, Bob is a shy and introverted person. He does not like being around with people. He is a brainy guy. We call him the geek because of his love for IT. Not to mention that he is an honest and trustworthy person. **(Concluding Sentence)** To sum up, Bob is one of the people I admire most.

2- Another Example of a Descriptive Paragraph

When I was two or three years old, I lived in a house that had a strange atmosphere. I do not remember anything about the house except the stairway. It was dark, squeaking, and quite narrow, and its steps were a little high for me to climb up. From the bottom of the stairway, it seemed like an endless climb to the top. Beyond the darkness at the top of the stairway, there was an elegant, middle-aged woman leaning against the wall. I had to pass her every time I went to my room, for my room was the first room beyond the stairs on the second floor. The woman wore a beautiful dress with a quiet pattern and a tinge of blue, and her peaceful eyes stared at me every time I went up the stairs. As I carefully climbed up the last step, her eyes became fixed on me. She didn't talk, nor did she move. She just stood there and watched me climb up the stairs. One day I touched her, but she did not react. Her face did not change expression, nor did she even blink. She just kept staring at me with her glittering eyes. Later, we moved out of the house, and I never saw her again. Now I know that the woman was a mannequin. My aunt, who lived in the house, used it for her dressmaking class.

The E-mail {Electronic Mail}

This writing genre is a form of communication that can be formal or informal, it is somewhat like a letter in its structure but in an electronic form, which does not forcibly require writing an address or date.

Formal Email **school ...**

used for a job, administration, organization,

1. Formal greeting or salutation expressions:

❖ Dear Mr. Don: - Dear Professor Don:

❖ Note: Colons are used in a formal Email

2. The body which contains the information:

❖ Paragraph 1

❖ Paragraph 2

3. Closing: Sincerely, Respectfully, sincerely yours.

Signature: own name. Business Name.

Semi-Formal Email **work**

used with colleagues at

1. Semi-Formal greeting or salutation expression:

❖ Hi Mike, - Hello Mike. -

2. The body which contains the information:

❖ Paragraph 1

❖ Paragraph 2

3. Closing: - yours sincerely. - Regards. -Thanks - All the best.

Signature: own name. Business Name.

Informal Email **you are very close to**

used with someone

1- Informal greeting or salutation expression:

❖ Hi There, - Hi John, -

2- The body which contains the information:

❖ Paragraph 1

❖ Paragraph 2

3- Closing: - Take care. - Talk soon. - Best wishes - best.

Signature: own name.

Note: Real names or any suggestive names must not be written on the exam sheet!!

The Report

A report must at least contain these elements:

- Place of the event.
- Time of the event.
- Number of the attendants.
- What happened.
- Your evaluation/opinion

Standard format and Exam task sample:

Normally the topic is as follows: Write a report about.....

Last..... (write the date) I attended / there was a..... (name the activity)..... It took place in(country, city, place).....

The (event).... was about Several people attended it, approximately(number of the attendants)..... were present. The activity continued for (say for example 4 hours, half a day, 2 days, 1 week, etc.) There were different activities during the event, such as(say what happened throughout the event).....

Finally, I (give your opinion/evaluation of the event).....because it was time for me to (give some reasons to justify your evaluation)

Example:

On 6th February 2022, our college organized its annual day program that was held in the college auditorium.

The chief guest was the mayor of our city. Parents were also invited to attend the event. The faculty team of our college along with volunteer students decorated the auditorium with flowers and lights. The chief guest lit the lamp. then our principal, secretary, and senior teachers also lit the lamp and the program started with prayer. The program was hosted by a student of intermediate. His performance was very impressive. The students from different classes participated and performed various activities. First of all, students presented a welcome program by welcoming the chief guest and parents of the students. A group of students was invited to come on stage and play a drama scene. The drama they presented was funny and interesting. It engaged the audience and made them laugh. Similarly, some more students also performed various programs and amused the audience. In the end, the host requested the chief guest to express his thoughts regarding the event. He came and gave a speech. He told about his career and praised students' performance. After that, the principal thanked everyone especially the chief guest for giving his precious time.

The principal ended the program by encouraging the students to work hard if they want to make a strong and good career in life. All the people who attended that annual day enjoyed it most. In fact, this was a memorable day.

The Formal letter

An official letter (also called formal) is a letter that you write to someone whom you look up to, it can be the headmaster of your school, your teacher, a manager, etc. **The layout must be respected.**

The Sender's address	
The date	
The Receiver's address	
Dear Mr/Mrs/Mme Name / Function	
I am looking Forwards to hearing from you soon.	
Yours faithfully.	
Name.	
Signature.	

Example:

Mr. M. Leaf Chief of Syrup Production Old Sticky Pancake Company 456 Maple Lane Forest, ON 7W8 9Y0	123 Elm Ave. Treesville, ON M1N 2P3 November 7, 2022
Dear Mr. Leaf:	
Let me begin by thanking you for your past contributions to our Little League baseball team. Your sponsorship aided in the purchase of ten full uniforms and several pieces of baseball equipment for last year's season. Next month, our company is planning an employee appreciation pancake breakfast honouring retired employees for their past years of service and present employees for their loyalty and dedication in spite of the current difficult economic conditions. We would like to place an order with your company for 25 pounds of pancake mix and five gallons of maple syrup. We hope you will be able to provide these products in the bulk quantities we require. As you are a committed corporate sponsor and long-time associate, we hope that you will be able to join us for breakfast on December 12, 2022.	
Respectfully yours, Amanda Treiod	

The Review

A book review is a literary work that comes after thoroughly examining the contents of a book, a movie, a piece of theatre, and nowadays, most products such as smartphone applications and Pc software, but for the unit in the student's book, it mainly focuses on the book review

A book review will offer:

- ❖ A concise plot summary of the book.
- ❖ An evaluation of the work.
- ❖ A recommendation for the audience.

Example:

1. Ralph Ellison's *The Invisible Man*

An extremely powerful story of a young Southern Negro, from his late high school days through three years of college to his life in Harlem.

His early training prepared him for a life of humility before white men, but through injustices- large and small, he came to realize that he was an "invisible man". People saw in him only a reflection of their preconceived ideas of what he was, denied his individuality, and ultimately did not see him at all. This theme, which has implications beyond the obvious racial parallel, is skilfully handled. The incidents of the story are wholly absorbing. The boy's dismissal from college because of an innocent mistake, his shocked reaction to the anonymity of the North and to Harlem, his nightmare experiences on a one-day job in a paint factory and in the hospital, his lightning success as the Harlem leader of a communistic organization known as the Brotherhood, his involvement in black versus white and black versus black clashes and his disillusion and understanding of his invisibility- all climax naturally in scenes of violence and riot, followed by a retreat which is both literal and figurative. Parts of this experience may have been told before, but never with such freshness, intensity and power.

This is Ellison's first novel, but he has complete control of his story and his style. Read it.

The Informal letter

Informal **[Personal]** letter is a letter that you write to someone whom you consider a close one, in an unofficial setting, it can be a pen-pal, a close friend, a family member, etc. **The layout must be respected.**

The Sender's address	
The date	
Dear	
Yours sincerely. Name / Signature.	

Example:

No 11, Pearl Road, 43000 Kajang, Selangor Malaysia 9 July 2022	
Dear Daniel,	
How have you been? Hope my letter finds you in the best of health and spirits. It has been almost a month since I transferred to the boarding school. I am very happy in my new school. The classes and dormitories here are very spacious and cosy. There are well-equipped science laboratories and a huge library with a great collection of books. Our school also has amazing sport facilities such as a swimming pool, a horse riding trek and an archery range. On the other hand, this school implements strict Contents timetables. We are required to be punctual for all classes including academic and extracurricular ones. There is also a very strict discipline about uniform, behaviour and cleanliness. Though it was difficult when I came here for the first time, I am now beginning to adapt to the rules here. I believe my life here will be interesting and enjoyable. Although I have made many new friends here, I still miss you and our friends. Please, send my regards to your parents.	
Yours sincerely, Abraham	

The Article

The article is a literary form meant for publication, it often revolves around a controversial topic, but it can sometimes be expository, or descriptive or even narrative.

An article must have:

- ❖ **An introduction:** one paragraph.
- ❖ **A body:** one or more paragraphs.
- ❖ **A conclusion:** one paragraph.

Example:

TITLE:	The Internet: A Great Invention
INTRO	The Internet has changed the way we live. It started as something that we could access only through a computer, but nowadays it is everywhere, and I love it!
ONE THING I LIKE - Learn stuff cheaply - find the answers	One of the cool things about the world wide web is that you can look up anything you want and find out the answer straight away. Isn't that fantastic? For example, imagine you are arguing with your friends about how to do something. Easy solution: go online and find the answer!
THE THING I LIKE BEST & RECOMMENDATION www.udemy.com	However, the greatest thing about the Internet is how you can learn tons of things very cheaply or even for free! In fact, my favourite website is www.udemy.com , where people register to teach and learn about different things: music, website design, making apps, history, etc. Therefore, I totally recommend it to everyone!
CONCLUSION	In conclusion, the Internet has a lot of great things. For me, the best are finding information and learning online. What about you? What are your favourite things about it?

Letter Material

Formal Letter Greeting Expressions

- ❖ Dear + Full Name. : Dear Samantha Johnson.
- ❖ Dear + Title + Full Name. : Dear Mme Sullivan.
- ❖ Dear + Title + Function Title. : Dear Mr Director.

Formal Letter Closing Expressions

- ❖ Respectfully yours.
- ❖ With sincere appreciation.
- ❖ Yours respectfully.
- ❖ With sincere thanks.
- ❖ With gratitude.

Informal Letter Greeting Expressions

- ❖ Dear / My Dear / Dearest + name. Dearest John.
- ❖ Dear / My Dear / Dearest + Title. My Dear Cousin.

Informal Letter Closing Expressions

- ❖ Yours lovingly.
- ❖ Sincerely yours.
- ❖ With love.
- ❖ Take care.
- ❖ Best wishes.
- ❖ Bye for now.
- ❖ All the best