

How to write a paragraph

الفقرة الإنشائية هي مجموعة من الجمل نناقش من خلالها فكرة واحدة فقط لكي تكتب فقرة جيدة , يجب أن تقرأ الكثير من الموضوعات و الفقرات الإنشائية فالقراءة الجيدة تعزز قدرتك علي الكتابة و تنمي قدراتك اللغوية

PARTS OF A PARAGRAPH

1- Topic sentence

جملـة الموضوع

تحدد جملة الموضوع الفكرة الرئيسية للفقرة الإنشائية لأن كل موضوع ينبغي أن يحتوي علي فكرة واحدة فقط

* Look at the following title:

Fresh Vegetables

هذا العنوان يمكن أن نتحدث من خلاله عن أكثر من فكرة:

- كيف يتم زراعتها - فيما تستخدم - ما الأكلات التي تحتاج إليها - ما تحتوي عليه من فيتامينات
- بتحديد الفكرة الرئيسية , نوضح عن أي شيء سوف نتحدث فنحن لا يمكن أن نتحدث عن كل هذه الأفكار في فقرة واحدة

Look at the following example:

Raw vegetables might not be as healthy as we thought they were.

- جملة الموضوع هذه توضح لنا أن الموضوع هو الخضروات الطازجة
- كما توضح لنا أيضا أن الفكرة المسيطرة علي الفقرة هي التأثير الصحي لهذا النوع من الخضروات
- أن جملة الموضوع في الفقرة الإنشائية يجب أن تحتوي علي اسم الموضوع بالإضافة إلي الفكرة الرئيسية التي سنناقشها في هذا الموضوع
- يجب أن تكون جملة الموضوع مكتوبة في صورة جملة كاملة و ليست شبه جملة

Remember this formula:

Topic Sentence = Topic + Controlling Idea
Caffeine has several harmful effects on health.

Students who are studying abroad may face many difficulties.

Controlling Idea + Topic

There are two main advantages of working at home.

Exercise : Underline the topic and the controlling idea of each topic sentence below.

1. When people divorce, children often have problems.
2. Walking is good for your heart.
3. Watching TV is a good way to learn spoken English.
4. Technology spoils the traditional way of life.
5. Nuclear power is our greatest hope for solving the energy crisis.
6. Nuclear power is the greatest threat to life on the planet.
- 7- Studying abroad has two main benefits

Now, let's tackle this paragraph:

هيا نعالج هذا الموضوع

STUDYING ABROAD

أولاً: نحدد جملة الموضوع و التي تحتوي علي الموضوع و الفكرة المسيطرة

Topic controlling idea

Studying abroad has two main benefits

ثانياً : نقوم بتجميع مجموعة من الجمل كأمثلة تثبت ما ذكرناه في جملة الموضوع كالاتي
الجملة الداعمة للموضوع

2- Supporting sentences

* مجموعة من الجمل تشرح و تفسر و تعطي أمثلة توضيحية لجملة الموضوع و من خلالها نثبت من تم ذكره في جملة الموضوع

The supporting sentences that explain the **benefits of studying abroad** are:

- People get a better job when they return home (1st supporting idea)
- Better qualifications & experience mean better pay and promotion (reason)
- Now has a high standard of living (result)
- Students gain independence (2nd supporting idea)
- Students have to cope with the challenges of living alone and meeting new people from different cultures. (example)
- Students will become more confident in their life and relationships (result)

3. Concluding Sentence:

الجملة الختامية

* هي جملة مشابهة في المعني لجملة الموضوع نلخص من خلالها ما أثبتناه في الجمل الداعمة للموضوع

The Concluding Sentence of the **benefits of studying abroad** could be:

- All in all, it is clear that studying abroad is a beneficial experience.

- لاحظ التشابه في المعنى بين جمل الموضوع و الجمل الختامية التالية

Topic sentence: There are many good reasons for why people live in the country but not in cities.

Concluding sentence : In conclusion, living in the country is much better than living in the city.

Topic Sentence: Forests are important for life on earth.

Concluding sentence: To sum up, if there were no forests, there would be no life on this planet.

Topic Sentence: There are some important qualities of a good boss.

Concluding sentence: All in all, a qualified boss should be fair, be a good leader and have a sense of responsibility.

Irrelevant sentences

الجمل التي ليس لها علاقة بالموضوع

* كل جملة داعمة للموضوع يجب أن تكون مرتبطة بالفكرة الرئيسية : يجب حذف أي جملة لا ترتبط بالفكرة الرئيسية للموضوع

Example: The students in the class come from many different parts of the world. Some are from European countries, such as France, Spain, and Italy. Others are from Middle Eastern countries like Saudi Arabia and Egypt. Still other students were born in Asian countries, including Japan and Korea.

Korean food is delicious. The largest number of students is from Latin American countries like Mexico, Venezuela and Peru. The class is an interesting mixture of people from many different countries.

* في هذه الفقرة، الجملة الموضوع تحتها خط يجب أن تحذف لكونها ليس لها علاقة بالموضوع

Exercise: There is one irrelevant sentence in each paragraph that follows. Find that sentence and cross it out.

1. There are several ways people can conserve natural resources. One way is to turn lights and appliances off when they are not in use. Another way is to drive cars less. My favourite kind of car is Fiat. People can also insulate their houses better. Finally, by reusing things like bottles and plastic bags, people can reduce the amount of waste. By practicing these simple guidelines, we can save our natural resources.

2. The capital city of a country is usually a very important city. The government offices are located in the capital city and political leaders usually live there nearby. There are many different types of governments in the world. The capital may also be the centre of culture. There are often museums, libraries, and universities in the capital. Finally, the capital city can serve as a centre of trade, industry and commerce, so it is often the financial centre of the country.

3- There are many examples to show that failure in school does not always predict failure in life. Albert Einstein, one of the world's geniuses, failed his university entrance examinations on his first attempt. Sir Winston Churchill, who is considered one of the masters of the English language, had to have special tutoring in English during elementary school. Dorothy Parker, who is a remarkable poet, used her famous sense of humour to write some very good short stories and poems when she was a student. William Faulkner, one of America's noted writers, never finished college because he could not pass his English courses.

* نموذج للفقرة الإنشائية و فيها جملة الموضوع و الجمل الداعمة و الجملة الختامية

STUDYING ABROAD

Studying abroad has two main benefits. Firstly, people who study abroad can get a better job when they return to their home country. This is because their qualifications and experience mean that they tend to get jobs that are higher paid, and they can also gain promotion quickly. Another advantage of studying abroad is the independence students can gain. For example, students have to cope with the challenges of living alone and meeting new people from different cultures. As a consequence, they will become more confident in their life and in their relationships with others. All in all, it is clear that studying abroad is a beneficial experience.

Exercise: What are the main parts of these paragraphs?

Mary likes travelling by bus better than travelling by boat for many reasons. Firstly, it costs less. For example, she can ride by bus from New York to Miami for \$85, but the boat trip between the two cities is \$200. In addition, travelling by bus gives her a closer look at the cities and countryside than she could get from a boat. Finally, she thinks that the passengers on the bus are often closer to her

own age, so they are easy to talk with. In conclusion, she believes travelling by bus is an ideal form of transport for her.

Jogging

There are three reasons why I prefer jogging to other sports. One reason is that jogging is a cheap sport. I can practise it anywhere at any time with no need for a ball or any other equipment. Another reason why I prefer jogging is that it is friendly to my heart. I don't have to exhaust myself or do excessive efforts while jogging. Finally, I prefer this sport because it is safe. It isn't as risky as other sports like gymnastics, racing or horseback riding. For all these reasons, I consider jogging the best sport of all.

Why Canada is one of the best countries

There are three reasons why Canada is one of the best countries in the world. First, Canada has an excellent health care system. All Canadians have access to medical services at a reasonable price. Second, Canada has a high standard of education. Students are taught by well-trained teachers and are encouraged to continue studying at university. Finally, Canada's cities are clean and efficiently managed. Canadian cities have many parks and lots of space for people to live. As a result, Canada is a desirable place to live.

FIVE EASY STEPS TO PARAGRAPH WRITING

Step 1: Write the topic sentence:

أكتب جملة الموضوع

This is the best starting point. The general topic for your paragraph should be written in a topic sentence. Remember that the topic sentence is a summary of the whole paragraph.

Step 2: Brainstorm your information

جمع معلومات عن الموضوع (اعمل عصف ذهني)

Once you write the topic sentence, you need to gather information to support what you have stated. Try brainstorming: The process of brainstorming involves generating ideas on the topic. These may be things you have read in newspapers and magazines, things you've heard in classes or on television, or personal experiences.

Step 3: Organize your information

نظم معلوماتك

Brainstorming usually gives you too much information, so the next step is to.....

1- Cut out irrelevant information

احذف المعلومات الغير مرتبطة بالموضوع

2- Combine like ideas.

ادمج الأفكار المتشابهة

3- Use numbers to arrange the order of your ideas.

رتب الأفكار

Step 4: Write & revise your draft paragraph

أكتب مسودة الموضوع

Once you have your topic sentence and supporting ideas, write up your paragraph. Revise each sentence. Write a concluding sentence if it helps the paragraph feel complete

Step 5: Proofread your paragraph

صحح بروفات الطباعة

* بعد كتابة المسودة , يجب أن تراجع الموضوع لتصحيح أخطاء الهجاء و القواعد و الترقيم لأن هذه الأخطاء تؤثر سلبا على الموضوع

CHARACTERISTICS OF A GOOD PARAGRAPH

خصائص الفقرة الإنشائية الجيدة

Tip :An Effective Paragraph should.....

الفقرة الإنشائية الجيدة يجب أن يتوفر فيها الآتي

- have one topic.
- have a topic sentence.
- have supporting sentences that give details or facts about the topic.
- have clear words. - not have run on sentences (two sentences which are stuck together)
- have sentences that make sense and stick to the topic.
- have sentences that are in an order that makes sense.
- have sentences that begin in different ways.
- be made up of sentences that flow.
- be correct in spelling, grammar, and punctuation

A model paragraph 1

" Social work"

Man is a social animal. He cannot live alone. Society provides all comforts and necessities of life to man. Man has an obligation towards the society. Especially, it is the duty of the students to do social service to others. Students have no worries about earning their livelihood. They have strength and capacity. Eighty per cent of our population lives in villages. Students should go to the villages and serve the villagers during vacation. Villagers are illiterate, innocent and ignorant about their rights and responsibilities. Students can provide help to these people. They can also help people when there are earthquakes, famines or epidemics. Students should not waste their free time in watching movies or leading a dull life. They should do some kind of social service.

A model paragraph 2

Helping a Child to Read

The children of today will be the citizens of tomorrow . They will control the world we live in. For that reason, they must have the best education possible. We must prepare them for their role in our future. I think the most important preparation is helping a child learn to read. Reading opens up a whole new world to a child. It lets them travel to other countries, other centuries, and to cultures that are different. It teaches them about the way people different from themselves think about things. They learn that there are another ways to view situations. Children learn how to form preferences and make judgments when they're reading. A child's creativity is fed by reading. It shows them there are many different ways to describe the same thing. It increases their vocabulary which will help them learn subjects in school more quickly. These examples show that Learning to read brings hope to the future.

A model paragraph 3

Why People Are Living Longer

It is taken for granted that people are living to be much older these days than ever before. The main reasons for this are improved health care, and better nutrition. Basic health care is available to more people now. When someone is seriously ill, he or she can go to a public hospital. There are also more clinics and doctors than there used to be. People also live longer because the quality of health care has improved. Doctors now know more about diseases and cures. Years ago, people died young because of simple things such as infection or a virus. Now we have antibiotics and other medicines to help cure infections. The quality of nutrition has improved too. We eat more healthfully than we used to. We know that eating low-fat food can prevent heart disease, and we know that eating fruits and vegetables can prevent cancer. - In a nutshell Improved health care and healthy eating habits allow us to live longer. Now we need to make sure that everyone in the world has these benefits.

A model paragraph 4

Problems in Big Cities

All around the world, living in big cities creates serious problems for people. The first problem is air pollution. For example, in Cairo, many people have cars and cars are one reason why the air is polluted. Secondly, traffic is an important problem for the people living in big cities. Nowadays there are more and more cars on roads, and this causes traffic jams in many parts of the cities. For this reason, many inhabitants waste their time in traffic, and they are negatively affected by this situation. To sum up, air pollution and traffic jams are two important problems that people living in big cities have.

LINKING WORDS IN A PARAGRAPH

كلمات الربط في الفقرة الإنشائية

* هي روابط و عبارات تجعل الفقرة الإنشائية أكثر ترابطاً من حيث الأفكار كما تجعل التراكيب اللغوية متنوعة و غير نمطية
* يتم تحديد هذه الكلمات علي حسب العلاقة التي تربط بين الجمل كالاتي

1. Linking words expressing addition

كلمات الربط التي تعبر عن الإضافة

* تستخدم لربط الجمل ذات الأفكار المتشابهة

* **In addition to.. n. / v.ing = As well as.. n. / v.ing = Besides.. n. / v.ing** بالإضافة إلى

- Pollution has lots of disastrous effects on the environment. It causes lots of problems to our health.
- Pollution causes lots of problems to our health in addition to lots of disastrous effects on the environment.

* **... . In addition,... = Furthermore,... = Besides,... = moreover,...** + جملة أضف إلى ذلك

- Pollution has lots of disastrous effects on the environment. Furthermore, It causes lots of problems to our health.

* **not only.....but also.....** ليس فقط ... و لكن أيضا

- Pollution has lots of disastrous effects **not only** on the environment **but also** on our health.

* لاحظ أيضاً العبارات الآتية التي تستخدم لإضافة فكرة إلى أخرى

- The next point to consider is..... - The next problem to look at is.....
- There is one further issue that must be dealt with.....

2. Linking words expressing cause and effect:

كلمات الربط التي تعبر عن السبب و النتيجة

* **consequently = as a consequence = as a result = therefore =**

because of this = for this reason = that's why.... + وبناءاً علي ذلك / و لهذا السبب نتيجة

- Pollution has lots of disastrous effects on our health. As a consequence, measures must be taken to cut it

* **because = since = as = for.....** + سبب لأن

- Measures must be taken to cut pollution **as** it has lots of disastrous effects on our health.

* **for = due to = owing to = through = on account of .. + n. / v.ing** بسبب

- Measures must be taken to cut pollution **owing to** its disastrous effects on our health.

3. Linking words expressing contrast:

كلمات الربط التي تعبر عن التناقض

* تستخدم هذه الروابط بين جمل بينها علاقة سبب و نتيجة عكسية

- People of all ages are in favour of the internet. The internet has negative aspects on their lives.

* **but = however = yet = nevertheless = nonetheless....** جملة نتيجة عكسية و لكن / و مع ذلك

- The internet has negative aspects on people's lives of all ages. **However**, they are in favour of it.

* **although = though = even though = even if ..** جملة سبب علي الرغم من

- People of all ages are in favour of the internet **although** it has negative aspects on their lives.

* **in spite of = despite = regardless of.... n. / v.ing** علي الرغم من بغض النظر عن

- People of all ages are in favour of the internet **regardless of** its negative aspects on their lives.

* يمكن أيضاً الربط بين الأفكار المتناقضة باستخدام العبارات التالية

On the one hand ...but on the other hand... .

- At this stage it is necessary to consider the opposing point of view.

- There are two opposing points of view on this issue:

!

4. Linking words expressing purpose:

كلمات الربط التي تعبر عن الغرض

* **so that = in order that** + جملة غرض لكي

- We have to double our efforts so that we can put an end to the problem of overpopulation

* **in order to = so as to = to** مصدر لكي

- We have to double our efforts so as to put an end to the problem of overpopulation

5. Linking words expressing facts:

عبارات الربط التي تستخدم لتقديم الحقائق

تناسب هذه العبارات مع جملة الموضوع في بداية الفقرة الإنشائية

- It is crystal clear that

- It can't be denied that.....

- It goes without saying that

- It is taken for granted that.....

- There is no doubt that.....

- I don't exaggerate when I say that.....

- I reveal no secret when I say that....

6. Linking words for summarizing:

عبارات الربط التي تستخدم لتلخيص الفكرة
تتناسب هذه العبارات مع الجملة الختامية في نهاية الفقرة الإنشائية

Examples:

- | | | | |
|--|------------------------------|-------------------------------|----------------------------|
| - in conclusion | - To conclude | - to sum up = So, to recap | - in a nutshell |
| - in brief | - in short | - all in all | - everything considered... |
| - In my opinion, .. | - As far as I am concerned.. | | - I do believe that |
| - The evidence suggests that. | | - There can be no doubt that. | |
| - These examples show that. | | - We can see that ... | |
| - Some final words may shed more light on the subject. | | | |

MODEL PARAGRAPH

Should school children wear a uniform

A policy that requires public school students to wear uniforms would be a bad idea for several reasons. **First of all**, no style of clothing looks good on everyone. In their pre-teen and teen years, students are especially sensitive about their appearance, and having to wear clothing that doesn't fit them well will do little to help their fragile self-esteem. **In addition**, uniforms are expensive. Students would need to have at least two complete sets of uniforms to allow for laundering, which could be very costly for parents. Of course, since most students aren't likely to wear their uniforms after school, parents also have to purchase everyday clothes like jeans, shirts, and skirts, adding significantly to the amount they must spend on clothes. **Furthermore**, during the school year students may outgrow their uniforms or other clothing, increasing the cost for some families. **Finally**, a uniform policy ignores students' rights and freedom to make clothing decisions that are best for them. Certainly schools should be able to restrict clothes that show objectionable slogans or that expose too much skin. **However**, making all students dress the same contradicts with their freedom. **To conclude**, public schools should allow students the freedom to express their unique personalities through their clothing.

Exercise: Read the texts below and circle the correct linking word.

In recent years, the Internet has become a great part of our lives. More and more people have access to it and have discovered many benefits from using it.

To begin with, the Internet offers us unlimited information and knowledge on just about every topic and access to the Net is easy and fast. **In spite of this / Therefore**, schoolchildren regularly use the web to research school projects or to browse just for fun. **What is more / For this reason**, people can communicate with people all over the world with a system called e-mail. Finally, they can view products from different countries and use their credit card to do their shopping from the comfort of your own home.

Even though / However, surfing the Internet is not the best way of spending all your free time. Too many hours in front of the screen can damage your eyes. Studies have **on the other hand / also** shown that people who prefer to spend their evenings in front of their PCs tend to become antisocial. **Besides / As a result**, there are some concerns about security on the Internet **because / so** hackers can easily steal valuable personal information such as bank account numbers, etc.

In conclusion, I believe that **despite / although** their disadvantages, the Internet has certainly made life easier and, if used properly, it may make our lives better, too.

PARAGRAPH OUTLINE

تخطيط الفقرة الإنشائية

* قبل البدء في الكتابة , يجب علينا أن نخطط للكتابة في الموضوع بتحديد الأفكار الرئيسية التي سيتم مناقشتها
مثال :

Write a paragraph of about 100 words about;

The different ways people can do to keep fit and avoid disease

* يجب أن نحدد جملة الموضوع و الأفكار الرئيسية في الجمل الداعمة للموضوع

Topic sentence: We can do little things each day to be healthy and fit

Supporting ideas: 1. Practice some good habits, 2. Kick your bad habits

* نقوم بترتيب الأفكار منطقياً ثم توسيعها بإضافة مزيد من المعلومات و الأمثلة كالآتي

A. Kick your bad habits

1. smoking
2. Drugs
3. Staying up late

B. Practice some good habits

1. Sleep
2. Exercise
3. Eat Healthfully

* نحدد جملة ختامية تحتوي علي نفس المعني الموجود في جملة الموضوع

Concluding sentence: There is always a need to be healthy because unhealthy body will be attacked by many diseases.

The different ways people can do to keep fit and avoid disease

Health is a crown on the heads of the healthy. It's the little things that you do each day that lead to being healthy and fit. There are many elements that can lead to a healthy lifestyle. Use these tips as a guide on your journey on the path to good health.

To enjoy good health you have to cut back on some dangerous habits like smoking, drugs, and staying up late. There's just no way to do any of these in a "healthy" way. It might take some time, but it is a must if you want to lead a healthy lifestyle. There are other things like sugar, caffeine and junk food which become no problem if you eat these "once-in-a-while"

On the other hand, Sleep affects our physical and mental health tremendously as it allows the body to renew itself in a way it simply cannot when a person is awake. In addition to that, exercise is important for being fit and healthy. Even getting out for a walk a few times a week helps to strengthen the heart and lungs,. It also helps combat lots of diseases. Finally, You must eat balanced meals and not overeat. You have no choice but stop eating before you become completely full and give yourself a chance to digest your food. To sum up, We can say that there is always a need to be healthy because unhealthy body will be attacked by many diseases.

Now, take your turn.

Write a paragraph on " Poverty "

OUTLINE

Topic sentence: Lots of people in the third world suffer from very poor living conditions, but they can overcome them

Supporting ideas: 1. How to eradicate poverty 2. Causes of poverty
3. Forms of poor living conditions.

A. Forms of poor living conditions

1. not having basic necessities such as food, house, clean drinking water, shelter, toilet, etc.
2. Homeless people have no choice but to live in the open
3. Children leave school and work on farms.

B. Causes of poverty

1. population growth
2. Unemployment
3. Unequal distribution of wealth

C. How to eradicate poverty

1. Social equality and fair distribution of wealth
2. Education and training
3. increasing production

Concluding sentence: Poverty is an enemy that we all must fight to raise people's living standard.

A model paragraph 1

Television in our life

Television is one of the negative aspects of our modern lives . Many programs and movies on television are violent. The more we see violence on television, the less sensitive we become to it. Eventually violence doesn't seem wrong. This is especially true because violence on television doesn't seem to have consequences. Actors can be killed and come back for another movie, but in real life killing someone is permanent. Moreover, watching television makes us less active as it requires almost no activity on the part of the watcher. All the time that we spend in front of the television is time that we are not spending moving around, playing a sport, or taking a walk. Finally, when we watch television, we don't exercise our imagination. All the stories are told for us. We don't even have to imagine what a character or a place looks like because everything is shown to us. In a nutshell, Television has a an extremely passive effect on our behavior, encouraging us to accept violence and to be inactive and unimaginative.

A model paragraph 2

"A day without water"

Water is the greatest gift of God to mankind. When water supply is normal, we don't care about the importance of water. We use it carelessly. Rather, we waste a lot of water. But when the taps are dry, we become very worried. All work comes to a standstill. When there is no water, we cannot do washing, cleaning or bathing. We cannot cook our meals and have no water to drink. People run to all places in search of water, carrying cans and buckets. The day without water causes a lot of problems and hardships. A day without water only makes us realise the importance of water.

A model paragraph 4

What should we do to be healthy

Good health is a matter of great concern. To maintain it, healthy living and a disciplined life is a must. One of the best ways is to drink plenty of water as it reduces the risk of infection, keeps your skin healthy, reduces the risk of heart attack, burns body fat and regulates our body temperature. We should sleep well as it relaxes our body and reduces stress. We need to have a balanced diet and go for long walks. Our motto should be to keep our body clean in order to remain healthy. We must laugh more as laughing is a therapy and a secret of good health. The government should include integrated health programs into their public policies and control specific health problems.

A model paragraph 5

How can people keep the environment clean

Pollution is one of the great problems of modern life. Modern means of transport enable man to travel comfortably and fast to any part of the world. Yet, trains, buses, trucks, cars, ships and aeroplanes pollute the air with the smoke that comes out of their exhaust pipes and chimneys full of carbon dioxide and lead oxides. Moreover, they cause sound pollution with their sirens, horns and the noise of their engines. To reduce pollution and keep the environment clean, scientists did research and produced fuels without lead additives. New laws are issued banning using harmful chemicals in food production. 90% of transport is dependent upon oil. When you choose to walk, bike, or take public transportation, you'll reduce pollution and protect the environment. By not using hormones, chemical fertilizers or poisonous insecticides in agriculture, pollution will be decreased. Planting more trees and fixing efficient filters to industrial factory chimneys will help purify the air and keep the environment clean

A model paragraph 6

The different ways people can do to save energy

Energy is one of the most important things in our life. Energy lights our cities, powers our vehicles, trains, planes and rockets. It also warms our homes, cooks our food, plays our music, and gives us pictures on television. It powers machinery in factories. There are many ways by which you can save electricity, Don't turn on two lights if only one works. Remember to turn off the lights when you leave a room. Turn off the TV and video games, too. On a sunny day, Why don't you read by a window. It's a simple way to save energy. Keeping the refrigerator door closed saves a considerable amount of energy. If the air conditioner is on, you should keep doors and windows closed. If you can, just use a fan and wear light clothes instead of using the air conditioner. Always buy economical light bulbs that use less energy. Most of the energy we use is non-renewable; it will run out soon. So, we must all do our best to save as much energy as we can. When you save energy, you save money.

A model paragraph 7

Teamwork leads to important achievements.

It is through cooperation, rather than conflict, that your greatest successes will be derived. In fact, Teamwork, which is mainly based on cooperation and tolerance is essential for the success of any work and any company. In an interview after climbing Mount Everest, Omar Samra spoke of "team accomplishment." He talked about his sponsors, the people who were on the mountain with him, and the many who were not there but had prayed for him. "I felt like, when I got to the top, I was on the shoulders of lots and lots of people. It wasn't just me standing there."

Good teamwork requires that team members cooperate fully and show tolerance to each other. Each member does his/her part cooperatively, which in turn facilitates the work of the whole group. They do the work in a lovely atmosphere and achieve their goals. Furthermore, people can't get on and agree all the time. Thus, showing tolerance to inflexible people melts all the disagreements among the members making them friendly and helpful with each others. Finally, when people cooperate with each other, life will be better for all

A model paragraph 8

Health is Wealth

There is an old saying, "Health is Wealth." Health is a state of complete physical, social and mental well being and not merely the absence of disease or infirmity. Health is thus a level of functional efficiency of living beings and a general condition of a person's mind, body and spirit, meaning it is free from illness, injury and pain. It is a resource of everyday life and a positive concept emphasizing physical capabilities. Good health is a secret of every happy man. Staying healthy for children is vital for proper growth and development of mind and body as they need to focus in the class and fully participate in the activities on the field. Parents must take their children for medical check-up and learn from experts about their development in terms of height and weight, as it has a huge impact on their overall performance and efficiency. If you are strong and healthy, you can be a shining example to others and teach them how to achieve vibrant **نايض بالحياة** health.

A model paragraph 9

We sometimes have to do things we do not enjoy doing.

People have different interests in their lives. Not all the people can spend their lives; according to what they are most enthusiastic about. Life just goes forward and we have to cope with that. I agree with the statement; people should sometimes do things, that they don't enjoy doing for some specific reasons. First, it is our responsibility and it is better to do it. For example, Not all the children want to go to dentist; They go for regular check-ups, not because they like it, but because they have to. In addition, not all the people want to get up early in the morning; They do it because they have to go to work to earn money. That is part of our lives. Second, in some cases money can be saved. For instance, some people just have to fix their car on their own, instead of having it fixed by a mechanic. Third, sometimes people are in crucial situation. For example, no one likes to get help from a nanny- who is a stranger- to bring up her children due to different cultures, characters; and beliefs, but

whenever you are busy; you work outside; and don't have anybody of your family around you to look after your children, it is better to get help from a nanny and pay her wages. In conclusion, we should do what is better for us in that specific moment. Sometimes we need to do what we dislike.

A model paragraph 10

The responsibilities of the youth towards their mother country.

It is taken for granted that the youths are the corner-stone upon which the country's progress depends. As they enjoy a lot of rights, they have responsibilities to shoulder. They have to be true citizens who obey and respect laws, rules and regulations. Since they are in the flower of youth, full of strength and energy, they can work in their spare time to help develop their motherland in all fields of life. They should strive to achieve that. One of these duties is to go to villages during the summer holidays to teach the farmers the three R's (reading, writing and arithmetic). Thus, they can play a role in eliminating illiteracy. When duty calls, they should be ready to sacrifice their lives for the sake of their motherland. In the field of traffic, they can act as policemen during their summer vacation so as to help the flow of traffic. In short, young people should spare no effort to serve their mother country.

A model paragraph 11

The Most Important Modern Invention: The Computer

The computer is the most important modern invention because it has changed how we live. In the past, students often went to the library to do research, but now, most research is done on a computer using the internet. There is a library near my house, but I don't go there very often. Also, computers have changed how people communicate. People write emails instead of letters, and with the invention of services like Skype, telephones may one day be replaced by computers. I can use my telephone to go on the internet and check my email. Finally, computers have made travelling much easier; we can buy airplane tickets using a computer, and GPS technology makes it easier to reach our destination. In sum, the invention of the computer has given us new possibilities and conveniences which now seem hard to live without.

A model paragraph 12

My favourite season

The fall is definitely my favorite season of the year. First, it is the most beautiful of the four seasons. The leaves of the trees seem to explode into glorious colors: reds, oranges, golds, and browns. Next, the temperature in the fall is perfect. The fine weather of the autumn lets people comfortably wear whatever clothes they like, and the nighttime temperatures make for a great night's sleep. Finally, my favorite holiday of the year is in the fall. It provides a few days off in the middle of the first months of school to visit with friends and family while enjoying delicious food. More than any other season, the fall is my favorite time of year.

A model paragraph 13

Why I like my neighbourhood

I really love my neighborhood. It is a quiet, safe place with great neighbors. My neighborhood is quiet. For example, after most people have gone to work, you can hardly hear any noise. Of course, when the kids get home, there is more noise; but, it is relatively quiet all day in my neighborhood. Also, I feel safe in my neighborhood. The police drive around it every day and the kids play outside with no problems. Since there is not much traffic, we don't worry too much about cars. Furthermore, I can walk around my neighborhood without being afraid of someone hurting me. My neighbors are really good people. They watch out for each other and this makes where I live extra nice. If anyone has a problem with their car or even something in their house, a neighbor is usually there to help. So, to recap, my neighborhood is a great place to live. There isn't a lot of noise, it is secure, and most of all, the neighbors are helpful. There is no place like home and that is my neighborhood.

A model paragraph 14

How to make use of our leisure time

It is generally accepted that we all need leisure time to recover from the stresses of work and everyday life. Personally, I prefer to be active during this time, as I think this suits me better. Some

people relax by watching movies, reading or surfing the internet. People who have physically demanding jobs may choose these types of activities. If you are a nurse or builder, you may feel that you don't want to do a five-kilometre run after work, because you are already physically tired.

Other people do very sedentary jobs. Computer analysts, for example, may spend all day sitting in front of a computer screen. At the end of the working day, they may be keen to stretch their limbs and improve their health by swimming or going to the gym. Another factor that influences our choice is where we work. People who work indoors often prefer outdoor hobbies, whereas for people who work outdoors. I am a student myself and this involves a lot of sitting in lectures, so I need to get out into the fresh air afterwards.

In any situation, the important thing is that people need to stay healthy by choosing what is best for them. The only wrong way to spend free time, in my view, is to have a sedentary job and then go home and watch television.

A model paragraph 15

Nuclear technology

These days, many people are afraid of nuclear technology because of the dangers associated with its use. In my opinion, although it is true that nuclear weapons pose the greatest threat to life, the use of nuclear technology for peaceful purposes also carries some serious risks.

Nuclear power stations provide an important source of cheap power for many industrialized nations and some developing countries. However, there is always the danger of radiation leaking from these plants. Even though safety precautions are taken, there have been numerous disasters such as the explosion of a nuclear plant in Russia not long ago.

Nuclear technology is even used to help cure some diseases such as cancer. Radiation can be applied to the body to burn away cancerous cells. This is, however, a dangerous procedure, and the application of radiation is almost always painful and not always successful. The most worrying aspect of nuclear technology, though, is its use for military purposes. Enough atomic bombs have already been built to completely destroy the planet, and the real danger is that one day some country will start a war with these weapons.

In conclusion, nuclear technology certainly has positive uses, but is, nonetheless, dangerous. However, it would have been better if it had never been used to create nuclear weapons. If life on Earth is to continue.

A model paragraph 16

Space exploration

Some people believe that all or most space research should be eliminated because of its incredible expense, not only in terms of money, but also in terms of scientific and human resources. These people point out the fact that it cost billions of dollars to send astronauts to the moon, but all they brought back were some worthless rocks. These people say that the money and effort now being wasted in outer space could be spent for homeless people, improving the education system, saving the environment, and finding cures for diseases.

However, other people believe that space research has provided many benefits to mankind. They point out that hundreds of useful products, from personal computers to heart pacemakers to freeze-dried foods, are the direct or indirect results of space research. They say that weather and communication satellites, which are also products of space programs, have benefited people all over the globe.

I agree with those people who support space research and want it to continue. Space research, as shown, has already brought many benefits to humanity. Moreover, just as individual people need challenges to make their lives more interesting, I believe the human race itself needs a challenge, and I think that the peaceful exploration of outer space provides just such a challenge.

A model paragraph 17

Using computer can have more negative than positive effects on children.

I tend to agree that young children can be negatively affected by too much time spent on the computer every day. The main concern is about the type of computer activities that attract children. These are often electronic games that tend to be very intense and rather violent. Even when children use a computer for other purposes, such as getting information or emailing friends, it is no substitute for human interaction. Spending time with other children and sharing experiences is an important part of a child's development that cannot be provided by a computer.

In spite of this, the obvious benefits of computer skills for young children cannot be denied. Their adult world will be changing constantly in terms of technology and the Internet is the key to all the knowledge and information available in the world today. Therefore it is important that children learn at an early age to use the equipment with confidence as they will need these skills throughout their studies and working lives.

I think the main point is to make sure that young children do not overuse computers. Parents must ensure that their children learn to enjoy other kinds of activity and not simply sit at home, learning to live in a virtual world.

A model paragraph 18

The problem of Illiteracy

Illiteracy is related to many other problems such as poverty, over-population and governmental corruption. Let us take a more detailed look at the causes of this growing problem in many countries.

One of the most obvious reasons for the increase in illiteracy is the television. Children no longer have to read to obtain information. Neither do they have to read to relax. Today children get home from school and go straight to "the box" to watch their favorite program. Watching television is much easier and more exciting than reading.

Another reason for the increase in illiteracy is the fact that so many women work. This means that children are often alone at home and so they are unsupervised. When parents get home they are often too tired to spend quality time with their children.

It is also true that many people blame illiteracy on schools. In many countries there has been a move away from teaching basic skills such as reading and writing.

There are many effects of this growing illiteracy rate. The most obvious is unemployment. This may in turn lead to alcohol and drug abuse. Ultimately the economy of the country begins to suffer and there is a drop in living standards.

To solve this problem, parents need to become more aware of their responsibilities and schools need to consider a change in their teaching methods.

A model paragraph 19

Online learning

It is true that online learning is a rapidly growing phenomenon around the world. It is also true that many people prefer to learn in a real classroom. However, online learning is an exceptional way for students to learn. Online learning does not usually satisfy students as there is often no 'real' teacher. If a student has a question or needs immediate answer on a point, in most cases they are not able to get it. A big part of the learning process includes human interaction so the lack of a real, living teacher can be a negative for students.

While there are a few disadvantages with online learning, there are many more advantages. Many people who want to study also have day jobs and schools are often open when they are working. Online learning solves this problem – students can study whenever they have time. Time wastage is another issue. Many hours each day are wasted when a student studies in a traditional school setting. Non-study activities like travelling to school, chatting to classmates throughout the day, and travelling home are time wasters.

Clearly, there are a number of very good benefits for students who choose to study online. No doubt this type of learning will increase in the coming years.