



The English Department at West Riffa Secondary Girls' School presents...

# Eng102

## Final Revision

### Booklet



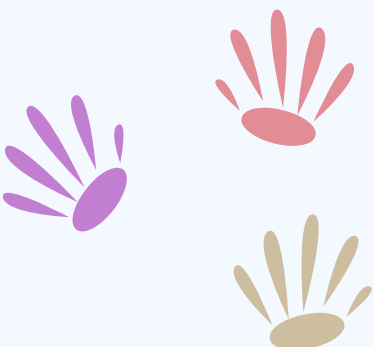
Prepared with love by: Ms. Amani M. Aljbour






“Believe you can and  
you’re halfway there.”

–Theodore Roosevelt





# Instructions

- If you see the  it means there's a link. Click it 😊
- Each type of writing is color-coded
- Study well and ACE your exam!



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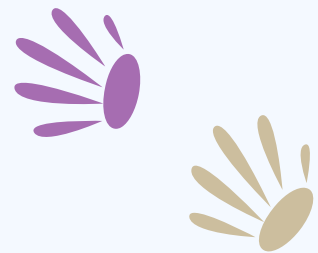


# 01

## Describing a Chart

### Content

- What is it?
- Helpful tools/tips
- Layout 
- Guided writing
- Question
- Model writing
- Practice questions



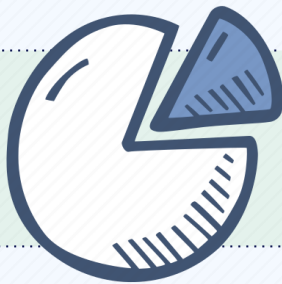
# Describing a Chart

## What is a Chart?

A representation of data in the form of a **table**, **graph**, or **diagram**, it makes it simpler to visualize data.

There are different types of charts:

Bar Chart



Pie Chart

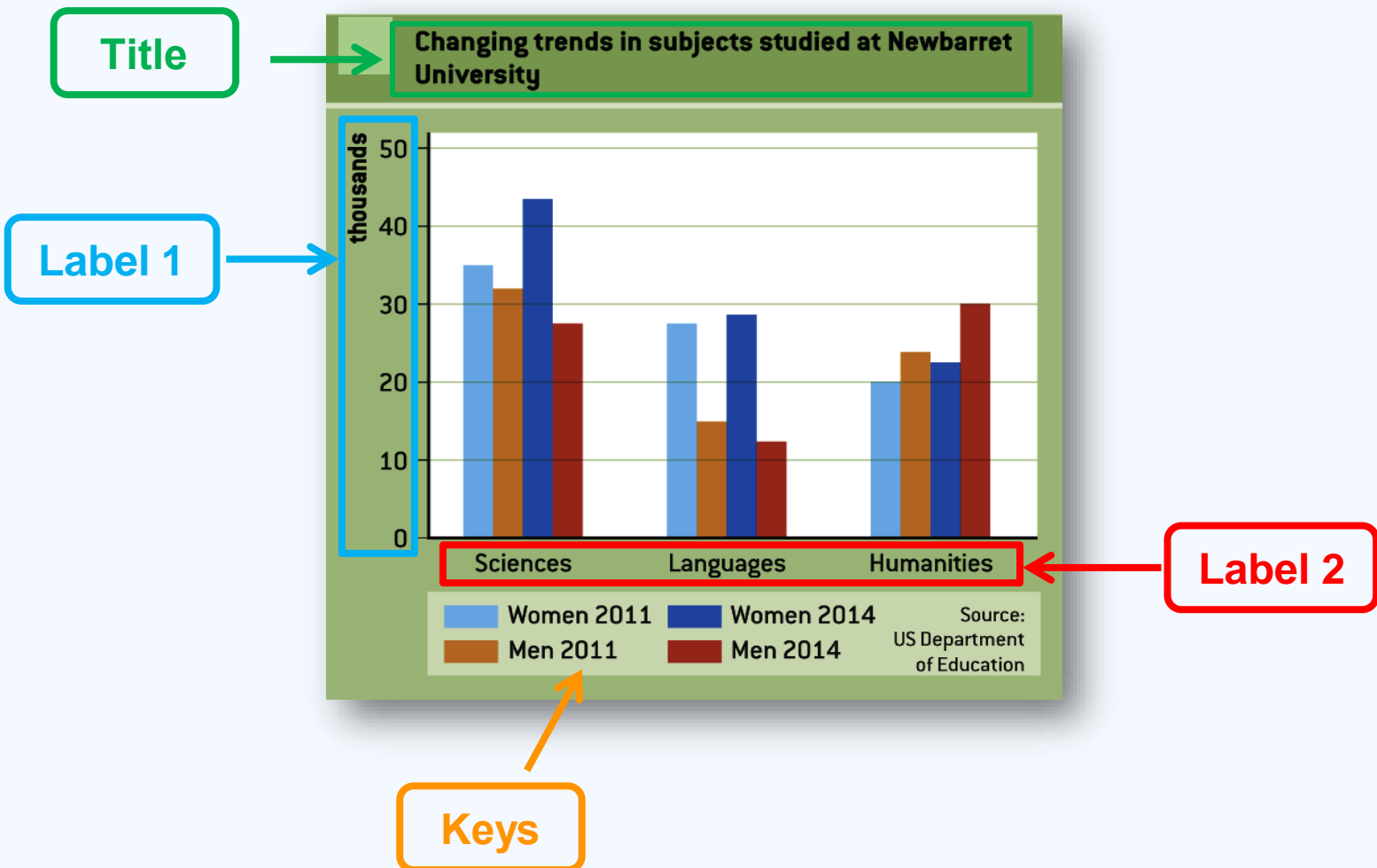
Line Chart



# Describing a Chart

## Elements of a Bar Chart?

These are the main elements that you must look at when your are analysing a bar chart.



# Describing a Chart

Helpful **tools/tips...**

Here are some things to keep in mind when you are describing the chart...

**Use formal language**



**Section/paragraph your writing**

**How to describe a chart**



**Useful vocabulary in describing a chart**





# Describing a Chart

## The Layout

Make sure to follow the layout as not doing so may cost you marks in the exam

3 paragraphs



### 1. Introduction:

Start by describing what the chart is about.

You will write general information about the chart to clarify the main idea to the reader before analyze it.

### 2. Main Body:

Develop your paragraph by stating the information given by the bars; include numbers.

You will analyze the given data in the chart by using vocabulary, expression and linking words to describe the chart. You can compare numbers depending on the years.

### 3. Conclusion:

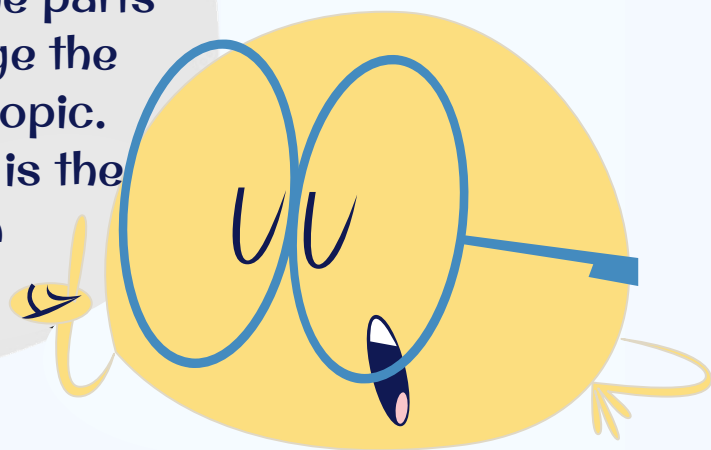
End the paragraph by stating a general conclusion.

You will write a summary to chart. (final observation).

# Describing a Chart

## Guided Writing

Remember, a guided writing is an outline of the given writing that allows you to fix some parts of the writing and change the rest depending on the topic. This is not to say that it is the only way to write a paragraph



The chart above/below shows -----title of the chart-----.  
As it is shown in the chart, it seems that -----general  
observation about -----.

First of all, ---observation---. However, --- observation---.  
Moreover, in ---year--- and ---year--- the sales -----  
-----, In addition, -----.  
Moreover, -----.

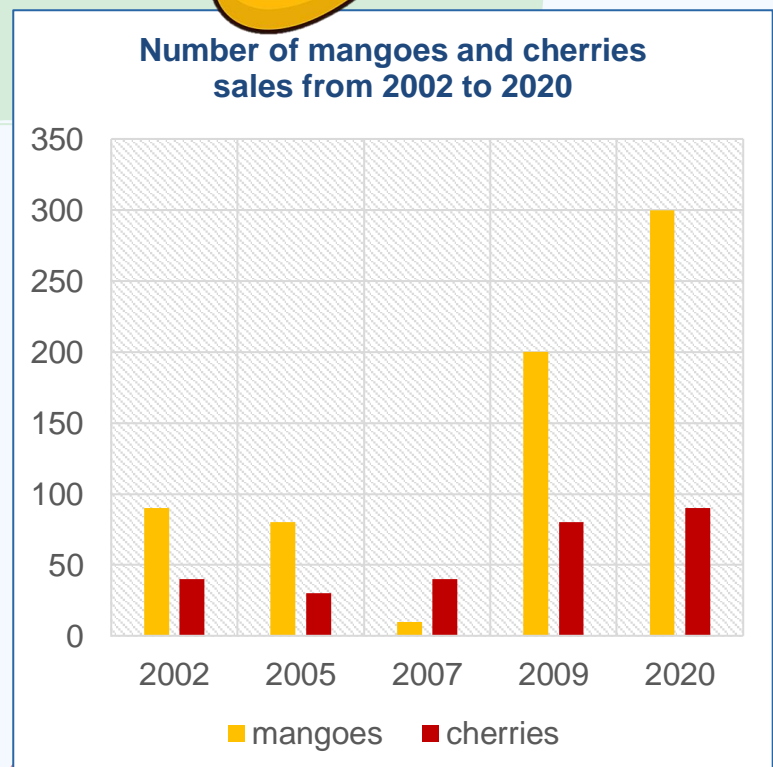
To sum up, we can safely say that -----final observation---.

# Describing a Chart

## Example Question



Write about the bar chart  
Describe a) what it is about  
and b) some of the most  
important information.  
(Write 100-120 words)



# Describing a Chart

## Model Writing

The chart above shows the number of mangoes and cherries sales from 2002 to 2020. As it is shown in the chart, it seems that the sales of mangoes went up a lot during the year 2020.

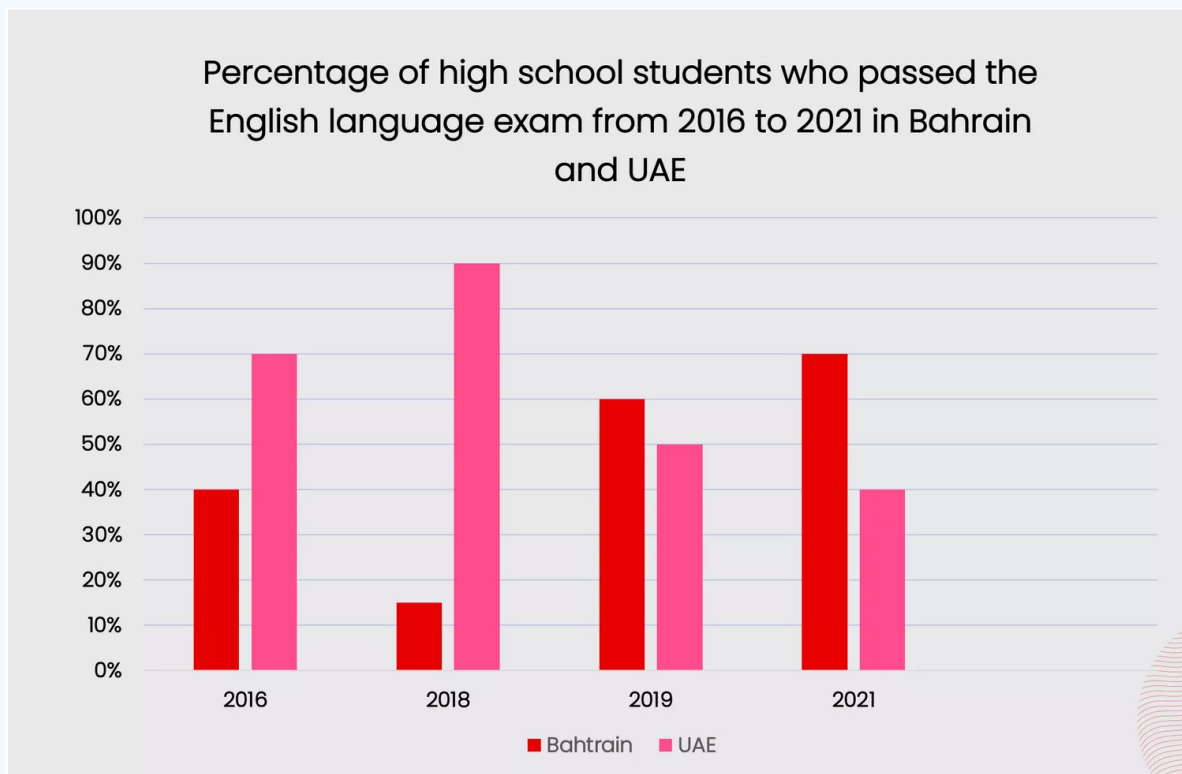
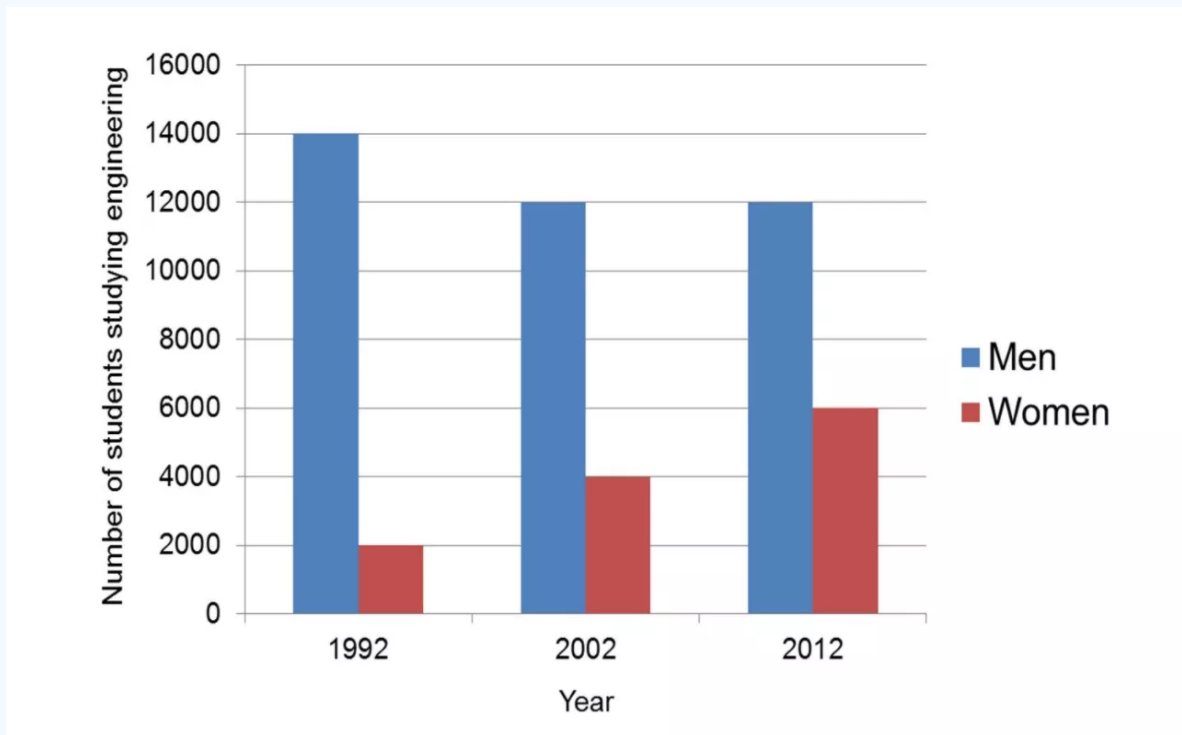
First of all, almost 100 mangoes were sold in 2002. However, approximately 40 cherries were sold in the same year. Moreover, in 2005 and 2007 the sales decreased for both mangoes and increased for cherries as it seems like around 10 mangoes only, and no more than 30 cherries were sold in 2007. In addition, the sales have increased dramatically in 2009 to 200 mangoes and 55 cherries sold in 2009. Moreover, the sales of mangoes and cherries kept increasing drastically the following year as well, especially for the sales of mangoes which rose to 300 mangoes sold in 2020. As for the cherries, around 160 cherries were sold in the same year.

To sum up, we can safely say that the peak of sales for mangoes and cherries was in 2020, while the least sales happened in 2007.



# Describing a Chart

## Practice Questions

Describe the bar charts below in 100-120 words





This is where you get to tap into your creative side  

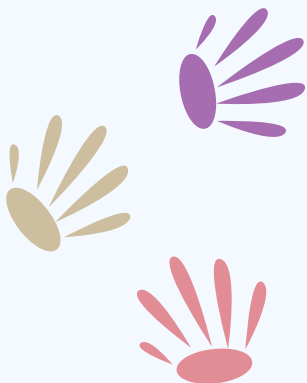


# 02

## Narrative (Story)

### Content:

- Elements of a story
- Helpful tools/tips
- Layout
- Question
- Model writing
- Practice question



# Narrative Elements

There are elements that every story **MUST** have

1. **Setting:** Time and place
2. **Characters:** Heroes and heroines of the story
3. **Plot:** Events
4. **Ending:** Solution



# Another... major element

Is your own personal touch of awesomeness!





# Narrative

## Helpful tools/tips...



Here are some things to keep in mind when you are writing a story...

**Use the past tense**



**Use time connectors**



**Section/paragraph your writing**

**Look out for the punctuation marks**





# Narrative

## The Layout...

3 paragraphs



### 1. Introduction:

Start by setting up the story and describing the first event

Example: One day in ..., I was... / It was ... o'clock. Suddenly, / When all of a sudden ...

### 2. Plot:

Develop your story in the second paragraph by writing later events. Give details: names and dates and use connectors.

Example: I was with ... There was ... Then ... Later, ...


### 3. Conclusion:

End the story in the last paragraph by stating final events as a general feeling..

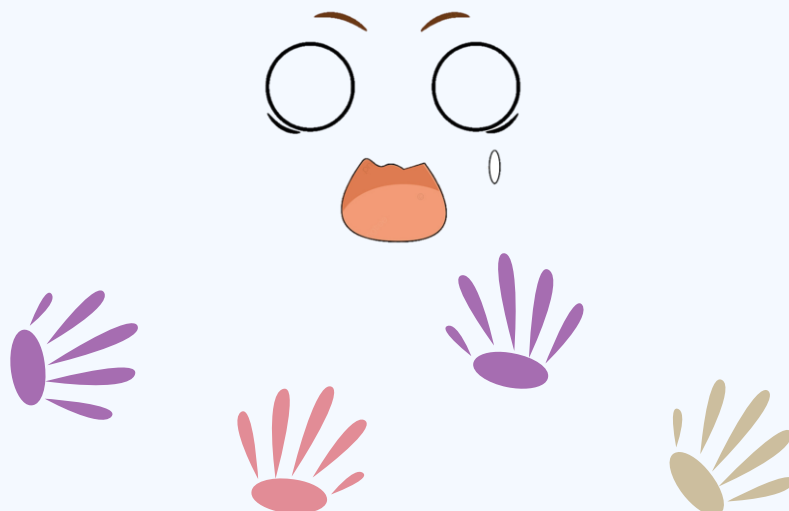
Example: In the end ... / Finally, ...

# Narrative

## Example Question



Write a story (150 -200 words) that ends with: " He was the serial killer I had seen on yesterday's news! "





# Narrative

## Model Writing



I woke up in the middle of the night in a strange, dark room. I tried to get up, but I realized I couldn't move. When I looked down, I saw that my hands and legs are chained.

As I was struggling to free myself, I suddenly heard a strange noise coming from above. I got really scared and started to struggle harder. When I focused on the noise, I realized it's actually someone's footsteps... and they were coming closer! The footsteps got closer, and closer, until they reached outside of the door. Then, the room got really quiet. Out of nowhere, the doorknob started shaking and jiggling. The door suddenly burst open, and there stood the shadow of a tall man. When he got closer to me, and I could see his face clearer, I felt that he looked familiar. Suddenly, his eyes turned bright red, and his face started changing into the face of a monster. 'What should I do?!' I thought...

I woke up in fear, confused and shaking. I was relieved to realise that I had been dreaming. Later that day, I remembered where I recognized that man... **He was the serial killer I had seen on yesterday's news.**

# Narrative

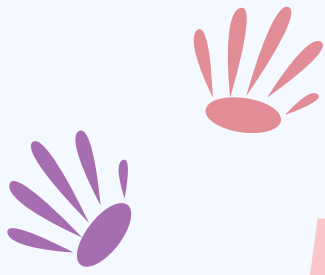
## Practice Question



Q1. Write a story (150-200 words) about the best day of your life.

Q2. Write a story (150-200 words) about a funny trip you went on with your family.



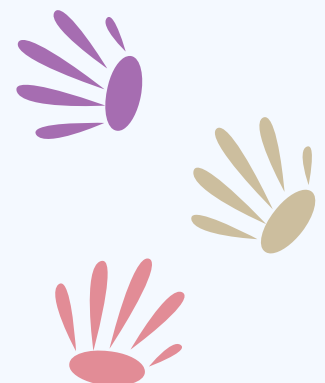


# 03

## Describing a Process

### Content:

- What is a process?
- Helpful tools/tips
- Layout
- Question
- Model writing
- Practice question



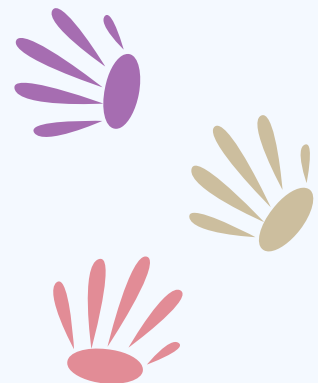


# Describing a Process

What is a **Process**?



The steps or actions taken in order to achieve a particular end.



# Describing a Process

## Things to look out for...

Here are some things to keep in mind when you are writing a story...

Use the passive voice



Use sequencing phrases



Section/paragraph your writing

Use proper punctuation marks.

To see a list of the past participle verbs





# Describing a Process

## The Layout...

3 paragraphs

01

Start by **introducing the topic** that you're describing the process of

02

Develop your paragraph by describing the stages of the process using **sequencing phrases**

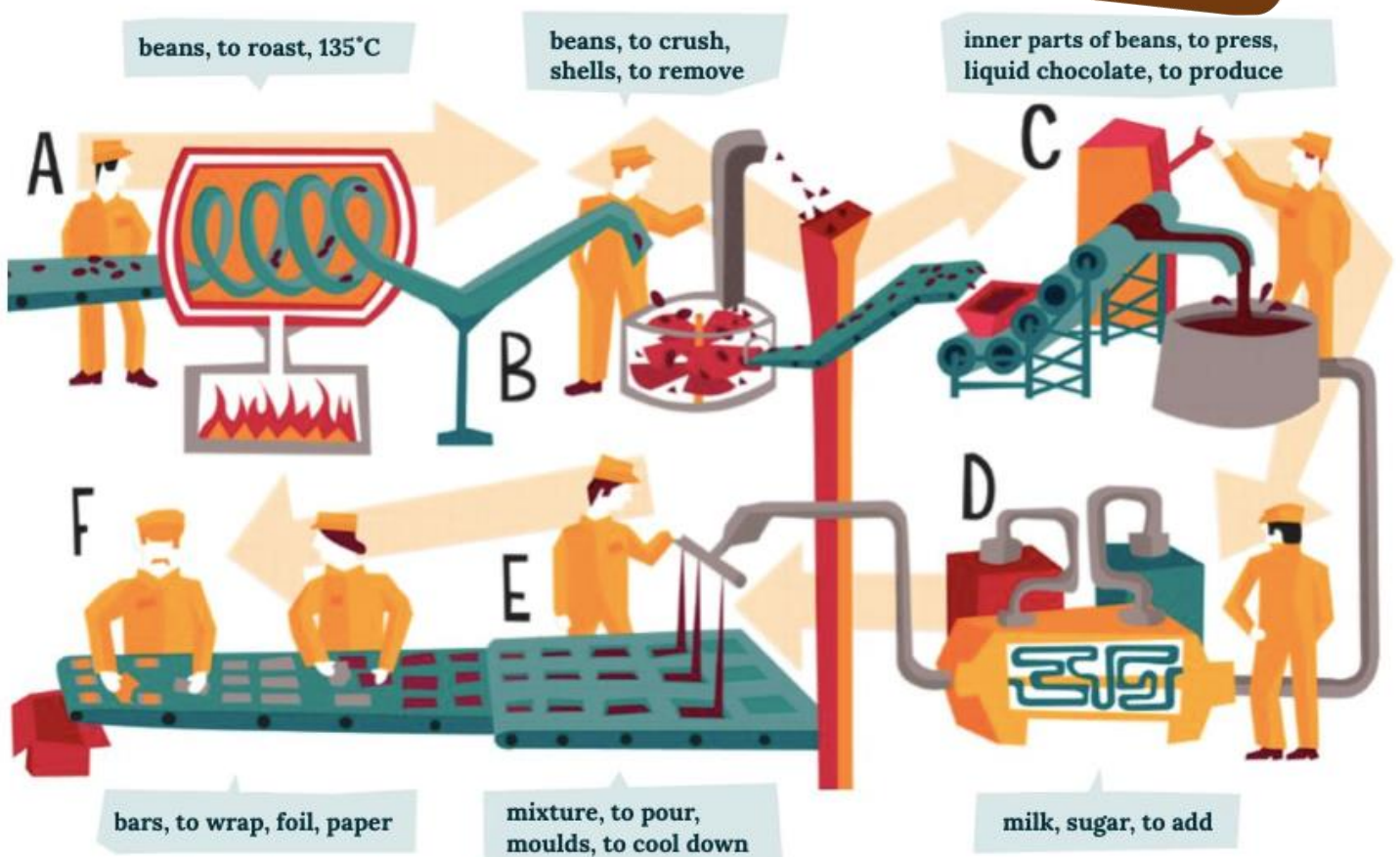
03

Use ending phrases to describe the **last stage**

# Describing a Process

## Example Question...

The pictures below show the later stages of producing bars of milk chocolate in a factory. Write a paragraph (100 -120 words) describing the process, using the words next to each picture.



# Describing a Process

## Model Writing...

Chocolate is one of the most loved candy in the world. This process essay shows in detail the stages of making chocolate bars.

To begin with, the dried cocoa beans are roasted at a temperature of 135 C. The beans are crushed, and the outer shells are removed. Next, the inner parts of beans are pressed to produce liquid chocolate. After that, some milk and sugar are added to the mix. Following this, the mixture is poured to the molds and left to cool down.

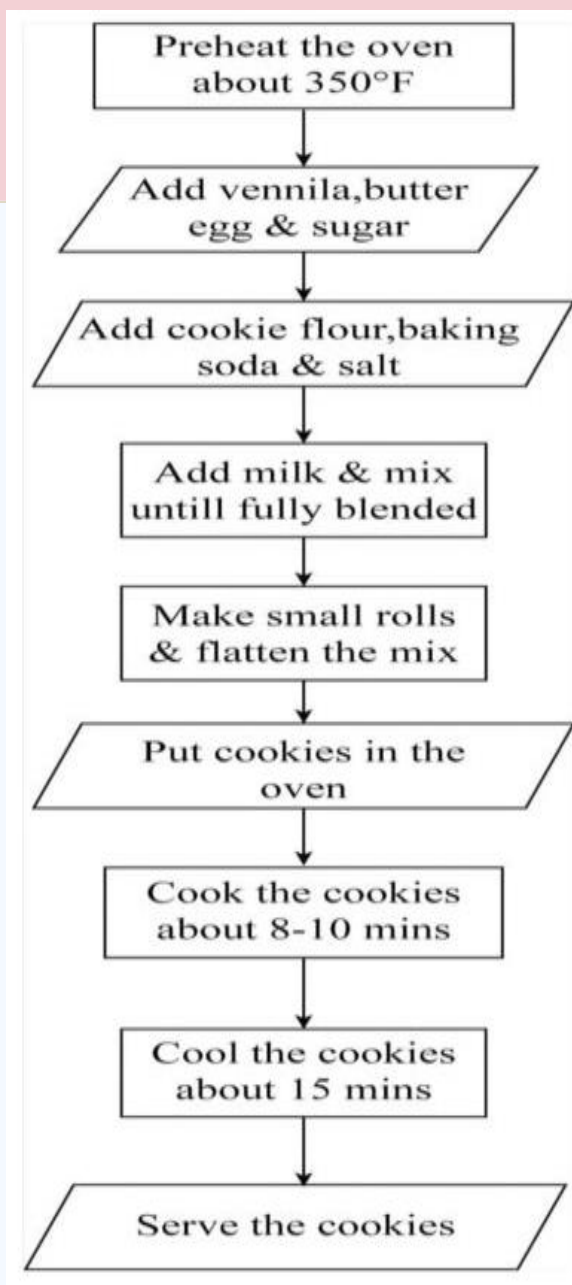
Last but not least, the bars of chocolate are wrapped in foil and paper to package and ship out to the world to eat and enjoy.

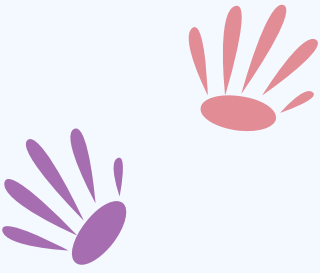


# Describing a Process

## Practice Question...

Homemade chocolate-chip cookies are irresistible. Following the steps in the graph below, write an article (100-120 words) for your school magazine describing the process of making your favorite chocolate-chip cookie.





# 04

## A For & Against Essay

### Content:

- Helpful tools/tips
- Layout
- Question
- Model writing
- Practice questions



# A For & Against Essay

## Helpful tools/tips...

Here are some things to keep in mind when you are writing a for and against essay...

**Follow the layout**

**Use linkers (eg. *First of all, ...* \ *Secondly,...* \ *Finally,...*)**



**Section/paragraph your writing**

***Use proper punctuation marks.***



# A For & Against Essay

## The Layout...

4 paragraphs

1

In the introductory paragraph, state the issue and explain that you will show its positive and negative aspects.

Develop the essay by shedding some light on the issue. Mention at least 3 advantages with examples. Use linkers.

2

3

Write about at least 3 disadvantages with examples. Use linkers.

End your essay with a summary of the main points and state your opinion. Use linkers.

4

**Reminder:** You MUST stay neutral in paragraphs 1, 2 and 3. It is only in the last paragraph that you will mention your opinion on the topic.

# A For & Against Essay

## Guided Writing...

In the last few years .....**topic**.....has been one of the issues people have become interested in. Yet it has been one of the topics they differ about. Some people think it is positive and has many advantages. Others are against it and believe that it has a lot of disadvantages.

On the one hand, it is strongly felt by many people that ..... **topic** ..... can have its bright side. One of the advantages is .....**1<sup>st</sup> argument for+ example** ..... In addition, ..... **2<sup>nd</sup> argument for+ example** ..... Furthermore, .....**3<sup>rd</sup> argument for+ example**.....

On the other hand, many people feel..... **topic** ..... can have many disadvantages. First of all,.....**1<sup>st</sup> against argument+ example** ..... Moreover, ..... **2<sup>nd</sup> against argument+ example** ..... Last but not least, ..... **3<sup>rd</sup> against argument+ example**.....

To conclude, I believe that ...**your opinion+ reason**..... Nothing is perfect; everything can have its dark or bright side. It depends on the way we deal with it.



# A For & Against Essay

## Example Question...

Write a for and against essay (200-250 words) discussing people's opinions about whether **online learning** is positive thing.

ONLINE EDUCATION



# A For & Against Essay

## Model Writing...

In the last few years **online learning** has been one of the issues people have become interested in. Yet it has been one of the topics they differ about. Some people think it is positive and has many advantages. Others are against it and believe that it has a lot of disadvantages.

**On the one hand**, it is strongly felt by many people that **online learning** can have its bright side. **One of the advantages, especially now during the pandemic, is that it is much safer for all students and teachers.** **In addition, students might feel more comfortable.** **For example, they can attend their lessons from the desk they love at home.** **Furthermore, schools can accommodate more students as the student does not have to physically be there.**

**On the other hand**, many people feel **online learning** can have many disadvantages. **First of all, at school, students learn how to make friends and be patient.** **Online learning cannot offer human interaction.** **Moreover, using the computer too much can make the students prone to plagiarism as they have easy access to the internet during classes.** **Last but not least, sitting in front of the laptop all day long to attend classes can cause many health-related issues.** **For example, bad body posture, vision problems and back problems.**

**To conclude**, I believe that **online learning is a great way to improve our technical skills,** **but it really limits our ability for social interaction.** Nothing is perfect; everything can have its dark or bright side. It depends on the way we deal with it.

# A For & Against Essay Practice Questions...

Q1: Write a for and against essay (200-250 words) discussing people's opinions about whether **students using phones in class** is good idea.



Q2: **Wearing uniforms to schools** has been a topic that people have been discussing for the past few years. Write a for and against essay (200-250 words) outlining those points of view.



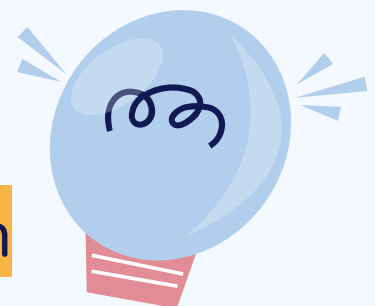
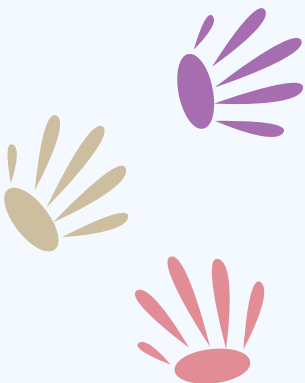


05

# Report

## Content:

- What is a Report?
- Helpful tools/tips
- Layout
- Question
- Model writing
- Practice question



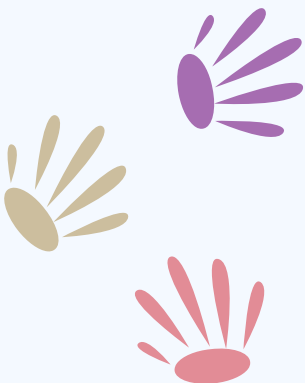
# A Report

## What is a report?



## What is a report?

**A report is** a statement of the result of an **investigation** or a **survey** or other manners, which aims to **provide the reader with some sort of information.**



# A Report

## Things to Look out for...

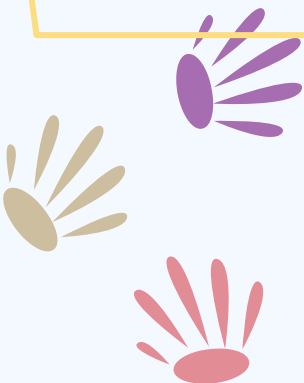


Use formal language

Follow the layout

Section/paragraph your writing

Use proper punctuation marks.



# A Report The Layout...



3 paragraphs

## 1. INTRODUCTION

- Start by stating the aim of the report, who conducted it and how the data was collected.

## 2. FINDINGS:

- Develop the report by listing the findings. Use numbers and percentages.

- Arguments against
- Arguments For
- Alternative locations

## 3. CONCLUSION

- End the report with a summary of the main findings and state your opinion about the matter.



# A Report Guided Writing...



The aim of this report is to assess the plan of **topic**. The data was collected by **method of collecting data** with **number** local residents between **dates**.

On the one hand, **percentage** of the local residents are against **topic** because **reason/justification #1**, and **reason/justification #2**.

On the other hand, a minority of the residents **percentage** are in favour of **topic**. They think that **reason/justification**. However, **percentage** of the residents are undecided about the new plan as they need more information about it.

To sum up, **percentage** of the people that were interviewed think that the government should **summary**. I think that **opinion**.






# A Report

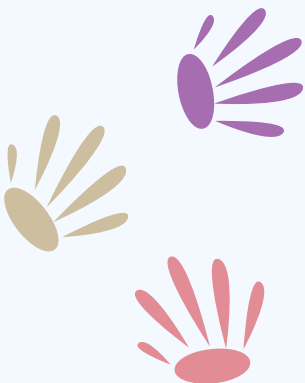
## Example Question...



You work for an independent market research company. The government wants to build a **new terminal at a major airport**. You have carried out a survey and found out what local people think about the idea. Write your report (about 150 words) use the information in the note  and your own ideas.

### Plans for a new airport terminal

- 1,000 local residents interviewed (February 4-11)
- 64% against new terminal – aircraft noise, more traffic on local roads
- 25% in favour – good for local businesses
- 11% undecided – need more information about the plans
- 94% think government should pay more attention to views of local residents



# A Report Model Writing...



The aim of this report is to assess the plan of building a new airport terminal. The data was collected by conducting interviews with 1000 local residents between 4-11 February.

On the one hand, 64% of the local residents are against building the new terminal because they believe that the aircraft are noisy, and it will cause more traffic on the road.

On the other hand, a minority of the residents (25%) are in favour of building the new terminal. They think that it will be good for the local businesses.

However, 11% of the residents are undecided about the new plan as they need more information about it.

To sum up, 94% of the people that were interviewed think that the government should pay more attention to the views of the local residents. I think that the government should look into other locations to build the terminal.



# A Report

## Practice Question...

### Plans for a new hotel:

- A survey was conducted with 600 locals (March 13<sup>th</sup> – 15<sup>th</sup>)
- 68% against new hotel – crowdedness and traffic, increased prices in markets for tourists.
- 32% in favor - good for local businesses.
- 92% think the government should consider other areas to build the hotel.
- I think the government should pay more attention to views of local residents

The government is planning a new project: to build a new 5-star hotel in your local area and were chosen as the representative of your community. You conducted a survey to find out people's opinions about building this hotel and it showed that the majority of the local residents were against this idea.

Write a report (**about 150 words**) showing your findings.

Mention the possible drawbacks of this project according to the people of your community and what (alternative)

locations might they suggest to the government?








06

# Formal Email

## Content:

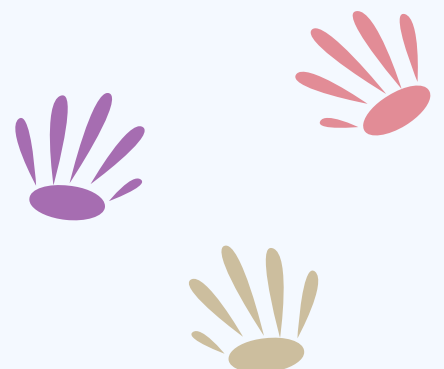
- What is the idea behind it?
  - Helpful tools/tips
  - Layout
  - Question
  - Model writing
  - Practice question
- 
- 
- 

# A Formal Email

What is the idea behind a **Formal Email**?

You will be given an **advertisement** and you have to come up with questions related to it

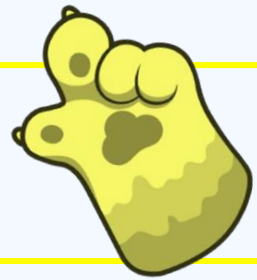
After that, you will **write an email** including all your **enquiries** to the given address that is in the advertisement.



# A Formal Email

Helpful tools/tips...

Use formal language



Section/paragraph your writing

Follow the layout

Use proper punctuation marks.

# A Formal Email

## The Layout...

4 paragraphs

**1. Start your email by a formal greeting and opening statement saying why you are writing the email.**

Dear Sir or Madam

I would like to attend the English course in ... I have seen the advert, but I still have some questions ... I would be grateful if you .../ Could you please

**2. Develop the email by raising your questions. Use transitional words to move from one question to another.**

First of all  
Concerning

**3. End the email with a formal closing statement and your full name. You may thank the person in advance and/or wish to hear from them soon.**

Thank you in advance for considering my email/answering my questions.

I look forward to receiving a reply/hearing from you soon. / I hope you can answer my questions.

(full name)

# A Formal Email

## Guided Writing...

Dear ...name...,

I am writing to you about ...topic... I have seen the advert in ...where did you see the advert..., but I still have some questions. I would be grateful if you can answer them.

First of all, ...1st question about the topic... In addition, ...2nd question about the topic... Another question I would like to ask is ...3rd question about the topic...

Thank you in advance for considering my email. I look forward to hearing from you soon.

Best wishes,  
Your full name



# A Formal Email

## Example Question...



You are interested in doing a summer course in the UK, which combines English with sport. You see this advert for a school in Belfast, Northern Ireland and you looked at the information on the school website. However, you still have some questions. Write a formal correspondence (100-120 words) to Mrs. Sarah inquiring about the course.

Your name is Mariam Ali.

# A Formal Email

## Model Writing...

Dear Mrs. Sarah

I am writing to you about your course in 'English with Sport' this summer. I have seen the advert on your website, but I still have some questions. I would be grateful if you can answer them.

First of all, if I stayed for four weeks, how many teachers would I have? In addition, are there any exams at the end of the course?

Another question I would like to ask is could you tell me if I will get a certificate from the school when I leave?

Thank you in advance for considering my email. I look forward to hearing from you soon.

Best wishes,

Mariam Ali

# A Formal Email

## Practice Questions...

You are interested in going to New York to do an English course. Write a formal email (100-120 words) to the academy, asking some questions about the course, school, etc.

### MANHATTAN LANGUAGE ACADEMY

Learn English in the heart of the Big Apple – the city that never sleeps.

---

General English classes, all levels, all nationalities.

---

Small class sizes guaranteed.

---

Amazing modern facilities – all you need to study.

---

Special afternoon options include: Business English, film-making, team sports, American musicals.

---

Full programme of social activities.

---

Weekend trips available.

---

Accommodation service available.



# Last but not least...

In order to be irreplaceable, one must always  
be different!

Use this guide to help you master the skill,  
but always add your own special, unique  
touch to everything you do...

That's how you shine the brightest!

All the best to you  
Ms. Amani J.

Thanks



# List of PP verbs

## 101 Irregular Past Participles

	PRESENT TENSE	PAST PARTICIPLE		PRESENT TENSE	PAST PARTICIPLE		PRESENT TENSE	PAST PARTICIPLE
1	be	been	35	give	given	69	shake	shaken
2	become	become	36	go	gone	70	shine	shone
3	begin	begun	37	grow	grown	71	shoot	shot
4	bend	bent	38	hang	hung	72	shut	shut
5	bet	bet	39	have	had	73	sing	sung
6	bite	bitten	40	hear	heard	74	sink	sunk
7	bleed	bled	41	hide	hidden	75	sit	sat
8	blow	blown	42	hit	hit	76	sleep	slept
9	break	broken	43	hold	held	77	slide	slid
10	bring	brought	44	hurt	hurt	78	speak	spoken
11	build	built	45	keep	kept	79	speed	sped
12	buy	bought	46	know	known	80	spend	spent
13	catch	caught	47	lead	led	81	spin	spun
14	choose	chosen	48	leave	left	82	spread	spread
15	come	come	49	lend	lent	83	stand	stood
16	cost	cost	50	let	let	84	steal	stolen
17	cut	cut	51	light	lit	85	stick	stuck
18	deal	dealt	52	lose	lost	86	sting	stung
19	dig	dug	53	make	made	87	strike	struck
20	do	done	54	mean	meant	88	sweep	swept
21	draw	drawn	55	meet	met	89	swim	swum
22	drink	drunk	56	pay	paid	90	swing	swung
23	drive	driven	57	put	put	91	take	taken
24	eat	eaten	58	quit	quit	92	teach	taught
25	fall	fallen	59	read	read	93	tear	torn
26	feed	fed	60	ride	ridden	94	tell	told
27	feel	felt	61	ring	rung	95	think	thought
28	fight	fought	62	rise	risen	96	throw	thrown
29	find	found	63	run	run	97	understand	understood
30	fly	flown	64	say	said	98	wake	woken
31	forget	forgotten	65	see	seen	99	wear	worn
32	forgive	forgiven	66	sell	sold	100	win	won
33	freeze	frozen	67	send	sent	101	write	written
34	get	got/gotten	68	set	set			

You may also turn to page **165**  
in your course book



CLICK HERE TO  
GO BACK