

Stages and Phrases

Stages are the steps you need to go through to “do” the can-do statement. For example, to write a letter in Arabic, you need to start with the proper greeting.

Phrases are specific parts of the text you could repurpose by taking out the information specific to this text and adding in the information relevant to your own. For example, “To Karman Company” can be changed to “To _____ Company.” Then you can fill in your own information.

- 1) Look at the website for an example letter to a company, and decide what stages are involved, such as an introduction, and writing about where you heard about the company. List these stages and the numbered lines in the letter associated with each stage.

Example:

Standard Letter Greeting: 1-2

- 2) For each numbered line in the resume, take out the specific information and replace it with blanks.

Example:

الاخوة / شركة كارمن

تحية طيبة وبعد،

Becomes:

_____ الاخوة / شركة

تحية طيبة وبعد،

3) Fill in the blanks with your own information.

Example:

_____ غوغل _____
الاحوة / شركة
تحية طيبة وبعد،