

## Essay Writing

**What is the difference between an essay and a paragraph?**

**A paragraph focuses on one topic. This topic is introduced with the first sentence in the**

**paragraph, and the following sentences provide supporting details about the topic. An essay is usually composed of multiple paragraphs and can focus on a much larger topic than an**

**individual paragraph can. It will typically be structured similarly, though. For example, in a**

**five-paragraph essay, the first paragraph introduces the broad topic of the essay. The next three body paragraphs all focus on individual, smaller topics within the broad topic. The final**

**paragraph concludes the essay by summarizing the main arguments.**

البرجراف يركز على موضوع واحد. يتم تقديم هذا الموضوع مع الجملة الأولى في البرجراف وتوفر الجمل التالية تفاصيل داعمة حول هذا الموضوع يتكون المقال عادة من برارافات متعددة ويمكن أن يركز على موضوع أكبر بكثير من البرجراف الفردي وعادة ما يتم هيكلته بطريقة مماثلة على الرغم من على سبيل المثال « في مقال من خمس برارافات • يقدم البرجراف الاول الموضوع العام للمقال تركز برارافات الجسم الثلاثة التالية جميعها على الموضوعات الفردية الأصغر ضمن الموضوع الواسع. تختتم الفقرة الأخيرة المقالة بتلخيص الحجج الرئيسية

مهم جدا عمل مسودة للاتى

اولا- ترتيب الافكار واستنباط العناصر الهامة للكتابة

ثانيا- تصحيح الهماء spelling

ثالثا- تصحيح القراء grammar

رابعاً- تصحيح علاماء الترقيم punctuation

يجب أن نراعي كل من ترتيب الأفكار و بنيتها

التسلسل الجيد للنقاط استعمال الألفاظ المناسبة و الراقية

مراعاة علاماء الترقيم التأكد من سلامة القواعد النحوية

خطوات الكتابة الصحيحة للمقال

\* من الأفضل تقسيم المقال الى مجموعة فقرات (paragraph) منفصلة.

فقرة المقدمة The introduction Paragraph

\* تتكون فقرة المقدمة مما يلي:

1. جملة افتتاحية:

\* عبارة عامة تستطيع تقديم أي موضوع (عام) بها, لكنها لا تكفي وحدها لتقديم الموضوع.

\* إليك جملتين إفتاحيتين تستطيع أن تبدأ بأيهما الموضوع ....

\* „There's no doubt that this subject is very important and vital in our life

.so it's worth writing about

مما لا شك فيه أن هذا الموضوع هام وحيوي جداً في حياتنا لذا فهو يستحق الكتابة عنه ...

As a matter of fact, this subject has a great importance nowadays and it's \*

necessary to discuss it.

في الحقيقة هذا الموضوع له أهمية كبيرة هذه الايام ولذا من الضروري الكتابة عنه.

## 2. تعريف للموضوع:

\* تستطيع أن تقدم تعريفاً أدبي للموضوع الذي سوف تتحدث عنه.

\* أي جملة عامة عن الموضوع لكن علي شكل تعريف عام وليس تعريف تخصصي ...

\* أي اننا لا عرف التعليم مثلاً علي أنه عملية تقديم معلومة للطالب في مؤسسة تعليمية بواسطة معطم وأداة توصيل

معلومة إنما نتحدث عن التعليم عموماً علي أنه أحد أهم الأدوات التي تساعد في اعداد أجيال ...

بالتالي نحن لا نقدم تعريفاً علمياً متخصصاً لكننا نقدم تعريفاً أدبياً عاماً ...

\* يساعدك التعريف (العام) التالي علي تقديم أي موضوع:

اسم الموضوع + (is/are +the most important (most dangerous/ best/ worst) one

جملة + who, which, that,when,where + اسم شامل توصيفي للموضوع

..... أهم (أخطر / أفضل / أسوأ) ..... الذي (التي) .....

### Examples

-Tolerance is one of the most important qualities which people in society should have.

-Sir. Magdi Yacoub is one of the most famous surgeons who have made many great

achievements in heart surgery.

-Pollution is one of the most dangerous problems which we face nowadays.

## 3. جملة شاملة و مختصرة عما سيتم كتابته في الموضوع.

\* وهنا يتم عرض الأفكار الرئيسية للموضوع في جملة واحدة.

**\* إليك مثالين لذلك:**

**1. إذا كنت ستكتب عن مزايا وعيوب التكنولوجيا الحديثة. يمكنك كتابة جملة شاملة كما يلي:**

**Modern technology has many advantages, but at the same time it has some  
\* .disadvantages**

**2. إذا كنت ستكتب عن أنواع وأسباب وآثار وحلول مشكلة التلوث. يمكنك كتابة جملة شاملة كما يلي:**

**-There are many types of pollution whose causes and effects are many, so we  
have to find solutions to such a dangerous problem.**

**2-The paragraphs of the body فقرات الموضوع نفسه**

**\* يتكون من الأفكار الرئيسية (الموضوع نفسه)**

**\* قم بتقسيم الموضوع الى جزأين أو ثلاثة (فقرتين أو ثلاثة)**

**\* كل فقرة تتحدث عن شيء يخص الموضوع .**

**\* كل فقرة عبارة عن مجموعة من الجمل نتبع فيها مل يلي:**

**\* كل فكرة تكون جملة أو أكثر. \_ يجب أن تكون الجمل بسيطة وسليمة من حيث الزمن والصياغة \_**

**\* للحصول علي أفكار أكثر. قم بتحويل المقدمة إلي سؤال وجاويه في ذهنك. ستجد أن كل إجابته نُشكل  
فكرة. ومن ثم يمكن**

**صياغتها في جملة.**

**\* يمكن استخدام روابط داخل الموضوع لتقوية المعني.**

**\* من الروابط التي يمكن استخدامها (داخل الموضوع - بين الجمل) ما يلي:**

**First, ..... Second, .....Third,**

**.....Finally,.....**

أولاً / ..... ثانياً.....ثالثاً.....فى النهاية

....On one hand, . .... / ..... on the other hand, .....  
من ناحية اخرى ... ..

Regarding .....,/ Concerning ....., ' As for ....., بخصوص

.... ,In addition to that, .... | Furthermore, ...../ Moreover, ..../ Over and above  
بالإضافة إلى ذلك, .....

Above all .....,... علاوة على ذلك .....

In other words ..... بمعنى آخر

(Consequently (As a result) (That's why) (Thus ..... ولذلك .....

(..... The first reason for .... ..ان..هو..السبب الاول ... هو..ان..

...One advantage! disadvantage! quality of ..... is...) is Chat

أحد مزايا (عيوب) (سمات) ..... هو ,..., (هو أن) ,.....

.....الخ and so forth..so on.....

\* تستطيع استخدام العبارات التالية داخل الموضوع (في بداية الجمل من أجل تأكيدها وتجميل المعنى):

1. Needless to say that ..... لا داع للقول بأن .....

2. It is taken for granted that ..... من المسلم به أن .....

|                                                                           |
|---------------------------------------------------------------------------|
| <p>3. (There is no doubt that (Undoubtedly ..... ممالا شك فيه أن</p>      |
| <p>4. No one can deny that ..... لا أحد يستطيع أن ينكر أن</p>             |
| <p>In fact...as a matter of fact-5 في الحقيقة</p>                         |
| <p>6. From my point of view ..... من وجهة نظري</p>                        |
| <p>-7. It is generally thought that ..... يُعتقد عموماً أن</p>            |
| <p>Generally speaking ...../ By and ..... (في العموم .. عموماً)</p>       |
| <p>8. large</p>                                                           |
| <p>We all have an agreement on the ..... نتفق جميعاً علي حقيقة أن</p>     |
| <p>9. fact that</p>                                                       |
| <p>We should put into consideration ..... علينا أن نضع في الاعتبار أن</p> |
| <p>10. that</p>                                                           |

\* العبارات التالية قوية ويمكن استخدامها داخل الموضوع:

|                                                                                |
|--------------------------------------------------------------------------------|
| <p>.....'s merits (demerits) can't be مزايا (عيوب) ..... لا يمكن حصرها</p>     |
| <p>1. .counted</p>                                                             |
| <p>..... ينعب/تلعب دور هام حيوى plays an important (a vital) role (part)</p>   |
| <p>2. in.....</p>                                                              |
| <p>..... يجب علي الناس ألا يدخرون وسعاً في ...مصدر People must spare no</p>    |
| <p>3. .+ effort to</p>                                                         |
| <p>..... من الضروري أن نبذل قصارى جهدنا من أجل.. مصدر + It's important</p>     |
| <p>4. we do our best to</p>                                                    |
| <p>..... من مسئوليتنا (واجبنا) أن + same It's our responsibility (duty) to</p> |
| <p>5.</p>                                                                      |

|                               |                                            |
|-------------------------------|--------------------------------------------|
| All mass media should         | يجب علي كل وسائل الإعلام أن تسلط الضوء على |
| 6. throw the light on         |                                            |
| It's necessary for us to make | من الضروري أن نستغل .... الاستغلال الأمثل  |
| 7. ...the best use of         |                                            |
| 8. We have to pave the way to | علينا أن نمهد الطريق ل                     |
| 9. We need to put an end to   | علينا أن نضع حد (نهاية) ل                  |
| We have to start a campaign   | علينا أن نشن حملة ضد                       |
| 10. against                   |                                            |

### 3-The conclusion paragraph .فقرة الخاتمة

\* يمكن استخدام ما يلي في تقديم جملة الخاتمة:

|                                                             |                                    |
|-------------------------------------------------------------|------------------------------------|
| To sum up, (To summarize.) (In brief) (In                   | ..... باختصار                      |
| * (short                                                    |                                    |
| * ,Last but not least                                       | اخيرا وليس باخر                    |
| * Finally, we can say that                                  | ..... في النهاية يمكننا أن نقول أن |
| From what [ have mentioned in the above lines, it's obvious |                                    |
| * ..... that                                                |                                    |

..... من خلال ما ذكرته في السطور السابقة؛ من الواضح أن

\* يمكن إضافة أحد الجمل الآتية بعد كتابة الخاتمة:

\* Finally, I think I've covered some of the points related to this subject

\* في النهاية, أعتقد أنني قد قمت بتغطية بعض النقاط المتعلقة بهذا الموضوع

\* Finally, I'd say that such important subject needs more and more paragraphs to be completely discussed

\* في النهاية, أعتقد أن هذا الموضوع الهام يحتاج إلى المزيد من الموضوعات الإنشائية ليتم مناقشته بشكل كامل.

### نصائح يجب إتباعها Tips to be followed

1. الاتنسي أن تترك مسافة في أول سطر من كل فقرة.
2. ضع علامات ترقيم صحيحة للجمل التي تكتبها.
3. لا تفرط في استخدام الروابط داخل الموضوع.
4. استخدم جمل قصيرة (بسيطة) تحتوي علي (grammar/spelling) صحيحين.
5. إذا أردت التعبير عن فكرتين, اربط الجملتين مستخدماً (آداة ربط) مناسبة: مثال:

Over population is a dangerous problem, that's why it's necessary to overcome it.

Pollution is a serious problem because it threatens our life on earth.

6 الإلتزام بزمان الموضوع: الحقائق (مضارع بسيط) الحكايات (ماضي بسيط) التنبؤات والتوقعات (مستقبل بسيط).

7. الإلتزام بوحدة النص, وعدم الخروج عن الموضوع.

8. التناسق بين الأفكار المختلفة داخل الموضوع. كما يجب ترتيب الفقرات قبل الكتابة عنها.

9. حاول دائماً أن تطور الفكرة لو توسعها لتكتب أكثر. وبُمكنك فعل ذلك عن طريق ضرب مثال أو إضافة دليل.

10. لا تنس أن الجملة الإنجليزية تبدأ بالفاعل ولذا عندما تأتيك رغبة في كتابة جملة كالاتية (تسعي الحكومة إلى تخفيض

الأسعار). عليك أن تبدأ بالفاعل "الحكومة" قبل الفعل "تسعي".

11. اجعل خطك واضحاً وحمرباً قدر الإمكان. . تجنب تكرار الجمل داخل الموضوع.

12. تذكر أن المصحح يمنح الموضوع درجته وفقاً للمعايير الآتية

|                                                 |
|-------------------------------------------------|
| تنظيم الأفكار والتماسك بينها.                   |
| الدقة في بناء وتكوين الجمل.                     |
| إنتقاء كلمات وعبارات مناسبة وكتابتها بشكل صحيح. |
| مراعاة قواعد وآليات الكتابة الصحيحة.            |

13. تجتنب الأخطاء الشائعة الآتية :

- بداية الجملة بفعل.

Don't say

Should the Egyptians respect the law.

Say

The Egyptians should respect the law.

- تشكيل فعل الجملة المضارع (v+ing))

Don't say

Tourism playing a main role in .....

Say

Tourism plays a main role in .....

- الخلط بين الفاعل المفرد والفاعل الجمع في المضارع البسيط المثبت والمنفي.

A student has/ Students have. - The state doesn't' /Smokers don't. -



## **1- Terrorism**

Terrorism is any act designed to cause terror. It is considered to be one of the most serious problems which face all the world. It has different kinds, causes and effects, therefore it must be well studied to find an outlet of the big crisis it has caused.

It takes two forms: terrorist peoples and terrorist bands. The Israelis are the perfect example of terrorist peoples. Terrorist bands in any country threaten the life of people there. Young people join these bands because either they are unemployed or have some own political, social and religious beliefs different from those existing in their societies.

Terrorism has many bad effects on human societies. It increases the level of instability and conflict and forces people to leave their houses and immigrate to somewhere safe. It has a bad influence on tourism which needs an

atmosphere of safety, stability and security to flourish. It threatens the security of people and endangers the future of the national economy.

The individuals have a duty to help the government face this very serious problem. The government should give a hand to the young to be able to sacrifice for this country, not to damage it. People must report the police about anyone they suspect to be a terrorist. From all that has been mentioned in the above lines, we can conclude that the problem of terrorism needs an urgent solution

## 2- The person | admire most

Everyone has a great role model to follow in life. The person | admire most is Dr. Zewail, the great Egyptian scientist.

The reasons | admire Dr. Zewail are many. He has achieved for himself and for Egypt an outstanding position in the world. Through his great talents and skills, he achieved glory and success. He has made many great scientific

discoveries. He discovered the femto-second which is considered to be one of the most revolutionary discoveries of modern science. He was awarded the Nobel prize for chemistry. He was given the Order of Merit **وسام الاستحقاق** by the Egyptian government. He has been working hard to set up a new technological and scientific university in Egypt to help Egyptian students discover and invent new things. He has contributed to the rise of our country.

Finally, I hope I will be a great scientist like him one day. Moreover, I appreciate the efforts of all great scientists like Dr. Zewail.

### **3- The importance of reading**

#### **(The useful effect of "reading" books on people "readers")**

Reading is the treasure of human knowledge. It is one of the most amusing means of spending leisure time. It is the way by which people can add to their experience and understanding of life and improve their performance in society. Much can be said in favour of reading and its great usefulness to readers.

Books are man's best friends as they give the human good advice about a sound life, sensible suggestions for hard crisis and perfect solutions for

serious problems. Books are seas whose ideas are like waves that a reader through and explores new worlds. Reading widens the scope of people's thinking. It increases people's information and knowledge in life. Readers are introduced to different peoples, countries, cultures, customs, habits, beliefs and religions. Through reading, older people can pass on knowledge to young generations. Educational books teach us new facts and principles about different fields such as medicine, engineering, history, geography, law, art, literature ....etc. Cultural books show people good morals and ideal behaviours that help build a civilized society. Novels and other forms of fictional books teach us a lesson. Humorous books 4a'\Si!! —iS!! give us pleasure and joke and can also advise us about life.

Briefly speaking, without reading and books, life would be meaningless and boring. Therefore, promoting people's reading habits, raising the social position of reading and establishing more public libraries are very much recommended to ensure a strong and well-cultured society.

#### **4- Sports and games**

Practising sports is an essential part of our life. There are many different kinds of sports and games that people can practise. Sports are very important for both the individual and the society.

As for the individual benefit of sports, people who do sports are often stronger and healthier. It is known that a sound mind needs a sound body to

grow well. Doing a sport is one of the best ways of spending spare time in a fruitful way. Sports make bodies strong, prevent diseases and prevent obesity.

They build up human character and teach people good values such as co-operation, teamwork, tolerance, unselfishness, self-dependence, courage and loyalty to their motherland. Some sports help us to defend ourselves against enemies and escape from dangers as most sports depend on teamwork.

The society can benefit much from sports. Sports teach us how to work for the good of our country. They strengthen the muscles of youth and activate

their mental energy. Those who do sports are more sociable and responsible.

They play more social roles. Sports activities and competitions keep society members away from crimes and subversion —».4i'. Sports reduce stress and frustration in workplaces. Finally, it\_can\_be said \_that\_sports have \_a great importance in life, therefore encouraging citizens to practise sports is a duty that

must be done.

## **5-The advantages and disadvantages of social networking sites**

مزایا و عیوب مواقع التواصل الاجتماعي

Social networking sites are websites where people can write information about themselves and share it with other people all over the world. These sites have their pros and cons 2 Wie. On one hand 425 .», they help people to keep in touch with friends and colleagues -%5. You can meet many people and make new friends on these sites. You can also pass on information to a lot of people at the same time. You can use them for applying for jobs and doing many other things. On the other hand 4.4! 425 +, people who use them can waste a lot of time and neglect the main activities they have to do. It can be easy to bully jy other people if the site is not checked or controlled. It is bad for your health and your eyes to spend so much time in front of a computer screen. Finally, it can be said that social networking sites are useful if used إن تم استخدامها بحكمة لإاع5وأما

## 6-Why many people need to speak English

The importance of learning English.

English is an international language spoken by many people as a second language. Different jobs need English to be done. A person in a travel company

needs to learn English to speak to people from many countries. A secretary needs it for phone calls, meetings, letters, emails, brochures, etc. Secretaries also need it to be able to translate from English into Arabic and from Arabic into

English. Travel company employees need it to book flights, check times, find accommodation, research holiday destinations and tourist attractions, etc. A sales assistant needs it to speak to foreign customers. A tourist guide needs it to speak to tourists.

There are four English skills: listening, speaking, reading and writing.

People who want to be good at English should know the four skills.

In fact mastering English has become one of the most important skills people should have in the modern world. No one can dispense with English as it is one of the main factors of success nowadays.

## **7-. Phobias and their effect on people**

Phobias are different from fears. They are stronger than fears. They are extreme and irrational fears. They can affect people's lives and make them frightened to do things which most people do without thinking. For example, a person with a phobia about heights may drive many kilometres in order to avoid crossing a high bridge. People with phobias don't have real reasons to be so afraid. They usually cannot control the situations they face. They lack confidence and courage. These people can be treated by a therapist. The therapist slowly shows these people that the thing they are afraid of cannot hurt them. The therapist holds sessions with the patient. There must be trust between the therapist and the patient. The therapist must be calm and help patients relax. In fact, we should help people with phobias to overcome their unreasonable fears.

### **8- The importance of water** أهمية الماء

Water is the main source of life. It has great importance in our life. We can get water from rain, rivers, wells, seas and lakes. Without water, life on earth would be impossible. Man, animals and plants need and use water for many

purposes. Humans use it for drinking, washing, cooking and watering plants.

It is

used in agriculture and industry. Shortage of water is a very serious problem

that countries should solve. We should economize 2% on the consumption

أن استهلاك water. We shouldn't waste any drop of water. We can recycle water.

Keeping water is a duty because in the future, world wars will be over water.

Last but not least, without keeping our water, life would be impossible.

### **9- Noise Pollution**

Noise pollution is a sound that we do not want to hear. These sounds

include the sound of traffic in the street, the loud noises coming from a

neighbour's house, car alarms and burglar alarms which go off every ten minutes,

people shouting, children playing noisily, car horns which make terrible sounds

late at night and voices talking loudly on mobile phones. These sounds or voices

are always louder than we want to hear. Even music can be noisy when it is very

Loud. Noise pollution causes hearing problems and increases levels of stress in

society. If the noise comes from a neighbour's house, people should ask their

neighbour politely to reduce the level of noise. Countries should enforce noise

laws. People should complain to the authorities about noises. We should always

look for quiet places to live in to be able to avoid noise pollution.

## **10-Pollution**

### **The dangers of pollution**

In fact, pollution is one of the worst problems that may damage our life and our environment. It's a very serious problem. There are different kinds of pollution such as air pollution, water pollution and noise pollution.

The causes of pollution are countless. It is mainly caused by exhaust fumes of means of transport and the smoke from factories. Careless people dump rubbish and waste in streets or seas.

Pollution has disastrous effects on people's health and lives. It damages people's lungs and causes dangerous heart illnesses. People can't enjoy their lives as long as the environment around them is polluted.

An urgent solution should be found for this bad problem. People have to stop dumping their waste in streets. Factories should be moved to unpopulated

**areas. Mass media should spread awareness among citizens about the dangers**

**of polluting the environment. The government should issue strict laws that prevent people from causing pollution and punish those who do so.**

**Finally, all efforts should be combined to combat pollution and get rid of pollution.**