

## Stages and Phrases

**Stages** are the steps you need to go through to “do” the can-do statement. For example, to write a cover letter, you have to start by addressing the letter to someone or something (such as a company).

**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, “Chairman of the Board of Directors of the Egypt Telecommunications Company” can be changed to “\_\_\_\_\_ of the Board of Directors of the \_\_\_\_\_.” Then you can fill in your own information.

- 1) Look at the text and decide what stages are involved, such as an introduction. List these stages and the numbered lines in the text associated with each stage.

*Example:*

Greetings: 1-3

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

*Example:*

رئيس مجلس إدارة مؤسسة مصر للاتصالات.

Becomes:

\_\_\_\_\_ مجلس إدارة مؤسسة \_\_\_\_\_.

- 3) Fill in the blanks with your own information.

*Example:*

\_\_\_\_\_ رئيسة \_\_\_\_\_ مجلس إدارة مؤسسة \_\_\_\_\_ أمازون\_\_\_\_\_.