

AYDI EST.

Open Learning & Translation

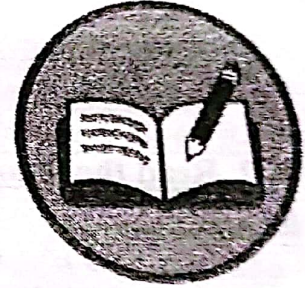
2021-2022

Second Year

First Term



3+4+



5+6

Essay

27.05.2022

10/17/24.06.2022

أ. مايا عايد



Essay 2.3+4+5+6

AYDI 2022/ T1

LECTURE NO.3

27.05.2022

HELLO EVERYONE!

Page 23:

1. Study the following topic sentences. Underline the topic and circle the controlling idea.

1- Economic activities are a threat to the environment.

2- Having a car gives one a sense of freedom.

3- My first day at school was joyful.

4- The violence on tv can affect children's emotional well being.

5- Traditional western family relationships have changed in the last 30 years.

2. Read the following sentences, rewrite each one to make it narrower:

- *Mitsubishi is a Japanese car*

Here we don't have a controlling idea. It is only a fact.

- *Mitsubishi is a Japanese car that features great engine.*

Here, I narrowed down the topic. The controlling idea narrows down the topic into a point which we can talk about.

- *Damascus is the capital of Syria*

It is a fact. We need a controlling idea.

- *Damascus is a religious capital of Syria because it has great places that one can visit for religious purposes*

Here, we have a controlling idea.

- *Drinking coffee is bad*

- *Drinking coffee is bad because it affects your health*

3. Read the following topic sentences. Write restatement concluding sentences for each.

1- Physical exercise is good for person's mental health

The restatement:

- To retain your mental health, it is good to exercise

2. Working mothers find themselves pressured by duties outside and inside the house

The restatement:

- Women need to work hard in order to strike a balance between the house and the work

3. Recent methods of reducing air pollution are showing some positive results

The restatement:

- Positive results are being made in relation to the pollution of the air

4. Read the paragraph "preparing to travel" below. Produce an outline of the paragraph showing the major and minor supporting sentences. Part of the outline is done for you. You need to continue it.

Preparing to travel

Travelling to a foreign city can be fun, but it requires some planning besides getting a passport. First, you should buy a phrase book and learn a few key phrases in the foreign language. Using these phrases demonstrates a willing to learn about the people who live in the foreign city. Second, read about the city beforehand and read about what places in it you'd like to see. Get a feeling for it and for its weather so that you can pack appropriate clothes. Next, check your camera. Make sure that it is in good working order, and that you have lots of films. Finally, get yourself a good pair of walking shoes and break them in for a month before you leave. In short, taking a few precautions before you leave can make your trip to a foreign city more enjoyable.

- Topic sentence: Travelling to a foreign city can be fun, but it requires some planning besides getting a passport.

Major supporting sentence: first, you should.. foreign language.

Minor supporting sentence: using these phrases.. foreign city.

Major supporting sentence: *second, read.. like to see*
Minor supporting sentence: *get a feeling for.. appropriate clothes*
Major supporting sentence: *next, check your camera*
Minor supporting sentence: *make sure that.. of films*
Major supporting sentence: *finally, get yourself.. before you leave*
Concluding sentence: *in short, taking.. city more enjoyable*

Exercises (page 34)

1. Combine the following pairs of sentences with an appropriate coordinating conjunction.

a. I was overloaded with work. I didn't go to the party.
I was overloaded with work, so I didn't go to the party.
I didn't get to the party for I was overloaded with work.

b. You can watch a movie at night. You can listen to music at night.
You can watch a movie at night, or you can listen to music at night.

c. My brother loves to celebrate when he passes his exams. He is far too busy to celebrate it this year.
My brother loves to celebrate when he passes his exams, but he is far too busy to celebrate it this year.

d. The roses in the garden are dying. They are not getting enough water.
The roses in the garden are dying, for they are not getting enough water.

e. My photograph is not particularly good. It's not too bad to use for the passport.
My photograph is not particularly good, yet it's not too bad to use for the passport.

2. Combine the following pairs of sentences by making one adverbial clause.

a. The 17th of April is Syria's Day of Independence. We do not have to go to work.
Because the 17th of April is Syria's Day of Independence, we do not have to go to work.

b. Fireworks are always used for celebrations on New Year's Eve. I don't like them.

Although fireworks are always used for celebrations on New Year's Eve, I don't like them.

c. There will be too many people in the world. People keep having babies.

There will be too many people in the world if people keep having babies.

If people keep having babies, there will be too many people in the world.

Because people keep having babies, there will be too many people in the world.

d. I was on the phone. My friend came for a visit.

When my friend came for a visit, I was on the phone.

3. Combine the following pairs of sentences by making one adjective clause.

a. I went to visit an old friend of mine. My friend is in hospital.

I went to visit an old friend of mine who is in hospital.

b. We all went to the airport to receive my brother. He has been studying abroad for four years.

We all went to the airport to receive my brother who has been studying abroad for four years.

c. My mother is fond of classical music. My mother is going to a concert tomorrow evening.

My mother, who is fond of classical music, is going to a concert tomorrow evening.

d. We all celebrated Jane's birthday in a restaurant. It was the only place we could all meet freely.

We all celebrated Jane's birthday in a restaurant where we could all meet freely.

4. Connect the following pairs of sentences by using a suitable transitional word.

a. Egypt has many kinds of attractions for tourists. There are the Pyramids, the Sphinx, the Royal Cemetery, and many other historical sites.

Egypt has many kinds of attractions for tourists. For example, there are the Pyramids, the Sphinx, the Royal Cemetery, and many other historical sites.

b. He had drunk too much last night. He woke up this morning with a hangover.

He had drunk too much last night. Therefore, he woke up this morning with a hangover.

He had drunk too much last night; therefore, he woke up this morning with a hangover.

c. It is dry in Syria in the summer. It is wet in the summer in India.

It is dry in Syria in the summer. However, it is wet in the summer in India.

d. If you want to have a good holiday, you could go away with friends. You need to come back home by the end of next week.

If you want to have a good holiday, you could go away with friends. Nevertheless, you need to come back home by the end of next week.

5. Look for the cohesive devices in the paragraph "preparing to travel". Underline any coordinating conjunctions. Circle subordinators; and box transitional words.

Preparing to travel

Travelling to a foreign city can be fun, but it requires some planning besides getting a passport. First, you should buy a phrase book and learn a few key phrases in the foreign language. Using these phrases demonstrates a willingness to learn about the people who live in the foreign city. Second, read about the city beforehand and read about what places in it you'd like to see. Get a feeling for it and for its weather so that you can pack appropriate clothes. Next, check your camera. Make sure that it is in good working order, and that you have lots of films. Finally, get yourself a good pair of walking shoes and break them in for a month before you leave.

In short, taking a few precautions before you leave can make your trip to a foreign city more enjoyable.

Thank You

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LECTURE NO.4

10.06.2022

HELLO EVERYONE!

Unit 2

From Paragraph to Essay

The essay is an extended paragraph. It's about one main idea. The components of the essay are similar to the components of the paragraph.

The components of the paragraph are the topic sentence, the supporting sentences and the concluding sentence.

In the essay, we also have 3 components which are: the introductory paragraph, the body paragraphs and the concluding paragraph.

Actually, it is possible for the essay to contain only 3 paragraphs: the introductory paragraph, one body paragraph and the concluding paragraph.

The three parts of the essay correspond to those of the paragraph. Here, we are moving from a small unit into a larger one. This means that I stretch the paragraph into an essay.

- **The topic sentence =» the introductory paragraph (it includes the thesis statement)**
 - **The first major supporting sentence in a paragraph =» the first body paragraph of an essay.**
 - **The second major supporting sentence in a paragraph =» the second body paragraph of an essay.**
 - **The third major supporting sentence in a paragraph =» the third body paragraph of an essay.**
- The concluding sentence in a paragraph =» the conclusion paragraph in the essay.**

The writer decides how many body paragraphs there will be in the essay.

We can put this in another way as the following:

- **The topic sentence = the thesis statement.**
- **The first sentence in paragraph (the topic sentence) = The last sentence in the introductory paragraph of an essay (the thesis statement).**
- **The first major supporting sentence in a paragraph = the topic sentence in the first body paragraph of an essay.**

- The second major supporting sentence in a paragraph = the topic sentence in the second body paragraph of an essay.
- The third major supporting sentence in a paragraph = the topic sentence in the third body paragraph of an essay.
- Then comes the concluding paragraph of an essay (it doesn't need a topic sentence).

No body paragraph can stand without topic sentence.

In the concluding sentence of the paragraph, we can restate the topic sentence.

In the concluding paragraph of the essay, we can finish in three ways:

1. Restatement of the topic sentence
2. A summary of the main points that we had in the body
3. Final comment (your personal opinion)

We cannot end the paragraph only with a final comment. We should combine it with any of the ideas from the body.

The introduction:

Types of introductions:

1. Anecdotes:

The anecdote is a brief story. It can be a personal story. This type is suitable for the exam because if you are writing about something you haven't really experienced, you can easily invent a story.

Anecdotes can be real or invented.

2. Facts and statistics (figures and numbers):

This type is not easy to use in the exam because it needs references. This is a common method when writing to specialized readers or when doing a scholarly piece of work.

If the paragraph contains a percentage, it talks about facts and statistic.

3. Historical introduction:

This type is not easily used in the exam because it needs previous knowledge of the history of the topic we are going to write about.

If I want to talk about the tobacco in my essay, I should mention where and when they were planted first. This is the historical introduction.

4. From general to specific intro:

This is the most popular type. This type is called "funnel" القمع because it is like a funnel which is wide at the top and narrow at the bottom.

It is about moving from general statement to more specific statement.

- *For example:*

If I am going to write about air pollution, I can start with pollution in general and gradually narrow down the introduction into talking about air pollution specifically.

- *Another example:*

If I am writing about drugs in the USA, I can start writing about the problems of the US society until I reach the specific problem which is drugs.

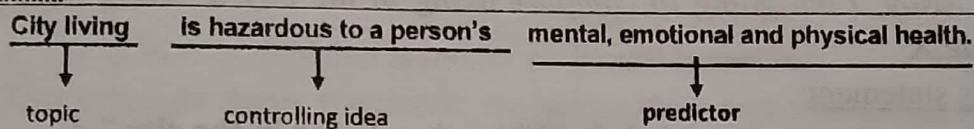
After I use one of those types, I should write the thesis statement.

The thesis statement consists of the **topic** and the **controlling idea**. It is the same as the topic sentence.

The thesis statement is the last thing in the introduction unlike the topic sentence which comes at the beginning of the paragraph.

Let me give you an example:

City living is hazardous to a person's mental, emotional and physical health.



The topic here is 'city living'.

The controlling idea is 'hazardous to person's health'.

- 'hazardous': dangerous

The idea is that if you want to live in the city, it will be dangerous because of things like pollution, crowdedness, etc.

If you consider this thesis statement, you will see more details in the form of a predictor (mental, emotional and physical health).

So, the above thesis statement lists **three** kinds of health problems a person might suffer from if s/he lives in the city.

What are these three kinds?

1- *mental health problems*

2- *emotional health problems*

3- *psychological health problems*

The predictor helps the readers predict the structure and the content of the essay from the very beginning.

Just keep in mind that the predictor is an optional element and it is up to

you to use it or not in your thesis statement.

I should start with mental problems then with emotional problems and finally with the psychological problems.

RULES FOR THE THESIS STATEMENT

1- A thesis statement should be expressed in a complete sentence:

make sure that the thesis statement is not a fragment.

2- A thesis statement should be a statement not a question:

Not a thesis statement:

Can big business pose a threat to the environment? X

A thesis statement:

- "Big business can pose a threat to the environment." ✓

3- A thesis statement should not simply announce the topic of the essay; it should state the controlling idea:

Not a thesis statement:

In this essay, I am going to compare living in the city to living in the countryside. X

A thesis statement:

- "Living in the countryside is healthier than living in the city." ✓

4- A thesis statement should not express a fact; it should express an opinion or attitude; it should be argumentative:

Not a thesis statement:

I have a younger sister. X

A thesis statement:

- "My sister and I have many things in common." ✓

5- A thesis statement should have one controlling idea:

Not a thesis statement:

Studying abroad is a challenging experience, and I have found that living on campus is the best way to mix with people from different cultures.

A thesis statement:

- "Studying abroad is a challenging experience." ✓

Summary:

There are five conditions or rules for good thesis statements:

1. The thesis statement should be a complete sentence.

2. The thesis statement should NOT be a question.

3. The thesis statement should have a controlling idea, not only a topic.
4. The thesis statement should express an ATTITUDE, and not a fact.
5. The thesis statement should have ONLY ONE controlling idea.

If we want to connect two sentences, we need a bridge. This bridge helps connecting these sentences. It occurs either at the end of the paragraph or at the beginning of the next paragraph before the topic sentence.

Exercise page 48:

Decide whether these sentences are thesis statement or not.

1. *My fear of heights*

It is not a thesis statement because it is not a complete sentence; it is a fragment.

The right thesis statement:

My fear of heights is about to be solved

2. *The effects of depleted uranium on health is serious*

This is a right thesis statement; we have a topic and controlling idea.

3. *London is the largest city in UK*

This is not a thesis statement because it is a fact.

4. *Are personal computers helpful?*

This is not a thesis statement because it is a question.

5. *The advantages of work-study programs outweigh the disadvantages*

This is a right thesis statement.

6. *This essay is about air pollution*

This is not a thesis statement because we should not simply announce the topic.

7. *Learning English is a challenging experience, and English is also a world language*

This is not a thesis statement because we have more than one controlling idea.

8. *Smoking should be prohibited in restaurants*

Page 55:

Study the introductory paragraph below. Evaluate it by answering the prompts provided below it.

The world is faced with many crises, not the least of which are the various forms of pollution. And of these, perhaps the most devastating is the air pollution. Air pollution threatens to turn the earth into a place where it is difficult to lead a normal life. But who is responsible for destroying the earth? The responsibility for polluting the air lies with citizens, large industries, and governments.

a. Is this a coherent paragraph? How?

Yes, it talks about one controlling idea from the beginning till the end.

b. How many topics are introduced here? Specify?

We have main topic which is the air pollution and three sub-topics.

c. What type of an introduction is this?

It is "from general to specific".

d. How is the main idea developed?

Because they moved from a general point of view into more specific one.

e. Find and locate the thesis statement. Then underline the topic, circle the controlling idea and, box the predictor, if any.

The thesis statement:

The responsibility for polluting the air lies with citizens, large industries, and governments.

The predictors: citizens, large industries, and government.

Page: 59

Model Essay #1

Greenpeace: Defender of the Environment

The Greenpeace Foundation is an organization of ordinary people and

Essay 2.3+4+5+6

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AYDI 2022/ T1

scientists from around the world who are active in efforts to expose and find solutions for global environmental problems. The organization was started in the early 1970s in an effort to defend human, animal, and plant life. Greenpeace has had a steady, if small, success in decreasing whale hunting, saving old forests, and cutting down on the toxic pollution of our air and water.

Greenpeace works hard to protect the quality of our oceans and their populations of fish, mammals, and vegetation. The year 2000 marked the twenty-fifth anniversary of the organization's fight to keep many whale populations from becoming extinct. Since 1975, when a Greenpeace ship confronted a soviet whaling ship off the coast of California, Greenpeace activists have regularly positioned themselves between the whale and the hunting boat to protect the whale. These small protests have proven successful in that the whale population is again slowly increasing. This very personal type of protest has been successful for Greenpeace elsewhere as well.

Ancient forests, according to Greenpeace, are forest areas that are relatively undisturbed by human activity. By 1999, more than 80 percent of the world's original ancient forests had been destroyed. An example of such an ancient forest is the Great Bear Rain Forest, which covers Western Canada. This forest was mainly damaged by a logging method called clear-cutting, which means that every single tree in a large area is cut down at the same time. Clear-cutting in the Great Bear Rain Forest has caused the population of grizzly bears to almost disappear, and it has reduced the populations of the salmon in the rivers by two-thirds. Greenpeace members put themselves between the trees and the tree cutters. They experienced a victory on August 26, 1999, when the U.S. company Home Depot, a major buyer of wood from the Great Bear Rain Forest, announced that it would stop selling wood products from rain forests. Although this was only a small step in the process of protecting the forests we have left, it was still a significant event.

However, the major threat for vegetation, animal, and people is now neither hunting nor cutting. It is the extremely toxic chemicals that our industrial society releases into both air and water. Greenpeace has helped local people in affected areas to protest against companies that produce such pollution. One small victory happened in Louisiana in the late 1990s. For three years the Japanese plastic company Shintech had tried to establish PVC factories next to schools and homes in the small

town of Convent, Louisiana. PVC is the common type of plastic used in everything from children's toys to kitchen containers. PVC itself is safe, but the manufacturing of it gives off a waste product called dioxin, which is an extremely toxic chemical. With the help of Greenpeace the citizens of Convent won their battle in September of 1998, when Shintech withdrew its plans to build factories.

In conclusion, each victory gives us hope, but they are indeed small when contrasted with the problems we face. Even so, Greenpeace activists fight on, and their efforts in preventing whale hunting, protecting ancient forests, and limiting the use of dangerous chemicals are showing some positive effects. Because of Greenpeace, the world will be a little safer for our children and our children's children.

1. How many paragraphs does this essay have?

We have 5 paragraphs.

2. How many topics does the introduction include?

The major topic: **the Greenpeace foundation**

The sub-topics: **whale hunting, saving old forests, and cutting down on the toxic pollution of our air and water.**

3. What kind of introduction is this? Why?

We can consider it "**Historical**" because we have a date. It is also "**From General to specific**".

4. Find and locate the thesis statement. Then underline the topic, circle the controlling idea and, box the predictor, if any.

The thesis statement:

Greenpeace has and steady, if small, success in decreasing whale hunting, saving old forests, and cutting down on the toxic pollution of our air and water.

The topic: Green peace

The controlling idea: كلشي بعدا

The predictors: **whale hunting, saving old forests, and cutting down on the toxic pollution of our air and water.**

5. Do the body paragraphs show coherence and unity and how?

Yes, because they all echo and developed the thesis statement. We also

have bridge that creates unity in the essay. We have cohesive devices also.

6. Below is a part of an outline for paragraph two. Fill in the outline with the missing parts.

Topic sentence: Greenpeace works... and vegetation.

Major supporting sentence: The year 2000... becoming extinct.

Minor supporting sentence: since 1975... the whale.

Minor sentence: these small... slowly increasing.

Bridge: This very personal type of protest has been successful for Greenpeace elsewhere as well.

8. What kind of evidence does the writer use in the body paragraph to prove the main topic, namely the successes of the Greenpeace in protecting the environment?

He uses statistic and facts. He gives examples or experiences.

Page 66:

1. Can you find a summary of the main topics in the conclusion? Explain.

The conclusion here:

Summary: In conclusion, each victory gives us hope, but they are indeed small when contrasted with the problems we face.

Reinstatement: Even so, Greenpeace activists fight on, and their efforts in preventing whale hunting, protecting ancient forests, and limiting the use of dangerous chemicals are showing some positive effects.

Opinion or a final comment: Because of Greenpeace, the world will be a little safer for our children and our children's children.

Thank You

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LECTURE NO.5

14.06.2022

HELLO EVERYONE!

Today, we will talk about the descriptive essay.

PART II

Types of Essays

Unit 1: The Descriptive Essay:

We use this type to talk about something in details. We use a lot of adjectives because we are talking about specific characteristics of certain thing, object, or person.

Linguistically speaking, when we talk about the language that is used in the descriptive essay, we use **adjectives, adverbs, metaphors** and **modifiers**.

Metaphor is a comparison between two things.

Example: *you are the moon*

Simile: is a comparison between two things using (like - as).

Example: *you are like the moon*

We call this **figurative language**.

Figurative language is the use of metaphors, similes, and oxymoron.

Oxymoron: to have opposing meaning in one sentence.

Example: *gentle violence / sweet venom*

Symbolism الرمزية: we refer to something by using something else.

Figurative language # literal language

In formal essays, we use literal language. When the topic that I'm talking about is scientific, I use the literal language.

Imagery: the language that addresses the five senses.

When I want to write a descriptive essay, I should keep in mind those 5 figures of speech.

The visual imagery: it is when you draw an image to a reader through a description: *the blooded color*.

Tactile imagery: engages the sense of touch.

Example: *it is soft / it is slimy*

Kinaesthetic imagery: engages the sense of moving.

Example: *running / walking*

Olfactory imagery: engages the sense of smell

Gustatory imagery engages the sense of taste.

Example: *spicy / sweet / salty*

Auditory imagery engages the sense of hearing.

Example: *noisy / loud*

Onomatopoeia: a word that sounds like the noise it describes.

Example: *hissing* صوت الهمس

How do I start with the descriptive essay?

We said that the most important and specific sentence in the introduction is the thesis statement. Most of the time, it is the last sentence in the introduction. It talks about the main subject and the main ideas that I intend to talk about.

First, I should talk generally about the thing that I want to describe. Then I should state my reason for describing an object or a person in the thesis statement.

What is the best thesis statement for describing a building?

It was the best house for many reasons: the place where it was located, the memories, and the architecture of the house.

The Method of Organization:

It is the way you develop your essay. It is what we write in the introductory paragraph, the body paragraphs and the conclusion paragraph.

When describing an object, the most logical way to organize descriptive details is in spatial order. In other words, the central issue when describing an object for the readers is the space where the object is located.

Spatial order: from top to bottom / from bottom to top / from left to right / from right to left / from near to far

Spatial order means order that is related to space and the position of something.

عند وصف منزل على سبيل المثال، إذا أردت أن أصف غرفة الضيوف، لا يمكنني البدء بوصف السقف ثم الانتقال لوصف الأرض ثم العودة مجدداً لوصف السقف. هذا الأمر من شأنه أن يشتت القارئ ويجعله عرضة للضياع، يجب على كاتب المقال أن يلتزم الترتيب المكاني للمنزل الذي يقوم بوصفه.

The conclusion

The best conclusion for the descriptive essay is the reinstatement.

Model Essay P: 79

The Beauty of My Town

I come from a small town called Coban, far from Guatemala city, with a population of about 2000 people, mostly of Mayan Indian descent. The beauty of green villages and mountains and the spiritual culture of the Mayan Indians are preserved almost intact from the region of their birth.

In the morning when I am there, I enjoy the cool mountain breezes and the pure golden sunlight as a refreshing counterpoint to the endless

ticking of the clock. When I leave my house, the first things that strike my sense are the smell of fragrant wildflowers and the sight of Mayan Indians riding their horses up the mountain on the way to work. I walk along the woodland trails amid the tall trees and the singing of the innumerable birds, exchanging endless greetings with the Mayans passing by. Then I wander along the river, where the clear blue water running serenely down the mountains never fails to make me yearn for an evening swim.

On Saturdays, I visit the local plaza and drink in the sights and sounds of Indians wearing and selling their traditional costumes and artifacts made with clay by hand, a phenomenon almost antique to the town. On Sunday mornings the plaza looks quiet and almost deserted because virtually the entire population is in church. But by noon of the same day, the village square is alive with flocks of brightly costumed children at play under the tolerant eyes of their parents and elder siblings, while on the main stage of *zocalo* (the town square), the *marimbas* (the national instrument of Guatemala) are casting their magical spell while people of all ages dance and sing around them, and I enjoy such savory appetizers as Guatemalan tamales and *atole de elote* (the delicious corn soup for which the Mayan are renowned through the world).

As a magnificent evening sunset filter slowly down through the magically changing blues and greens of the mountain rivers, I reflect once more on the inestimable treasures of spiritual beauty with which our humble people have been blessed.

1. What is the main topic of the essay?

The beauty of a town called Coban. He talks about the natural scenery.

The beauty of green villages and mountains and the spiritual culture of the Mayan Indians are preserved almost intact from the region of their birth.

Intact: inherent / untouched / pure

We are going to see two body paragraphs in the body:

1. **The beauty of green villages and mountains**

2. **The spiritual culture of the Mayan Indians**

This is the thesis statement because it talks about the form or the structure of the body.

The conclusion:

As a magnificent evening sunset filter slowly down through the

magically changing blues and greens of the mountain rivers, I reflect once more on the inestimable treasures of spiritual beauty with which our humble people have been blessed.

What kind of conclusion is this?

If we compare between the thesis statement and the conclusion, we find that this is a restatement conclusion.

2. What aspects of the experience described does the thesis statement highlight? Specify?

The cultural and the natural aspect.

3. How do the body paragraphs contribute to the description?

Cool mountain breeze / pure golden sunlight / ticking of the clock /

The smell of fragrant wildflowers

Notice the spatial order of the paragraph. He uses adverbs of time (in the morning / afternoon / evening).

I want you to underline the adverbs, adjectives, transitional signals. This is your homework for next time.

I want you also to read a short story named "The fall of the house of Usher".

Thank You

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LECTURE NO.6

24.06.2022

HELLO EVERYONE!

Let's start with the process essay.

Unit 2

The Process Essay

The function of the process essay is to *instruct* the reader or to *direct* the reader to do something or to tell him how something is done.

It is about everything that has steps to be done in order to reach a certain end.

مثال: كيف نصنع الكيك. خطوات صناعة الحلوى.
كيف تتم عملية الهضم.

• Method of Organization

Since the process essay describes the steps followed for doing

something, or to achieve a certain end, it is important that they be discussed sequentially, i.e., in the same order that they take place.

Sequentially means (بالتتابع).

في هذا النوع من المقال، يجب أن نحافظ على ترتيب الخطوات. مثال: إذا أردت أن أكتب مقالاً عن كيفية صنع قالب من الحلوى، لا يمكنني أن أغير ترتيب الخطوات، فمن غير المنطقي أن أخبركم أنه عليكم أن تضعوا قالب الحلوى في الفرن ثم أخبركم أن تخفقوا البيض.

Let's continue reading on page 91:

It is also vital to mention all the steps of the process described. Leaving one step out could result in preventing the reader from following the essay and recreating the process. In the cake recipe essay, the writer cannot obviously ignore any result as this would result in the reader not being able to prepare the cake successfully.

يجب ذكر جميع الخطوات. في مثال قالب الحلوى، إغفال أحد الخطوات سيجعل من المستحيل على القارئ أن يصنع قالب الحلوى بنجاح.

Another key element to remember when writing a process essay is to illustrate any strange or perhaps scientific terms that the reader might be unfamiliar with.

Let's continue:

The introduction to a process essay has the familiar function of introducing the topic.

في المقدمة، نقوم بتقديم الموضوع. من الجيد أن يقوم كاتب هذا النوع من المقال بإخبار القارئ عن فائدة العملية التي يقوم بها في المقدمة.

What is the difference between chronological and sequential order?

Chronological order is used in the narrative essay.

The sequential order is more diverse; it is bigger. Sequence talks about people, time, numbers, and events in the past, present and future.

When I talk about the chronology of time, I basically relate things into their historical progression. نقوم بربط الأحداث بتسلسلها الزمني.

In the chronological order, I can talk about the present then about the past and future. (Narrative essay)

In the sequential order, the sequence and order is very important. (Process essay)

In the introduction, I should put the thesis statement also at the end of the introduction.

In the body of the process essay, it is not necessary to mention a topic

sentence for each paragraph. It is up to you.

Linking Words of Time	
Immediately following,	After a few hours,
Initially,	Afterwards,
In the end,	At last
In the future,	At the same time,
In the meantime,	Before
In the meanwhile,	Before this,
Last, Last but not least, Lastly	Currently,
Later,	During
Meanwhile,	Eventually,

Model Essay 1

How to Make a Sponge Cake

My children love sponge cakes. They don't only like the taste; they enjoy the process of making a cake. Naturally, they get to make a cake in the vacation when they don't have any homework to do. I do not consider this a waste of time because children learn responsibility and creativity when making a cake. Any mother can guide her children when making a cake. In fact, making a sponge cake is not difficult at all if you follow these easy steps.

First, you need to assemble the ingredients and the equipment. You'll need eggs, white sugar, self-rising flour, lemon zest, vanilla, and butter. You also need a large bowl to mix the ingredients in, an electric whisk, or a wooden spoon, and an 8-inch round cake tin. Once you have these items, you can start making your cake.

Second, butter the cake tin and leave it aside. Beat 4 eggs with the electric whisk for one minute, or until they are smooth and bubbly. Mix in $\frac{1}{4}$ cup of white sugar and keep stirring until the sugar is dissolved. Add the vanilla to the mixture and stir. Next, fold in the self-rising flour. At this stage, you cannot stir briskly or you would release the air and thus cause the cake to go down once in the oven. Simply add flour gradually and fold it in. Finally, add the aromatic lemon zest for a tangy taste.

After you have mixed all the ingredients together, bring the baking tin, and pour the mixture in. try to pour the mixture in the middle, and it will spread out. Place in a medium heat oven. Leave it for 45 minutes or until it brings to the touch. Do not open the oven at all before at least half an hour has passed. This would cause the cake to go down. Take the cake tin out, and leave to cool for about 5 to 10 minutes, then get it out and place it on a wire rack to cool thoroughly. When it is cool enough, cut it into pieces. The final step is easy: eat a piece and enjoy it.

As you can see, a sponge cake is very easy to make. All you need is to follow the steps and you will have a wonderful sponge cake to enjoy. Well, if the children are making it, then they are the ones to enjoy, and you will have to clear all the mess!

1. What does the above essay talk about? Where is it stated?

It is a process of making a cake. The thesis statement is stated in the introduction.

2. Does this thesis statement make things clear to the reader?

Yes!

3. How many steps are mentioned? Is there anything missing?

We have three steps and three paragraphs:

1. Ingredients
2. Mixing
3. Baking

4. What is the function of the first body paragraph?

It is for mentioning the ingredients.

5. What method of organization does the writer follow?

The process sequence. We have an order of events.

6. Underline the linking words.

First / second / third / finally. They are transitional signals.

Model Essay 2

A Process of Digestion (عملية الهضم)

The digestive process is important in maintaining the lives of living organisms and in providing them with needed energy.

Groups of organs, such as the mouth, esophagus, stomach, and intestines, work together to perform this complex task. Digestion is the

process of breaking down food from large molecules into small ones to make it easier for absorption (لتسهيل عملية الامتصاص). The three major steps involved in the digestive process are Ingestion, digestion, and absorption.

Ingestion, which occurs in the mouth, is the first step of the digestive process. After food enters the mouth, the teeth chew it. Saliva, which is produced by the salivary glands, plays a major role in breaking down the food into smaller pieces. These small pieces travel to the stomach through the esophagus.

In the stomach, the second step of the digestive process begins. When the chewed food reaches the bottom of the esophagus, a valve lets the food enter the stomach. contraction of the stomach wall mixes the food (انقباض جدار المعدة يخلط الطعام). Acidic gastric juices, which are secreted by the gastric glands in the stomach, help in mixing the food and in turning it into a partial liquid so it will have the ability to move into the small intestine. In the small intestine, enzymes are secreted, and digestion is completed.

The last step in the digestive process is absorption. Absorption takes place in the small intestine. The wall of the small intestine is lined with small, finger-like projections called villi. Small molecules of food are absorbed by the huge number of villi. Some of these absorbed molecules enter the bloodstream to be distributed throughout the whole body.

In conclusion, the digestive process involves three major steps: ingestion, digestion, and absorption. Ingestion, which occurs in the mouth, helps to increase the surface area of the food particles and prepares them for digestion. In the stomach, digestion begins, and it continues until it reaches the small intestine, where absorption takes place. The digestive process maintains organisms' lives by providing them with energy needed for different functions.

أول مثال هو لشغلات بيتدخل فيها الانسان أما الثاني فهو مثال عن عمليات لا يتدخل فيها الإنسان مثل عملية الهضم

1. What is the function of the introduction? Is it effective?

It is to introduce the topic of digestion.

2. Break down the thesis statement into basic parts it consists of.

The three major steps involved in the digestive process are ingestion, digestion, and absorption.

It consists of three parts. This is a perfect thesis statement. I can predict the topic of the body paragraphs.

3. What kind of a process essay is this? Why?

It is **analysis** because it is internal process.

4. On what basis does the writer divide the body paragraphs?

On the basis of sequential order. It mimics the thesis statement; it is mentioned in the body according to their order in the thesis statement.

Thank you

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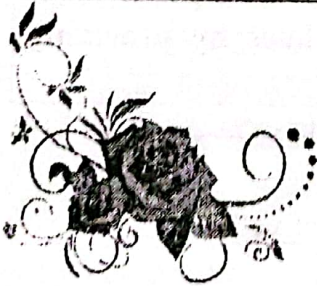


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