



Sultanate of Oman
Ministry of Education
Directorate General of Education- Al.Batinah North
Safia Bint Abdul Muttalib School (10-12)



Let's write

Part:2



(English Core: Grade: **10-11-12**)
Semester: 2



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Final Exam Specifications

Grade: 10-11-12(Core)

Semester: (2)

..Writing..

Writing 1:

Information Points (Paragraph)

.....

Writing 2:

Task Instructions (letter/ e-mail)



Linking Words



<u>Sequence:</u> <ul style="list-style-type: none"> • First / firstly, second / secondly, third / thirdly etc • Next, last, finally • In addition, moreover • Further / furthermore • Another • Also • In conclusion • To summarise 	<u>Result:</u> <ul style="list-style-type: none"> • So • As a result • As a consequence (of) • Therefore • Thus • Consequently • Hence • Due to 	<u>Emphasis:</u> <ul style="list-style-type: none"> • Undoubtedly • Indeed • Obviously • Generally • Admittedly • In fact • Particularly / in particular • Especially • Clearly • Importantly 	<u>Addition:</u> <ul style="list-style-type: none"> • And • In addition / additionally / an additional • Furthermore • Also • Too • As well as
<u>Reason:</u> <ul style="list-style-type: none"> • For • Because • Since • As • Because of 	<u>Example:</u> <ul style="list-style-type: none"> • For example • For instance • That is • Such as • Including • Namely 	<u>Contrast:</u> <ul style="list-style-type: none"> • However • Nevertheless • Nonetheless • Still • Although / even though • Though • But • Yet • Despite / in spite of • In contrast • (to) / in comparison • While • Whereas • On the other hand • On the contrary 	<u>Comparison:</u> <ul style="list-style-type: none"> • Similarly • Likewise • Also • Like • Just as • Just like • Similar to • Same as • Compare • compare(d) to / with • Not only...but also

Rating Scales for 'Interactive' Writing

'Interactive' Writing	
10	<ul style="list-style-type: none"> – Message to the intended reader(s) is very clear. – Writing clearly succeeds in achieving its intended purpose. – Writing is well-organised, clear and coherent. – A varied range of structures and vocabulary, with a very good level of accuracy.
8	<ul style="list-style-type: none"> – Message to the intended reader(s) is fairly clear. – Writing has reasonable success in achieving its intended purpose. -Writing is generally organised, and for the most part clear and coherent. –A fair range of structures and vocabulary, with a good level of accuracy.
6	<ul style="list-style-type: none"> -Message to the intended reader(s) is partially clear. – Writing has only partially achieved its intended purpose. – Writing is poorly organised but are still reasonably clear. – A limited range of structures and vocabulary, with a reasonable level of accuracy.
4	<ul style="list-style-type: none"> -Message to the intended reader(s) is mostly unclear. – Writing has only very limited success in achieving its intended purpose. -Writing lacks organization, lacking on coherence and not clear. – A very limited range of structures and vocabulary, and frequent errors.
2	<ul style="list-style-type: none"> -Message to the intended reader(s) is unclear. – Writing clearly fails to achieve its intended purpose. –writing is incoherent and confusing. – Extremely limited range of structures and vocabulary, and frequent serious errors.
0	No attempt at the task: EITHER irrelevant (completely unrelated to the topic / task/ instructions) OR Hardly any writing at all, or not written in English. OR complete nonsense.
<p>Note1" the task is to write an e-mail, so students must include a greeting at the start and a closing at the end. If they do not, they will lose marks. PROCEDURE: each marker marks the content of the e-mail according to the Rating Scale- then, if either the greeting or the closing are missing, deduct two marks from the content- score.</p> <p>Note2: No marks should be awarded or deducted for the address. Any addresses should be ignored</p>	



Interactive Writing



1) Formal letter



How to write formal letter



Layout

1) Introduction:

A) Greeting:

- Dear sir,
- Dear madam,
- Dear Mr.....,
- Dear Ms.....,

B) Reason for writing:

I am writing to

2) The main body: (details)

3) Conclusion:

A) Closing sentences:

I am looking forward to hear from you without delay.
I am looking forward to meeting you.
I hope to hear from you at your earliest convenience.

B) Closing phrase:

- Yours faithfully,
- Yours sincerely,
- Regards
- Kind regards.

C) Writer's Name.

Note:

Use '**Yours sincerely**' when you have addressed someone by their name.(**If you start with Dear Mr/Mrs..."**, finish with" : '**Yours sincerely**'

Use '**Yours faithfully**' if you don't know the name of the person you're writing to.(**If you start with Dear Sir or Madam"**, finish with" : '**Yours faithfully**

Some types of formal letters

1) Job Application Letter



Introduction:

A) Greeting:

Dear(Mr/Mrs+ name)

B) Reason for writing, title of post, where and when advertisement is seen)

Main Body:

Paragraph 2: brief profile, qualifications

Paragraph 3: past work experience

Paragraph 4: personal qualities

Conclusion:

A) Closing sentence

I hope to hear from you at your earliest convenience.

B) Closing phrase

Yours sincerely,

C) Writer's Name.

.....(name mentioned in the question)



Sample job application letter template

Dear Mr. /Ms..... (name of the concerned person),

I have come across your advertisement regarding the post of(mention post) in..... (mention where you saw the advertisement) dated..... (mention date of advertisement).

I am a graduate in.....(mention subjects) fromUniversity (name).
Currently, I am working in(name of current employer) as a
.....(designation). I have around..... years of work experience.

I believe that I would be a good applicant for this positionI am able to
..... I am interested in . . .

I hope that you will consider me to be a suitable candidate. I look forward to hearing from you soon.

Yours Sincerely,

..... (name mentioned in the question)



Situation: Imagine that you are Nasr/ Nasra. You are applying for a job in a school for handicapped children.

Write about:

- how you heard about the job
- your education, skills and work experience
- why you want to work for the school.

[illegible]

2) Formal letter of complaint



Layout

1) Introduction:

A) Greeting:

Dear.....,
Dear Sir/ Madam,

B) Reason for writing (Briefly give your purpose)

2) Main Body:

- Briefly describe the problem(s).
- Briefly describe the action you expect.
- Describe any documents, if any, you are sending with the message.
- Give a deadline for dealing with the problem.

3) Conclusion:

A) Closing sentence:

I look forward to hearing from you soon.

B) Closing Phrase:

Yours faithfully

C) Writer's Name:

.....(name mentioned in the question)

Sample complaint letter template

Dear **(Contact Person or Organization Name)**:

On **(date)**, I **(bought, leased, rented, or had repaired)** a **(name of the product, with serial or model number, or service performed)** at **(location and other important details of the transaction)**.

Unfortunately, your **(product or service)** has not performed well **(or the service was inadequate)** because **(state the problem)**. I am disappointed because **(explain the problem: for example, the product does not work properly; the service was not performed correctly; I was billed the wrong amount; something was not disclosed clearly or was misrepresented; etc.)**.

To resolve the problem, I would appreciate your **(state the specific action you want: money refunded, charge card credit, repair, exchange, etc.)**. Enclosed are copies (do not send originals) of my records **(include receipts, guarantees, warranties, cancelled checks, contracts, model and serial numbers, and any other documents)**.

I look forward to hearing from you within **(deadline for dealing with the problem)**.

Sincerely,

.....**(name mentioned in the question)**

Useful words for complaint letter

NO.	Word	Part of speech	Meaning in English
1	repair	V	fix something that is broken
2	replacement	N	something that takes the place of something else
3	compensation	N	money that is paid to you because something is lost or broken
4	faulty	Adj.	not working correctly
5	refund	N	money that is given back to you
6	claim	V	demand something that is legally yours
7	complaint	N	statement that you are not satisfied with something
8	dissatisfied	Adj.	unhappy about
9	guarantee	N	formal written promise from a company that they will repair or exchange a product that is faulty
10	reject	V	refuse to accept something



Situation: Imagine that you are Salim/ Salma. You went to a shopping mall yesterday and had a serious problem parking car. Write a **letter of complaint** to the manager of the mall. Explain what happened and suggest a solution.

You should write at least 100 words.

2) Informal letter



How to write informal letter



1) Introduction:

A) Greeting:

- Dear
- Hello
- Hi.....

B) Opening Remarks:

- How are you? I hope that you and your family are in good health.
- Thanks for your e-mail.
- It was great to hear from you.
- How are you? I'm fine.
- I hope you are doing well.
- I hope this email finds you well.
- I hope you are well.

C) Reason for writing:

I'm writing to

2) The main body: Details

3) Conclusion:

A) Closing sentences:

- That's all for now.
- Write back soon.
- Give my regards to your parents.
- Take care and write again soon.
- I hope to hear from you soon.
- Well, that's all my news.
- I hope to see you soon.

B) Closing phrase:

- | | | |
|-----------------|------------------|-----------------|
| - With love, | - Lots of love, | - Thanks, |
| - Regards, | - Take care, | - Best wishes, |
| - Best regards, | - Keep in touch. | - All the best, |
| - Bye for now, | | |

C) Writer's Name.

Apology words and phrases for letters

* Opening remarks:

- I am writing to apologise for
- I must apologise for
- Please accept my sincerest apologies for
- How can I apologise enough for
- I must apologise profusely for

* Closing remarks:

- Once again, our sincerest apologies for
- I hope you will accept my apologies
- I hope my apologies will be / are accepted





(10 marks)

Situation:

Task: Write an e-mail to Salim/Salma. Explain what happened; apologise; and say you will solve the problem.

[illegible]

2) Informal letter asking for information



1) Introduction:

A) Greeting: Dear,

B) Opening Remarks: - How are you? I hope that you and your family are in good health.

C) Reason for writing: I'm writing to

2) Main Body:

Paragraph 2-4: ask for information (**Details**)

3) Conclusion:

A) Closing sentence

B) Closing phrase

C) Writer's Name:

.....(name mentioned in the question)

Useful language for letters requesting information

Opening remarks:

- I am writing to inquire about/ in connection with

To introduce first request:

- Could you possibly send
- would be grateful if you could
- Would it be possible for you to tell
- Would it be possible for you to send
- I would appreciate some information on

To introduce further requests:

- Could you also please send me
- Another matter I need information on is
- I would also like some information on

Closing remarks:

- I look forward to receiving
- I would appreciate it if you could inform me as soon as possible





(10 marks)

Your writing should be friendly and interesting.

[illegible]

3) Invitation letter

Layout

1) Introduction:

- **Greeting:** Dear
- **Opening Remarks:** How are you? How is your family. Thank you for your last email.
- **Reason for writing:** I'm writing to (to invite the person to an event)

2) Main Body:

Paragraph 2: }
Paragraph 3: } Write details about the event (plans, preparations, etc.)

3) Conclusion:

- A) Closing sentence
- B) Closing phrase
- C) **Writer's Name:**
.....(name mentioned in the question)





WRITING:

(10 marks)

Complete the following task. Write at least 100 words.

Situation: imagine that your name is Nasir/Nada. You want to have your birthday party at a restaurant. Write to your friend Faiz/ Faiza inviting him/her to come. In your letter, include the most important information about the party.

Your writing should be clear and interesting.

4) Letter of asking advice



1) Introduction:

- **Greeting:** Dear
- **Opening Remarks:** How are you? How is your family.
- **Reason for writing:** I'm writing to

2) Main body:

- Describe your problem
- Reasons for having the problem
- Say why it is making you unhappy.

3) Conclusion:

A) Closing sentence

B) Closing phrase

C) Writer's Name:

.....(name mentioned in the question)



(10 marks)

Situation: Imagine that you are Ali/ Aliaa. You have recently noticed that you forget things and have a difficulty in remembering things like people's names and some events.

Your writing should be interesting and well organized.

Let's write

5) Letter of giving your advice

1) Introduction:

- **Greeting:** Dear
- **Opening Remarks:** How are you? How is your family.
- **Reason for writing:** I'm writing to

(Offer encouragement (say you understand the problem and you think you can help))

2) Main Body:

Advice / suggestions (and reasons/ examples)

3) Conclusion:

A) Closing sentence

B) Closing phrase

C) Writer's Name:

.....(name mentioned in the question)





(10 marks)

Your writing should be friendly and interesting.

[illegible]

5) letter of giving your opinion



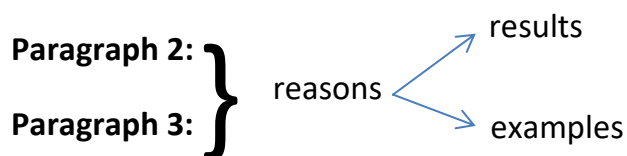
1) Introduction:

- **Greeting:** Dear,
- **Opening Remarks:** How are you? How is your family.
- **Reason for writing:** I'm writing to

2) Main Body:

Paragraph 1:

- Introduce the subject
- State your opinion.



Paragraph 4: Restate your opinion, recommendations.

Conclusion:

A) Closing sentence

B) Closing phrase

C) Writer's Name:

.....(name mentioned in the question)

Phrases to express your opinion

- I think that...
- It seems to me that...
- I would argue that...
- I do not believe that...
- I am unconvinced that...
- I do not agree that...
- In my opinion...
- In my view...
- I strongly believe that ...
- I support the idea that...
- I strongly agree/disagree with the idea that...
- My opinion is that...
- To my way of thinking...
- As far as I'm concerned...
- I am opposed to...





(10 marks)

6) letter of a book or story review

Layout

1) Introduction:

- **Greeting:** Dear,
- **Opening Remarks:** How are you? How is your family.
- **Reason for writing:** I'm writing to

2) Main body:

Paragraph1:

Give some basic information about the book or story.

- the title
- the author
- the type of book or story (adventure, science fiction ...etc)
- when and where it is set

Parahraph2:

- Give a brief summary of the plot, but don't go into too much detail.
- Mention the main characters, and say why they are important. (Use the present tense when describing events and characters.)

Parahraph3: (Opinion and recommendations)

Give your opinion about the book or story:

- What you liked about the story
- What you didn't like (if anything)
- Whether you would recommend this book or story to others, and give your reason

3) Conclusion:

A) Closing sentence

B) Closing phrase

C) Writer's Name:

.....(name mentioned in the question)



WRITING:

(10 marks)

Complete the following task. Write at least 100 words.

Situation: Imagine that you are Mazin/ Muzna, you have just finished reading a story about a brave boy.

Task: Write a letter to your friend Sami/ Samia who also likes reading books. Tell him/her about the story. Say why he/she should or shouldn't read the book Your writing should be friendly and interesting.

7) Letter describing a festival

1) Introduction:

- **Greeting:** Dear,
- **Opening Remarks:** How are you? How is your family.
- **Reason for writing:** I'm writing to

2) Main Body:

Paragraph 1: Introduce the festival. Say when and where it takes place.

Paragraph 2: Say why the festival takes place, and give some background to it.

Paragraph 3: Describe what happens before the festival, if appropriate.

Paragraph 4: Describe what happens during the festival.

Paragraph 5: Describe feelings and final thoughts about the festival.

3) Conclusion:

A) Closing sentence

B) Closing phrase

C) Writer's Name:

.....(name mentioned in the question)

NOTE:

When describing a festival and its events, use the present tense. However, if you are explaining how a festival is related to something that happened in the past, you should also use past tenses.



WRITING:

Complete the following task. Write at least 100 words.

Situation: Imagine that you Bader/Badriya. You received a letter from Your friend Nassar/Nasra who is going to write a project about festivals in the world . He asked you to tell/ her about **Muscat festival**.

Task: Write an e-mail to your friend is Nassar/Nasra . Describe what happened both before and during the event and say what people do and how they feel during this festival.

Your writing should be friendly and interesting.



WRITING:

(10 marks)

Complete the following task. Write at least 100 words.

Situation: imagine that you are Nasser/Nasra and you have just received this e-mail from a friend Salim/ Salma:

Hi, as know, I'm taking my driving test next week. But I'm really nervous. What should I do?

Write a reply to this e-mail giving your advice.

Your writing should be friendly and interesting.

.....

WRITING:

(10 marks)

Complete the following task. Write at least 100 words.

Situation: Imagine that you Bader/Badriya. You have just finished writing a report on an English project for school.

Task: Write an e-mail to your friend, Salim/ Salma. Tell him/her about your project. Ask him/her to read your report carefully and to give his/her comments. Say why this is important for you.

Your writing should be friendly and interesting.

.....

WRITING:

(10 marks)

Complete the following task. Write at least 100 words.

Situation: Imagine that you are Salim/Salma. You have two close friend: Nasser/Nasra and Bader/Badriya. You have just received this e-mail from Nasser/Nasria: Dear Salim/Salma, what's wrong with Bader/Badriya? He/She's not answering my phone calls or my e-mail. I think he/she is angry with me, but I don't know why! Can you help me? Write soon, Nasser/Nasra

Your writing should be friendly and interesting.

.....

WRITING:**(10 marks)**

Complete the following task. Write at least 100 words.

Situation: Imagine that you are Badr/Badriya. You are the head of the English club at your school. Write an e-mail to your friend, Hood/Huda. Describe the club's activities and invite him/her to join.

Your writing should be friendly and interesting.

.....

WRITING:**(10 marks)**

Complete the following task. Write at least 100 words.

Situation: You are Bader/Badriya. Your friend Saeed/Sa'ada has sent you this e-mail:

Hi Bader/Badriya! I've just finished my final exams. Now I'm thinking of what to do during the long summer holiday. How should I spend the time? I need your advice! Write soon.

Your writing should be friendly and interesting.

.....

WRITING:**(10 marks)**

Complete the following task. Write at least 100 words.

Situation: Imagine that you are Ali/Alia. You have recently stayed with your old friend, Nasser/Nasra, for a few days. Before that, you had not seen each other for a long time.

Task: Write an e-mail to Nassar/Nasra. Say how you feel about the visit and talk about something enjoyable that you did together. Then invite him/her to visit you.

Your writing should be friendly and interesting.

.....

WRITING:**(10 marks)**

Complete the following task. Write at least 100 words.

Situation: Imagine that your friend Nasr/ Nasra has written a letter to you. He/She has a problem. He/ She wrote: "I feel unhappy and depressed all the time, but I don't know why."

Write a letter to Nasr/ Nasra. Give him/her advice about what he/she should do.

Your writing should be friendly and interesting.

Best Wishes