



Islamic Educational College

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Writing Booklet

Outcome: To write quality compositions according to Tawjihi standards

Dear Student,

This booklet, which includes 30 free writing compositions from Tawjihi Past papers, aims to provide you with extensive practice to improve all your writing sub-skills.

Instructions:

- Remember: PRACTIC MAKES PERFECT
- Read and practice using all the linking words given in this booklet in your writing.
- Write ONE composition every week and send to your teacher for checking.
- Read the Writing Marking Rubric before you start your writing.
- Write neatly.
- Keep all sheets in your student portfolio.

What Your Composition Must Include

The Introduction Paragraph

An introductory paragraph eases the reader into your topic. You'll have a hook, a few context sentences, and your opinion, which consists of a stance on your chosen topic, and support points. This is the first impression your audience will get, so it's got to be strong.

The Body Paragraphs

Body paragraphs are the meat and potatoes of any essay, so to speak. They are what come in between the introduction and conclusion paragraphs, and explain what you've stated in your thesis. There is usually one body paragraph per supporting point/argument in the thesis (if we're talking about a basic 5-7 paragraph essay).

The conclusion paragraph

The conclusion paragraph reminds the reader of your thesis and re-explains your supporting points (and, after having read the body paragraphs, the audience will have the context to decide if they agree with you or not).

Writing an Article

An 'article' can be described as any form of written information which is produced either in a printed or electronic form, in newspaper, magazine, journal or website. It aims at spreading news, results of surveys, academic analysis or debates.

An article targets a large group of people, in order to fascinate the readers and engage them. Hence, it should be such that to retain the interest of the readers.

It discusses stories, reports and describes news, presents balanced argument, expresses opinion, provides facts, offers advice, compares and contrasts etc. in a formal or informal manner, depending upon the type of audience.

For writing an article one needs to perform a thorough research on the matter, so as to provide original and authentic information to the readers.

Components of Article

- **Title:** An article contains a noticeable title which should be intriguing and should not be very long and descriptive. However, it should be such that which suggests the theme or issue of the information provided.
- **Introduction:** The introduction part must clearly define the topic, by giving a brief overview of the situation or event.
- **Body:** An introduction is followed by the main body which presents the complete information or news, in an elaborative way, to let the reader know about the exact situation.
- **Conclusion:** The article ends with a conclusion, which sums up the entire topic with a recommendation or a comment.

Writing an Essay

An essay is just a formal and comprehensive piece of writing, in which a particular topic is discussed thoroughly. It usually highlights the writer's outlook, knowledge and experiences on that particular topic. It is a short literary work, which clarifies, argues and analyzes a specific topic.

The word essay is originated from the Latin term 'exagium' which means 'presentation of a case'. Hence, writing an essay means to state the reasons or causes of something, or why something should be done or should be the case, which validates a particular viewpoint, analysis, experience, stories, facts or interpretation.

An essay is written with the intent to convince or inform the reader about something. Further, for writing an essay one needs to have good knowledge of the subject to explain the concept thoroughly. If not so, the writer will end up repeating the same points again and again.

Components of the Essay

- **Title:** It should be a succinct statement of the proposition.
- **Introduction:** The introduction section of the essay, should be so interesting which instantly grabs the attention of the reader and makes them read the essay further. Hence, one can start with a quote to make it more thought-provoking.
- **Body:** In the main body of the essay, evidence or reasons in support of the writer's ideas or arguments are provided. One should make sure that there is sync in the paragraphs of the main body, as well as they, should maintain a logical flow.
- **Conclusion:** In this part, the writer wraps up all the points in a summarized and simplified manner.

Key Differences between Article and Essay

Upcoming points will discuss the difference between article and essay:

1. An article refers to a written work, published in newspapers, journals, website, magazines etc., containing news or information, in a specific format. On the other hand, an essay is a continuous piece of writing, written with the aim of convincing the reader with the argument or merely informing the reader about the fact.
2. An article is objective in the sense that it is based on facts and evidence, and simply describes the topic or narrates the event. On the contrary, an essay is subjective because it is based on fact or research-based opinion or outlook of a person on a specific topic. It analyses, argues and criticizes the topic.
3. The tone used in an article is conversational, so as to make the article easy to understand and also keeping the interest of the reader intact. On the contrary, an essay uses educational and analytical tone.
4. An article may contain headings, which makes it attractive and readable. In contrast, an essay does not have any headings, sections or bullet points; however, it is a coherent and organized form of writing.
5. An article is always written with a definite objective, which is to inform or make the readers aware of something. Furthermore, it is written to cater to a specific niche of audience. Conversely, an essay is written in response to a particular assertion or question. Moreover, it is not written with a specific group of readers in mind.

Conclusion

By and large, an article is meant to inform the reader about something through news, featured stories, product descriptions, reports, etc. On the flip side, an essay offers an analysis of a particular topic while reflecting a detailed account of a person's view on it.

Tips to Make your Essay Shine

Six top tips for writing a great essay:

1. Analyse the question.
2. Define your argument.
3. Use evidence and reasoning.
4. Organise a coherent essay.
5. Write clearly.

More Detailed Tips:

Planning Pays:

Although it may seem like a waste of time – especially during exams where time is tight – it is almost always better to brainstorm a bit before beginning your essay. This should enable you to find the best supporting ideas – rather than simply the first ones that come to mind – and position them in your essay accordingly.

Your best supporting idea – the one that most strongly makes your case and, simultaneously, about which you have the most knowledge – should go first. Even the best-written essays can fail because of ineffectively placed arguments.

Aim for Variety:

Sentences and vocabulary of varying complexity are one of the hallmarks of effective writing. When you are writing, try to avoid using the same words and phrases over and over again. You don't have to be a walking thesaurus but a little variance can make the same idea sparkle.

If you are asked about "money," you could try "wealth" or "riches." At the same time, avoid beginning sentences the dull pattern of "subject + verb + direct object." Although

examples of this are harder to give, consider our writing throughout this article as one big example of sentence structure variety.

Practice! Practice! Practice!

In the end, though, remember that good writing does not happen by accident. Although we have endeavored to explain everything that goes into effective essay writing in as clear and concise a way as possible, it is much easier in theory than it is in practice.

As a result, we recommend that you practice writing sample essays on various topics. Even if they are not masterpieces at first, a bit of regular practice will soon change that – and make you better prepared when it comes to the real thing.

General Do's and Don'ts

<u>Do:</u> Use transitions to start new thoughts and paragraphs.	<u>Don't:</u> Start a new thought without a transition or overuse transitions.
<u>Do:</u> Use paragraph structure to organize thoughts and claims.	<u>Don't:</u> Write one big paragraph without any sort of organization.
<u>Do:</u> Use active voice, meaning verbs and action words.	<u>Don't:</u> Use passive voice or I/my. Try to avoid words like “have” or “be”, and never use I or my, unless the essay is being written in the narrative form.

All about Linking Words

Think back to when you were first taught how to write essays. You were probably taught to organize your writing by starting each paragraph with a word like **first**, **additionally**, **further**, **secondly**, or **third**. These words are **linking words**.

Not all linking words are individual words. Sometimes, you need a whole phrase to make a smooth transition in your writing. These phrases are known as **Transition phrases**. One transition phrase you were probably taught in school is **in conclusion**, a common way to begin an essay's final paragraph. As you moved further in your academic career, you were probably taught to move away from these linking phrases and use subtler ones in your writing.

When to use linking words

Linking words illustrate relationships between other words and phrases. Although students are generally taught to use linking words at the beginning of sentences, this isn't the only place they're used.

Generally, a linking word is the heart of its sentence. This is the decisive point where the sentence's core message is communicated. Not every sentence contains a linking word, but when one *does*, the linking word is usually critical to its question or statement.

Types of linking words

Linking words present the writer's thoughts in an orderly fashion, express tone, clarify vagueness, forge connections, and demonstrate comparisons. Because they do so many different jobs, linking words are divided into eight distinct categories.

1. Linking words that introduce, agree, and add on

One of the most common ways linking words are used is to introduce new ideas and add onto topics that have already been explored in the piece.

Linking words and phrases in this category include:

- **in addition (to)**
- **further**
- **furthermore**
- **moreover**
- **likewise**
- **equally important**
- **first**
- **second**
- **third**
- **uniquely**

Take a look at a few ways you can use these kinds of linking words in a sentence:

- a) We have to consider the students' needs, but the staff's needs are **equally important**.
- b) **First**, preheat the oven. **Second**, sift together all your dry ingredients.
- c) The weather, **likewise** the fast and loose itinerary, is the reason why I'm skipping the trip.

2. Linking words that oppose and limit:

Linking words can also communicate opposition or limits to ideas and phrases. These words' role is largely the opposite of the role played by the category above. Linking words that create opposition and limits include:

- **unlike**
- **or**
- **but**
- **while**
- **as much as**
- **conversely**
- **on the contrary**
- **on the other hand**
- **above all**
- **notwithstanding**
- **despite**

Here are a few examples:

a) We managed to have a decent harvest **despite** the drought.

b) I went to the seminar expecting a long, boring presentation but **on the contrary**, it was engaging and a lot of fun!

c) **While** Shekani is a stickler for tradition, Mei gives every holiday party a new twist.

3. Cause and conditional linking words

These linking words show how one action led to a specific effect or how one circumstance is conditional on another. This category also includes words and linking phrases that illustrate the relationship between an intention and an action.

Cause and conditional linking words include:

- **since**
- **while**
- **due to**
- **in the event of**
- **for fear of**
- **because of**
- **as long as**
- **I hope that**
- **unless**
- **in case**
- **whenever**
- **so that**

A few examples of these words in sentences include:

- a) **As long as** there are pets that need homes, I'll keep volunteering at the shelter.
- b) I brought extra socks **in case** we have to walk through puddles.

4. Effect and result linking words

Similar to the category above, these linking words demonstrate the result of a specific action. Here's the difference between the two: When your sentence is focused on the cause *of* the effect, you'd use one of the linking words from the "Cause and conditional" category above. When the emphasis is on *the effect itself*, you would use a word from this "Effect and result" category that fits with the rest of your sentence. For example, you might announce that you've postponed your barbecue by sending a group message that says "**because of** the weather, I postponed the barbecue." But you can communicate the same message with a slightly different focus by phrasing it as "it's raining, so consequently I've rescheduled the barbecue."

Words and phrases in this category include:

- **in effect**
- **as a result**
- **then**
- **hence**
- **under those circumstances**
- **henceforth**
- **consequently**
- **therefore**

A few more examples of sentences that include these linking words are:

- It's very humid outside, **hence** the condensation on the window.
- We stayed to see the whole show and **consequently** missed our train home.
- Miguel forgot to add the yeast to his dough. **As a result**, the bread didn't rise.

5. Linking words that describe examples and support

Other linking words make it clear that one concept supports another, either by providing evidence, emphasizing it, or simply being an example. These words include:

- **explicitly**
- **for this reason**
- **indeed**
- **markedly**
- **in general**
- **to clarify**
- **in fact**
- **especially**
- **by all means**
- **in other words**
- **notably**
- **particularly**
- **significantly**

Here are a few examples of these linking words at work:

- They had to slow down production, **particularly** of items with a low profit margin.
- I love all kinds of pizza, **especially** stuffed-crust pizza.
- The sequel's tone was **markedly** different from the first movie's.

6. Conclusion and summary linking words

These are the linking words that bring paragraphs, arguments, and pieces of writing to a close. They can also be used to summarize and restate ideas. These linking phrases and words include:

- **in summary**
- **in conclusion**
- **to conclude**
- **in any event**
- **in either case**
- **overall**
- **altogether**
- **in essence**
- **to summarize**
- **to sum up**

Take a look at a few ways these words work in sentences:

- There were some surprises, but **overall** we had a great time.
- **In conclusion**, an upgraded security system isn't a luxury; it's a necessity.

7. Linking words for describing time

Another category of linking words deals with time, specifically *when* something happened or will happen in relation to another event. These words include:

- **presently**
- **now**
- **occasionally**
- **once**
- **after**
- **in the meantime**
- **in a moment**
- **momentarily**
- **after**
- **at the present time**
- **all of a sudden**
- **every so often**

Take a look at these linking phrases and words in action:

- I was walking through the mall when **all of a sudden**, I recognized my long-lost sister standing in line to buy a pretzel.
- I'd love to hang out at the coffee shop **after** work.
- Don't leave the lobby—we'll be with you **momentarily**.

8. Linking words for locations

Linking words can also draw a reader's attention to *where* something is located, or the physical or spatial relationship between two things. This can mean where someone or something is *literally* located, or they can be used figuratively, like "Dan's auto body shop is **above** Rick's when it comes to quality and attention to detail."

These words and phrases include:

- **beside**
- **over**
- **where**
- **in front of**
- **behind**
- **next to**
- **under**
- **beyond**
- **amid**
- **among**
- **opposite**
- **adjacent to**
- **above**
- **below**

You'll notice that many of these words can also function as prepositions in a sentence. They can also function as linking words that are part of adverbial clauses. Here are a few examples of this kind of linking word at work:

- **In the back**, my cousin was grilling hamburgers.
- **Among** the students surveyed, more than half were excited to return to campus full-time.
- **Next to the garage**, they found a parking spot.

Common mistakes writers make with linking words:

Working with linking words isn't always easy. Sometimes, especially when English isn't your primary language, you may accidentally use the wrong word for the type of linking you're making or use a word that doesn't have *quite* the right connotation for your message.

For example, you might say something like, "We could go out for burgers, pizza, sushi, or tacos. In either case, that works for me." **Either** implies that there are only two choices, so in this scenario, it doesn't fit because there are a total of four choices. (Here, the best way to phrase this would be "in any case.")

Here are a few other commonly mistaken linking words:

- **As well as** when you mean **and**. Using "as well as," a synonym for "in addition to," implies that the following piece of information is less important than the preceding piece, whereas "and" implies they are equally important.
 - Adam **and** Jeremy came over for dinner.
 - I made ribs and mac and cheese **as well as** a bagged salad.

- **Essentially** when you mean **explicitly**. “Essentially” refers to a fundamental factor or truth at a subject’s core, whereas “explicitly” communicates that something is literal and clear, with no room for misinterpretation.

- Although they offer personal training and classes, that gym is **essentially** an overpriced equipment store.

- The gym’s website **explicitly** states that no guest passes will be issued until further notice.

Another mistake writers sometimes make with linking words is using them in inappropriate contexts. As you saw in the lists above, some linking words and phrases feel more formal and academic than others. You can make your writing feel too formal—or too casual—by choosing a linking word that doesn’t fit your tone or the type of writing you’re doing. Here are a few examples of linking words that don’t fit their sentences:

- I just picked up a new dress, got my makeup done, and **therefore**, I’m ready to hit the club.

- In Kate Chopin’s *The Awakening*, Edna Pontillier felt inadequate **whenever** she spent time with Adele Ratignolle.

- I’ll be out of the office on Wednesday and **consequently** won’t be responding to emails.

See how they’re all either too formal or too casual for the messages they’re communicating? Word choice is crucial to effective communication, and that includes choosing the right linking for each sentence.

Some Useful Language

Useful language:

However, there are many disadvantages..., It is true that..., but..., In addition to this..., Moreover, the

Useful language:

The article discusses...; The author states that...; The author goes on to say that...; Some [people] argue that...; others insist that...; Whatever the opinion, it is clear that...; The author concludes that...

Useful language:

The aim of this report is to...; A study was done to find out...; Just under a quarter of those interviewed...; The majority of the respondents said.../85 per cent of respondents said...; Only a minority of those questioned said.../10 per cent of those questioned said...

Descriptive essays include:

- introduction and personal viewpoint
- conclusion and personal viewpoint
- more detailed descriptions
- rhetorical devices
- language for prediction

Useful language:

It is understood that...; It is often suggested that...; Many people believe that...; It is evident that...; For this reason...; It could be argued that...; Thus it can be seen that...

Example Marking Scheme

Mark	Criteria
19-20	<ul style="list-style-type: none"> • The writing is focused and shows fresh insight into the writing task. • The writing is marked by a sense of completeness and coherence and is organized with a logical progression of ideas. • A main idea is fully developed, and support is specific and substantial. • A mature command of the language is evident. • Sentence structure is varied, and writing is free of fragments. • Virtually no errors in writing conventions appear.
17-18	<ul style="list-style-type: none"> • The writing is focused on the task. • The writing is organized and has a logical progression of ideas, though there may be occasional lapses. • A main idea is well developed and supported with relevant detail. • Sentence structure is varied, and the writing is free of fragments. • Writing conventions are followed correctly.
15-16	<ul style="list-style-type: none"> • The writing is focused on the task, but unrelated material may intrude. • Clear organizational pattern is present, though lapses occur. • A main idea is adequately supported, but development may be uneven. • Sentence structure is generally fragment free but shows little variation. • Writing conventions are generally followed correctly.
13-14	<ul style="list-style-type: none"> • Writing is focused on the task, but unrelated material intrudes. • Organization is evident, but writing may lack a logical progression of ideas. • Support for the main idea is present but is sometimes illogical. • Sentence structure is free of fragments, but there is almost no variation. • The work demonstrates a knowledge of conventions, with misspellings.
10-12	<ul style="list-style-type: none"> • Writing is focused on the task, but unrelated material intrudes. • Organization is evident, but writing may lack a logical progression of ideas. • Support for the main idea is present but is sometimes illogical. • Sentence structure is free of fragments, but there is almost no variation. • The work demonstrates a knowledge of conventions, with misspellings.
7-9	<ul style="list-style-type: none"> • The writing is related to the task but generally lacks focus. • There is little evidence of an organizational pattern. • Support for the main idea is generally inadequate, illogical, or absent. • Sentence structure is unvaried, and serious errors may occur. • Errors in writing conventions and spellings are frequent.
3-6	<ul style="list-style-type: none"> • The writing may have little connection to the task. • There has been little attempt at organization or development. • The paper seems fragmented, with no clear main idea. • Sentence structure is unvaried, and serious errors appear. • Poor diction and poor command of the language obscure meaning. • Errors in writing conventions and spelling are frequent.
1-2	<ul style="list-style-type: none"> • The response is unrelated to the task or is simply a rewording of the prompt. • The student did not write a response. • The response is illegible. • The words in the response are arranged with no meaning. • There is an insufficient amount of writing to score.

Ministry of Education Writing Scale Summary

Scale	Criteria	
	Ideas	Structures
19-20	V. good	V. good
16-18	good	good
13-15	Partially good	good
10-12	good	Partially good
8-9	Fair/Partial	Poor
5-7	Very Poor but with some relevant ideas	Very Poor
1-4	Only title-Layout	One or two good structures
0	irrelevant	irrelevant

Previous Tawjihi Compositions

- 1) The internet has become an essential part of our life. Write an essay to your school magazine about the advantages and disadvantages of the Internet in exchanging information and knowledge all around the world.
- 2) It is easy for people to say that after a certain age, you should have a job and career goals. Write an article mentioning what knowledge and skills you need to do this job; what training you must do; what qualifications you must have to do it and why you like the idea of doing it.
- 3) Educational technology is the combined use of computer hardware, software, and educational theory and practice to facilitate learning. Write an essay explaining why educational technology is an important factor in the development of our country, and mentioning some means of technology that can be used in the educational process.
- 4) You have a friend in England. Write a letter, inviting him / her to spend a holiday with you. Explain your plans and say why you think the holiday will be interesting and enjoyable.
- 5) Water shortage is a major problem in most countries. Write an essay mentioning some reasons of water shortage, and explaining how this problem affects agriculture and industry in Jordan.
- 6) Some holidays leave us with enjoyable memories. Write a letter to your friend in England telling him / her about a memorable holiday you have had; describe the place you visited; say what you did and how you felt.
- 7) Learning foreign languages has many advantages as it provides various opportunities in life. Write an essay discussing the importance of learning foreign languages and its effects on the learner's social and academic life.
- 8) Not all learning and development happen in the classroom. There are tons of

advantages to joining clubs in high school. Write an essay mentioning the types of school clubs you prefer to join, and explaining the benefits of joining these clubs.

9) Hospitals serve humanity and play a vital role in the social welfare of any society. The authorities in your town are planning to build a children's hospital. Write an essay about the importance of this hospital and the purpose it may serve.

10) "Necessity is the mother of invention". Write an article explaining the previous quotation.

11) Handicapped people (e.g. blind, deaf) deserve all respect from society. Write an essay to your school magazine describing how to help handicapped be effective members in society.

12) Reading is one of the most important skills that a person can have. It opens up a world of possibilities and allows people to learn about new things. Write an essay discussing the importance of reading books mentioning the types of books you prefer to read, and the advantages of reading these books.

13) You are studying at a university abroad. Write a letter to your father telling him about the university (fees, accommodation, facilities), the historical places in that country and people's habits.

14) Technology is a double-edged weapon. Write an article about the advantages and disadvantages of nowadays technology revolution.

15) Schools with a strong school library program, and a certified school librarian ensure their students have the best chance to succeed. Write an article to your school magazine mentioning the importance of school libraries and the types of books you prefer to read.

16) Your pen friend in England has sent you a letter telling you that he has been chosen

to take an Arabic Course in Jordan next summer and asking you for some questions about life in Jordan. Write a reply letter telling him / her about: accommodation, fees, weather, customs, places to visit and typical meals.

- 17) Many people are concerned about the environmental pollution. Write an essay discussing at least three causes and effects of this problem.
- 18) Have you ever had a summer job? Do students normally work during the holidays in your country? Write a composition explaining the advantages and disadvantages of working during the summer holidays.
- 19) Travelling is a wonderful experience in one's life. Explain why people travel; What benefits they get from traveling and what problems they may face while traveling.
- 20) We live in a world that is constantly changing. The way we connect with others has changed and so has the way we view the world. We are now living in a global village. Write an essay describe the means of communication that make the world a small village and their benefit.
- 21) Teen smoking might begin innocently, but it can become a long-term problem. In fact, most adult smokers started smoking as teens. Write an article explaining the effects of smoking, and mentioning some ways to help teens avoid getting smoking addicts.
- 22) Nowadays, tourism is being more popular in many countries. There are heated debates on the issue of whether world countries should encourage the tourism. Write an article explaining the importance of tourism, and mentioning some ways to encourage tourism in your country.
- 23) School plays a more important role than the family in shaping one's personality.

Write an essay explaining the role of schools in shaping one's personality.

24) "Sport and entertainment have become a matter of business rather than pleasure".

Write an essay discussing the previous quotation.

25) You have been studying English for several years in Jordan, and feel that you would benefit from an eight-week intensive course for foreign students offered by a college in the south of England. Write a letter applying for a place on the course, stating your reasons for choosing this particular college.

26) Nowadays online education has become popular as more institutes and educational companies are offering online courses. However, many people prefer traditional classroom training or study. Write an article explaining which method of education you prefer, discussing the advantages and disadvantages of each.

27) Homework is believed to help students to enhance their learning. Write an article discussing the benefits of doing homework and suggesting different ways of doing homework from your point of view.

28) Workplace safety is very important for every employee. Discuss its benefits to the employees and suggest ways to create a safe working environment.

29) Some schools provide students with different activities and exercises to improve their creativity. Write an article discussing the types of activities and exercises you like to do in your school. Give reasons and examples to support your opinion.

30) Bad lifestyle choices can harm our health. Write a report explaining some bad

lifestyle choices and their effects on health.

- 31) Communication technology is changing the way we communicate these days. Write a composition discussing the role of technology in communication and mentioning some modern advances in communication technology.
- 32) Health conditions in Jordan are among the best in the Middle East. Write an argumentative essay about health facilities in Jordan, describing the role of government to develop the health conditions in Jordan.
- 33) It is difficult to say exactly what transportation will look like in the future. Write an essay about the world transportation in the future and the changes that will happen in this field.
- 34) Every morning, so many people navigate the internet to read news while others prefer to buy newspapers for the same purpose. Write an essay expressing your point of view, discussing the advantages and disadvantages of each one.

GOOD LUCK