

**Give Information about Others
(Informational Writing)
Writing about a Friend or Relative
Lecture: 5
Part: 3**

Writing about a friend

Writing about a relative

Writing about a Friend

Step 1: Pre-writing :

Write down the qualities of a good friend. Put a check (✓) next to the qualities that you think are important.

..... responsible good listener loyal
..... fun to be with honest friendly
..... kind good looking helpful
..... intelligent wealthy generous

Step 1: Pre-writing :

Answer the questions about your friend .

How old is your friend ?.....

Is your friend married or single ?

Where does he / she live ?.....

What does your friend do ?

What does he / she like to do ?

What qualities does your friend have ?

Step 2: writing:

Use some of your sentences to write a paragraph about your friend. Remember to follow the rules of paragraph writing .Use at least three pronouns and three conjunctions in your paragraph. Give your paragraph a title .

Step 3: Revise:

Use the Revising Checklist to help you improve your paragraph.

Revising Checklist	Yes	No
1. Is the first word of the paragraph indented ?		
2. Does each sentence begin with a capital letter ?		
3. Does each sentence end with the correct punctuation ?		
4. Does each new sentence begin next to the one before it ?		
5. Are there at least three pronouns?		
6. Are there at least three conjunctions?		
7. Does the paragraph have a good title?		

Model paragraph 1:

My Best Friend

My best friend's name is Yusuf. He is very responsible and he is also fun to be with. We have a great time whenever we get together. He is smart, and he reads a lot. That's why he always has interesting things to say. He is quite a talkative guy, but he is a very good listener, too. I can talk about my problems with him and he always gives me good advice. I am really glad to have a friend like Yusuf.

Model paragraph 2:

My Cousin

My cousin's name is Alia Ahmad. She is thirty seven years old. She was born in Cairo, Egypt, but now she lives in Dubai, UAE. She is married and has two children. Alia and I enjoy spending time together. We love to go horse-riding. Alia is an excellent horse-rider. She competed in horse races when she was young. Now Alia teaches horse-riding to young children and she enjoys training them.

Now, write an informational paragraph about a friend or a relative. Follow the rules that you have learned in this lecture in every step of the writing process. Go back to the Revising Checklist to see if your paragraph is well-written or needs to be improved.