

**Give Information about Others  
(Informational Writing)**

**Lecture: 5**

**Part: 4**

**Writing about a friend**

Write down the qualities of a good friend. You can use words like....

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

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 ? .....

**Writing about a Friend**

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?		

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.

My best friend is Sara. She is 19 years old and she has been my friend for 5 years. I've known her from grade 9 until now. She lives in Dammam and she goes to the University of Dammam like me. She helps me a lot when I need her help, such as when I have problems, and she gives me a lot of advice . Sarah likes travelling and meeting new people. She is honest, kind and intelligent and she always makes me happy. In conclusion, Sara is my best friend until now, and I really miss her.