

Informational Writing

Give Information about Yourself or Others

Part 1: Writing a paragraph about yourself.

Step 1: Pre-write:

Answer these questions about yourself in complete sentences :

1. What is your complete name ?
2. Where are you from ?
3. Where do you live now ?
4. What language(s) do you speak ?
5. What do you do ? (for example, are you a student ? Are you a businessperson? Are you a teacher? Lawyer ? Bus driver ?
6. What do you like to do in your free time ? (for example, do you like to go to the movies ? Do you like to read magazines ? Do you like to listen to music ? Do you like to go shopping ?).

Step 2: Write:

My name is Salaam Ali. I am from Jeddah, Saudi Arabia. I live in Riyadh. I am twenty – one years old. I speak English and a Arabic and a little French. I am an engineering student at King Saud University. I love all kinds of sports. My favorite sports are basketball and skiing. I also like to travel, play guitar, and go to parties with my friends.

Step 3: Revise:

Use the Revising Checklist to help you improve your paragraph

Revising Checklist		
1. Is the first word of the paragraph indented ?	Yes	No
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. Does the paragraph have a good title?

Model Paragraph 1

Who Am I?

My name is Salaam Ali. I am from Jeddah, Saudi Arabia. I live in Riyadh. I am twenty – one years old. I speak English and Arabic and a little French. I am an engineering student at King Saud University. I love all kinds of sports. My favorite sports are basketball and skiing. I also like to travel, play guitar, and go to parties with my friends.

Model Paragraph 2

A Lucky and Happy Man

My name is Adam Brown. I am ninety years old. I am from Italy but I live in San Diego, California, with my family. I speak Italian and English. I work hard and I have my own business. The business is successful and I am satisfied with it. I like to travel and play golf. I have seen and done a lot in my long life. I am lucky and happy man.

Part 2: writing a paragraph about a friend.

Step 1: Pre-write :

1. 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

2. 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: Write:

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. 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.

Technical Writing

Explain How to Do Something

Step- by- Step Writing

What is technical writing?

Technical writing often gives instructions. It sometimes explains how to do a procedure. It is actually a step by step guide explaining how to make or do something.

Recipes and directions are examples of technical writing. Directions are found in computer games, safety rules, guides, science experiments, ...etc.

Cooking up a paragraph:

The FNTF formula:

A 'How to Paragraph' is a paragraph that gives instructions. It tells how to do something.

Here is the formula for writing a 'Technical paragraph' or a 'How – to Paragraph'. This formula is called the *FNTF* formula.



Here is an **example** of a How –To Paragraph. Read the paragraph and look closely at how it is put together.

Example 1

How to Open a Jar of Pickles

Here are a few steps to open a jar of pickles. First, place the jar of pickles on a counter. Next, hold the jar with one hand and grasp the lid with the other hand. Then, turn the lid until it is loose. Finally, lift the lid off the jar.

The writer of this paragraph was given the title ‘ How to Open a Jar of Pickles’. He made a list of words that came to mind before he started writing the paragraph. He ended up using all the words except *put* and *cover*. He organized his information in a flow chart using the *FNTF* formula.

Step 1: Pre-write

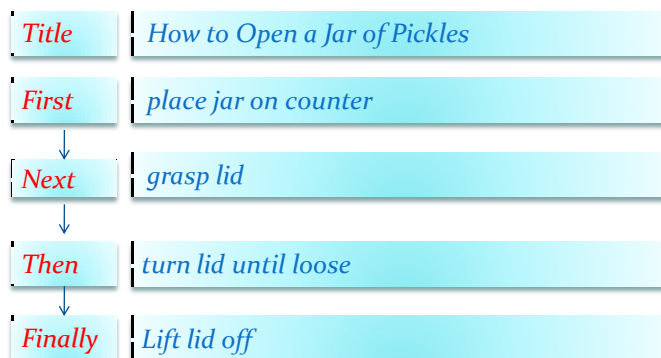
1. Word list:

put *hold* *grasp* *turn* *lift* *place* *with one hand* *cover* *until*
off *counter* *the other hand* *lid* *loose*

2. *FNTF* flow chart:



Technical Writing



Step 2: Write

The complete paragraph

How to Open a Jar of Pickles

Here are a few steps to open a jar of pickles. First, place the jar of pickles on a counter. Next, hold the jar with one hand and grasp the lid with the other hand. Then, turn the lid until it is loose. Finally, lift the lid off the jar.

In five sentences, the writer produced a complete, well-written paragraph.

Step 3: Revise

Revision checklist

- I listed my words.
- I divided my directions into steps.
- I gave clear instructions for each step.
- I used sequence words correctly.
- I used imperatives correctly.
- I used count and noncount nouns correctly.
- I used correct spelling, punctuation, and capitalization.
- I wrote a topic sentence
- My sentences are in the correct time order

Example 2

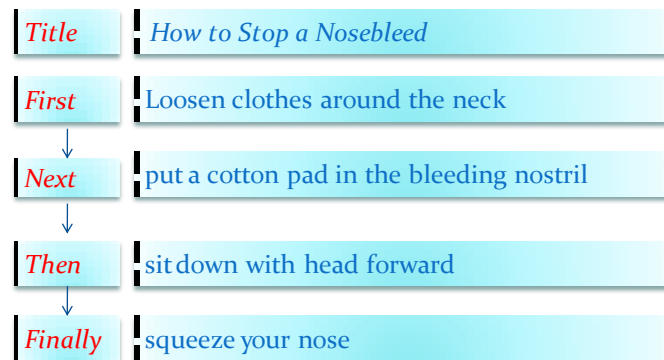
How to Stop a Nosebleed.

Step 1: Pre-write

1. Word list:

Loosen, nosebleed, neck, cotton pad, nostril, lean forward, squeeze, sit , doctor, call.

2. FNTF Flow Chart



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3. Directions

1. First, loosen the clothing around your neck.
2. Next, put a cotton pad in the bleeding nostril.
3. Then, sit down with your head leaning forward.
4. Finally, squeeze your nose until it stops bleeding.
5. If your nose continues to bleed, call a doctor.

Step 2: Write

The complete paragraph

How to Stop a Nosebleed

Here are a few steps to help you stop a nosebleed. First, loosen the clothing around your neck. Next, put a cotton pad in the bleeding nostril. Then, sit down with your head leaning forward. Finally, squeeze your nose until it stops bleeding. If your nose continues to bleed, call a doctor.

Step 3: Revise

Revision checklist

- I listed my words.
- I divided my directions into steps.
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Expository Writing

Write about a Holiday or Celebration

Step- by- Step Writing

Expository writing explains or informs. It answers the reader's basic questions about a topic.

Who? What? Where? When? Why? How?

Topic: Write about your favourite holiday e.g. Eid Al-Fitir.

— **Step 1: Pre-write:**

— 1. Use Wh-questions to research your topic; make Idea Cluster.

— 2. Write complete answers to your Wh-questions.

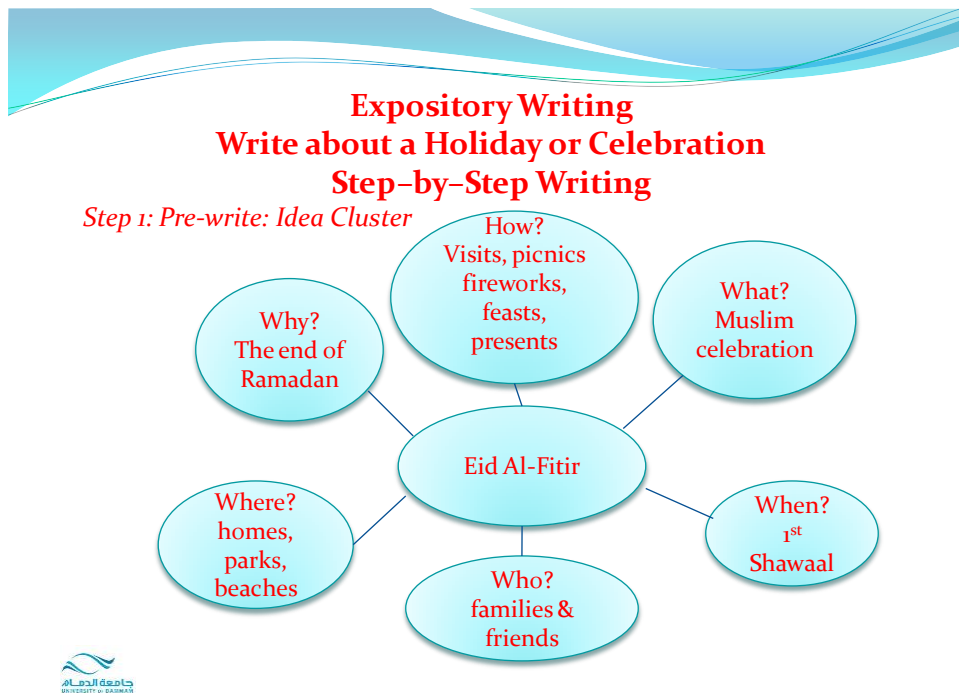
— **Step 2: Write**

— Join your sentences together using connectors to make a paragraph.

— **Step 3: Revise**

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Step 1: Pre-write: Idea cluster



Expository Writing
Write about a Holiday or Celebration
Step-by-Step Writing

Write the complete answers to your Wh- questions.

Wh- Question	Complete Answers
How do people celebrate?	People visit each other and have picnics and feasts together.
What is the celebration?	The end of Ramadan
When is the celebration?	Eid Al-Fitir is on 1 st Shawaal.
Who do people celebrate with?	They celebrate with family and friends.



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Expository Writing
Write about a Holiday or Celebration
Step-by-Step Writing

Wh- Question	Complete Answers
Where do they celebrate?	People celebrate at homes, in parks , on the beaches.
Why do I like the celebration?	I like getting money and presents.



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Step 2: Write your paragraph.

Eid Al-Fitir

My favorite holiday is Eid Alfitir. It is a Muslim holiday that comes on 1st Shawaal to mark the end of Ramadan; the holy month of fasting. People celebrate Eid Alfitir by visiting family and friends, and having feasts or picnics together. People normally get money or presents on this occasion. They have fun visiting relatives and friends in the morning and watching fireworks in the evening. I really like Eid Alfitir because I get enough money to do what I want.