

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Course Name

Essay

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I wish you all the best ☐

المحاضرة الأولى :-

This lecture will cover the following points:

- 1- What is a paragraph? ما هي الفقرة ؟
- 2- The three parts of a paragraph الأجزاء الثلاثة للفقرة
 - a- The topic sentence موضوع الجملة
 - b- The supporting sentences الجمل الداعمة
 - c- The concluding sentence الجمل الختامية

What is A paragraph ?

A **paragraph** is a group of related sentences that discuss one (and usually only one) main idea. A paragraph can be as short as one sentence or as long as ten sentences. The number of sentences is unimportant; however, the paragraph should be long enough to develop the main idea clearly. A paragraph may stand by itself.

هنا تكلم الدكتور عن الفقرة وقال إن الفقرة هي مجموعة من الجمل التي تدور حول الفكرة الرئيسية الوحيدة وأيضا قال إن الفقرة ممكن تكون قصيرة يعني (جملة وحده) أو طويلة من عدة جمل (١٠ جمل) وأيضا قال أن عدد الجمل غير مهم واهم شيء إن طول الجملة تكون كافيته حتى تكون الفكرة الرئيسية واضحة وإن الفقرة الوحيدة قد تكون كافية لحد نفسها وقال أن الفقرة تكون واضحة ومميزه بعلامة الفراغ التي تكون بالبداية على اليسار حددت بخمس أحرف فارغة.

In academic writing, you often write a paragraph to answer a test question such as the following:
"Define management by objective, and give one example of it from the reading you have done for this class." A paragraph may also be one part of a longer piece of writing such as an essay or a book.

في الكتابة الأكاديمية، كثيرا ما نكتب فقرة لاختبار مسألة مثل ما يلي:

"تحديد الهدف، وعلى سبيل المثال من القراءة يمكنك القيام بهذه الفقرة . الفقرة قد تكون أطول جزء من القطعة مثل مقال أو كتاب

We mark a paragraph by indenting the first word about a half inch (five spaces on a typewriter or computer) from the left margin. The following model contains all the elements of a good paragraph. Read it carefully two or three times. Then answer the Writing Technique questions that follow, which will help you analyze its structure.

نجعل علامة الفقرة بوضع الكلمة الأولى تقريبا بنصف بوصة (خمس فراغات على الآلة الكاتبة أو الحاسب الآلي) من الهامش الأيسر. النموذج التالي يحتوي على جميع عناصر الفقرة الجيدة. قراءتها بعناية مرتين أو ثلاث مرات. ثم الإجابة على الأسئلة المتبعة "لأسلوب الكتابة"، والتي سوف تساعدك على تحليل هيكلتها.

Gold

¹Gold, a precious metal, is prized for two important characteristics. ²First of all, gold has a lustrous³ beauty that is resistant to corrosion.⁴ Therefore, it is suitable for jewelry, coins, and ornamental purposes. ⁵Gold never needs to be polished and will remain beautiful forever. ⁶For example, a Macedonian coin remains as untarnished³ today as the day it was made 25 centuries ago. ⁶Another important characteristic of gold is its usefulness to industry and science. ⁷For many years, it has been used in hundreds of industrial applications, such as photography and dentistry. ⁸The most recent use of gold is in astronauts' suits. ⁹Astronauts wear gold-plated heat shields for protection when they go outside spaceships in space. ¹⁰In conclusion, gold is treasured not only for its beauty but also for its utility.

الذهب معدن ثمين وتكمن قيمته في حاجتين من خصائصه . الأولى أنه ذو جمال براق ومقاوم للصدأ لذلك هو مناسب للحلي والعملات المعدنية وأغراض الزينة. وإن الذهب لا يحتاج أبداً إلى الصقل فهو يبقى جميلاً إلى الأبد مثلاً: بقيت العملة المقدونية كما هي منذ ٢٥ قرناً إلى اليوم ولم يتغير لونها أو تشوهت معالمها . والخاصية الثانية إن الذهب فائدته بالصناعة والعلم ولسنوات عديدة كان يستخدم في المتطلبات الصناعية مثل التصوير وطب الأسنان. وأكثر استخدامات الذهب الحديثة كانت لبدلات رواد الفضاء فهم يلبسون دروعاً مطبقة بالذهب لتحميهم من الحرارة عندما يذهبون بسفن الفضاء إلى الفضاء الخارجي وفي الختام أن قيمة الذهب ليست فقط لجماله وإنما لمنفعته أيضاً.

Writing Technique Questions

1. What is the topic of the paragraph? ما هو موضوع الفقرة ؟

2. What two main points does the writer make about the topic?

ماهي النقطتين الأساسيتين التي اشار لها الكاتب حول الموضوع؟

3. In which two sentences does the writer say that there are two main points?

في أي الجملتين للكاتب التي يقول فيها أن هناك اثنتين من النقاط الرئيسية ؟

4. What examples does the writer use to support each point?

ما هي الأمثلة التي استخدمها الكاتب لدعم كل نقطة؟

The three parts of a paragraph

All paragraphs have a

1-topic sentence

2-supporting sentences

3-some paragraphs also have a concluding sentence.

طبعا هنا تكلم الدكتور وقال إنه جميع القطع تحتوي على موضوع الجملة وأيضا على الجمل الداعمة والجمل الختامية وأحيانا الجمل الختامية ما تكون موجوده.

The topic sentence states the main idea of the paragraph. It not only names the topic of the paragraph, but it also limits the topic to one specific area that can be discussed completely in the space of a single paragraph. The part of the topic sentence that announces the specific area to be discussed is called **the controlling idea**.

هنا الدكتور تكلم عن موضوع الجملة وهي غالبا تكون من كلمة أو كلمتين وإنها ما تكون فقط أسماء طبعا تحدد عنوان الفقرة أو القطعة بالفكرة التي تكون مسيطرة والتي تنحصر ضمن نطاق محدد.

Notice how the topic sentence of the model states both the topic and the controlling idea:

لاحظ كيف أن موضوع الجملة في النموذج تنص كل من موضوع الجملة والفكرة المسيطرة .



Supporting sentences develop the topic sentence. That is, they explain or prove the topic sentence by giving more information about it. Following are some of the supporting sentences that explain the topic sentence about gold.

هنا تكلم الدكتور عن الجمل الداعمة وهي الجمل التي تدعم وتطور موضوع الجملة . أي أنها تفسر أو تثبت موضوع الجملة عن طريق إعطاء مزيد من المعلومات حول هذا الموضوع.

- 1-First of all, gold has a lustrous beauty that is resistant to corrosion.
- 2-For example, a Macedonian coin remains as untarnished today as the day it was made 25 centuries ago.
- 3-Another important characteristic of gold is its usefulness to industry and science.
- 4-The most recent use of gold is in astronauts' suits.

The concluding sentence signals the end of the paragraph and leaves the reader with important points to remember:

In conclusion, gold is treasured not only for its beauty but also for its utility.

هنا تكلم الدكتور عن الجملة الختامية وإشارات الجملة الختامية في نهاية الفقرة ، ويترك للقارئ تذكر النقاط الهامة للموضوع الرئيسي وإعادة صياغتها وإنها ما تكون معلومة جديده
في الختام الذهب ثمين ليس فقط لجماله ولكن أيضا له فائدة

Concluding sentences are customary for stand-alone paragraphs. However, paragraphs that are parts of a longer piece of writing usually do not need concluding sentences.

الجملة الختامية معتادة لل فقرات المستقلة. ومع ذلك، الفقرات هي أجزاء من القطعة الأطول وعادة لا نحتاج للجملة الختامية.

المحاضرة الثانية:-

بالبداية الدكتور كان يتكلم على أن القطع تحتوي على موضوع الفقرة وأيضاً على الجمل الداعمة والجملة الختامية وهذه تكلم عنها في المحاضرة الأولى .

وقام يشرح موضوع الفقرة اللي هي (The Topic Sentence)

Every good paragraph has a topic sentence, which clearly states the topic and the controlling idea of the paragraph. A topic sentence is the most important sentence in a paragraph. It briefly indicates what the paragraph is going to discuss. For this reason, the topic sentence is a helpful guide to both the writer and the reader.

كل فقرة جيدة لديها موضوع ، والتي تنص بوضوح على الموضوع والمسيطرة على فكرة الفقرة. وبالطبع العبارة الافتتاحية هي الجملة الأكثر أهمية في فقرة. وهو يشير موجز ما للفقرة ومناقشتها لهذا السبب، فإن موضوع الجملة هي مفيدة حيث أنها توجه إلى كل من الكاتب والقارئ.

The writer can see what information to include(and what information to exclude). The reader can see what the paragraph is going to be about and is therefore better prepared to understand it. For example, in the model paragraph on gold, the topic sentence alerts the reader to look for two characteristics. Here are three important points to remember about a topic sentence.

الكاتب يمكن أن يرى ما هي المعلومات الشاملة (وما هي المعلومات المستبعدة). القارئ يمكن مشاهدة ما يحدث للقطعة ولذلك استعدادا لفهمه. على سبيل المثال، في نموذج القطعة على الذهب، موضوع الجملة ينبه القارئ للبحث عن اثنين من الخصائص. وهنا ثلاث نقاط هامة لتتذكر عن حكم الموضوع.

A topic sentence is a complete sentence; that is, it contains at least one subject and one verb. The following are not complete sentences because

they do not have verbs:

Driving on freeways.

How to register for college classes.

The rise of indie films!.

موضوع الفقرة هو استكمال للفقرة ؛ أي أنه يحتوي على ما لا يقل موضوع واحد وفعل واحد. التالي هي ليست جمل كاملة لأنه لا يوجد أفعال:

القيادة على الطرق السريعة.

كيفية التسجيل في فصول الكلية.

ارتفاع الأفلام الهندية (موب متأكد من الترجمة لهذه الفقرة)

A topic sentence contains both a topic and a controlling idea. It names the topic and then limits the topic to a specific area to be discussed in the space of a single paragraph.

ويشتمل موضوع الجملة على حد سواء الموضوع والفكرة المسيطرة. وتسمية الموضوع ثم حصر الموضوع في منطقة معينة التي تبحث من فقرة واحدة.

A topic sentence is the most general statement in the paragraph because it gives only the main idea. It does not give any specific details. A topic sentence is like the name of a particular course on a restaurant menu. When you order food in a restaurant, you want to know more about a particular course than just "meat" or "soup" or "salad".

موضوع الجملة أو الفقرة هو البيان الأكثر عمومية في الفقرة لأنه يعطينا الفكرة الرئيسية. فهي لا تعطي أي تفاصيل محددة. والجملة هي مثل اسم على قائمة المطعم عند طلب الطعام من المطعم وتريد معرفة المزيد على وجه الخصوص هو مجرد "للحوم" أو "الحساء الشعبي" أو "السلطة".

You want to know generally what kind of salad it is. Potato salad? Mixed green salad? Fruit salad? However, you do not necessarily want to know all the ingredients. Similarly, a reader wants to know generally what to expect in a paragraph, but he or she does not want to learn all the details in the first sentence.

تريد أن تعرف عموماً أي نوع من السلطة سلطة البطاطا؟ سلطة خضراء مختلطة؟ سلطة فواكه؟ ومع ذلك لا ضرورة لمعرفة المكونات. وبالمثل، فإن القارئ يريد أن يعرف عموماً ما يمكن توقعه في الفقرة، ولكن هو أو هي لا يريدون معرفة كل التفاصيل بالفقرة الأولى.

Following is a general statement that could serve as a topic sentence.

وفيما يلي بيان عام يمكن أن تكون بمثابة موضوع الفقرة

The Arabic origin of many English words is not always obvious.

أصل العربية عديد من الكلمات الإنجليزية لكن ليست دائماً واضحة.

The following sentence, on the other hand, is too specific. It could serve as a supporting sentence but not as a topic sentence.

الجملة التالية، من ناحية أخرى، هي محددة جداً. ويمكن أن تكون بمثابة جملة دعم ولكن ليست الجملة الأساسية

The slang expression so long (meaning "good-bye") is probably. corruption of

the Arabic salaam. This sentence is too general

التعبير في العامية (أي "إلى اللقاء") تكون بنفس المعنى مع السلامة باللغة العربية وهذه الجملة هي عامة جداً.

English has been influenced by other languages.

اللغة الإنجليزية تتأثر باللغات الأخرى.

Position of Topic Sentences الجملة الأساسية

The topic sentence is usually (but not always) the first sentence in a paragraph. Experienced writers sometimes put topic sentences in other locations, but the best spot is usually right at the beginning. Readers who are used to the English way of writing want to know what they will read about as soon as they begin reading.

الجملة الأساسية عادة ولكن ليس دائماً الجملة الأولى في الفقرة. بعض الكتاب يضعون الجملة الأساسية في مواقع أخرى ولكن أفضل مكان عادة في بداية الفقرة القراء الذين اعتادوا على اللغة الإنجليزية وطريقة الكتابة تريد أن تعرف ما سوف نقرأ بمجرد أن تبدأ القراءة.

Synonyms

Synonyms. words that have the same basic meaning. do not always have the same emotional meaning. For example, the words stingy and frugal both mean "careful with money." However, calling someone stingy is an insult, but calling someone frugal is a compliment. Similarly, a person wants to be slender but not skinny, aggressive but not pushy. Therefore, you should be careful in choosing words because many so-called synonyms are not really synonymous at all.

المرادفات. هي الكلمات التي لها نفس المعنى الأساسي. ولا تكون دائما نفس معنى الصفة. فعلى سبيل مثال كلمات بخيل و مقتصد "لا تسرف". ومناداة شخص ببخيل هي إهانة، و مناداة شخص مقتصد هي مجاملة. فإن الشخص الذي يريد أن يكون نحيف غير هزيل، وعدواني غير انتهازي. يجب أن تكون حذرا في اختيار الكلمات لأن العديد ما سمي بالمرادفات ليست حقا مرادف في كل شيء.

Sometimes a topic sentence comes at the end. In this case, the paragraph often begins with a series of examples. Other paragraphs may begin with a series of facts, and the topic sentence at the end is the conclusion from these facts.

أحيانا موضوع الفقرة تأتي في النهاية في هذه الحالة الفقرة تأتي متسلسلة أو متواليه. و فقرات أخرى قد تبدأ مع سلسلة من الحقائق وتكون موضوع الفقرة في النهاية هي الاستنتاج من هذه الحقائق .

Medical Miracles to Come

By the year 2009, a vaccine' against the common cold will have been developed. By the same year, the first human will have been successfully cloned.² By the year 2014, parents will be able to create designer children. Genetic therapy will be able to manipulate genes for abilities, intelligence, and hair, eye, and skin color. By 2020, most diseases will be able to be diagnosed and treated at home, and by 2030, cancer and heart disease will have been wiped out. These are just a few examples of the medical miracles that are expected in the next few decades.

المعجزات الطبية القادمة

بحلول سنة ٢٠٠٩، لقاح' ضد نزلات البرد سيكون قد تم أو تطور . وخلال نفس العام أول إنسان مستنسخ.٢ بحلول عام ٢٠١٤ الآباء سوف يكونون قادرين على إنجاب الأطفال. العلاج الجيني وسوف يكون قادرين على التلاعب بجينات القدرات كجينات قدرات الذكاء والشعر، العين، و لون الجلد. بحلول عام ٢٠٢٠ معظم الأمراض يكون قادرين على تشخيصها و علاجها في المنزل، و بحلول عام ٢٠٣٠ السرطان وأمراض القلب اختفت أو محيت . هذه ليست سوى أمثلة قليلة من المعجزات الطبية التي المتوقع في العقود القليلة القادمة.

تدريب Practice

لاحظ موضوع الفقرة Recognizing Topic Sentence

too specific محددة جدا

a. A lunar eclipse is an omen of a coming disaster.

خسوف القمر نذير لكارثة قادمة

too general عامة جدا

b. Superstitions have been around forever.

خرافات قد تحولت إلى الأبد

best topic Sentence (TS) أفضل موضوع فقرة

c. People hold many superstitious beliefs about the

moon.

الناس اعتقدوا العديد من المعتقدات الخرافية حول القمر

incomplete ناقص أو غير مكتمل

d. Is made of green cheese.

هو مصنوع من الجبن الأخضر ☺

المحاضرة الثالثة :-

- too General** a. The history of astronomy is interesting. مثير / ممتع علم الفلك
- too specific** b. Ice age people recorded the appearance of new moons by making عمل الأهلة
حفرة عظام العصور الجليدي ظهور
- incomplete** c. For example, Stonehenge in Britain, built 3500 years ago to track the حركة الشمس تتبع
movement of the sun. بنيت
- best topic Sentence (TS)** d. Ancient people observed and recorded lunar and solar events in أحداث الشمسية القمرية
different ways. الشعوب القديمة مراقبة أو رصد

Identifying the Parts of a Topic Sentence التعرف على أجزاء موضوع الجملة

driving on freeways requires **skill and alertness**.

Topic

CONTROLLING IDEA

9. Participating in class discussions is (a problem for several different groups of students).
10. In my opinion, (television commercials for cosmetics) lie to women.
11. (Owning an automobile) is a necessity for me.
12. It is an expensive luxury (to own an automobile in a large city).
13. Taste and appearance are both important in (Japanese cuisine).

بالصورة أعلاه الجمل التي وسط المستطيل هي **Topic** والجمل التي تحتها خط هي **Controlling Idea**

Writing Topic Sentences

When you write a topic sentence, remember these three points:

1. A topic sentence must be a complete sentence, with a subject and a verb.
2. A topic sentence should be neither too general nor too specific. If it is too general, the reader cannot tell exactly what the paragraph is going to discuss. If it is too specific, the writer will not have anything to write about in the rest of the paragraph.
3. A topic sentence should not have unrelated controlling ideas.

عند كتابة موضوع الجملة تذكر الثلاث نقاط أدنا :-

١. يجب أن يكون موضوع الجملة كاملة مع الموضوع والفعل .
٢. ينبغي أن يكون موضوع الجملة ليست عامة ولا محددة جداً . وإذا كانت عامة القارئ لا يمكن أن يقول بالضبط ماهي الفقرة . وإن كانت محددة جدا الكاتب لن يكون لديه أي شيء للكتابة عنه في بقية الفقرة .
٣. لا ينبغي أن تكون موضوع الجملة ليست لها علاقة بالأفكار المسيطرة .

Supporting sentences:- الجمل الداعمة

Supporting sentences explain or prove the topic sentence. One of the biggest problems in student writing is that student writers often fail to support their ideas adequately. They need to use specific details to be thorough and convincing. There are several kinds of specific supporting details: examples, statistics, and quotations.

الجمل الداعمة تفسر أو تثبت موضوع الجملة . واحدة من أكبر المشاكل لطالب الكتابة أنه غالبا ما تفشل لدعم أفكارهم بشكل كافٍ. وأنهم بحاجة إلى استخدام تفاصيل محددة وأن تكون شاملة ومقتعة. وهناك عدة أنواع محددة من التفاصيل الداعمة: الإحصاءات، والاقتباسات.

Paragraph A: Paragraph without Support فقرة بدون دعم

تشغيل الضوء الأحمر Red-Light Running

Although some people think that red-light running is a minor traffic violation that is no worse than jaywalking, it can, in fact, become a deadly crime. Red-light runners cause accidents all the time. Sometimes people are seriously injured and even killed. It is especially a problem in rush hour traffic. Everyone is in a hurry to get home, so drivers run red lights everywhere. The police do not do much about it because they are too busy. The only time they pay attention is when there is an accident, and then it is too late. In conclusion, running a red light is a serious offense.

Paragraph B: Paragraph with Support فقرة مع الدعم

تشغيل الضوء الأحمر Red-Light Running

Although some people think red-light running is a minor traffic violation that is no worse than jaywalking, it can, in fact, become a deadly crime. red-light runners cause hundreds of accidents, including deaths and injuries as well as millions of dollars in damages. Each year more than 900 people die, and nearly 200,000 are injured in crashes that involve red-light running. motorists run red lights all the time. !for example, in Fairfax, Virginia, a five-month-Long survey at five busy intersections revealed that a motorist ran a red light every 20 minutes. Red-light runners are seldom caught. According to the Insurance Institute for Highway Safety, "Communities don't have the resources to allow police to patrol intersections as often as would be needed to ticket all motorists who run red lights" ("Q&A").

الفقرتين اللتي فوق ترجمتها بسيطة وهي تتكلم عن الإشارات الحمراء للمرور.

الجملة الختامية تقدم أو تخدم غرضين:

1. It signals the end of the paragraph. تشير إلى نهاية الفقرة.
2. It leaves the reader with the most important ideas to remember. It can do this in two ways: إنها تترك للقارئ تذكر أهم الأفكار وهي بطريقتين
 - By summarizing the main points of the paragraph تلخيص النقاط المهمة بالفقرة
 - OR
 - By repeating the topic sentence in different words أو تكرار موضوع الجملة في كلمات مختلفة

A paragraph does not always need a concluding sentence. For single paragraphs, especially long ones, a concluding sentence is helpful to the reader because it is a reminder of the important points. However, a concluding sentence is not needed for every paragraph in a multipara graph essay.

الفقرة القصيرة لا تحتاج إلى جملة ختامية لكن الطويلة تحتاج لها جملة ختامية لأنها مفيدة للقارئ لتذكركه بالنقاط المهمة ومع ذلك ليس هناك حاجة إلى جملة ختامية بكل فقرة في المقال .

إشارات لنهاية الفقرة تكون متبوعة بفاصلة.	End-of-Paragraph Signals Followed by a Comma	End-of-Paragraph Signals Not Followed by a Comma	إشارات لنهاية الفقرة بدون بفاصلة
	Finally, In brief, In conclusion, Indeed, In short,	Lastly, Therefore, Thus, To sum up,	
		The evidence suggests that . . . There can be no doubt that . . . These examples show that . . . We can see that . . .	

Notes:-

1. Many writing teachers think In conclusion and In summary are overused and so will not want you to use them.
2. Do not use the phrase At last as an end-of-paragraph signal. At last means "at the end of a long period of time," as in this sentence: At last, you've come home.

خرافة /أسطورة

A Hawaiian Legend

السكان الأصليين

Native people create legends to explain unusual phenomena in their environment. A legend from

the Hawaiian island of Kauai explains how the naupaka flower, lower that grows on beaches, got
شاطئ
its unusual shape. The flower looks like half a small . days-there are petals on one side only. The
بتلات
شكل غير عادي

legend says that the marriage of two young lovers on the island was opposed by both sets of
معارضه
زوجين

parents. The parents found the couple together on a beach one day, and to prevent them from
إلى الأبد فصل لجبال
being together, one of the families moved to the mountains, separating the young couple forever.

As a result, the naupaka flower separated into two halves; one half moved to the mountains, and
مختلق / مقتعل
the other half stayed near the beach. This story is a good example of a legend invented by native
people to interpret the world around them.

Note: Never introduce a new idea in the concluding sentence. لا تقدم فكرة جديدة بالجملة الختامية.

INCORRECT In conclusion, we now have more variety of greeting cards to choose from,
but they are also becoming very expensive. (This is a new idea)

INCORRECT In conclusion, there are many other legends like this one in Hawaii. (This is a new idea.).

المحاضرة الرابعة:-

This lecture will cover the following points:

- 1-Unity and Coherence موحده وتماسكة
- 2-Ways to achieve coherence: طرق التحقق من التماسك
 - a. Repeat key nouns. تكرار الأسماء الرئيسية
 - b. Use consistent pronouns. استخدام الضمائر الملائمة

Unity

An important element of a good paragraph is unity. Unity means that a paragraph discusses one and only one main idea from beginning to end. For example, if your paragraph is about the advantages of owning a compact car, discuss only that. Do not discuss the disadvantages. Furthermore, discuss only one advantage, such as gas economy, in each paragraph. If you begin to discuss another advantage, start a new paragraph. Sometimes it is possible to discuss more than one aspect of the same idea in one paragraph if they are closely related to each other. For example, you could discuss gas economy and low maintenance costs in the same paragraph because they are closely related, but you should not discuss both gas economy and easier parking in the same paragraph because they are not closely related. The second part of unity is that every supporting sentence must directly explain or prove the main idea. For example, in a paragraph about the high cost of prescription drugs in the United States, you could mention buying drugs from pharmacies outside the United States as an alternative, but if you write several sentences about buying drugs outside the United States, you are getting off the topic, and your paragraph will not have unity.

الوحدة تعتبر عنصرا هاما من عناصر الفقرة الجيدة. والوحدة تعني أن الفقرة تناقش فكرة رئيسية واحدة من البداية إلى النهاية. على سبيل المثال، إذا كانت الفقرة الخاصة بك عن مزايا امتلاك سيارة صغيرة الحجم، ومناقشتها. وليست مناقشة العيوب. وعلاوة على ذلك مناقشة ميزة واحدة فقط، مثل اقتصاد الغاز في كل فقرة. إذا كنت تبدأ في مناقشة ميزة أخرى عليك البدء بفقرة جديدة. في بعض الأحيان أنه من الممكن مناقشة أكثر من جانب واحد من نفس الفكرة في فقرة واحدة إذا كانت ترتبط ارتباطا وثيقا مع بعضها البعض. على سبيل المثال، يمكنك مناقشة اقتصاد الغاز وانخفاض تكاليف الصيانة في الفقرة نفسها لأنها ترتبط ارتباطا وثيقا، ولكن يجب أن لا تناقش اقتصاد الغاز وسهولة وقوف السيارات في الفقرة نفسها لأنها لا ترتبط ارتباطا وثيقا. والجزء الثاني من الوحدة هو أن كل جملة يجب أن تفسر بدعم مباشر أو تثبت الفكرة الرئيسية. على سبيل المثال، في فقرة حول ارتفاع تكلفة الأدوية في الولايات المتحدة، يمكن أن تذكر شراء الأدوية من الصيدليات خارج الولايات المتحدة كبديل، ولكن إذا كنت تكتب عدة جمل عن شراء الأدوية خارج الولايات المتحدة، فتكون قد خرجت عن الموضوع والفقرة الخاصة بك لن تكون موحدة.

Both of the following paragraphs break the rule of unity because they contain one or more sentences that are off the topic. كل الفقرات التالية كسرت قاعدة الوحدة لأنها تحتوي على واحد أو أكثر من الجمل الخارجة الموضوع.

Step 1 Locate and underline the topic sentence of each paragraph.

تحديد المكان والتأكيد على موضوع الجملة من كل فقرة

Step 2 Cross out the sentence or sentences that are off the topic.

شطب الجملة أو الجمل التي تكون خارج الموضوع

Paragraph 1

Adventure travel is the hot trend in the tourism industry. Ordinary people are no longer content to spend their two weeks away from the office resting on a sunny beach in Florida. More and more often, they are choosing to spend their vacations rafting down wild rivers, hiking through steamy rain forests, climbing the world's highest mountains, or crossing slippery glaciers. People of all ages are choosing educational study tours for their vacations.

Paragraph 1

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Paragraph 2

Daredevil sports are also becoming popular. Young people especially are increasingly willing to risk life and limb while mountain biking, backcountry snowboarding, or high-speed skateboarding. Soccer is also popular in the United States now, although football is still more popular. One of the riskiest new sports is skysurfing, in which people jump out of airplanes with boards attached to their feet. Skysurfing rivals skydiving and bungee jumping for the amount of thrills and risk.

Paragraph 2

Daredevil sports are also becoming popular. Young people especially are increasingly willing to risk life and limb while mountain biking, backcountry snowboarding, or high-speed skateboarding. ~~Soccer is also popular in the United States now, although football is still more popular.~~ One of the riskiest new sports is skysurfing, in which people jump out of airplanes with boards attached to their feet. Skysurfing rivals skydiving and bungee jumping for the amount of thrills and risk.

التماسك /التناسق Coherence

Another element of a good paragraph is coherence. The Latin verb cohere means "hold together." For coherence in writing, the sentences must hold together; that is, the movement from one sentence to the next must be logical and smooth. There must be no sudden jumps. Each sentence should flow smoothly into the next one.

وئمة عنصر آخر من عناصر الفقرة الجيدة هو التماسك. والفعل اللاتيني التحم تعني "عقدت معا". ولمزيد من التماسك في الكتابة، يجب أن الجمل تلتحم معا؛ فيجب أن تكون الحركة من جملة إلى الجملة التالية منطقيه وسلسه. ويجب أن لا تكون هناك قفزات مفاجئة. كل الجمل ينبغي أن تتدفق بسلاسة إلى المرحلة التالية

هناك أربع طرق لتحقيق التماسك /التناسق: **There are four ways to achieve coherence:**

1. Repeat key nouns. تكرار الأسماء الرئيسية.
2. Use consistent pronouns. استخدام الضمائر الملائمة.
3. Use transition signals to link ideas. استخدام إشارات الانتقال لربط الأفكار.
4. Arrange your ideas in logical order. ترتيب أفكارك ترتيب منطقي.

تكرار الأسماء الرئيسية Repetition of key nouns

The easiest way to achieve coherence is to repeat key nouns frequently in your paragraph. Read the model paragraph about gold to see how it uses this technique to smooth the flow of sentences. The key noun in this paragraph is gold.

أسهل طريقة لتحقيق التماسك والتناسق هو تكرار الأسماء الأساسية في كثير من الأحيان في الفقرة الخاصة بك. قراءة نموذج الفقرة عن الذهب لنرى كيف تستخدم هذه التقنية لضمان سلاسة تدفق الجمل. الاسم الرئيسي بهذه الفقرة هو الذهب

الفقرة متناسقة و متماسكة Paragraph with Coherence

Gold

¹Gold, a precious metal, is prized for two important characteristics. ²First of all, gold has a lustrous beauty that is resistant to corrosion. ³Therefore, it is suitable for jewelry, coins, and ornamental purposes. ⁴Gold never needs to be polished and will remain beautiful forever. ⁵For example, a Macedonian coin remains as un tarnished today as the day it was made 25 centuries ago. ⁶Another important characteristic of gold is its usefulness to industry and science. ⁷For many years, it has been used in hundreds of industrial applications, such as photography and dentistry. ⁸The most recent use of gold is in astronauts' suits. ⁹Astronauts wear gold-plated heat shields for protection when they go outside spaceships in space. ¹⁰In conclusion, gold is treasured not only for its beauty but also for its utility.

There is no fixed rule about how often to repeat key nouns or when to substitute pronouns. You should repeat a key noun instead of using a pronoun when the meaning is not clear. Throughout the following paragraph, the word gold has been replaced by pronouns, making the paragraph much less coherent.

لا توجد قاعدة ثابتة حول عدد مرات تكرار الأسماء الرئيسية أو عند استبدال الضمائر. يجب أن نكرر اسما رئيسيا بدلا من استخدام الضمير. في جميع أنحاء الفقرة التالية، تم استبدال كلمة الذهب إلى ضمائر، مما يجعل الفقرة أقل تماسك بكثير.

Paragraph without Coherence الفقرة غير متناسقة أو متماسكة

Gold

Gold, a precious metal, is prized for two important characteristics. First of all, it has a lustrous beauty that is resistant to corrosion. Therefore, it is suitable for jewelry, coins, and ornamental purposes. It never needs to be polished and will remain beautiful forever. For example, a Macedonian coin remains as untarnished today as the day it was made 25 centuries ago. Another of its important characteristics is its usefulness to industry and science. For many years, it has been used in hundreds of industrial applications, such as photography and dentistry. Its most recent use is in astronauts' suits. Astronauts wear heat shields made from it for protection when they go outside spaceships in space. In conclusion, it is treasured not only for its beauty but also for its utility.

Consistent Pronouns الضمائر الملائمة

When you use pronouns, make sure that you use the same person and number throughout your paragraph. Don't change from you to he or she (change of person) or from he to they (change of number). Notice the changes the writer made for consistency in the following example.

عند استخدام الضمائر تأكد من أنك تستخدمها لنفس الشخص (مذكر - مؤنث - جماد) وعددهم (يقصد بالجمع والمفرد) في جميع أنحاء الفقرة الخاصة بك لا تقم بتغيير الضمائر من هو إلى هي أو تغيير عددهم (يقصد بالجمع والمفرد) لاحظ التغييرات التي قام بها الكاتب الغير ملائمة في المثال التالي.

Students Know have
A student who knows a few Latin and Greek roots and prefixes has an
students do not
advantage over a student who does not know them. They can often guess the
students
meaning of new words. If, for example, you know that the prefix *omni* means
they
"all," you have a better chance of guessing the meanings of words such as
students Know
omnibus, *omnipresent*, and *omnidirectional*. Furthermore, a student who knows
that the root *sci-* comes from *scire*, "to know," can guess that *omniscient* means
"all-knowing."

المحاضرة الخامسة :-

This lecture will cover the following points:

1-Transition signals الإشارات الانتقالية

a- Coordinators منسقات

Transition signals

They are expressions such as first, finally, and however, or phrases such as in conclusion, on the other hand, and as a result. Other kinds of words such as subordinators (when, although), coordinators (and, but), adjectives (another, additional), and prepositions (because of, in spite of) can serve as transition signals.

الإشارات الانتقالية هي مصطلحات مثل أولاً، أخيراً ،ومع ذلك أو عبارات مثل في الختام، ومن ناحية أخرى، ونتيجة لذلك. أنواع أخرى من الكلمات مثل التوابع (عندما، على الرغم من)، منسقات (و، لكن)، الصفات (أخر، إضافي)، وحروف الجر (بسبب ، على الرغم من) يمكن أن تكون بمثابة إشارات انتقالية.

Transition signals are like traffic signs; they tell your reader when to go forward, turn around, slow down, and stop. In other words, they tell your reader when you are giving a similar idea (similarly, and, in addition), an opposite idea (on the other hand, but, in contrast), an example (for example), a result (therefore, as a result), or a conclusion (in conclusion). Transition signals give a paragraph coherence because they guide your reader from one idea to the next.

الإشارات الانتقالية مثل إشارات المرور; تخبر القارئ عند الذهاب إلى الأمام، الانعطاف ، الإبطاء ، والتوقف . وبعبارة أخرى، تخبر القارئ عندما كنت تعطي فكرة مماثلة (بالمثل، و ، بالإضافة الى)، على عكس الفكرة (من ناحية أخرى، ولكن، في المقابل)، على سبيل المثال (مثلاً)، (بناءً على ذلك ، نتيجة)، أو الاستنتاج (في الختام) . الإشارات الانتقالية تعطي الفقرة تماسكاً لأنها ترشد القارئ من فكرة إلى أخرى.

	المعنى / الوظيفة	العبارات الانتقالية	ظروف العطف	الروابط الأساسية الرئيسية (حروف العطف)	الروابط التابعة/التوابع	أخرى
	Meaning/ Function	Transition Phrases	Conjunctive Adverbs	Coordinating Conjunctions	Subordinating Conjunctions	Others
لتقديم فكرة إضافية	To introduce an additional idea	in addition	furthermore moreover besides also too	and		another (+ noun) an additional (+ noun)
لتقديم فكرة معاكسة أو متباينة	To introduce an opposite idea or contrast	on the other hand in contrast	however nevertheless instead still nonetheless	but yet	although though even though whereas while	in spite of (+ noun) despite (+ noun)
لإدخال خيار أو بديل	To introduce a choice or alternative		otherwise	or	if unless	
لإدخال إعادة صياغة أو تفسير	To introduce a restatement or explanation	in fact indeed	that is			
لسرد بالترتيب	To list in order	first, second, third next, last, finally				the first, second, third, etc. the next, last, final
لإدخال مثال	To introduce an example	for example for instance				an example of (+ noun) such as (+ noun)
لتقديم استنتاج أو موجز	To introduce a conclusion or summary	clearly in brief in conclusion indeed in short in summary				
لإدخال نتيجة	To introduce a result	accordingly as a result as a consequence	therefore consequently hence thus	so		

Most words and phrases in the first two columns of the chart can appear at the beginning, in the middle, or at the end of one independent clause and are usually separated by commas.

معظم الكلمات والعبارات في أول عمودين بالجدول يمكن أن تظهر في البداية، في الوسط، أو في نهاية جملة واحدة مستقلة وعادة ما تكون مفصولة بفواصل.

EXCEPTIONS استثناءات

1. The words and phrases in the last four groups in the chart (for listing ideas and time sequences, for emphasizing, for giving reasons, and for conclusions) usually appear only at the beginning of a sentence, not in the middle or at the end.

يكون للكلمات والعبارات الواردة في المجموعة الرابعة الأخيرة في الجدول (لإدراج الأفكار وتسلسل الوقت، لتأكيد، لإعطاء الأسباب، الاستنتاجات) عادة ما تظهر فقط في بداية الجملة، وليس في الوسط أو في النهاية.

2. Too usually appears only at the end of a sentence, sometimes preceded by a comma.

عادة **TOO** تظهر فقط في نهاية الجملة، ويسبقها في بعض الأحيان فاصلة.

3. The short time words then, now, and soon usually do not need commas.

الكلمات الزمنية القصيرة ثم، والآن، وقريبا ما ، عادة لا تحتاج الى فواصل.

The words and phrases in the first two columns of the chart can also connect two independent clauses. In this case, we use them with a semicolon and a comma.

يكون للكلمات والعبارات الواردة في العمودين الأولين على الجدول يمكننا الربط بجملتين مستقلتين. وفي هذه الحالة، فنحن سنستخدم الفاصلة المنقوطة والفاصلة.

INDEPENDENT CLAUSE INDEPENDENT CLAUSE
In warm climate zones, water evaporates rapidly; **therefore**, the concentration of salt is greater.

INDEPENDENT CLAUSE INDEPENDENT CLAUSE
Both the Red Sea and the Mediterranean have narrow outlets to the ocean;
however, the Mediterranean's is narrower.

INDEPENDENT CLAUSE INDEPENDENT CLAUSE
A few societies in the world are matriarchal; **that is**, the mother is head of the family.

INDEPENDENT CLAUSE INDEPENDENT CLAUSE
Some English words have no exact equivalents in other languages; **for example**,
there is no German word for the adjective *fair*, as in *fair play*.

Coordinators منسقات

This group includes the seven coordinating conjunctions **and, but, so, or, nor, for, and yet** and the five correlative ("paired") **conjunctions both ... and, not only ... but also, neither ... nor, either ... or, and whether ... or**. Coordinators may or may not have commas. When they connect two independent clauses, use a comma.

وتشمل هذه المجموعة على سبعة من حروف العطف التنسيقية **و، لكن، أيضا، أو، ولا، لأجل، ومع ذلك** وحرف العطف الخمسة المقترنة والمترابطة **على حد سواء ... و، ليس فقط ... ولكن أيضا، لا .. ولا، سواء .. أو، واما إذا كان .. أو**. قد تكون أو لا تكون مفصولة بفاصلة. لكن عند ربط جملتين مستقلتين نستخدم الفاصلة.

INDEPENDENT CLAUSE INDEPENDENT CLAUSE
In a matriarchy, the mother is the head of the family, and all the children belong to her clan.

INDEPENDENT CLAUSE INDEPENDENT CLAUSE
In warm climate zones, water evaporates rapidly, so the concentration of salt is greater.

INDEPENDENT CLAUSE INDEPENDENT CLAUSE
Children not only need love, but they also need discipline.

When coordinators connect two words or phrases, do not use a comma.

عند الربط بين كلمتين أو عبارتين، لا تستخدم الفاصلة

Would you rather take a written or an oral exam?

هل تفضل اتخاذ الامتحان الشفوي أو الكتابي ؟

Children need not only love but also discipline.

الأطفال لا يحتاجون فقط الحب ولكن أيضا التهذيب

EXCEPTIONS استثناءات

Some writers use a comma before but and yet even when they do not connect independent clauses to emphasize the contrast of the connected ideas.

بعض الكتاب يستخدمون الفاصلة قبل BUT و yet حتى لو لم تكن للربط بين جملتين مستقلتين وذلك بسبب التأكيد على النقيض والتباين لترابط الأفكار

The poem is solemn, yet optimistic in tone.

المحاضرة السادسة :-

This lecture will cover the following points:

1- Transition signals

المحاضرة الخامسة

a- Coordinators

B- Subordinators & Practice التوابع & تدريب

Subordinators التوابع

روابط التوابع

A subordinator (subordinating conjunction) is the first word in a dependent clause. A dependent clause is always connected to an independent clause to make a sentence. The sentence may or may not have a comma. The general rule is this: Put a comma after a dependent clause but not in front of one.

التوابع هي أول كلمة في الجملة الغير مستقلة (التابع) والجملة الغير مستقلة عادة أو دائماً ترتبط بجملة مستقلة لكي يتم تكوين المعنى. والجملة تكون بفاصلة أو لا تكون بفاصلة. القاعدة العامة في هذه: ضع الفاصلة بعد الجملة الغير مستقلة (الجملة التابعة) ولا تضعها قبل الجملة الغير مستقلة.

DEPENDENT CLAUSE
INDEPENDENT CLAUSE
Although the company's sales increased last year, its net profit declined.

INDEPENDENT CLAUSE
DEPENDENT CLAUSE
 The company's net profit declined last year **although** its sales increased.

The transition signals in this group include nouns such as **example**, adjectives such as **additional**, prepositions such as **in addition to**, verbs such as **cause**, and adverbs such as **too**.

انتقال الإشارات في هذه المجموعة تشمل الأسماء مثل المثال، الصفات مثل إضافي، حروف الجر مثل بالإضافة إلى. الأفعال مثل بسبب، والظروف مثل أيضا.

There are no punctuation rules for this group, but it is important to notice what kinds of words follow these signals.

لا توجد قواعد أساسية لهذه المجموعة، ولكن من المهم أن تلاحظ ما هي أنواع من الكلمات التي تتبع هذه الإشارات.

An **additional** reason for the company's bankruptcy was the lack of competent management. (**Additional** is an adjective, so it is followed by a noun.)

في المثال أعلاه الـ **Additional** تتبعها أسم لأنها جاءت صفة

In addition to increased competition, the lack of competent management caused the company's bankruptcy. (**In addition** to is a preposition, so it is followed by a noun or noun phrase.)

في المثال أعلاه الـ **In addition** تتبعها أسم أو جملة أسمية لأنها جاءت حرف جر

Vocabulary differences between British and American English include words **such as bonnet/hood, petrol/gasoline, windscreen/windshield, and lorry/truck**. (**Such as** is followed by a noun or noun phrase.)

وتشمل الاختلافات بين المفردات الانكليزية البريطانية والاميركية الكلمات التي باللون الأحمر (كما يتبعها أسما أو جملة أسمية)

1- Recognizing Transition Signals ملاحظة الإشارات الانتقالية

Step 1:

Circle all the transition signals in the following paragraphs. أحط بدائرة على الإشارات الانتقالية.

Step 2:

Punctuate the transition signals if necessary. ترقيم الإشارات الانتقالية إذا لزم الأمر.

Genetic¹ Engineering

Genetic research has produced both exciting and frightening possibilities. Scientists are now able to create new forms of life in the laboratory because of the development of gene splicing.⁴ **On the one hand** the ability to create life in the laboratory could greatly benefit humankind. One beneficial application of gene splicing is in agriculture. For example researchers have engineered a more nutritious type of rice that could help alleviate the serious problem of vitamin A deficiency. It is estimated that 124 million children worldwide lack vitamin A, putting them at risk of permanent blindness and other health issues. In addition genetic engineers have created larger fish, frost-resistant strawberries, and cows that produce more milk. Indeed agriculture has already benefited from the promise of genetic engineering.

On the other hand not everyone is positive about gene-splicing technology. Some people feel that it could have terrible consequences. In fact a type of corn engineered to kill a certain insect pest also threatened to annihilate¹ desirable monarch butterflies. In another accident, a genetically engineered type of corn that was approved only for animal consumption because it was toxic to humans accidentally cross-pollinated with corn grown for humans. As a result many countries banned imports of genetically modified corn for several years. Furthermore the ability to clone human beings is a possibility that frightens many people. In 2004, two South Korean scientists reported that they had successfully cloned a human embryo (Dreifus).² The embryo did not develop into a baby however it is possible that one could do so in the future, a possibility that not everyone is comfortable with.

Genetic research has produced both exciting and frightening possibilities. Scientists are now able to create new forms of life in the laboratory because of the development of gene splicing. **(On the one hand)**, the ability to create life in the laboratory could greatly benefit humankind. One beneficial application of gene splicing is in agriculture. **(For example)**, researchers have engineered a more nutritious type of rice that could help alleviate the serious problem of vitamin A deficiency. It is estimated that 124 million children worldwide lack vitamin A, putting them at risk of permanent blindness and other health issues. **(In addition)**, genetic engineers have created larger fish, frost-resistant strawberries, and cows that produce more milk. **(Indeed)**, agriculture has already benefited from the promise of genetic engineering.

(On the other hand), not everyone is positive about gene-splicing technology. Some people feel that it could have terrible consequences. **(In fact)**, a type of corn engineered to kill a certain insect pest also threatened to annihilate desirable monarch butterflies. In another accident, a genetically engineered type of corn that was approved only for animal consumption because it was toxic to humans accidentally cross-pollinated with corn grown for humans. **(As a result)**, many countries banned imports of genetically modified corn for several years. **(Furthermore)**, the ability to clone human beings is a possibility that frightens many people. In 2004, two South Korean scientists reported that they had successfully cloned a human embryo. The embryo did not develop into a baby; however, it is possible that one could do so in the future, a possibility that not everyone is comfortable with.

2- Choose the transition signal that best shows the relationship between the sentences in each group.

اختيار إشارة الانتقال التي تكون بأفضل وجه للعلاقة بين الجمل في كل مجموعة.
اختيارنا لـ furthermore وذلك لأننا أضفنا معلومة جديدة (مثل هذا التمرين ممكن يجي بالاختبار)

1. A recent article in *Era* magazine suggested ways to reduce inflation. The article suggested that the president reduce the federal budget ____; furthermore ____, it suggested that the government reduce federal, state, and local taxes. (**however, in contrast, furthermore**)

2- The same article said that the causes of inflation were easy to find..... the cure for inflation was not so easy to prescribe. (however, for example, therefore).

الحل : إختيارنا لـ **however** لأننا أضفنا فكرة مناقضة أو مختلفة

2- The same article said that the causes of inflation were easy to find..... the cure for inflation was not so easy to prescribe. (**to find; however,/ to find. However,**)

3. *Era* also suggested that rising wages were one of the primary causes of inflation..... the government should take action to control wages. (however; therefore, for example)

الحل : إختيارنا لـ **Therefore** لأن الجملة أفادت سبب أو اعطتنا سبب .

3. *Era* also suggested that rising wages were one of the primary causes of inflation..... the government should take action to control wages. (**of inflation; therefore,/ of inflation. Therefore,**)

ملاحظه مهمه (إذا كانت جملة واحدة نضع الفاصلة المنقوطة ثم الكلمة ثم الفاصلة وإذا كانت في جملتين نضع النقطة ثم الكلمة ثم الفاصلة)

3- Fill in each blank with an appropriate transition signal from the list provided. Use each signal only once. Add punctuation if necessary.

for example, in fact, similarly, also, indeed, third, second, final and most convincing
أكمل الفراغات باستخدام اشارات الانتقال المناسبة الموجودة أدناه . استخدم كل إشارة انتقال مرة واحدة فقط. مع إضافة علامات الترقيم إذا لزم الأمر.

Time

One stereotype about North Americans says that they are obsessed with time. It sometimes seems true that for North Americans, time seems as valuable as money. (1)..... they even say, "Time is money." (2)..... have you noticed how many verbs can be followed by both time and money? (3)..... you can spend time, save time, lose time, find time, make time, waste time, and run out of time. (4)..... you can spend, save, lose, find, make, waste, and run out of money. (5)..... North Americans seem to regard time as a "thing" that one can own. You can have time, buy time, and take time. (One wonders how much it costs and where it is taken.) A (6).....piece of evidence that North Americans are obsessed with time is their fanaticism about always being on time. (7)..... people who are habitually late risk punishment ranging from frowning disapproval to losing their jobs. The (8)..... proof is that these poor people sometimes take courses in time management! That is really overdoing it, don't you agree?

الحل

Time

One stereotype about North Americans says that they are obsessed with time. It sometimes seems true that for North Americans, time seems as valuable as money. (1) **In fact**, they even say, "Time is money." (2) **Also**, have you noticed how many verbs can be followed by both time and money? (3) **For example**, you can spend time, save time, lose time, find time, make time, waste time, and run out of time. (4) **Similarly**, you can spend, save, lose, find, make, waste, and run out of money. (5) **Second**, North Americans seem to regard time as a "thing" that one can own. You can have time, buy time, and take time. (One wonders how much it costs and where it is taken.) A (6) **third** piece of evidence that North Americans are obsessed with time is their fanaticism about always being on time. (7) **Indeed**, people who are habitually late risk punishment ranging from frowning disapproval to losing their jobs. The (8) **final and most convincing proof** is that these poor people sometimes take courses in time management! That is really overdoing it, don't you agree?

المحاضرة السابعة :-

This lecture will cover the following points:

1- Logical Order الترتيب المنطقي

2- Kinds of logical order in English

3- Review

Logical Order

In addition to using transition signals and repeating key nouns and pronouns, a fourth way to achieve coherence is to arrange your sentences in some kind of **logical order**. Your choice of one kind of logical order over another will, of course, depend on your topic and your purpose. You may even combine two or more different logical orders in the same paragraph.

The important point to remember is to arrange your ideas in some kind of order that is logical to a reader accustomed to the English way of writing.

بالإضافة إلى استخدام الإشارات الانتقالية وتكرار الأسماء الرئيسية واستخدام الضمائر، وسيلة رابعة أيضا لتحقيق التماسك لجملك وهو الترتيب المنطقي. أن اختيارك لنوع واحد من الترتيب المنطقي سيتوقف على الموضوع الخاص بك والغرض. يمكننا الجمع بين اثنين أو أكثر من الأوامر المنطقية المختلفة في نفس الفقرة. النقطة المهمة أن ترتب أفكارك ترتيبا منطقيا للقارئ الذي اعتاد على الطريقة الإنجليزية في الكتابة.

Some common kinds of logical order in English are: أنواع الترتيب المنطقية الشائعة:

1) **chronological order.** 2) **logical division of ideas.** 3) **comparison/contrast.**

الترتيب الزمني

التقسيم المنطقي للأفكار

المقارنة والتباين

1-Chronological order is order by time—a sequence of events or steps in a process.

الترتيب الزمني هو الترتيب بالزمن أي " بالوقت"، التسلسل بالأحداث، أو بخطوات عملية معينة.

2- In logical division of ideas, a topic is divided into parts, and each part is discussed separately.

التقسيم المنطقي للأفكار هو أن تقسم الموضوع إلى أجزاء و تتم مناقشة كل جزء من على حدة.

3- In a comparison/contrast paragraph, the similarities and/or differences between two or more items are discussed.

المقارنة والتباين هو أن تكتب على أوجه التشابه أو الاختلاف بين اثنين أو أكثر.

تعرف على نوع الترتيب المنطقي المستخدم في هذه الفقرة؟ Identify the type of logical order used in this paragraph?

The process of machine translation of languages is complex. To translate a document from English into Japanese, for example, the computer first analyzes an English sentence, determining its grammatical structure and identifying the subject, verb, objects, and modifiers. Next, the words are translated by an English-Japanese dictionary. After that, another part of the computer program analyzes the resulting awkward jumble' of words and meanings and produces an intelligible sentence based on the rules of Japanese syntax and the machine's understanding of what the original English sentence meant. Finally, a human bilingual editor polishes the computer-produced translation.

The answer is: الإجابة:

chronological order because it uses time order to organize the steps

الترتيب الزمني لأنه يستخدم الوقت من أجل تنظيم الخطوات

In the following paragraph, notice how the four elements work together to create a unified and coherent paragraph.

A Leap Year Custom Lives On

ALL SENTENCES ARE RELATED TO THE TOPIC.

KEY NOUNS ARE REPEATED, AND SYNONYMS ARE USED.

PRONOUNS ARE CONSISTENT.

TRANSITION SIGNALS HELP THE READER FOLLOW THE PROGRESSION OF IDEAS.

IDEAS ARE PRESENTED IN LOGICAL ORDER.

No one knows for certain the origin of the custom that allows women to propose marriage on Leap Day. Leap Day is February 29th, the extra day added every four years to put the calendar year in synch with the solar year. One explanation for the custom comes from Ireland. According to Irish legend, Saint Brigid, an Irish holy woman who lived in the fifth century, complained to Saint Patrick about women having to wait for men to propose. Saint Patrick agreed that this practice was unfair, so he decided that eager females could propose on this one day. A different explanation of the custom comes from medieval England. According to this explanation, people there thought that because Leap Day existed to fix a problem in the calendar, it could also be used to fix an old and unjust practice. In 1288, the custom became an actual law in Scotland. Not only did the Scottish law allow women to propose on any day during a Leap Year, but it also said that any man who declined a woman proposal had to pay a fine! Whatever its origins, the tradition of women taking the initiative one day a year lives on in Sadie Hawkins Day celebrations held in many communities in the United States even today.

القطعة السابقة شرح لنموذج فقرة توفرت فيها العناصر الأربعة التي تحقق التماسك والوحدة.

These are the important points covered in this chapter.

1. Every good paragraph has both unity and coherence.
2. You achieve unity by
 - discussing only one idea in a paragraph.
 - always staying on the topic in your supporting sentences.
3. You achieve coherence by
 - repeating key nouns.
 - using consistent pronouns.
 - using transition signals.
 - arranging your ideas in some kind of logical order.
4. There are different types of transition signals. Each type is punctuated differently.

ملخص سريع لما تم دراسته بالفصل السابق

المحاضرة الثامنة :-

This lecture will cover the following points:

1- Facts versus Opinions الحقائق المقابلة للآراء

2- Using Outside Sources استخدام المصادر الخارجية

Supporting Details: Facts, Quotations, and Statistics دعم التفاصيل: الحقائق، الاقتباسات، والإحصاء

Academic writing normally requires that you support your ideas and opinions with facts, statistics, quotations, and similar kinds of information. You get these kinds of supporting details from outside sources such as books, magazines, newspapers, Web sites, personal interviews, and so on.

الكتابة الأكاديمية تتطلب عادة أنك تدعم أفكارك وإرائك مع الحقائق والإحصائيات والاقتباسات، وأنواع مشابهة من المعلومات. ويمكنك الحصول على هذه الأنواع من المصادر الخارجية مثل الكتب والمجلات والصحف، والمواقع على شبكة الإنترنت، المقابلات الشخصية، وغيرها.

Facts versus Opinions الحقائق المقابلة للآراء

First, it is important to distinguish between facts and opinions. Opinions are subjective statements based on a person's beliefs or attitudes.

من المهم التمييز بين الحقائق والآراء. الآراء الشخصية تستند على معتقدات ومواقف الشخص كما في الأمثلة أدناه :

Men are better drivers than women.

Smoking is a bad habit.

English is an easy language to learn.

Opinions are not acceptable as support. It is certainly acceptable to express opinions in academic writing. In fact, most professors want you to express your own ideas. However, you may not use an opinion as support, and if you express an opinion, you must support it with facts. Facts are objective statements of truths.

الآراء لا تعتبر داعمة.. ولا يجوز لك استخدام الرأي كدعم، إذا كنت تريد أن تبدئ عن آراء يجب أن تدعمها بالحقائق.
الحقائق هي بيانات موضوعية من الحقيقة

At sea level, water boils at 100 degrees Celsius.

Women live longer than men.

Cigarettes are addictive.

Sometimes even facts need proof. While all three statements above are facts, the last two need proof. Your readers may not believe that women live longer than men, or they may not agree that cigarettes are addictive. You have to use specific supporting details to prove that

these statements are true facts. Kinds of specific supporting details include examples, statistics, and quotations.

أحيانا الحقائق بحاجة إلى إثبات. في حين أن جميع البيانات الثلاثة أعلاه هي حقائق، وآخر حقيقتين بحاجة إلى إثبات. القراء قد لا يعتقدون أن النساء يعشن أطول من الرجال، أو أنهم قد لا يوافقون على أن السجائر تسبب الادمان. يجب عليك استخدام تفاصيل داعمة محددة لإثبات أن هذه التصريحات هي وقائع حقيقية. وتشمل أنواع التفاصيل المحددة لدعم الأمثلة، كالإحصاءات والاقتراسات.

OPINION	Photographs of ultrathin fashion models send the wrong message to girls and young women.
FACT, BUT NEEDS PROOF	Fashion models are unnaturally thin.
SPECIFIC SUPPORTING DETAIL	The average model weighs 25 percent less than the average woman of the same height.

Practice: Specific Supporting Details

Decide which of the following statements is an opinion, a fact that needs proof, or a specific supporting detail.

Write:

- **O** for opinion رأي
- **F-NP** for fact that needs proof حقيقة تحتاج إلى دعم
- **SSD** for specific supporting detail تفاصيل محددة للدعم

<u>F-NP</u>	1. People who steal identities do a lot of damage before their victims become aware of it. <i>(The writer could give an example of a person who was victimized before noticing it.)</i>
<u>O</u>	2. Punishment for identity thieves is not severe enough. <i>(The writer could give an example of a typical punishment.)</i>
<u>SSD</u>	3. Last year, the losses of victims totaled more than \$7 billion.

4. Identity theft is more serious than any other type of theft. **O**

5. Identity theft is increasing at a rapid pace. **F-NP**

6. In 2000, 31,000 cases of identity theft were reported to the Federal Trade Commission (FTC); in 2003, the number was 210,000. **SSD**

Using Outside Sources استخدام مصادر خارجية

Where can you find specific supporting details to support your ideas? For some assignments, you may be able to use examples from your own personal experience, or you may be able to gather quotations and statistics by performing an experiment, taking a survey, or interviewing people.

أين يمكنك العثور على التفاصيل المحددة لدعم أفكارك؟ بالنسبة لبعض المهام قد تكون قادر على استخدام أمثلة من تجربتك الشخصية، أو قد تكون قادر على جمع الاقتراسات والإحصاءات عن طريق إجراء تجربة، مع الأخذ بالاستطلاعات، أو إجراء المقابلات مع الناس.

For other assignments, you may have to look for outside sources by researching your topic in a library or on the Internet.

للقيام بمهام أخرى، قد تضطر إلى البحث عن مصادر خارجية للبحث عن الموضوع الخاص بك في المكتبة أو على شبكة الإنترنت.

There are three ways to insert outside information into your own writing:

هناك ثلاث طرق لإدخال المعلومات الخارجية إلى موضوعك:

(1) You can quote it, (2) you can summarize it, (3) you can paraphrase it.

الاقتباس

التلخيص

إعادة صياغة النص

المحاضرة التاسعة :-

This lecture will cover the following points:

1- Plagiarism الانتحال / السرقة الأدبية

2- Using Outside Sources استخدام المصادر الخارجية

3-Quotations الاقتباسات

a- Direct Quotations الاقتباسات المباشرة

Plagiarism الانتحال / السرقة الأدبية

It is important to learn how to use information from outside sources without committing plagiarism. Plagiarism is using someone else's words or ideas as if they were your own, and it is a serious offense. Students who plagiarize may fail a class or even be expelled from school. When you use information from an outside source without acknowledging that source, you are guilty of plagiarism.

من المهم أن تعلم كيفية استخدام المعلومات من المصادر الخارجية بدون أن ترتكب سرقة أدبية أو انتحال. الانتحال هو أن تستخدم كلمات أو أفكار شخص آخر وتنسبها إليك، وهي جريمة خطيرة. الطلاب الذين ينتحلون الأشخاص أدبيا قد يفشلون أو حتى قد يطردون من المدرسة. عند استخدام المعلومات من مصدر خارجي بدون الاعتراف بذلك المصدر، قد تكون مذنب أو متهم بالانتحال.

One way to avoid plagiarism is to always put quotation marks around words that you copy exactly. (You do not need to use quotation marks if you change the words.) You are also guilty of plagiarism if you fail to cite the source of outside information—words or ideas—that you use. To cite a source means to tell where you got the information.

طريقة واحدة لتجنب الانتحال وهو دائما وضع علامات اقتباس حول الكلمات التي نسختها كما هي . (أنت لا تحتاج إلى استخدام علامات اقتباس إذا قمت بتغيير الكلمات.) أنت أيضا متهم بتهمة الانتحال إذا لم تذكر مصدر المعلومات الخارجية. للكلمات أو الأفكار التي استخدمتها. وذكر المصدر يعني أنك تخبر القارئ من أين حصلت على هذه المعلومات.

Citing Sources النقل عن المصادر

Citing a source is a two-step process.

1. Insert a short reference in parentheses at the end of each piece of borrowed information. This short reference is called an in-text citation.
2. Prepare a list describing all your sources completely. This list is titled "Works Cited" and appears as the last page of your paper.

النقل عن المصادر يتم في خطوتين:

- ١) إدراج إشارة قصيرة بين قوسين في نهاية كل جزء من المعلومات المقتبسة وباختصار يكون هو المرجع ويسمى في النص اقتباس
- ٢) أعداد قائمة تصف جميع مصادرك في صفحة وتسمى بقائمة المراجع عنها وتكون بأخر صفحة في المقالة.

Here is an example of an in-text citation and of its corresponding entry in a works-cited list. Notice the position and punctuation of the citation-at the end of the last sentence of the borrowed information, before the final period.

هنا مثال على الاقتباس النصي والدخول المناظر له في قائمة المصنفات المذكورة. لاحظ موقف وعلامات الترقيم من الاقتباس- تكون في نهاية الجملة الأخيرة من المعلومات المقترضة، قبل النقطة النهائية.

IN-TEXT CITATION

According to the Insurance Institute for Highway Safety, "Communities don't have the resources to allow police to patrol intersections as often as would be needed to ticket all motorists who run red lights" ("Q&A").

The abbreviation "Q&A" in parentheses at the end of this sentence is the first element of the title of an article from which the words in quotation marks were copied. There was no author. If readers want more information about this source, they can turn to the works cited list at the end of the essay, report, or paper and find this entry:

اختصار "Q&A" داخل الأقواس عند نهاية الجملة هذا هو العنصر الأول من عنوان المقالة التي تم نسخها ووضعها ضمن علامات الاقتباس. وإذا كان القراء يريدون المزيد من المعلومات حول هذا المصدر، ينتقلون إلى قائمة المراجع المذكورة في نهاية المقال أو التقرير أو الورقة والعثور على هذا الموضوع المقتبس:

ENTRY IN WORKS-
CITED LIST

"Q&A: Red Light Running." Insurance Institute for Highway Safety June 2003. 26 Feb. 2004 <http://www.hwysafety.org/safety_facts/quanda/rlc.htm>.

This entry tells us that the complete title of the article is "Q&A: Red Light Running." It was published online in June 2003 by the Insurance Institute for Highway Safety. The date 26 Feb. 2004 is the date the writer found the article while researching the topic. The information in angle brackets < > is the Web site address (URL) where the article can be found.

هذا الموضوع يخبرنا أن استكمال عنوان المقال هو "Q&A": تشغيل الضوء الأحمر. وقد نشرت على الانترنت في حزيران / يونيو ٢٠٠٣ من قبل معهد التأمين للسلامة على الطرقات السريعة. بتاريخ ٢٦ فبراير / شباط. ٢٠٠٤ وهو تاريخ الكاتب ووجدت هذه المادة في حين تم البحث عن الموضوع. المعلومات في أقواس زاوية < > هو عنوان الموقع (URL) حيث يمكنك الاطلاع على المقال.

Quotations الاقتباسات

Quotations from reliable and knowledgeable sources are good supporting details. There are two kinds of quotations: direct and indirect. In a direct quotation, you copy another person's exact words (spoken or written) and enclose them in quotation marks. In an indirect quotation, you report the person's words without quotation marks, but with a reporting expression such as according to XYZ . . . or XYZ believes that

الاقتباسات من مصدر موثوق ومعروف تعتبر تفاصيل داعمة جيدة. تنقسم لنوعين: مباشرة وغير مباشرة. المباشرة: هي أن تنسخ ما قاله المؤلف (حرفياً وكتابياً) وتجعله بين علامتي الاقتباس. غير المباشرة: هي أن تروي كلام أحدهم بدون علامات الاقتباس ولكن بتعبير مُقتبس مثل وفقاً لـ... فإن أو هو يعتقد... إن

Drugs and the Olympic Games 1

¹It is no secret that performance-enhancing drugs have been used by Olympic athletes for decades. ²According to an article in *Forbes* magazine, "From the brute steroids the East Germans reportedly used on their Olympians during the Cold War to today's man-made versions of natural human proteins, drugs have been as much a staple of the Games as gold, silver, and bronze" (Herper, par. 4). ³Despite rigorous drug testing, the use of banned performance-enhancing substances has become more widespread than ever. ⁴The disqualification of athletes from the most recent Olympic Games because of illegal drug use shows that the problem is ongoing.

⁵It seems apparent that if athletes want to win, they must consider using drugs. ⁶Dr. Michael Karsten, a Dutch physician who said he had prescribed anabolic steroids to hundreds of world-class athletes, states, "If you are especially gifted, you may win once, but from my experience you can't continue to win without drugs. ⁷The field is just too filled with drug users" (qtd. in Bamberger and Yaeger 62). ⁸In fact, some people claim that record-breaking performances of Olympic athletes may be directly due to drugs. ⁹Charles Yesalis, a Pennsylvania State University professor who has studied the use of drugs in sports, believes "a large percentage" of athletes who have set new records have done so with the help of performance-enhancing drugs. ¹⁰"A lot of experts, at least in private, feel that way," he claims (qtd. in Herper, par. 6).

Reporting Verbs and Phrases الأفعال والعبارات التقريرية

To introduce borrowed information—direct quotations, indirect quotations, or statistics—use the phrase according to or a reporting verb such as the following:

لتقديم المعلومات للاقتباسات المباشرة، والاقتباسات غير المباشرة، أو إحصاءات- استخدم عبارة (وقال) أو تقرير الأفعال على النحو التالي:

(assert, insist, report, suggest, claim, maintain, say, write, declare, mention, state).

وفيما يلي بعض القواعد لاستخدامها. Here are some rules for their use.

1. Reporting verbs can appear before, in the middle of, or after borrowed information. The reporting phrase according to usually appears before or after but not in the middle.

الأفعال التقريرية يمكن أن تظهر قبل أو في المنتصف أو بعد المعلومات المقتبسة. تظهر العبارة التقريرية وفقاً لـ عادة قبل أو بعد ولكن ليس في الوسط

One young bicyclist says, "To win in world-class competition, you have to take drugs" (Jones).

"To win in world-class competition," says one young bicyclist, "you have to take drugs" (Jones).

"To win in world-class competition, you have to take drugs," says one young bicyclist (Jones).

According to one young bicyclist, athletes have to take drugs to win (Jones).

Athletes have to take drugs to win, according to one young bicyclist (Jones).

2. Reporting verbs can be used either with or without the subordinator *as*.

٢. الأفعال التقريرية يمكن أن تستخدم إما مع أو بدون التوابع .

As one writer says when discussing the case of an Olympic medalist who unknowingly took a banned drug, "The human body, of course, doesn't distinguish intentional use from inadvertent exposure. Neither does the IOC [International Olympic Committee]" (Kidder, par.5).

One writer says when discussing the case of an Olympic medalist who unknowingly took a banned drug, "The human body, of course, doesn't distinguish intentional use from inadvertent exposure. Neither does the IOC [International Olympic Committee]" (Kidder, par. 5).

3. Reporting verbs can be in any tense. However, be aware that a past tense reporting verb may cause changes in verbs, pronouns, and time expressions in an indirect quotation.

٣) الأفعال التقريرية يمكن أن تكون في أي صيغة فعل. يجب أن تدرك أن الفعل الماضي للفعل التقريري قد تتسبب بتغيرات في الأفعال والضمائر، والوقت في تعبيرات الاقتباس الغير مباشرة.

Some critics claim/have claimed that the International Olympic Committee has been lax on enforcement of drug bans ("2000 Olympics," par. 6).

Some critics claimed that the International Olympic Committee had been lax on enforcement of drug bans ("2000 Olympics," par. 6).

4. Including the source of the borrowed information with the reporting expression gives.

٤- بما فيها مصدر المعلومات المقتبسة مع التعابير التقريرية المشمولة يعطي

authority to your writing because it lets your reader know immediately that your information is from a credible source.

The institute of Global Ethics warns, "The Olympics could well become just another money-drenched media promotion in which contestants will be motivated less by athletic glory than by lucrative future contracts" (Kidder, par. 7).

هذه أربع قوانين يجب مراعاتها عند استخدام الأفعال والعبارات التقريرية **Reporting Verbs and Phrases**

المحاضرة العاشرة :-

This lecture will cover the following points:

1- Indirect Quotations الاقتباسات الغير مباشرة

2- Statistics إحصائيات

Indirect Quotations

In indirect quotations, the speaker's or writer's words are reported indirectly, without quotation marks. For this reason, indirect quotations are sometimes called reported speech.

في الاقتباسات الغير مباشرة، ترد عبارة المتكلم أو الكاتب غير مباشره، أي بدون علامات اقتباس. لهذا السبب، تسمى اقتباسات غير مباشرة.

Indirect quotations are introduced by the same reporting verbs used for direct quotations, and the word that is often added for clarity. The tense of verbs in indirect quotations is affected by the tense of the reporting verb. The following paragraph is a model example of indirect quotations.

في الاقتباسات الغير مباشرة يتم استخدام نفس الافعال التقريرية المستخدمة للاقتباسات المباشرة، والكلمة التي غالباً ما تضاف لأجل التوضيح. وتتأثر صيغة الأفعال في الاقتباسات غير المباشرة بصيغة الفعل التقريري. الفقرة التالية مثال نموذجي للاقتباسات الغير مباشرة.

Drugs and the Olympic Games 2

⁵It seems apparent that if athletes want to win, they must consider using drugs. ⁶Dr. Michael Karsten, a Dutch physician who said he had prescribed anabolic steroids to hundreds of world-class athletes, stated that if [athletes] were especially gifted, [they] might win once, but from his experience [they] couldn't continue to win without drugs. ⁷He asserted that the field was just too filled with drug users (qtd. in Bamberger and Yaeger 62). ⁸In fact, some people claim that record-breaking performances of Olympic athletes may be directly due to drugs. ⁹Charles Yesalis, a Pennsylvania State University professor who has studied the use of drugs in sports believes that "a large percentage" of athletes who have set new records have done so with the help of performance-enhancing drugs. ¹⁰He claims that a lot of experts, at least in private, feel that way (qtd. in Herper, par. 6).

Changing Direct Quotations to Indirect Quotations طرق تغيير الاقتباسات المباشرة الى غير مباشرة

1. Omit the quotation marks. تجاهل علامات الاقتباس.
2. Add the subordination that. (You may omit that if the meaning is clear without it.)

أضافة التوابع (يمكنك حذفها إذا كان المعنى واضح بدونه)

3. Change the verb tense if necessary. Follow the sequence of tenses rules.

تغيير صيغة الفعل إذا لزم الأمر. باتباع تسلسل قواعد الأزمنة.

4. Change pronouns (and time expressions if necessary) to keep the sense of the original.

تغيير الضمائر (وتعابير الوقت إذا لزم الأمر) بالاحتفاظ بالمعنى الأصلي.

تسلسل قواعد الأزمنة Sequence of Tenses Rules

If the reporting verb is in a past tense, the verbs in an indirect quotation may change tense according to the following rules. Also, pronouns (and sometimes time expressions) may change.

إذا كان الفعل التقريري في الزمن الماضي, قد تتغير صيغة الأفعال الموجودة في الاقتباس الغير مباشرة وفقاً للقواعد التالية وأيضاً, قد تتغير الضمائر (وأحياناً تعبيرات الوقت).

Tense Change	Direct Quotation	Indirect Quotation
Simple present changes to simple past.	Susan said, "The exam is at eight o'clock."	Susan said (that) the exam was at eight o'clock.
Simple past and present perfect change to past perfect.	She said, "We didn't have time to eat breakfast." He said, "The exam has just started ."	She said (that) they hadn't had time to eat breakfast. He said (that) the exam had just started .
Will changes to would, can to could, may to might, and must to had to.	Sam mentioned, "Today I will eat Chinese food, and tomorrow I'll eat French food if I can find a good restaurant."	Sam mentioned that today he would eat Chinese food and that tomorrow he'd eat French food if he could find a good restaurant.
Time expressions may change if the meaning requires it.	The teacher said, "You must finish the test right now ."	The teacher said that we had to finish the test right then ."

هنا ثلاثة استثناءات: There are three exceptions:

1- When the reporting verb is simple present, present perfect, or future, the verb tense in the quotation does not change.

١- عندما يكون فعل التقريري مضارع بسيط, المضارع التام, أو في المستقبل, صيغة الفعل في الاقتباس لا تتغير.

He says, "I can finish it today."

He says that he can finish it today.

2- When the reporting phrase is according to, the verb tense does not change.

٢- عندما تكون العبارة التقريرية وفقاً لـ, صيغة الفعل لا تتغير.

The lawyer said, "My client is innocent."

According to the lawyer, his client is innocent.

3- When the quoted information is a fact or a general truth, the verb tense in the quotation does not change.

٣- عندما تكون المعلومات نقلاً عن حقيقة أو حقيقة عامة, لا تتغير صيغة الفعل في الاقتباس.

He said, "Water boils at a lower temperature in the mountains."

He said that water boils at a lower temperature in the mountains.

Practice تمرين

Rewrite the following direct quotations as indirect quotations

1- Pre-med student Alma Rodriguez said, "I miss being on campus, but I have to work and take care of my family."

2-Other students said, "Last year, we spent several hours a day commuting to and from school. Now we don't have to do that."

1- Pre-med student Alma Rodriguez said that she missed being on campus, but (that) she had to work and take care of her family.

2-Other students said that last year they spent several hours a day commuting to and from school. Now they didn't have to do that.

الحل

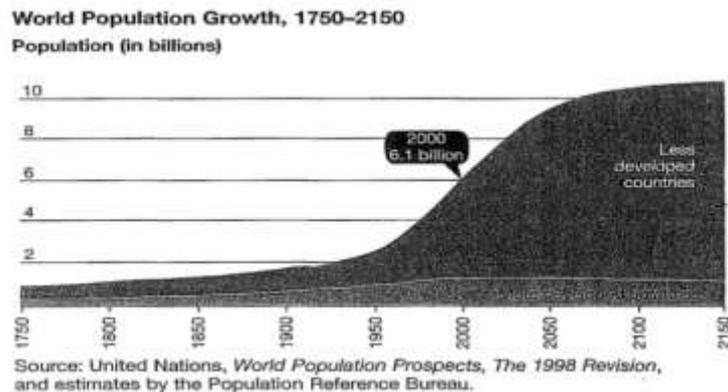
Statistics إحصاءات

Like quotations, statistics are good supporting details. Study the graph and then read the paragraph that uses data from it.

مثل الاقتباسات فالإحصاءات تعتبر تفاصيل داعمة جيدة . وتتم بدراسة الرسم البياني ومن ثم قراءة الفقرة التي تستخدم منه البيانات .

Notice the reporting verb that gives the source of information. As you do with quotations, you must also cite the source of statistical data.

لاحظ أن الفعل التقريري يوفر مصدرا للمعلومات. كما تفعل مع الاقتباسات، يجب ذكر مصدر البيانات الإحصائية..



World Population Growth

According to statistics from the Population Reference Bureau, the world's population is increasing at a geometric rate. World population first reached 1 billion back in 1804. It took 123 years for it to reach 2 billion in 1927. By 1960, a period of just 32 years, it had added another billion. Just 15 years later, we were at 4 billion, 12 years later at 5 billion, and 11 years after that at 6 billion. The United Nations has projected an increase to 9 billion by the year 2050. Most of the increase will be in the world's less developed countries ("World" 1).²

المحاضرة الحادية عشر:-

This lecture will cover the following points:

1- Writing an Essay

2- The Three Parts of an Essay

كتابة المقال Writing an Essay

An essay is a piece of writing several paragraphs long. It is about one topic, just as a paragraph is. However, because the topic of an essay is too complex to discuss in one paragraph, you need to divide it into several paragraphs, one for each major point. Then you need to tie the paragraphs together by adding an introduction and a conclusion.

المقال كتابة قطعة من عدة فقرات طويلة. لموضوع رئيسي واحد ، تماماً كالفقرة . ومع ذلك، فإن هذا الموضوع من المقال يكون معقداً جداً لمناقشته في فقرة واحدة، لذلك تحتاج إلى تقسيمه إلى عدة فقرات، و لكل نقطة رئيسية لها فقرة . ثم تحتاج إلى ربط الفقرات معا عن طريق إضافة مقدمة وخاتمة .

Writing an essay is no more difficult than writing a paragraph except that an essay is longer. The principles of organization are the same for both, so if you can write a good paragraph, you can write a good essay.

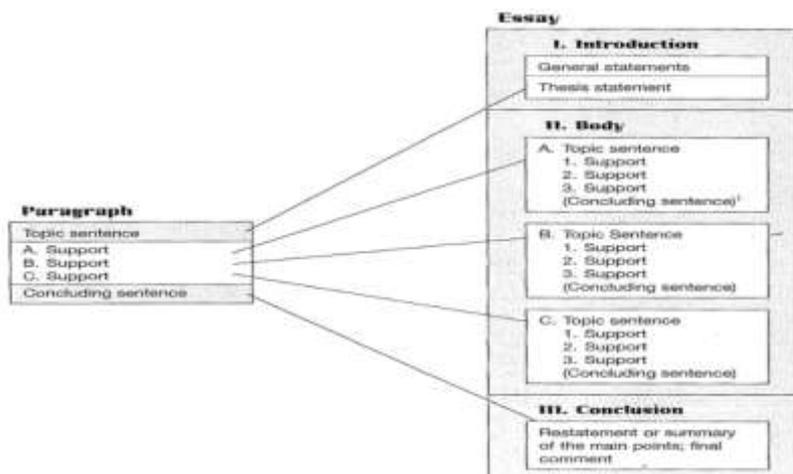
كتابة مقال ليس أكثر صعوبة من كتابة الفقرة إلا أن المقال أطول. مبادئ التنظيم هي نفسها لكل واحد منهما ، إذا كنت قادر على أن كتب فقرة جيدة ، فبإمكانك كتابة مقال جيد.

ثلاثة أجزاء للمقال The Three Parts of an Essay

An essay has three main parts: an **introduction** (introductory paragraph), a **body** (at least one, but usually two or more paragraphs), and a **conclusion** (concluding paragraph).

للمقال ثلاثة أجزاء : (١) **المقدمة** وهي الفقرة التمهيديّة، (٢) **الجسم الرئيسي** للمقال وعادة تتكون من فقرة واحدة أو أكثر، (٣) **الخاتمة** وتكون الفقرة الختامية

The following chart shows you how the parts of a paragraph correspond to the parts of an essay. والرسم البياني التالي يوضح لك كيفية أن أجزاء من الفقرة تتوافق مع أجزاء من مقال.



An essay **introduction** consists of two parts: a **few general statements** to attract your reader's attention and a **thesis statement** to state the main idea of the essay. A **thesis statement** for an essay is like a topic sentence for a paragraph: It names the specific topic and gives the reader a general idea of the contents of the essay.

مقدمة المقال تتكون من جزئين: بيانات عامة قليلة لجذب انتباه القارئ ، وبيان أطروحة الفكرة الرئيسية للمقال. وبيان أطروحة المقال وهو موضوع الفقرة: أسماء موضوع محدد، وتعطي القارئ فكرة عامة عن محتويات المقال.

The **body** consists of one or more paragraphs. Each paragraph develops **a subdivision of the topic**, so the number of paragraphs in the body will vary with the number of subdivisions or subtopics.

الجسم الرئيسي للمقال يتكون من واحد أو أكثر من الفقرات. كل فقرة تطور جزء من المقال ، وبالتالي فإن عدد الفقرات في جسم المقال تختلف من عدد إلى عدد وذلك بحسب التقسيمات الفرعية والموضوعات الفرعية.

The **conclusion**, like the concluding sentence in a paragraph, is a summary or review of the main points discussed in the body.

الخاتمة، مثل الجملة الختامية في الفقرة، وهو ملخص أو مراجعة للنقاط الرئيسية التي تمت مناقشتها في جسم المقال.

An essay has **unity** and **coherence**, just as a paragraph does. **Transition signals** and the **repetition of key nouns** link the paragraphs into a cohesive whole.

المقال له **وحدة وتماسك**، تماما كما الفقرة من **إشارات الانتقال** و**تكرار الأسماء الرئيسية** لتصل الفقرات في شكل كلي متماسك.

Study the model essay about the influence of Native Americans' on modern U.S. culture and notice its structure

دراسة لنموذج مقال عن تأثير الأميركيين الأصليين "على الثقافة الامريكية الحديثة ولاحظ هيكلها

MODEL**Essay Structure**

INTRODUCTORY PARAGRAPH

Native American Influences on Modern U.S. Culture

When the first Europeans came to the North American continent, they encountered the completely new cultures of the Native American peoples of North America. Native Americans, who had highly developed cultures in many respects, must have been as curious about the strange European manners and customs as the Europeans were curious about them. As always happens when two or more cultures come into contact, there was a cultural exchange. Native Americans adopted some of the Europeans' ways, and the Europeans adopted some of their ways. As a result, Native Americans have made many valuable contributions to modern U.S. culture, particularly in the areas of language, art, food, and government.

THEMIS STATEMENT

BODY PARAGRAPH 1

First of all, Native Americans left a permanent mark on the English language. The early English-speaking settlers borrowed from several different Native American languages words for places in this new land. All across the country are cities, towns, rivers, and states with Native American names. For example, the states of Delaware, Iowa, Illinois, and Alabama are named after Native American tribes,² as are the cities of Chicago, Miami, and Spokane. In addition to place names, English adopted from various Native American languages the words for animals and plants found in the Americas. *Chipmunk*, *moose*, *raccoon*, *skunk*, *tobacco*, and *squash* are just a few examples.

BODY PARAGRAPH 2

Although the vocabulary of English is the area that shows the most Native American influence, it is not the only area of U.S. culture that has been shaped by contact with Native Americans. Art is another area of important Native American contributions. Wool rugs woven by women of the Navajo tribe in Arizona and New Mexico are highly valued works of art in the United States. Native American jewelry made from silver and turquoise is also very popular and very expensive. Especially in the western and southwestern regions of the United States, native crafts such as pottery, leather products, and beadwork can be found in many homes. Indeed, native art and handicrafts are a treasured part of U.S. culture.

BODY PARAGRAPH 3

In addition to language and art, agriculture is another area in which Native Americans had a great and lasting influence on the peoples who arrived here from Europe, Africa, and Asia. Being skilled farmers, the Native Americans of North America taught the newcomers many things about farming techniques and crops. Every U.S. schoolchild has heard the story of how Native Americans taught the first settlers to place a dead fish in a planting hole to provide fertilizer for the growing plant. Furthermore, they taught the settlers irrigation methods and crop rotation. Many of the foods people in the United States eat today were introduced to the Europeans by Native Americans. For example, corn and chocolate were unknown in Europe. Now they are staples in the U.S. diet.

BODY PARAGRAPH 4

Finally, it may surprise some people to learn that citizens of the United States are also indebted³ to the native people for our form of government. The Iroquois, who were an extremely large tribe with many branches called "nations," had developed a highly sophisticated system of government to settle disputes that arose between the various branches. Five of the nations had joined together in a confederation called "The League of the Iroquois." Under the league, each nation was autonomous⁴ in running its own internal affairs, but the nations acted as a unit when dealing with outsiders. The league kept the Iroquois from fighting among themselves and was also valuable in diplomatic relations with other tribes. When the 13 colonies were considering what kind of government to establish after they had won their independence from Britain, someone suggested that they use a system similar to that of the League of the Iroquois. Under this system, each colony or future state would be autonomous in managing its own affairs but would join forces with the other states to deal with matters that concerned them all. This is exactly what happened. As a result, the present form of government of the United States can be traced directly back to a Native American model.

CONCLUDING PARAGRAPH

In conclusion, we can easily see from these few examples the extent of Native American influence on our language, our art forms, our eating habits, and our government. The people of the United States are deeply indebted to Native Americans for their contributions to U.S. culture.

The Introductory Paragraph الفقرة التمهيدية

An introductory paragraph has two parts, **general statements** and the **thesis statement**.

الفقرة التمهيدية تتكون من جزئين بيانات العامة وبيان أطروحة المقال.

General statements البيانات العامة

- 1- Introduce the general topic of the essay. يعرض الموضوع العام للمقال.
- 2- Capture the reader's interest. أسر إنتباه القارئ.

The thesis statement بيان الأطروحة

- 1- States the specific topic. عرض موضوع محدد.
- 2- May list subtopics or subdivisions of the main topic or subtopics. سرد المواضيع الفرعية أو التقسيمات الفرعية للموضوع الرئيسي أو المواضيع الفرعية تشير إلى نمط التنظيم للمقال.
- 3- May indicate the pattern of organization of the essay.
- 4- Is normally the last sentence in the introductory paragraph.

عادة ما تكون الجملة الأخيرة في الفقرة التمهيدية

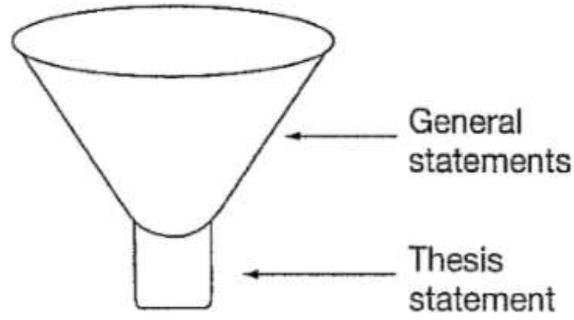
Funnel Introduction مقدمة القمع

The introductory paragraph of the model essay is a funnel introduction. This introduction is so called because it is shaped like a funnel-wide at the top and narrow at the bottom. It begins with one or two very general sentences about the topic. Each subsequent sentence becomes increasingly focused on the topic until the last sentence, which states very specifically what the essay will be about.

الفقرة التمهيدية في المقال النموذجي هي الفقرة القمعية وسميت بهذا الاسم لطريقة تشبهها بالقمع. فهي فكرة عامة واسعة من الأعلى وتتمحور حول الفكرة الأساسية وتضيق كلما اتجهنا لأسفل . وتكون آخر جملة هي التي تكشف عن ماذا سيكون موضوع المقال.

Writing a funnel introduction is like focusing a camera with a telephoto lens. You start with a wide picture and gradually narrow the focus so that just one object appears in the camera's viewfinder: your thesis statement.

كتابة المقدمة القمعية مثل التركيز على عدسة الكاميرا. يمكنك البدء بصورة واسعة وتضييق التركيز تدريجيا حيث أن بالأخير كان واحد فقط يظهر في عدسة الكاميرا : هذا بيان أطروحة المقال الخاصة بك.



Model : Funnel Introduction نموذج : المقدمة القمعية

Moving to a new country can be an exciting, even exhilarating experience. In a new environment, you somehow feel more alive. Seeing new sights, eating new food, hearing the foreign sounds of a new language, and feeling a different climate against your skin stimulate your senses as never before. Soon, however, this sensory bombardment becomes sensory overload. Suddenly, new experiences seem stressful rather than stimulating, and delight turns into discomfort. This is the phenomenon known as culture shock. Culture shock is more than jet lag or homesickness, and it affects nearly everyone who enters a new culture—tourists, business travelers, diplomats, and students alike. Although not everyone experiences culture shock in exactly the same way, many experts agree that it has roughly five stages.

المحاضرة الثانية عشر:-

This lecture will cover the following points:

1- Thesis Statement أطروحة البيان

2- Body Paragraphs فقرات جسم المقال

3- Logical Division of Ideas التقسيم المنطقي للأفكار

4- The Concluding Paragraph الفقرة الختامية

5- Essay Outlining المخطط التفصيلي للمقال

Thesis Statement أطروحة البيان

The thesis statement is the most important sentence in the introduction. It states the specific topic of the essay.

أطروحة البيان هي الجملة الأكثر أهمية في المقدمة. وهو ينص على موضوع محدد للمقال .

Native Americans have made many valuable contributions to modern U.S. culture.

Young people in my culture have less freedom than young people in the United States.

The large movement of people from rural to urban areas has major effects on cities.

Sometimes a thesis statement lists the subtopics that will be discussed in the body.

في بعض الأحيان أطروحة البيان تسرد المواضيع الفرعية التي سيتم بحثها في جسم المقال.

Native Americans have made many valuable contributions to modern U.S. culture, particularly in the areas of language, art, food, and government.

Young people in my culture have less freedom than young people in the United States in their choice of where they live, whom they marry, and what their job is.

The large movement of people from rural to urban areas has major effects on a city's ability to provide housing, employment, and adequate sanitation services.

Sometimes a thesis statement also indicates the pattern of organization that the essay will follow. في بعض الأحيان أطروحة البيان أيضا تشير إلى النمط التنظيمي المتبعة للمقال .

Body Paragraphs فقرات جسم المقال

The body paragraphs in an essay are like the supporting sentences in a paragraph. They are the place to develop your topic and prove your points. You should organize body paragraphs according to some sort of pattern, such as chronological order or comparison/contrast. Sometimes, depending on your topic, you will need to use a combination of patterns.

فقرات الجسم في مقال يشبه الجمل الداعمة في الفقرة. فهي المكان المناسب لتطوير الموضوع الخاص بك وإثبات النقاط الخاصة بك. يجب تنظيم فقرات الجسم وفقا لنوع النمط مثل الترتيب الزمني أو المقارنة/التباين. وفي بعض الأحيان اعتمادا على الموضوع الخاص بك، سوف تحتاج إلى مزيج من الأنماط.

التقسيم المنطقي للأفكار Logical Division of Ideas

A basic pattern for essays is logical division of ideas. In this pattern, you divide your topic into subtopics and then discuss each subtopic in a separate paragraph. Logical division is an appropriate pattern for explaining causes, reasons, types, lands, qualities, methods, advantages, and disadvantages, as these typical college exam questions ask you to do.

النمط الأساسي للمقالات هو التقسيم المنطقي للأفكار. في هذا النمط، يمكنك تقسيم الموضوع إلى مواضيع فرعية و ثم مناقشة كل موضوع فرعي في فقرة منفصلة. نمط التقسيم المنطقي مناسبة لشرح القضايا وأسباب أنواع الأنماط الصفات، أساليب، مزايا و عيوب.

Three Keys

Here are three keys to organizing a logical division essay.

1. Divide your topic into subtopics, and then discuss each subtopic in a separate paragraph.
2. Write a thesis statement that indicates logical division.
3. Use transitions between paragraphs to guide your reader from one subtopic to the next.

ثلاثة مفاتيح لتنظيم التقسيم المنطقي للمقال .

(١) تقسيم موضوعك إلى المواضيع الفرعية ،ومن ثم مناقشة كل موضوع فرعي في فقرة منفصلة .

(٢) كتابة أطروحة البيان التي تشير الى التقسيم المنطقي.

(٣) استخدام الانتقالات بين الفقرات لتوجيه القارئ من موضوع فرعي إلى آخر .

أطروحة البيان للتقسيم المنطقي للأفكار Thesis Statements for Logical Division of Ideas

The thesis statement of a logical division essay often indicates the number of subtopics:

أطروحة البيان في المقال مقسم تقسيم منطقي غالبا ما تشير إلى عدد المواضيع الفرعية.

Native Americans have made valuable contributions to modern U.S. culture in four main areas. قدموا الأميركيين الأصليين مساهمات قيمة في الثقافة الأميركية الحديثة في أربع مجالات رئيسية.

Inflation has three causes. التضخم له ثلاثة أسباب

The thesis statement may even name the specific subtopics:

أطروحة البيان تمكن حتى تسميه المواضيع الفرعية

a. Native Americans have made many valuable contributions to modern U.S. culture, particularly in the areas of language, art, food, and government.

قدموا الأميركيين الأصليين مساهمات قيمة في الثقافة الأميركية الحديثة خاصة في مجالات اللغة ، والفن ، والأغذية ، والحكومة

b. Inflation has three causes: excessive government spending, unrestrained consumer borrowing, and an increase in the supply of paper money.

التضخم له ثلاثة أسباب: الإفراط في الإنفاق الحكومي مقيد المستهلك للاقتراض وزيادة المعروض من النقود الورقية.

Paired conjunctions (both ... and, not only ... but also) are an especially effective way to list two subtopics:

حروف العطف المقترنة (both ... and, not only ... but also) وهي وسيلة فعالة وخاصة لسرد اثنين من المواضيع الفرعية .

c. Young people in my culture have less freedom than young people in the United States not only in their choice of lifestyle but also in their choice of careers.

ثقافة الشباب في بلدي تكون أقل حرية من الشباب في الولايات المتحدة ليس فقط في اختيارهم لأسلوب الحياة ولكن أيضا في اختيار المهنة.

d. Puppies, like children, need both love and discipline to become responsible members of society. الجراء، مثل الأطفال، بحاجة إلى الحب والانضباط ليصبحوا أعضاء مسؤولين في المجتمع.

A colon (:) is often useful before lists of two, three, or more subtopics in a thesis statement:

النقطتين (:) مفيدة في كثير من الأحيان قبل قوائم اثنين أو ثلاثة أو أكثر من المواضيع في أطروحة البيان:

e. Young people in my culture have less freedom than young people in the United States in three areas: where they live, whom they marry, and what their job is.

ثقافة الشباب في بلدي تكون أقل حرية من الشباب في الولايات المتحدة في ثلاثة مجالات: أين المكان الذي يعيشون فيه، ومن يتزوجون ، وماهي وظيفتهم .

f. The Father of Psychoanalysis, Sigmund Freud, believed that the human mind had three separate parts: the id, the ego, and the superego.

Thesis Statement Pitfalls عثرات بيان الأطروحة

A thesis is the most important sentence in your essay, so write it with special thought and care. Avoid these common problems:

الأطروحة هي الجملة الأكثر أهمية في مقالك ، لذلك أكتبها بتفكير خاص وبعبارة . تجنب هذه المشاكل الشائعة:

Problem 1: The thesis is too general.

TOO GENERAL	A college education is a good investment.	(١) الأطروحة عامة جداً
IMPROVED	A college education is a good investment for four reasons.	
TOO GENERAL	Lasers are very useful.	(٢) الأطروحة تخلق تصريحات بسيطة
IMPROVED	Lasers have several applications in industry and medicine.	

Problem 2: The thesis makes a simple announcement.

ANNOUNCEMENT	I am going to write about sports injuries.	(٣) الأطروحة احصاءات حقيقه واضحه
IMPROVED	Avoid sports injuries by taking a few simple precautions.	

Problem 3: The thesis states an obvious fact.

OBVIOUS FACT	The Internet is a communication superhighway.	(٣) الأطروحة احصاءات حقيقه واضحه
IMPROVED	The explosion of the Internet has had both positive and negative consequences.	

The Concluding Paragraph الفقرة الختامية

The conclusion is the final paragraph in an essay. It has three purposes.

الفرقة الختامية في المقال لها ثلاثة أهداف

1. It signals the end of the essay. To do so, begin your conclusion with a transition signal.

يشير إلى نهاية المقال. وبذلك تبدأ الاستنتاج الخاص بك مع الاشارات الانتقالية الختامية .

2. It reminds your reader of your main points, which you can do in one of two ways: You can

تذكير القارئ بالنقاط الرئيسية ، وذلك بإحدى الطريقتين

• summarize your subtopics. تلخيص المواضيع الفرعية.

• paraphrase your thesis. إعادة الصياغة.

3. It leaves your reader with your final thoughts on the topic. This is your opportunity to convey a strong, effective message that your reader will remember.

ترك القارئ مع أفكارك النهائية في هذا الموضوع. وهي فرصة خاصة بك لتوجيه رسالة قوية وفعالة للقارئ.

Essay Outlining التخطيط التفصيلي للمقال

Because an essay is long, it is important to organize and plan before you begin to write. The best way to do this is to make an outline. An outline not only organizes your thoughts, but it also keeps you on track once you begin to write.

لأن مقال طويل، من المهم تنظيم وخطة قبل البدء بالكتابة. وأفضل طريقة للقيام بذلك هو المخطط التفصيلي. المخطط التفصيلي ليس فقط لتنظيم أفكارك، ولكن أيضا تبتقيك على المسار الصحيح بمجرد البدء في الكتابة.

A formal outline has a system of numbers and letters such as the following. In other fields of study, different systems are used.

مخطط تفصيلي رسمي لنظام الأرقام والحروف على النحو التالي. في مجالات أخرى من دراسة النظم المختلفة.

Roman numerals I, II, and III number the major sections of an essay (introduction, body, conclusion)

أرقام رومانية الأول، والثاني، والثالث عدد المقاطع الرئيسية من مقال (مقدمة، جسم، الاستنتاج "الختام")

Capital letters A, B, C, D, and so on label the body paragraphs. Arabic numerals 1,2,3,4, and so on number the sub points in each paragraph.

حروف A, B, C, D، وهكذا لتسمية فقرات الجسم. الأرقام العربية ١، ٢، ٣، ٤ وهكذا لعدد النقاط الفرعية في كل فقرة.

Small letters a, b, c, d, and so on label the specific supporting details.

الحروف الصغيرة a, b, c, d، وذلك لتسمية التفاصيل الداعمة المحددة.

المحاضرة الثالثة عشر:-

This lecture will cover the following points:

1- Chronological Order الترتيب الزمني

2- Thesis Statements for a Process Essay أطروحة بيان المقال العملي

3- Transition Signals for Chronological Order الإشارات الانتقالية للترتيب الزمني

Chronological Order

Chronos is a Greek word meaning time. Chronological order is a way of organizing ideas in the order of their occurrence in time. Chronological order has all sorts of uses. We use it to tell stories, to relate historical events, and to write biographies and autobiographies. We also use it to explain processes and procedures.

Chronos هي كلمة يونانية بمعنى الوقت. الترتيب الزمني هو الوسيلة لتنظيم الأفكار وترتيب وقوعها حسب وقت حدوثها. الترتيب الزمني له كل أنواع الاستخدامات. القصص ، الأحداث التاريخية، و كتابة السيرة الذاتية. واستخدامها لشرح العمليات والإجراءات.

For example, we would use chronological order to explain how to take a photograph, how to make a piece of pottery, how to perform a chemistry experiment, or how to set up an accounting system. Such essays are called "how to" essays, or process essays.

على سبيل المثال، سوف نستخدم الترتيب الزمني لشرح كيفية التقاط صورة فوتوغرافية، وكيفية صنع قطعة من الفخار، كيفية إجراء تجربة كيمياء، أو كيفية إعداد نظام المحاسبة. وتسمى مثل هذه المقالات "كيفية" مقالات، أو المقالات العملية.

Three Keys

Here are three keys to organizing a process essay.

1. Discuss the steps in your process in the order in which they occur. Divide the steps into separate paragraphs where natural breaks or groups of steps occur. For example, to write about how to make a ceramic vase, you might divide the body into four paragraphs:
 - I. Introductory paragraph
 - II. Body
 - A. Shaping the vase
 - B. First (bisque) firing
 - C. Glazing
 - D. Second firing
 - III. Concluding paragraph
2. Write a thesis statement that names the process and indicates time order.
3. Use chronological order signal words and phrases to indicate the time sequence.

المثال أعلاه يوضح خطوات كتابة مقال بالترتيب الزمني. (كيفية صنع مزهرية من السيراميك)

Thesis Statements for a Process Essay

A thesis statement for a process essay in some way indicates the time order. Expressions such as the process of, the procedure for, plan, develop, , five stages, and several phases indicate that time order will be used. Here are some examples:

بيان الأطروحة للمقال العملي تشير أحيانا إلى الترتيب الزمني المصطلحات مثل العملية، الإجراءات ، الخطة، تطوير، طور، خمسة مراحل، وغيرها من المصطلحات التي توحى بأننا استخدمنا الترتيب الزمني.. وإليك بعض الأمثلة:

Follow these steps to make a beautiful ceramic vase for your home.

The field of genetic engineering has developed rapidly in the past 10 years.

A child learns to share over a period of time.

Heating water by solar radiation is a simple process.

Sometimes the thesis statement tells the number of steps in the process.

بعض الأحيان بيان الأطروحة للمقال تخبرنا بعدد الخطوات للعملية.

The process of heating water by solar radiation involves three main steps.

The thesis statement may even name the steps.

وأحيانا بيان الأطروحة للمقال تخبرنا باسم العملية .

The main steps in the process of heating water by solar radiation are (1) trapping the sun's energy, (2) heating and storing the hot water, and (3) distributing the hot water to its points of use.

الإشارات الانتقالية للترتيب الزمني Transition Signals for Chronological Order

Chronological order signal words are especially important in a process essay. You have to be very clear about the sequence of steps: Does one step happen before, after, or at the same time as another step? Chronological order signals include all time expressions.

اشارات الانتقال للترتيب الزمني لها أهمية خاصة في المقال العملي. يجب أن تكون واضحة جداً حول تسلسل الخطوات: تحدث بخطوة واحدة قبل أو بعد، أو كخطوة أخرى في الوقت نفسه؟ وتشمل إشارات الترتيب الزمني كل تعبيرات الوقت.

Chronological Order Signal Words and Phrases	
first, first of all, second, third, etc. then, next, after that, soon, later, later on finally, last, last of all meanwhile, at the same time, now gradually, eventually	<p>First, choose a destination for your camping trip.</p> <p>Then make a list of supplies and equipment.</p> <p>Last of all, have a good time.</p> <p>Meanwhile, have a supply of clean rags ready.</p> <p>Gradually increase your child's allowance.</p>
Subordinators	
<p>after since</p> <p>as until</p> <p>as soon as when</p> <p>before while</p>	<p>After you have chosen a destination, make a list of equipment and supplies that you will need.</p> <p>Praise your child when he or she does something well.</p>
Others	
<p>the first (second, last, final) step on the third day after leaving home later that morning for five minutes in 2004 several years ago a few weeks later in the next (past, last) 15 years</p>	<p>The last step is to decorate the cake.</p> <p>Continue stirring the soup for five minutes.</p> <p>In 2004, scientists announced a major discovery.</p> <p>After leaving home, I began to appreciate my parents.</p> <p>My parents emigrated to the United States several years ago.</p> <p>The court announced the decision a few weeks later.</p>

هذه أهم النقاط الواردة في هذه المحاضرة. **These are the important points covered in this lecture.**

1. Using chronological order to organize an essay means putting the ideas in order or sequence by occurrence in time.

استخدام الترتيب الزمني لتنظيم مقال يعني وضع الأفكار في ترتيب أو تسلسل زمني.

2. Use chronological order for narrative essays (stories, history, biography, and autobiography) and for process essays (how to do or make something).

استخدام الترتيب الزمني لسرد المقالات (القصص، التاريخ، السيرة الذاتية، و قصة حياة الكاتب عملية المقالات (كيف نفعل أو جعل شيئاً)

3. Following are the three keys to success in writing a chronological order essay:

وفيما يلي ثلاثة مفاتيح جيدة لكتابة مقال بترتيب زمني:

- Group the steps or events into paragraphs where natural breaks occur.

تصنيف الخطوات أو الأحداث في الفقرات بحسب حدوثها وظهورها.

- Write a thesis statement that indicates chronological order.

كتابة أطروحة بيان المقال التي تشير إلى الترتيب الزمني.

- Use chronological order signal words and phrases to show the sequence of steps (in a process) or events (in a narration).

استخدام إشارة الكلمات و العبارات للترتيب الزمني لإظهار سلسلة الخطوات (في عملية) أو الأحداث (في السرد).

