

Unit 7

Writing الكتابة

(صفحة 55 Student's Book)

6 Write a persuasive letter to convince students at your school to study a subject of your choice at university. Write between 100 and 120 words.

المطلوب: أكتب رسالة إقناع لتقنع الطلاب في مدرستك لدراسة موضوع من اختيارك في الجامعة. اكتب ما بين 100 و 120 كلمة. **إجابة مقترحة كما يلي:**

Choosing your future career can be difficult and it often happens that many young people can not make up their minds on what to study at university. Why don't you consider studying business administration?

There are several reasons to study business administration at university. First of all, a business degree will help improve and perfect your communication, presentation, and writing skills, as well as your critical and creative thinking skills. Plus, business degree will help your personal development – you will learn how to interact with others, how to exercise leadership and work as a team. In addition, a business administration degree is attractive to many employers and is considered an asset in almost any field of jobs, as well as, you will get a high salary.

For all of these and many other advantages, you should consider doing business administration course at university. Don't hesitate! A brilliant future is waiting for you!

Writing strategies استراتيجيات الكتابة

Persuading الإقناع

In order to persuade someone to do something, you need to know your audience.

من أجل إقناع شخص أن يقوم بشيء ما، عليك أن تعرف جمهورك (قراؤك).

• Be polite. This does not mean using formal language in every case; rather it means understanding who your audience is and addressing them appropriately.

كن مهذبا. هذا لا يعني استخدام لغة رسمية في كل حالة؛ بل يعني فهم من هو جمهورك ومن أجل مخاطبتهم بشكل مناسب.

• Be direct about what you need from your audience. State the problem in the first sentence.

كن مباشرا حول ما تريده من جمهورك. حدد المشكلة في الجملة الأولى.

• Suggest a solution or two. Agree to compromise and do not demand too much.

اقترح حل أو اثنين للمشكلة. وافق على حل وسط ولا تطالب جمهورك (قراؤك) أكثر من اللازم.