

A PARAGRAPH is a group of complete sentences that are related together and discuss a main idea. A standard paragraph must include these elements.

1. The topic sentence
2. Supporting sentences
3. The concluding sentence
4. Transition words (connectives)

The topic sentence is the first sentence in the paragraph. It's a complete sentence that summarizes the content of the paragraph in a general way.

Supporting sentences are the complete sentences that come after the topic sentence to support, explain, or develop it more.

Supporting sentences should :

- be specific enough by giving relevant details
- present examples, statistics, facts, ideas...
- be related together through the use of transition words to achieve unity and coherence of the paragraph

The concluding sentence is the last sentence in the paragraph. It restates (repeats in different words) the main idea of the paragraph or summarizes the content presented in it.

Technology has many advantages. **To begin with**, it's making our lives easier and comfortable. **In other words**, people save more time and effort with the use of technology.

For example, machines and robots can perform all of our hard tasks perfectly and in no time.

Also, great inventions, like the telephone, computers, the television, the cell-phone, and the internet have made communication easier and better. **Additionally**, research has confirmed the positive effect of technology on our economic growth. **Nowadays**, 70% of world businesses rely on technology to improve the quality of their products or services. **Moreover**, the various technological advances in transportation have turned our world into a small village.

This has led to effective interaction between people from different places and cultures. **In fact**, with all these advantages, technology has brought about many positive changes to our every-day lives.

AN ESSAY is group of related paragraphs which develop and discuss a central idea. A standard essay must include the following parts:

1. The introduction
2. The body
3. The conclusion .

- **The introductory paragraph** gives general information about the topic.

- It introduces the central idea of the essay to be discussed in the essay.

- It introduces key words / terms / ...

- **The body** consists of at least two paragraphs.

- Each paragraph begins with a clear topic sentence that is thematically related to the thesis statement or central idea presented briefly in the introductory paragraph.

- Each paragraph contains within it supporting sentences to support the topic sentence, and ends with a concluding sentence.

- Supporting sentences provide explanation, give examples, present facts and statistics.

- Transition expressions are used to relate paragraphs together, or to move smoothly from one paragraph to the next one.

- Transitions expressions are used to relate sentences / ideas.

- **The conclusion** : The concluding paragraph summarizes the main points discussed in the essay. It may contain a call for action from the part of the writer.

Technology is the application of science for economic, social, commercial, or practical purposes. It has certainly changed our ways of life both positively and negatively. **So, I believe that technology has some drawbacks in addition to its many advantages, too.**

On the one hand, technology has many advantages. **To begin with**, it's making our lives easier and a lot more comfortable. **In other words**, people save more time and effort with the use of technology. **For example**, machines and robots can perform all of our hard tasks perfectly and in no time. **Also**, great inventions, like the telephone, computers, the television, the cell-phone, and the internet have made communication easier and better. **Additionally**, findings have shown the positive effect of technology on our economic growth. **Nowadays**, 70% of world businesses rely on technology to improve the quality of their products or services. **Moreover**, the various technological advances in transportation have turned our world into a small village. **This** has led to effective interaction between people from different places and cultures. **In fact**, with all these advantages, technology has brought about many positive changes to our every-day lives.

On the other hand, there are some drawbacks to technology. **First**, people are becoming more and more over-dependent on technology. Second, machines are replacing humans in factories. **Consequently**, more people are losing their jobs to automation, which has led to a rapid increase in unemployment rates, especially among young people. **Also**, because of the incredible breakthroughs in entertainment industry, people have become less active. **That's to say**, they exercise less and spend more too much time sitting before their TV sets, others before their computers surfing the internet or playing video games. **Additionally**, the technological advancements in chemical industry can be the source of many modern dangerous diseases, like cancer, HIV, and H1N1. **What's more**, internet addiction is one of the negative outcomes of modern technology. **In fact**, technology can be a harmful and destructive tool sometimes.

To sum up, technology has become an essential part of our life. However, it's a double-edged sword that can change our lives to the better or to the worst. So, it's entirely up to us to use it either wisely, or foolishly.

AN ARGUMENTATIVE PARAGRAPH presents an opinion on a certain topic and lists a number of reasons, examples, facts, ideas to support it.

The topic sentence presents the writer's opinion / argument clearly.

A number of reasons, examples, facts are arranged in the form of supporting sentences to support the writer's opinion / argument.

The concluding sentence restates the writer's opinion / argument in different words.

I believe that every student should study a foreign language for these reasons. First, knowing a foreign language can help you a lot in life. If you speak more than one language, you have better chances to secure a decent job. **In fact**, Many local companies today deal with other companies in other countries. **So**, they will certainly need employees who can speak another language. **Second**, one's life can be really interesting and exciting when they can talk to people from other countries, read their books, watch their movies, and sing their songs. **Nowadays**, studying English, for example, gives one the opportunity to learn about the world and its cultures. Remember that a language is not separate from the people who speak it. When you learn a language you learn more than just words; **in other words**, you learn how other people think and live. **In modern times**, it's very important for world peace that we understand one another. **Additionally**, When you study a different language you learn about yourself, too. Learning another language gives you the chance to look at your own language through someone else's eyes. **For example**, English uses only one word for the pronoun *you*. **So**, when an American studies Spanish and learns that Spanish uses two words for *you*, he may ask, "Why does English have only one word for *you*?" **Therefore**, the American is then learning about his language and culture. **Given all these reasons, I think that the world will be a better place if all students everywhere have the chance to study a foreign language.**

A CAUSE-EFFECT PARAGRAPH discusses the causes and consequences of an action, situation, event, or decision.

The topic sentence introduces the main idea.

- Supporting sentences follow to support the topic sentence.
- Causes and effects are arranged in sentences using cause-effect expressions.

The concluding sentence summarizes the paragraph's content.

There are many factors that can lead teenagers to drop out of school. One major cause is that many youths don't have positive role models in their lives. **So**, the absence of an encouraging adult in a young person's life **causes** him or her to think negatively about himself or herself. In other words, it will not allow them to live up to their full potential. Also, this **lack of** a positive role model often **results in** their involvement with the wrong type of people and activities. **When** a student becomes involved with the wrong crowd doing the wrong things, he or she usually doesn't concentrate fully on his or her studies. This **can lead** many young children **to** give up on their education quite early. **Another cause of** dropping out of school **is** lack of determination. **Since** they're not determined to graduate, it can be very difficult for many youngsters to stay in school. Many students find it hard to stay focused on school **as** they believe that getting an education is useless nowadays. Others simply hate school **because** they feel they are forced to attend classes. In some cultures, quitting school **can be the result of** peer and family pressure. Unfortunately, many teenagers give up into this pressure very easily. Even worse, if the presence of such pressure is too negative it **can lead to** states of depression and drug addiction. In fact, drugs become the only thing they are focused on. **As a consequence**, their lives are destroyed tragically. **Thus, dropping out of school can be the result of** personal, psychological, and social factors.

A narrative paragraph tells the reader what happened. It relates a sequence of past events using chronological order. It must contain these elements of: - Setting (time / place) - Point of view - Character - Action.

- The topic sentence sets the setting (time)
- Point of view (who tells the story):
1st person: *I / we* or 3rd person: *he /she/they*
- Character (who / what is in the story)
- Action (What happened?)
- Supporting sentences are arranged in a chronological order and are connected through time expressions or adverbs of sequence.

Last weekend, I had the best time of my life. **On Friday night**, my best friend came over and we made a delicious, mouth-watering pizza. **After** we ate, we had a friendly video game competition. **Moments later**, my other best friend, Ali, joined us. **On Saturday**, my dad took us out on the boat. The weather was perfect and the water was warm. It was a great day to go for a swim. **Later in the evening**, we went to the movies. We saw an action-packed thriller and ate a lot of popcorn. **Later that night**, we spent some time playing chess. **Finally**, on Sunday, we went bike-riding around town. **By the end of the day**, my legs became very sore. We had great moments. I only hope the next weekend can be as fun as this one. Now, with such experience, I've changed my opinion about weekends. **Now I have to say that weekends can only be as exciting and fun as we'd make them to be.**

A COMPARE-CONTRAST PARAGRAPH tells us about the similarities and differences between two or more people, animals, things, places, or ideas.

- The topic sentence introduces the two items to be compared and contrasted.
- Aspects of comparison and contrast are listed in the supporting sentences using compare-contrast expressions.
- The concluding sentence may include the writer's personal / final thought.

Oceans and lakes have much in common, but they are also quite different. Both are bodies of water. Oceans are very large bodies of salt water, **while** lakes are much smaller bodies of fresh water. Lakes are usually surrounded by land, **unlike** oceans that are what surround continents. **Both** have plants and animals living in them. The ocean is home to the largest animals on the planet, **whereas** lakes support much smaller forms of life. **In conclusion, I think either of the two will make a great place to visit and enjoy when it's time for vacation.**

A FILM REVIEW is a a briefly written description, analysis, and evaluation of the different aspects of a film.

Film Review Elements :

Basic Information : The film title, genre, release date, director, screenwriter, main actors, producer

Description : Summarize the story in a few sentence or two without giving away too much of the plot so as not to spoil your reader's viewing. Describe the actors' performance.

Analysis : Give your opinion about the film (good or bad), the aspects you like the most and/or the ones you like the least about the film . Highlight the theme(s) , moral message(s) in the film.

Evaluation and Recommendation:
Restate your general thoughts and feelings about the film and tell readers whether they should or shouldn't see it.

Twilight is a 126-min romance fantasy **written by** Melissa Rosenberg, **directed by** Catherine Hardwicke, and **produced by** Mark Morgan. The film **is set in** Washington and Arizona, and **it stars** a teenager (Kristen Stewart) and a vampire (Robert Pattinson) . **It was released** in November 2008 and **it tells the story of** a high-school girl and a mysterious vampire . The two fall in love, but they have to overcome social pressure and other obstacles to take a chance be together. Kirsten's acting was impressive in the film , and Rober's performance was captivating. *Twilight* **received** numerous film **awards** including MTV Movie Award, People's Choice Award, and Young Artist Award. In addition, it **was nominated for** Best Fantasy Film at the 35th Saturn Awards, and nominated for two Grammy Awards. **I find this film to be** incredibly moving , exciting, and thrilling. In fact, **my favorite aspect of the film is** its touching scenes. The special effects are just amazing, especially the ones featuring the wolves fighting. **Another great thing that I like about** *Twilight* is its terrific sound track . It suits the mood of the film in a perfect way. **The only thing I don't like about the film is** some of its extremely bloody scenes. They are disappointing. Yet, **the best thing about it is** its excellent plot. The story is very relatable because **it explores** these important classic and modern-day **themes of** good and evil, sacrifice, the power of love, the power of tradition, appearance and reality, man and the natural world, and family pressure. **Over all, I think this film contains** great directing and acting. **It is full of** emotional moments, and tells an excelent moral story. That's why **I strongly recommend it.**

A REPORT is a piece of organized writing which presents descriptive information about an event, or investigates and analyzes a situation.

Elements of a Report on an Event :

- **The title** should be short and precise . It should give a general idea about the content of the report.

- **The introduction** sets the setting for the report by giving details about the time, place, and participants.

- **The body** , sually limited to one paragraph, includes the main ideas of the report.

- **The conclusion** evaluates the success of the event and the reactions of participants and attendees.

School Dropout in Rural Areas: The Ibn Khaldoun Conference Hall, in Rabat **was the destination of** many people from all parts of Morocco, on November 20th . The event was a seminar **organized by** the UNECEF Office in Morocco. It was about the urgent **topic of** “ Dropping out school in rural areas: causes and solutions” . Participants included educators, parents' associations, and political officials. Approximately 200 people **attended** the meeting. The activities were varied and they **included** mini-lectures , workshops, presentations. The participants **concluded that** there were three main causes of dropping out from schools in rural areas. The first one was poverty the second one was long distances between school and home, and the third one was child labor . Also, the participants **suggested** a few solutions to this issue. Some of these solutions were encouraging drop-out students to return to school, supporting poor families financially, so they can send their children to school, and sensitizing parents and civil society about the importance of education . In fact, the seminar was fruitful, informative, and successful, and most people who attended expressed their satisfaction with the outcome.

AN INFROMAL LETTER is a letter written to a friend or a relative. A letter should include a heading, an opening, the body, conclusion, and closing

- In **the heading** ,write your address and date at the top right-hand corner.

- Begin **the salutation** or greeting from the left margin. Use a comma after the greeting – in **the opening** , introduce the subject of the letter.

In **the body** , briefly outline the information, ideas, content that you want to communicate to your reader or addressee.

- In **the conclusion** briefly restate the body's content.

- **The complimentary closing** comes below at the right- hand bottom of the body. Use a comma after that. Write your name below the closing.

**Hay Sandi, N 33
Rabat, Morocco
April 8, 2016**

Dear John ,

Thank you very much for your letter. I was pleased to learn about some aspects of American culture, and I'm so happy to tell you a little bit about Morocco and its culture.

Morocoo is a north African country. It's home to a variety of ethnicities that live now together in peace. These include the Arabs , the Amazigh, people of Andalusian origin, and people of sub-suharian descent. Islam is the predominant religion here. Also, the country is home to a considerabley large Jewish community, and a minority of Christians, as well. Generally, Moroccans are friendly, easy-going, nice people, who are yet mostly known for their good sense of humor and hospitality.

The influences of tradition and history reflect on the clothes that Moroccans wear. The "djellaba" is a full-sleeved robe that is commonly worn by Moroccan women. The "gandora", which is another popular robe worn by men, is a short-sleeved male version of the women's djellaba. Moroccan people are a heterogenous group *par excellence*. They owe such diversity to the many cultures that have influenced them.

Moroccan cuisine is a mix of Arab-Amazigh and Mediteranean influences. The two main dishes the country is best-known for are tajine and couscous. Other popular dishes include “pastila”, “ ttanjia”, and meat balls. Drinking mint tea is an important ritual that is performed with family and friends.

I hope this gives you an idea about Moroccan culture. Please write to me soon, and give my best wishes to your family.

**Best wishes ,
Nabil**