



ENG. 202

Midterm Revision Booklet

READ TO WRITE

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Writing Guide 1st edition



Midterm

Unit 7 (Design):

1. Write an article (150-180 words) describing a design (object/item/product/brand). Include:
 - a. general description (size-shape-colour-price-brand-how & where to get it)
 - b. uses and advantages
 - c. special qualities and personal opinion
2. Based on given notes about two different products. Write a report (150-180 words) describing both products and recommending one of them.
(See Coursebook p.74)

Unit 8 (Business):

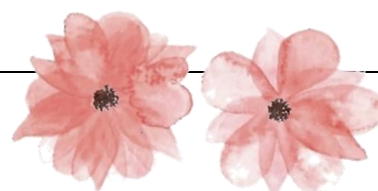
3. Write an essay (180-200 words) describing an event.
4. Write an email (100 words) in respond to a given situation.

Unit 9 (Engineering):

5. Write an essay (180-200 words) describing an engineering achievement which has improved people's live. Include:
 - a. General information: When? Where? Who? Why?
 - b. Description & important features
 - c. Importance of the achievement & personal opinion and feelings
6. Based on a given flowchart/ a set of pictures for a process, write an article (150-180 words) describing the stages/ steps of doing something.

Your book is your first reference to study

No.	Unit	PG	Writing Theme
7	Design	67	1. Describing a design/an object.
7	Design	75	2. Comparing two designs/objects.
8	Business	79	3. Describing an event: <ul style="list-style-type: none">• An Accident at home/work.• A big event in your school's/recent history.• An important world or national event.• A big family event (e.g. the birth of a child).
8	Business	85	4. e-mail writing based on a given situation.
9	Engineering	87	5. Describing a great achievement.
9	Engineering	95	6. Describing a process.



Unit 7- Design (1) Read to write: Describing an item

I Phone 6

There are many designs of smartphones but I prefer iPhone 6, which is Apple's first push into the field of larger phones.

I think that this new smart device is **innovative** and elegant. It has a fashionable shape with sharp-corners like other modern phones but it is more attractive. It comes in five different stylish colours. It has a 4.7-inch screen. This makes it larger and a bit thicker than the previous iPhones. It also has HD camera which captures high quality images. The new device is made of aluminum that contains two plastic strips. It has many other features: it is shatterproof and water-resistant. This means you don't have to worry if your phone falls or get wet.

iPhone 6 devices are functional because they are designed to work smoothly with other Apple products like the Apple Watch. It is also an up-to-date device that can **improve** its operating system from time to time. In addition, the price of iPhone 6 is a little bit expensive because of its special features that makes it **unbeatable** among other types of smart phones.



Q1: Decide whether the following statements are true (T) or false (F):

1. iPhone 6 is attractive just as the other smartphones. ()
2. iPhone 6 is large and thin. ()
3. The new version of iPhone cannot be broken. ()
4. iPhone 6 is the best iPhone in the commercial market. ()

Q2: Match the words with their meanings according to the article above.

unbeatable - innovative - improve

1. _____ featuring new methods; advanced and original.
2. _____ to (cause something to) get better.
3. _____ not able to be defeated or bettered in a contest or commercial market.



Unit 7- Design (2) Read to write: A product report

Report on two laptops: HP and Apple

Introduction:

This report is about HP's laptops and Apple's laptops. It will recommend one of the designs to use it for university.

Price:

The HP's laptops are reasonable and affordable. On the other hand, Apple's laptops are more expensive and they cost about BD 1000.

Size:

HP's size is bigger than the Apple's with a larger screen. Both laptops have the same length but different width.

Colour:

Apple's laptops have a wide range of colours like black, gold, pink and silver. While HP's laptops have black and grey only.

Weight:

Apple's laptops are lighter than HP's laptops, which are heavier.

Durability:

HP's laptops are supposed to last for a long time but it depends as well on the usage. In contrast, Apple's laptops are easy to be broken due their light weight.

Practicality:

HP's laptops are more practical because of their easy operating system. On contrary, Apple's system is uncommon so that it is a little bit complicated to be used.

Performance:

Apple's laptops are modern and innovative. Their design is so unique and they come with touchy screens. Moreover, Apple uses iOS operating system while HP uses Window.

Conclusion:

Although both Apple's and HP's laptops are practical and functional, the laptops of Apple are more stylish and they have more attractive features that serve you in so many ways.

Q1: complete the following table with information from the report.

	HP's laptop	Apple's laptop
1. Price	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
2. Size	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
3. Colour	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
4. Weight	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
5. Durability	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
6. Performance	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>



Unit 8- Business (3) Read to write: Describing an event



Mother's Day

Mother's day is a celebration for all the families around the world. We celebrate it every 21st March and I think everyone has a story about it.

Last year, my family started preparing for the party secretly to surprise my mother; we wanted the party to be perfect so we wrote a plan and we distributed the tasks among us. My sister Sara had to bake a cake with my little brother. Whereas, my dad and I went to buy a gift for my mother. While we were shopping, my sister called us crying and screaming. She told my dad that our kitchen was on fire because she forgot the gas opened while she was busy decorating the hall. Unfortunately, we spent our evening in the station instead of having a splendid party with our mother. I was so disappointed and started blaming my sister, who did not stop crying and told my mum everything.

What a tragic day! All our surprises along with our kitchen were ruined and went with the wind or let me say smoke!! Anyways, we kept some memorable pictures of the burned kitchen and the frustrated faces.

Q1: Read the text and fill the table.

1. Name of celebration:	
2. Date:	
3. Where (place):	
4. Who were there:	
5. The writer's feelings	

Unit 8-Business (4) Read to write: E-mail Writing.

Dear Mr.David,

I am writing this email in response to your inquiry regarding our latest fashion line that will be released by the end of the month.

We would like to apologize for not being able to send you pictures for our new fashion line because it has not been released yet. We can only inform you that it will be a full package of outfits, accessories and shoes.

We are also delighted to inform you that our fashion show will be held in Paris on 31st March and you can watch it live on our website or you can take a few minutes and register your details on the website to get the chance of winning a free invitation to attend the show. If you have any further questions, please do not hesitate to contact me.

I look forward to hearing from you soon.

Yours sincerely,

Sara Adam -Sales manager



Q1: Read the email and answer the questions below.

1. Who wrote it?

.....

2. Who will read it?

.....

3. Why was it written?

.....

4. What type of emails is it?

.....

5. From the email, give 2-3 evidences to support your choice.

.....

.....

Unit 8-Business (4) Read to write: E-mail Writing.

Hi Emma,

How are you? How is everything? I heard that you passed your exams. I just wanna say congratulations!

You did a great job and I'm really proud of you. Maybe you heard but let me tell you myself that I passed too. It was such a hard time, wasn't it? I'm exhausted now but thanks God we got through it and we did great.

Well, let us meet up soon to celebrate. Why don't we go to the cinema and watch the horror movie we talked about last time. I'm sure we'll enjoy it.

Please let me know if you're free this weekend.

With love,

Lucy

Q1: Read the email and answer the questions below.

1. Who wrote it?

.....

2. Who will read it?

.....

3. Why was it written?

.....

4. What type of emails is it?

.....

5. From the email, give 2-3 evidences to support your choice.

.....

.....



Unit 8-Business (4) Read to write: E-mail Writing.

Dear Sir/Madam,

I am writing to ask you about one of your offers. On your website you mentioned that you do CD copying for large quantities.

I would like to inquire about how I can get this offer and what procedures are required. Also, I have some more questions about this service. Do I have to send the files via email or CD? How long does it usually take to produce approximately 500 copies? Are there any discounts on such large quantity?

I look forward to hearing from you soon.

Yours faithfully,

Noor Ali



Q1: Read the email and answer the questions below.

1. Who wrote it?

.....

2. Who will read it?

.....

3. Why was it written?

.....

4. What type of emails is it?

.....

5. From the email, give 2-3 evidences to support your choice.

.....

.....

Unit 9-Engineering (5) Read to write: Describing a great achievement.

Cars

Among all the achievements in the engineering field, I think the “car” is the greatest achievement as it has changed lives of many people. The first car in the world was invented by Nicholas Joseph in 1769. Joseph has invented the car for transporting heavy military equipment such as cannon and heavy weapons.

In the beginning, the old car was powered by a steam engine and it was called “Steam car”. It consists of two wheels at the rear and one in the front. With the evolution many gasoline-powered cars were invented. The new cars have provided comfort and luxury, because they have additional features such as cameras, air-conditioning, navigation systems, and in-car entertainment.

Overall, without cars people cannot go from a place to another like going shopping or going to work. Also, it is important because people do not have to rely on public transportation anymore and they can enjoy the liberty and independence that comes with owning a car. Moreover, it can help people save their time because using public transports is extremely stressful and time-consuming.



Q1: Decide whether the following statements are true (T) or false (F):

1. The car that was invented by Joseph was used in wars. ()
2. The first car was powered by gasoline. ()
3. Steam engine cars have comfortable features. ()
4. Public transportation are tiring and it wastes time. ()

Q2: Match the words with their meanings according to the article above.

NOTE there is one extra definition.

_____ cannon – evolution – luxury – liberty _____

1. _____ the state of great comfort and magnificent living.
2. _____ the state of being free within society.
3. _____ the gradual development of something.
4. _____ a large, heavy piece of artillery.
5. _____ the action of being provided with amusement.



Unit 9- Engineering (6) Read to write: Process Essay

Making Chocolate

The diagram explains the process of making chocolate. There is a total of ten steps about the process, beginning with planting a coca trees in South America, Africa or Indonesia to use its beans in making chocolate.

To begin, collect the coca beans from the trees. Once this step is completed, make sure that the beans are cleaned by washing them with pure water. Then, ferment the beans and spread them under the sun to dry. After that, put them in large sacks, and transport them by a lorry to the factory. Next, roast the beans in 350 c. Following the roasting step, remove the outer shell and crush the beans. Finally, press the inner part to produce the liquid chocolate. Now, the liquid chocolate is ready to be designed, wrapped and sold in markets.

Q1: Number the pictures below according to diagram above.

