

Simple steps for paragraph writing

خطوات بسيطة لكتابة الانشاء

Step1 —Write an outline

الخطوة الاولى اكتب الخطة (المسودة)

When writing a paragraph, first write an outline you need to brain storm your ideas and include the following:

عند كتابة الانشاء ، اكتب أولاً مخططاً (مسودة) وقم بتضمين الآتي:

- The suggested topic الموضوع المُقترح
- Supporting information. المعلومات الداعمة

Step 2 — Write the topic sentence

الخطوة الثانية اكتب جملة او عبارة الموضوع (الجملة الرئيسية)

A topic sentence is usually placed at the beginning of the paragraph.Why?

عادة ما يتم وضع جملة الموضوع (الجملة الرئيسية) في بداية القطعة الانشائية لماذا؟

- Because It helps the reader to understand quickly what the paragraph is going to be about.

لأنها تساعد القارئ على فهم واعطاء فكرة عن ماذا ستكون القطعة الانشائية

Step 3 — Write supporting sentences

اكتب جمل (عبارات داعمة) للموضوع

Next write a supporting sentence for each point. Use facts or examples to support your points.

الخطوة التالية هي كتابة جمل داعمة لكل نقطة رئيسية تتطرق لها عند كتابة القطعة الانشائية كالاستشهاد بأمثلة, حقائق علمية, احصائيات, وغيرها من الأدلة التي تدعم وتؤيد النقطة الرئيسية التي تطرقت لها.

Step 4 — Concluding sentence

الجملة الختامية

Finally, write a concluding sentence to sum up.

الجزء الاخير من القطعة الانشائية هو الاستنتاج (الجملة الختامية) التي تتضمن اهم وابرز الاستنتاجات التي توصلت اليها.

Writing concluding sentences

Concluding sentences are generally used to summarize or conclude a paragraph. Below is a list of useful language that could be used in your concluding statement(s).

- Finally
- In conclusion
- In summary

- Therefore
- Thus
- As a result
- Indeed
- Clearly
- It is clear that

ملاحظة مهمة أثناء كتابة القطعة الانشائية وهي يجب المحافظة على وحدة النص من خلال استعمال عبارات تربط بين الجمل.

Paragraph unity — sentence connectors (وحدة النص او المقالة- عبارات الربط)

يجب الربط بين كل جملة داخل النص بواسطة عبارات الربط التي تربط اجزاء النص ببعضها البعض وتحافظ على تماسك النص.

All sentences need to relate to the main idea / topic sentence in the paragraph. The reader should be able to see how each sentence flows from the previous one and how each is connected to the topic sentence. Sentence connectors weave sentences together to create a cohesive paragraph. They order and sequence ideas, theory, data etc. The following tables list useful connectors.

Useful sentence connectors

Logical order (ترتيب منطقي)	Order of importance (ترتيب حسب الاهمية)
• firstly, secondly, thirdly etc. • next, last, finally • in addition • furthermore • also • at present / presently	• more importantly • most significantly • above all • primarily
Contrast (عبارات نستخدمها عندما نكتب عن الاختلاف)	Comparison (عبارات نستخدمها عندما نقارن بين شئين او اكثر)
• however	• similarly

- | | |
|---------------------------|-------------------------|
| • on the other hand | • likewise |
| • on the contrary | • like |
| • by (in) comparison | • also |
| • in contrast | • too |
| • although | • and |
| • though | • both |
| • while | • alike |
| • even though | • similar (to) |
| • whereas | • the same (as) |
| • but | • Not only.....but also |
| • different / differ from | • compared to |
| • unlike | • in comparison to |

Write a paragraph on the following topic in about 100 words.

Trees: Our best friends

Outlines (Brainstorming ideas): Greatest blessing, give food, medicines, provide raw material, environment clean, temperature down, preserve fertility, demand nothing.

Trees are one of the greatest blessings on earth as they play a very crucial role in maintaining life on our planet. They produce food in the form of fruits, vegetables, leaves etc. Moreover, human depend on the food produced by these trees for fulfilling their nutrition needs. Furthermore, some body parts of the trees have medicinal values that help in organic treatment of various ailments and deadly diseases. Trees can also be used for making many efficient products such as; furniture, paper, mats, clothing etc. that enhance our lifestyle. In addition, they play a significant role in keeping the environment clean and in maintaining the ecological balance. They release oxygen and take in carbon dioxide which helps in reducing the concentration of carbon dioxide in the atmosphere and therefore, protecting our Earth from global warming. Besides, the roots of trees go deep into the soil and hold it tightly to prevent soil erosion. In conclusion, it is our duty to plant more trees and conserve them for our own survival.