

التنظيم | Organisation

- **Begin with an introduction and how you obtained the information, e.g.**
ابداً بمقدمة ووضح كيف حصلت على المعلومات، مثلاً:
The purpose of this report is to ...
... الغرض من هذا التقرير هو أن
The report is intended to ...
... يهدف هذا التقرير إلى
The report is on a survey of ...
... يعتمد هذا التقرير على استطلاع لـ
- **Use linkers like "regarding" or "with regard to" to announce a change of topic.**

استخدم أدوات الربط مثل "regarding" أو "with regard to" للإشارة إلى تغيير في الموضوع

الجسم الرئيسي | Body

- **Report the opinions | أبلغ عن الآراء**
Some ... a wish for / preference for / concern that ...
... بعض الأشخاص أعربوا عن رغبة في / تفضيل لـ / قلق من أن
Many ... were the opinion/view that ...
... الكثير كانوا من الرأي / يعتقدون أن
... had no strong on the
... لم يكن لديهم رأي قوي حول الـ ...
Opinions were about ...
... تباينت الآراء حول
Some people commented that ...
... علق بعض الأشخاص بأن
- **Use quantifiers to express people's opinions**
استخدم أدوات التكميم للتعبير عن آراء الناس
Just over half ...
... أكثر قليلاً من النصف

half ...

نصف ...

The majority of ...

أغلبية الـ

Some / Several / Many / All / None / Hardly anybody ...

... بعض / العديد / الكثير / الجميع / لا أحد / بالكاد أحد

A few / a large/significant number of ...

... عدد قليل / عدد كبير / عدد ملحوظ من

الخاتمة والتوصيات | Conclusion and recommendations

In conclusion, it appears that ...

... في الختام، يبدو أن

I would strongly recommend ...

... أنصح بشدة بـ

The best solution would seem to be ...

... يبدو أن أفضل حل هو

- نستخدم **of** بعد (a) few ، (a) little ، much ، many ، some ، several ، most عندما يليها ضمير (it, them) أو أداة تعريف أو تحديد أخرى (a, the, this, my) ، مثلًا:
Some of the students ... وليس (Some the students ...)

عندما يليها اسم مباشرة، لا نستخدم **of**، مثلًا:
Some students وليس (Some of students).

We always use **of** after long quantifying phrases, e.g. a number of ..., the majority of ...

بعد عبارات الكمية الطويلة، مثل **of** نستخدم دائمًا
a number of ... ، the majority of ...

A large number of students attended the lecture.

(.عدد كبير من الطلاب حضر المحاضرة)

The majority of people agreed with the decision.

(.غالبية الناس وافقوا على القرار)

Here's how the quantifiers can be categorized based on the type of nouns they can be used with:

Countable nouns): الأسماء المعدودة

- All (كل)
- Almost all (تقريبًا كل)
- Most (معظم)
- Many / A significant number / Several (of) (العديد / عدد كبير أو معتبر / عدة)
- Some / Just over half / Around half (بعض / أكثر من النصف بقليل / حوالي النصف)
- A handful of / A small number of (حفنة من / عدد قليل من)
- Hardly any (بالكاد أي)
- None (لا شيء)

Uncountable nouns): الأسماء غير المعدودة

- All (كل)
- Almost all (تقريبًا كل)
- Most (معظم)
- Much (الكثير)
- Some / Around half (بعض / حوالي النصف)
- Very little (القليل جدًا)
- Hardly any (بالكاد أي)
- None (لا شيء)

تستخدم مع الأسماء المعدودة وغير المعدودة

(Both countable and uncountable nouns):

- All (كل)
- Almost all (تقريبًا كل)
- Most (معظم)
- Some (بعض)

- Around half (حوالي النصف)
- Hardly any (بالكاد أي)
- None (لا شيء)

ملاحظات:

- "Many," "several," "a handful of," and "a small number of" تُستخدم فقط مع الأسماء المعدودة.
- "Much" and "very little" تُستخدم فقط مع الأسماء غير المعدودة.
- "Just over half" تُستخدم عادةً مع الأسماء المعدودة (مثال *just over half the students*) بينما "around half" (مثال *around half the people / around half the time*). يمكن استخدامها مع النوعين.

طريقة كتابة التقرير The report

Introduction

- This report presents the results of a recent survey conducted to find out which recreational facilities local residents would most like to see in the area.
- The survey was carried out by the local council and asked people which facility they would prefer.

Opinion 1

- The most popular choice was a **café**, selected by **28%** of respondents.
- Many people feel this would be a comfortable and informal place to meet friends.

Opinion 2

- **25%** of those surveyed preferred a **swimming pool**.
- This suggests a strong interest in facilities that promote health and fitness.

Opinion 3

- **Sports facilities** received **21%** of the vote, indicating a continued demand for places where people can stay active.

- In contrast, **drama and music classes** were chosen by **17%**, and the **cinema** was the least popular, with only **9%** support.

Conclusion and Recommendations

- Based on the results, the council should prioritize developing a **café** as the top social meeting spot.
- A **swimming pool** or **sports facility** should also be considered due to high interest in physical activities.
- Offering **drama and music classes** as smaller community programs might also appeal to a niche group.

S.B - LESSON 7A WRITING | A report page 13

بناء على الخطوات السابقة لبناء او كتابة التقرير. التالي نموذج كتابة التقرير المطلوب في الكتاب

Report on Preferred Recreational Facilities

This report outlines the findings of a recent survey conducted by the local council to determine which recreational facilities residents would most like to see introduced in the area. The survey asked participants to choose from several options and aimed to identify where investment should be focused to improve community spaces.

The most popular choice, selected by 28% of respondents, was the introduction of a café. Many people felt that a café would provide a relaxed and informal place to meet friends and socialize, helping to build a stronger sense of community.

A swimming pool was the second most requested facility, with 25% of the votes. This reflects a significant interest in health and fitness options among local residents.

Sports facilities also proved popular, receiving 21% of the responses. These would offer additional opportunities for exercise and team activities, particularly for young people and families.

While drama and music classes were chosen by 17% of participants, this shows a meaningful level of interest in the arts. In contrast, the cinema was the least favored option, with only 9% of votes, suggesting limited demand for this type of venue.

Conclusion and Recommendations

It is recommended that the council prioritize the development of a café, as this was the most requested facility and would serve as a key social hub. In addition, a swimming pool or sports centre should be considered to support residents' health and well-being. Finally, drama and music classes could be offered on a smaller scale to meet the interests of those who enjoy cultural activities