

- When you are writing an announcement, do the following:

- think about the occasion and determine the level of formality before you start writing.

-فكر جيدا في المناسبه او الحدث الذي سوف تعلن عنه قبل ما تبدأ الكتابه.

- put the most important information first and the least important information last.

-ابدأ بالمعلومات المهمه اولاً ثم المعلومات الاقل اهميه.

- break up the information into small sections that are easy to read.

-قم بتقسيم المعلومات الي فقرات بسيطه وسهله حتي يسهل فهمها.

- use subheadings if it helps readers to find information quickly.

-من الافضل استخدام عناوين فرعيه حتي يسهل تحديد المعلومه التي تريد توصيلها للقارئ.

- include all the necessary information.


-من المهم كتابه كل المعلومات الهامه في الاعلان.

- make sure there are no mistakes.

-تأكد من خلو الاعلان من وجود الاخطاء.

- use stylistic devices, such as rhetorical questions, exclamations and emotional appeals, when appropriate.

-ومن الافضل استخدام بعض العبارات الملفته للانتباه مثل سوال او تعجب او عبارات اكثر قربا من القارئ.

- 
- Write clearly and briefly.
 - Formal tone.
 - Be polite. [write in polite manner]

2b An announcement

Plan

TITLE

- Announcements usually have either a title or a heading pointing out the subject.

MAIN PART

- The information in an announcement is usually divided up into short sections of one or two sentences. Sometimes subheadings are used for some or all of the sections to help the reader find information as quickly and easily as possible.
- There usually isn't an introduction and conclusion to an announcement as such, although it is usual to put the most important information in the first section and the least important information in the final section.

Writing Plan: An announcement

Before you complete your plan:

- brainstorm clubs that the announcement could be about.
- think about the level of formality of your announcement and the type of language that will be appropriate.
- come up with relevant dates, location, and a person or people to contact.
- order the pieces of information you will include in terms of importance.

PLAN

TITLE/HEADING

What is the subject of your announcement?

SUBHEADING 1

Information to include:

SUBHEADING 2

Information to include:

SUBHEADING 3

Information to include:

SUBHEADING 4

Information to include:

An announcement Model

- Write an announcement about a sport event which will take place in Lusail, next Friday. Your announcement should include the facilities and rewards of the race.

Are you interested in sports events?

Good time to all of you. There is a great chance. You are invited to attend an exciting sport event which will take place in Lusail, next Friday.

Activities: there will be many activities like the long running race and playing football matches.

Facilities: there is a bus will be ready to pick up all the participants from Doha to Lusail. Also, you can accompany your friends.

Rewards: The winners will be given the AL-Ameer Cup.

This sport event is not a only championship for winning and losing something, but it teaches you value of life.

Please send a letter of interest to : wwweeee@gmail.com

My best wishes. Thank you very much