

A Job- Application Letter Layout

Dear Mr. _____

I am writing this letter to apply for the job of _____ اسم الوظيفة according to your advertisement in the local newspaper/on your site.

As outlined in my CV, I graduated from Qatar University as a _____ اسم الوظيفة in 2013.

I believe that I am suitable for this job for many reasons. Firstly, I have been working as a _____ اسم الوظيفة for 5 years. Moreover, I achieved a score of 6 in the IELTS last year, in addition to holding the ICDL certificate.

Secondly, I can describe myself as a hardworking, friendly and open person. Also, I have excellent communicative skills in both English and Arabic.

I would be grateful if you could look at the attached CV . I am available for an interview at any time. My contact number is _____. I look forward to hearing from you.

Yours sincerely,

Full Name

Mr. Ahmed Rajab

Informal Email Describing an Event

Dear,	تحية البداية
How are you? I haven't heard from you for ages. So, I thought I'd write and tell you my news.	جملة افتتاحية
Last week, I went to my favourite yearly event, the! You see, it brings together all the different cultures of people who live in <u>Qatar</u> .	اسم الفعالية
It's a really lively, colourful and fun event! There are always lots of interesting things to do and see.	مشاعر تجاه الفعالية
For one, the streets are lined with stalls where you can buy interesting items from different cultures.	وصف المكان
Another key highlight is the food scene. You can try different traditional dishes from around the world.	وصف الطعام
The festival also features cultural performances and parades with marching bands, beautiful traditional costumes. It's amazing to watch!	وصف الأنشطة
I had such a wonderful time! Hope to hear from you soon.	جملة ختامية
Take care,	تحية الخاتمة

Dear,

How are you? I haven't heard from you for ages. So, I thought I'd write and tell you my news.

Last week, I went to my favourite yearly event, the! You see, it brings together all the different cultures of people who live in Qatar. It's a really lively, colourful and fun event! There are always lots of interesting things to do and see. For one, the streets are lined with stalls where you can buy interesting items from different cultures.

Another key highlight is the food scene. You can try different traditional dishes from around the world. The festival also features cultural performances and parades with marching bands, beautiful traditional costumes. It's amazing to watch!

I had such a wonderful time! Hope to hear from you soon.

Take care,

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Argumentative Layout

Topic الموضوع is one of the controversial issues nowadays. While some people are for Topic الموضوع, others are against it. So, what exactly are the pros and cons of Topic الموضوع?

On the one hand, there are many advantages of Topic الموضوع. To begin with, Advantage 1. For example, Advantage 2. Moreover, Advantage 2. For Instance, Advantage 2.

On the other hand, there are many disadvantages of Topic الموضوع. Firstly, Disadvantage 1. For example, Disadvantage 2. In addition, Disadvantage 2. For Instance, Disadvantage 2.

All in all, there are strong arguments both for and against Topic الموضوع. However, I feel that the benefits / drawbacks outweigh the benefits / drawbacks. Therefore, Topic الموضوع should be strongly supported / opposed.