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### 3. Social networking sites. :- مواقع التواصل الاجتماعي

Egypt is the first Arab country to use the internet. Using social networking sites has become popular nowadays. It has some advantages and some disadvantages. These sites can help you make more friends easily. It helps you see many different people. You can learn new things. Also, some people use it badly. There are some bad friends who give you false information. Also some people become addicted to using social networking sites. Moreover, some people need to check their social networking sites all the time. If they don't check them, they begin to worry or feel unhappy. Don't say information about yourself to people you don't know. Keep your password secret.

Some people become addicted to using social networking sites. It has a great effect on them .They can't do without it. At first, they use them just to send messages to their friends and to find out what their friends are doing. However, some people need to check their social networking sites all the time. If they do not check them, they begin to worry or to feel unhappy. The best way to help these people is to suggest that they only use social networking sites for about half an hour. Suggest that they phone their friends instead of sending them messages. Encourage them to play a sport or make something instead of looking at their mobile phones.

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### 4. How your school has changed over the past few years.

كيف تغيرت مدرستك في السنوات الأخيرة

Our school has changed over the past few years. It has changed in the term of form and content. First , I am going to speak about the change of shape. Our school was very old. It was built fifty years ago. Some changes have happened to my school. Two buildings have been added to the school. Our school was consisted of three floors only. Now, it's consisted of five floors. In the past , there were twenty classrooms. Now , there are thirty classrooms. Now , it is very new , wide and modern . Second , I am going to speak about the change of content . There were old teacher in our school .Now our school has a new staff of young teachers who are active and good in their field. They do their best to help us to understand our lessons . They help us not only in our study but they also help us in our life. REALLY. Our school has changed a lot.

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### 5. Someone you have interviewed

شخص ما أجريت معه مقابلة شخصية

A great scientist visited our school yesterday. I was very pleased to have an interview with him. He was very kind and helpful. I asked him why the sky is blue. He said that it was because we see blue light from the sun. Also, I asked him what clouds were made of. He said that they were made of tiny pieces of ice and water. Also, he told us that we can grow more vegetables in the desert in the future. I asked him about the natural water cycle. I found out that rain falling is not an easy process. It achieves balance in nature. He was a clever scientist. I would like to be like him in the future to help my country to be one of the most advance countries in the world.

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**6. One of the ancient or modern wonders of the world**

إحدى عجائب العالم القديمة أو الحديثة في العالم

The Great Pyramid is one of the great wonders of the world. It is located in Giza. It took 20 years to build it. It is 137 metres high. In the past, it was built as a tomb for kings and queens. It has many secrets in the way of buildings and designing. Building the Great Pyramid is still a secret for scientists all over the world. There are some rooms for kings and queens inside it. These rooms contained some monuments, but they were taken to the Egyptian Museum. Many tourists visit the Pyramids especially the Great Pyramid which was built and given the name of King Khufu. Tourists also visit the Sphinx beside the Pyramids. They take a lot of photos and they have a nice time there.

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**7. Animals that lived in the past. :-**

حيوانات عاشت في الماضي

Dinosaurs lived on earth for a lot of years. They are considered one of the most giant animals all over the world in the past. They didn't live at the same time as people. Scientists have worked out that dinosaurs died out about 65 million years ago. Some of today's animals such as lizards and birds come from dinosaurs. No one knows exactly why dinosaurs disappeared. There are different theories. Scientists think that dinosaurs disappeared slowly. They think that the weather became too hot or too cold. They think the dinosaurs caught a terrible disease and died out. Others think that there was a huge meteorite. They think it hit the earth or perhaps there were a lot of volcanoes. In addition, they were very strong animals. If they didn't die out, we would not be able to live on the earth.

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**8. A story with a moral قصة لها هدف أخلاقي**

I read a review about a story I like most. It is about "Black Beauty". It is a special horse. It is also a handsome horse. Black Beauty tells the story of his life. His mother taught him to be a good and a gentle horse. Working animals are not as good as machines because they need a lot of care and they have to rest. You have to feed animals and make sure that they have somewhere clean to live. Machines are more powerful and faster than animals. Working animals can be better than machines if you need to do something slowly and carefully. They are also better for the environment

Farmer Grey, his owner, was kind and Black Beauty was happy. Farmer Grey sold him to Squire Gordon who was also very kind. Unfortunately, Squire Gordon moved abroad and Black Beauty was sold to different people, some of them were unkind. To conclude, Black Beauty had many adventures before he finally found a good home again. The moral of this story "Black Beauty" is that you should be kind to people and that make them kind to you.

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**مقدمة للطالب الضعيف التي مش هيعرف يكتب كلمة في الامتحان**

I am going to speak about ... اسم الموضوع. No one can deny that this topic is one of the most important topics in the English language. In addition to that, When I write about this topic, I find myself in front of an easy topic. Furthermore, English paragraphs are very enjoyable and interesting. They make you feel happy when you write them. Moreover, English is considered one of the most important languages not only in the Middle East but also in the whole world. It is a fantastic topic. First I would like to say that.....Finally I hope I will achieve my goal in writing this topic.

كنت تخطط ان تقابل اصدقائك منذ ساعة ولكنهم لم يصلوا ما الذى ربما أو أكيد أو المفروض كان حصل؟

**9. You were planning to meet your friends an hour ago , but they haven't arrived. What do you think might , must or should have happened?**

To : Ahmed

From : Abdou

About : A reason for being late

Dear Ahmed,

**I am happy to write to you. How are you and your family?** Last week I waited two of my friends to visit me at home .It was my birthday .I planned everything for this occasion. My mother made a cake. My father bought everything for this occasion. My brother decorated the house. My sister cleaned the place. We were planning to meet an hour ago . I waited them at the station for two hours but they haven't arrived. I think they might have missed the bus or they might have taken the wrong train. they must have been lost their way as it was the first time to visit me in my house . **I am looking forward to hearing from you. See you soon.**

Yours,

Abdou

**10. "A situation when someone tried to persuade you to do something , but you refused. "** موقف فيه حاول شخص أن يقنعك بشئ ما ولكنك رفضت

TO: Ali

From: Kelany

About: A situation happened to me.

Dear Ali,

**I am happy to write to you. How are you and your family?** Last week my friend tried to persuade me to visit Alexandria in winter. I didn't agree with him. Alexandria is very cold in winter. I prefer visiting Luxor. It's warm. He prefers Alexandria as there are many places to visit. I promised him to visit Alexandria in summer. **I am looking forward to hearing from you. See you soon.**

Yours, Kelany

**11. A visit to the Red Sea :-**

زيارة البحر الأحمر

TO: Nada

From: Hams

About: A visit to the Red Sea

Dear Nada,

**I am happy to write to you. How are you and your family?** The Red sea is one of the warmest seas in the world. There are hundreds of fish and sea animals that live there. The areas around the Red Sea are marked by its beautiful views. There are many kinds of fish like stingrays and sailfish. There are many kinds of sharks in the Red Sea. You can also enjoy watching the beautiful green turtles. What surprises me is that you can see dangerous coral in the Red Sea. There are many lovely beaches along the Red Sea. You can enjoy comfortable resorts like Sharm EL-Sheikh and Dahab. The Red Sea has many rare kinds of fish, so many tourists and divers like visiting Egypt.

**I am looking forward to hearing from you. See you soon.**

Yours,

Hams

**12. An animal that you like :-****To: Fatma****From: Basma****About: An animal that you like****Dear Fatma,**

**I am happy to write to you. How are you and your family?** My favourite animal is The camel. The camel is the animal that I like most. It is called the ship of the desert. It is very patient. You can depend on the camel in long distances in the desert. It can store too much water in its body for a long time, so it can walk for many days without drinking water. The camel walks at 40 kilometres per hour. It is a very useful animal. People in deserts can't do without it. The camel can carry heavy things. The Arabs, in the past, depended mainly on camels to move from one place to another. They used to move a lot from one place to another. Now people use it in race . It is very useful for them . In this way , it brings money for them when it wins in the race . On the other hand . there are some people who still use it for travelling short distances .It is really a great animal. Hippos live in Africa. They like water and spend about 16 hours. **I am looking forward to hearing from you. See you soon.**

**Yours,  
Basma**

## موضوعات متوقعة هامة

**Travelling for work**

A lot of people travel for their work. Some people use public transport. Others prefer using their private cars. They are fast and comfortable. Most people use public transport because they are cheap. Some prefer trains. They think they are safe and comfortable. Others use buses. They don't have to book tickets before they get on them. Now many people prefer to use the underground. Taking the underground helps you avoid the problems of traffic jams and pollution. It's also faster than other means of transport. Means of transport have made our life easier and more comfortable. We can't do without them.

**Traveling by train/ Your favourite means of transport**

Many people prefer travelling by train. Travelling by train is enjoyable. It's fun seeing the scenery when you travel. You must buy tickets before you get on a train. You can use a rail card. It's cheaper than buying tickets. You should be early at your railway station to get into your right train. The express train is much better than the stopping train. It is fast and has air conditioning. It doesn't stop at all stations. It stops at the main stations only. You can find a comfortable seat to sit in. You can book a ticket on a non-smoking carriage. It has sleeping carriages and a restaurant carriage. It is great fun travelling by train.

**The dangers of smoking**

Many people are addicted to smoking. It damages health. It causes many dangerous diseases. It causes lung diseases. If you smoke, you should give it up. If you can't, you should talk to your parents, your friends or your teacher. That might help you with your problem. You can also ask a doctor for help. One day you will regret starting smoking. If you don't smoke, never try it. This may cause harm to you. You may not be able to work hard for your exams. You may cough all the time and become very ill. Smoking is very harmful habit.

### **What you should have done to get high marks**

I have just had my exam results. I have got low marks in some subjects. I'm very sorry about that. My parents were very sorry, too. They were angry with me. My teachers blamed me for that. They gave me some advice. It was a bad situation for me. I should have studied harder. I should have stopped wasting my time. I used to play on my mobile phone. I used the internet all the time. It was wrong. I shouldn't be addicted to computer games. It was a bad experience. I've decided to change this. I've made a timetable. I've organised my work. I've listened to my teachers' advice.

### **The Cairo Metro project**

The metro in Cairo is an important project. It took many years to finish. It cost a lot of money. A great number of engineers and workers worked on it. A big number of stations were built. They are all wonderful. Millions of Egyptians use it. It helps to make travelling easier and more comfortable. It's cheap. It is fast and clean. Egyptian people use it to go to and return from their work daily. Engineers are working now on building new metro lines. They're working day and night for finishing them. We should thank them. We should be proud of the metro. We should keep it clean

### **A visit to an observatory**

Last Friday, my family visited an observatory. We met some astronomers there. They were so friendly. One of them welcomed us. We asked him a lot of questions about his work. He said that his favourite part was when he used a telescope. We asked him questions about our solar system. He gave us very useful information. He told us about shooting stars. He told us about the moons which go round the planets. He told us about the sun, too. He let us look through the huge telescope. We could see thousands of stars.

### **Wonders of Egypt**

Egypt has got many wonders. It has got natural and man-made wonders. Only one of the original wonders of the ancient world is still standing: the Great Pyramid. It has got the Abu Simbel Temples. They are all ancient and man-made. There are many natural wonders in Egypt. It has got the Wadi Rayyan waterfalls and the Siwa Oasis. The Cairo Tower and the High Dam are modern wonders in Egypt.

### **One of the ancient wonders of the world "The Taj Mahal"**

Last year I visited India. I decided to visit the Taj Mahal. It's one of the world's wonders. It's a white marble monument. It was built by the ruler of India to remember his wife. It has fountains, gardens around it. It has a beautiful dome and four minarets. It has been visited by millions of people. Unfortunately, it has been damaged by pollution. UNESO helps to look after it. It will preserve it, too. I wish I could visit it once more in the future.

### **The latest technology**

Our life has changed because of the latest technology. A lot of people do their businesses online. They can communicate with companies and offices all over the world. They buy and sell goods easily and get/ earn a lot of money. Others use smartphones. They communicate with each other using social media. They can speak, send text messages and make video calls. They can see each other clearly. Technology helps us get information easily. You can find out about the latest technology online. It's important to learn about the latest developments in technology.

## **Social media**

A great number of people use social media nowadays. They can easily get news from all over the world. Many jobs now require you to know how to use social media. Some companies use them to advertise jobs and arrange interviews. In this way, they are able to find people for work. People who want jobs can send their CVs online, too. Now you can easily send texts or emails to the people you know everywhere. Smartphones help us to do that. However, many people waste their time using social media. We should be careful when we use social networking sites.

### **The coral in the Red Sea**

The Red Sea is one of the warmest seas in the world. Hundreds of fish and animals live there. A lot of tourists go to Ras Mohammed every year. They go there to enjoy seeing sea life. They enjoy snorkelling with special equipment. They enjoy seeing the coral reefs. The coral is very beautiful. Its colours are beautiful. It's of different sizes. The groups of coral look like plants. We should protect our coral. Now, we don't have as much coral as we had in the past. If the coral disappears, more sea life might also disappear. So, we must care much about the beauty of nature in the Red Sea.

### **"Manual work and office work"**

Both manual work and office work are important. We can't do without any of them. People's abilities are so different. Some people whose work is in offices can't do some manual jobs. Manual work needs special qualities. Some manual work needs physical qualities as it's quite difficult. Students should be given practical training on holidays to be ready for work after graduation. Workers of manual work have to move a lot. They should be fit. Other workers of office work need some kind of mental effort to achieve their work. Everyone should choose what is suitable for them.

### **Smartphones & Social media**

Smartphones are the latest technology. You can do many things using them. A great number of people use social media nowadays. They are apps on the smartphone. They can easily get news from all over the world. Many jobs now require you to know how to use social media. Some companies use them to advertise jobs and arrange interviews. In this way, they are able to find people for work. People who want jobs can send their CVs online, too. Now you can easily send texts or emails to the people you know everywhere. Smartphones help us to do that. However, many people waste their time using social media. We should be careful when we use social networking sites.

### **"Some skills that you need for the world of work"**

Really the world of work today isn't easy. A graduate should be armed with many skills to get a good job easily. One skill is not enough. Students should make use of the period of studying. Also, students shouldn't depend only on the skills of school subjects. They should have different experience. They can also take part in some workshops and train in different places on holidays. I think it's important, nowadays, for any graduate to master English and computer. If you have many skills, you can change jobs easily. Also you can increase your income easily. We should help others to have many skills.

## **"The solar system"**

There are eight planets in our solar system. They are all different sizes. Jupiter is the biggest one. Mercury is the closest to the sun. Neptune is the farthest one. Living on other planets is impossible for many reasons. There is no water or oxygen on other planets. The Earth has special colour in space. The Earth has only one moon. It's round. The other moons are different shapes and sizes. All the eight planets go around the sun. Three of these planets are smaller than the Earth. Only two planets in the solar system don't have any moons.

## **Sea life**

If you dive in the Red Sea, you'll enjoy sea life. There are many kinds of fish that you can't see anywhere in the world. If you dive to the bottom, you will probably see a stingray. Large animals also live in the Red Sea. Green turtles are too long and live .for 23 years or more. You can see them walk slowly on the beach. If you go to Shark Reef at the right time of year, you might see a shark. You can see dolphins. They are fun to swim with. Tourists like going there to dive or snorkel and enjoy seeing sea life. They can take photos there with special cameras.

## **"Smoking**

Smoking is a bad habit. It makes you feel ill. People who smoke can't run or breathe well. Also, they can't do many jobs. Smoking affects your health and people around you badly. We should help young people stop smoking and practise some sports instead. Smoking isn't allowed in many places. You might find that your friends or people that you know, will try to persuade you to try cigarettes or other things, don't be afraid to say no to them. Smoking is very dangerous. It damages your lungs. You should help others to stop it.

## **"Dangerous animals"**

Dangerous animals can be found on land or in the sea. Most dangerous animals feed on meat. Most of these animals prefer living in forests. Natural environment should be protected for these animals. Some of these animals like living in groups. Lions and tigers, for example, live in groups. They search for their preys for a long time. These animals respect each other. They have their own rules of living in these areas. They have different roles. The female lion is responsible for hunting. The male lion protects his family.

## **"The wonders of the ancient world"**

Most of the wonders of the ancient world were statues or temples. They were amazing buildings and took great effort to be built. Long ago, the ancient Greeks wrote a list of them. They were amazing places. Some of them were in Greece, Turkey, Iraq, Giza and Alexandria. Two of them were in Egypt. They are the Great Pyramid and the Lighthouse of Alexandria. The Great Pyramid is still in Giza and it is visited by millions of tourists every year. The Lighthouse was damaged and Sultan Qaitbey used its stones to build his Citadel. The Great Pyramid is the most fantastic one.

### **"Modern technology"**

Modern technology has become a must in our life. We can't do without it. It helps to increase the speed of everything. Nowadays, modern technology helps to increase many products in all fields. Modern technology is non-stop. Every day there are new things. We should do our best to learn these new skills to catch up with it. Most young people are skilful in using modern technology. We should encourage them to do well. We no longer need more workers to achieve many things. It made the world a small village. Using modern technology helps you make use of the experience of others

### **"The life of animals in the past"**

Life of animals in the past was easier than today. Animals, in the past, enjoyed a clean environment. There was no pollution. Their food was so healthy. Water was clean. Their life was enjoyable. Their environment and food weren't in danger. Man has polluted everything. A lot of animals had to leave their homes and go to uncomfortable places for them. People cut down more trees to use its wood. These forests were as a natural home for most of these animals. We should look after the environment. These animals cause balance in nature, so we have to protect them from danger.

### **"Sea animals "**

There are many kinds of sea animals. They are amazing creatures. They are different according to the place they live in. Some of these kinds prefer warm water. Others can live easily in cold water. Also, some of these animals prefer living in the bottom like octopuses. Whales are the biggest sea animals. Dolphins are the most friendly sea animals. They like helping people so much. There are too many beautiful kinds of fish ,especially in the Red Sea. A lot of tourists prefer visiting areas around the Red Sea in Egypt like Ras Mohammed and Dahab.

### **A visit to an Observatory**

Last Friday, my family visited an observatory. We met some astronomers there. They were so friendly. One of them welcomed us. We asked him a lot of questions about his work. He said that his favourite part was when he used a telescope. We asked him questions about our solar system. He gave us very useful information. He told us about shooting stars. He told us about the moons which go round the planets. He told us about the sun, too. He let us look through the huge teleschope. We could see thousands of stars.

### **One of the modern wonders of the world "The Taj Mahal"**

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### **Internet Scams. الإلكترونية الاحتيالات**

I'm glad to write to you about this topic. I'm writing to warn you against internet scams. First of all, be careful when anyone says that something is free on the internet. It's not always true. They may want to get information about you and your life. A person may ask to be your friend. They may be the same age as you. They may say they want to practise English with you. That person may use the information they will get to rob or harm you. Be careful! You should know how to use privacy settings well. They can help make the internet safer for you.

### **Social networking sites addiction:**

**To** : adel555@yahoo.com  
**From** : tamerriad@hotmail.com  
**Subject** : Social networking sites addiction

Hi Adel,

**How are you? Your email pleased me.** You told me that you use social networking sites too much. I know you like using social networking sites. Im worried that you're addicted to them. It's a waste of time to talk to friends all the time. It's not good to play games online all the time. I think this is not useful for you. Doing that for a long time might make you ill. I don't do that .I use social networking sites only in my free time. I also do sports to keep fit and healthy. Try doing a sport. You should follow my

advice

**Best wishes,**

**Yours,**

Tamer

### **A trip to the Science Museum**

To moheb@hotmail.com  
From magdi@school.com  
Subject A trip to the Science Museum

Dear Moheb,

How are you? I'd like to tell you about a trip I had yesterday. I went to the Science Museum. It was fantastic. I knew information about the solar system. An astronomer took us around and answered our questions. He showed us some huge telescopes. They use them to look at the stars and planets. I could see the moon through one of them. We saw models of the planets and knew important information about the sun. You should visit it one day.

Best wishes.

Yours,

Magdi

### **Bibliotheca Alexandrina**

To tom123@yahoo.com  
From : ziadsamir@hotmail.com  
Subject The Bibliotheca Alexandrina

Dear Tom,

How are you and your family? I want to tell you about my visit to E Alexandria yesterday. It was wonderful. I visited the Bibliotheca Alexandrina. I want to tell you something about it. It was designed by a group of international architects. It is a modern Wonder. It's full of light from the sun during the day. It contains a huge number of old and new books. A lot of people visit it every day. I think it is fantastic.

Yours,

Ziad

### **Internet scams**

To : adel@gmail.com Cc Bcc  
From : nader@yahoo.com  
Subject : Internet scams

Dear Adel,

I'm glad to write to you. How are you and your family? I hope you are all fine. I'm writing to warn you against internet scams. First of all, be careful when anyone says that something is free on the internet. It's not always true. They may want to get information about you and your life. A person may ask to be your friend. They may be the same age as you. They may say they want to practice English with you. That person may use the information they will get to rob or harm you. Be careful! You should know how to use privacy settings well. They can help make the internet safer for you.

Best wishes.

Yours, :

Nader

### **Animals in danger**

To :tarekhabib@gmail.com

From :hani222@yahoo.com

Subject : Animals in danger

Dear Tarek,

How are you? You know I like reading so much. I have just read a book about animals. I knew that some animals are in danger. They may die out soon. There are different theories about that. Scientists think that animals may die out because of climate change. Some think that terrible diseases may be the cause of that. Some think that volcanoes and earthquakes, etc. may make animals disappear. Scientists make efforts to save these animals. I advise you to read this book. It is really useful and will help you know more about different animals.

Yours,

Hani

### **A journey by train.**

To :omar@yahoo.com

From:ziad@yahoo.com

Subject: A train journey

Hi Omar,

I'm happy to write this email. I want to tell you about my journey to Aswan. Now, I'm at Cairo Station with my uncle. We are taking a sleeper train to Aswan. The train leaves at seven o'clock. There are a lot of people who are waiting too, so the train is going to be busy. Travelling by train is a great way to see the scenery of a country. The beds are comfortable. We are eating in the restaurant carriage this evening. The train stops at Luxor early tomorrow morning on its way to Aswan. My uncle is going there on a business trip. He asked me to enjoy the weather there. It's warm in winter.

yours

Ziad

### **A place you are going to spend the weekend in.**

To noha@yahoo.com

From : hala@yahoo.com

About: A weekend

Hi Noha,

It pleases me to write this email. How are you? I'd like to tell you that I'm going to spend my weekend in Alexandria. We're going to Alexandria by train, so we booked two tickets on the express train which is much faster and has air conditioning and we

can also buy food and drinks on the train. It's so beautiful. There are many nice places to See. I'm going to go there with my brother. His university is in Alexandria. We are going to visit the Alexandria Library and buy useful books. Im going to go shopping at the end of my visit.

yours  
Hala

### **How you booked a ticket and made the journey to Hurghada.**

To radwa@yahoo.com  
From :salma@yahoo.com  
Subject:A journey

Dear Radwa,

It pleases me to write this email. How are you ?I booked a first class ticket from Alexandria Airport. The ticket was quite expensive. I didn't find the economy one. There weren't many people on the plane. The journey wasn't long but boring When I arrived at Hurghada, I forgot all about the boring journey as the scenery was wonderful. Visiting Hurghada in the spring is very nice. It's a wonderful place for a journey. There's a lot to do and many different places to visit and stay. Hurghada has some beautiful beaches. We can take a boat trip to the islands around Hurghada.

yours  
Salma

### **The job you would like to do.**

To : ghada@gmail.com  
From :hala@gmail.com  
Subject The job I would like to do

Hi Ghada,

It pleases me to write this email to you. How are you? Id like to tell you about the job I like most. I want to be a doctor in the future. I think this job is very suitable for me. My father is a doctor, so he encourages me a lot to work in his field. I like helping poor patients. Also, I hope to complete my study in medicine abroad. I look forward to inventing a new medicine for cancer. Could you tell me about the job you would like to do ? Write me soon. I'm waiting for your response.

Hala

### **A robber who tried to steal your bank account.**

To : zahraa@gmail.com  
From : omar@gmail.com  
Subject Robbery

Hi Zahraa,

Last week, I found out a robbery. It was a strange robbery. Someone tried to steal my bank account using his cleverness. I found that he could steal some money from my account. I reported the police and stopped my account from the bank. The police told me that it was unusual accident. He did something like that before. The manager advised me to make a new account. He was very helpful and told me that I should keep my personal information secret to protect my money. When I use social networking

sites,I always use my privacy settings. I advise people to take care of these kinds of robbery.

Omar

### **The latest technology.**

To :ayman@gmail.com

From :ashraf@gmail.com

Subject: The latest technology

Dear Ayman,

Im so happy to write this email. How are you? Using technology in our life has become a must. We can't do without it. For example, using the latest technology in communication makes exchanging experience easy. You can send messages on the mobile. You can also phone your friends anywhere and at anytime. You can get a lot of information through the internet. After using the internet, all information around the world has become available. Doing researches became easier in all fields. However, people should check the information they get. We should improve our skills in using technology to be ready for getting the new jobs.

Ashraf

### **My success in the final exam**

To : omar@gmail.com

From :ali@gmail.com

Subject: My success in the final exam I'm so happy to write this email. How are you, my uncle? It pleases me to tell you that I passed my final exams. i came first and got the full marks. My teachers and my friends are so happy after my success. My teacher of English gave me a present as i got the full mark in English. My father bought me a new mobile as a present. My mother also bought me a laptop to communicate with my friends all over the world. I can also send emails and play games. I feel happy now. I look forward to visiting you next week.

Ali

### **"A visit to the history museum"**

ahmed@gmail.com

From:alaa@gmail.com

Subject:A visit to the history museum

Hi Ahmed,

It pleases me to write this email. How are things? Last week, we went on a school trip to the history museum. We went with our teachers of science. There was a guide in the museum. He gave us some useful information about the place and the fossils are found there. There, we saw skeletons of some ancient animals that lived many years ago. Now, they are extinct animals. Also, we saw bones of some kinds of enormous rare fish. They were preserved in glass boxes. These kinds of fish were of different ages. I enjoyed a lot.

Alaa

### **"Diving with an instructor"**

To rabab@gmail.com

From :mona@gmail.com

Subject: Diving with an instructor

Dear Rabab,

It pleases me to write this email to you. How are things? I'd like to tell you that diving with an instructor is so different. The instructor keeps your life safe. Also, he gives you some important information about what you should do. Also, he helps you to avoid dangerous sea animals. Diving needs a lot of training, so not all people can try this experience. Diving is popular in Egypt around the areas of the Red Sea, especially in Hurghada. It's really a good place to go scuba diving or snorkelling with an instructor. It's so enjoyable experience. I look forward to repeating this experience.

Mona

### **CyArk's project**

To : Hatem

From :Hossam

About: **CyArk's project**

Hello Hatem,

I read an interesting article about CyArk's Project. CyArk is a project that started in 2002. It uses special cameras that take photos of ancient temples and monuments. If anything happened to these buildings, the photos would help archaeologists and engineers to repair them. CyArk's Projects have also been put on an online gallery, so that people from all over the world can see and understand the beauty of these ancient buildings. All the best,

Hossam

### **You try to help your friend give up addiction.**

To yasser@gmail.com

ro om :ali@gmail.com

Subject: Addiction

Dear Yassef,

I'm happy to write this email. How are you ? Addiction is when your body needs something strongly. Also, it's when you think that you need something to feel OK. Addiction has different shapes. You can become addicted to drinking coffee or fizzy drinks. You can be addicted to playing computer games. Some people are addicted to social networking sites. If they can't use them, they start to feel unhappy. Also, there is physical addiction when your body thinks it needs something. And they feel very bad when they try to stop these things. Doctors and many other people can help in solving this problem.

Ali