

☛ Language about language

Note: sb= somebody; sth = something *bold/italicised* words are level 2 VTL or objectives ¹

Parts of speech (POS)

Term	Meaning	Examples	Arabic
noun (N)	person, place, thing or idea	Queen of England, Dubai, apple, association, women	إسم
• pronoun (pron)	special words that replace nouns (so you won't repeat the Ns)	My sister showed me her books. She bought them for university.	ضمير
verb (V)	word that shows the action or what sb/sth does	Ali forgot my name. Mariam reviews her notes daily. She was feeling sick today.	فعل
adjective (adj)	word that describes a noun	active boy, several books, thirty computers	صفة
adverb (adv)	word that adds information (e.g. <i>when, where, why, or how</i>) to verbs, adjectives, adverbs, and sentences	Yesterday , my sister was very angry. The actor talked continuously .	حال (ظرف)
preposition (prep)	word that shows position in time and space	in the computer lab; at 2:00pm; to the university	كلمة تعادل حرف الجر باللغة العربية
conjunction (conj)	Words that connect or join other words or ideas	She cried because she fell down. apples and oranges; tired but happy	كلمة تعادل حرف العطف باللغة العربية

General words/expressions

Term	Meaning	Examples/Notes	Arabic
assignment	work that you must do		واجب
body	the middle part of the composition with specific information		جوه (صلب) الموضوع
brainstorm	quickly think of as many ideas as possible		التفكير في موضوع مع بعض الطلاب (عصف الذهن)
capital letter / capitalisation	the large form of a letter, at the beginning of a sentence or name	Capital F, small f Capital P, small p	حرف كبير
chart	any kind of drawing that shows information (e.g. graph, table)		مخطط
check	look again, carefully	Check your writing before you give it to the teacher.	يراجع، يعيد النظر في شيء ما
<i>clause</i>	group of words that has a <i>subject</i> and a <i>verb</i> GR 32		عبارة تحتوي على فعل
clear	easy to see/understand [opposite = unclear]		واضح
cohesive device	words + expressions that join or link your ideas	e.g. pronouns Oil is important to the UAE economy, and it is a resource for energy.	وسائل (أدوات) ربط
comma	,		فاصلة
composition	a short piece or writing about a topic		كتابة موضوع (تعبير)

¹ Translations provided by Graeme Shepherd with support from Hedi Guefrachi and Khader Abdel Rahman

Term	Meaning	Examples/Notes	Arabic
conclusion	end part of a composition with final, main ideas		خاتمة
conjunction	a word that joins or connects phrases or clauses	and, but, while	كلمة تعادل حرف العطف باللغة العربية
describe / description	say what sth/sb is like; give more information		يصف، وصف
discuss	talk about		يناقش
double space	leave one blank line between each line [skip a line]		مسافة مزدوجة
draft	one example of your work (can be first draft, second, final, etc.)		مسودة
due	must be finished by a time/day	The homework is due on Monday.	موعد تقديم الواجب
edit	correct your mistakes (e.g. spelling)		ينقح أو يصحح
explain	give more information to make your idea clear		يشرح
fact	truth; reality; you know it happened		حقيقة
general	about things and ideas on a topic, without details [opposite = specific]		عام أو شامل
graph	a drawing that shows information about two or more things	bar graph 	مخطط بياني
<i>identify</i>	to recognise and name sth	Identify the verbs in the following paragraph.	يحدد
indent; indentation	leave more space at the beginning of a line (usually the beginning of a paragraph)		يتترك فراغاً (مسافة) في بداية سطر
information transfer	moving and organising information from one place (e.g. chart, table) to another (e.g. paragraph)		نقل المعلومات
introduction	beginning of a composition, to show the topic and the writer's main idea		مقدمة
lecture	a talk or speech to a group of people on a particular subject	Professor Khalil gave a very interesting lecture about the history of Egypt.	محاضرة
logical connectors	words or expressions that link phrases or show how ideas are linked [signpost language]	Secondly, For instance, however,	وسائل (أدوات) الربط التي تعبر عن الترابط المنطقي
main idea	most important, general idea of a composition, text or lecture		الفكرة الرئيسية
margin	the empty space around the top, sides and bottom of a page		هامش
neat	[tidy; opposite=messy]		مرتب، منظم
object (direct, indirect)	noun or pronoun that receives the action of a verb GR 23	Give the book to me , please. (the book = direct object; me = indirect object)	المفعول به (مباشر وغير مباشر)
opinion	what sb thinks or feels about sth		رأي، فكرة
<i>organisation</i>	order and grouping of ideas		تنظيم أو ترتيب الأفكار
outline	the most important facts or ideas about sth	First, make an outline of the main points of your composition	هيكل أو تخطيط

Term	Meaning	Examples/Notes	Arabic
paragraph	group of sentences about one topic/idea		فقرة
part of speech	noun, verb, adverb, etc. (POS)		مكونات الجملة (اختصار) – أجزاء الكلام
period / full stop	a dot (.) that shows the end of a sentence or abbreviation (e.g. U.A.E.)	.	النقطة
<i>phrase</i>	group of words used together (not a sentence) GR 32		عبارة اسمية لاتحتوي على فعل
plagiarise	to copy someone's words or ideas, but say that they are yours	If you plagiarise from the internet, you will get an F on your composition.	النقل الحرفي بدون ذكر المصدر
portfolio	collection of examples of your work	Your writing portfolio has different examples of your writing.	جمع مواضيع الكتابة (حافطة تعليمية لمواضيع الكتابة)
POS	part of speech (e.g. noun, verb)		أجزاء الكلام
procedure	how sth is done, step by step		طريقة الاجراء (الاجراء)
process writing	writing a composition, step by step (brainstorm, outline, first draft, edit/revise, second draft, etc.)		مراحل الكتابة
pronounce / pronunciation	how to say words	How do you pronounce 'T – O – M – B'?	ينطق، النطق
punctuation	Signs and marks used in writing	, . ! ? “ ‘	علامات الترقيم
reason	why sth happens		سبب (مبرر)
<i>revise</i>	rewrite to change ideas, organisation, etc. (Unit 1 VTL)		ينقح (يعدل) أو يراجع
rewrite	write again		يعيد كتابة المسودة
scan	read sth quickly to find information	Scan the newspaper to find the weather for tomorrow.	قراءة سريعة
<i>sentence</i>	group of words with a subject and verb (sometimes more). It begins with a capital letter and ends with a full stop/period (.), exclamation point (!) or question mark(?) GR 32		جملة
skim	read sth quickly to find the main facts or ideas	I usually skim the first chapter of a book to see if I am interested.	القراءة لجلب (لايجاد) الحقائق أو الافكار
specific	with details [opposite = general]		معين، محدد
subject (of a sentence)	the N (or noun phrase) in a sentence that does the action		الفاعل
suffix	letters that you add to a word to change its part of speech	quickly ly is the suffix of the word	مقطع يضاف الى آخر الكلمة
supporting idea	extra information to explain or describe		الفكرة الداعمة (المؤيدة)
title	name of a book, composition, etc.		عنوان
topic	what sth is about		الفكرة الرئيسية لموضوع النص
topic sentence	sentence that says what a paragraph is about		الجملة الرئيسية في فقرة