

Chapter I. Written expression

The written expression refers to the ability to communicate ideas, thoughts, and information through written language. It involves using correct grammar, punctuation, and spelling, as well as organizing ideas and presenting them in a clear and logical way. The effective written expression also involves understanding the audience and purpose of the writing. It is an important skill for success in both academic and professional settings. To improve your written expression skills, read widely, practice writing, get feedback, use online resources, and revise your work. With time and effort, you can develop strong written expression skills that will serve you well in your academic and professional career.

I.1. Extracting ideas from a scientific document

Extracting key ideas from a document in order to summarise it, is a complex process that requires both linguistic and intellectual skills. The notion of a key idea is a subjective one: it is the reader who assesses the importance of a sentence in his or her own way. However, by structuring the document properly, the author can highlight the most important ideas. Summarising is therefore recognised as a highly complex intellectual process which requires a double skill, in terms of both language and thought. It involves extracting the key ideas from the document and reformulating them in a reduced number of sentences.

I.2. Writing a scientific message (scientific text)

Definition : The scientific texts use elements that can explain information in a clear and simple way to the readers.

Clear : it avoids unnecessary detail. Simple : it user direct language, avoiding complicated sentences.

Table, graph chart, histogram, line graph, Sector, Map, Process.

I.2.1. Introduction: what the slide is about, date and place. Use the present simple.

I.2.2. Body: selecting/select the major changes, reporting (describe the major changes), comparison, never give your opinion.

- a. Use the past simple for finished changes
- b. Use the present perfect for a period up to now
- c. Use the future simple for prediction and probability
- d. Use comparative words and expressions: while, by contrast, comparing to,

- e. Use indicators of place with maps or diagrams
- f. Use stages in the process to show organized report : firstly, following this, next, then, after, after that, subsequently, finally.
- g. Use verbs of change : decrease, increase, fall, rise, plummet, rocket, fluctuate, dipped, peaked.
- h. Use passive form with process and maps

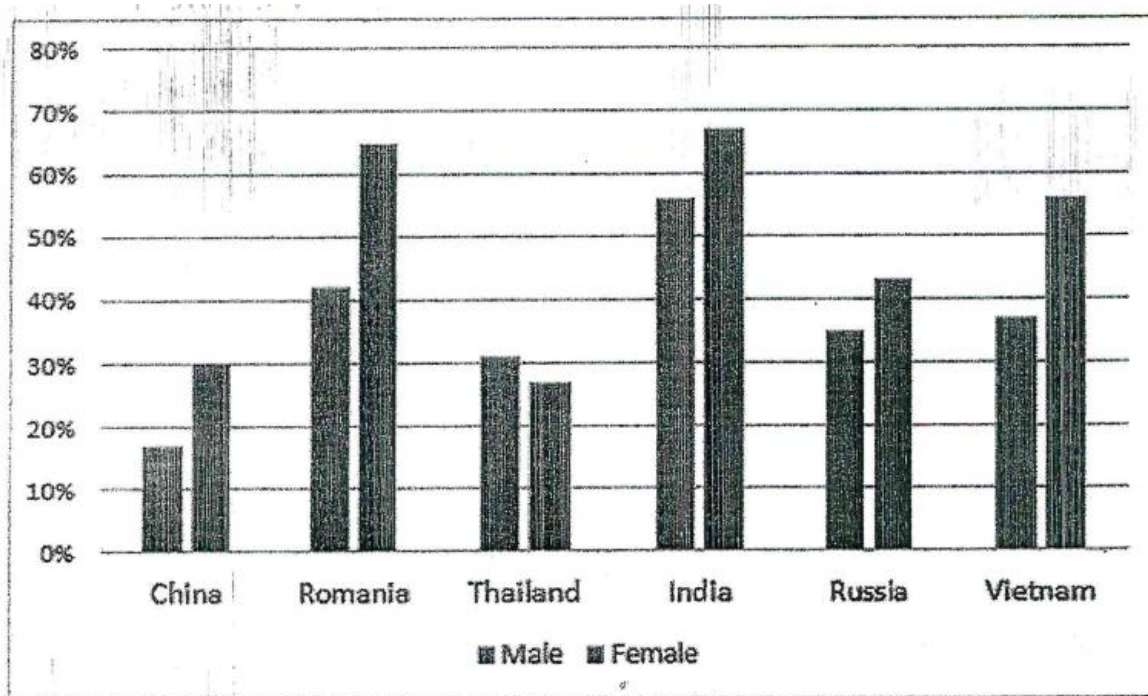
Active voice means that a sentence has a subject that acts upon its verb while the passive voice means that a subject is a receipt of a verbs action.

- ✓ Present simple : e.g. Abderrahim writes a letter (active voice)
A letter is written by Abderrahim (passive form)
- ✓ Past simple : e.g. Abderrahim wrote a letter (active voice)
A letter was written by Abderrahim (passive form)
- ✓ Future simple : e.g. Abderrahim will write a letter (active voice)
A letter will be written by Abderrahim (passive form)
- ✓ Present perfect : e.g. Abderrahim has written a letter (active voice)
A letter has been written by Abderrahim (passive form).

I.2.3. Conclusion : give the result/aim of slide. Use the present simple.

Exemple

The chart below provides information about percentages of students who are proficient in a foreign language in different countries. Summarise the information by selecting and reporting the main features, and make comparisons where relevant.



The chart illustrates the males and females percentage in six countries, who are proficient in a foreign language.

It is seen that more percentages of female learners are proficient in a second language than that of male students and the proportion of students is higher in India and Romania. As the chart summaries, the percentages of students versed in a foreign language was the highest in India, approximately 68% female students and 56% male students with the ability to use a second language. Romania has approximately 65% women students and just over 40% men students who are expert in a foreign language. Interestingly, the rate of students with skill in a foreign language is higher among females than that of males in all countries except in Thailand where such male student's ratio is 30%. Vietnam has more ratio of second-language knowing students than that of China, and Russia. The lowest percentages of such students reside in China where only around 20-30% students know a second dialect.

Overall, the proportion of female students with skill in a foreign language is higher than that of male students in different countries except in Thailand.

I.3. Exchange of information in writing

Information exchange or information sharing means that people or other entities pass information from one to another. This could be done electronically or through certain systems (E-mails, letters or messages).

I.4. CV writing, letters requesting training or jobs

✓ CV writing

Curriculum vitae

I. Civil status

Full Name: First and last name

Date and place of birth:in.....

Nationality: (e.g: *exempli gratia*) Algerian.

E-Mail:@.....

Professional or personal address:

Telephone: 00213

Fax: 00231

Mobile: 00213

II. Education and degrees

Month year: Baccalauriate. Field:

Month year: Applied University studies diploma in, Option:,
Theme:, University (e.g: Djillali Bounaama of Khemis-Miliana
University).

Month year: Bachelor's degree in, Option:, Theme:, University.

Month year: Engineering degree in Option:, Theme:,
University.

Month year: Master's degree in....., Option:, Theme:, University

Month year: Doctorate in, Option:, Theme:, University.

Month year: HDR in, Option:, University.

Month year: Professor in, Option:, University.

Language: e.g: Arab, Italian, English, French.

III. Teaching experience

A. Teaching in Algeria

e.g: **2022/2023:** Atmospheric pollution module (course, directed works) and adsorption processes and membrane separations module (course, directed works) 1st year master environmental engineering. Heat transfer and heat exchangers module (course),

professional Risks and prevention module (course) 1st year master environmental engineering and pharmaceutical engineering. Documentary research and dissertation design module (course) 2nd year master pharmaceutical engineering, environmental process engineering and civil engineering. (Djilali Bounaama University of Khemis-Miliana).

B. Teaching abroad

e.g: 08 and 09 March 2017: Physico-chemical methods of analysis module, PhD students, Faculty of Civil and Industrial Engineering, Sapienza University (Rome-Italy).

IV. Scientific research activities

IV.1. International Publications

e.g: Houria Rezala, Horiya Boukhatem, Noredine Boudechiche, Amaya Romero, « Methyl orange adsorption by modified montmorillonite nanomaterials: Characterization, kinetic, isotherms and thermodynamic studies », Indian Journal of Chemical Technology, 30 (2023) 85-93. <https://doi.org/10.56042/ijct.v30i1.65960>

IV.2. Communications

A/National Communications

Posters

e.g: Djilali Bounaama of Khemis-Miliana University, National Conference on Process Engineering and Renewable Energy, **May 03, 2023**, «Dyes adsorption by commercial bentonite from aqueous solutions » Authors: Houria Rezala, Khadidja Sahnoun, Rawiya Elatsamenia, Amani Bout, Amina Taders.

Orals

e.g: Mustapha Stambouli University of Mascara, First National Conference on Science & Technology (1st NCST22), **June 27-28, 2022**, «Adsorptive removal of textile dye from aqueous solution using pillared montmorillonite: Kinetics, isotherms and thermodynamic studies», Authors: Houria Rezala. (**English language**).

B/ International communications

Posters

Ferhat Abbas University of Setif 1, First International Workshop on Environmental Engineering (IWEE 2019), **Novembre 16-17, 2019**, « Preparation of organic intercalated clays and investigation of its capability for removal of methylene blue from wastewater ». Authors: Houria Rezala.

Orals

e.g: Konya/Turkey. **1st International Conference on Recent and Innovative Results in Engineering and Technology, August 16-18, 2023**, Adsorption of anionic dye from aqueous solution by modified montmorillonite nanomaterials: characterization, kinetics, isotherms and thermodynamic studies, Authors: Houria Rezala.

V. Framing

Bachelor

e.g : Students: Khoualdia Fouzia, Yamani Sara and Kacher Saida. Theme: Gas chromatography. Option: process engineering. **22/05/2016**. Djilali Bounaama University of Khemis-Miliana.

State engineer

e.g: Students: Khial Fatima and Blhaniche Nadja. Theme: Study of extraction and the biological activity of essential oils Eucalyptus Camaldulensis of the Miliana region (Ain Defla). Option: pharmaceutical engineering. Process engineering. **31/10/2013**. Khemis-Miliana University.

Master

e.g: Students: Hiaddihine Imene and Alismail Imene, Theme: Study of the elimination of methyl green on modified bentonite in an aqueous medium, Option: Environmental Process Engineering. **12/06/2023**. Djilali Bounaama of Khemis-Miliana University.

VI. Research project

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VII. Responsibilities

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VIII. Handout, Expertise, Reviewer and online course

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IX. Additional training

Mastering computer skills (Internet, Windows, Excel, Power point,).

✓ Training request Letter

Salutation: Sir/Madam

Introduction — state the purpose of the letter (request for training) and reasons for the training } {List of options and fees }

{Make your pick and show how it would help the company}

{Conclusion — show appreciation}

{Sincerely Yours} {Your Names}

Full name

Date on which the letter is written

Address

Email address:

Phone number: 00213

To Whom It May Concern

Subject:.....

Dear Madam,

I am writing to express my interest in the doctoral program for the Department of Biochemical Engineering at Canary University. Using my current and future research, I plan to develop prototypes for breakthrough neurogenic mechanisms that may help to treat a variety of degenerative neurological conditions.

While earning my bachelor's degree in biochemistry and chemical engineering at New Pine University, I developed an interest in neurological conditions, with a focus on degenerative factors. As a research assistant with Smithson Labs, I aided in developing alternative testing methods, resulting in 40% more accurate results during the clinical study. I earned my master's degree in Biochemical Engineering at Coleridge University, during which I published two articles focusing on memory retention in neurologically compromised patients. I believe pursuing my PhD with Canary University will allow me to further my understanding of biochemical principles and enhance my current research.

Thank you for taking the time to read this letter. If you need any further information from me or wish to plan an interview, please do not hesitate to contact me. I look forward to joining the program and becoming an official Canary University Pronghorn.

Sincerely Yours

Full name

Signature

✓ **Jobs request Letter**

It is necessary to follow the standard format and some set professional document writing guidelines mentioned below to comprehend how to write an application letter for your next job.

Your name and contact information- The letter should start with your name, your contact information, your email address, your residential address, Phone number and the job title you're applying for.

Date- It is necessary to mention the date on the application letter. Mention the date on which you're sending the application and not the one when you started writing the letter.

Salutation and employer's name- Start with writing "Dear" followed by a proper salutation i.e. Mr./ Ms.

Opening paragraph with the introduction- Start the opening paragraph by introducing yourself and how you got to know about the position that you're applying for. Also, mention the reference where you got to hear about the job from. Also, mention why you're interested in taking up this job role.

First Body paragraph with a description of your skills and qualifications- Now go on to specify your distinct skills and qualifications and how you've handled your past job roles professionally well. This is the main context of your whole application letter since the employer will look at your key skills.

The next paragraph should be about why you fit the job role- Express why you are a suitable candidate for the job and how you can be an asset to the company. Express your willingness and interest to work for the company.

Closing paragraph- End the application with a call-to-action statement that urges the recruiter to consider your application and take forward the hiring process in an impressive statement.

Signing off with your signature- End the letter with a professional signing-off. You can write "sincerely yours" followed by your signature or you can even write "enclosure" followed by your name and the links to the attached documents.

Full name

Date on which letter is written

Address

Email address:

Phone number: 00213

Subject: Job application letter for the post of High School English Teacher

Dear Madam,

I am writing to you to express my interest in the job opening for the post of High School English Teacher in your prestigious institution. I have reviewed the roles and responsibilities in the job description you have posted on 22/10/2023.

I am a Graduated with a master's degree in English. I have a teaching experience of three years at the private school. I am looking for better opportunities where I can use my skills and expertise to help and mould students and their communication skills. I believe that I can do well and play a good role in providing quality education.

I have attached my resume and experience certificate for your kind perusal. Looking forward to hearing from you.

Thank you for taking the time to review my application.

Sincerely Yours,

Full name

Signature