

English language

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Grammar and reading

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مكتبة عالم الرياضة

Irregular verbs

present	past	P.Participial
go	went	gone
write	wrote	written
drive	drove	driven
ride	rode	ridden
drink	drank	drunk
swim	swam	swum
begin	began	begun
sing	sang	sung
come	came	come
ring	rang	rung
blow	blew	blown
know	knew	known
draw	drew	drown
fall	fell	fallen
fly	flew	flown
grow	grew	grown
throw	threw	thrown
rise	rose	risen
break	broke	broken
choose	chose	chosen
forget	forgot	forgotten
speak	spoke	spoken
steal	stole	stolen
tear	tore	torn
Wear up	Woke up	Woken up
wear	wore	worn
take	took	taken
shake	shook	shaken
give	gave	given
eat	ate	eaten
see	saw	seen
win	won	won
shine	shone	shone
cost	cost	cost
cut	cut	cut
read	read	read
hit	hit	hit
hurt	hurt	hurt
let	let	let
put	put	put
shut	shut	shut

present	past	P.Participial
bend	bent	bent
build	built	built
burn	burnt	burnt
deal	dealt	dealt
dream	dreamt	dreamt
mean	meant	meant
learn	learnt	learnt
lend	lent	lent
send	sent	sent
feel	felt	felt
keep	kept	kept
leave	left	left
lose	lost	lost
sleep	slept	slept
smell	smelt	smelt
spell	spelt	spelt
spend	spent	spent
meet	met	met
feed	fed	fed
hold	held	held
lead	led	led
tell	told	told
sell	sold	sold
stand	stood	stood
understand	understood	understood
get	got	got
sit	sat	sat
stick	stuck	stuck
bring	brought	brought
buy	bought	bought
catch	caught	caught
teach	taught	taught
think	thought	thought
seek	sought	sought
make	made	made
find	found	found
lay	laid	laid
pay	paid	paid
say	said	said
lie	lay	lain
hear	heard	heard

Verb	Noun	Adjective	Adverb	
produce	Production منتج product	productive	productively	إنتاج
	tradition	traditional	traditionally	تقليد
weave	weaving	weaved		ينسج
attract	attraction	attractive	attractively	
create	creation	creative	creatively	يخلق
operate	operation	operational	operationally	يعمل / يجري
expect	expectancy	expectant	expectantly	يتوقع
educate	education	educational	educationally	يعلم
	mathematics	mathematical	mathematically	
translate	translation	translated		يترجم
	archaeology archaeologist	archaeological	archaeologically	علم الآثار
appreciate	appreciation	appreciative	appreciatively	يقدر
collect	collection	collective	collectively	يجمع
install	installation	installed		يركب
construct	construction			
	medicine	medical	medically	علاج
	talent	talented		موهوب
inherit	inheritance			يرث
originate	Origin	original	Originally	الأصل
invent	invention	inventive		يخترع
discover	discovery	discovered		يكشف
influence	influence	influential	influentially	يؤثر
calculate	calculation	Calculating		يحسب
	culture	cultural	culturally	حضارة
rely	reliability	reliable		يعتمد على
	allergy	allergic		حساسية
append	appendage			
	arthritis	arthritic		التهاب المفاصل
	artifice	artificial	artificially	صناعي
commit	commitment	committed		التزام
	convention عرف	conventional	conventionally	تقليدي
remedy	remedy	remedial		علاج
immunise	Immunisation	immune		التطعيم
Expand	Expansion	Expansive	Expansively	يوسع
	obesity	Obese		بدانة
	optimism	optimistic		تفاؤل

practise	practitioner	practical	practically	يمارس
repute	reputation	reputable		سمعة
sponsor	sponsor	sponsored		يدعم / يكفل
	viability	viable		قابل لنجاح
care	care	careful	carefully	
instruct	instruction	instructive		تعليمات
organise	organisation	organised		
harmonise	harmony	harmonious		انسجام
philosophise	Philosopher philosophy	philosophical		فلسفة
qualify	qualification			مؤهلات
revolutionise	revolution	revolutionary		ثورة
sustain	sustainability	sustainable		مستدام
vary	variation	variable		متنوع
inoculate	inoculation	inoculable		لقاح
	geometry	geometric	geometrically	علم الهندسة
infect	infection			

Noun suffixes: tion, sion, ment, ance, ence, ism, ty, ure, er, or, ist, ice, ing, cy, ness, s, ship, hood, dom, age

Adjective suffixes: ic, al, ive, able, ible, ous, ious, ful, less, ed, ing, y, ary, ory, ar, ent, ant

Verb suffixes: en, ate, ize, ise, fy

Nouns

1. **A/an/the** + noun :

1. He takes the to travel tomorrow .(decide, decision, decided)
2. Ali is good at language and history but math is a(weak, weakness, weaken)
3. An..... will be responsible for the preparations of the festival .
(organize, organized, organization)

2. After the preposition :(**of, on, for, from, with, without, up, down, in, at, between, among, through, during, out, into, about, by**)

1. They must depend onto finish this task as soon as possible .
(patient, patience, patiently)
2. Her tendency to be untidy has led to an element of
(disorganize , disorganized, disorganization)

3- **his , her, my , its , our , your , their** ('s / s')

1. Education is our country's in the future .(investment, invest, invested)
2. My brother's in three languages enabled him to find a well-paid job.
(fluent, fluently, fluency)

4. **Subject + Verb** :

- 1)..... must be encouraged at all levels .(Educate, education, educational)

5. **Number + noun** :

1. The third of the play was really outstanding.
(perform, performance, performed)

6. **this, that , these , those** + noun :

1. I am really interested in that ,it was actually great .
(civilize, civilization, civilized)
2. This has been made by an earthquake .(destroy, destruction, destructive)

7. **Little /some/ many/few/much / most /other /anther /any/ enough , no, all, cause:**

1. Mothers need much in their working hours .(flexibility, flexible, flexible)
2. Is there any..... between them ?(differ, difference, different)

8. **adjective + noun** :

1. We were completely amazed by his fantastic(succeed, successful, success)
2. She received an excellent (Educate, education, educational).
3. The earthquake caused enormous.....to a lot of cities and town.
(destroy, destruction, destructive)

Adjectives

1. Adjective + noun :

1. It was a attempt to climb Mount Everest. (succeed, successful, success)
2. The success of the 1960s and 1960s was funded by oil.
(economy, economic, economically)
3. Doing lots of exercise won't keep you healthy if you don't eat food as well.
(nutrients, nutritious, nutrition)

2. After verb to be (**is, are, am, was, were, been, being, be**)

2. Prices in some shops are not (negotiate, negotiable, negotiation)
3. Fumes from cars are and can damage the environment.
(poison, poisonous, poisonously)

3. be (**very, so, quite, too,**) adjectives :

1. The graduation ceremony was a very occasion for everyone.
(memory, memorable, memorize)
2. He is so..... Everybody believes what he says. (reliability, reliable, rely)

4. **seem, look, appear, feel, get, become, find, found, smell, taste, sound**

1. The old town looks when you look at it from the city walls. (fantastically)
2. Education has become for both boys and girls.
(necessity, necessary, necessitate)

6. **as as, be more +adj, the most+ adj**

1. Ahmad is as as Ali. (care, careful, carefully)
2. I think she is the most player. (skillful, skill, skillfully)

Verb

1. After (**to**)

1. The teacher is going to us in this question. (helpful, help, helped)
2. Parents try to their children from danger as far as possible.
(protection, protective, protect)

2. After (**will, would, shall, should, can, could, may, might, must, do, does, did**)

1. If you work hard, I'm sure you will..... (success, successful, succeed)
2. They are identical. Do they from each other? (difference, differ, different)

3. After (**had better, would rather**) :

1. You had better..... your time. (organization, organize, organized)

4- Subject + verb + object :

1. Good students..... leisure time from the time of studying . (isolation)
2. Many room of the hotelin size and cost. (different, differ, difference)

Adverbs

1. before the adjective and (v3) : (to be) + adverb + V3, v ing or adj

1. It is..... cheap restaurant .(amazing, amazement, amazingly)
2. The picture wasdrawn by the American artist. (skillful, skill, skillfully)
3. Local resources should beexploited for the country's development.
(effective, affect, effectively)
4. We were waiting for her .(impatient, impatiently, impatience)

2. At the beginning before the comma :

- 1....., people bet married at the weekends .(Traditional, Traditionally, Tradition)

3. Subject + adverb + verb

1. My friend drove along the narrow road .(careful, care, carefully)
2. The boys..... responded to the teacher's order .(polite, politely)

4. Auxiliary + adverb + verb

1. Omar haspassed his driving test. (success, successfully, succeed)
2. They willmove all of them. (peace, peacefully, peaceful)

5. (Verb) + (very, too, so, quite) + adverb

2. Ali drives soin the city centre. (care, careful, carefully)
3. Rana spoke too in the meeting. (loud, loudly)

6. To describe the verb :

2. The wind was blowing (violence, violent, violently)
5. You have todrive in the city centre. (care, careful, carefully)

1. Many instruments that are still used today in..... were designed by Arab scholars. (operate, operative, operations)
2. When do you..... to receive your test results? (expectancy, expect, expected)
3. Sheep's wool and goat are used by villagers all over Jordan tobeautiful items. (production, product, productive)
4., the whole process is done by hand, from the washing of the wool to the finished article. (Traditional, Tradition, Traditionally)
5. There is a particular Bedouin style of (weave, weaving, weaved)
6. The buyers find very (attractive, attraction, attract).
7. Another craft practised in Madaba is the of ceramic items. (creative, creatively, creation)
8. Petra is an important..... site. (archaeology, archaeological, archaeologically)
9. I will be going to university to continue my (educate, educative, education)
10. In our exam, we had to.....a text from Arabic into English. (translation, translate, translated)
11. They are going to..... a new air conditioning unit in our flat. (installation, installed, install)
12. Thank you for your help, I really..... it. (appreciation, appreciate, appreciative)
13. Have you seen Nasser's..... of postcards? He's got hundreds! (collection, collect, collective)
14. The Middle East is famous for the.....of olive oil. (production, product, productive)
15. Ibn Sina wrote.....textbooks. (medicine, medically, medical)
16. Fatima al-Fihri was born in the.....century. (nine, ninth)
17. My father bought our house with an.....from his grandfather. (inherit, inherited, inheritance)
18. Scholars have discovered an.....document from the twelfth century. (origin, originate, original)

19. Do you think the wheel was the most importantever? (invent, invented, invention)
20. Al-Kindi made many important mathematical (discover, discoveries, discovered)
21. Who was the mostwriter of the twentieth century?
(influence, influential, influentially)
22. In our Maths exam, we have to write down our..... as well as the answers.
(calculation, calculate, calculated)
23. One of the most important things that we give children is a good
(educate, educational, education)
24. Art, music and literature are all part of our _____ life.
(culture, cultural, culturally)
25. Thesystem must be linked to requirements of economic development.
(educate, educational, education)
26. Jordan hasof being a friendly and welcoming country. (reputation, repute, reputed)
27. Many candy advertisements are usually presented in anmanner in the TV.
(attraction, attractive, attractively)
28. Markets have different types of food which areprepared from animal product.
(artificial, artificially, artifice)
29. The newly constructed projects use recycled water which help the of the environment. ?(sustain, sustainability, sustainable)

Cleft sentences

1. Your generosity impresses more than anything else.

The thing that

2. The jewels are hidden under the floor at 23 Robin Hood Road, Epping.

The place

3. Mary works harder than anybody else in this organisation.

The person

4. The Second World War ended on 7 May 1945 in Europe.

The day

1. 4 Jabir ibn Hayyan also invented ink that can be read in the dark.

It was

2. My brother bought his new car from our next-door neighbour last Saturday.

It was my brother

1. The great Mosque in Cordoba was built in 784 by abd al-Rahman I.

The mosque

2. The great Mosque in Cordoba was built in 784 by abd al-Rahman I.

The year

3. Queen Rania opened the children's Museum of Jordan in 2007.

The person

4. Petra was made a World Heritage Site in 1985.

The year

5. I stopped working at 11 p.m.

It was.....

6. My father has influenced me most.

The person

7. I like Geography most of all.

The subject

8. The heat made the journey unpleasant.

It was

9. The Egyptians built the pyramids.

It was the

Combine each pair of sentences below into one meaningful sentence, using the given words and phrases between brackets.

1. London is a huge city. It is the capital of England.

London,

2. My brother lives in Amman. He is a language teacher.

My brother,

3. The Sahara desert is very hot. The Sahara desert is in Africa.

The Sahara desert,

4. The walls and huge corner towers of the castle are still standing. The castle was built at the beginning of the fourth century CE.

The walls and huge corner towers of the castle ,

1. The skirt, is a lovely dark blue colour, only cost £10.
(who, which, where, when)
2. My grandfather, is 87, goes swimming every day.
(who, which, where, when)
3. The film, stars Tom Carter, is released on Friday.
(who, which, where, when)
4. My sister, is now living in New York, has just had a baby.
(who, which, where, whose)
5. I'd like to eat at the restaurant we met.
(who, which, where, when)
6. I'll always remember the day we met.
(who, which, where, when)
7. This is the place..... I saw him the last time.
(who, which, where, when)
8. Sony is building a robot can form an 'emotional connection' with humans.
(who, which, where, when)
9. Is that the man house was destroyed by the hurricane?
(who, which, whose, when)
10. Is that the boy insulted you?
(who, which, where, whose)
11. He gave me the letter, I read immediately.
(who, which, where, whose)
12. We visited the castle war built by the Romans.
(where, when , who, which)
13. In the second century most people emigrated from Arabia.
(where, when , who, which)

UNIT 9

Unreal past forms for past regrets (wish)

1. Our flat is very small.
If only
2. Jaber isn't old enough to drive a car.
Jaber wishes
3. My brother and I never want to watch the same TV programme.
I wish we
4. My cousins don't live near here.
I wish
5. I want to go out this afternoon, but I don't feel well.
I wish
6. I am very hungry! I didn't eat before I went to the conference.
I wish
7. I am not good at maths
If only
8. I read slowly and I would like to read more quickly.
I wish
9. I don't have an email.
If only
10. I regret that some people drive too fast in the city centre.
I wish
11. Omer speaks too quickly.
If only
12. The weather is too hot today.
We wish
13. I am every tired but I can't sleep at night.
If only

14. I am sorry that I didn't read that book.

I wish

15. Sultan forgot to do his Science homework.

Sultan wishes.....

16. I regret going to bed late last night.

If only.....

17. Oh no! I've forgotten my library book. I left it at home.

I wish

18. Our team didn't play very well yesterday.

If only.....

19. Samia regrets being angry at breakfast time.

If only

20. I didn't concentrate properly in class yesterday. This homework is really difficult.

I wish

21. Nader should have been more careful with his essay. He didn't get a good mark.

Nader wishes

22. I should have learnt English better when I was younger.

If only

23. We're late. (get up earlier)

We wish

24. I feel ill. I ate so many sweets.

If only

25. Fadi has lost his wallet. I should have been more careful

Fadi wishes

26. Huda was too busy to visit us yesterday.

Huda wishes

27. I've broken my watch. I dropped it.

If only

28.I didn't do much work for my exam.

If only

29.I can't do this exercise and I would like to understand it.

If only

30.I didn't know the answer of many questions.

I wish

Complete the sentences with the correct form of the verbs in brackets.

1. Ali did not pass his exams. If only he..... harder last year.

(study, has studied, had studied, is studying)

2. Ziad did not know about Chinese culture when he went on a business trip to China. He wishes he a cultural awareness course.

(does, have done, doing, had done)

3. It was too hot to go to the beach yesterday. If only it.....cooler.

(be, was, being, has been)

4. I feel ill. I wish I..... so many sweets!

(don't eat, hadn't eaten, was eating)

5. I can't do this exercise. I wish I..... it.

(understand, understanding, understands)

6. Mr Haddad does not understand the Chinese businessman. If only he Chinese.

(speak, is speaking, spoke)

7. I am very hungry! I wish I..... before I went to the conference.

(had eaten, eats, eating)

8. I wish IEnglish fluently.

(can speak, could speak, can't speak, speaks)

Collocations

make a mistake
make small talk
cause offence
earn respect
join a company
Shake hands
ask questions

Complete the sentences with collocations from the previous box :

1. Be very careful when you answer the questions, and try not to.....
2. If you are polite, you won't.....or upset anybody.
3. Before the serious discussion starts, we always.....; it's often about the weather!
3. Nasser has applied to thewhere his father works .
4. In business, when you meet someone for the first time, it's polite to.....
5. After the talk, there will be a chance for you toabout anything you don't understand .
6. By working hard , you willthe respect of your boss.

Expressions

Complete the following sentences with suitable words from the previous box :

Words	Meanings in English	Arabic
Sales pitch	a presentation made by someone who is trying to sell a product	ترويج للسلع
Target market	people who are identified as possible customers	الزبائن المختارة
Age group	a set of people of similar age	مجموعه من نفس العمر
Department group	a large shop that sells many different types of things	سوق
Package holiday	an organized trip with everything included in the price (travel, accommodation, food)	الرحل المخطط لها

1. He is a go od ...

-for personal computer .
2. We met the travel agent who arranged everything for our
 3. Teenagers have been chosen to be thefor the new tablets .
 4. Carrefour is one of the famousin Jordan .
 5. This club is very popular with the 20 – 30

UNIT 10

Conditional sentences

- We can use
 1. provided that
 2. as long as
 3. unless
 4. even if (the condition is not important)

The third conditional with *could* and *might*

The function:

<i>with might have</i>	<i>unsure of the result of the past (not sure)</i>
------------------------	--

<i>with could have</i>	<i>It is possible result of the past (be able to)</i>
------------------------	---

Conditionals

1. Unless you have a language degree, yoube able to become an interpreter.(not, be)
2. If you successful, it will be a secure and rewarding job. (be)
3. You a huge feeling of satisfaction when you know that people understand everything you translate. (get)
4. I will enjoy my job provided that Iinteresting colleagues. (have)
5. I think I will be successful as long as Ihard. (work)
6. Even if Rana a lot, she will still make time to speak to her friends. (travel)
7. If you..... the course you would have had enough experience to apply for the job. (do)
8. If people mobile phones in the past, they would have been able to communicate more easily. (have)
9. Provided that it..... , we will have a picnic next week. (not rain)
- 10.Unless you..... the plants, they will die. (water)
- 11.Do you usually go home or meet your friends when school..... ?(finish)
- 12.Your new computer will last a long time as long as you.....careful with it. (be)
- 13.We have to go to school even if we..... tired.(be)
- 14.If Huda..... ill yesterday, she wouldn't have missed the exam. (not, be)

1. Miriam will move to Canada provided that shea job there.
(get, has got, gets, getting)
2. You a brightly-coloured T-shirt on, might not have noticed you in the crowd.
(had, hasn't, have, hadn't had)
3. When the sundown, it gets dark.
(go, is going, goes, had gone)
4. If ita nice day tomorrow we'll go to the beach.
(be, was, has been, is))
5. We'll have to cancel the show unless we..... more tickets at the last minute.
(sell, had sold, sell, will sell)
6. Omar can play in the living room as long as hea mess.
(doesn't make, makes, hadn't made, don't make)
7. Don't phone me if youinto trouble!
(get, gets, got, could get)
8. We saw the film. I wish youit with us. It was an amazing evening.(see)
9. I wish Irich. I would buy a farm and enjoy the calm of the countryside.(be)
- 10.If you the next match, will you be in the semi-final?
(didn't win, had won, don't win, doesn't win)
- 11.I'll buy the book provided that ittoo expensive.
(wasn't, aren't, had been, isn't)
- 12.If Ahmad a language degree, he will get a job.
(had, have , having, has)

Rewrite

1. Saeed left his camera at home, so he wasn't able to take pictures of the parade. (could)

.....

2. I had a headache yesterday, and I didn't do well in the Maths test. (might)

.....

3. I didn't know your phone number, so I wasn't able to contact you. (could)

.....

4. I worked really hard the day before the exam. I got top marks. (might not)

.....

5. I'll buy it if it isn't too expensive. (unless)

.....

6. Saleem left his wallet at home, so he wasn't able to purchase his necessary items.

Saleem could have

7. I studied hard the day before the final exam. I achieved the first rank in my class. (might not)

.....

8. I didn't know that you were coming so I didn't come.

I might have come

9. The rescue crew didn't find him. They didn't save his life. (might)

.....

10. I missed the train so I was late for the meeting. (could not)

.....

11. You feel cold if you don't wear a warm jacket. (unless)

.....

12. Unless Rana saves some money, she can't go on a vacation. (if)

.....

1. During Ramadan, we eat the sun sets.

(when, unless, even if, as long as)

2. We'll go to our favourite restaurant on Friday it's closed.

(if, provided that, unless, when)

3. We have to go to school, we're tired.

(when, provided that, even if , when)

4. Ice cream melts it gets warm.

(even if, when, as if, as long as)

5. Babies are usually happy they're hungry or cold.

(when, provided that, unless, even if)

6. We should always be polite we feel tired.

(when, if , as long as, even if)

7. 3 The teacher will be pleased I write a good essay.

(unless, if, even if , as long as)

8.you have a postgraduate qualification, you will probably get a job as an interpreter quite quickly.

(Even if, Unless, Provided that, As if)

9. You will probably need to travel a lot, but that is not a problem you enjoy visiting other countries.

(Even if, Unless, when, as long as)

Giving advice

If I were you, I would + base verb.....

Why don't you + base verb?

Subject + could + base verb

Rewrite the advice, using the words in brackets.

1. Before you find a full-time job, you should consider doing voluntary work.

Why.....

2. You should practise the presentation several times. (would)

.....

3. It would be a good idea for you to make a list of questions.(why)

.....

4. You shouldn't look too casual. (If)

.....

5. You should do a lot of research.

If

6. You shouldn't worry so much.

If I

Words followed by prepositions

(WB. PAGE 49 / Ex 3)

Work as	يعمل ك.....
Decide on	قرر بشأن
Translate into	ترجم من والى
Talk about	تحدث عن
Ask about	سأل عن
Good at	جيد ك.....

Complete the sentences with the correct prepositions. One preposition is not needed.

1. Would you like to work _____ a teacher in a big school?
(about , as , at , into, on)
2. We need to decide _____ a place to meet.
(about , as , at , in , on)
3. Can you translate this Arabic _____ English for me, please?
(about , into, in , on)
4. I'd like to talk ___ the film I've just seen; it was brilliant!
(about , as , at , into, in , on)
5. The teacher asked us _____ our favourite books.
(about , as , at , into, in , on)
6. My sister is really good _____ drawing and painting.
(about , as , at , in , on)

Reasons that make people leave their home countries

- seek a better life.
- complete education.
- find better jobs.
- learn about different cultures.

Watching sports on TV

- exciting
- comfortable and cheap

Watching sports live

- noisy
- uncomfortable and expensive

converting sea water

Advantages	Disadvantages
plenty supply of water, easy access	expensive, lead to greater demand

Drill new wells

Advantages

- new source of water
- easy access
- plenty supply of water

B. GUIDED WRITING (4 points)

Read the information below, and then in your ANSWER BOOKLET, write two sentences using the given notes below about Qasr Bashir. Use the appropriate linking words.

Location: Jordanian desert.

Date of construction: beginning of the 4th century.

Purpose of building: protection of the Roman borders.

Description of the building: huge towers, 23 rooms

B. GUIDED WRITING: (4 points)

Read the information below, and then in your ANSWER BOOKLET, write a brief biography using all the given notes below about Najeeb Mahfouth. Use the appropriate linking words .

Name: Najeeb Mahfouth

Place/ Date of birth: Cairo, 1911

Place/ Date of death: Cairo, 2006

Profession: Novelist

Achievements: - Awarded the Nobel Prize for literature
- Father of modern Arabic Literature

C. FREE WRITING: (7 points)

In your ANSWER BOOKLET, write a composition of about 80 words on ONE of the following:

1. A creative work (a novel, a poem, a painting...) that has influenced the way you view the world and the way you view yourself. Describe this creative work and discuss its effects on you.
2. Some people put off enjoyment for their old age or retirement. Others have fun from day to day. Write an article expressing your opinion and mention reasons for adapting it .Give specific examples of how you think people can best satisfy and fulfill their lives and also experience success in their lives.

« THE END »

Reading and vocabulary

Unit four:

1. the importance of Islamic achievements in history
2. Masdar City - a positive step?
3. founding father of farming

Unit nine:

4. Doing business in China
5. Our country's imports and exports
6. How to make a sales pitch

Unit ten:

7. My job as an interpreter
8. Stepping into the business world

zero-waste	producing no waste, or having parts that can be reused	بلا نفايات
arithmetic	the branch of mathematics concerned with numerical calculations	علم الحساب
geometry	branch of mathematics concerned with the properties, relationships and measurement of points, lines, curves	علم الهندسة
mathematician	Person who studies Mathematics to a very complex	عالم رياضيات
philosopher	someone who studies and writes philosophy	فيلسوف
algebra	a type of mathematics system where letters	علم الجبر
grid	a system of wires through which electricity is connected	شبكة كهربائية
physician	someone qualified to practise medicine	الطبيب المعالج
polymath	someone who has a lot of knowledge about many different subjects	متعدد جوانب الثقافة
sustainability	the state of being able to continue forever,	الاستدامة
revolutionise	to completely change the way people do something or think about something	ثورة
minaret	the tall, thin tower of a mosque	مئذنة
megaproject	a very large, expensive, ambitious business project	مشروع عملاق
irrigate	to supply land with water so that crops and plants will grow	سقى
inheritance	money or things that you get from someone after they die	وراثة
hanging	a large piece of cloth that is hung on a wall as a decoration	معلق
ground-breaking	new, innovative	يفتح آفاقا جديدة
fountain pen	a pen which needs ink cartridge refills and the nib of which takes ink from these cartridges to write	قلم حبر
desalination	the process of removing salt from sea water	تحليه المياه
demonstration	an act of explaining and showing how to do	شرح
pedestrian	Someone who is walking, especially along a street	مشاة
carbon-neutral	not affecting the total amount of carbon dioxide	محايد الكربون
musical harmony	A pleasant sound in music,	التناغم الموسيقي
brehtaking	wonderful, awe-inspiring	مثير
camera obscura	Latin for 'dark room'; an optical device that led to photography and the invention of the camera	كاميرا مظلمة
urban planning	التخطيط العمراني	
public transport	المواصلات العامة	
biological waste	النفايات البيولوجية	
carbon footprint	أثار الكربون	
negative effect	تأثير سلبي	
economic growth	النمو الاقتصادي	
renewable	قابل للتجديد	
windmills	طواحين الهواء	
blueprint	مخطط عمل	

The importance of Islamic achievements in history

Jabir ibn Hayyan (born 722 CE, died 815 CE)

The Arab world has many famous chemists in **its** history, but the person **who** is known as the founder of chemistry is probably Jabir ibn Hayyan. **He** is most well known for the beginning of the production of sulphuric acid. **He** also built a set of scales which changed the way in **which** chemists weighed items in a laboratory: **his** scales could weigh items over 6,000 times smaller than a kilogram.

جابر بن حيان (ولد 722م. توفي 815م)

يمتلك العالم العربي العديد من علماء الكيمياء المشهورين في تاريخه، ولكن الشخص الذي يعرف بأنه مؤسس الكيمياء ربما جابر بن حيان. إنه معروف جيداً بأنه بدأ بإنتاج حمض الكبريتيك. كما أنه قام باختراع مجموعة من الموازين التي غيرت الطريقة التي يوزن بها الكيميائيين العناصر في المختبر: وموازنه يمكنها أن توزن العناصر بـ 6,000 مرة أقل من الكيلوغرام الواحد.

Ali ibn Nafi ' (Ziryab) (born 789 CE, died 857 CE)

Ali ibn Nafi ' is also known as 'Ziryab' (or 'Blackbird', because of **his** beautiful voice). **He** was a gifted pupil of a famous musician from Baghdad, and **it** was his talent for music that led **him** to Cordoba in the ninth century CE. **He** was the guest of the Umayyad ruler there. **He** is the person **who** established the first music school in the world in Cordoba, Al-Andalus, teaching musical harmony and composition. **He** revolutionised musical theory, and is also the person **who** introduced the oud to Europe.

علي بن نافع (زرياب) (ولد 789م. توفي 857م)

علي بن نافع عرف أيضاً "بـ (زرياب) أو (الشحور) بسبب صوته الجميل". لقد كان تلميذاً موهوباً عند موسيقار شهير من بغداد، وموهبته في الموسيقى قادته إلى قرطبة في القرن التاسع للميلاد. كان ضيفاً على الحاكم الأموي هناك. أنه الشخص الذي أسس أول مدرسة للموسيقى في العالم في قرطبة الأندلس، لتعليم التناغم والتأليف الموسيقي. أحدث ثورة في النظرية الموسيقية، وهو أيضاً الشخص الذي قدم العود إلى أوروبا.

Fatima al-Fihri (born early 9th century, died 880 CE)

Fatima al-Fihri was the daughter of a wealthy businessman. **She** used **her** father's inheritance to build a learning centre in Fez, Morocco. This learning centre became Morocco's top university, and **it** is **where** many students from all over the world come to study. Moreover, it was Fatima's sister, Mariam, who supervised the building of the Andalus Mosque, **which** was not far from the learning centre.

فاطمة الفهري (ولدت أوائل القرن التاسع ميلادياً، توفيت 880م)

فاطمة الفهري هي ابنة رجل أعمال ثري. واستخدمت ميراث والدها في بناء مركز تعليمي في فاس، المغرب. هذا المركز التعليمي أصبح أفضل جامعة في المغرب، حيث العديد من الطلاب من جميع أنحاء العالم يقصدونه للدراسة. وعلاوة على ذلك، فقد كانت مريم أخت فاطمة هي التي أشرفت على بناء مسجد الأندلس الذي لم يكن بعيداً عن المركز التعليمي.

Al-Kindi (born around 801 CE, died 873 CE)

Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer – a true polymath. **He** made **ground-breaking** discoveries in many of these fields, but it is probably his work in arithmetic and geometry that has made him most famous.

الكندي (ولد تقريباً 801م. وتوفي 873 م)

الكندي كان طبيباً، فيلسوفاً، عالم رياضيات، عالم كيمياء، موسيقار و عالم فلك وكان مثقفاً جداً. ولقد قام بفتح آفاق جديدة باكتشافات في العديد من هذه المجالات، ولكن ربما يكون عمله في الهندسة والحساب هو الذي زاد من شهرته.

1. Jabir ibn Hayyan is famous for many achievements. Write down two of them.
2. Ali ibn Nafi ' was called 'Blackbird'. Write down the reason for that.
3. Ali ibn Nafi ' is famous for many achievements. Write down two of them.
4. Al-Kindi was an expert in many scientific fields. Write down two of them.
5. Al-Kindi is particularly famous for his work in many subjects. Write down two of them.
6. It is believed that it was more difficult in the past to reach high levels of achievement in comparison with the present day. Think of this statement, in two sentences , write down your point of view.
7. Al-Kindi was particularly well known for his achievements in two fields of study. Write them down.
8. What was Fatima al-Fihri's greatest achievement?
9. Why is Al-Kindi called a true polymath?
- 10.

Masdar City – a positive step?

Megaprojects are extremely large investment projects, which are designed to encourage economic growth and bring new benefits to cities. Although megaprojects vary in terms of size and cost, they are all, by definition, expensive, public projects that attract a high level of interest and media coverage. Projects range from motorways, airports, stations, tunnels, bridges, etc. to entire city complexes.

المشاريع العملاقة هي مشاريع استثمارية كبيرة تهدف لتشجيع النمو الاقتصادي وجلب منافع جديدة للمدن. رغم أن المشاريع العملاقة تختلف من حيث الحجم والتكلفة، فهي جميعها بحكم تعريفها ذات تكلفة عالية، ومشروعات عامة تجتذب الاهتمام على مستوى عالي والتغطية الإعلامية. مجموعة من مشاريع الطرق السريعة والمطارات والأنفاق والجسور، إلى مجمعات المدينة بأكملها.

The concept of a megaproject is always based on the benefits it brings to a community. However, many megaprojects have been criticised because of their negative effects on a community or the environment. This essay will look at these issues with regard to Masdar City, a megaproject in Abu Dhabi.

مفهوم المشاريع العملاقة دائماً يكون مبني على الفوائد التي تعود على المجتمع. ومع ذلك، العديد من المشاريع العملاقة انتقدت بسبب آثارها السلبية على المجتمع أو البيئة. هذه المقالة سوف تنظر في المسائل المتعلقة بمدينة مصدر وهي مشروع عملاق في أبو ظبي.

Masdar City, which began its development in 2006 CE, will be the world's first carbon-neutral, zerowaste artificially-created city. Covering an area of six square kilometres, when it is completed in 2025 CE, it is expected to house more than 40,000 residents, 50,000 commuters, and 1,500 businesses involved in mainly environmentally-friendly products. مدينة مصدر التي بدأ تطويرها في عام 2006م. وستكون أول مدينة صناعية خالية من الكربون والنفايات في العالم. وتغطي مساحتها ستة كيلومترات مربعة، عند اكتمالها في عام 2025 من المتوقع أن تؤوي أكثر من 40,000 نسمة، 50,000 عامل، و1,500 شركة للمنتجات الصديقة للبيئة.

The city will run entirely on renewable energy sources. It is built on an advanced energy grid which monitors exactly how much electricity is being used by every outlet in the complex. المدينة سوف تدار بأكملها من خلال مصادر الطاقة المتجددة. إنها مبنية على شبكة طاقة متقدمة ترصد بدقة كمية الكهرباء المستخدمة من كل منفذ في المجمع.

Furthermore, in order to reduce its carbon footprint, Masdar City will be a car-free zone, designed to be pedestrian and cycle-friendly. Electric, driverless cars will operate as public transport vehicles, and the city will be connected to other locations by a network of roads and railways.

وفضلاً عن ذلك، من أجل تخفيض انبعاث الكربون، مدينة مصدر سوف تكون منطقة خالية من السيارات، فهي مصممة للمشاة ومحبي الدراجات الهوائية. سيارات كهربائية بدون سائق، سوف تعمل كمركبات للنقل العام، وستكون المدينة متصلة بمواقع أخرى من خلال شبكة من الطرق والسكك الحديدية.

Energy will be provided by solar power and wind farms, and there are also plans to build the world's largest hydrogen plant. A desalination plant will be used to provide the city's water, with 80% of water used being recycled. Biological waste will be used as an energy source too, and industrial waste will be recycled.

سيتم توفير الطاقة من الطاقة الشمسية أو طاقة الرياح، وهناك أيضاً خطط لبناء أكبر محطة الهيدروجين في العالم. محطة لتحلية المياه لتوفير المياه للمدينة، 80% من المياه المستخدمة يعاد تدويرها. النفايات البيولوجية سوف تستخدم كمصدر للطاقة أيضاً، والنفايات الصناعية سوف يتم إعادة تدويرها.

The current residents of Masdar City are all students at the Masdar Institute of Science and Technology, a university whose students are fully committed to finding solutions to the world's energy problems.

سكان مدينة مصدر الحاليين هم جميعاً طلبة في معهد مصدر للعلوم والتكنولوجيا، الجامعة التي طلابها ملتزمين تماماً بإيجاد حلول لمشاكل الطاقة في العالم.

While the project has the support of many global, environmental and conservation organisations, there is some criticism of it. It is felt that, instead of building an artificial sustainable city, sustainability should be made a priority of existing cities.

وفي حين أن المشروع يحظى بدعم العديد من المنظمات البيئية وحفظ البيئة العالمية، هناك بعض الانتقادات. كما أنه بدلاً من بناء مدينة صناعية مستدامة ينبغي أن تحظى بالأولوية المدن القائمة.

In conclusion, the benefits of Masdar City for the community and the environment greatly outweigh any disadvantages. If the aims of the developers are realised, Masdar City will be a blueprint for future urban planning that will inspire similar megaprojects in other countries.

في الختام، الفوائد المرجوة من مدينة مصدر للمجتمع والبيئة بشكل كبير يفوق أي سلبيات. إذا أدرك المطورين أهدافهم. مدينة مصدر ستكون خطة أساسية في المستقبل والتخطيط الحضري الذي سيلهم مشاريع عملاقة مماثلة في بلدان أخرى.

1. There are some benefits of megaprojects. Write down two benefits of them.
2. There are several characteristics of megaprojects. Write down two characteristics of them.
3. Write down two examples of megaprojects are provided in the text.
4. Many megaprojects have many disadvantages. Write down two disadvantages of them.
5. Masdar City will reduce its carbon footprint in many ways. Write down two of them.
6. Masdar City will be provided by renewable energy resources. Write down two resources of them.
7. There is some criticism of Masdar City. Write down the reason for that.
8. Write down a sentence which indicates that people can't drive cars in Masdar city.
9. All waste created by Masdar City will be recycled. Give two examples.
10. It is believed that Masdar City is beneficial project. Think of this statement. Giving two reasons.

11. Quote the sentence which states that the idea of building Masdar City was criticized by many.
12. Masdar City is going to be a car-free zone, so people are going to use some other means of transport. Write down two of these means.
13. Why many megaprojects have been criticised?
14. What examples of megaprojects are provided in the essay?
15. Write down two renewable sources of energy which will be used in Masdar City?

Yousef Gawadrh

founding father of farming

A founding father of farming Ibn Bassal was a writer, a scientist and an engineer who lived in Al-Andalus in the eleventh century CE. He worked in the court of Al-Ma'mun, who was the King of Toledo. His great passions were botany, which is the study of plants, and agriculture. Although he was a great scholar, he was also a practical man and all of his writing came from his own 'hands-on' experience of working the land.

ابن باسل كان كاتباً، عالماً ومهندساً عاش في الأندلس في القرن الحادي عشر للميلاد. وعمل في المحكمة من المأمون ملك توليدو. ورغباته العظيمة أن يكون عالم نباتات يقوم بدراسة النباتات والزراعة. على الرغم من أنه عالم جليل، كان أيضاً رجل عملياً وكل من كتبه جاء من خلال تجربته الشخصية وخبرته في العمل في الأرض.

One of the many things which Ibn Bassal achieved was A Book of Agriculture. The book consisted of sixteen chapters which explain how best to grow trees, fruit and vegetables, as well as herbs and sweet-smelling flowers; perhaps the most famous chapter of all was the one that described how to treat different types of soil. Ibn Bassal also worked out how to irrigate the land by finding underground water and digging wells. He designed water pumps and irrigation systems. All of these things were passed on through his writing.

واحدة من الأشياء الكثيرة التي حققها ابن باسل كان " كتاب في الزراعة ". يتألف الكتاب من ستة فصول والتي توضح كيفية زراعة أشجار الفواكه والخضروات، وكذلك الأعشاب والأزهار ذات الرائحة الجميلة. ولعل أشهر فصل من الفصول كلها الذي يصف كيفية التعامل مع أنواع مختلفة من التربة. وعمل ابن باسل أيضاً على ري الأرض من خلال إيجاد المياه الجوفية وحفر الآبار. وقد صمم مضخات للمياه وأنظمة ري. كل هذه الأمور اعتمدت وقامت من خلال كتاباته.

The influence of Ibn Bassal's book was enormous. As farmers down the generations followed his instructions and advice, the land became wonderfully fertile and produced more than enough food for the fast-growing population. The irrigation systems that he and his followers put in place are still in evidence in Spain. Although his name is not widely known, Ibn Bassal's legacy to the world has been great.

تأثير كتاب ابن الباسل كان ضخماً. المزارعين عبر الأجيال اتبعوا إرشاداته ونصائحه، تصبح الأرض الخصبة بشكل رائع وتنتج أكثر مما يكفي من الغذاء لعدد السكان الذي ينمو بسرعة. أنظمة الري التي وضعها هو وأتباعه لا تزال من الشواهد في اسبانيا. رغم أن اسمه غير معروف على نطاق واسع، إرث ابن باسل كان عظيماً للعالم بأسره.

1. There are many achievements of Bassal mentioned in the text. Write down two of them?
2. Find a verb in the second paragraph that means 'supply land with water'.
3. Guess the meaning of 'fertile land' in the third paragraph. Which part of the text illustrates its meaning?

ارض خصبة 'produced more than enough food' agriculturally productive;

4. Guess the meaning of 'legacy' in the third paragraph. What does the author suggest is Ibn Bassal's legacy to the world?

Legacy' : what someone leaves to the world after their death. Ibn Bassal's legacy is his agricultural instructions and advice. ميرث

5. The writer states that Ibn Bassal was a polymath. Explain this. Give examples of his areas of knowledge.

Unit Nine (The World of Business)

Doing business in China

Words	Meanings in English	In Arabic
Be able to answer detailed questions	to have the ability to understand complicated questions and respond to them appropriately	القدرة على اجابة الاسئلة بتفاصيلها
Do a deal	to arrange an agreement in business	عقد صفقة او اتفاق
Give a business card	to give someone a card that shows a business person's name, position and contact details	اعطاء بطاقة اعمال (بطاقة تعريفية بالشخص)
Make a small talk	to have an informal chat with someone in order to start a conversation	عمل محادثة(كلمة) غير رسمية
negotiate	to discuss something in order to reach an agreement, especially in business or politics	يفاوض
Shake hands	to move someone's hand up and down in a greeting	بصافح باليد
Tell a joke	to say something to make people laugh	يمزح
realise	////////////////////////////////////	يدرك
awareness	////////////////////////////////////	وعي
recommendations	////////////////////////////////////	توصيات
qualifications	////////////////////////////////////	مؤهلات
translated	////////////////////////////////////	ترجم
conflict	////////////////////////////////////	صراع

Vocabulary

Words	Meanings in English	In Arabic
agreement	an arrangement or promise to do something, made by two or more people, companies or organisations	اتفاق
dominate	to be the most important feature of something	يسيطر على
export	goods sold to another country	يصدر
extraction	the process of removing and obtaining something from something else	استخراج
Gross Domestic Products	the value of a country's total output of goods and services	منتجات منزلية دسمة
import	goods bought from other countries	يستورد
reserve	something kept back or set aside, especially for future use	محمي
fertilizer	a substance that is put on the land to make crops grow	سماد
knitwear	clothing made from wool	ملابس صوفية

minerals	a substance that is found naturally in the earth	معادن
pharmaceutical		طبي
vegetable	////////////////////////////////////	خضار
extensively	in a way to cover or affect a large area	ممتد
machinery	machines, especially large ones; a system or set of processes for doing something	آلية
replicate	to produce a copy of something	عمل نسخة مطابقة
Sales pitch	the statements and promises that someone makes to try to persuade someone to buy something	الترويج للسلع
corporate	belonging to or relating to a corporation, a big company or a group of companies acting together as a single organization	تضامن وشراكة
cryptophasia	the development by twins of a language that only they can understand	لغة مشتركة بين التوائم
domestic	relating to or happening in one particular country and not involving any other countries	داخلي
Eat out	eat away from home, especially in a restaurant	يأكل في الخارج
evolve	to develop gradually	يطور

(WB.
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/ Ex. 2)

Words	Meanings in English	In Arabic
negotiate	to discuss something in order to reach an agreement, especially in business or politics	يفاوض
Track record	all of a person's or organisation's past achievements, successes or failures which show how well they have done something	السجل الشخصي
compromise	////////////////////////////////////	يسوي بحل وسط
conflict	////////////////////////////////////	صراع
patient	////////////////////////////////////	صبور
prepared	////////////////////////////////////	محضر له
previous	////////////////////////////////////	السابق

Complete the explanations with words from the box. One word is not needed.

Compromise , conflict , negotiate , patient, prepared, previous, track record

1. When you talk about business and try to do a deal, you _____
2. When you are ready for something, you are _____ for it
3. When you can prove that you have experience, you have a _____
4. When two sides disagree and argue, there is _____
5. When each side changes their position a little so that they can agree, they have managed to _____.
6. When you stay calm and take your time, you are being _____.

Doing business in China

Today, we talk to Mr Ghanem, a businessman based in Amman who often visits China. We asked him when he first started doing business with China.

اليوم، ونحن نتحدث إلى السيد غانم، وهو رجل أعمال مقيم في عمان الذين غالباً ما يزور الصين. سألناه عن أول مرة بدأ فيها ممارسة الأعمال التجارية مع الصين.

'I've been doing business with China for many years. My first trip there was in 2004 CE, and it was not very successful.'

"لقد كنت أقوم بالأعمال التجارية مع الصين لسنوات عديدة. رحلتي الأولى هناك كانت في عام 2004 م، وأنها لم تكن ناجحة جداً.

Why was it not successful?

'I worked for a small computer company in Amman. They sent me to China when I was still quite young. If only the company had realised that the Chinese respect age and experience more than youth!'

لماذا لم تكن ناجحة؟

"عملت لشركة كمبيوتر صغيرة في عمان. أرسلوني إلى الصين عندما كانت لا تزال شاباً. فقط لو أن الشركة أدركت أن الصينيين يحترمون العمر والخبرة أكثر من الشباب."

Did you make any mistakes on that visit?

'Yes! I wish I had researched Chinese culture before I visited the country. In order to be successful in China, you need to earn their respect. Chinese business people will always ask about a company's successes in the past. However, because I worked for a new company, I could not talk about its track record. We did not do any business deals on that first trip.'

هل قمت بأي أخطاء في تلك الزيارة؟

"نعم فعلاً! أتمنى لو أنني بحثت في الثقافة الصينية قبل زيارة البلاد. من أجل أن تكون ناجحاً في الصين، تحتاج إلى كسب احترامهم. رجال الأعمال الصينيين سوف يسألون دائماً عن نجاحات الشركة في الماضي. ومع ذلك، لأنني عملت لصالح شركة جديدة، لم أتمكن من أن أتحدث عن سجلها. نحن لم نقم بعقد أي صفقات تجارية في تلك الرحلة الأولى."

When did you learn how to be successful in China?

'I joined a larger company and they sent me on a cultural awareness course. On my next visit to China, it felt as if I hadn't known anything on my first visit!'

متى تعلمت كيف تكون ناجحاً في الصين؟

"انضمت إلى شركة أكبر وأرسلوني إلى دورة عن الوعي الثقافي. في زيارتي الثانية إلى الصين، شعرت كما لو أنني لم أكن أعرف أي شيء عن زيارتي الأولى."

What advice can you give to people wanting to do business in China?

'Before I visit a company, I send recommendations from previous clients. I also send my business card with my job position and qualifications translated into Chinese.'

ما النصيحة التي توجهها للناس الذين يريدون القيام بأعمال تجارية في الصين؟

"وقبل أن أزور شركة، أبعث توصيات من العملاء السابقين. أنا أيضاً أرسل بطاقة أعمال مع مسمائي الوظيفي ومؤهلاتي مترجمة إلى اللغة الصينية."

Can you tell us about your last meeting in China?

'Of course! I arrived on time. You must not arrive late, as this shows disrespect. Then, when I met the company director, I shook hands with him gently. I began the meeting by making small talk about my interesting experiences in China. During the meeting, I made sure that my voice and body language were calm and controlled. I never told a joke, as this may not be translated correctly or could cause offence.'

هل لك أن نخبرنا عن اجتماعك الأخير في الصين؟

"طبعاً! وصلت في الوقت المحدد. يجب ألا تصل متأخراً هذا يظهر عدم الاحترام. ثم عندما التقيت مدير الشركة، صافحته بلطف. بدأت الجلسة بنقاش صغير حول تجربتي المثيرة في الصين. خلال اللقاء، كنت على يقين من أن صوتي ولغة جسدي كانت هادئة مسيطر عليها. أنا لم أتحدث بنكتة، حتى لا يترجم هذا بشكل غير صحيح أو قد يسبب إهانة."

Was it a successful meeting?

'Yes, it was. I knew that the director had researched my, business thoroughly before the meeting, so I was prepared for his detailed questions. When I began negotiating, I started with the important issues. The Chinese believe in avoiding conflict. It is always important to be patient. I was prepared to compromise, so in the end, the meeting was successful.'

هل كان اجتماعاً ناجحاً؟

"نعم، كان كذلك. كنت أعلم أن المدير كان قد بحث في عملي جيداً قبل الاجتماع، لذلك أنا مستعد لأسئلته المفصلة. عندما بدأت التفاوض، بدأت بالقضايا الهامة. الصينيون يؤمنون بتجنب الصدام. فمن المهم دائماً أن تكون صبوراً. كنت على استعداد للتسوية، وفي النهاية كان الاجتماع ناجحاً."

1. Quote a sentence which shows the time of Mr Ghanem's first visit to China.
2. The article states that Chinese respect two values. Write down two of them.
3. Mr Ghanem did many things before his second visit to China. Write down two things of them.
4. Mr Ghanem didn't tell any joke in his second meeting in china for two reasons. Write down these two reasons.
5. What do you think is a 'track record' ?
6. There are many pieces of advice to be successful business meetings. Write down two them.
7. What changed when Mr Ghanem visited China for the second time?
8. What similarities do you think there are, in terms of expectations at business meetings, between China and Jordan?
9. The writer mentioned some reasons that make Mr. Ghanem's first business with China unsuccessful. Write down three reasons.
10. According to the text, Mr. Ghanem regrets that he didn't research Chinese culture before visiting China. Is he justified? Explain your answer.
11. What helped Mr. Ghanem to learn how to be a successful business man in China?
12. What was Mr. Ghanem's advice to the people who are willing to do business in China?
13. Mr. Ghanem followed certain steps during his last meeting in China. Mention three steps.
14. What makes Mr. Ghanem's last meeting to China successful?
15. Write down the sentence which indicates that telling jokes during business meeting shows disrespect according to the Chinese culture.
16. What does the Underlined pronoun 'his' refer to?
17. What is the meaning of ' track record'?

Our country's imports and exports

In this report, we will look at the countries that Jordan trades with and what goods it exports and imports. First, let's look at exports. Jordan is rich in potash and phosphate, and the extraction industry for these minerals is one of the largest in the world. Not surprisingly, two of Jordan's largest exports are chemicals and fertilisers.

في هذا التقرير سنلقي نظرة على الدول التي تقوم الأردن بالتجارة معها والبضائع التي تصدرها الأردن وتستوردها. أولاً، دعونا ننظر في الصادرات. الأردن غني بالبوتاس والفوسفات، وصناعة استخراج هذه المعادن هي واحدة من أكبر الصناعات في العالم. ليس من المستغرب، اثنتين من أكبر صادرات الأردن وهي المواد الكيميائية والأسمدة.

Pharmaceuticals and other industries represent 30% of Jordan's Gross Domestic Product (GDP), and 75% of Jordan's pharmaceuticals are exported. However, the majority (65%) of the economy is dominated by services, mostly travel and tourism. Most of Jordan's exports go to Iraq, the USA, India and Saudi Arabia.

الأدوية وغيرها من الصناعات تمثل 30% من الناتج المحلي الإجمالي و75% من الأدوية في الأردن يتم تصديرها. ومع ذلك، غالبية (65%) من الاقتصاد يسيطر عليه قطاع الخدمات وأغلبها السفر والسياحة. معظم صادرات الأردن تذهب إلى العراق والولايات المتحدة والهند والسعودية.

Now let's look at imports. Unlike some other countries in the Middle East, Jordan does not have large oil or gas reserves. For that reason, Jordan has to import oil and gas for its energy needs. Its other main imports are cars, medicines and wheat. In 2013 CE, 23.6% of Jordan's imports were from Saudi Arabia. This was followed by the EU, with 17.6% of its imports. Other imports have come from China and the United States.

الآن دعونا نلقي نظرة على الواردات. على عكس بعض البلدان الأخرى في الشرق الأوسط، الأردن لا يملك احتياطي كبير من النفط والغاز. لهذا السبب، الأردن عليه استيراد النفط والغاز لاحتياجاتها من الطاقة. من الواردات الرئيسية الأخرى هي السيارات والأدوية والقمح. في عام 2013 م، كانت 23.6% من واردات الأردن من المملكة العربية السعودية. وأعقب هذا من قبل الاتحاد الأوروبي، مع 17.6% من وارداتها. وتأتي واردات أخرى من الصين والولايات المتحدة.

Jordan has more free trade agreements than any other Arab country, and it trades freely with many countries, including the USA, Canada and Malaysia. Which other areas are important for Jordan's trade? Jordan first signed a trade agreement with the EU in 1997 CE. It signed a free trade agreement with Egypt, Morocco and Tunisia in 2004 CE. In 2011 CE, another trade agreement was made with the EU, Egypt, Morocco and Tunisia. Trade with the EU and North Africa in particular is likely to grow.

الأردن لديه من اتفاقيات التجارة الحرة أكثر من أي بلد عربي آخر، وتقوم بحرية بصفقات مع العديد من البلدان، بما في ذلك الولايات المتحدة الأمريكية وكندا وماليزيا. ما هي المناطق الأخرى المهمة لتجارة الأردن؟ وقع الأردن أول اتفاقية تجارية مع الاتحاد الأوروبي في عام 1997 م. انها وقعت اتفاقاً للتجارة الحرة مع مصر والمغرب وتونس في عام 2004 م. في عام 2011 م وجاء اتفاق تجارة آخر مع الاتحاد الأوروبي ومصر والمغرب وتونس. ومن المرجح أن تنمو التجارة مع الاتحاد الأوروبي وشمال أفريقيا على وجه الخصوص.

1. Jordan is rich in many different minerals. Write down two minerals of them.
2. The article states two extraction industry for potash and phosphate in Jordan. Write down two of them.
3. Jordan exports many goods to other countries. Write down two goods of them.
4. Jordan exports goods to many countries. Write down two countries.

5. Quote a sentence which shows the majority of Jordan's economy is dominated by services.
6. The majority of Jordan's economy is dominated by services. Write down two services of them.
7. Jordan imports a lot of oil and gas. Write down the reason of that.
8. Jordan imports many goods from other countries. Write down two goods of them.
9. Jordan imports many goods from other countries. Write down two countries of them.
10. Quote a sentence which shows country supplies Jordan with most of its imports.
11. Jordan first signed a trade agreement with many Arab countries. Write down two countries if them.
12. Trade with the EU and North Africa in particular is likely to grow. Think of this statement, in two sentences, write your point of view.

Yousef Gawadrh

How to make a sales pitch

1 Do your research

Don't come away from a sales pitch wishing you had been better prepared. It is essential to know everything about your product. Do you know when it was developed, and where it is produced? You also need to know who the target market is – for example, the age group or income of the people who might buy it. Not only that, you should know all about the competition – that is, similar products on the market.

1- قم بالبحث.

لا تترك العرض التسويقي متمنياً لو كنت أفضل استعداداً. ومن الضروري أن تعرف كل شيء عن المنتج الخاص بك. هل تعرف متى تم تطويره، وأين يتم إنتاجه؟ أنت أيضاً بحاجة إلى معرفة من هو السوق المستهدف - على سبيل المثال في الفئة العمرية أو دخل الناس الذين يمكنهم شرائه. ليس ذلك فحسب، يجب أن تعرف كل شيء عن المنافسة - المنتجات المماثلة في السوق. لماذا منتجك متفوق على غيره ولماذا يمتلك قيمة أفضل؟

Why is your product superior to others and why does it have better value?

In addition, you should know exactly which people you are speaking to, and what their needs are. For example, if they represent a middle-class department store in a humble neighbourhood, be ready to explain why your particular product would suit customers who do not have lots of money. What makes your product perfect for them? Most of all, you need to believe in what you're selling, and the best way to do that is to use it!

لماذا يتفوق منتجك على الآخرين ولماذا يتمتع بقيمة أفضل؟

وبالإضافة إلى ذلك، يجب أن تعرف بالضبط من هم الأشخاص الذين تتحدث إليهم، وما هي احتياجاتهم. على سبيل المثال لو كانت تمثل متجر الطبقة المتوسطة في حي متواضع، تكون على استعداد لشرح لماذا المنتج الخاص بك سوف يناسب العملاء الذين ليس لديهم الكثير من المال. ما الذي يجعل المنتج الخاص بك ممتاز بالنسبة لهم؟ الأهم من ذلك كله، تحتاج إلى توّمن بما تبيع، وأفضل طريقة للقيام بذلك هو استخدامه!

2 Prepare and practise

Plan your presentation carefully, not just what you will say, but how you will say it. Will you read it word by word, use notes or memorise it? Whatever you decide, it is always a good idea to have a list of your main points, and in case something interrupts you, or you simply freeze with nerves (it happens!). Then practise it, if possible in front of colleagues. Make changes and practise it again.

2- استعد وتدرّب

خطط لخطابك بعناية، وليس فقط ما سوف تقوله، ولكن كيف سوف تقوله. هل ستقرأ كلمة كلمة، تستخدم الملاحظات أو حفظه؟ كل ما تقرر هو دائماً فكرة جيدة لتمتلك قائمة من النقاط الرئيسية الخاصة بك، في حالة حدوث مقاطعات لك، أو ببساطة قد تتجمد مع التوتر (يحدث!). لذلك تدرّب عليه، إذا كان ذلك ممكناً أمام الزملاء. قم بتغييرات وتدرّب عليها مرة أخرى.

3 Be professional

Keep your presentation short and simple. Start with some friendly comments. For example, thank your hosts for allowing you to speak to them, and compliment their company.

كن محترفاً -

اجعل خطاب البيع قصير وبسيط. ابدأ ببعض التعليقات اللطيفة. على سبيل المثال أشكر المضيفين لسماحهم لك بالتحدث إليهم وتكمل شركتهم.

Remember to speak slowly and clearly. It is important to appear confident (even if you're nervous!).

While you're speaking, don't keep your head down. Instead, look round the room and make eye contact with your audience.

تذكر أن تتكلم ببطء وبشكل واضح. منا لهم أن تظهر واثقاً (حتى لو كنت متوتر!). بينما أنت تتكلم، لا تبقّي رأسك لأسفل. بدلاً من ذلك، أنظر في أرجاء الغرفة ووجه نظراتك إلى المستمعين.

Smile! When you've finished speaking, invite questions. If you don't know the answers, don't pretend! Thank the questioner and promise to find out the answer (and do it!). Finally, have a summary of your presentation ready to hand out at the end of the session. I wish I had known all this when I started out in business! Good luck!

ابتسم! عند الانتهاء من التحدث، اقبل الأسئلة. إذا كنت لا تعرف الإجابة، لا تدعي! أشكر السائل وعده بإيجاد الإجابة (وتفعل ذلك!). وأخيراً، لديك ملخص لكلمتك التقديمية جاهزة للتسليم في نهاية الجلسة.

1. There are many ways to make a successful sales pitch. Write down two ways of them.
2. The article states that many things have to be known about your product. Write down two of them.
3. The article states that many things have to be known about your costumers. Write down two of them.
4. There are many tips to make a successful presentation. Write down two of them.
5. According to the text, there are several matters should be researched before making a sailing pitch. Mention three of them.
6. Quote the sentence which indicates that using what you sell is the best way to believe in what you sell.
7. The writer says "It is always a good idea to have a list of your main point" Is he justified? Explain your answer.
8. The writer mentioned some tips for effective presentation. What are they?

Unit Ten

Career Choices

Words	Meanings in English	In Arabic
Adaptable	able to adapt to new conditions or situations	متكيف مع
Ambitious	having a strong desire for success or achievement	طموح
attributes	a quality or feature that is considered to be good or useful (in a person)	ينسب إلى
Competent	having enough skill or knowledge to do something to a satisfactory standard	كفؤ
Conscientious	showing a lot of care and attention (to a task)	واعي ومدرك
Curriculum Vitae	CV a short, written description of a person's qualifications, skills and work experience that they send to potential employers	سيرة ذاتية
enclosed	surrounded, especially by a fence or wall	محاصر
Enthusiastic	showing a lot of interest and excitement about something	متحمس
Fond of	having an affection or liking for someone or something	مغرم بـ
Full time	happening or working for the whole of the working week, and not only part of it	كامل الوقت
Headphones	a piece of equipment that you wear over your ears to listen privately to the radio, music, etc.	سماعات رأس
intern	someone who works for a short time in a particular job in order to gain experience	متدرب
interpreter	someone who translates spoken words from one language into another	مفسر
keen	having or showing eagerness or interest	مهتم /محب
reference	a person who provides information about your character and abilities	مرجع
regional	relating to a particular region or area	إقليمي
secure	a class on a particular subject, usually given as a	تدريب
Surveyor	person whose job is to measure the conditions of a or	باحث مسحي
Voluntary	done or given by choice	تطوعي
Work experience	A period of time that someone spends working in a particular place	خبرات في العمل

Words	Meanings in Arabic
regional	إقليمي
rewarding	تكريم وتحفيز
seminar	فصل دراسي
translation	ترجمة
career	مهنة
advertising	اعلان
banking	عمل بنوك
Career advisor	مرشد مهني
Lawyer	محاماة
Achievements	انجازات
enthusiastic	حماس

My job as an interpreter

My name is Fatima Musa and I have worked as an interpreter for five years. Many students have emailed me about my work because they want to know what it would be like to do my job. So here is my reply.

اسمي فاطمة موسى ولقد عملت كمتترجمة لمدة خمس سنوات. العديد من الطلاب قد راسلوني عبر البريد الالكتروني حول عملي لأنهم يريدون أن يعرفوا كيف أقوم بعملي. لذا هذا هو ردي.

I have always been fond of languages. My father worked in many different countries when I was young and we usually travelled with him. When we visited a country, I always wanted to learn the language. At school I was very good at English. Therefore, I decided on a career as an interpreter. لقد كنت دائماً مولعةً باللغات. كان والدي يعمل في العديد من البلدان المختلفة عندما كنت صغيرة ونحن عادةً كنا نسافر معه. عندما نزرور بلداً لقد أردت دوماً أن تعلم لغتهم. في المدرسة كنت جيدة جداً في اللغة الإنجليزية. لذلك قررت أن تكون مهنتي مترجمة.

My job now involves going to important conferences and seminars around the world. When a person speaks in English at a conference, I listen to what they say through headphones. I then translate into Arabic while the speaker is talking. I give the translation through headphones to other people at the meeting. This means that anyone in the room who speaks Arabic can understand what people are saying.

تتضمن وظيفتي الآن الذهاب إلى المؤتمرات والندوات الهامة في جميع أنحاء العالم. عندما يتحدث الشخص باللغة الانجليزية في هذا المؤتمر، أنا استمع إلى ما يقولون من خلال سماعات الرأس. وبعد ذلك أترجم إلى اللغة العربية بينما المتكلم يتحدث. أنقل الترجمة من خلال سماعات الرأس لأشخاص آخرين في الاجتماع. وهذا يعني أنا شخص في الغرفة يتحدث العربية يمكنه أني فهم ما يقوله الناس.

Is it an easy job? Not at all. English is not the same in all English-speaking countries. For example, the English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia. As well as knowing regional English, you also need to know a lot of specialist language. Some of the words that are used to talk about business, science or law, for example, make it almost a different language!

هل هي مهمة سهلة؟ على الإطلاق. اللغة الإنجليزية ليست هي نفسها في كل الدول الناطقة باللغة الإنجليزية. على سبيل المثال، الكلمات الإنجليزية التي تستخدم في الهند تختلف في بعض الأحيان عن الكلمات التي يستخدمها الناس في المملكة المتحدة والولايات المتحدة وأستراليا. وكذلك معرفة اللغة الإنجليزية الإقليمية، تحتاج أيضاً إلى معرفة الكثير من اللغة المتخصصة. بعض الكلمات التي تستخدم للحديث عن الأعمال التجارية أو العلمية أو القانون، على سبيل المثال يجعل من ذلك لغة مختلفة تقريباً!

Unless you have a language degree, you will not be able to become an interpreter. Provided that you have a postgraduate qualification, you will probably get a job as an interpreter quite quickly. If you get an interview for a job, you will need to show that you have good listening skills and a clear speaking voice. You will also need to show that you can think quickly and that you are able to concentrate for long periods of time. If you are successful, it is a secure and rewarding job. You will probably need to travel a lot, but that is not a problem as long as you enjoy visiting other countries.

ما لم يكن لديك درجة جامعية في اللغة، فلن تكون قادراً على أن تصبح مترجماً. إذا كان لديك مؤهل للدراسات العليا، ربما ستحصل على وظيفة مترجم بسرعة. إذا كان لديك مقابلة عمل، ستحتاج إلى إثبات أن لديك مهارات استماع جيدة وصوت واضح الناطق. ستحتاج أيضاً إلى إظهار أنه يمكنك التفكير بسرعة وأن تكون قادراً على التركيز لفترات طويلة من الزمن. إذا كنت ناجحاً، أنه عمل آمن ومجزى. ربما ستحتاج إلى السفر كثيراً، ولكن هذا ليس مشكلة طالما تستمتع بزيارة بلدان أخرى.

It is a very responsible job. I am aware that if I translate things badly, it could affect an important law or trade agreement between countries. However, you get

a huge feeling of satisfaction when you know that people understand everything that you translate.

إنها وظيفة ذات مسؤولية كبيرة. وأنا أدرك أنه إذا ترجمت أشياء بطريقة سيئة، يمكن أن تؤثر على قانون مهم و اتفاق تجارة بين البلدان. ومع ذلك، يمكنك الحصول على شعور كبير بالارتياح عندما تعلم أن الناس يفهمون كل ما تترجم.

1. Working as interpreter involves attending many events. Write down two of them.
2. The article states an interpreter may face many difficulties. Write down two difficulties of them.
3. There are many steps for translating in a conference. Write down two steps of them.
4. The article states that an interpreter has to know specialist language. Write down the reason for that.
5. There are many skills needed to get a job as interpreter. Write down two skills of them.
6. Working as interpreter is a very responsible job. Write down the reason for that.
7. English language may be used differently in some countries. Write down two of them.
8. The article states two kinds of English language. Write them down.
9. Do you think you have the necessary qualifications to be an interpreter?
10. Mention the main cause that made Fatima talk about her job as interpreter?
11. What encouraged Fatima to choose her career as interpreter?
12. According to the text, explain Fatima's role as an interpreter?
13. There are many challenging aspects in Fatima's career as an interpreter? Mention two of them.
14. The writer mentioned several requirements for becoming an interpreter. What are they?
15. Fatima mentioned that her job as an interpreter is very responsible. Is she justified? Explain your answer.
16. Write down the sentence which indicates that the interpreter will feel rewarded if the listeners understand the translated information.
17. What does the underlined pronoun 'that' refer to?
18. Find a word in the text which means " related to a particular region or area'.
19. Headphones are important in Fatimah`s job. Why?
20. What is the effect of bad translation?

Stepping into the business world

Business Studies is a popular choice for students who¹ are choosing a degree course in the UK. After graduating, some go on to further study, but most of them² take up employment. Many large companies offer graduate training schemes, which³ are a kind of apprenticeship.

الدراسات التجارية او إدارة الأعمال هو خيار شائع لدى الطلاب الذين يختارون دراسة الشهادة في المملكة المتحدة. بعد تخرج يتجه البعض لإكمال دراسته، ولكن معظمهم يتجهون للحصول على عمل. العديد من الشركات الكبرى تقدم برامج تدريب الخريجين، والتي هي نوع من التلمذة الصناعية.

We went to meet twenty-two-year-old Ricky Miles, who⁴ is about to graduate in the subject.

لقد ذهبنا لمقابلة ريكي مايلز البالغ من العمر اثنين وعشرين عاماً والذي هو على وشك التخرج في هذا الموضوع.

- **How long have you been studying Business Studies, Ricky?**

It's⁵ a four-year course, including two periods of work experience. Each one lasted six months, (but they⁶ weren't in the same year).

- منذ متى وأنت تدرس إدارة أعمال، ريكي؟

أنها دورة مدتها أربع سنوات، بما في ذلك فترتين من الخبرة في العمل. كل واحدة تستمر لسنة أشهر، (لكنهما ليستا في نفس العام)

- **What exactly have you studied over those four years?**

Quite a lot! Maths, of course, Accounting, Finance and Economics. Oh yes, **Marketing** and Sales, too. I also did a course in Management, which⁷ is about recruiting and managing staff, and how to deal with conflict, and a course in Advertising. We all had to do IT, too, because computer skills are essential.

- ما الذي قمت بدراسته بالضبط خلال تلك السنوات الأربع؟

الكثير جداً! الرياضيات بالطبع، المحاسبة، المالية والاقتصاد. أوه نعم، التسويق والمبيعات أيضاً. كما أنني درست مادة في الإدارة، وهي عبارة عن توظيف وإدارة الموظفين، وكيفية التعامل مع النزاعات، ودورة في الإعلان. كما يجب علينا جميعاً أن ندرس تكنولوجيا المعلومات أيضاً، لأن مهارات الكمبيوتر ضرورية.

- **What did you most enjoy about the degree?**

The work experience, definitely. I learnt so much, both times, and of course it⁸ looks great on my curriculum vitae. One of the companies offered me paid work last summer, so I managed to get even more experience that way. Also, I wouldn't have had much money last year if I hadn't had that job!

- ما أكثر ما استمتعت به بهذه الشهادة؟

بالتأكيد الخبرة في العمل. لقد تعلمت الكثير، في كل مرة، وبالطبع تبدو رائعة على السيرة الذاتية. عرضت إحدى الشركات لي عملاً بأجر ف بالصيف الماضي، لذلك تدبرت الأمر حتى أتمكن من الحصول على المزيد من الخبرة بهذه الطريقة. أيضاً إننا لم أكن لأملك الكثير من المال في العام الماضي لو لم يكن لدي هذا العمل.

- **What kind of company was that⁹, and what did you do there?**

It¹⁰ was a company that provides financial products – savings and pensions, mostly. At first I just 'shadowed' different people, watching what they¹¹ were doing. Then I did quite a lot of checking for them¹² – you know, checking their calculations. When I went back in the summer, I was in the sales department.

- أي نوع من الشركات كانت تلك، وماذا عملت هناك؟

كانت شركة توفر المنتجات المالية – الادخار والمعاشات التقاعدية، في الغالب. في البداية أنا "جلست كالظل" تعقبت أشخاص مختلفين فقط، أشاهد ماذا كانوا يفعلون. ثم قمت بالكثير الكثير من التدقيق لهم – كما تعلمون، التحقق من حساباتهم. عندما عدت في الصيف، كنت في قسم المبيعات.

My job was to follow up web enquiries, and send out further information to possible clients. I enjoyed it¹³, and I wouldn't have had that opportunity if I hadn't done the work experience first.

وكانت وظيفتي متابعة الاستفسارات على شبكة الإنترنت، وإرسال المزيد من المعلومات للعملاء المتوفرين. لقد استمتعت بذلك، ولم أكن لأحظى بمثل هذه الفرصة لو لم أمتلك خبرة في العمل في المقام الأول.

- What are you planning to do next?

I've just applied for a job with a bank. I have the right qualifications, but I know there will be a lot of other applicants. I'll just have to wait and see if I get an interview. If I do, I'll have to prepare really carefully.

- ما الذي تخطط للقيام به لاحقاً؟

لقد تقدمت إلى وظيفة في أحد البنوك للتو. لدي المؤهلات المناسبة، لكنني أعرف أنه سيكون هناك الكثير من المتقدمين الآخرين. على فقط أن أنتظر و أرى ما إذا كان يمكنني الحصول على مقابلة. إذا حصلت عليها، سيكون علي الاستعداد بعناية حقاً.

- 1- How long do business studies take?
- 2- Mention three courses that should business students study to get the degree.
- 3- According to the text, Ricky thinks that having a degree in Business studies is very beneficial and he enjoyed it. Is he justified? Explain your answer.
- 4- What was Ricky's role in the sales department?
- 6- Find a word in the text which means ' **on line questions** '
- 7- What does the underlined pronoun '**them**' refer to?
- 8- According to the text, what are the steps that Ricky has to follow to get a job with a bank?
- 9- How does Miles spend a quarter of his time as a student?
- 10- What kind of company did he work for last summer? What was his job?
- 11- What do large companies offer graduates?
- 12- There are two choices for the student of business studies? What are they?
- 13- What does the underlined word '**Marketing**' mean?
- 14- What does the underlined pronoun '**which**' refer to?