

الفروع المهنية القطع Texts

Read the following text carefully , and then in your ANSWER BOOKLET answer all the questions that follow. Your answers should be based on the text.

How-to-make-a-sales-pitch كيف تعمل عرض تسويقي

Whether you're selling a new type of toothpaste to a chain of pharmacies, the latest computer software to a school or a new kind of package holiday to a travel agency – you need to know ...

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. 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!

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, 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.

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. 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. 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!

Questions الاسئلة

1- There are certain essential points one should research about a product before making a sales pitch. Write down two of these things.

when it was developed, and where it is produced

2- What information do you need to know about people who might buy the product?

Their age and income

3- You need to know two things about your product if compared with other products. Write down these two things.

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

4- You should do two things in advance to avoid the happening of unexpected things during your presentation. Write down these two things

You should have a list of your main points and practice your presentation.

5- What should you do if you don't know an answer for a question?

If you don't know the answers, don't pretend!

Thank the questioner and promise to find out the answer (and do it!).

6- Find a phrase in the text which means 'a large shop that sells many different types of things'.

Department store

7- What does the underlined word **them** refer to?

Customers

8- The article suggests many things to be a good sales person. Write down two of these things.

1- research 2- presentation

9- The article suggests many things to be a professional sales person. Write down two of these things.

1- Keep your presentation short and simple 2- start with some friendly comments 3- speak slowly and clearly

10- According to the article, write down three things that you should do to appear confident.

1- While you are speaking, don't keep your head down. Instead, look round the room and make eye contact with your audience. 2- smile 3- when you have finished speaking, invite questions.

11- A successful sales person needs to have certain qualities. Suggest three qualities for a successful sales person.

1- confident 2- daring 3- persuasive

12- Planning and hard work make a work successful. Think of this statement, and in two sentences, write your point of view.

I think good planning and hard work are the keys for any successful work. They help in spending time wisely.

13. The writer mentioned some examples of products that the sale person can sell. Write down two of these examples .

a new type of toothpaste, the latest computer software

14. Quote the sentence which indicates that using what you sell is the best way to believe in what you sell.

Most of all, you need to believe in what you're selling, and the best way to do that is to use it!

15. The article states two examples of friendly comments. Write them down.

thank your hosts for allowing you to speak to them, and compliment their company

قطرة المطر تحفر في الصخر، ليس بالعنف و لكن بالتكرار ***

My job as an interpreter عملي كمتريجة

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.

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.

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.

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!

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.

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.

Questions الاسئلة

1- The article states many ways that helped Fatima to learn languages when she was young. Write down these ways.

She has always been fond of languages.

Her father worked in many different countries when she was young and she usually travelled with him.

At school she was very good at English.

2- There are many fields (subjects) that specialist language is used in. write down two of these fields (subjects).

Business, science or law

3- There are many things you should show in an interview for the job of an interpreter. Write down two of these things.

1- good listening skills 2- a clear speaking voice

4- Quote the sentence which shows that the job of an interpreter is a good job.

If you are successful, it is a secure and rewarding job.

5- There are two consequences of a bad translation. Write down these two consequences.

It could affect an important law or trade agreement between countries.

6- According to Fatima, What two reasons that make an interpreter's job not easy?

1- English is not the same in all English-speaking countries.

2- The need to know a lot of specialist language

7- Find a word in the text which means '**giving personal satisfaction**'.

Rewarding

8- What does the underlined word **they** refer to?

Many students

9- It is not easy to get a good job these days. Suggest three things you can do to get a good job.

1- learning foreign languages 2- training courses 3- postgraduate studies

10- You need to love your job in order to succeed. Think of this statement, and in two sentences, write down your point of view.

I think that in order to be successful and creative in your job, you need to love it. Otherwise, you will suffer a lot.

The importance of Islamic achievements in history اهمية الانجازات الاسلامية في التاريخ

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.

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 revolutionized musical theory, and is also the person who introduced the oud to Europe.

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.

الاسئلة

1. In which field was Jabeir ibn Hayyan famous for?

Chemistry

2. There are many important achievements of Jabir ibn Hayyan. Write down two of these achievements.

1. founder of Chemistry 2. He began the production of sulphuric acid

3. Why was Ali ibn Nafi also known as " Zeryab"?"

Because of his beautiful voice

4. Why did Ali ibn Nafi go to Cordoba?

It was his talent for music that led him to Cordoba.

5. There are many important achievements made by Ali ibn Nafi. Write down two of these things.

a. He established the first music school in the world in Cordoba.

b. He introduced the oud to Europe.

6. How did Fatima al-Fihri use her money?

She used her father's inheritance to build a learning center in Fez, Morocco.

7. What was her major achievement?

She built a learning center in Morocco, which became a world famous university.

8. Why is Alkindi called a true polymath?

Because he was an expert in many fields.

9. Al-Kindi was brilliant at many fields. Write down two of these fields.

a. philosophy b. mathematics

10. What does the underlined word **there** refer to?

Cordoba

11. How did Ali ibn Nafi contribute to European music?

He introduced the oud to Europe.

12. Find a word in the text which means 'an expert in many subjects'.

Polymath

13- Who is the founder of chemistry?

Jabir ibn Hayyan

16- What has made Al-Kindi most famous?

his work in arithmetic and geometry

17- Why is ibn Hayyan's set of scales significant?

Because they changed the way in which chemists weighed items in a laboratory.

18- Write down the sentence which indicates that Alkindi was a polymath.

Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer – a true polymath.

A founding father of farming مؤسس الزراعة

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.

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.

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.

الأسئلة

1. Ibn Bassal has many achievements. Write down two of these achievements.
2. Find a word from the text which means 'supply land with water'.
3. Ibn Bassal was passionate in two fields. Write down these two fields.
4. The article suggests that Ibn Bassal was an example of practical scientists. Write down two examples from the text to prove this.
5. Ibn Bassal worked out how to irrigate the land by two ways. Write down these two ways.
6. Find a word from the text which means 'field working'.
7. What does the underlined word **that** refer to?
- 8- Ibn Bassal's book has two enormous influences on the land. Write down these two influences.
- 9- Ibn Bassal dealt with many agricultural topics in his book "A Book of Agriculture". Write down three of these topics.
- 10- Ibn Bassal was regarded as a true polymath. Write down three examples of his areas of knowledge.

Answers:

1. a. A book of Agriculture b. water pumps and irrigation systems 2. Irrigate
3. Botany and agriculture 4. a. By finding underground water and digging wells. B. He designed water pumps and irrigation systems
5. By finding underground water and digging wells. 6. Hands-on 7. The irrigation systems
- 8- the land became wonderfully fertile and produced more than enough food for the fast-growing population.
- 9- how best to grow trees, fruit and vegetables, as well as herbs and sweet-smelling flowers
- 10- a writer, a scientist and an engineer

Stepping into the business world الدخول في عالم الاعمال

Business Studies is a popular choice for students who are choosing a degree course in the UK. After graduating, some go on to further study, but most of them take up employment. Many large companies offer graduate training schemes, which are a kind of apprenticeship. We went to meet twenty-two-year-old Ricky Miles, who is about to graduate in the subject.

How long have you been studying Business Studies, Ricky?

It's a four-year course, including two periods of work experience. Each one lasted six months, but **they** weren't in the same year.

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, which 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.

What did you most enjoy about the degree?

The work experience, definitely. I learnt so much, both times, and of course it 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!

What kind of company was that, and what did you do there?

It was a company that provides financial products – savings and pensions, mostly. At first I just 'shadowed' different people, watching what they were doing. Then I did quite a lot of checking for them – you know, checking their calculations. When I went back in the summer, I was in the sales department. My job was to follow up web enquiries, and send out further information to possible clients. I enjoyed it, and I wouldn't have had that opportunity if I hadn't done the work experience first.

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.

Questions الاسئلة

1- What is the name of Ricky's degree?

Business Studies

2- How did he spend a quarter of his time as a student?

Doing work experience

3- What kind of company did he work for last summer, and what was his job?

It was a company providing financial products, and his job was to follow up web enquiries.

4- What is he waiting to find out?

Whether or not he will get an interview

5- Would you like to do the same kind of degree course as Ricky? Why/Why not? Write two or three sentences.

Yes, because I will need work experience in the future. In addition, I'll get a better opportunity to get a stable job.

6- Where do graduates of Business Studies go?

Some go on to further study, but most of them take up employment.

7- How did Ricky Miles benefit from the summer job?

It was an addition to his curriculum vitae, and he had had much money last year.

8- Ricky Miles has three types of qualifications. Write down two of these qualifications.

1- Business Studies degree 2 the work experience and the summer job

9- What does the underlined word **they** refer to?

Two periods of work experience

10- Find a word in the text which means **finding suitable employees**.

recruiting

11- Ricky Miles has studied many subjects over those four years. Write down two of these subjects.

Maths, Accounting, Finance and Economics

12- It is important to have job experience to have a better chance for getting a job quickly.

Suggest three things you can do in order to get job experience.

1- voluntary work 2- training courses 3- part-time job

Our country's imports and exports واردات بلدنا وصادراته

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. 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.

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.

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.

Questions: الاسئلة

1-The article suggest that many of Jordan's fertilisers are made from two minerals. Write down these two minerals.

potash and phosphate.

2- Why does Jordan import a lot of oil and gas?

because it does not have enough of its own reserves for the needs of the country.

3- Which country supplies Jordan with most of its imports?

Saudi Arabia

4- Why is trade with the EU and North Africa likely to grow?

because Jordan has signed trade agreements with both areas.

5- Jordan is rich in two products. Write down these two products.

Potash and phosphate

6- What are the two largest exports? Or: There are two important goods that Jordan exports.

Write down these two goods

Chemicals and fertilisers

7- The economy of Jordan is dominated by many services. Write down two of these services.

Travel and tourism

8- Most of Jordan's exports go to many countries. Write down two of these countries.

Iraq, the USA

9- Jordan imports two goods (natural resources مصادر طبيعية) for its energy needs. Write down these two resources (goods بضائع).

Oil and Gas

10- What are the main four goods that Jordan has to import from different countries?

Oil and gas, Cars, medicines and wheat.

11- Jordan trades freely with many foreign countries. Write down two of these countries.

USA and Canada

12-Find a word in the text which means '**to be the most important feature of something**'
dominated

13- What does the underlined word it refer to?

Jordan

14- Quote the sentence which indicates the country that supplied Jordan with most of its imports in 2003.

In 2013 CE, 23.6% of Jordan's imports were from Saudi Arabia

15- What is the percentage that services, especially travel and tourism, represent of Jordan's economy?

(65%) of the economy.

(Do your best, surely you will gain last)

Question Number Two مفردات

A . Choose the suitable item form of those given in the box to complete each of the following sentences and write it down in your ANSWER BOOKLET.

physician , public transport, interpret, compromise , negotiate , renewable

1. If we take more often, there will be fewer cars on the roads, which will result in cleaner air in our cities.
2. You must not take in medicine without consulting a
3. Wind farms are an example of energy.
4. When each side changes their position a little so that they can agree, they have managed to
5. My uncle is fluent in several languages. He is often able to for us during conversations with foreigners.

1. public transport 2. physician 3. renewable 4. compromise 5. interpret

مفردات اختيار من متعدد

1. We learn about shapes, lines and angles when we study
a) geometry **b) arithmetic** c) philosophy d) chemistry
2. By working hard, you will the respect of your boss.
a- cause b- shake c- join **d- earn**
3. When you talk about business and try to do a deal , you
a-prepare b- join c- qualify **d- negotiate**
4. During business meetings , it is not acceptable to as this could cause offence.
a)ask questions **b) tell a joke** c)shake hand d) reputation
5. Mr. Shahin is a trueworking in all kinds of creative scientific fields.
a)physician b- geometry c- laboratory **d-polymath**
6. Before the serious discussion starts, we always.....; it's often about the weather!
a)make a mistake b) cause offence **c) make small talk** d) shake hands
7. Pollution has some serious on the environment, such as the death of wildlife and plant life. a. carbon footprint **b. negative effect** c. urban planning
8. We can all work hard to reduce our by living a more environmentally friendly lifestyle. **a. carbon footprint** b. negative effect c. public transport
9. If we take more often, there will be fewer cars on the roads, which will result in cleaner air in our cities.
a. carbon footprint b. negative effect **c. public transport**
10. Hospitals need to dispose of a lot of, and it should be carefully managed because it can be dangerous. a. economic growth **b. biological waste** c. public transport
11. The need for more effective is evident when we consider modern day problems like traffic a. economic growth b. negative effect **c. urban planning**

12. We learn about shapes, lines and angles when we study
- a. **geometry** b. polymath c. physician
13. If a city recycles everything and doesn't throw anything away, it is zero-
- a. footprint b. power c. **waste**
14. Be very careful when you answer the questions, and try not to.....
- a. cause offence b. **make a mistake** c. earn respect
15. If you are polite, you won't.....or upset anybody.
- a. **cause offence** b. shake hands c. make a small talk
16. Nasser has applied to..... the company where his father works .
- a. **join** b. ask c. make
17. In business, when you meet someone for the first time, it's polite to.....
- a. cause offence b. make a mistake c. **shake hands**
18. After the talk, there will be a chance for you to about anything you don't understand .
- a. cause offence b. make a mistake c. **ask questions**
19. When you are ready for something, you are for it.
- a. patient b. previous c. **prepared**
20. When you can prove that you have experience, you have a
- a. **track record** b. conflict c. patient
21. When two sides disagree and argue, there is
- a. previous b. **conflict** c. patient
22. When each side changes their position a little so that they can agree, they have managed to.....
- a. **compromise** b. prepared c. negotiate
23. When you stay calm and take your time, you are being
- a. **patient** b. previous c. prepared
24. Nada made a successful presentation at a in Irbid last month.
- a. career b. headphones c. **seminar**
25. Doing volunteer work can be a very experience.
- a. translation b. regional c. **rewarding**
- 26- - We were caught in traffic,we missed the start of the play.
- a. Because of b. **therefore** c. since d. due to
- 27- Sara worked hard in the exam;, she did very well.
- a- As b- because c- due to d- **consequently**
- 28 - **Therefore**, people can communicate more quickly and conveniently.

The underlined word is used for.....

- a. Opposition b. **consequence** c. introduction d. giving advice

Derivation اشتقاق

- Choose the suitable item from those given to complete each of the following sentences.

1. Have you had any of learning another language?
(**experienced, experience**)
2. Is one side of the brain more than the other?
(**dominate, dominant, dominated**)
3. Whether or not you remember something that you have learnt in the past on the experience you had while you were learning it.
(**depends, dependant, dependence**)

Answers: 1- experience 2- dominant 3- depends

- 1- In the Middle East today, entrepreneurship is important among young people because of the competitive job market.
(**particular, particulate, particularly**)
 - 2- It is important to give young people the so that they can help themselves.
(**know, knowledge, knowing**)
 - 3- They can create their own job and then,, generate jobs for others.
(**ideal, ideally, idea**)
 - 4- have been set up to guide young people through the process of business.
(**organize, organized, organizations**)
 - 5- Universities have started entrepreneurship courses .
(**teach, teacher, teaching**)
 - 6- People can have control over their own futures.
(**economy, economic, economically**)
 - 7- In the Middle East, it is a learning experience for young people.
(**critic, critical, critically**)
 - 8- Most students also speak at least two, and often three, languages
 - 9- My dream is to be in Arabic one day
(**fluency, fluent, fluently**)
 - 10- Kareem is a journalist, he has worked previously for many scientific journals.
(**qualification, qualified, qualify**)
 - 11- Doing lots of exercise won't keep you healthy if you don't eat food as well.
(**nutrients, nutritious, nutrition**)
 - 12- Services, mostly travel and tourism the majority of our economy.
(**dominant, dominate, dominantly**)
 - 13- Khaled is a very and adaptable worker, I believe that he can be successful in any position.
(**competence, competent, competently**)
-

Answers: 1- particularly, 2- knowledge 3- ideally 4- organizations
5- teaching 6- economic 7- critical 8- fluently 9- fluent 10. qualified
11. nutritious 12. dominate 13. ceompetent

Grammar قواعد + اشتقاق

- Choose the suitable item to complete each of the following sentences.

1. Ali did not pass his exams. If only he..... harder last year.
(**studied** **has studied** **had studied** **studies**)
2. I feel ill. I wish I so many sweets!
(**didn't eat** **ate** **hadn't eaten** **has eaten**)
3. Ziad is not very good at basketball. He wishes he..... taller!
(**is** **were** **was** **had been**)
4. I can't do this exercise. I wish I it.
(**understood** **understand** **understanding**)
5. Ali does not understand the Chinese businessman. If only he.... Chinese.
(**speak** **spoke** **had spoken**)
6. Jordan needs to import a lot of oil. If only it larger oil reserves.
(**has** **had** **had had**)
7. Unless you have a language degree, you able to become an interpreter.
(**is** **won't be** **wouldn't be** **are**)
8. If you get an interview for a job, youto show that you have good listening skills.
(**needed** **will need** **needs** **would need**)
9. If you are successful, ita secure and rewarding job.
(**is** **am** **are** **had been**)
10. Even if Omar..... his driving test this afternoon, he won't have his own car.
(**pass** **passes** **passed** **will pass**)
11. you heat water to 100°C, it boils.
(**When** **Unless** **even if**)
12. You will not pass your examsyou study hard.
(**as long as** **unless** **if**)
13. you don't water the plants, they will die.
(**If** **Unless** **when**)
14. If Huda ill yesterday, she wouldn't have missed the exam.
(**wasn't** **hadn't been** **hasn't been**)
15. If my father had gone to university, he been a teacher.
(**can** **could** **could have**)
16. Jameel might not have become a musician if his parents.....encouraged him.
(**haven't** **hadn't** **hasn't**)
17. If youcomputer games all day, you won't have time to study.
(**plays** **play** **doesn't play** **didn't play**)
18. He wrote the bookbecame the most famous medical textbook ever.
(**who** **where** **which** **when**)
19. His friends were worried about his health advised him to relax.
(**who** **which** **when** **where**)
20. It was in June 1037 CEIbn Sina died.
(**who** **which** **when** **where**)
21. We need to decide a place to meet.
(**into** **as** **on** **at**)

22. Can you translate this Arabic English for me, please?
(**of in into on**)
23. If plants enough sunlight, they die.
(**don't get doesn't get gets got**)
24. I didn't know more about the company.
If only I some research.
(**a. has done b. have done c. had done d. do**)
25. After a long we managed to do a deal.
(**rewarding agreement secure meeting**)
26. Do you usually go home or meet your friends when school
(**finishes finish finishing finished**)
27. Provided that it doesn't rain we will have a picnic next week.
(**, . ! ?**)
28. Compromise is reached by a process of
(**negotiate negotiation negotiated negotiable**)
29. Children are often more than adults.
(**adaptable adapt adapted adaptation**)
30. Choose the correctly spelt word from A, B, C OR D to complete the following sentence.
-Please listen to the music through (خطأ املائي)
(**headphones headbhones headphonez heedphones**)
31. If you get an an interview for a job, you to show enthusiasm for the industry.
(**needs needed would need will need**)
32. We should always be polite even if we tired.
(**felt feeling feel feels**)
33. The majority of Jordan's economy is by services, mostly travels and tourism.
(**reserved exported dominated imported**)
34. I regret my new watch.
(**broke had broken break breaking**)
35. If I More careful in the test, I wouldn't have made such silly mistakes.
(**were was had been is**)
36. Rama doesn't understand French. If only she French.
(**hadn't learnt learnt learn learns**)
37. I regret going to bed late last night. I wish I to bed earlier.
(**went had gone go goes**)
38. Our flat is very small. If only we in a big house.
(**live had lived lived lives**)
39. Prices in some shops aren't
(**negotiation negotiable negotiate negotiated**)
40. Jordan needs to import a lot of oil. If only it larger oil reserves.
(**had had has had have**)
41. I couldn't understand anything. I'd studied Chinese.
(**if only if wish provided**)
42. Be very careful when you answer the questions, and try not to a **mistake**.
(**ask make cause earn**)
43. That's the restaurantwe met for the first time.

- (**when** **where** **who** **which**)
44. I remember the day we first met.
(**when** **where** **who** **which**)
45. A mathematician is someone works with numbers.
(**when** **where** **who** **which**)
46. Geometry and arithmetic are subjects are studied by mathematicians.
(**when** **where** **who** **which**)
47. 'Physician' is an old-fashioned word means 'doctor'.
(**when** **where** **who** **which**)
48. A chemist is a person works in a laboratory.
(**when** **where** **who** **which**)
49. The stars and planets are things astronomers study.
(**when** **where** **who** **which**)
50. Al-Kindi is especially famous for his work in geometry.
It his work in geometry which Al-Kindi is specially famous for.
(**is** **was** **were** **had been**)
51. Petra was made a World Heritage Site in 1985 CE.
The year Petra was made a World Heritage Site in 1985 CE.
(**when** **where** **who** **which**)
52. **I regret driving so fast.**
a. I wish I had driven so fast b. I wish I hadn't driven so fast
c. I wish I drove so fast d. I wish I have driven so fast
53. **I didn't do more revision, so I failed my exam**
a. If only I did more revision b. If only I have done more revision
c. If only I hadn't done more revision d. If only I had done more revision
54. **I am sorry that I didn't read that book.**
a. I wish I had read that book b. I wish I read that book
c. I wish I hadn't read that book d. I wish I didn't read that book
55. **My father has influenced me most.**
a. The person who has influenced me most is my father.
b. The person which has influenced me most is my father.
c. The person who has influenced me most was my father.
56. **Queen Rania opened the Children's Museum of Jordan in 2007CE.**
a. It was Queen Rania who opened the Children's Museum of Jordan in 2007CE.
b. It is Queen Rania who opened the Children's Museum of Jordan in 2007CE.
c. It was Queen Rania which opened the Children's Museum of Jordan in 2007CE.
57. **Sultan forgot to do his math homework.**
a. If only he has forgotten to do it b. If only he hadn't forgotten to do it
c. If only he didn't forget to do it d. If only he forgot to do it
58. **Saeed left his camera at home, so he wasn't able to take pictures of the parade.**
a. If Saeed hadn't left his camera at home, he could have been able to take pictures of the parade
b. If Saeed had left his camera at home, he could have been able to take pictures of the parade
c. If Saeed hadn't left his camera at home, he couldn't have taken pictures of the parade

59. **Jabir Ibn Hayyan did his research in a laboratory in Iraq.**

- a. The country where Jaber Ibn Hayyan did his research in a laboratory was Iraq.
- b. The country which Jaber Ibn Hayyan did his research in a laboratory was Iraq.
- c. The country when Jaber Ibn Hayyan did his research in a laboratory was Iraq.
- d. The country who Jaber Ibn Hayyan did his research in a laboratory was Iraq.

60. **Petra was made a World Heritage Site in 1985 CE.**

- a. The year where Petra was made a World Heritage Site was in 1985 CE.
- b. The year which Petra was made a World Heritage Site was in 1985 CE.
- c. The year when Petra was made a World Heritage Site was in 1985 CE.
- d. The year who Petra was made a World Heritage Site was in 1985 CE.

61. **It stopped working at 11 p.m.**

- a. It was it when stopped working at 11 p.m.
- b. It was at 11 p.m. when it stopped working
- c. It was at 11 p.m. where it stopped working
- d. It was at 11 p.m. which it stopped working

62. **I didn't prepare better for the competition, so I didn't win the first prize.**

- a. If I had prepared better for the competition, I might have won the first prize.
- b. If I hadn't prepared better for the competition, I might have won the first prize.
- a. If I have prepared better for the competition, I might have won the first prize.

63. **You had a brightly-coloured T-shirt on. That's how I noticed you in the crowd.**

- a. If you hadn't had a brightly-coloured T-shirt on, I might not have noticed you in the crowd.
- b. If you had had a brightly-coloured T-shirt on, I might not have noticed you in the crowd.
- c. If you hadn't a brightly-coloured T-shirt on, I might not have noticed you in the crowd.

64. If you arrive at the station next Saturday, we there to meet you.

- a. will be b. would be c. is d. has been**

65. Nasser will come out with us tomorrow unless he..... help his father.

- a. have to b. had to c. has to d. haven't**

66. The teacher will be pleasedI write a good essay.

- a. unless b. even if c. when d. if**

67. In the Middle East, it is a learning experience for young people.

- (criticism critical critically creticise)**

68. My dream is to be in Arabic one day

- (fluency fluent fluently)**

69. The Middle East is famous for the of olive oil.

- (production produce productive productively)**

70. My father bought our house with an from his grandfather.

- (inherit inheritance inheritably inherited)**

71. Scholars have discovered an document from the twelfth century.

- (originally origin original)**

72., the whole process is done by hand, form the washing of the wool to the finish article.

- (traditional tradition traditionally)**

73. In our exam, we had to a text from Arabic into English.
(**translation translate translated**)
74. If you are polite, you won't **offence** or upset anybody.
a. make b. cause c. join d. ask
75. Nasser has applied to the **company** where his father works.
a. make b. cause c. join d. ask
76. By working hard, you will the **respect** of your boss.
a. make b. cause c. join d. earn
77. Would you like to **work** a teacher in a big school?
a. on b. as c. about d. at
78. I'd like to **talk** the film I've just seen; it was brilliant!
a. on b. as c. about d. at
79. The teacher **asked** us our favourite books.
a. on b. as c. about d. at
80. My sister is really **good** drawing and painting.
a. on b. as c. about d. at
81. Could you explain what you mean by frequent breaks, please
a. , b. . c. ! d. ?
82. Scientists have successfully invented a prosthetic hand with a sense of touch
a. , b. . c. ! d. ?
83. Nutrition is very important You should try to eat as much fresh fruit as you can.
a. , b. . c. ! d. ?
84. If you arrive at the station we will be there to meet you.
a. , b. . c. ! d. ?
85. He's the man daughter I met in Jordan.
a. whose b. who c. which d. where
86. I bought a new car is very fast.
a. who b. which c. where d. when
87. The Sahara desert, is in Africa, is very hot.
a. who b. which c. where d. when
88. There are also about twenty-three stables horses may have been kept.
a. who b. which c. where d. when
89. A mathematician is someone works with numbers.
a. who b. which c. where d. when
90. If only it the summer holiday. (but it isn't – I'm at school.
a. is b. are c. was d. be
91. If children outside, they get overweight
a. don't play b. doesn't play c. didn't play d. hasn't played
92. It at eleven p.m. when I stopped working.
a. be b. is c. was d. been
93. Rasha could not find her way round the city very easily.
If only she a map
a. has b. have had c. had had d. had

94. Jabir Ibn Hayyan did his research was Iraq.

- a. The person who
- b. It is the country which
- c. It was the country which
- d. The country where

95. I wish we had got up earlier. **This means:**

- a. We didn't get up earlier, and now we are not late.
- b. We don't get up earlier, and now we were not late.
- c. We didn't get up earlier, and now we are late.
- d. We don't get up earlier, and now we aren't late.

96. In the sentence "**If I were you, I would study hard**".

The speaker is..... .

- a. giving advice
- b. showing cause
- c. expressing regret

97. Before you find a full-time job,consider doing voluntary work?

- a. you could
- b. if I were you
- c. why don't you

98., I'd find out about training courses.

- a. you could
- b. if I were you
- c. why don't you

99. As you have a Geology degree, do a course in Land Surveying and become a surveyor.

- a. you could
- b. if I were you
- c. why don't you

100. If my friends had come to the party. I wouldn't have been disappointed.

The sentence that has a similar meaning to the one above is:

- A. My friends will come to the party, so I won't be disappointed.
- B. When my friends came to the party, I wasn't disappointed.
- C. My friends didn't come to the party, so I felt disappointed.
- D. I didn't feel disappointed because my friends had come to the party.

101. Sami have won the first prize if he had prepared better for the competition.

- a. can
- b. may
- c. might
- d. will

102. The hotel we stayed last week was really big.

- a. when
- b. where
- c. who
- d. whose

103. It's quiteand useful to travel and work somewhere during and after your study.

- a. recommend
- b. recommender
- c. recommendable
- d. recommendation

104. **The Olympic Games were held in Amman in 2012CE.**

- a. In 2012CE that the Olympic Games were held in Amman.
- b. It is in 2012CE that the Olympic Games were held in Amman.
- c. It in 2012CE that the Olympic Games were held in Amman.
- d. It was in 2012CE that the Olympic Games were held in Amman.

105. **The Egyptians** built the pyramids.

- a. It is the Egyptians that built the pyramids.
- b. It is the pyramids that built the Egyptians.
- c. It was the Egyptians that built the pyramids.
- d. It was the pyramids that built the Egyptians.

106. The Great Mosque in Cordoba was built in 784 CE by **Abd al-Rahman I**.

a The year when the Great Mosque in Cordoba was built was 784 CE.

b It was Abd al-Rahman I who built the Great Mosque in Cordoba in 784 CE.

c. The mosque that was built by Abd al- Rahman I in 784 CE was the Great Mosque in Cordoba.

d. It is Abd al-Rahman I who built the Great Mosque in Cordoba in 784 CE.

Answers: الاجوبة

1. had studied 2. hadn't eaten 3. were 4. understood 5. spoke 6. had
7. won't be 8. will need 9. is 10. passes 11. When 12. unless 13. If
14. hadn't been 15. could have 16. hadn't 17. play 18. which 19. who
20. when 21. on 22. into 23. don't get 24. c. had done 25. meeting
26. finishes 27. , 28. negotiation 29. adaptable 30. headphones 31.
will need 32. feel 33. dominated 34. breaking 35. had been 36. learnt 37.
had gone 38. lived 39. negotiable 40. has 41. if only 42. make 43. where
44. when 45. who 46. which 47. which 48. who 49. which 50. is 51. a 52.
b. 53. d. 54. a. 55. a. 56. a. 57. b. 58. a. 59. a. 60. c. 61. b. 62. a. 63. a.
64. a. 65. c. 66. d. 67. critical 68. fluent 69. production 70. inheritance
71. original 72. traditionally 73. translate 74. b. 75. c. 76. d. 77. b. 78. c.
79. c. 80. d. 81. d. 82. b. 83. b. 84. a. 85. whose 86. Which 87. Which
88. Where 89. Who 90. c 91. a 92. C 93. C 94. D 95. C 96. A 97. C
98. b 99. a 100. C 101. C 102. B 103. C 104. d 105. c 106. b

اخطاء املائية واختيار الترقيم الصحيح

- Choose the suitable items to complete each of the following sentences.

1- Al-Kindi was a physician, philosopher, mathematician and astronomer – a true.....

a. Polimath b. Polemath c. Polymeth d. Polymath

2- However..... many have been criticized.

a. , / Megoprojects b. , / Megaprojects c. , / Migaprojects d. , / Megaprojekts

3- Finally..... learning a foreign language can also improve your ability to use your mother tongue more effectively.....

a. , / ? b. , / . c. , / ! d. ? / ,

4- Could you explain what you mean by frequent breaks please

a. ? / , b. . / ? c. , / ! d. , / ?

5- His work in and geometry that has made him most famous.

a. arethmetic b. arithmetik c. erithmetic d. arithmetic

- 6- Nutrition is very importantYou should try to eat as much fresh fruit as you can
- a. ,/. b. ./. c. !/. d. ./,
- 7- If you arrive at the station we will be there to meet you.....
- a. ,/. b. ./! c. ./ . d. ,/?
8. Before you find a full –time jobwhy don't you consider doing voluntary work.....
- a. ,/! b. ,/. c. ./ , d. ,/?
9. The sentence which has the correct order of the words and phrases below is
- (**sources, renewable, energy, run, entirely, will, city, the, on**)
- a. Renewable energy sources run will entirely on the city.
- b. The city will run entirely on renewable energy sources.
- c. The energy renewable sources entirely will run on city.
- d. The city sources will run on energy entirely city.
10. The sentence that has been written correctly is
- a. A place where no cars are allowed is a pedestrian – free zone, and it is car friendly.
- b. A place where a pedestrian no cars are allowed is - free zone, and it is car friendly.
- a. A place where no free cars and a pedestrian are allowed is a–zone, it is car friendly.
- a. A place where no allowed cars is a pedestrian are – free zone, and it is car friendly.
-

Answers :

- 1. d 2. b 3. b 4. d 5. d 7. d 6. b 7. a 8. d 9. b 10. a**

Best wishes Teacher Emad sawalha 0780770316

**“SMILE”
NO ONE CARE HOW YOU FEEL**

هناك بعض الصعوبات التي يمكن أن تعوقك عن الدراسة و التي يجب عليك أن تحاول التغلب عليها حتى تستطيع أن تدخل في الدراسة الفعالة ، و تكتشفها وأهم هذه الصعاب:
عدم القدرة على التركيز أثناء الدراسة ، فتفقد وقتك في التنقل من درس الى اخر ومن مادة الى اخرى دون ان تدرس شيئا.
تراكم الدروس و عدم القدرة على تنظيم وقتك للإنتهاء منها
كراهية بعض المواد الدراسية ، و تصديق الفاشلين الذين يخوفونك منها والقلق والتوتر الناتجان عن المشكلات الخاصة أو العاطفية و التي تشتت الذهن وتضعف من قدرتك على الاستذكار الجيد والتقدم الدراسي.
ثق في نفسك و في عقلك و قدراتك ، و تأكد أنك قادر على النجاح و التفوق
فأنت لست أقل ممن سبقوك على طريق النجاح.
اجتهد في دراستك و تأكد أن كل مجهود تبذله سيعود عليك بالنفع و الخير
حدد هدفك في الحياة و ضعه نصب عينيك ، و اجتهد في الوصول إليه.

Best wishes

Teacher Emad Sawalha

0780770316

*مع تحيات الاستاذ عماد صوالحة
اتمنى لجميع الطلاب النجاح والتوفيق*

ثلاث نصائح لتحقيق النجاح

THREE TIPS FOR SUCCESS

1. **KNOW MORE THAN OTHERS** اعرف اكثر من الاخرين
2. **WORK MORE THAN OTHERS** اعمل اكثر من الاخرين
3. **EXPECT LESS FROM OTHERS** توقع الاقل من الاخرين