

Al Jazeera Schools



اللغة الإنجليزية

"المستوى الرابع"

UNIT 10

(حسب المنهاج والنمط الوزاري الجديد)

شاملة لتمرين كتابي الطالب والأنشطة
والأسئلة الوزارية مع الإجابات النموذجية

تأثر النمورة

إعداد

مدارس الجزيرة الثانوية – فرع البنين

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ثائر النّورة

ماجستير في اللغة الإنجليزية وآدابها (محاضر ومترجم)

GRAMMAR

(القواعد)

Module 6: Unit **10**

ثائر النّورة

ثائر النّورة

CONDITIONALS (If Clauses)

• ZERO Conditional (If Clause - Type ZERO)

Form: If + S + V.1 + comp. , S + V.1 + comp. (.)

Usage: To describe something that always happens (the inevitable consequence) after a certain action or event.

ويستخدم هذا النوع مع الحقائق والثوابت والعواقب الحتمية .
ملحوظة هامة: في هذا النوع يمكن استخدام (when) بدلاً من (if).

Examples:

1. If you **visit** the library, you **find** useful books there.
2. If people **respect** the country laws, you **don't see** these problems.
3. If plants **don't get** enough sunlight, they **die**.
4. Water **turns** to ice if the temperature **falls** below zero.

• FIRST Conditional

Form: If + S + V.1 + ... , S + will + baseform + ... (.)

Usage: To describe a future outcome of a certain future action or event.

ويستخدم للحديث عن نتيجة محددة لحدث أو أمر مستقبلي محدد.

Examples:

1. If you **get** an interview for a job in Microsoft, you **will need** to show real enthusiasm for electronics.
2. If you **study** hard for the English Exam next week, you'll get a high mark.

• SECOND Conditional

Form : If + S + V.2 + comp. , S + would + baseform + complement.

Usage: To express imaginary situations at present

للحديث عن الحالات غير الواقعية والخيالية في الوقت الحاضر.

Examples:

1. If I **saw** Ali in the mall , I **would give** him the money.
2. If I **were** you, I'd **forgive** him.

• THIRD Conditional

Form: If + S + (had + V.3) + comp. , S + would + have + V.3 + comp. (.)

Usage: to imagine past situations. These past situations are impossible, and did not happen at all.

ويستخدم النوع الثالث لتخيّل حالات في الماضي (مستحيلة الحدوث) ؛ لأنّ عجلة الماضي لا تعود للخلف.

Examples:

1. If I **had stayed** at home that day, I **would have missed** the celebration.
2. If I'd **studied** harder , I'd **have passed** the exam.

We can use **provided that , as long as , unless and even if** in the same way as **if**, but they don't all mean the same thing.

يمكننا استخدام الكلمات المذكورة أعلاه بنفس طريقة استخدامنا لـ (if)، ولكن مع فروقات بالمعنى.

Examples:

1. I'll buy the book **if / provided that / as long as** it isn't too expensive.
(I won't buy it if it is too expensive.)
2. I'll buy it **unless** it's expensive. (I'll buy it if it isn't too expensive.)
3. I'll buy it **even if** it's expensive. (I will buy it. **The price isn't important.**)

The third conditional with (could) and (might)

- When we are talking about the imaginary past, we can use (could + have + V.3 **OR** might + have + V.3) in place of (would + have + V.3).

نستخدم صيغة (could + have + V.3 **OR** might + have + V.3) عند الحديث عن الماضي التخيلي مكان الصيغة التقليدية (would + have + V.3)

- We use these past modals when we are less sure of the result of the impossible past situation.

نستخدم هذه الأفعال الشكلية الماضية عندما نكون غير متأكدين بشأن نتيجة الحدث الماضي مستحيل الوقوع.

Examples:

1. If I had prepared better for the competition, I **might have won** the first prize.
(The speaker is **not sure** that this would have been true.)
2. If I had slept better the night before the exam, I **could have concentrated** better.
(It is possible that the speaker would have been able to concentrate.)
3. If I'd gone to a different school, I **might not have studied** French. I **could have taken** English.
4. Our team **could have won** the match if they'd trained harder, and then they **might have been** champions now if they'd won.

EXERCISES

Q1: Choose the correct option to complete the sentences. (SB; p.73)

1. Unless you have a language degree, you **do / will** not be able to become an interpreter.
2. If you get an interview for a job, you **needed / will need** to show that you have good listening skills.
3. If you are successful, it **is / will be** a secure and rewarding job.
4. You get a huge feeling of satisfaction when you know that people **understand / understood** everything you translate.

Answers: 1. will 2. will need 3. will be 4. understand

Q2: (Listening): Complete the sentences with expressions from the box that ask for or give advice. (SB, p.74)

you could , if I were you , why don't you

1. Before you find a full-time job, _____ consider doing voluntary work?
2. _____, I'd find out about training courses.
3. As you have a Geology degree, _____ do a course in Land Surveying and become a surveyor.

Answers: 1. why don't you 2. If I were you 3. you could

Q3: (Speaking): Complete the following mini-dialogues by giving advice. (SB, p.74)

you could , if I were you , why don't you

1. A: I would like to get a job as a teacher of English.
B: _____ study English at university?
2. A: I want to learn Chinese, but they don't teach it in my school.
B: You _____ do a Chinese course online.
3. A: I don't understand what we have to do for homework.
B: _____, I would ask the teacher.

Answers: 1. Why don't you 2. could 3. If I were you

Q4: Complete these sentences with the correct form of the verbs in brackets.

Use the third conditional form. (SB, p.74)

1. I _____ (have got) the job if I _____ (have) some experience.
2. If you _____ (do) the course, you _____ (have) enough experience to apply for the job.

Answers: 1. would have got; had had 2. had done; would have had

Q5: Complete the sentences with the correct form of the verbs in brackets. (WB, p.49)

1. When you _____ at the station next Saturday, we _____ there to meet you. (arrive / be)
2. Nasser _____ out with us tomorrow unless he _____ help his father. (come/ have to)
3. I _____ you with your homework, as long as you _____ me with mine! (help / help)
4. Provided that it _____, we _____ a picnic next week. (not rain / have)

5. If you _____ the prize, how _____ you _____ the money? (**win / spend**)
 6. Even if Omar _____ his driving test this afternoon, he _____ his own car. (**pass / not have**)

Answers:

1. arrive / will be 2. will come / has to 3. will help / help 4. doesn't rain / will have
 5. win; will, spend 6. passes; won't have

Q6: Circle the correct word in bold, and complete the sentences with the correct form of the verb in brackets. (WB; p.50)

1. **When / Unless** you ----- water to 100 C, it boils. (**heat**)
 2. You will not pass your exams **as long as / unless** you ----- hard. (**study**)
 3. **If / Unless** you ----- the plants, they will die. (**not water**)
 4. Do you usually go home or meet your friends **when / provided that** school -----? (**finish**)
 5. Your new computer will last a long time **as long as / even if** you ----- careful with it. (**be**)

- Answers:** 1. When / heat 2. unless / study 3. If / don't water
 4. when / finishes 5. as long as / are

Q7: Join the sentence beginnings (1-5) with their endings (a-e), using the words in bold.

1	During Ramadan, we eat	if when	a. it's closed.
2	I'll phone you		b. we're tired.
3	We'll go to our favourite restaurant on Friday	even if	c. it's part-time - I haven't finished my university studies yet.
4	I will take the job offer	unless provided that	d. the sun sets.
5	We have to go to school ,		e. I miss the bus so that you pick me up.

Answers:

1. **d.** when the sun sets 2. **e.** if I miss the bus ... 3. **a.** unless it's closed
 4. **c.** provided that it's part-time ... 5. **b.** even if we're tired

Q8: Tick the correct sentences. Rewrite the wrong ones with words from the box.

even if , if , unless , when

1. Ice cream melts **when** it gets warm. () _____
 2. We need umbrellas **unless** it rains. () _____
 3. The teacher will be pleased **unless** I write a good essay. () _____

4. Our team will celebrate **if** they win the match. () _____
 5. **Provided that** everyone works hard, we'll all pass our exams. () _____
 6. Babies are usually happy **as long as** they're hungry or cold. () _____
 7. We should always be polite **unless** we feel tired. () _____

Answers:

1. ✓ 2. **We need umbrellas when it rains.**
 3. The teacher will be pleased if I write a good essay. 4. ✓ 5. ✓
 6. Babies are usually happy unless they're hungry or cold.
 7. We should always be polite even if we feel tired.

Q9: Rewrite the advice, using the words in brackets. (WB, p. 52)

1. You should practise the presentation several times. (were)

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

 3. You ought to get some work experience. (don't)

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

 5. You should do a lot of research. (would)

Answers:

1. If I were you, I'd practise the presentation several times.
 2. You could make a list of questions.
 3. Why don't you get some work experience?
 4. If I were you, I wouldn't look too casual.
 5. If I were you, I would do a lot of research.

Q10: Read the situations and complete the sentences with the third conditional, using the word in brackets.

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. You had a brightly-coloured T-shirt on. That's how I noticed you in the crowd. (might not)

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

Answers:

1. If Saeed hadn't left his camera at home, he could have taken pictures of the parade.
2. I might have done well in the Maths test if I hadn't had a headache yesterday.
3. I could have been able to contact you if I had known your phone number.
4. If you hadn't had a brightly-coloured T-shirt on, I might not have noticed you in the crowd.
5. I might not have got top marks if I hadn't worked really hard the day before the exam.

Q11: Rewrite the following sentences keeping the same meaning.

- 1- If we don't call Basma, she won't attend the conference.
Unless
- 2- Unless Ali did it, no one would do it.
If
- 3- If he had not taken her to the hospital, she would have been worse.
Unless
- 4- Sana' would come to the party if she was not exhausted.
Unless
- 5- Unless I had closed the door, the thief would have stolen the house.
If

Answers

1. Unless we call Basma , she won't attend the conference.
2. If Ali didn't do it, no one would do it.
3. Unless he had taken her to the hospital, she would have been worse.
4. Unless Sana' was exhausted , she would come to the party.
5. If I hadn't closed the door, the thief would have stolen the house.

QUIZ**I. Circle.**

- 1- Unless I learnt French, I (**couldn't**, **can't** , **won't**) communicate with them.
- 2- If he hadn't eaten too much, he (**wouldn't get**, **wouldn't have got**, **won't get**) sick.
- 3- If I find a solution to your problem, I (**told**, **will tell**, **would tell**) you.
- 4- I'd repair my car if I..... (**find** , **had found** , **found**) a mechanic.
- 5- (**If** , **Unless**) you had advised me, I would have lost everything. So, thank you indeed!

II. Combine (Join).

A. I wouldn't have gone to the library if my friend hadn't invited me.

B. I went. My friend invited me to the library. (so)

ثائر النمورة

COMPREHENSION

VOCABULARY

إعداد ثائر النمورة (ماجستير في اللغة الإنجليزية وآدابها - مُحاضر ومترجم)

مدارس الجزيرة - فرع البنين (خلدا)

ثائر النمورة

ثائر النمورة

Module 6

Career Choices

Unit 10

My job as an interpreter (عملي كمترجم فوري)

No	Words	Meanings (E)	Meanings (A)
1	fond of	having an affection or liking for someone or something	مغرم بـ
2	headphones	a piece of equipment that you wear over your ears to listen privately to the radio, music, etc.	سماعات أذن
3	interpreter (n) interpret (v) interpretation (n)	someone who translates spoken words from one language into another	مترجم فوري
4	regional (adj) region (n)	relating to a particular region or area	محلي
5	rewarding	giving personal satisfaction	مُرَضٍ
6	secure (adj) secure (v) , security (n)	safe ; free from danger	أمن
7	seminar	a class on a particular subject, usually given as a form of training	ندوة

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، وقد عملت كمترجمة فورية لمدة خمسة أعوام، والعديد من الطلاب قاموا بإرسال الإيميلات لي للسؤال عن عملي، وعن تفاصيله، فكان ردي كالآتي.

I have always been fond of languages. My father worked in many different countries when I was young and we usually traveled 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.

لطالما كنت مغرمة باللغات، ووالدي عمل في العديد من من مختلف الدول عندما كنت صغيرة السن، وكنا عادة ما نسافر معه، وعندما كنا نزرور بلدًا، كنت أرغب بتعلم لغته، وعندما كنت بالمدرسة كنت جيدة بالإنجليزية، وعليه قررت أن أعمل كمترجمة فورية.

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.

وظيقتي تتضمن الذهاب لمؤتمرات وندوات حول العالم، وعندما يتحدث شخص ما بالإنجليزية في مؤتمر، فإني استمع لما يقوله هذا المتحدث عن طريق سماعات الأذن، ومن ثم أترجم إلى العربية في الوقت الذي يتحدث فيه المتحدث، حيث أعطي الترجمة من خلال سماعات الأذن لأناس آخرين، وهذا يعني أن أي شخص في المكان يتحدث العربية يستطيع 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!

وهل هي وظيفة سهلة؟ إطلاقاً، حيث أن الإنجليزية ليست واحدة في كل الدول الناطقة بها، فعلى سبيل المثال، الكلمات المستخدمة في الهند تختلف أحياناً عن الكلمات المستخدمة في كل من المملكة المتحدة والولايات المتحدة الأمريكية أو أستراليا. وبالإضافة إلى معرفة الإنجليزية المحلية فإنك بحاجة إلى معرفة الإنجليزية المتخصصة، فبعض الكلمات المستخدمة للحديث عن الأعمال والعلوم والقانون – على سبيل المثال – تجعلها 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 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.

مالم تكن حاصلاً على درجة أكاديمية في اللغة فلن تستطع العمل كمترجم فوري، وإذا ما كنت تحمل مؤهل دراسات عليا فإن ذلك سيجعل - من المحتمل - حصولك على وظيفة مترجم فوري بشكل أسرع. وإذا كان عندك مقابلة لوظيفة مترجم، فإن عليك إظهار أن عندك مهارات استماع وصوت واضح بالحديث، كما عليك أن تظهر أنك تفكر بسرعة وأنك تستطيع التركيز لفترات طويلة من الزمن. وإذا ما كنت ناجحاً، فإنها وظيفة آمنة ومجزية، ومن المحتمل أنك بحاجة إلى السفر كثيراً، إلا أن هذا الأمر ليس بمشكلة في حال أنك تستمتع بزيارة الدول الأخرى.

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 عمل مسؤول، حيث أدرك أنه في حال الترجمة بشكل سيء فإن هذا سيؤثر على قانون هام أو اتفاقية تجارية بين الدول، وعلى أية حال، فإنك ستشعر برضى كبير عندما تدرك أن الناس يفهمون كل شيء تقوم بترجمته.

QUESTIONS

1. What is the bad effect of translating something badly?

2. What do the underlined words (pronouns) refer to?

3. Find a word in the text which means “safe ; free from danger”.

4. What does the underlined word “rewarding” mean?

5. What does the adjective “fond of” mean?

6. Which of the following can help you to understand foreign languages?
headphones , interpreter , regional , rewarding , secure , seminar , translation

7. Quote the sentence which shows the interpreter’s name and her practical experience.

8. Research box (SB, p.72): What are the six official languages used at the United Nations?

9. Fatima replied to letters sent by many students about her job as an interpreter. **T F**
10. Mention three factors which help Fatima Musa to be an interpreter.

11. Write down two kinds of events mentioned in the passage.

12. Name two languages mentioned in the text.

13. What is the device used to give the translation by the interpreter?

14. Why is interpretation a difficult and challenging job?

15. Write down the sentence which indicates that specialist words (jargons) almost make English another language.

16. What does the underlined “interpreter” mean?

17. What is the advantage of having a postgraduate qualification as an interpreter?

18. What do you need to show in the meeting for a job as an interpreter?

19. Travelling a lot when you work as an interpreter is not a problem when you enjoy visiting other countries. **TRUE FALSE**

20. When does an interpreter get highly satisfied?

MODEL ANSWERS

1. It could affect an important law or trade agreement between countries.
2. - **they** → Many students / **I** → Fatima Musa
3. secure
4. giving personal satisfaction
5. having an affection or liking for someone or something
6. interpreter , translation
7. My name is Fatima Musa and I have worked as an interpreter for five years.
8. The six official languages of the United Nations are Arabic, Chinese, English, French, Russian and Spanish. They are the mother tongue or second language of 2.8 billion people, nearly half the world's population.
9. **F**
10. ● She has always been fond of languages.
 - When she visited a country with her father, she wanted to learn the language.
 - At school, she was good at English.
11. conferences , seminars
12. Arabic , English
13. headphones
14. Because English is not the same in all English-speaking countries. Also, you need to know a lot of specialist language as well as regional language.
15. Some of the words that are used to talk about business, science or law, for example, make it almost a different language!
16. someone who translates spoken words from one language into another
17. You will probably get a job as an interpreter quite quickly.
18. You will need to show that you have 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.
19. **TRUE**
20. The interpreter gets a huge feeling of satisfaction when he knows that people understand everything that he translates.

VOCABULARY (WB; p.49)

Q1: Complete the sentences with words or phrases from the box. One word or phrase is not needed.

career , headphones , interpret , seminar , regional , rewarding , translation

1. Please listen to the music through, so that you don't disturb anybody.
2. I have just read a of a book by a Japanese author.
3. In the UK, there is a central government, but there are also councils around the country.
4. My uncle is fluent in several languages. He is often able to for us during conversations with foreigners.
5. Nada made a successful presentation at a in Irbid last month.
6. Doing volunteer work can be a very experience.

Answers:

- 1. headphones 2. translation 3. regional 4. interpret 5. seminar 6. rewarding**

Q2: Circle the correct words.

1. Ali is thinking of **having / taking** a course in Agriculture.
2. I get a feeling of **satisfaction / secure** after a hard day's work.
3. Make sure your online passwords are **secure / rewarding**.
4. In order to work in finance, you need to be a very **successful / responsible** person.
5. My friend has just got a **job / work** at our local bank.
6. After a long **agreement / meeting**, we managed to do a deal.

Answers: _____

Q3: Complete the sentences with the correct prepositions from the box. One preposition is not needed.

about (X2) , as , at , in , into , on

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

Answers: _____

Two Curriculum Vitae (SB; pp. 76, 77)

سیرتان ذاتیتان

These people are applying for a job at a pharmaceutical company.

هذا الشخصان يقدمان لوظيفة في شركة دواء.

No	Words	Meanings (E)	Meanings (A)
1	Adaptable (adj) adapt (v) adaptation (n)	able to adapt to new conditions or situations	قابل للتكيف
2	attribute (n) attribute (v) attribution (n)	a quality or feature that is considered to be good or useful (in a person)	خصال
3	competent (adj) competence (n)	having enough skill or knowledge to do something to a satisfactory standards	كفؤ
4	conscientious (adj) conscience (n)	showing a lot of care and attention (to a task)	منجز وفقاً لما يمليه الضمير
5	curriculum vitae (n) (CV)	a short, written description of a person's qualifications, skills and work experience that they send to potential employers	سيرة ذاتية
6	enclosed (adj) enclose (v)	surrounded, especially by a fence or wall	مرفق
7	enthusiastic (adj) enthusiasm (n)	showing a lot of interest and excitement about something	متحمس
8	keen (adj)	having or showing eagerness or interest (in something)	متحمّس
9	Reference (n) refer (v)	a person who provides information about your character and abilities	شخص معرف
10	Voluntary (adj) volunteer (n / v)	done or given by choice	تطوعي
11	work experience (n)	a period of time that someone spends working in a particular place	خبرة العمل

CV (1)

Dear Sir/Madam,

I would like to apply for the position of researcher at your pharmaceutical company. As can be seen from the enclosed curriculum vitae that I have a degree in Chemistry. Furthermore, I have worked as a shop assistant at a **chemist's**, so I know a lot about this industry.

أعزائي السادة ...
أرغب في التّقدم لوّظيفة باحث في شركتكم الدوائية، وكما يُرى في السيرة الذاتية المرفقة فإنني أحمل درجة في الكيمياء، وعلاوة على ذلك، فقد عملت كصيدلاني في صيدلية، لذا فإنني أعرف الكثير عن هذه المهنة.

I also have a **qualification** in journalism and have worked **previously** for a scientific journal. I have excellent **research skills**.

كما أحمل مؤهلاً في الصحافة، حيث عملت سابقاً لدى مجلة علمية، كما أن لدي مهارات بحثية ممتازة.

In my spare time, I help **elderly** people, and I can see the difference that medicines can make to **their** lives. I am very **keen** to **join a company** that can really help people.

وفي وقت فراغي أقوم بمساعدة كبار السن، كما أنني أستطيع أن أرى الفروقات التي تصنعها الأدوية لحياتهم، لذا فإنني متحمّس للانضمام لشركة تساعد الناس بشكل حقيقي.

I look forward to hearing from you concerning the next stage of my application.

أتطلع بشوق لسماع الرد من حضرتكم بما يتعلق بالمرحلة الثانية من الطلب.

Yours faithfully,

المخلص لكم

Tareq Hakim

Questions

1. What do we call the underlined structure 'join a company' in English?

2. What does the underlined pronoun "their" refer to?

3. What does the underlined word "keen" mean?

4. Quote the sentence which indicates the job which the applicant is applying for.

5. Find an item in the text which means “a short, written description of a person’s qualifications, skills and work experience that they send to potential employers”.

6. What does the word “enclosed” mean?

7. You can see the following words in a curriculum vitae. Which words or phrases apply to skills which people need in a job?

achievements , adaptable , competent , conscientious ,
contact details , Enthusiastic , keen , personal attributes ,
qualifications , reference , training , work experience

8. Complete the CV with the headings in the box.

Contact details , Name , Personal attributes , Qualifications and training ,
Reference , Skills and achievements , Work experience

- 1) _____ Tareq Hakim
- 2) _____ 5 North Street, Ajloun
- 3) 2009 – 2012: shop assistant at a chemist’s
2012 – 2014: reporter for *Medicine Today*
2014- now: editor at a scientific journal
- 4) _____ Degree in Chemistry (graduated 2008); Certificate in Journalism (2011)
- 5) Captain of school basketball team; Voluntary work for a charity that helps elderly people.
- 6) _____ I am a conscientious worker and I am very enthusiastic about working in pharmaceuticals.
- 7) _____ Osama Hayek, Chemistry teacher at my secondary school

9. Replace the underlined word “chemist’s” with an American equivalent.

10. What is the part of speech of the underlined word “elderly”?

MODEL ANSWERS

1. a collocation
2. elderly people
3. having or showing eagerness or interest (in something)
4. I would like to apply for the position of researcher at your pharmaceutical company.

5. curriculum vitae
6. surrounded, especially by a fence or wall
7. qualifications , training , work experience , achievements
8.
 1. Name
 2. Contact details
 3. Work experience
 4. Qualifications and training
 5. Skills and achievements
 6. Personal attributes
 7. References
9. drugstore
10. an adjective

CV (2)

Dear Mr Rahhal,

I am very interested in the position of researcher at your pharmaceutical company. You will see from the enclosed curriculum vitae that I have worked in sales for a large pharmaceutical company for many years. I have been very successful in this job and I was **Salesperson** of the year in 2013 CE.

عزيمي السيد رحال،،
إنني مهتم جداً بوظيفة باحث في شركة الدواء التابعة لكم، حيث سترون في السيرة الذاتية المرفقة أنني قد عملت في مجال المبيعات لدى شركة دواء كبيرة ولعدة أعوام، ولقد كنت ناجحاً جداً في هذه الوظيفة، وحصلت على لقب رجل المبيعات لعام 2013 م.

I would now like a new challenge and would be interested in moving into research. I have a degree in Physics.
وأرغب الآن بخوض تحدٍّ جديد، كما وأجد نفسي مهتماً بمجال البحث، وأحيطكم علماً بأنني أحمل درجة في الفيزياء.

I am a **competent** and **adaptable** worker and I believe that I can be successful in any position.

كما أنني موظف كفؤ ومتأقلم ، وأعتقد بأنني قادر على أن أكون ناجحاً في أية وظيفة.

I like reading and camping. I also like travelling.
كما وأحب القراءة والتخييم، وأحب السفر أيضاً.

References are available on request.
يتم إظهار المعرفين حسب الطلب

I look forward to hearing from **you**.
أنتطلع بشوق لسماع الرد منكم

Yours sincerely,
المخلص لكم
Hisham Khatib

Questions

1. What does the underlined word “**competent**” mean?

2. What do the underlined pronouns refer to?

3. Mention two of Hashim’s hobbies.

4. What does the underlined word “**adaptable**” mean?

5. Find a word in the text which means “**people provide information about your character and abilities**”.

6. Complete the CV with the headings in the box.

**Contact details , Name , Personal attributes , Qualifications and training ,
Reference , Skills and achievements , Work experience**

- 1) _____ Hisham Khatib
- 2) _____ 22 East Way, Irbid
- 3) _____ 2010 – now: Sales Representative for a large pharmaceutical company
- 4) _____ Degree in Physics (graduated in 2009)
- 5) _____ I won Salesperson of the Year Award in 2013 CE.
- 6) _____ I am a very competent worker. I am also adaptable.
- 7) _____ Samira Rahhal, the director in my current job

7. Replace the word “salesperson” with a gender-specific word.

8. Find a synonym for the word “**job**” in the text.

9. What does the acronym (CE) stand for?

10. What do we call curriculum vitae in American English? (Extra)

MODEL ANSWERS

1. having enough skill or knowledge to do something to a satisfactory standard
2. **I** → Hisham Khatib / **you** → Mr Rahhal
3. reading , camping , traveling (Any 2)
4. able to adapt to new conditions or situations

5. references

6. 1. Name 2. Contact details 3. Work experience 4. Qualifications and training
5. Skills and achievements 6. Personal attributes 7. References

7. salesman

8. position

9. Common Era

10. resume's

حفظ كامل VOCABULARY

No	Words	Meanings (E)	Meanings (A)
1	ambitious (adj) ambition (n)	having a strong desire for success or achievement	طموح
2	full-time (adj)	happening or working for the whole of the working week, and not only part of it	دوام كلي (بوظيفة)
3	intern (n) intern (v) internship (n)	someone who works for a short time in a particular job in order to gain job.	متدرب (متمرن)
4	surveyor (n) survey (v) / (n)	a person whose job is to measure the conditions of a building or to record the details of an area of land	معاين (مساح)

Stepping into the business world (WB; p.51)

السعي قُدماً في عالم الأعمال

Business Studies is a popular choice for students who are choosing a degree course in the UK. After graduating, some go on for 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.

إنّ دراسات الأعمال خيار شائع (دارج) للطلاب الذين يرغبون بنيل درجة أكاديمية في المملكة المتحدة، وبعد التخرج، بعضهم يواصل الدراسة، ولكن معظم يدخل في مجال الوظيفة، حيث أن العديد من كبرى الشركات يقدمون برامج تدريبية للخريجين والتي تعد نوعاً من (التمهن)، وقد ذهبنا لمقابلة "ريكي مايلز" - والبالغ من العمر 22 عاماً، حيث أنه على وشك التخرج.

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.

كم الفترة المستغرقة في دراسات الأعمال يا ريكي؟

إنه مجال (تخصص) يستغرق أربع سنين من الدراسة، بما فيها فترتان من الخبرة العملية، كل واحدة امتدت ستة شهور، ولكن لم تكونا بنفس 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, 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.

وما الذي درسته بالضبط خلال الأربع سنين؟

الكثير الكثير، الرياضيات بالطبع، المحاسبة، والتمويل والاقتصاد، وأيضاً التسويق والمبيعات، كما وقمت بأخذ مادة في الإدارة، والتي تتناول الحديث عن التوظيف وإدارة الموظفين، وكيفية التعامل مع النزاع، إضافة إلى دراسة مادة في الإعلان، كما ويلزمنا جميعاً دراسة تكنولوجيا المعلومات؛ لأن مهارات الحاسوب أمر أساسي.

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!**

وما الذي أمتعك أكثر بخصوص الدرجة؟

خبرة العمل، قطعاً، تعلمت الكثير، في كل وقت، وبالطبع يبدو ذلك جلياً في سيرتي الذاتية، وإحدى الشركات عرضت علي عملاً مدفوع الأجر الصيف الماضي، ولذا حرصت على التزود بالمزيد من الخبرة بتلك الطريقة، ناهيك عن أنني لم أكن لأحصل على الكثير من المال لولا حصولي على ذلك العمل.

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.**

ما نوع تلك الشركة؟ وماذا كنت تعمل هناك؟

لقد كانت شركة تزود بالمنتجات المالية، الادخارات ورواتب التقاعد على وجه الغالب، حيث أراقب مختلف الناس، أشاهد ماذا يفعلون، ومن ثم أدقق لهم الكثير من الحسابات، وعندما رجعت في الصيف كنت في قسم المبيعات، حيث أن وظيفتي هي متابعة الاستفسارات عبر الإنترنت والتزويد بالمعلومات الإضافية للزبائن المحتملين (المتوقعين). حيث كنت مستمتعاً بهذا العمل، وما كنت لأحظى بهذه الفرصة لو أنني لم أخض غماراً خبرة العمل تلك.

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.**

وما الذي تخطط لعمله بعد ذلك؟

لقد قمت بالتقديم لوظيفة في بنك، حيث أحمل المؤهلات المطلوبة، ولكني أعلم أنه سيكون هناك الكثير من المتقدمين الآخرين، وكل ما علي فعله هو الانتظار لتحديد فيما إذا كنت سأحظى بمقابلة، فإن حصل ذلك، فسأحضر لها بكل عناية.

QUESTIONS

1. Find a noun in the text which means “a period of time that someone spends working in a particular place”.

2. What do the underlined **pronouns** refer to?

3. **Quote** the sentence which shows the great popularity of Business Studies in the United Kingdom as a course of study.

4. What is the name of Ricky's degree? (WB, p.51)

5. How did he spend a quarter of his time as a student?

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

7. What is he waiting to find out?

8. What does the initial “IT” stand for?

9. Match the words in bold in the text with their meanings. (WB, p.51)
 1. money you save over your life time to pay for your old age: _____
 2. online questions: _____
 3. maths; work with numbers: _____
 4. finding suitable employees: _____
 5. promoting your product; finding customers: _____

10. How old is Ricky?

11. In the UK, students are divided into two groups after graduation. Mention these two groups. _____

12. Mention the subjects studied in the university by Ricky.

13. Why was it very important to students to do IT?

14. What is the course of Management concerned with?

15. How can you tell that the word ‘money’ is uncountable?

16. Find a word in the text which means “people who apply for a job”. (EXTRA)

17. Ricky worked for a company that offers financial products. Mention two relevant products.

18. Write down the sentence which shows what Ricky intends to work in the future.

19. Two words almost have the same meaning in the text. One of them is ‘recruiting’. What is the other word?

20. Find words in the text which mean the following. (Extra)
- chance - meeting - followed and watched (someone who is doing a job)

MODEL ANSWERS

1. work experience
2. **which** ► graduate training schemes / **they** ► two periods of work experience
3. Business Studies is a popular choice for students who are choosing a degree course in the UK.
4. Business Studies
5. doing work experience
6. It was a company providing financial products, and his job was to follow up web enquiries.
7. whether or not he will get an interview
8. Information Technology
9. 1. pensions 2. web enquiries 3. calculations 4. recruiting 5. marketing
10. twenty-two years old
11. – Some go on to further study. – Most of them take up employment.
12. Maths / Accounting / Finance and Economics / Marketing and Sales / Management
13. They had to do IT, because computer skills are essential.
14. It is concerned with recruiting and managing staff, and how to deal with conflict.

15. The author uses 'much' not 'many' to modify it – "... had much money...".
 16. applicants 17. savings / pensions 18. I've just applied for a job with a bank.
 19. employment 20. - opportunity - interview - shadowed

Writing Skills: Using linking words (SB; p. 75)

Linking words showing **cause** explain the reason for something.

- We couldn't go to the stadium **because / as / since** there weren't any ticket left.
- As / Since / because I was tired, I went to bed.
- We were late **because of / due to** the traffic.

Linking words showing **result** explain the consequences of an action.

- We were caught in traffic, **therefore / so** we missed the start of the play.
- She worked hard; **as a result, / because of that, / consequently**, she did very well in her exams.

Quotation

Read the quotation. Do you agree with it? Why / Why not?

I've learned that making a living is not the same thing as making a life.

Maya Angelou (1928 CE – 2014 CE) لقد تعلمت أن كسب العيش لا يعني حياة تستحق العيش

A SUGGESTED ANSWER:

Making a life is creating a way of living that you want. You do the work in order to be able to have that, but it also depends on your friends and family, and how you decide to behave. So, 'making a life' is not totally dependent on the money you earn.

Intonation

QUESTION: Listen and repeat these questions. Which one shows **puzzlement**? Which one shows **encouragement**? (SB; p.75)

1. Before you find a full-time job, why don't you consider doing voluntary work? _____
2. How can I get work experience without getting a job first? _____

قائمة الأفعال غير المنتظمة Irregular Verbs List

V.1	V.2	V.3	المعنى	V.1	V.2	V.3	المعنى
become	became	become	يصبح	mean	meant	meant	يعني
be(is,am,are)	was,were	been	يكون	stick	stuck	stuck	يلصق
begin	began	begun	يبدأ	meet	met	met	يقابل
bite	bit	bitten	يعض	pay	paid	paid	يدفع
break	broke	broken	يكسر	put	put	put	يضع
bring	brought	brought	يحضر	read	read	read	يقرأ
build	built	built	يبني	ride	rode	ridden	يركب
buy	bought	bought	يشترى	ring	rang	rung	يرن
catch	caught	caught	يمسك	rise	rose	risen	يرتفع
choose	chose	chosen	يختار	run	ran	run	يركض
come	came	come	يأتي	see	saw	seen	يرى
cost	cost	cost	يكلف	seek	sought	sought	يبحث
cut	cut	cut	يقطع	sell	sold	sold	يبيع
draw	drew	drawn	يرسم	send	sent	sent	يرسل
drink	drank	drunk	يشرب	set	set	set	يضبط
drive	drove	driven	يسوق	shake	shook	shaken	يهز
eat	ate	eaten	يأكل	shine	shone	shone	يشع
fall	fell	fallen	يقع	shoot	shot	shot	يطلق النار
feed	fed	fed	يطعم	shut	shut	shut	يغلق
feel	felt	felt	يشعر	sing	sang	sung	يعني
fight	fought	fought	يقاتل	sink	sank	sunk	يغوص
find	found	found	يجد	sit	sat	sat	يجلس
fly	flew	flown	يطير	smell	smelt	smelt	يشم
forget	forgot	forgotten	ينسى	speak	spoke	spoken	يتحدث
forgive	forgave	forgiven	يسامح	spend	spent	spent	يقضي
freeze	froze	frozen	يجمد	spread	spread	spread	ينتشر
get	got	got	يحصل	stand	stood	stood	يقف
give	gave	given	يعطي	steal	stole	stolen	يسرق
go	went	gone	يذهب	strike	struck	struck	يضرب
grow	grew	grown	يزرع	swim	swam	swum	يسبح
hide	hid	hidden	يخفي	take	took	taken	يأخذ
hold	held	held	يحمل	teach	taught	taught	يعلم
hurt	hurt	hurt	يؤذي	tear	tore	torn	يمزق
keep	kept	kept	يحافظ	tell	told	told	يخبر
know	knew	known	يعلم	think	thought	thought	يعتقد
lead	led	led	يقود	throw	threw	thrown	يرمي
leave	left	left	يغادر	understand	understood	understood	يفهم
lend	lent	lent	يفرض	wake up	woke up	woken up	يستيقظ
let	let	let	يجعل	wear	wore	worn	يلبس
light	lit	lit	يشعل	win	won	won	يفوز
lose	lost	lost	يفقد	write	wrote	written	يكتب
make	made	made	يعمل	hit	hit	hit	يضرب
blow	blew	blown	تهب	sleep	slept	slept	ينام
burn	burnt	burnt	يحرق	spell	spelt	spelt	يتهجأ
show	showed	shown	يعرض	spill	spilt	spilt	يسكب
deal	dealt	dealt	يتعامل	weave	wove	woven	ينسج

" Just because I don't care, doesn't mean I don't understand."