

# مكتف المعجم

## في اللغة الإنجليزية لقطع المستوى

لجميع الفروع الأكاديمية والمهنية

*As you sow, so you will reap*



**Unit 7**  
Lifelong learning



**Unit 6**  
Education today

*Reading*  
*Grammar*  
*Listening*  
*Vocabulary*



**Unit 8**  
Language



**Unit 9**  
The world of business



**Unit 10**  
Career choices

**Literature spot B**

دورس شامل لمنهاج الثانوية العامة كتاب الطالب , كتاب الأنشطة وحسب أسئلة

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

- المطلوب :- أقرأ النصوص التالية بتأني، ثم في دفتر الاجابة اجب على كل الاسئلة لكل نص. اجابتك يجب ان تعتمد على النص.

### Question Number One (20 points)

Word	English Meaning	Arabic meaning
academic (adj) academic (n) academy (n) academically (adv)	connected with education, especially at college or university level	أكاديمي
compulsory (adj)	obligatory; required	متطلب / إجباري
contradictory (adj) contradict (v) contradiction (n)	if two ideas are contradictory they are completely different and thus unable to both be true	تناقض
developed nation (n)	a rich country that has many industries, comfortable living for most people, and usually an elected government	الأمم المتقدمة
fluently (adv) fluency (n) fluent (adj)	speaking a language very well, like a native speaker	بطلاقة
option (n) optional (adj)	something that is or may be chosen	اختياري
tuition (n)	teaching, especially in small groups	تدريس \ تعليم

### الوقت الذي نقضيه في المدرسة

### The time we spend at school

A few years ago, as many as 1,000 schools across the USA started making school years longer by adding up to ten extra days to the school year or by making each school day longer by half an hour.

قبل عدة سنوات بدأت نحو 1000 مدرسة في الولايات المتحدة والأمريكية فكرة جعل العام الدراسي أطول وذلك بإضافة عشرة أيام إضافية للعام الدراسي أو بجعل كل يوم أطول بنصف ساعة

This was because it was found that secondary school students in the USA and the UK were spending the least time at school, with an average school year of 187 days. The typical Jordanian school year is longer than **this**. However, none of these are nearly as long as the school year in countries like Japan and South Korea. South Koreans attend school for 220 days per year, and in Japan, the school year numbers 243 days.

كان هذا بسبب ان قد وجد ان طلاب المرحلة الثانوية في الولايات المتحدة وبريطانيا يقضون الوقت الأقل في المدرسة بسنة دراسية معدلها 187 يوما السنة الدراسية المعتادة في الأردن أطول من ذلك وعلى أية حال ليست السنوات الدراسية هذه بنفس طول السنوات الدراسية في دول مثل اليابان وكوريا الجنوبية . حيث يلتحق الكوريين الجنوبيين بالمدرسة لمدة 220 يوم بالسنة أما في اليابان تكون السنة الدراسية طوال 243 يوم

According to a study by the Organisation for Economic Co-operation and Development (OECD), students in Japan, Indonesia and South Korea spend the most time studying in the world. **They** want to learn as much as **they** can to ensure excellent exam grades. **They** go to school for about nine hours, although **this** includes optional after-school tuition and activities. **They** also spend about three hours on homework every day, **which** is three times as much as many other countries. **Their** high academic achievements do suggest that the longer you study, the better you do in final exams.

طبقا لدراسة أجرتها منظمة التعاون والتطوير التعليمي يقضي الطلاب في اليابان، اندونيسيا وكوريا الجنوبية أطول وقت دراسي في العالم . يرغبون في التعلم قدر ما يستطيعون ليضمنوا علامات ممتازة في الامتحانات . يذهبون للمدرسة لحوالي 9 ساعات يوميا بالرغم من ان هذا يشمل نشاطات وتعليم ما بعد وقت المدرسة بشكل اختياري. يقضون حوالي 3 ساعات كل يوم في حل الواجبات وهو ما يساوي ثلاثة أضعاف ما يفعله الطلاب في دول أخرى . تحصيلهم العلمي المتميز يفترض أنه كلما قضيت وقتا أطول في الدراسة كلما حصلت على علامات أفضل في الامتحانات .

In Finland, however, students are usually given less than half an hour of homework per night, and **they** attend school for fewer and shorter days than 85% of other developed nations. Despite **this**, **they** achieve top marks in subjects like Maths and Science. In addition, most students also speak at least two, and often three, languages fluently.

بينما في فنلندا يتم إعطاء الطلاب أقل من نصف ساعة لعمل الواجب البيتي كل ليلة . ويلتحقون بالمدرسة لأيام أقل وأقصر بنسبة 85% من الأمم المتقدمة الأخرى . بالرغم من هذا يحققون العلامات العليا في مواد دراسية مثل الرياضيات والعلوم . بالإضافة الى أن أغلب الطلاب يتحدثون لغتين على الأقل أو ثلاثة لغات بطلاقة .

The contradictory views of the study suggest that the number and length of school days is not the only factor in determining whether students will succeed at school or not.

وجهات النظر المتناقضة لهذه الدراسات تفترض أن عدد وطول الأيام الدراسية هو ليس بالعامل الوحيد في تحديد إما إذا كان الطلاب سينجحون في المدرسة أو لا.

### Questions

1- Many schools in USA started making schools years longer in two ways/ideas .write down two .

العديد من المدارس في أمريكا بدأت بفكرة جعل العام الدراسي أطول بطريقتين \ فكرتين أكتبهما .

- 2- Write down the sentence which showing the number of school that started making school years longer.  
أكتب الجملة التي تبين عدد المدارس التي بدأت بفكرة جعل العام الدراسي أطول
- 3- What change has recently taken place in some American schools, and why has this occurred? ما هو التغيير الذي حصل مؤخرا في بعض المدارس الأمريكية
- 4- How many days a year do most students in the USA attend school?  
كم يوم في السنة يذهب معظم الطلاب في أمريكا إلى المدرسة
- 5- Who does more homework on average: students in the USA or students in Japan? من يقوم بالواجبات المنزلية في المتوسط أكثر؟ من الأخر طلاب أمريكا أم اليابان
- 6- **Critical Thinking:** Do you think that a longer school day would result in better grades for most students? هل تعتقد ان Why/Why not? Justify your answer. يوم دراسي اطول سيكون من شأنه ان يؤدي الى علامات افضل لمعظم الطلاب .
- 7- Is it compulsory to do after-school activities in Japan and South Korea?  
هل هو الزامي القيام بأنشطة ما بعد الدوام المدرسي في اليابان وكوريا الجنوبية ؟
- 8- What is interesting about Finland's fewer and shorter school days?  
ما هو الأمر المثير للاهتمام حول ايام المدرسة الأقل والأقصر في فنلندا ؟

#### Answers

3- They have started making the school year longer because they were one of the countries in which children were spending the least amount of time in school. 4- Most students attend school 187 days per year. 5- Students in Japan do more homework on average. 6- **Suggested answer:** A longer school day, depending on how it was constructed, might improve students' grades. It would necessitate well structured timetables, with time spent on individual study during the day and less homework at night. It would also need to include a lot of subjects such as Physical Education, Drama and Music, and even some activities that are seen as extra-curricular, such as crafts and creative writing.

اليوم الدراسي الطويل وهذا يعتمد على كيف تم تنظيمه قد يؤدي الى تحسين علامات الطلاب وهو يتطلب عمل برامج جيدة التنظيم بخصوص الوقت الذي يقضيه الطلاب في دراسة معينة خلال النهار وواجبات منزلية اقل ليلا . وهو ايضا بحاجة ليشمل العديد من المواد الدراسية مثل التربية البدنية والدراما والموسيقى وحتى بعض الانشطة التي تعتبر لا منهجية مثل الحروف اليدوية والكتابة الابداعية .

7- No, it isn't; it is optional. 8- Despite the shortness of the time pupils spend at school, they achieve top marks in subjects like Maths and Science, and can speak at least two, and often three, languages fluently. 7- The contradictory views of the study suggest that the number and length of school days is not the only factor in determining whether students will succeed at school or not. 8- most students also speak at least two, and often three, languages fluently.

#### Space Schools

#### مدارس علم الفضاء

Word	English Meaning	Arabic meaning
astrophysics (n)	the study of the chemical structure of the stars and the forces that influence them	الفيزياء الفلكية
pioneering (adj)	introducing new and better methods or ideas for the first time pioneer (v/n)	في الطليعة \ في المقدمة
tailor-made (adj)	custom-made; made to fit exactly	مفصل – مصمم
undertake (v)	to commit yourself to do something and to start to do it	يتعهد – يشرع –
Tutorial	(noun) a period of intensive teaching and discussion given by a tutor to an individual student or small group of students Tutor (v-n)	دورة تعليمية خصوصية

Studio schools are **pioneering** schools **which** receive funding as well as support from private businesses, and **which** seek to encourage young people to undertake a less conventional form of **secondary education**.

مدارس الاستديو هات (مدارس المشاغل) هي مدارس رائدة والتي تتلقى تمويين وكذلك الدعم من شركات القطاع الخاص، والتي تسعى الى تشجيع الشباب على القيام بنمط غير تقليدي من التعليم الثانوي

These schools often specialise in one specific area, whilst understanding that the same broad range of skills and qualifications should be made available to all young people.

هذه المدارس غالبا ما تتخصص في مجال واحد محدد لا، غير انها تعني ان نفس التشكيلة الواسعة من المهارات والمؤهلات ينبغي ان تتاح لجميع الشباب . ( هذه المدارس تعلم نفس المهارات النيس يتعلمها الطلاب في المدارس العادية )

One such school has recently opened to educate fourteen- to eighteen-year-olds **who** have a special interest in working in the space industry. Students follow a **tailor-made** curriculum at the school, including subjects such as Astronomy and Astrophysics.

واحدة مثل هذه المدرسة افتتحت مؤخرا لتعليم من هم في اعمار ما بين 14 وحتى 18 من الذين لديهم اهتمام في العمل في صناعة الفضاء . يدرس الطلاب منهاج دراسي مصمم خصيصا في المدرسة ، والذي يشتمل على موضوعات مثل علم الفلك والفيزياء الفلكية .

Lessons are a mixture of small class tutorials, with projects supervised by leading companies in both the space and technology industries.

الدروس هي مزيج من الدروس التعليمية في صفوف صغيرة ، مع عمل مشاريع يشرف عليها شركات رائدة في كل من الصناعات التكنولوجية والفضائية .

Prominent scientists and engineers are brought in as guest lecturers, with students aiming to achieve top grades in **their** Maths and Science exams.

يتم احضار علماء ومهندسين بارزين كمحاضرين ضيوف ، مع الطلاب والهدف من ذلك تحقيق اعلى العلامات في امتحانات الرياضيات والعلوم

When **they** leave school, **they** will be wellplaced to take any number of different career paths. ‘They don’t have to become astronauts!’ says a spokesperson for the school. ‘Excellent grades in science and technology subjects can open many doors and lead to a variety of career opportunities.’

عندما يتركون المدرسة فهم سيكونون في وضع جيد للحصول على اي عدد من مسارات المهن المختلفة ، ليس من الضروري ان يصبحوا رواد فضاء ! هذا ما يقوله متحدث باسم المدرسة " العلامات الممتازة في المواد العلمية والتكنولوجيا يمكن ان تفتح ابوابا كثيرة وتؤدي الى تشكيلة متنوعة من الفرص الوظيفية "

### Read the quotation. إقتباس

Do you agree with it? Why/Why not? “Live as if you were to die tomorrow. Learn as if you were to live forever.”

Mahatma Gandhi (1869 CE–1948 CE)

عش كأنك تموت غدا , وتعلم كأنك تعيش أبدا . غاندي

- yes, I agree with this quotation because we should do our best as if we are to die tomorrow and also we should keep learning as if we were to live forever

### After school ...

### بعد المدرسة

<b>halls of residence (n)</b>	accommodation provided by a university or college السكن الجامعي
<b>motive (n)</b>	reason for doing something حافز
<b>minority</b>	not many, the opposite of ‘majority’ أقلية
<b>fees</b>	costs, charges رسوم
<b>debt</b>	money you owe دين
<b>financial</b>	relating to money متعلق بالمال

In England, almost 50% of school leavers go on to higher education. The figure has not always been as high as this. Twenty years ago, it was closer to 30%, and thirty years before that, **it** was only about 5%. **Another huge change** has been financial. Before 1998 CE, higher education in the UK was completely free for UK citizens. Since then, tuition fees have been introduced. Most students borrow this money from the government.

في إنجلترا ما يقارب 50% من خريجي المدارس يذهبون الى التعليم العالي . هذا الرقم لم يكن دائما يمثل ما هو متوقع الان زقبل 20 عاما كان اقرب الى 30% وقبل 30 عاما قبل ذلك كن فقط حوالي 5% وكان هناك تغير ضخم آخر وهو تغير مالي . قبل عام 1998 كان التعليم العالي في بريطانيا مجانا للمواطنين . منذ ذلك الحين , تم إدخال الرسوم الدراسية .معظم الطلاب يقترضون هذا المال من الحكومة

**They** don't have to repay it immediately. Instead, **they** pay it back slowly out of future earnings. Despite the high cost, most students choose to study away from home. A recent survey of 17,000 students revealed that only 7% wanted to stay at home while **they** studied for **their** degree.

هم (الطلاب ) ليسوا مضطرين لسداد القروض على الفور .بدلا من ذلك هم يسددونها ببطء من كسبهم في المستقبل .وعلى الرغم من التكلفة العالية ،فان معظم الطلاب يختارون الدراسة بعيدا عن البيت .في دراسة مسحية اجريت مؤخرا تتكون من 17000 طالب كشفت (بينت ) 7% فقط من الطلاب أرادوا البقاء في المنزل اثناء دراستهم من اجل الحصول على شهاداتهم الجامعية

Of course for most young people, living away from home means borrowing even more money from the government. So why don’t students choose to avoid debt by staying at home, **where** they don't have to pay rent? Most of **them** say that **they** want to move to the university of their choice, rather than the nearest **one**.

طبعاً بالنسبة لمعظم الشباب .العيش بعيداً عن المنزل يعني اقتراض المزيد من المال من الحكومة .فلماذا لا يختار الطلبة تجنب الديون من خلال البقاء في البيت .حيث لا يضطرون لدفع الإيجار ؟ معضهم يقولون انهم يرغبون في الانتقال الى الجامعة التي هي من اختيارهم , وليس الى اقرب جامعه لهم.

Another strong motive is the desire to live in a new culture. Where do these students live? **Many** have rooms in halls of residence, especially in **their** first year; **others** rent flats or houses. A lucky minority live in property that **their** parents have bought for **them**. Most of **them** need to learn to cook, do **their** own washing and manage **their** time and money.

دافع قوي آخر لابتعاد الطلبة عن المنزل هو الرغبة في العيش في ثقافة جديدة .اين يعيش هؤلاء الطلبة ؟العديد لديهم غرف في السكن الجامعي .خصوصاً في السنة الأولى ,والبعض الآخر يستأجر الشقق او المنازل .هنالك أقلية محظوظة يعيشون في ممتلكات لديهم قد اشتراها لهم والديهم .معظمهم بحاجة الى ان يتعلموا كيفية

## A visiting student's / Anita's blog post

<b>colloquial</b>	adjective) (of language or words) used mainly in informal conversations rather than in writing or formal speech	عامية
<b>fluently</b>	speaking a language very well, like a native speaker	بطلاقة

Two summers ago, I spent five months studying Arabic at the German-Jordanian University near Madaba. As my father is originally from Jordan, I grew up speaking Arabic as well as German. However, I had never studied Arabic formally, and when the opportunity came up for me to spend a year in Jordan studying Arabic, I didn't hesitate for one moment.

قبل عامين صيفيين. أمضيت خمسة شهور في دراسة اللغة العربية في الجامعة الأردنية الألمانية بالقرب من مدينة مادبا. ولأن ابي اصله من الأردن فقد تربيت وأنا اتحدث اللغتين العربية والألمانية وعلى اي حال لم يسبق لي وأن درست اللغة العربية بشكل رسمي وعندما سنحت لي الفرصة بأن أمضي سنة في الأردن لدراسة اللغة العربية لم أتردد لحظة

I have relatives in Jordan and they arranged for me to stay with a wonderful family who live just outside Madaba. I was amazed by the number of international students there, who were not only from Germany, but from all over the world. Most of them had studied Arabic to a high level. I'm very familiar with colloquial Arabic, which is what my family speaks and understands. The Arabic class, in Modern Standard Arabic, was challenging, especially the grammar. Every week, we had to learn a vocabulary list of around 50 words. We covered many topics. Living with a family helped to improve my Arabic-speaking skills because, while all the students heard Arabic in the classroom and streets, I could also practise it at home. **I really put my back into it**, and I earned an 'A' on the course.

لي أقارب في الأردن وقد رتبوا لي أن أقيم مع عائلة رائعة تسكن خارج مدينة مادبا وقد كنت مندهشة من عدد الطلبة الأجانب هناك والذين أتوا ليس فقط من ألمانيا فحسب بل أيضا من جميع أنحاء العالم ومعظمهم درس اللغة العربية الى مستوى متقدم. أما انا فعلي معرفة اللهجة العربية العامية التي كانت تتحدث بها عائلتي وتفهمها. قد كان صف اللغة العربية المخصص للغة العربية الفصحى مثيرا للتحدي وخاصة القواعد. وكان علينا ان نتعلم كل اسبوع قائمة بحوالي 50 كلمة جديدة حول العديد من المواضيع. وقد ساعدني العيش مع عائلة عربية كثيرا على تطوير مهارتي باللغة العربية في التحدث. ولأنه وعلى عكس الطلبة الآخرين الذين يسمعون اللغة العربية في الغرفة الصفية والشارع فقد كان بإمكانهم ممارستها في المنزل. فقد بذلت قصارى جهدي في ذلك وحصلت على نتيجة

What impressed me most about students in Jordan was their behavior and their attitude to studying. All the students who I met appreciated the importance of their university education and the opportunities it would give them to contribute to their country's prosperity. They also showed extremely positive values. Everybody was honest, and people discussed problems rather than getting angry if they disagreed with each other.

الذي اعجبني بطلبة الأردن هو سلوكهم وتوجهاتهم الدراسية. فكل الطلبة الذين قابلتهم كانوا يقدرون اهمية دراستهم الجامعية والفرص التي ستمنحهم اياها. من أجل المساهمة في رفاه بلادهم. اضافة الى انهم يظهرون فيما ايجابية عالية. فالجميع كانوا يتحلون بالصدق والناس يناقشون الموضوعات بدلا من ان يغضبوا اذا لم يتفقوا مع بعضهم.

As someone who enjoys delicious food, beautiful places and friendly, hospitable people, studying in Jordan was one of the best decisions I have made in my life. I made many new friends. I also improved my Arabic speaking, writing and reading skills. My dream is to be fluent in Arabic one day – and as I intend to return to Jordan as often as I can, I know I'm going to make this dream a reality.

كوني استمتع بالطعام الشهوي والأماكن الجميلة والناس الكرماء الودودون فقد كانت دراستي في الأردن أفضل القرارات التي أتخذتها في حياتي. قد كونت صداقات جديدة وطورت قدراتي في المحادثة والقراءة والكتابة. وحلمي هو أن أتحدث اللغة العربية بطلاقة ولأني انوي أن اعود للأردن بقدر ما أستطيع فأنا واثقة بتحقيق حلمي.

What does the idiom in bold in the text mean? / **3. tried extremely hard.** مهم جدا

### أسئلة إضافية

- Several aspects about the Jordanian students impressed Anita. Write down two of them.
- Anita has got many benefits from studying in Jordan . Write down two of them.
- Write down the sentence which indicates that many students from all over the world come to study in German-Jordanian University. 4. Anita can speak two languages . Write them down. 5. Write down the sentence which shows that Anita is used to colloquial Arabic. 6. How many words did the students have to learn weekly.
- What does the underlined word colloquial mean ? 8. What do the underlined words ( pronouns ) refer to ?
- According to the Anita's Blog, the Arabic class in Modern standard Arabic, was challenging, especially the grammar . Explain this statement ,suggesting three benefits of learning more than one language.
- Living with a family is a useful way to learn a new language quickly . Think of this statement and , in two sentences , write down your point of view.

### إجابة الأسئلة الإضافية

- Their behaviour and their attitude to studying. 2. She made many new friends. She also improved her Arabic speaking, writing and reading skills. 3. I was amazed by the number of international students there, who were not

only from Germany, but from all over the world. **4.** Arabic and German **5.** I'm very familiar with colloquial Arabic, which is what my family speaks and understands. **6.** A vocabulary list of around 50 words. **7.** A language or words used mainly in informal conversations rather than in writing or formal speech. **8.** I : Anita / there : Madaba / which : colloquial Arabic **9.** There are many benefits of learning more than one language like giving a competitive edge when searching for jobs and travelling easily without having trouble with translations. Also, giving a great chance to understand the world we live in. **10.** I think that Living with a family is a useful way to learn a new language quickly because it helps to practise the language and understand it . Also, it helps to use what has been learnt at school or university in the practical life

#### كلمات مهمة للأشتقاق

Word	Arabic
concentration (n) / concentrate (v)	التركيز
circulation (n) / circulate (v)	الدورة الدموية
dehydration (n) / dehydrate (v) / dehydrated (adj)	الجفاف
diet (n) / diet (v) / dietary (adj)	الحمية/الطعام/الغذاء
memory (n) / memorise (v) / memorable (adj)	تذكر/ذاكرة
nutrition (n) / nutritious (adj)	التغذية
beneficial	مفيد

#### كيف تراجع للامتحانات How to revise for exams

##### Do you know if it's too late to start revising now ?

هل تعلم فيما اذا كان الوقت متأخرا جدا لبدا المراجعة الآن ؟

No, it's never too late to start revising! The first thing I would do is to draw up a revision timetable.

لا , لم يفت الأوان بعد لبدا المراجعة اول شي سأفعله هو ان اضع جدولاً زمنياً للمراجعة

##### B. Do you mind telling me how I should draw up timetable ?

هل تسمح ان تخبرني كيف علي ان اعلم برنامجاً للدراسة ؟

Look at all the subjects you have to do, and work out when you are going to work on each one. It's a good idea to change the order of the subjects in your timetable for each day.

فكر في جميع المواد التي عليك دراستها وأحسب متى سنقوم بدراسة كل واحد منها. أنها فكرة جيدة ان تقوم بتغيير ترتيب الموضوعات في برنامجك كل يوم

Try doing a little English, followed by some Maths, then Biology, and so on. **This way**, by changing the focus of your revision, you keep your mind fresh

حاول دراسة القليل من اللغة الإنجليزية واتبعها ببعض الرياضيات , ثم الأحياء . وهكذا بهذه الطريقة عن طريق تغيير تركيز مراجعتك , فانك تجعل عقلك نشط

##### C: Do you know whether it's best to get up early, or to revise late at night?

The earlier you start in the morning, the more beneficial your revision will be, because that's when you feel most awake and your memory is at its best. I'd also recommend studying for 30-minute periods, and then taking a break. It's been proved that concentration starts to decrease after half an hour, so frequent breaks will help the brain to recover and concentration to return.

هل تعتقد انه من الأفضل الاستيقاظ باكرا او المراجعة لوقت متأخر ليلا

كلما بدأت الدراسة باكرا كلما حصلت على منفعة اكثر لأنك عندما تكون متيقظا وتكون ذاكرتك بأفضل حالاتها. كما انني اوصي بالدراسة لفترة 30 دقيقة وبعد ذلك تأخذ استراحة فلقد اثبت بان التركيز بالتناقص بعد نصف ساعة . لذلك فان الاستراحات المتكررة ستساعد الدماغ على استعادة النشاط والتركيز

##### D: Could you explain what you mean by frequent breaks?

By a break, I mean any change of activity from studying. It could be something as simple as just getting up from your desk and listening to some music, or walking around for ten minutes.

هل يمكن لن توضح ماذا تعني بالاستراحات المتكررة ؟

نعني بالاستراحة أي تغيير في نشاط الدراسة . وقد تكون شيئا بسيطا كالقيام عن مقعدك او الاستماع لبعض الموسيقى او التجول لحوالي عشر دقائق

##### E: Could you tell me how much exercise I need?

Physical activity is very important, of course, especially when you are studying. Exercise will make a huge difference to the way you feel. The physical activity will increase your heart rate and, in turn, that will increase your blood circulation. It also sends more oxygen to the brain, which makes you revise more efficiently!

هل لك ان تخبرني كمية التمارين التي احتاجها ؟

النشاط البدني مهم جدا طبعا وخصوصا عندما تكون تدرس . فان ممارسة التمارين الرياضية ستحدث فرقا كبيرا في الطريقة التي تشعر بها . فان النشاط البدني سيزيد معدل ضربات قلبك وبالتالي من شأن ذلك ان يزيد من دورتك الدموية . كما انه يرسل المزيد من الاكسجين الي الدماغ مما يجعلك تراجع دروسك بكفاءة اكثر !

## F: Do you mind giving me some advice about diet?

Nutrition is very important. You should try to eat as much fresh fruit and vegetables as you can. It's essential not to become dehydrated, so drink lots of water.

هل لديك أنت مانع من اعطاني بعض النصائح حول النظام الغذائي : التغذية مهمة جدا . يجب ان تحاول تناول قدر المستطاع من الفواكة الطازجة والخضار . ومن الضروري ان لا تعاني من قلة السوائل . لذلك اشرب الكثير من الماء  
اسئلة إضافية

1. There are two benefits of the physical activity during revision . Write down them down. 2. There are two main steps to draw up a revision time table . Write them down 3. Quote the sentence which indicates that the early morning is the best time to revise. 4. There are some examples on how to change activity during revision. Write down two of them. 5. How can you help the brain to recover and the concentration to return ? 6. Why is it essential to drink lots of water? 7. What does the underlined word „concentration’ mean? 8. What do the underlined words “pronouns” refer to ? 9. It is recommended for every student to draw up a time table for revision . Explain this statement , suggesting three benefits of drawing a time table for revision. 10. Good preparation and working hard lead to success. Think of this statement and , in two sentences , write down your point of view.

### إجابة مقترحة

1. The physical activity will increase your heart rate and, in turn, that will increase your blood circulation. It also sends more oxygen to the brain, which makes you revise more efficiently! 2. Look at all the subjects you have to do, and work out when you are going to work on each one. 3. The earlier you start in the morning, the more beneficial your revision will be, because that's when you feel most awake and your memory is at its best. 4. getting up from your desk and listening to some music. 5. Studying for 30- minute period and then taking a rest. 6. In order not to become dehydrated . 7. attention, or attention span. 8. it : to start revising / its : your memory / that : increase your heart rate. 9. There are many benefits of drawing a time table for revision like knowing which subjects need more time and which subjects need less and managing time of studying . Also, being ready for the exams at any time. 10 . I think that good preparation and working hard lead to success because if you plan for what do you want and work hard you will achieve your ambition . Also, it is a good way be ready in order to overcome any difficulties you may face.

## Learning a foreign language

## تعلم لغة أجنبية

Word	English meaning	Arabic
multilingual	speaking, reading or writing in more than two languages	اكثر من لغة
utterance	something that is said, such as a statement	نطق
multitask	to do several things at the same time	مهام عديدة
career advisor	someone who provides information to help people to make choices about their training and work	مستشار وظائف
nutrition	the process of getting the right kind of food for good health and growth	تغذية
Simulator	any device or system that simulates specific conditions or the characteristics of a real process or machine	محاكاة
air -circulation	the movement of air	دورة هواء

Speaking a foreign language<sup>1</sup>, it is claimed, improves the functionality of your brain in several different ways. Learning new vocabulary and grammar rules provides the brain with beneficial ‘exercise’, which improves memory. As well as exercising the brain, it is thought that learning a new language also presents the brain with unique challenges. These include recognizing different language systems and ways to communicate within these systems. These skills improve your chances of success in other problem-solving tasks as well. It is said that students who study foreign languages do better, on the whole, in general tests in Math's, reading and vocabulary than students<sup>4</sup> who have only mastered their mother tongue.

تحدث اي لغة اجنبية يقال بانه يحسن وظيفة دماغك بعدة طرق مختلفة . فتعلم المفردات الجديدة والقواعد يزود الدماغ بالتمارين المفيدة التي تحسن الذاكرة . بالإضافة الى تدريب الدماغ . من المعتقد بان تعلم لغة جديدة تقدم للدماغ ايضا تحديات فريدة والتي تتضمن المعرفة بالأنظمة المختلفة للغة والطرق للتواصل باستعمال هذه الأنظمة . هذه المهارات تزيد من فرص نجاحك في حل المشاكل في بعض الوظائف . ويقال ان الطلاب الذين يدرسون اللغات الأجنبية يكون أداؤهم افضل اجمالا في الامتحانات العامة في الرياضيات والقراءة والمفردات من الطلاب الذين اتقنوا لغتهم الأم فقط

According to a study<sup>5</sup> carried out by Pennsylvania State University, USA, multilingual people<sup>6</sup> are able to switch between two systems of speech, writing, and structure quite easily. It has been proved that they are also able to switch easily between completely different tasks. One experiment required participants to operate a driving simulator

while carrying out separate tasks at the same time. The experiment showed that multilingual participants were less distracted by the other tasks and therefore made fewer driving errors.

طبقا لدراسة اجرتها جامعة ولاية بنسلفانيا في الولايات المتحدة الأمريكية . الأشخاص متعددي اللغات قادرين على التنقل بين نظاميين من انظمة الكلام , الكتابة والتركيب تماما بسهولة . فلقد تم اثبات بانهم ايضا قادرين على التنقل بسهولة بين المهام المختلفة . ولقد تطلبت مثل هذه التجربة المشاركين للقيام ببرنامج محاكاة قيادة السيارة بينما ينفذون المهام المنفصلة في نفس الوقت . لقد اظهرت التجربة بأن المشاركين متعددي اللغات كانوا أقل انشغالا بالمهام الأخرى ولذلك ارتكبوا جعلت أخطاء القيادة أقل .

It is believed that language learning can also improve your decision-making skills. When you speak a foreign language, you are constantly weighing up subtle differences in meaning of a word or the way that an utterance is made. This process is then transferred subconsciously to other situations in which judgment is called for, and decisions have to be made.

يعتقد بأن تعلم اللغة يمكنه ان يحسن مهارات اتخاذ القرارات ايضا . عندما تتكلم لغة أجنبية فأتقن بموازنة اختلافات غير ملحوظة بشكل ثابت في معنى الكلمة او طريقة النطق . تتحول هذه العملية لا شعوريا الى حالات من الحكم والقرارات

Finally, learning a foreign language can also improve your ability to use your mother tongue more effectively. As you become more aware of the way that a language works, you begin to apply it to the language that you use every day. The skills you obtain from learning a foreign language, therefore, can make you a better speaker and writer in your own language

أخيرا تعلم لغة أجنبية يمكن ان يحسن قدرتك ايضا لاستعمال لغتك الأم بشكل عملي أكثر . كلما أصبحت مدركا أكثر للطريقة التي يعمل بها اللغة . تبدأ بتطبيقه على اللغة التي تستعملها كل يوم . المهارات التي حصلت عليها من تعلم اللغة الأجنبية , لذلك يمكنها ان نجعلك متمكنا وكاتبيا أفضل في لغتك الخاصة .

### Comprehension

3 Read the essay again and explain how learning a foreign language improves your:

اقرأ المقالة ثانية ووضح كيف تعلم لغة أجنبية سيحسن :

1 memory الذاكرة 2 problem-solving skills مهارات حل المشاكل 3 use of your mother tongue استخدام لغتك الأم 4 ability to multitask القدرة على تعدد الوظائف 5 decision-making skills. مهارات اتخاذ القرار

### Suggested Questions 1

### أسئلة مقترحة 1

Q1. There are many benefits of learning a foreign language. Write down two of these benefits. Q2. What is the benefit of learning new vocabulary according to the text ? Q3. It is thought that learning a new language also presents the brain with unique challenges. Write down two of these challenges. Q4. Quote the sentence that shows that skills improve chances of success in problem solving. Q5. There are many findings that resulted from the survey by the university. Write down two of these findings. Q6. How can a language learning improve your decision – making skills ? Q7. The writer states that learning a foreign language can be beneficial . explain this statement, suggest three advantages of learning a foreign language. Q8. Multi lingual people are more skillful than other people. Think of this statement and then in two sentences, write down your point of view.

### إجابة مقترحة

1 It exercises the brain and so improves your memory. 2 It presents the brain with unique challenges such as recognizing different language systems and communicating within these systems. These skills improve problem-solving skills. 3 As you learn a foreign language, you become more aware of the way language works, which helps you to understand your own language better. 4 Multilingual people are able to switch between two or more languages easily. This transfers to other activities, making multilingual people more able to multitask. 5 When you speak a foreign language, you have to constantly decide between differences in language. This decision-making skill is transferred to other situations.

### Suggestion question 2

### أسئلة مقترحة 2

1. Learning a foreign language includes many skills that can help you to improve your ability in other problems-solving tasks . Write down two of these skills. 2. There are two systems of speech that multilingual people can switch between them easily . Write them down. 3. How can speaking a foreign language improve your memory.? 4. Students who study foreign language ,do better in some subjects in general tests . Write down two of these subjects. 5. Write down the sentence which indicates that learning a foreign language improves mother tongue. 6. What does the underlined word „multilingual“ mean ? 7. Find a word in the text which means ‘the first and the main language that you learnt when you were a child’ 8. What do the underlined words “ pronouns ,, refer to ? 9. The writer states that learning a foreign language is beneficial in many ways. Suggest three benefits of learning a foreign language to show how far do you agree with this statement. 10. Learning English is very important these days . Think of this statement and , in two sentences , write down your point of view.

### أجابته مقترحة

1. These include recognising different language systems and ways to communicate within these systems. 2. writing and structure. 3. It provides the brain with beneficial exercise. 4. math , reading and vocabulary. 5. Finally, learning a foreign language can also improve your ability to use your mother tongue more



effectively. **6.** speaking, reading or writing in more than two languages **7.** mother tongue **8.** which : beneficial „exercise“ / who : students / it : language **9.** There are many benefits of learning a foreign language like improving the ability of decision – making skills and the ability of using mother tongue. Also, it improves memory. **10.** I think that learning English is very important these days because it has become the first international language in many areas like science and communication . Also, it is spoken almost all over the world.

### التعليم في الأردن Education in Jordan

Words	English meaning	meaning
<b>Degree</b>	a qualification that is given to you when you have successfully completed a course of study	شهادة
<b>Master's degree</b>	a period of one or two years of study which takes place after the completion of a Bachelor's degree	
<b>online distance learning</b>	a formalized teaching and learning system specifically designed to be carried out remotely by using electronic communication	
<b>Diploma</b>	a document showing that someone has successfully completed a course of study or passed an examination, or the name of that course	دبلوم
<b>PhD</b>	a doctorate; the highest degree awarded by a university faculty	الدكتوراه
<b>postgraduate</b>	someone who has finished their first degree and is continuing to study either a Master's or a PhD	طالب دراسات عليا
<b>private university</b>	a university not operated by a government	جامعة خاصة
<b>public university</b>	a university that is funded by public means, through a government	جامعة حكومية
<b>Undergraduate</b>	someone who has not yet completed their first degree	طالب جامعي
<b>vocational</b>	used to describe a particular job and the skills involved	مهني

Our country has a high standard of education. This is mainly due to the fact that the government considers education a necessity. All schools, from kindergarten to secondary, are the responsibility of the Ministry of Education (MOE). Pre-school and kindergarten education is optional, followed by ten years of free, compulsory education. For higher education, students enter university, either for academic or **vocational** courses.

في بلدنا مستوى عالي من التعليم ويعود هذا بشكل رئيسي الى حقيقة ان الحكومة تعتبر التعليم ضرورة , كل المدارس من روضة الأطفال الى الثانوية هي مسؤولية وزارة التربية والتعليم . قبل المدرسة الروضة وهو تعليم اختياري يتبع ذلك عشر سنوات من التعليم الإلزامي المجاني . من أجل التعليم اعالي يدخل الطلاب الجامعة اما للتخصصات الأكاديمية او المهنية

Students can attend one of ten public universities, or one of nineteen private universities. A large number of Jordanian students choose to study at these institutions, as well as foreign students from all over the world. These are undergraduates studying for a first degree, or postgraduates studying for a Master's degree, a PhD or a higher diploma.

الطلاب يمكنهم ان يحضروا احد الجامعات الحكومية العشرة او احدى الجامعات الخاصة التسعة عشره . عدد كبير من الطلاب الأردنيين يختار الدراسة في هذه المؤسسات بالإضافة الى الطلاب الأجانب من جميع انحاء العالم . هؤلاء طلاب جامعيين يدرسون البكالوريوس او طلاب دراسات عليا , ماجستير , دكتوراه او الدبلوم العالي .

The three universities with the most undergraduates are the University of Jordan in Amman, Yarmouk University in Irbid and Al Balqa Applied University in Salt. These are all public universities. An example of a newer university is the German-Jordanian University 1-2 in Amman, which was set up in 2005 CE. **It1** is a collaboration between the MOHE and Germany's Federal Ministry of Education and Research, and **it2** follows Germany's model of education in Applied Sciences.

ان الجامعات الثلاث التي تحتوي على اكبر عدد من الطلبة الجامعيين هي الجامعة الأردنية في عمان , جامعة اليرموك في اربد , والبلقاء التطبيقية في السلط . وهي جميعها جامعات حكومية . ومثال على احدث الجامعات هو جامعة الألمانية الأردنية في عمان التي اسست في عام 2005 . وهي تعاون بين وزارة التعليم اعالي والمانيا الاتحادية للتعليم و البحث . تتبع النموذج الألماني في التعليم في العلوم التطبيقية .

For students<sup>3</sup> who wish to complete **their**<sup>3</sup> university studies while working at the same time, **it4** is also possible in some Jordanian universities to enroll onto online distance learning programmes<sup>4</sup>. In the future, this option will become available in many other universities.

بالنسبة للطلاب الذين يرغبون باكمال دراستهم الجامعية والعمل في نفس الوقت فمن الممكن في بعض الجامعات الأردنية التسجيل والالتحاق في برامج التعليم عن بعد على الأنترنت . في المستقبل الخيار سيصبح متوفرا في العديد من الجامعات الأخرى .

## COMPREHENSION TEST

1. There are some stages of education in Jordan . Write down two of these stages. 2. There different levels of degrees that you can get at the university after leaving school . Write down two of them . 3. Write down the sentence which shows how many universities there are in Jordan. 4. There are three main Jordanian universities with most graduates . What are they. 5. Quote the sentence which indicates the year in which the German-Jordan University was opened. 6. Which group of students can enrol onto online distance learning programmes ? 7. Find a word in the text which means „to officially arrange to join a school, university or course ‘ 8. What do the underlined words “ pronouns „, refer to ? 9. Students who wish to complete their university studies while working at the same time, it is also possible in some Jordanian universities to enrol onto online distance learning programmes. Explain this statement , suggesting three benefits of online distance learning . 10. Taking care of education in Jordan improves the Jordanian society. Think of this statement and , in two sentences , write down your point of view.

### إجابة مقترحة

1. Pre-school and kindergarten education and ten years of free, compulsory education. 2. first degree and master’s degree. 3. Students can attend one of ten public universities, or one of nineteen private universities. 4. the University of Jordan in Amman, Yarmouk University in Irbid and Al Balqa Applied University in Salt. 5. An example of a newer university is the German-Jordanian University in Amman, which was set up in 2005 CE. 6. students who wish to complete their university studies while working at the same time. 7. Enroll 8. These : the University of Jordan in Amman, Yarmouk University in Irbid and Al Balqa Applied University in Salt / it : the German-Jordanian University/ who : students 9. There are many benefits of online distance learning like saving time and effort and getting higher degrees and working at the same time . Also, improving one’s self in both areas. 10. I think that taking care of education in Jordan improves the Jordanian society. Education is the future of Jordan . For this reason ,it is important for everybody to educate in order to contribute in the development of the country and improve the quality of life.

## Speaking

مهم جدا جدا

### 5 Discuss these questions in pairs.

- 1 Which would you prefer to do: a face-to-face course at a college or university, or an online course?
- 2 Would you prefer to do an academic or a vocational course when you finish school? Why?
- 3 What other advantages and disadvantages of both face-to-face and distance learning courses can you think of?

## Learn English fast – the natural way!

تعلم لغة إنجليزية بسرعة

Word	English Meaning
immerse (v)	to be deeply involved in something and spend most of your time doing it
immersion (n)	يدمج / يغمس / يقحم
drop a course (v)	يسقط مادة

It is said that the best way to acquire a language is to immerse yourself in **it**, and **that**’s what we offer at Extreme English: total immersion.

يقال ان افضل طريقة لاكتساب لغة ما هي ان تقحم نفسك فيها . وهذا ما تقدمه في "انجلشاكستريم " الانجليزية المطلقة : الادمج التام

### What exactly do you mean by ‘total immersion’?

You will stay in one of our beautiful apartments. You’ll hear and speak English all day long. You can either join a small group of other students of a similar level, or request a **‘tailor-made’ course**. For example, you may require a course in academic English to prepare you for undergraduate or postgraduate studies, or a **vocational** course to help you with your career. Either way, you will live and work together as a family.

ماذا نعني بالضبط بالاندماج التام او الانغماس الكلي ؟

ستقيم في واحدة من شققنا السكنية الجميلة سوف تسمع وتتكلم الانجليزية طوال اليوم يمكنك اما الانضمام في مجموعة صغيرة من الطلاب الاخرين من نفس المستوى او تطلب دورة مصممة خصيصا على سبيل المثال قد تطلب دورة في اللغة الانجليزية الاكاديمية لأعدادك للدراسات الجامعية الاولى او للدراسات العليا او دورة مهنية لمساعدتك في مهنتك وفي كلتا الحالتين فأنكم ستعيشون وتدرسون معا كعائلة واحدة

### What will I be doing?

ماذا سأفعل

In the mornings, after breakfast, one or more of our trained and experienced teachers will arrive, and you will have three hours of intensive tuition. Then, after enjoying lunch together around the table, you’ll visit local places of interest, go shopping, take part in sports, etc. In the evenings, there will be a choice of cultural activities, for example the theatre or a concert, or you may prefer to relax at home and chat (in English, naturally!). Whatever you do, your teachers will be with you, acting as guides, tutors and friends.

في الصباح بعد الإفطار سيصل واحد او اكثر من معلمين المدربين ذوو الخبرة وسيكون لديكم ثلاث ساعات من التعليم المكثف ثم بعد الاستمتاع بالغداء معا حول الطاولة سنزورون الاماكن المحلية ذات الاهمية والذهاب للتسوق والمشاركة في الالعاب الرياضية وغيرها في المساء سيكون هنالك اختيار من الانشطة الثقافية على

سبيل المثال : المسرح او حفل موسيقي او قد تفضل الاسترخاء في المنزل والدراسة ( باللغة الانجليزية بطبيعة الحال ) . مهما فعلت سوف يكون المعلمون معك يعملون كادلاء ومعلمين واصدقاء .

**How long are the courses? كم هي مدة الدورات ؟**

Some people just come for a week, and they are usually amazed by how much progress they make in such a short time. Others come for two, three, even four weeks. It's up to you. You can be sure of one thing – we'll do our very best to give you a first class experience and send you home thinking and dreaming in English!

بعض الناس يأتون فقط لمدة اسبوع , وعادة ما يدهشون من مدى التقدم الذي يحرزونه في مثل هذا الوقت القصير ويأتي آخرون لمدة اسبوعين ثلاث وحتى اربع اسابيع الامر متروك لك يمكنك ان تكون على يقين من شيء واحد نحن سوف نبدل قصارى جهدنا لنعطيك خبرة من الدرجة الاولى اي ممتازة ونرسلك للوطن تفكر وتحلم باللغة الانجليزية !

### COMPREHENSION TEST

1. There are many things you that can do after lunch. Write down two of them. 2. In the evenings, there will be a choice of cultural activities. Write down two examples of these activities. 3. Write down the sentence which indicates that teachers take care of all the course long. 4. Quote the sentence which indicates that you will practise English all the time during the course. 5. Find a word in the text which means "teaching, especially in small groups. ,, 6. What does the underlined word "immerse ,, mean? 7. How many hours of intensive tuition y will the students have after breakfast? 8. What do the underlined words "pronouns ,, refer to ? 9. It is said that the best way to acquire a language is to immerse yourself in it. Explain this statement , suggesting three ways to learn a language. 10. Joining a group of students on a course may carries some advantages and disadvantages. Think of this statement and , in two sentences , write down your point of view.

### إجابة مقترحة

1. you'll visit local places of interest, go shopping. 2. theatre or concert. 3. Whatever you do, your teachers will be with you, acting as guides, tutors and friends. 4. You'll hear and speak English all day long. 5. tuition. 6. to be deeply involved in something and spend most of your time doing it. 7. Three hours. 8. it : a language / they : some people / others: other people. 9. There are many ways to learn a language like watching TV and listening to the radio and reading newspapers. Also, you can benefit from the internet. 10. I think that joining a group of students on a course may carries some advantages and disadvantages. On the one hand , you can learn fast and know new things about people and cultures . On the other hand , you may find it difficult to get o well with your colleagues because of different moods.

### The relationship between language and culture.

#### العلاقة بين الثقافة واللغة

-Does the language we use influence the way we think? هل اللغة التي نستخدمها تؤثر على الطريقة التي نفكر بها ؟

-Or does our culture influence the way we use language? هل ثقافتنا تؤثر على اللغة التي نستخدمها

carry out	complete, do	يقوم ب \ ينفذ
come about	happen or take place	يحدث
come up with	produce something an idea	ينوصى الى
get away with	to do something wrong without being discovered or with only a minor punishment	يفلت من العقاب
leave out	to not include	يستثنى
look into	to investigate	يفحص
point out	to show something to someone by pointing at it	يشير الى

Sociologists have been looking into this question for hundreds of years. **They** have now begun to look at not just how people talk, but also how **they** think, asking whether the way we understand and remember experiences is influenced by language. As a result of these studies, **they** have come up with some interesting results.

علماء الاجتماع يبحثون في هذا السؤال منذ مئات السنين. أبدأ الآن بالبحث ليس فقط في كيف يتحدث الناس لكن ايضا في كيف يفكرون متساقلين فيما اذا كانت الطريقة التي نفهم ونتذكر بها التجارب تتأثر باللغة. نتيجة لهذه الدراسات توصلوا الى بعض النتائج المثيرة للاهتمام .

A lot of research has been **carried out** on the relationships between mind, world and language. In one study, a psychologist points out that when describing an event, English speakers tend to mention the person who was responsible. Whereas English speakers might say, 'John broke the vase', Spanish or Japanese speakers would use a passive form. It is believed that such differences between languages have an effect on how **their** speakers understand events, and whether someone is blamed for an action or gets away with it.

الكثير من البحث تم اجراءه على العلاقة بين العقل العالم واللغة. في احدي عالم الدراسات النفسي يشير الى انه عند وصف ما حدث. ما الناطقون باللغة الانجليزية يميلون الى ذكر الشخص الذي كان مسؤول. بينما المتحدثون بالانجليزية قد يقولون "جون كسر المزهريه" لكن المتحدثون بالاسبانية أو اليابانية يستخدمون صيغة المبني للمجهول. يعتقد ان مثل هذه الفروق بين اللغات لها تأثير على كيفية فهم المتحدثون بها للأحداث او في امكانية تحميل احدهم مسؤولية ما حدث او تبرنته منها

In another study, speakers of English, Spanish and Japanese were asked to watch videos of two people popping balloons, breaking eggs and spilling drinks, either on purpose or accidentally. Later, when asked to recall the videos,

the English speakers mentioned the person who did the action. The Spanish and Japanese mentioned the person responsible for intentional events, but left this out when **they** considered that event to be an accident.

في دراسة اخرى ناطقون بالانجليزية والاسبانية واليابانية طلب منهم مشاهدة مقاطع فيديو لشخصين ينفخان بالونات ويسكبان مشروبات اما متعمين او بالصدفة فيما بعد عندما طلب منهما تذكر مقاطع الفيديو الناطقين بالانجليزية ذكروا الشخص الذي قام بالفعل الاسبان واليابانيون ذكروا الشخص المسؤول الذي قام بالفعل . الاسبان واليابانيون ذكروا الشخص المسؤول الذي تعمد القيام بالافعال لكنهم اغفلوا هذا الشخص عندما اعتبروا الحدث صدفة .

Scientists at Newcastle University, UK, have carried out tests to prove that different cultures also have different ways of seeing colours. **They** found that in Japanese, for example, there are different words for light blue and dark blue which are not found in English. Native speakers of Japanese, therefore, made a clearer distinction between colours on the spectrum.

علماء في جامعة نيوكاسل في المملكة المتحدة اجروا اختبارات لاثبات امن الثقافات المختلفة ايضا لديها طرق مختلفة لرؤية الالوان لقد وجدوا انه اللغة اليابانية على سبيل المثال هنالك كلمات مختلفة للازرق الفاتح والازرق الداكن والتي لا توجد في اللغة الانجليزية الناطقون الاصليون باللغة اليابانية لذلك عملوا تميزا اكثر وضوحا بين الوان الطيف

Is it our language that has affected our way of thinking? Or has a difference in cultural habits affected both our thoughts and our language? Most likely, culture, thought and language have all come about together.

#### 4 Read the article again and answer the questions.

1. Write down the sentence which indicates that sociologists have been interested in finding out the relationships between language, thoughts and culture for a long time. 2. Sociologists have been thinking about two aspects on how people use the language. Write down these two aspects. 3. When do Japanese and Spanish use the passive form? 4. How do native English speakers differ from native Japanese and Spanish speakers when they want to talk about past actions? 5. There are many things that affect our way of thinking and cultural habits. Write down two of them. 6. Quote the sentence which indicates that different things affect our way of thinking and cultural habits. 7. Find a word in the text which means “**done on purpose**” 8. What do the underlined words “pronouns” refer to? 9. When people communicate with each other, they don’t usually speak in the same way. Explain this statement, suggesting three factors that affect our way of speaking. 10. Learning a foreign language is a necessity. Think of this statement and, in two sentences, write down your point of view.

#### اجابه مقترحة

1. Sociologists have been looking into this question for hundreds of years. 2. They have now begun to look at not just how people talk, but also how they think, asking whether the way we understand and remember experiences is influenced by language. 3. When they consider that event to be an accident. 4. English native speakers tend to mention the person who was responsible whether they have done it on purpose or accidentally. 5. culture, thought 6. Most likely, culture, thought and language have all come about together. 7. intentional 8. They : Sociologists / it : an action / who : the person 9. There are many factors that affect our way of speaking like the language we use which depends on the personality of the speaker. Another thing is the job or career that a person does. Also, our social class can affect our way of speaking. 10. I think that learning a foreign language is a necessity because the world has become like a small village due to the advance technology. Also, we can communicate with others easily

#### S B ( P 62)

<b>Dialect</b>	a form of language which is spoken in only one area, with words or grammar that are slightly different from other forms of the same language.	لهجة
<b>first language</b>	the language that you first learn as a child.	اللغة الأم
<b>foreign language</b>	the language which is other than your mother language.	لغة اجنبية
<b>mother tongue</b>	the language that you first learn as a child.	اللغة الأم
<b>Register</b>	a technical term for the words, style and grammar used by speakers and writers in a particular situation.	صيغة لغوية
<b>sign language</b>	the language used by deaf people	لغة الاشارة

#### التحدث بلغة الاشارة Speaking with signs

It is believed that the Italians were the first people **to come up with** a sign language system in the sixteenth century. The idea was then taken to France in the seventeenth century, where the language was developed further.

يعتقد ان الايطاليين كانوا الاوائل الذين توصلوا الى نظام لغة الاشارة في القرن السادس عشر الفكرة تم اخذها الى فرنسا في القرن السابع عشر حيث تطورت اللغة اكثر

One of the early developers of sign language was Charles-Michel de l’Epee, **whose mother tongue** was French. **He** picked up sign language while **he** was working with deaf people in Paris in the eighteenth century. The language was

being used by two deaf sisters as a form of communication. De l'Épée then set up a school for deaf people, **which** was replicated across Europe. It was the first time that sign language was actively taught, and **it1** made an enormous impact on the lives of deaf people.

احد المطورين الاوائل للغة الاشارة كان اسمه تشارلز مايكل دي البيبي الذي كانت لغته الام اللغة الفرنسية . تعلم لغة الاشارة بينما كان يعمل مع الصم في باريس في القرن الثامن عشر . اللغة تم استخدامها من قبل شقيقين اصميين كشكا من اشكال الاتصال دي البيبي بعها انشأ مدرسة للصم تم تكرارها في اوربا كانت اول مرة يتم فيها تعليم لغة الاشارة بشكل فعال وكان لها اثر كبير على حياة الصم من الناس

Just as there are different spoken languages in countries around the world, each country has **its** own sign language. Sign language is used as a first language by about 70 million people in the world. The use of sign and spoken languages does not differ. **Both** can be used to provide and share information, tell stories, have informal discussions and give formal talks. Both have different registers and dialects, and both are constantly evolving.

فقط لان هنالك لغات مختلفة متحدث بها في الدول حول العالم فان كل دولة لها لغة اشارة خاصة بها لغة الاشارة : تستخدم كلغة اولى من قبل 70 مليون شخص في العالم استخدام لغات الاشارة واللغات المحكية لا يختلف كلاهما يمكن ان يستخدموا لإعطاء وللمشاركة بالمعلومات وسرد القصص و اجراء المناقشات غير الرسمية واعطاء احاديث رسمية كلتاها ليهما صيغ ولهجات مختلفة وكلاهما يتطور باستمرار

Many varieties of the Arabic Sign Language have been developed, and there are almost as many Arabic sign languages as there are Arabic-speaking countries. Recently, the benefits of learning sign language are being promoted not only to deaf people, but also to those with normal hearing. In some schools, sign language is being offered as a foreign language. Since, like all languages, sign language has a grammatical structure; **it2** is now being recognized and taught as an optional foreign language.

الكثير من لغات الاشارة العربية تم تطويرها ويوجد تقريبا لغات اشارة عربية بقدر عدد الدول الناطقة بالعربية مؤخرا فوائد تعلم لغة الاشارة يتم تعزيزها ليس فقط للصم بل ايضا لهؤلاء الذين يتمتعون بسمع طبيعي في بعض المدارس يتم تقديم لغة الاشارة كلغة اجنبية لان مثل كل اللغات لغة الاشارة لها تركيب قواعدي الان يتم الاعتراف بها وتعليمها كلغة اجنبية اختيارية

Learning sign language is of enormous benefit to anyone, whether **they** can hear or are deaf. Like learning any new language, **it3** involves and challenges the brain. **It4** also allows people **who** master sign language to be able to communicate with a new international community.

تعلم لغة الاشارة له فوائد عظيمة لأي احد سواء كان بإمكانه السمع او اصمما مثل تعلم اي لغة جديدة انها تحفز وتتحدى الدماغ كما انها تسمح للأشخاص الذين يتقنون لغة الاشارة بان يكونوا قادرين على التواصل مع مجتمع عالمي جديد

<b>Tempting</b>	attractive, desirable	مغري
<b>Experimental</b>	part of an experiment	تجريبي
<b>Stimuli</b>	things that make you interested	محفز
<b>Pace</b>	Speed	سرعة
<b>Cryptophasia</b>	The unique language that twins develop between themselves.	
<b>Mimic</b>	copy, make the same sound	يقلد
<b>Absorbed</b>	Received	فهم , استقبال

#### عن ماذا يتحدثون? What are they talking about?

It is fascinating to observe the way language is **absorbed** by a baby. **He** or **she** quickly learns to respond to certain sounds and words, for example 'mum' or 'dad'. Then, after a few months, the baby starts to try out **experimental** noises and **mimic** sounds. A one-year-old baby can probably say a few words – and certainly understands a lot more. After two years, many children have a vocabulary of about fifty words.

من المدهش ان نلاحظ الطريقة التي تستوعب بها اللغة من قبل الطفل . انه او انها يتعلمون بسرعة الاستجابة لبعض الأصوات والكلمات، على سبيل المثال "ماما" أو "بابا". ثم، بعد بضعة أشهر، يبدأ الطفل محاولة عمل إزعاج تجريبي و تقليد الأصوات. يمكن لطفل يبلغ من العمر عاما واحدا أن يقول بضع كلمات – و بالتأكيد يفهم أكثر من ذلك بكثير. بعد عامين، كثير من الأطفال يكون لديهم من المفردات حوالي خمسين كلمة.

With twins, however, the story might be a little different. First of all, their development is sometimes slower. It is thought that this may be because some twins have less one-to-one interaction with adults than single babies have, and they spend more time communicating with each other.

Secondly, some twins seem to develop **their1** own unique language. While this is not very common, it is certainly fascinating. **They** speak – and seem to understand – strange 'words' and sounds that nobody else can make out. This is known as 'cryptophasia'. Certainly, what **they** say isn't understood by anyone else, but is **it** really a language?

أما مع التوائم، ومع ذلك، القصة قد تكون مختلفة قليلا. أولا وقبل كل شيء، نموها في بعض الأحيان أبطأ. يعتقد أن هذا قد يكون بسبب أن بعض التوائم لديها تفاعل (حديث) فرد إلى فرد أقل مع البالغين من الأطفال المنفردين، وأنهما يقضيان المزيد من الوقت في التواصل مع بعضهما البعض. ثانيا، بعض التوائم يبدو أنهم يطورون لغة فريدة خاصة بهم. في حين أن هذا ليس شائعا جدا، إلا أنه بالتأكيد أمر رائع. يتحدثون - ويبدو أنهم يفهمون - كلمات غريبة و أصوات لا يمكن لأحد آخر أن يفهمها. هذا هو المعروف باسم "كلام التوائم". بالتأكيد، ما يقولونه ليس مفهوما من قبل أي شخص آخر، ولكن هل هي حقاً لغة؟

Although it is **tempting** to believe that these twins really do make up **their2** own secret language, the truth is probably much simpler. Most experts think that as both children are experimenting with language at the same time, and both have been presented with the same sounds and **stimuli** since birth, **they** are very likely to recognise what

the other one says. In other words, **they** are both developing **their**3 ‘real’ language at the same **pace** and making the same mistakes along the way.

على الرغم من المغزى ان نعتقد ان هذه القوائم حقا يشكلون لغتهم السرية الخاصة بهم إلا ان الحقيقة هي ربما ابسط من ذلك بكثير معظم الخبراء يعتقدون بما ان كلا الطفلين يختبران اللغة في نفس الوقت وكلاهما قد تعرض لنفس الأصوات والمحفزات منذ الولادة فمن الممكن او المرجح جدا ان يدرك ما يقوله الآخر وبعبارة أخرى كلاهما يطوران لغتهما على نفس الوتيرة والوقوع في نفس الأخطاء على طول الطريق .

Words	Meanings (E)	Meanings (A)
<b>be able to answer detailed questions</b>	to have the ability to understand complicated questions and respond to them appropriately	يكون قادرا على اجابة اسئلة تفصيليه
<b>do a deal</b>	to arrange an agreement in business	يعقد صفقة
<b>give a business card</b>	to give someone a card that shows a business person's name, position and contact details	يعطي بطاقة اعمال
<b>make small talk</b>	to have an informal chat with someone in order to start a conversation	يتحدث تمهيدا لنقاش رسمي
<b>negotiate (v)</b> <b>negotiation (n)</b> <b>negotiable (adj)</b>	to discuss something in order to reach an agreement, especially in business or politics	يناقش \ يفاوض
<b>shake hands (with someone)</b>	to move someone's hand up and down in agreeing	يصافح باليد
<b>tell a joke</b>	to say something to make people laugh	يخبر بطرفه ( نكتته)
<b>track record</b>	all of a person's or organization's past achievements, successes or failures which show how well they have done something	سجل لأداء

#### العمل بقيام صفقة في الصين (SB, p.64)

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

اليوم بجمعنا الحديث بالسيد غانم وهو رجل اعمال في عمان والذي غالبا ما يزور الصين سألناه متى بدأ عمله التجاري مع الصين لأول مره .فأجاب قائلا ؟ لا زلت اقوم بأعمال في الصين لعدة سنوات حيث كانت رحلتي الأولى سنة 2004 والتي لم تكن ناجحة

#### Why was it not successful?

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

لماذا لم تكن ناجحة ؟

عملت لدى شركة حاسوب صغيره وارسلوني الى الصين عندما كنت صغير السن وليت الشركة كانت مدركة بأن الصينيين يحترمون العمر والخبرة أكثر من كون الشخص شابا

#### 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 the 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.’

وهل ارتكبت اخطاء في تلك الزيارة ؟

نعم تمنيت لو انني قمت بالبحث في الثقافة الصينية قبل ان ازور الدولة ، فلنكن نكن ناجحا في الصين فانت بحاجة الى ان تكسب احترامهم حيث يسأل رجال الاعمال الصينيون عن نجاحات الشركة في الماضي ولأنني عملت في شركة وليد الجديدة فلم استطع الحديث عن سجلها الاداني ولم نقم بأية صفقات في تلك الزيارة 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 anything on my first visit!’

وكيف تعلمت ان تكون ناجحا في الصين ؟

التحقت بشركة اكبر و قاموا بإرسالني لدورة في الوعي الثقافي الحضاري ، وفي زيارتي التالية للصين شعرت وكأنها أول رحلة لي الى الصين

#### 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 هي النصيحة التي توجهها لمن يرغب بالقيام بالأعمال في الصين ؟

قبل ان اقوم بشركة ما اقوم بإرسال توصيات من زبائن سابقين كما اقوم بإرسال كرت اعمالي مع وظيفتي ومؤهلاتي مترجمة بالصينية

#### 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. never told a joke, as this may not be translated correctly or could cause offence.'

هل يمكن ان تخبرنا عن اخر لقاء لك في الصين ؟

بالطبع وصلت في الوقت المناسب يجب عليك الا تصل متأخرا لان ذلك يعكس عدم الاحترام وعندما قابلت مدير الشركة صافحته بلطف وقد بدأت المقابلة بحديث يسير عن تجاربي الممتعة في الصين وخلال المقابلة تأكدت من كون صوتي ولغة جسدي هادنين ومضبوطين ولم اخبره باي طرفة (نكتة) ولأنها لربما تترجم بشكل غير صحيح او تسبب هجوما .

### 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 كانت المقابلة ناجحة ؟

نعم لقد كانت ناجحة عرفت ان المدير قد بحث عن عملي بشكل كامل قبل المقابلة لذا كنت مستعدا (متأهبا) لأي اسئلة تفصيلية وعندما بدأت النقاش بدأت القضايا المهمة حيث يعتقد الصينيون بتجنب النزاع ومن المهم دوما ان تكون صبورا وكنت متجهزا لتسوية الخلاف ولذا في النهاية المقابلة كانت ناجحة  
أسئلة إضافية

1. There are many things you have to do in order to make a business meeting successful. Write down two of them .
2. Mr Ghanem's next trip to China was successful for two reasons . Write them down.
3. The writer mentioned some reasons that make Mr. Ghanem's first business with China unsuccessful. Write down two reasons.
4. Write down the sentence which indicates that telling jokes during business meeting shows disrespect according to the Chinese culture.
5. When did MrGhanem first start doing business with China?
6. Replace the underlined item if only with a suitable equivalent.
7. Find a word in the text which means ' discussing something in order to reach an agreement, especially in business or politics '
8. What do the underlined words " pronouns " refer to ?
9. If you want to be successful in business , you should have some important skills. Suggest three skills that lead to success in such area.
10. It is important to know about different cultures and habits to achieve success in business. Think of this statement and , in two sentences, write down your point of view.

### الإجابات النموذجية

1. you mustn't arrive late and shake your hands gently.
2. He joined a larger company and they sent him on a cultural awareness course.
3. 'He worked for a small computer company in Amman. They sent him to China when he was still quite young.
4. I never told a joke, as this may not be translated correctly or could cause offence.'
5. In 2004 CE.
6. I wish
7. negotiating.
8. I : MrGhanem / They : a smaller computer company / him : the company director
9. There are many skills that lead to success in such area like having language skills and being aware of communication skills . Also , you should have computer skills.
10. I think that it is important to know about different cultures and habits to achieve success in business because this helps you to behave well with people you are working with . Also, it improves your chance

## Our imports and exports

صادرات و واردات بلدنا

Words	Meaning (E)	Arabic
agreement (n)	an arrangement or promise to do something, made by two or more people, companies or organizations	اتفاقية
domestic (adj)	relating to or happening in one particular country and not involving any other countries	محلي
dominate (v)	to be the most important feature of something	يسيطر
exports (n)	goods sold to another country	صادرات
extraction (n)	the process of removing and obtaining something from something else	/ استخراج
fertiliser (n)	a substance that is put on the land to make crops grow	سماد
goods (plural noun)	things that are produced in order to be sold	بضائع
Gross Domestic Product (n)	the value of a country's total output of goods and services	اجمالي الناتج
Product (n)		
imports (n)	goods bought from other countries	واردات
mineral (n) mineral (adj)	a substance that is present in some foods and is needed for good health ; a substance that is found naturally in the earth	معدن
pharmaceuticals (n)	companies which produce drugs and medicine	شركات أدوية
reserve (n)	something kept back or set aside, especially for future use	مخزون

**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.

اولا : دعونا ننظر الى الصادرات حيث ان الاردن غني بالبوتاس والفوسفات وصناعة استخراج هذه المعادن تعد واحدة من اكبر الصناعات في العالم فلا تستغرب ان المواد الكيميائية والاسمدة تعد من اكبر صادرات الاردن كما وتمثل صناعة الدواء والصناعات الاخرى 30 % من المنتجات المحلية الضخمة في الاردن ويصدر الاردن 75 من منتوجات الادوية وعلى اية حال فان الغالبية 65% من اقتصاد البلد مسيطر عليه من قبل الخدمات معظمها من السياحة والسفر كما ان معظم صادرات الاردن يذهب للعراق والولايات المتحدة الامريكية والهند والمملكة العربية السعودية

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.

الان دعونا نتناول الواردات وبخلاف بعض الدول الاخرى في الشرق الاوسط فان الاردن لا يملك مخزونا ضخما من النفط ، والغاز ولهذا السبب فان على الاردن ان يستورد النفط والغاز لحاجاته في الطاقة حيث ان وارداته الرئيسية الاخرى هي السيارات والادوية والقمح ففي عام 2013 فان 23.6 من واردات الاردن كانت من المملكة العربية السعودية وتبعث بالاتحاد الاوروبي بنسبة 17.6% من وارداته و واردات اخرى انت من الصين والولايات المتحدة الامريكية .

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 Tunisian 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.

### Quotation / SB page 67

Read the quotation. Do you agree with it? Why/Why not? **'Unless the exchange be in love and kindly justice, it will but lead some to greed and others to hunger.'** Gibran Khalil Gibran (1883 CE–1931 CE)

*I agree with this quotation because Gibran refers to that some people do not have the ethics and values of trade and this leads to greed and hunger on a large scale among societies because greedy people are looking only on how to benefit themselves.*



## كيق تقوم بعرض المبيعات How to make a sales pitch?

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 ...

### 1- Do your research قم بإجراء بحثك

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?

لا تخرج من عرض دعائي للمبيعات متمنيا لو ان استعدادك كان افضل فمعرفةك بمنتجك امر اساسي هل تعرف متى تم تطويره واين تم انتاجه كما انك بحاجة لان تعرف من هم الفئة المستهدفة في السوق فمثلا عمر دخل والناس الذين يحتمل ان يشتروا المنتج ولا يقف الامر عند ذلك بل يتعداه لوجوب معرفة كل ما يتعلق بالمشكلة بما معناه المنتجات المشابهة في السوق. لماذا يتفوق منتجك على المنتجات الأخرى؟ ولماذا حظي بقيمة أفضل؟

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 neighborhood, 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!

و اضافة الى ذلك ينبغي علينا ان نعرف بدقة الناس الذين نتحدث اليهم وما هي حاجاتهم فعلى سبيل المثال اذا كانوا يمثلون الطبقة الوسطى بمنطقة متواضعة فكن على استعداد لبيان سبب مناسبة منتجك للطبقة الكادحة الذين لا يملكون الكثير من المال وما الذي يجعل منتجك مثاليا لهم وبالجملة فانت بحاجة لان تعتقد بما تبنيه والطريقة الفضلى لتحقيق ذلك هي استعمال المنتج!

### 2- Prepare and practice حضر نفسك وتدريب

**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.

خطط لعرضك التقديمي بحذر ليس فقط ما ستقوله ولكن كيف ستقوله ايضا هل ستقرأه كلمة كلمة وتستعمل ملحوظات او تحفظه عن ظهر قلب مهما كان قرارك فمن الجيد ان تحتفظ بقائمة تضم النقاط الرئيسية قاطعك شيء ما او تجمدت اعصابك تحدث ثم تمرن عليها واذا امكن الامر امام زملائك احدث تغييرات وتدريب .

### 3- Be professional كن محترفا

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!

اجعل عرضك التقديمي قصيرا وبسيطا وابدأ ببعض التعليقات الودية فمثلا اشكر المستضيفين على السماح لك بالتحدث اليهم واثن على شركتهم وتذكر ان تتحدث ببطء ووضوح ومن الضروري ان تبدو واثقا بنفسك حتى ولو كنت خائفا وحال الكلام لا تبق راسك للأسفل وبدلا من ذلك انظر حول الغرفة واتصل بعينيك بجمهورك وابتسم! وعندما تفرغ من الحديث افتح المجال ، للأسئلة واذا لم تعرف اجوبة ما لا تتظاهر بالمعرفة واشكر السائل وعده بالبحث عن الجواب وقم بذلك بحق ، وختاما احتفظ بملخص لما تم تقديمه لتوزيعه في نهاية الجلسة اتمن لو اني عرفت كل ذلك عندما بدأت العمل في مجال الاعمال !حظا جيدا !

## 10 / AB page 47

Find the expressions 1–5 in the text, then match them with their meanings.

1 package holiday	a people who are identified as possible customers
2 sales pitch	b a set of people of similar age
3 target market	c a large shop that sells many different types of things
4 age group	d a presentation made by someone who is trying to sell a product
5 department store	e an organised trip with everything included in the price (travel,

1.e 2. d 3. a 4. b 5. C

### أسئلة إضافية

1. You need to know different things about your product . Write down two of them.
2. In order to be a professional sales person , you should have some qualities. Write down two of them.
3. Quote the sentence which indicates that using what you sell is the best way to believe in what you sell.
4. Give two examples of friendly comments.
5. Write down the sentence which shows that salesperson has to be honest if he / she doesn't have enough details about the product.
6. What should you do if you do not know an answer to a question?

7. What does the underlined expression 'target market' mean?
8. What do the underlined words "pronouns" refer to?
9. A successful salesperson needs to acquire some properties. Explain this statement, suggesting three qualities that a salesperson should have.
10. Planning is the first step to success. Think of this statement and, in two sentences, write down your point of view.

#### اجوبة اسئلة إضافية

1. where it is produced and who the target market is. 2. Keep your presentation short and simple. Start with some friendly comments. 3. Most of all, you need to believe in what you're selling, and the best way to do that is to use it! 4. thank your hosts for allowing you to speak to them, and compliment their company. 5. If you don't know the answers, don't pretend! 6. Thank the questioner and promise to find out the answer (and do it!). 7. people who are identified as possible customers. 8. it : product / who : people / them : hosts. 9. There are many qualities that a salesperson should have like being dynamic and confident. Also, he /she needs to be persuasive 10. I think that planning is the first step to success, because if you plan your work, you will be able to achieve success. Also, you will be ready to overcome difficulties

#### عملي كمترجم My job as an interpreter

headphones	a piece of equipment that you wear over your ears to listen privately to the radio, music, etc.	سماعات رأس
interpreter	someone who translates spoken words from one language into another	مترجم فوري
regional	relating to a particular region or area	إقليمي
rewarding	giving personal satisfaction	مجزى
seminar	a class on a particular subject, usually given as a form of training	حلقة تدريسية /ندوة
secure	safe; free from danger	آمن
translation	expressing of something in different language	ترجمة
fond of	having an affection or liking for someone or something	مغرم بـ
concentration	attention, or attention span	تركيز
post graduate	someone who has finished their first degree and is continuing to study either a Master's or a PhD; ~ degree a second degree of Master's or PhD level	خريج
qualifications	official record of achievement	مؤهلات
degree	a qualification that is given to you when you have successfully completed a course of study	شهادة / درجة علمية

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.

اسمي فاطمة موسى وعملت كمترجمة فورية لمدة خمسة سنوات. العديد من الطلبة راسلوني بالبريد الإلكتروني. مستفسرين عن عملي لانهم يريدون ان يعرفوا ما هي طبيعة عملي. لك هذا ردي عليهم. لطالما كنت دائما مغرمة باللغات. والذي عمل بلدان مختلفة عديدة عندما كنت صغيرة وغالبا ما سافرنا معه. عندما كنا نزرر بلدا كنت دائما اريد تعلم لغتها. في المدرسة كنت جيدة جدا في الإنجليزية. لذلك قررت أن أتخذ مهنة مترجم.

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.

عملي الآن يشمل الذهاب الى المؤتمرات والحلقات الدراسية المهمة في انحاء العالم. عندما يتحدث احدهم الإنجليزية في مؤتمر استمع الى ما يقول عبر السماعات الرأسية ثم أترجم الى العربية بينما المتحدث يتحدث. أقدم الترجمة عبر سماعات رأسية الى الناس الآخرين في الاجتماع. هذا يعني أن اي احد في الغرفة يتحدث العربية يمكنه 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!

هو عمل سهل؟ ابدأ لا الإنجليزية ليست واحدة في جميع الدول الناطقة بالإنجليزية. مثلا الكلمات الإنجليزية المستخدمة في الهند تكون احيانا مختلفة عن الكلمات التي يستخدمها الناس في بريطانيا أو أمريكا أو استراليا. بالإضافة لمعرفة الإنجليزية، الإقليمية تحتاج لأن تعرف ايضا الكثير عن الإنجليزية المتخصصة. بعض الكلمات التي تستخدم للحديث عن الأعمال أو العلم أو القانون مثلا، تجعلها لغة مختلفة تقريبا.

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.

إذا لم تكن تحمل شهادة باللغة الإنجليزية فلن تتمكن من ان تصبح مترجما فوريا . إذا كان لديك مؤهل جامعي عالي ,ربما تحصل على وظيفة مترجم فوري بسرعة . إذا حصلت على مقابلة من أجل وظيفة ,تحتاج لأن تبين بأن لديك مهارات استماع جيدة وصوت تحدث واضح .تحتاج أيضا لتبين انه بإمكانك ان تفكر بسرعة وبأنك قادر على التركيز لفترات طويلة من الوقت .إذا كنت ناجحا فأنها وظيفة آمنة ومجزية . ربما تحتاج لأن تسافر كثيرا , لكن ليس مشكلة لظالما انك تستمتع بزيارة البلدان 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.

انه عمل مسؤول جدا .فأنا ادرك انه اذا ترجمت اشياء بشكل سيء, فان هذا يمكن ان يؤثر على قانون مهم او اتفاقية تجارية بين البلدان . الا انك ,تحصل على شعور كبير من الرضا عندما تعلم ان الناس يفهمون كل ما ترجمته .

### 5 / SB page 73

Do you think you have the necessary qualifications to be an interpreter? Would you like to be an interpreter?

Why/Why not? Discuss with a partner.

*Yes I think I have the necessary qualifications to be an interpreter one day because I have good listening skills and a clear speaking voice . Also, I can think quickly and have the ability to concentrate .*

### Quotation / SB page 74

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)**

*I agree with this quotation because making a living refers to your job and the money you earn to live on. You may or may not enjoy your job; your job may or may not be good. 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.*

### أسئلة إضافية

1. Many things encouraged Fatima to decide on a career as an interpreter .Write down two of them . 2. You have to show some skills in an interview for the job of an interpreter . Write down two of these skills. 3. Write down the sentence which indicates that the interpreter will feel rewarded if the listeners understand the translated information. 4. Quote the sentence which shows the consequence of bad translation. 5. Mention the main reason that made Fatima talk about her job as interpreter? 6.What does the underlined phrase fond of mean ? 7. Find a word in the text which means” giving personal satisfaction" 8. What do the underlined words ‘pronouns ‘ refer to ? 9. If you want to get a good job , you have to be well-qualified. Suggest three things you can do to get a good job. 10. It is said that if you love your job , you will achieve success . Think of this statement and , in two sentences , write down your point of view.

### إجابات الأسئلة الإضافية

1. She has always been fond of languages. Her father worked in many different countries when she was young and they usually travelled with him. 2. You have to show some skills in an interview for the job of an interpreter . Write down two of these skills. 3. However, you get a huge feeling of satisfaction when you know that people understand everything that you translate. 4. I am aware that if I translate things badly, it could affect an important law or trade agreement between countries. 5. Many students have emailed her about her work because they want to know what it would be like to do her job. 6. having an affection or liking for someone or something. 7. Rewarding 8. **they** : many students / **who** : anyone in the room / **I** : Fatima 9. There are many things I can do to get a good job like having computer and net skills . Also, learning a foreign language and getting a university degree. 10. I agree with this statement because if you love your job , you will be creative and responsible. Also, this encourages you to do your best .

pensions	money you save over your lifetime to pay for your old age	رواتب تقاعدية
web inquiries	online questions	استفسارات على النت
calculations	maths; work with numbers	عمليات حسابية
recruiting	finding suitable employees	توظيف
marketing	promoting your product; finding customers	تسويق

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.

دراسات الأعمال خيار شائع عند الطلاب الذين يختارون تخصص جامعي في بريطانيا بعد التخرج بعضهم يذهب الى المزيد من الدراسة ومعظمهم يتولون وظيفة . العديد من الشركات الكبرى تقدم للخريجين برامج تدريبية وهي نوع من التدريب على صنعه . ذهبنا لمقابلة ريكي مايلز يبلغ من العمر 22 وعشرون سنة الذي يوشك على التخرج

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

منذ متى تدرس الأعمال يا ريكي ؟

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.

انه برنامج لمدة اربعة سنوات يشمل فترتين من خبرة العمل . كل منهما تدوم لسنة أشهر لكنهما ليس في نفس السنة

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

ماذا درست بالضبط في غضون هذه السنوات الأربعة ؟

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.

الكثير جدا . الرياضيات بالطبع . المحاسبة والتمويل والاقتصاد . نعم . التسويق والمبيعات ايضا . كما أخذت مساقا في الأداة عن التوظيف وإدارة الموظفين وكيف تتعامل مع المشكلات ومساق في الدعاية . وكان علينا ان ندرس تكنولوجيا المعلومات أيضا . لان مهارة الحاسوب مهمة .

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

ما هو أكثر شيء استمتعت به في برنامج الشهادة ؟

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!

خبرة العمل بالتأكيد تعلمت الكثير في الفترتين وبالطبع بدت رابعة سيرتي الذاتية . أحدى الشركات عرضت علي عمل مدفوع الأجر الصيف الماضي لذلك تمكنت من الحصول على المزيد من الخبرة بتلك الطريقة . أيضا لم يكن ليكون لدي الكثير من المال العام الماضي لو لم أحصل 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.

كانت الشركة توفر او تمنح المنتجات المالية \_ مثل الادخار والمعاشات التقاعدية في الغالب . في البداية انا فقط تعقبت اشخاص مختلفين اراقب ما كانوا يفعلون . ثم قمت بالكثير جدا من التدقيق ورائهم ، انت تعرف التدقيق من صحة 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 **it**, and I wouldn't have had that opportunity if I hadn't done the work experience first.

وكانت وظيفتي متابعة الاستفسارات التي تأتي عن طريق شبكة الانترنت وارسال المزيد من المعلومات للعملاء الزبائن المحتملين . لقد استمتعت بذلك ، ولم اكن لأحصل على هذه الفرصة لو لم اقم بالخبرة العملية اولا .

**What are you planning to do next?**

ماذا تخطط لاحقا ؟

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.

لقد تقدمت قبل فترة وجيزة بطلب وظيفة مع احد البنوك . لدي المؤهلات المناسبة لكنني اعرف انه سيكون هناك الكثير من الاخرين المتقدمين للوظيفة . يجب علي فقط ان انتظر وارى اذا كان يمكنني الحصول على مقابلة عمل اذا حصلت عليها يجب علي ان استعد بعناية حقا .

أسئلة إضافية

1. Business studies students should do some courses to get a degree. Write down two examples of these courses.
2. According to the text, Ricky has to follow some steps to get a job with a bank. Write down two of these steps.

3. There are two choices for the student of business studies? What are they? 4. Write down the sentence which shows what Ricky intends to work in the future. 5. Ricky Miles has three types of qualifications . What are they? 6. What helped Ricky to get a job last summer? 7. What does the underlined word 'recruiting' mean ? 8. What do the underlined words' pronouns' refer to ? 9. Work experience is essential to get good job and improve your job position . Suggest three ways to gain experience. 10. Choosing what to study at university is one of the biggest decision students have to make. Think of this statement and , in two sentences , write down your point of view.

#### الإجابات النموذجية

1. Finance and Economics. 2. he will just have to wait and see if he gets an interview. If he does, he will' have to prepare really carefully. 3. some go on to further study, but most of them take up employments. 4. I've just applied for a job with a bank. 5. Business studies degree , the work experience and the summer job . 6. The work experience. 7. finding suitable employees. 8. **which** : training schemes/ **they** : different people / **my** : Ricky Miles. 9. There are many ways to gain experience like doing voluntary work and joining training courses . Also, accepting part time jobs. 10. I think that choosing what to study at university is one of the biggest decision students have to make because every student should choose what he finds himself in and what he prefers in order to be able to make a difference in his life. Also, he should choose according to what labor market needs.