

I hope I have given enough and useful information about **الموضوع** suggesting good ideas and views that help to **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. أجابتك يجب ان تعتمد على النص.

Word	English Meaning	Arabic meaning
academic (adj)	connected with education, especially at college or university level	أكاديمي
compulsory (adj)	obligatory; required	/ متطلب / إجباري
contradictory (adj)	if two ideas are contradictory they are completely different	تناقض
developed nation (n)	a rich country	الأمم المتقدمة
fluently (adv)	speaking a language very well, like a native speaker	بطلاقة
option (n)	something that is or may be chosen	اختياري
tuition (n)	teaching, especially in small groups	تدريس \ تعليم

الوقت الذي نقضيه في المدرسة

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.

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.

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.

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.

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.

The time we spend at school

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

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

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 .

بينما في فنلندا يتم إعطاء الطلاب أقل من نصف ساعة لعمل الواجب البيت 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 .

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

Questions

- 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 .
- 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 التغير الذي حصل مؤحرا 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 امريكا الى المدرسة
- 5- Who does more homework on average: students in the USA or students in Japan? من يقوم بالواجبات المنزلية في المتوسط أكثر الطلاب في أمريكا أم اليابان
- 6- **Critical Thinking:** Do you think that a longer school day would result in better grades for most students? Why/Why not? Justify your answer. هل تعتقد ان يوم دراسي اطول سيكون من شأنه ان يؤدي الى علامات افضل لمعظم الطلاب .

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.

Word	English Meaning	Arabic meaning
astrophysics (n)	the study of the chemical structure of the stars	الفيزياء الفلكية
pioneering (adj)	introducing new and better methods or ideas for the first time	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	a period of intensive teaching and discussion given by a tutor	دورة تعليمية خصوصية

Space Schools

مدارس علم الفضاء

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**. 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. 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. Lessons are a mixture of small class tutorials, with projects supervised by leading companies in both the space and technology industries. Prominent scientists and engineers are brought in as guest lecturers, with students aiming to achieve top grades in **their** Maths and Science exams. 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.'

مدارس الاستديو هات (مدارس المشاغل) هي مدارس رائدة والتي تتلقى تمويل وكذلك الدعم من شركات القطاع الخاص، والتي تسعى الى تشجيع الشباب على القيام بنمط غير تقليدي من التعليم الثانوي 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 التي يتعلمها الطلاب في المدارس العادية)

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 يشمل على موضوعات مثل علم الفلك والفيزياء الفلكية .

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

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

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 "

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

halls of residence (n)	accommodation provided by a university or college السكن الجامعي
motive (n)	reason for doing something حافز
Minority	not many, the opposite of 'majority' أقلية
Fees	costs, charges رسوم
Debt	money you owe دين
Financial	relating to money متعلق بالمال

After school ...

بعد المدرسة

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.

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.

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**. 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.

في إنجلترا ما يقارب 50% من خريجي المدارس يذهبون إلى التعليم العالي . هذا الرقم لم يكن دائما يمثل ما هو متوقع الآن ز قبل 20 عاما كان اقرب إلى 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

هم (الطلاب) ليسوا مضطرين لسداد القروض على الفور . بدلا من ذلك هم يسددونها ببطء من كسبهم في المستقبل . وعلى الرغم من التكلفة العالية , فإن معظم الطلاب يختارون الدراسة بعيد عن البيت . في دراسة مسحية أجريت مؤخرا تتكون من 17000 طالب كشفت (بينت) 7% فقط من الطلاب أرادوا البقاء في المنزل أثناء دراستهم من أجل الحصول على شهاداتهم الجامعية 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 ؟ معظمهم يقولون انهم يرغبون في الانتقال إلى الجامعة التي هي من اختيارهم , وليس إلى أقرب جامعه لهم .

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

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. 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. 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. 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.

قبل عامين صيفيين. أمضيت خمسة شهور في دراسة اللغة العربية في الجامعة الأردنية الألمانية بالقرب من مدينة مادبا. ولأن أبي أصله من الأردن فقد تربيت وأنا اتحدث اللغتين العربية والألمانية وعلى أي 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 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 إلى مستوى متقدم. أما أنا فعلى 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 أن نتعلم كل أسبوع 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 الذي أعجبني بطلبة الأردن هو سلوكهم وتوجهاتهم الدراسية. فكل الطلبة الذين قابلتهم كانوا يقدرون أهمية دراستهم الجامعية والفرص التي ستمنحهم إياها. من أجل المساهمة في رفاه بلدهم. إضافة إلى أنهم يظهرون فيما إيجابية عالية. فجميعهم كانوا يتحلون بالصدق والناس يناقشون الموضوعات بدلا من أن يغضبوا إذا لم يتفقوا مع بعضهم. كوني استمتع بالطعام الشهي والأماكن الجميلة والناس الكرماء الودودون فقد كانت دراستي في الأردن أفضل القرارات التي اتخذتها في حياتي. قد كنت صداقات جديدة وطورت قدراتي في المحادثة والقراءة والكتابة. وحلمي هو أن أتحدث اللغة العربية بطلاقة ولأني أنوي أن أعود للأردن بقدر ما أستطيع فأنا واثقة بتحقيق حلمي.

What does the idiom in bold in the text mean? / ما معنى المصطلح بالغماق 3. **tried extremely hard.** مهم جدا أسئلة إضافية

1. Several aspects about the Jordanian students impressed Anita. Write down two of them. 2. Anita has got many benefits from studying in Jordan. Write down two of them. 3. 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. 7. What does the underlined word colloquial mean? 8. What do the underlined words (pronouns) refer to? 9. 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. 10. 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

1. 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

How to revise for exams

كيف تراجع للامتحانات

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

هل تعلم فيما إذا كان الوقت متأخرا جدا لبدء 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 لبدء 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 اعمل 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 ستقوم 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 تغير تركيز مراجعتك , فأنك 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 باكراً او المراجعة لوقت متأخر ليلاً
كلما بدأت الدراسة باكراً كلما حصلت على منفعة أكثر لأنك عندما تكون متيقظاً وتكون ذاكرتك بأفضل حالاتها. كما انني اوصي بالدراسة لفترة 30 دقيقة وبعد ذلك تأخذ استراحة فلقد اثبت بان التركيز بالتناقص بعد نصف ساعة . لذلك فأن 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 الى الدماغ مما يجعلك تراجع دروسك بكفاءة أكثر

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 اعطائي 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 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.

Word	English meaning	Arabic
multilingual	speaking, reading or writing in more than two languages	أكثر من لغة
utterance	something that is said, such as a statement	نطق
multitask	to do several things at the same time	مهام عديدة
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

Speaking a foreign language¹, 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 students⁴ who have only mastered their mother tongue.

تحدث أي لغة أجنبية يقال بأنه يحسن وظيفة دماغك بعدة طرق مختلفة. فتعلم المفردات الجديدة والقواعد يزود الدماغ بالتمارين المفيدة التي تحسن الذاكرة. بالإضافة إلى تدريب الدماغ. من المعتقد بأن تعلم لغة جديدة تقدم للدماغ أيضاً 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 أن الطلاب الذين يدرسون اللغات الأجنبية يكون أداؤهم أفضل إجمالاً في الامتحانات العامة في الرياضيات والقراءة والمفردات من الطلاب الذين اتقنوا لغتهم الأم فقط.

According to a study⁵ carried out by Pennsylvania State University, USA, multilingual people⁶ 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.

طبقاً لدراسة أجرتها جامعة ولاية بنسلفانيا في الولايات المتحدة الأمريكية. الأشخاص متعددي اللغات قادرين على التنقل بين نظاميين من أنظمة الكلام. الكتابة والتركيب تماماً بسهولة. فلقد تم إثبات باتهم أيضاً 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 أظهرت التجربة بأن المشاركين متعددي اللغات كانوا أقل انشغالا بالمهام الأخرى ولذلك ارتكبوا 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 أن يحسن مهارات اتخاذ القرارات أيضاً. عندما نتكلم لغة أجنبية فإنك تقوم بموازنة اختلافات غير ملحوظة بشكل ثابت في معنى الكلمة أو طريقة النطق. تتحول هذه العملية لا شعورياً إلى 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.

أخيراً تعلم لغة أجنبية يمكن أن يحسن قدرتك أيضاً لاستعمال لغتك الأم بشكل عملي أكثر. كلما أصبحت مدركاً أكثر للطريقة التي يعمل بها اللغة. تبدأ بتطبيقه على اللغة التي تستعملها كل يوم. المهارات التي حصلت عليها من تعلم اللغة الأجنبية لذلك يمكنها أن تجعلك متكلماً و كاتباً أفضل في لغتك الخاصة.

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

اقرأ المقالة ثانية ووضح كيف تعلم لغة أجنبية سيحسن :
القدرة 1 memory الذاكرة 2 problem-solving skills حل المشاكل 3 use of your mother tongue الأم استخدام لغتك الأم 4 ability to multitask 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.

أجابه 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
Degree	a qualification that is given to you when you completed a course of study	شهادة
Master's degree	a period of one or two years of study	ماجستير
online distance learning	a formalized teaching	تعلم عن بعد
PhD	a doctorate; the highest degree awarded by a university faculty	الدكتوراه
postgraduate	finished first degree and is continuing to study either a Master's or a PhD	دراسات عليا
private	a university not operated by a government	جامعة خاصة
public university	a university that is funded by public means, through a government	جامعة حكومية
Undergraduate	someone who has not yet completed their first degree	طالب جامعي
vocational	used to describe a particular job and the skills involved	مهني

Speaking

مهم جدا جدا

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

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 University¹⁻² in Amman, which was set up in 2005 CE. **It**¹ is a collaboration between the MOHE and Germany's Federal Ministry of Education and Research, and **it**² 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 students³ who wish to complete **their**³ university studies while working at the same time, **it**⁴ is also possible in some Jordanian universities to enroll onto online distance learning programmes⁴. In the future, this option will become available in many other universities.

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

أسئلة إضافية

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.

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 "انجلشكاستريم " الانجليزية المطلقة :
الادماج 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 فإنكم 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 الافطار سيصل واحد او اكثر من معلمين المدربين ذوو الخبرة وسيكون لديكم ثلاث ساعات من التعليم المكثف ثم بعد الاستمتاع بالغداء معا حول الطاولة ستزورون 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 والردشة (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 اخرون لمدة اسبوعين ثلاث وحتى اربع اسابيع الامر متروك لك يمكنك ان تكون على يقين من شيء واحد نحن سوف نبذل قصارى جهدنا لنعطيك خبرة من الدرجة الاولى اي ممتازة ونرسلك للوطن تفكر وتحلم باللغة الانجليزية

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	يتوصى الى
get away with	to do something wrong without being discovered	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. أبدأوا الآن بالبحث ليس فقط في كيف يتحدث الناس لكن أيضا في كيف يفكرون متسائلين فيما إذا 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 احدى عالم الدراسات النفسي يشير الى انه عند وصف ما حدث. بما 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 تبرئته 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 نيو كاسل 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 للارزق الفاتح والارزق 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.

أسئلة إضافية

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 using 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 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

Dialect	a form of language which is spoken in only one area	لهجة
first language	the language that you first learn as a child.	اللغة الأم
foreign language	the language which is other than your mother language.	لغة اجنبية
mother tongue	the language that you first learn as a child.	اللغة الأم
Register	a technical term for the words, style and grammar used by speakers and writers in a particular situation.	صيغة لغوية
sign language	the language used by deaf people	لغة الإشارة

التحدث بلغة الإشارة 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 الإشارة 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'Epée, **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'Epée 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 الإشارة كان اسمه تشارلز مايكل دي اليبى الذي كانت لغته الام اللغة الفرنسية . تعلم لغة الإشارة بينما كان يعمل مع الصم في باريس في القرن الثامن عشر . اللغة تم استخدامها من قبل شقيقتين اصميين كشكا من اشكال الاتصال دي اليبى بعدها انشأ مدرسة للصم تم تكرارها في اوروبا كانت اول مرة يتم فيها تعليم لغة الإشارة 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 الإشارة : تستخدم كلغة اولى من قبل 70 مليون شخص في العالم استخدام لغات الإشارة واللغات المحكية لا يختلف كلاهما يمكن ان يستخدموا لإعطاء والمشاركة 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 الإشارة العربية تم تطويرها ويوجد تقريبا لغات اشارة عربية بقدر عدد الدول الناطقة بالعربية مؤخرا فوائد تعلم لغة الإشارة يتم تعزيزها ليس فقط للصم بل ايضا لهؤلاء الذين يتمتعون بسمع طبيعي في بعض المدارس يتم تقديم لغة الإشارة كلغة اجنبية لان مثل كل اللغات لغة الإشارة 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 الإشارة له فوائد عظيمة لأي احد سواء كان بإمكانه السمع او اصما مثل تعلم اي لغة جديدة انها تحفز وتتحدى الدماغ كما انها تسمح للأشخاص الذين يتقنون لغة الإشارة بان يكونوا قادرين على التواصل مع مجتمع عالمي جديد

Words	Meanings (E)	Meanings (A)
detailed questions	to have the ability to understand complicated questions	اسئلة تفصيلية
do a deal	to arrange an agreement in business	يعقد صفقة
give a business card	to give someone a card that shows a business person's name,	يعطي بطاقة اعمال
make small talk	an informal chat with someone to start a conversation	يتحدث تمهيدا لنقاش رسمي
negotiate (v)	discuss something	يناقش \ يفاوض
shake hands	to move someone's hand up and down in agreeing	يصافح باليد
tell a joke	to say something to make people laugh	يخبر بطرفه (نكته)
track record	all of a person's or organization's past achievements	سجلا لاداء

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**!'

عملت لدى شركة حاسوب صغيره وارسلوني الى الصين عندما كنت صغير السن ولبت 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 نأجحا في الصين فانت بحاجة الى ان تكسب احترامهم حيث يسأل رجال الاعمال الصينيون عن نجاحات الشركة في الماضي ولانني عملت في شركة وليد الجديدة فلم استطع الحديث عن سجلها الاداني ولم نأقم بأية صفقات في تلك الزيارة الاولى .

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 ؟

لما اكبر وقاموا 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 إلى الصينية

Can you tell us about your last meeting in China?

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

هل يمكن ان نخبرنا 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 بأي طرفه (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	اتفاقية
domestic (adj)	relating to or happening in one particular country	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	the value of a country's total output of goods and services	اجمالي الناتج
imports (n)	goods bought from other countries	واردات
mineral (n)	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

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 وتبعت بالاتحاد الاوروبي بنسبة 17.6% من وارداته و واردات اخرى اتت 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

How to make a sales pitch? كيق تقوم بعرض المبيعات

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 فمعرفة منتجك 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 يهتمون ان يشتروا المنتج ولا يقف الامر عند ذلك بل يتعداه لوجوب معرفة كل ما يتعلق بالمنافسة بما معناه المنتجات المشابهة في السوق. لماذا يتفوق منتجك على المنتجات الأخرى؟ ولماذا حظي بقيمة فضلى؟

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 وبالجمل فانت بحاجة لان تعتقد بما تبيعه 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 وابدا ببعض التعليقات الودية فمثلا اشكر المستضيفين على السماح لك بالتحدث اليهم واثق نفسك حتى ولو كنت 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 وابتمس ! 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 احظا 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

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. لذلك هذا ردي عليهم. لطالما كنت دائما مغرمة باللغات. والذي عمل بلدان مختلفة عديدة عندما كنت صغيرة وغالبا ما سافرتا معه. عندما كنا نزرر بلدا كنت دائما اريد تعلم لغتها. في المدرسة كنت جيدة جدا في الإنجليزية. لذلك قررت أن اتخذ 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 أي أحد 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؟ أبدا لا الإنجليزية ليست واحدة في جميع الدول الناطقة بالإنجليزية. مثلا الكلمات الإنجليزية المستخدمة في الهند تكون أحيانا مختلفة عن الكلمات التي يستخدمها الناس في بريطانيا أو أمريكا أو استراليا. بالإضافة لمعرفة الإنجليزية، الإقليمية تحتاج لأن تعرف أيضا 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 أنه بإمكانك أن 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 لطالما أنك تستمتع بزيارة البلدان.

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. فأننا ادرك انه اذا ترجمت اشياء بشكل سيء، فإن 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.

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	مجزي
seminar	a class on a particular subject, usually given as a form of training	حلقة تدريبية / 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

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 .

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.

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.

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 . ذهينا 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 ستة 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 الاداة عن التوظيف وادارة الموظفين وكيف تتعامل مع المشكلات ومساق في الدعاية . وكان علينا ان ندرس تكنولوجيا المعلومات ايضا . 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 رائعة سيرتي الذاتية . إحدى 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 أولا .

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 الآخرين المتقدمين للوظيفة . يجب علي فقط ان انتظر وارى اذا كان يمكنني الحصول على مقابلة عمل اذا حصلت عليها يجب علي ان استعد بعناية حقا .

مادة الحفظ

Body Idioms (verb phrase):

مصطلحات الجسم

body idiom	English Meaning	Arabic meaning
play it by ear	decide how to deal with a situation as it develops	أن تقرر كيفية التعامل مع وضع حسب تطوره
get cold feet	lose your confidence in something at the last minute	أن تفقد ثقتك في شيء ما في اللحظة الأخيرة
get it off (your) chest	tell someone about something that has been worrying you	أن تخبر شخص ما عن ما يقللك
keep your chin up	remain cheerful in difficult situations; an expression of encouragement	أن تبقى مبتهج في المواقف الصعبة. ويستعمل هذا التعبير للتشجيع
put (my) back into it	put a lot of effort into something	يجتهد في شيء ما
have a head for figures	have a natural mental ability for maths and numbers	أن تملك القدرة العقلية الطبيعية في (الرياضيات , الأرقام والموسيقى)

Collocating Phrases

المتلازمات

Collocation	Meaning	بالعربي
Draw up a timetable	write a schedule	يرسم/يكتب/يضع جدولاً
do exercise	keep fit	يقوم بالتمارين
make a start	begin	يبدأ
take a break	relax	يأخذ استراحة
do a subject	study	يدرس
make a difference	Change something	يغير شيء

1. If you want to lose weight, you should **do exercise** every day.
2. The deadline is tomorrow, and you haven't done anything yet! You really must.....
3. If you send money to charity, you will to a lot of lives.
4. You look tired. Why don't you
5. I need to organise my time better. I think I'll

1.do exercise 2. make a start 3. make a difference 4. take a break 5. draw up a timetable

Phrasal Verbs

الأفعال المركبة

draw up	prepare a document	يكتب - يعد
look at	examine something closely	ينظر بعناية
work out	understand / to find the answer to something	يفهم - يستنتج
getting up	rise to a standing position	ينهض
listening to	take notice	يستمع الى
switch between	Change	يغير
stand out	be much better than other similar people or things	يقاوم

Gender-specific words

اسماء محددة الجنس

Gender-neutral words

اسماء غير محددة الجنس

businessman, businesswoman	Business person
salesman, saleslady	sales assistant/salesperson
fireman	Firefighter
spaceman	astronaut
seaman	sailor
mankind	Humans
stewards, stewardess	flight attendant
policeman	police officer
chairman	Chairperson
headmaster, headmistress	head teacher
Postman	postal worker
he or she	They

3 Choose the best options to complete the sentences. Then compare with a partner.

- 1- For centuries, **mankind has / humans have** preserved culture through storytelling.
- 2- A **postman / postal worker** delivers your post.
- 3- During the flight, the **flight attendants / stewards and stewardesses** will serve you drinks.
- 4- At the book fair, everybody was buying **their / his** favourite books.
- 5- If you need to report a crime, speak to a police **woman / officer**.

Answers: - 1- humans have 2- postal worker 3- flight attendants 4- their 6- officer

Collocations

blame / punish	a person for something he / she has done	يعاقب شخص
Spill	a drink	أراق
Pop	a balloon	يفجر
Recall	an event	يستذكر

يسكب spill يتذكر recall يعاقب punish يثبت prove ينفجر pop يلوم blame يؤثر affect

- 1- Don't let the baby play with the balloon; it might **pop** and frighten her.
- 2- The accident wasn't your fault. I don't you at all!
- 3- Please be careful with your juice. Don't it on the floor.
- 4- I'm afraid I don't your name. Could you tell me again?
- 5- If you go to bed late, it will your performance at school the next day

Answers: 1- pop 2- blame 3- spill 4- recall 5- affect

Phrasal Verbs

الأفعال المركبة

Phrasal Verbs	E- meaning	A- Meaning
come about	happen or take place	يحدث
come up with	produce something / think of	يخرج بنتيجة او فكرة
carry out	do	يقوم ب
eat out	eat away from home	يأكل خارج المنزل
get away with	do something wrong without discovered / not be blamed for	يفلت من العقاب
Leave out	not include someone or something / omit	يستثني
point (something) out	show	يشير الى
speed up to hurry	hurry	يسرع
find out	Discover	يكشف
look into	Investigate	يبحث
look up	search for information (a word in a dictionary)	يستخرج كلمة
look forward to	wait with pleasure (something exciting)	يتلهف \ يتشوق
get over	recover (an illness, and feel better)	يتغلب ع المرض
get up	get out of bed (in the morning)	يستيقظ
get on	make progress (with your work and complete it)	تمر يتواصل
take up	(a new hobby)	يتخذ هواية
take away	disappear (some fast food)	يأخذ الطعام خارج
take off	remove (your shoes when you get ... home)	يخلع حذائه
go away	leave (from home for a holiday)	يقضي عطلته خارجا
go back	return (to where you started)	يرجع يعود
go ahead with	(a plan, and do it)	يباشر العمل ب
look after:	take care of	يعتني

5 Complete the sentences using the correct form of the phrasal verbs in the box. If necessary, use a pronoun (it/them/me) . Consider whether the two parts of the verb can be separated or not. One verb is not needed.

look into , come up with , come about, point out , get away with, carry out, leave out

- 1- As part of the interview, we will be asking all **candidates** to a short task.
 - 2- Ali broke the glass, but his mother **didn't notice**. He.....
 - 3- Last night, I watched an interesting documentary about **how the ice age**.....
 - 4- I've been thinking about a subject for my History project, and I've **some ideas**.
 - 5- I usually add **chocolate** to the recipe when I make this cake, but as I haven't got any today, I'm going to
 - 6 Thank you for writing to us about the non-delivery of your parcel. We **promise** to **immediately**.
- Answers: 1- carry out 2- got away with it 3- came about 4- come up with 5- leave it out 6- look into it**

Circle the correct phrasal verb. (WB, p.40)

1. Can you **point at / point out** my mistakes when I speak, please?
2. The police will **look at / look into** the incident.
3. Adnan was late for the meeting, but he **came up with / got away with** it.
4. The results of the experiment which we **carried out / left out** yesterday were very interesting.
5. I hope I can **come up with / come about** a way of solving this puzzle.

Answers: 1. point out 2. look into 3. got away with 4. carried out 5. come up with

Replace the words and phrases in bold with the box. One phrasal verb is not needed. مهم جدا جدا

carry out , come about , come up with , get away with , grow up , leave out , look at , look into , point out

1. Let's **investigate** the story and discover what really happened.
2. I wish scientists would **think of** a way to prevent flu!
3. I was born in a small village, but I didn't **spend my childhood** there.
4. This Maths homework is difficult! Could you **show me** where I've gone wrong?
5. Before I can solve the problem, please tell me – how did it **happen**?
6. I need to **do** some research before I start my project.
7. Yaseen has replaced the plate he broke, so he will **not be blamed for** it.
8. **You don't have to include** your surname when you sign a friendly letter.

3 Rewrite the sentences with phrasal verbs formed from the verbs in the box. One verb is not needed. The first one is done for you.

Come (x2) , find , leave , look , point , speed

- 1- Ahmad should hurry or he'll be late.
Ahmad should speed up or he'll be late.
- 2- I thought of a great idea while I was swimming.
- 3- That's amazing news! How did you discover it?
- 4- That information is important. Don't omit it.
- 5- We'll drive past my old house. I'll show it to you.
- 6- It's a mystery how the mistake happened

Answers:

- 1- Ahmad should **speed up** or he'll be late.
- 2- I **came up with** a great idea while I was swimming.
- 3- That's amazing news! How did you **find it out**?
- 4- That information is important. Don't **leave it out**.
- 5- We'll drive past my old house. I'll **point it out** to you.
- 6- It's a mystery how the mistake **came about**.

- | | | | |
|-----------------------------|------------------------------|------------------------------|-------------------------------|
| 1. make a mistake يرتكب خطأ | 2. Ask questions يسأل أسئلة | 3. Shake hands يصافح | 4. earn respect يكسب احتراماً |
| Join a company ينضم لشركة | 6. Cause offence يسبب هجوماً | 7. make small talk حديث قصير | |

Proposition

حروف الجر

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

Function of grammar and language الوظيفة اللغوية والقواعدية

المؤشر	الوظيفة
Have you thought about ...? You should ..., no doubt about it. If I (v2)..... I would ... My main recommendation is that you... Why don't you..... It would be a good idea to...	Giving advice
As / Since / Because because of / due to	showing cause explain the reason
Therefore as a result consequently because of that,	showing result explain the consequences
wish or If only + Past Perfect	To express regrets about the past.
wish or If only + Past Simple	To express wishes about the present that are impossible or unlikely to happen
Indirect questions	to ask questions in a polite, formal way
first conditional (if + Present Simple/will + v1)	to describe a future outcome of a certain future action
Even if	(the condition isn't important whatever it is)
third conditional (if + Past Perfect/would have + p.p)	To imagine past situations which are impossible
third conditional with might have	unsure of the result of the past (not sure)
third conditional with could have	It is possible result of the past (be able to)

function of linking words

وظيفة كلمات الربط

إظهار السبب	showing reason
<u>because / since / as / because of / due to</u> - We couldn't go to the stadium because there weren't any tickets left. What is the function of the underlined word in the sentence above? Answer: showing reason	
إظهار نتيجة	- showing result
<u>therefore / so / as a result / consequently / because of that</u> - We couldn't go to the stadium because there weren't any tickets left. - She worked hard; as a result , she did very well in her exams. What is the function of the underlined word in the sentence above? Answer: showing result	

2 Listen to the radio programme again and complete the sentences with expressions from the box that ask for or give advice. استمع للبرنامج الإذاعي واكمل الجمل التي بالاسفل مستخدما التعابير الموجودة في الاسفل (اعطاء النصيحة).

لما لا \ ما رأيك أن why don't you , لو كنت مكانك if I were you , بإمكانك you could

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

قبل ان تجد عمل بدوام كامل فكر بالقيام بعمل تطوعي .

2 ,..... I'd find out about training courses. كنت سأبحث عن دورات تدريبية .

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

بما انك لديك شهادة جامعية في الجيولوجيا القيام بدورة في مسح الأراضي وتصبح مساحا

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

Speaking\S.B page 74

3 Complete the following mini-dialogues by giving advice. اكمل الحوارات القصيرة التالية بأن تعطي نصيحة

1 A: I would like to get a job as a teacher of English.

ارغب في الحصول على عما ك معلم\معلمة لغة انجليزية.

B: study English at university?

تدرس انجليزي في الجامعة

2 A: I want to learn Chinese, but they don't teach it in my school.

اريد ان اتعلم اللغة الصينية ولكنهم لا يعلمونها في مدرستي .

B: You do a Chinese course online.

انت تدرس دورة صيني عبر النت

3 A: I don't understand what we have to do for homework.

انا لا افهم ماذا علينا ان نفعل للقيام بواجباتنا المنزلية

B:, I would ask the teacher.

لسألت المعلم\المعلمة

3- if I were you 2- بإمكانك Why don't you

2 Circle the correct words. A.B page 49

ضع دائرة حول الإجابة الصحيحة مهم جدا

1 Ali is thinking of having / taking a course in Agriculture. علي يفكر ان يأخذ دورة في الزراعة

2 I get a feeling of satisfaction / secure after a hard day's work انا احصل عل الشعور بالرضا بعد ايام من العمل الشاق

3 Make sure your online passwords are secure / rewarding. تأكد من كلمات السر على الانترنت انها امنة

4 In order to work in finance, you need to be a very successful / responsible person. من اجل العمل بالتمويل تحتاج. الى ان تكون شخص مسؤول

5 My friend has just got a job / work at our local bank. حصل صديقي عل وظيفة من فترة قليلة في بنكنا المحلي

6 After a long agreement / meeting, we managed to do a deal. بعد اجتماع طويل تمكنا من عقد صفقة

Same meaning نفس المعنى

Complete the sentences to give a similar meaning. Use the correct form of the word in brackets. The first one is done for you.

1- This book changed my way of thinking. (influence)

This book influenced me.

2- It was done accidentally. (purpose)

It wasn't.....

3- Who is in charge of these children? (responsible)

Who

4- We had a great time. (experience)

It was

5 How are Jaber and Mahmoud related? (relationship)

What

Answers: 1- 2- done on purpose 3- is responsible for these children 4- a great experience 5- is Jaber and Mahmoud's relationship

اتبع هذا الشكل لكتابة ايميلك ولكن اعتمد على مهاراتك في الكتابة ولا تعتمد على القوالب

Dear,

I hope my email finds you in a good health. It has been a long time not receiving from you but actually, I have been hearing good news about you. I actually wanted to tell you about the place.....

I hope this email/letter contains satisfying details for you, which can make you happy. I am so happy to send you again. Looking forward to receiving from you.

Kind regards,

Hussein

كلمات الاشتقاق المطلوبة حسب المنهاج الصندوق الأول

verb	noun	Adjective	adverb
///	academy	academic	academically
///	agriculture	agricultural	///
manage	management	managerial	///
advise	advice/advisor	///	///
circulate	circulation	///	///
concentrate	concentration	///	///
contradict	contradiction	contradictory	///
dehydrate	dehydration	dehydrated	///
diet	diet	dietary	///
///	economics	economical	economically
///	engineer	///	///
enroll	enrolment	///	///
///	fluency	fluent	fluently
immerse	immersion	///	///
///	linguistics	linguistic	///
///	linguist	///	///
market	market	///	///
///	marketing	///	///
memorise	memory	memorable	///
///	multilingualism	multilingual	///
///	nutrition	nutritious	///
///	pharmacy	pharmaceutical	///
pioneer	pioneering	///	///
///	pioneer	///	///
///	proficiency	proficient	///
///	psychology	psychological	///
qualify	qualification	qualified	///
simulate	simulation	///	///
///	simulator	///	///
///	sociology	sociological	///
tutor	tutorial	///	///
///	tutor	///	///
undertake	undertaking	///	///
utter	utterance	///	///
///	vocation	vocational	///
agree	agreement	///	///

الأستاذ حسين الصفدي

blame	blame	///	///
corporate	corporation	///	///
///	dialect	dialectal	///
domesticate	domesticity	domestic	///
dominate	dominance	dominant	///
evolve	evolution	evolutionary	///
export	export exportation	///	///
extend	///	extensive	extensively
extract	extraction	///	///
fertilise	fertiliser fertilisation	fertile	///
import	import importation	imported	///
mineral	mineral	///	///
negotiate	negotiation	negotiable	///
///	pharmaceuticals	pharmaceutical	///
replicate	replicate	///	///
reserve	reserve	///	///
spill	spill	///	///
adapt	adaptation	adaptable	///
///	ambition	ambitious	///
attribute	attribute attribution	///	///
///	competence	competent	///
///	conscience	conscientious	///
enclose	///	enclosed	///
///	enthusiasm	enthusiastic	///
intern	intern internship	///	///
interpret	interpreter interpretation	///	///
refer	reference	///	///
///	region	regional	///
reward	rewarding reward	///	///
secure	security	secure	///
survey	surveyor survey	///	///
volunteer	volunteer	voluntary	///

الأستاذ حسين الصفدي

هذه المقدمة والخاتمة تصلح لكتابة مقالة عن موضوع

اسم الموضوع . In this **essay** I intend to discuss the **reasons** and **results** of .

I think that اسم الموضوع is a very important subject to talk about in details because it has strong relation and effect with our life.

Moreover, we should discuss اسم الموضوع from its all sides to headlight on its **advantages and the disadvantages or reasons and results.**

In my opinion, no one can deny that اسم الموضوع has a great influence on our society and needs interest. We should be ware of اسم الموضوع can lead to good results if we work hard and cooperate with each other.

I think that

firstly,.....**secondly**,.....

.....

All in all . I'd like to say thatake it into

[illegible]

.....

إجابة مقترحة

1. People claim that speaking a foreign language improves the functionality of your brain in several different ways.

2. They believe that language learning can also improve your decision-making skills.

The passive form is more formal.

5 / SB page 53

1. People think that learning a new language also presents the brain with unique challenges.

It

.....

.....

2. They say that students who study foreign languages do better, on the whole, in general tests.

It.....

.....

إجابة مقترحة

1. It is thought that learning a new language also presents the brain with unique challenges.

2. It is said that students who study foreign languages do better, on the whole, in general tests.

7 / SB page 37

Rewrite the sentences. Use the impersonal passive in two different ways. The first one is done for you.

1. They say that fish is good for the brain.

It is said that fish is good for the brain.

Fish is said to be good for the brain.

2. People think that we only use a small percentage of our brain power.

.....

.....

3. They claim that we remember things we hear in our sleep.

.....

.....

4. People believe that solving puzzles keeps the brain active.

.....

.....

5. Experts have proved that exercise is good for concentration.

.....

.....

إجابة مقترحة

2. It is thought that we only use a small percentage of our brain power. / We are thought to only use a small percentage of our brain power. 3. It is claimed that we remember things we hear in our sleep.

/ We are claimed to remember things we hear in our

sleep. 4. It is believed that solving puzzles keeps the

brain active. / Solving puzzles is believed to keep the

Answers : 1- when the bank opens ?/ why Mr. hashim left. / 3-

what you want. / 4- if it snows. / 5- if the manager changed .. / 6- if they will. / 7- suggesting. / 8- helping .. / 9- what suha does ? /

10- how much sleep teenager of our age needs 11- what I should do ? B - 1- eating almonds is believed to reduce .. / it is believed

... / 2-

exercise has been proved to be .. 3- Mahmoud darwish is thought

to be ... / it is thought .. / 4- money is believed to bring .. / it is

believed .. / 5- computers were believed to change / it was believed

... / 6- the detective thought that 7- people believe that

...

c- 1- helping 2- considered

4 / AB page 35

1. Do you know if we can take water into the exam?

2. Could you tell me how much this book costs, please?

3. Do you know whether I've passed my exam or not?

4. Do you mind telling me where the library is?

5. Could you explain how I can solve this Maths problem?

6. Could you possibly tell me who the Arabic teacher is?

7. Do you know when we'll know our results?

8. Do you mind explaining why the sky sometimes looks red?

5 / AB page 36

Complete the following indirect questions. The first one is done for you.

1. Can you suggest a healthy breakfast?

Do you mind **suggesting a healthy breakfast**?

2. Please help me to plan my revision.

Do you mind?

3. How can I relax?

Could you explain..... ?

4. Are we allowed to eat sweets during the exam?

Do you know..... ?

5. Please tell me where you found that information.

Do you mind?

6. Does the exam start at ten or half past ten?

Do you know whether..... ?

Answer

Do you mind; a healthy breakfast 2. helping me to plan my revision 3. Could; how I can relax 4. Do; if/whether we are allowed to eat sweets during the exam 5. Do you; telling me where you found that information 6. Do you know; the exam starts at ten or half past ten

6 / AB page 36

Rearrange the words to make indirect questions. The first one is done for you.

1. if / revise / you / explain / I / the / could / best / wonder / to / way / .

I wonder if you could explain the best way to revise.

2. needs / you / much / sleep / how / a / do / know / teenager / ?

brain active. 5. It has been proved that exercise is good for concentration. / Exercise has been proved to be good for concentration.

Rewrite :

Complete the second sentence so that it has the same meaning as the first.

1. People say that the brain is like a computer.

It the brain is like a computer.

2. They claim that money can't make us happy .

Money

.....

3. Everybody knows that you are the best students .

You

.....

4. We know that Jihad is a hard working student.

It

.....

5. They say that work makes you healthy and wealthy.

Work

إجابة مقترحة

1. is said that 2. is claimed not to make us happy. 3. are known to be the best students 4. is known that Jihad is a hard working student. 5. is said to make you healthy and wealthy

Question Tags

الأسئلة الذيلية

- 1-You're allergic to cats,.....?
- 2-She lives near the bank,.....?
- 3-Tom works at the hospital ,.....?
- 4-Peter hasn't got a new car ,.....?
- 5-They're journalists,?
- 6-She's in France at the moment ,.....?
- 7-He didn't lose the keys ,.....?
- 8-She won't help you,.....?
- 9-The boys weren't hurt ,.....?
- 10-They've already painted the house ,.....?
- 11- that doesn't help me to clean the car ,?
- 12- ali never has a acar ,.....?
- 13- I am ok , ?
- 14- let's go shopping ,?
- 15- I have to change my car ,?
- 16- the men sold the house ,?
- 17- he'd driven the car , ?
- 18- the houses we saw in dubai were very expensive,.....?

.....

3. should / much / I / do / could / you /revision / me / tell / how / ?

.....

4 mind / you / water / giving / a / glass /do / of / me / ?

.....

5 know / in / would / you / the / happen / whether / to / morning / or / the / in / exercise / is / better / evening / ?

.....

Answer

1.I wonder if you could explain the best way to revise. 2. Do you know how much sleep a teenager needs?

3. Could you tell me how much revision I should do? 4. Do you mind giving me a glass of water? 5. Do you know whether exercise is better in the morning or in the evening?

Rewrite :

Complete the sentences so that they mean the same as the ones above them.

1.Where's the post office, please?

Do you mind ?

2. How can I get to Queen Alia Airport by public transport?

Could you tell me?

3.Where does the bus go from, please ?

Could..... from?

4. Canyou suggest the best ways for revising lessons ?

Would you mind

.....?

5. What are the benefits of studying English ?

Could you explain

..... ?

Answer :

1. Where the post office is 2. how I can get to Queen Alia Airport by public transport 3. where the bus goes 4. suggesting the best ways for revising lessons 5. what the benefits of studying English are

A-Complete the following sentences so that the new sentence is similar in meaning to the one before it, then write it down in your ANSWER BOOKLET.

1- American woman has higher life expectancy than Arabian woman .

Arabian woman doesn't.....

2-math isn't as popular as English .

English

Math.....

3- the children don't eat as much fast food as their brothers

Their brothers eat.....

4- ahmed is not as short as saif .

Saif

5- Medicine is more boring than engineering .

Engineering isn't

6- a mobile phone is more expensive than book . (less)

A book

7- Audi is less beautiful than BMW .

Audi isn't

8- Ahmed doesn't have as much information as his friends (less)

His friends

b- Correct the mistakes:

1- I saw **the taller** man in the world.

2- I have **fewer** money **than** ahmed

3- Jordan has **less** cars **than** Dubai

ANSWERS : 1-have as high life expectancy as .../2-english more popular /math Is less popular than/ 3- more fast food than ./ 4- is shorter than /5- as boring as /6- is less expensive / 7- BMW is more beautiful than Audi /Audi isn't as beautiful as BMW/8- ahmed has less information than ./His friends have more information than

b- 1- the tallest 2- less 3- fewer

Answers a- 1- aren't we ? 2- doesn't she ? /3- doesn't he ? / 4 has he ?/5- aren't they ?/6- isn't she ?/7- did he ?/8- will she /9- were they ? 10- haven't they / 11- does it /12- does he /13/aren't I /14- shall we /15-don't I /16- didn't they /17- hadn't he / 18- weren't They b- 1- is drunk ... 2- isn't cleaned .. 3- has to be changed 4- haven't been watered .. 5- were written 6- was being made 7- had been bought 8- will be being studied 9- must have been eaten c- 1- be caused 2-held 3-be paid 4- completed 5- being / written 6- considered

جمل المنهاج

English is studied subject.

اللغة الانجليزية هي الموضوع الأكثر دراسة

..... studied subjects are Music and Art.

الموضوعات الأقل دراسة هي الموسيقى والفن

There are students studying Science as

3. It is raining, I wish I (not / be) in the street .

4. I don't have enough money to buy a car. I wish I (Have) enough money.

5. I didn't have enough money to buy a car when I was young. I wish (Have) enough money.

Answers : 1- nader had been .. 2- i hadn't gone 3- sultan hadn't forgot4- hadn't for gotten 5- we had enjoyed 6- I didn't work .. 7- she wasn't 8- had played 9- samia hadn't been ... 10- I hadn't eaten .. 11- hadn't been too hot I wish it had been cooler ... 12- I had money b- 1- had gone 2- hadn't taken 3- wasn't 4- had 5- had had

Complete the sentences with the correct form of the verbs in brackets. (SB, p. 65)

1. Ali did not pass his exams. If only he ----- harder last year. (study)

2. Zaid did not know about Chinese culture when he went on a business trip to China. He wishes he ----- a cultural awareness course. (do)

3. It was too hot to go to the beach yesterday. If only it ----- cooler. (be)

4. I feel ill. I wish I ----- so many sweets! (not eat)

Answers: 1. had studied 2. had done 3. had been 4. hadn't eaten

Speaking /6 / SB page 65

جمل مهمة

*1 • I wish I **had taken** piano lessons when I was a child • If only I had visited England last summer • I wish I had read more classic novels in Grade 11 • If only I **had visited** my grandparents yesterday • I wish I **had helped** my mother more in the kitchen*

*2 I wish I **had done** well in the exam . If only it **had been** an enjoyable trip . I wish the telephone call with my friend **had been** successful*

4 / SB page 68

Choose the most suitable verb form to complete these sentences.

1. Ziad is not very good at basketball. He wishes he..... taller!

(is / were / was)

2. I can't do this exercise. I wish I..... it. (understood / understand / understanding)

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

(speak / spoke / had spoken)

4. Jordan needs to import a lot of oil. If only it..... larger oil reserves.

(has / had / had had)

Maths.

هناك ليس كثيرا مثل من الطلاب يدرسون العلوم مثل الرياضيات
Maths is popular than Science, but
.....popular than English.

الرياضيات هي أكثر شيوعا من العلوم ولكنها أقل شيوعا من اللغة
الانجليزية

Students don't like doing Music and Art
they like doing Maths.

الطلاب لا يحبون دراسة الموسيقى والفن كثيرا مثل ما يحبون دراسة
الرياضيات

6- Neither Maths nor Science are
English.

لا الرياضيات ولا العلوم هي شائع مثل اللغة الانجليزية

Answers : 1- the most 2- the least 3- not as many 4-
more / less 5-as much as 6- as popular as

6. Work in paris . use the phrases in exercise 5 to
talk about the subject that you study

1-maths is the most studied subject .

الرياضيات هي المادة الأكثر دراسة

2-there are not as many students studying physics as
chemistry

لا يوجد عدد من الطلاب يدرسون الفيزياء مثل الكيمياء

3-theleast studied subject are history and geography

المواد الأقل دراسية هي التاريخ والجغرافيا

4-Niether English nor physics are as popular as maths .

لا الإنجليزية ولا الفيزياء شائعة مثل الرياضيات

5-students don't like doing English as much as doing

PE (physical education) and Arabic .

الطلاب لا يحبون دراسة الإنجليزية والعربي كما يحبون دراسة التربية
الرياض

there's less information on the website than there is
in the book . (as much)

There isn't

1.there isn't much information on the website as is in
the book

Portuguese and Turkish children have **the most**
compulsory schooling.

الأطفال البرتغاليين والأتراك عندهم التعليم الإلزامي هو الأكثر

Portuguese children have to go to school for **longer**
than children in Japan.

يجب على الأطفال البرتغاليين الذهاب الى المدرسة لفترة أطول من
الأطفال في اليابان

In Jordan, children start school a year **later** than English
children.

في الأردن , يبدأ الأطفال المدرسة بعد الأطفال الإنجليز

Japanese and Jordanian children have **the least**
compulsory schooling.

الأطفال اليابانيين والأردنيون الأقل تعليم إلزامي

Jordanian children can leave school one year **Earlier**
than English children.

Answers: 1. were 2. understood 3. spoke 4. had

**Complete the sentences with words from the box. (WB,
p.45)**

had (x 2) hadn't if only wish

1. I couldn't understand anything. ----- only I'd
studied Chinese!

2. Ibrahim was right and I was wrong. I wish I -----
-- listened to him.

3. I ----- I'd known more about the company. If -----
---- I'd done some research.

4. I am very hungry! I wish I ----- eaten before I
went to the conference.

5. I regret the deal now. I wish we ----- done it.

Answers: 1. If 2. had 3. wish; only 4. had 5. hadn't

Read the situations and complete the sentences.

1. Sultan **forgot** to do his Science homework. If only he ----
----- to do it.

2. I **regret going** to bed late last night. I wish I -----
----- earlier.

3. Nahla **could not find** her way round the city very easily.
If only she ----- a map.

4. Oh no! I've **forgotten** my library book. I left it at home. I
wish I -----.

5. Our team **didn't play** very well yesterday. If only they --
----- better.

Answers:

**6 Read the situations and complete the sentences. The
first one is done for you.(WB, p. 45)**

1 Sultan forgot to do his Science homework.

If only he hadn't forgotten to do it.

2 I regret going to bed late last night.

I wish I.....earlier.

3 Nahla could not find her way round the city very easily.

If only she.....a map.

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

I wish I

5 Our team didn't play very well yesterday.

If only they.....better.

**7 Use the prompts and write sentences with I wish and If
only. The first one is done for you.A.B45**

1 I'm cold. (bring a coat)

If only I'd brought a coat.

I wish I'd brought a coat.

2 We're late. (get up earlier)

.....

3 I feel ill. (not eat so many sweets)

.....

4 Fadi has lost his wallet. (be more careful)

.....

يمكن للأطفال الأردنيين ترك المدرسة بعام واحد أبكر من الأطفال
الإنجليز
جمل مهمة

- 1- Business Studies is **the most popular** subject.
- 2- **not as many** people applied for Law in 2014 CE as in the previous year.
- 3- Physics isn't **as popular as** Biology.
- 4- Law is **more popular** than Medicine and Dentistry.
- 5- **the fastest** growing subject is Computer Science.
- 6- Engineering is **less popular than** Visual Arts.
- 7- 11% **more people** applied for Engineering in 2014 CE than in 2013 CE.
- 8- The **least popular** subject on the list is Computer Science.

1. دراسات ادارة الأعمال هي الموضوع الأكثر شيوعاً وانتشاراً
2. ليس كثيراً من الأشخاص قدموا طلبات لدراسة القانون في عام 2014 كما في العام الماضي
3. الفيزياء ليست شائعة مثل الأحياء
4. القانون أكثر شيوعاً من الطب وطب الأسنان
5. الموضوع الأكثر سرعة في النمو هو علم الحاسوب
6. الهندسة هي أقل شيوعاً من الفنون البصرية
7. % من الأشخاص قدموا طلبات لدراسة الهندسة في عام 2014 أكثر من عام 2013
8. الموضوع الأقل شيوعاً في القائمة هو علم الحاسوب

If conditional الجملة الشرطية

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

A- Read the following 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)

5 Huda was too busy to visit us yesterday. (be able to come)
.....

6 I've broken my watch. (not drop it)
.....

Answer:

1. If only I'd brought a coat./I wish I'd brought a coat. 2. If only we'd got up earlier./I wish we'd got up earlier. 3. If only I hadn't eaten so many sweets./I wish I hadn't eaten so many sweets. 4. If only he had been more careful./I wish he'd been more careful. 5. If only she'd been able to come./I wish she'd been able to come. 6. If only I hadn't dropped it./I wish I hadn't dropped it.

8 Rewrite the sentences with the words in brackets.(WB, p. 45)

1 Samia regrets being angry at breakfast time. (only)
.....

2 If only I had concentrated properly in class today. This homework is really difficult. (I)
.....

3 Nader should have been more careful with his essay. He didn't get a good mark. (wishes)
.....

4 I wish I had learnt English better when I was younger. (if)
.....

Answers:

1. If only Samia hadn't been angry at breakfast time. 2. I wish I had concentrated properly in class today. 3. Nader wishes he had been more careful with his essay. 4. If only I had learnt English better when I was younger. 5. I had read that book. 6. If only I'd done more revision

**be older have a camera with me
live in a big house
not have a headache
not be so far away
like the same things**

1 Our flat is very small.

If only we lived in a big house.

2 Jaber isn't old enough to drive a car.

He wishes he.....

3 My brother and I never want to watch the same TV programme.

I wish we

4 I'm looking at a beautiful view, and I'd love to take a photo.

If only I

5 My cousins don't live near here.

I wish they

6 I want to go out this afternoon, but I don't feel well.

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)

6- I did a course last summer . so I had a job . (could not)

7- I failed in the exam because I didn't study hard . (would not)

8- Rakan didn't sleep better the night before the exam. He wasn't able to concentrate better. (could) .

Q B- Rewrite the following sentences using the words between brackets.

1- If he doesn't drive fast, he won't make an accident. (unless)

2- You won't get a better job unless you are highly qualified. (if)

3- My father won't change his car if he doesn't have enough money (unless)

Q C- Correct the verbs between brackets

1- When you arrive at the station, me to pick you up. (call)

2- If you, you'll fail your exam. (not study)

3- I'll see you tomorrow unless you busy. (not be)

4- If you hadn't driven fast, the policeman you. (not /will /report)

5- I would have had a better job if I a university degree. (have)

ANSWERS : 1- if Saeed hadn't left his camera at home, he could have been able to take pictures of the parade. 2- if I hadn't had a headache yesterday, I might have done well in the Maths test. 3- if I had known your phone number, I could have been able to contact you 4 – if You hadn't had a brightly coloured T-shirt on, I might not have noticed you in the crowd . 5- if I hadn't worked really hard the day before the exam, I might not have got top marks 6- if I hadn't done a course last summer , I couldn't have had a job 7- if I had studied hard, I wouldn't have failed in the exam . 8- if Rakan had slept better the night before the exam, He could have been able to concentrate better.

B- 1- Unless he drives fast, he won't make an accident.

2- You won't get a better job if you aren't highly qualified.

3- My father won't change his car unless he has enough

If only I

Answer : 1. lived in a big house 2. was older 3. liked the same things 4. had a camera with me 5. weren't so far away 6. didn't have a headache

Passive voice

المبني للمجهول

1- Rana drinks coffee every morning .

Coffee

2- Samia doesn't clean the room every day .

The room

3- They have to change the car .

The car

4- No one has watered the flowers .

The flowers.....

5- They wrote the answers yesterday .

The answers

6- Samia was making coffee.

Coffee

7- They had bought a beautiful car .

A beautiful car.....

8- ali will be studying English hard .

English

9- they must have eaten breakfast daily .

Breakfast

C- Correct the verb :

1- Troubles willto you by girls. (cause)

2- Our meeting must be next week . (hold)

3- The bill has to tomorrow by the customers .

(pay)

money .

QC: 1- call / 2- don't study / 3- aren't 4- wouldn't have reported 5- had had

Zero and first conditionals with future time phrases الشرط الصفري والأول

- We use the zero conditional (*if* + **Present Simple v1/Present Simple v1**)

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

الحقائق الحتمية والأكيدة

- *If plants don't get enough sunlight, they die.*
- *Water turns to ice if the temperature falls below zero.*

- We use the first conditional (*if* + **Present Simple v1/will + Present Simple**) to describe a future outcome of a certain future action or event.

متوقع وممكن حدوثه في المستقبل

- *If you **get** an interview for a job in pharmaceuticals, you **will** need to show real enthusiasm for the industry.*

SB P 73 / 6 Choose the correct option to complete the sentences.

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. هذه الجملة تتحدث عن حقيقة لذلك يجب استخدام المضارع في شقي الجملة

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

Speaking / S.B page 73 / 7 Complete the sentences so that they are true for you. أكمل الجمل التالية بحيث تعطي معلومات صحيحة

- 1 I will enjoy my job provided that ... أنا استمتع بعلمي شريطة أن
- 2 I think I will be successful as long as ... أعتقد أنني سأكون ناجحاً طالما
- 3 Even if I travel a lot, ... حتى لو أنني سافرت كثيراً
- 4 I will not work abroad unless ... لن أعمل في الخارج مالم
- 5 If I get the job I want, ... إذا الو حصلت على العمل الذي أريده

Suggested answers

1. I have interesting colleagues. 2. I work hard. 3. I will still make time to speak to my friends. 4. it is the only option. 5. I will be very happy. 6. I will be very happy. 7. I will be very happy.

4- the tunnel was last year . (complete)

5- three letters is now by ahmed . (be / write)

Q1: Rewrite the sentences in the passive. Use 'by' where necessary. (WB, p.43)

1. People speak Spanish in most South American countries, but they speak Portuguese in Brazil
2. My mother taught me to read.
3. Fifty years ago, they hadn't invented smartphones.
4. Our teacher has already marked our exams, and now someone is checking them.
5. They have just discovered some books that people wrote 200 years ago.

Answers:

1. Spanish **is spoken** in most South American countries, but in Portugal Portuguese **is spoken**.
2. I was **taught** to read by my mother.
3. Fifty years ago, smartphones **hadn't been invented**.
4. Our exams **have already been marked** by our teacher, and now they **are being checked**.
5. Some books that **were written** 200 years ago **have just been discovered**.

Q2: Complete the text with the correct passive form of the verb (SB, p.63)

Jordanian Sign Language, or Lughat al-Ishara al-Urdun (LIU), is the sign language that (1) (use) in Jordan. The language has several dialects. LIU (2) (relate) to other sign languages in the Middle East, but none of these (3) (research) extensively. An introductory grammar of Jordanian Sign Language (4) (publish) in 2004 CE. By publishing this book, it (5) (hope) at the time hearing Arabs with an interest in sign language would learn more about the grammar of LIU and other sign languages in general. The publication is a very important achievement for LIU because, before 2004 CE, very little research about sign languages of the Middle East (6) (carry out). Interest in LIU has grown since then, and at the moment, a lot of research into the language (7) (do).

Answers:

1. is used 2. is related 3. has / have been researched 4. was published 5. was hoped 6. had been carried out 7. is being done

7- Tick the correct sentences. Rewrite the wrong ones with words from the box

Even if if unless when

Ice cream melts when it gets warm. ✓ البوظة تذوب عندما تسخن

We need umbrellas **unless** it rains. F نحن بحاجة الى شمسيات (خطأ) (خطأ)

We need umbrellas when it rains. (الصحيح) نحن بحاجة الى شمسيات عندما تمطر

3- The teacher will be pleased **unless** I write a good essay. F المعلم سيكون سعيدا ما لم اكتب مقالة جيدة

4- Our team will celebrate **if** they win the match. T فريقنا سيحتفل اذا فازوا بالمباراة

5- **Provided that** everyone works hard, we'll all pass our exams. T بشرط ان يعمل الجميع بجدية سننجز جميعا في امتحاننا

6- Babies are usually happy **as long as** they're hungry or cold. F الأطفال الرضع عادة يكونوا سعداء طالما هم جائعين او يشعرون بالبرد

7- We should always be polite **unless** we feel tired. F علينا دائما ان نكون مؤدبين ما لم نشعر بالتعب

Answers: 2- when 3- if 6- unless 7- even if

8 Complete the sentences with your own ideas. Use the zero or first conditional.

1- When I get home from school, I usually **have lunch**. عندما اصل المنزل من المدرسة. انا عادة اتناول غذائي

2- Unless we're given a lot of homework tonight, **I'll go out**. اذا لم نعطى الكثير من الواجبات المنزلية ,سوف أشاهد فيلما

3- If there's something I don't understand, I usually **ask my teacher**. اذا كان هنالك شيء لا أفهمه انا عادة اسأل معلمي

4- Even if I'm tired tonight, **I will do my homework**. حتى لو كنت متعبا الليلة. سأدرس امتحاني

5- As long as I have enough money, **I'll buy a new mobile phone**. طالما لدي الكثير من المال. أنا اشعر بالسعادة

6- Provided that my parents agree, **I'll go to Aqaba with my friends**

شريطة ان يوافق والدي سأذهب في الرحلة

Q 3- Rewrite the following sentences using the words between brackets.

1- If you don't drive fast, you won't make an accident. (unless)

2- You won't get a better job unless you are highly qualified. (if)

3- My father won't change his car if he doesn't have enough money (unless)

1- Unless you drive fast, you won't make an accident.

The third conditional

الشرط الثالث

• We use the third conditional (**if + Past Perfect (had+v3) /would have + past participle (v3)**) to imagine past situations. These past situations are impossible, and did not happen. الشرط المستحيل في الماضي

- If I had stayed at home that day, I would have missed the celebration.

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

في جمل الشرط الثالث نستخدم **could , might** عندما نكون غير متأكدين من نتائج الفعل المستحيل بالماضي

- 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.)

- 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.)

- If I'd gone to a different school, I **might** not have studied French. I could have taken English.

4 Complete these sentences with the correct form of the verbs in brackets. Listen and check. S.B.74

اكمل الجمل باستخدام الصيغة الصحيحة للأفعال التي بين الأقواس . مهم

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.

1- would have got/ had had 2- had done /would have had

Work in pairs. Complete each sentence with your own ideas, using the third conditional. S.B.74

انت وزميلك أكمل الجمل التالية بأفكارك الصحيحة واستعمل جمل الشرط النوع الثالث مهم جدا

1. If there had been email in the 1960s,

2. If people had had mobile phones in the past,

3. If people had known about global warming in the past,

Answers: 1- people would have stopped writing letters 2- they would have been able to communicate more easily 3- they would have solved the problem earlier

1 If I hadn't come to this school, ... I **mightn't** have met the best friend .

لو لم آتي الى هذه المدرسة ربما انني لم أكن لأقابل أفضل صديق لدي

2 If I hadn't grown up in this city, ... **I couldn't have known everything in it** .

لو لم أترعرع في هذه المدينة. لما تمكنت أن اعرف كل شيء فيها

Choose the correct verbs in these sentences.

a If I had to add two long numbers together in my head, it **takes/will take/would take** me two or three minutes.

b If I **see/will see/would see** the numbers on paper, it is easier to add them.

c If I remember Ali's address, I **phone/will phone/would phone** and tell you.

2- *You won't get a better job if you are not highly qualified.* 3- *My father won't change his car unless he has enough money*

d I'll help you with your math's homework if you **find/will find/ found** it difficult.

e I wouldn't be able to read if I **lose/will lose/lost** my glasses.

أكمل الجمل التالية باستعمال الصيغة الصحيحة للأفعال التي بين الأقواس

1- When you **arrive** at the station next Saturday, we **will be** 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..... youthe money? (**win/spend**)

6- Even if Omar..... his driving test this afternoon, hehis own car. (**pass/not have**)

Answers: 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

5- Circle the correct word in italics, and complete the sentences with the correct form of the verb in brackets.

The first one is done for you. AB p 50

1- *When / Unless* you heat water to 100°C, it boils. (**heat**)

عندما تسخن الماء لدرجة 100 فإنه يغلي

2- You will not pass your exams *as long as / unless* youhard. (**study**)

لم تتجح بالامتحان ما لم تدرسهhard. (**study**)

3- *If / Unless* you..... the plants, they will die. (**not water**)

إذا لم تسقي النباتات فأنها ستموت

4- Do you usually go home or meet your friends *when / provided that* school?(**finish**)

تذهب الى البيت ام تقابل اصدقائك عندما تنتهي المدرسة هل انت عادة

5- Your new computer will last a long time *as long as / even if* youcareful with it. (**be**)

كمبيوترك الجديد سيدوم لفترة طويلة طالما انت كنت حريصا عليه

Answers: unless/ study 3- if / don't water 4- when / finishes 5- as long as / are

جمل مهمة جدا

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

1 خلال شهر رمضان نحن نأكل عند مغيب الشمس 2 سأتصل بك اذا فاتني

3 سنذهب الى مطعمنا المفضل يوم الجمعة ما لم يكن مغلق

4 سأقبل بعرض العمل بشرط ان يكون عمل وقت جزئي 5 علينا ان نذهب الى

المدرسة حتى وان كنا متعبين

حسين الصفدي