

بسم الله الرحمن الرحيم

النور في اللغة الانجليزية

(2017 - 2018)

Twelfth Grade



Units 6 - 10

ملخص المستوى الرابع - (الكتاب الجديد)



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اكاديمية تفوق للخدمات الطلابية
طبربور - منطقة طارق

Derivation

١. دائما قبل الأسماء صفات وبعد الصفات أسماء وبعد الأسماء أفعال وقبل الأفعال أسماء وبعد الأفعال ظروف وبعد الظروف صفات
(**adj + noun + verb + adverb + adjective + noun**)

verb	ate	ise	ize	en	ed				
noun	ion / ness	ity / age	ment	ence	ency	gy / ure	ing / dom	ist / isme	er / or
adjective	al	ive	ant	ent	ful	ous	ible	able	ic
adverb	ly								

Nouns	Verbs
1. After: (a / an / the) :	1. After (to)
2. After prepositions (in / on / of / at / with / for / by / from / without)	2. After : (always / usually / often / seldom / rarely / sometimes / never)
3. After the possessives ('s / s')	3. After (would rather / had better / let / make / help)
4. After : (my / his / her / their / your / our / its)	4. After the (verbs to do) : (do / does / did)
5. After adjectives :	5. After (will / would / shall / should / may / might / can / could / must)
6. After numbers : cardinal (one) or ordinal (first) :	6. Between the subject and the object
7. After the words (this / these / that / those)	
8. After (much / many / few / some / any / little / more)	
9. At the beginning of the sentence as subjects	
10. After (No)	
11. After : (need) – (cause) – (keep) – (see)	

adjectives	Adverbs
1. Adjectives describe nouns	1. Adverbs describe verbs
2. After (verb to be)	1. We use the adverbs before adjectives : (be + ly)
3. After adverbs (adverb + adjective)	2. Adverbs (without verbs) Suddenly, he began to drive slowly
4. " be " + (as adj as)	3. " verb " + (very / too / so / quite)
5. " be " + (very / too / so / quite / a bit / absolutely / extremely)	4. " verb " + (as adv as)
6. After these verbs (look / feel / sound / seem / become / find / taste / smell / get / turn)	5. subject + ly + verb
After (be + more / the most)	

Verb	Noun	Adjective	Adverb- Arabic	Verb	Noun	Adjective	Adverb
educate	education	educational	يتعلم - ly	repeat	repetition	repeated	يعيد
succeed	success	successful	ينجح - ly	correct	correction	correct	يصحح
achieve	achievement	achievable	يحقّق - إنجاز	circulate	circulation		يدور
organise	organisation	organised	ينظم	dehydrate	dehydration		يجفف
develop	development		يطور	revise	revision		يراجع
qualify	qualification	qualified	يوهل	concentrate	concentration		يركّز
recommend	recommendation	recommended	يوصي		particularity	particular	ly - محدد
succeed	success	successful	ينجح	compete	competence	competent	ly - ينافس
memorize	memory	memorable	يتذكر	know	knowledge	known	يعرف
advise	advice / advisor	advisable	ينصح	immerse	immersion		ينخرط في
	youth	young	صغير		Proficiency	proficient	اجادة - احتراف
	awareness	aware	ادراك		fluency	fluent	طلاقة - fluently
experience	experience	experienced	تجربة	contradict	contradiction	Contradictory	يناقض
dominate	dominance	dominant	يهيمن على	economize	economics - y	economical	ly - اقتصاد
depend	dependance	dependant	يعتمد على	criticise	critic	critical	ly - ينتقد
	Nutrition	nutritious	تغذية	diet	diet	dietary	يغذي
	nutrtrients						
manage	management	managerial	يقدر - يدير	secure	security	secure	امن
domesticate	domesticity	domestic	يدجن	adapt	adaptation	adaptable	يتأقلم
evolve	evolution	evolutionary	يتطور	negotiate	negotiation	negotiable	يفاوض
fertilise	fertilisation	fertile	خصب	extend		extensive	extensively
intend	intention	intentional	ينوي	volunteer	volunteer	voluntary	يتطوع

Verb	Noun	Adjective	Adverb- Arabic	Verb	Noun	Adjective	Adverb
market	Marketing market		يسوق	import	import	imported	يستورد
engineer	engineer Engineering		يهندس	importation	academy academic	academic	اكاديمي academically
enroll	enrolment		يسجل	reward	reward	rewarding	مجزي - مفيد
pioneer	pioneer pioneering		رائد		mineral	mineral	معادن
simulate	simulator simulation		جهاز محاكاة (تقليد للواقع)		ambition	ambitious	طموح
tutor	tutor - tutorial	فترة - مدرس	يدرس - خاص		conscience	conscientious	واعي - حي الضمير
utter	utterance		لفظة (عبارة)		enthusiasm	enthusiastic	متحمس - اقليمي
					region	regional	
undertake	undertaking		يلتزم بفعل شئ				
create	creation		يخلق		multilingualism	multilingual	متعدد اللغات
teach	teaching		يعلم				
agree	agreement		يرافق		Pharmacy	Pharmaceutical	صيدلة
blame	blame		يلوم		Psychology	Psychological	علم النفس
corporate	corporation		شركة		Sociology	Sociological	علم الاجتماع
dialect	dialectal		لهجة		Linguist Linguistics	linguistic	لغوي علم اللغويات
attribute	attribute attribution		السمة		competence	competent	
interpret	Interpreter interpretation		مترجم فوري	enclose		enclosed	مرفق
refer	reference		مرجع		agriculture	agricultural	زراعة
replicate	replicate		يكرر - ينسخ		idea	ideal	مثالي - ly
reserve	reserve		يحفظ		Business / businesses		عمل
spill	spill		يسكب		vocation	vocational	مهني
survey	surveyor survey		دراسة استقصائية	extract	extraction		يستخرج
export	exportation		يصدر				

Choose the correct answer :

- One of the most important things that we give children is a good -----
(**educate** - **education** - **educational** - **educationally**)
- If you work hard, I'm sure you will ----- . (**success** - **succeed** - **successful** - **successfully**)
- Congratulations ! Not many people ----- such high marks. (**achievement** - **achieve** - **achieved**)
- My father works for an ----- that helps to protect the environment. (**organize** - **organization** - **organised**)
- It's amazing to watch the ----- of a baby in the first year of life. (**develop** - **development** - **developed**)
- Before you apply for a job, check that you have the correct ----- . (**qualify** - **qualified** - **qualification**)
- The company is pleased with your work and is happy to give you a-----
(**recommend** - **recommended** - **recommendation**)
- Congratulations on a very----- business deal. (**succeed** - **success** - **successful**)
- We should always be ready to listen to good -----
(**advise** - **advice** - **advisable**)
- My father often talks about what he did in his -----
(**young** - **youth**)
- It's important to have an ----- of different countries' customs. (**aware** - **awareness**)
- The graduation ceremony was a very ----- occasion for everyone. (**memory** - **memorise** - **memorable**)
- Nuts contain useful ----- such as oils and fats. (**nutritious** - **nutrition** - **nutrients**)
- Have you had any ----- of learning another language ? (**experienced** - **experience**)
- Is one side of the brain more ----- than the other ? (**dominate** - **dominance** - **dominant**)
- Whether or not you remember something that you have learnt in the past ----- on the
experience you had while you were learning it . (**dependence** - **depend** - **dependant**)
- I'm confused. Could you give me some -----, please ? (**advisable** - **advice** - **advise**)
- Before an exam, you must ----- everything you have learnt. (**revision** - **revise** - **revisable**)
- In hot weather our bodies are in danger of ----- . (**dehydrate** - **dehydration** - **dehydrated**)

20. Don't talk to the driver. He must ----- . (**concentration - concentrate - concentrated**)
21. How quickly does blood ----- round the body ? (**circulation - circulate - circulated**)
22. Kareem is a ----- journalist, he has worked previously for many scientific journals. (**qualification - qualify - qualified**)
23. Doing lots of exercise won't keep you healthy if you don't eat ----- food as well. (**nutrients - nutritious - nutrition**) 2016
24. Services, mostly travel and tourism ----- the majority of our economy. (**dominant - dominate - dominance**)
25. Khalid is a very ----- and adabtable worker, I believe that he can be successful in any position. (**competence - compete - competent**)
-
26. Language ----- is becoming an important requirement for many jobs. (**proficient - proficiency**) 2017
27. My grandfather often tells us about what he did in his ----- . (**young - youth**) 2017
28. Olives which are----- grown in the world, have been cultivated for over 6.000 years. (**extend - extensive - extensively**) 2017
29. It is important to have an ----- of different countries' customs. (**aware - awareness**) 2017
30. Maha shows great ----- for her new job as a lawyer in the court . (**enthusiasm , enthusiastic , enthusiastically**) 2018
31. Our national team is now well- ----- for the second round of the competition . (**qualify , qualification , qualified**) 2018
32. With children, it is important to ----- the right balance between love and discipline. (**achieve , achieved , achievable**) 2018

1. In the Middle East today, entrepreneurship is ----- important. (**particular - particularly**)
2. It is important because of the ----- job market. (**compete - competent - competence**)
3. It is important to give young people the ----- so that they can help themselves. (**know - known - knowledge**)
4. If they cannot find jobs, they can creat their own and then, -----, generate jobs for others. (**ideal - ideally**)
5. ----- have been set up. (**organize - organized - organisation**)
6. They have been set up to guide young people through the process of business ----- (**create - creative - creation**).
7. Universities in the region have started ----- entrepreneurship courses to students. (**teach - teacher - teaching**)
8. Even large ----- now support young entrepreneurs. (**business**)
9. Young people can have control over their own ----- futures. (**economy - economic - economically**)
10. In the Middle East, it is a ----- learning experience for young people. (**critic - critical - critically**)

Answers : 1-particularly 2- competitive 3- knowledge 4- ideally 5- organisations 6- creation 7- teaching 8- businesses 9- economic 10- critical

Guided Writing

Read the information in the table below, and then in your ANSWER BOOKLET , write two sentences about -----.

Use the appropriate linking words such as: and, too, also, etc

Reasons that make people leave their home countries
seek better life - complete education - find better jobs - learn about different cultures -

There are many reasons that make people leave their home countries **such as** seeking better life **and** completing their education. **Another thing is** finding better jobs and learning about different cultures.

What should happen to motorists who break the speed limits ?
Ban from driving Fine for driving fast Put in prison

There are some **punishments** /many things that **should** happen to motorists who break the speed limits **such as** banning them from driving **and** fining them for driving fast. **Another thing is** putting them in prison.

How to improve your English language ?
Listen to English programs Read English newspapers and magazines Join English courses regularly

There are many ways to improve your English language **such as** listening to English programs **and** reading newspapers and magazines. **Also**, joining English courses regularly is another way to improve your English language.

Why do people use the internet websites ?
Buy goods Book holidays Pay bills

There are many reasons that make people use the internet websites such as buying goods and booking holidays. In addition, another reason is paying bills.

Characteristics of traditional education
- students attend classes in person - students have more opportunities to join clubs - students need more guidance and more direct contact with teachers - students attend classes in a specific time and in a specific location

There are many characteristics of traditional education . For example, students attend classes in person and in a specific time and in a specific location. In addition, they have more opportunities to join clubs and they need more guidance and more direct contact with teachers.

Advantages of email	Disadvantages of email
- it is easy to use - it is fast	- less hand-writing practice - lack personal touch

There are many advantages of email such as being easy to use and fast. On the other hand, there are many disadvantages such as having less hand writing practice and lack personal touch.

Goods that Jordan imports and exports

Exports	imports
- phosphate - Potash - Pharmaceuticals	- oil - gas - wheat

There are many goods that Jordan exports such as Phosphate, potash and Pharmaceuticals. On the other hand, there are many goods that Jordan imports such as oil, gas and wheat.

Read the information below and write two sentences about the benefits of studying abroad :(2016)

- build valuable job skills - make friends
- be self-confident - understand own and other cultures

There are many benefits of studying abroad such as building valuable job skills, being self-confident and making friends. Also another benefit is understanding own and other cultures.

Why people should read more books
- develop verbal abilities
- increase focus and concentration
- refresh money
- improve imagination skills

2017

There are many reasons that make people read more books such as developing verbal abilities, increasing focus and concentration and refreshing money. Also, another reason is improving imagination skills.

Benefits of doing an internship
- developing professional skills.
- increasing self-confidence in the workplace.
- having personal growth experiences.
- improving social relationships

2017

There are many reasons of doing an intership such as developing professional skills, increasing self-confidence in the workplace and having personal growth experience. Also another benefit is improving personal relationships.

What one can do in a free time
- visiting cultural locations.
- exercising and playing a sport.
- going shopping.
- spending time with friends.

2018

There are many things one can do in a free time such as visiting cultural locations, exercising and playing a sport and going shopping, too. Also, another thing is spending time with friends.

Compulsory Education in different countries	
England	5-16 years
Jordan	6-16 years
Turkey	6-18 years
Japan	6-15 years

Turkish children have the most compulsory schooling but Japanese children have the least compulsory . In addition, In Jordan, children start school a year later than English children but they leave school one year earlier. .

The most popular university subjects		
Subject	No. applications in 2014 CE	Change since 2013 CE
Business Studies	280,240	+ 3.2 %
Visual Arts	244,620	+ 2.4 %
Biology	231,720	+ 8 %
Engineering	141,100	+ 11 %
Physics	104,410	+ 5 %

Business studies is the most popular subject but pysics is the least popular one and it is not as popular as Biology . Also, Engineering is less popular than Visual Arts but it is more popular then Physics. .

Curriculum Vitae	
Name	Farida Jabari
Contact details	215 Rainbow Street, Amman
Qualification	Degree in English (2009 CE)
Work experience	Teacher of English, Ein Ghazal Secondary School, Zarka – 2009 - now
Personal attributes	dedicated, ambitious worker.

Farida Jabri , who lives in 215 Rainbow Street, Amman , has got a degree in English since 2009 CE . She has been working as a teacher of English in Ein Ghazal Secondary School, Zarka from since 2009 . She is a dedicated and an ambitious worker .

Functions

Giving Advice : 1. Why don't you + V-inf. 2. If I were you, I would / If I were you = should
3. You could + V-inf. 4. Have you thought about ? 5. It would be a good idea for you to... 6. ought to...

Showing cause or explain the reason for something : (Linking words)
(because / as / since / because of / due to) - We were late **due to** the traffic.

Showing result or explain the consequences of an action : (Linking words)
(therefore/ so / as a result, / because of that, / consequently)
We were caught in traffic, **so** we missed the start of the play .

To check or query information : You're a doctor , **aren't you** ? (Tag Questions)

link words and paragraphs together : (Using the pronouns)
He, she, they , them , it , you...etc - My friend is clever. **He** got high marks.

Make comparisons : (more, less, as ...as , taller , more , the most , ...etc
There aren't **as many** books on the table **as** in the bag.

Ask questions in a polite, formal way : (Indirect Questions)
Do you mind telling me why the train is late ?

A formal way of reporting thoughts, sayings, beliefs and opinion : (The Impersonal Passive)
It is said that dolphins are highly intelligent

To express regrets about the past : (wish = if only + had V3)
I wish I **had done** more work for my exam. Unreal past forms for past regrets

To express wishes about the present that are impossible or unlikely to happen (wish = if only + V2)
I wish I knew the answer Unreal past forms for present wishes

It is not affected by gender, so not obviously male or female (Gender-neutral)
A **postman** delivers your post.

Describe something that always happens after a certain action or event. (the inevitable consequence)
If you boil water , it evaporates The zero conditional (if + Present Simple/Present Simple)

Describe a future outcome of a certain future action or event
If Sami studies hard , he will pass all his exams The first conditional (if + Present Simple / will + Present Simple)

To imagine past situations :
If I had stayed at home, I would have celebrated. The third conditional (if + Past Perfect / would have + past participle) :

Complete the following mini-dialogues by giving advice :

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

We couldn't go to the stadium **since** there weren't any tickets left.
What is the function of **using since** in the above sentence ? 2016 -----

Giving Advice : Rewrite the advice, using the words in brackets.

1. You should practise the presentation several times.
----- (were)
2. It would be a good idea for you to make a list of questions.
----- (could)
3. You ought to get some work experience.
----- (don't)
4. You shouldn't look too casual.
----- (If)
5. You should do a lot of research.
----- (would)
6. You shouldn't worry so much.
----- (If)

Editing :

انواع الأخطاء : الإملاء ، الأحراف الكبيرة، علامات الترقيم ، خطأ قواعدي ، وجود نقص في حروف كلمة :
تأتي الأحراف الكبيرة دائما في أول الجملة، أو الفقرة ، ومع الألقاب واسماء المنظمات والاختصارات والأيام والأشهر ، وأسماء الدول واللغات والجنسّات والمدن ، ومع الاتجاهات
١. تغيير شكل الحرف (C - K) (S - C) (V - f) (b - P) (e - i) (a - e)

Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that have four mistakes (one grammar mistake, two spelling mistakes and one punctuation mistake. Find out these four mistakes and correct them. Write the correct answer down in your ANSWER BOOKLET. 2016

I am doing an online postgraduate course in education. It is think that distance learning means that you don't socialize with other students ? as you do when you are doing a face-to-face course. It's not true ! our class consists of 30 students from all over the world. We study at home and send our assignments to our totors by email and there are a lot of different class discussions on the Internet.

1. postgraduate 2. thought 3. students. (not ?) 4. tutors

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

1. believed 2. language, you 3. utterance 4. judgment

Mr Khalid who is a career advisor believe that Biolojy and Chemistry are the most important subjects for those who want to go on yo a study Dintistry at university. Maths is not as important. but it is compulsory and he would strongly recommend that they work harder on this subject because they cannot drop it .

1. believes 2. Biology 3. Dentistry 4. , but it is

Language competence is becoming increasengly important for anyone who wants to travel or work abroad for a large glocal company , Remember, career direction is never too late to be studied or change . Studying is a lifelong activity – you'r never too old to start.

1. ----- 2. ----- 3. ----- 4. ----- 5. ----- 2017

All schools from kindergarten to secondary, are the responsibility of the Ministry of Education in Jordan. Pre-school and kindergarten education is obtional , follow by ten years of free, compulsory education. For higher education, students enter university. either for academic or vocational courses.

1. ----- 2. ----- 3. ----- 4. -----

2017

الكلمات التي لا تدل على جنس Gender-neutral

Gender-neutral means that it is not affected by gender, so not obviously *male* or *female*.

Gender-neutral words كلمات محايدة بين الجنسين	Gender-specific words كلمات محددة الجنس	Arabic
Business person	Businessman / businesswoman	رجل اعمال
sales assistant/salesperson	sales man / sales lady	مساعد مبيعات
head teacher	headmaster / headmistress	مدير مدرسة
humans	mankind	البشر
postal worker	post man / post woman	عامل بريد
chairperson	chairman	رئيس
sailor	seaman	بحار
astronaut	spaceman	رائد فضاء
police officer	policeman/ policewoman	موظف شرطة
flight attendant	steward / stewardess	مضيف طيران
they - their	he / she - his / her	هم
firefighter	fireman	عامل اطفاء

Study the following sentence entry and answer the question that follows.

Write the answer in your ANSWER BOOKLET .

2016

A **postman** delivers your post. Replace the underlined word with the correct gender-neutral words. -----

1. For centuries, **mankind has** preserved cultures through storytelling . -----
2. A **postman** delivers your post. -----
3. During the flight, the **stewards and stewardesses** will serve you drinks. -----
4. At the book fair, everybody was buying **his** favourite books. -----
5. If you need to report a crime, speak to a **policewoman** . -----
6. Every **fireman** should do his job responsibly . -----

Body idioms :

Body idioms	Meaning	Arabic
get it off your chest	to tell someone about something that has been worrying you	يفرغ - يشكي عن مشكلة ما
get cold feet	to lose your confidence in something at the last minute	تفقد الثقة بنفسك اخر لحظة
play it by ear	To decide how to deal with a situation as it develops	تقرر كيفية التعامل مع موقف
keep your chin up	to remain cheerful in difficult situations; an expression of encouragement	يبقى مرح وقت الصعوبات
have a head for figures	to have a natural mental ability for Maths / numbers	ان يكون لك عقل رياضي
put my back into it	tried extremely hard ; put a lot of effort into something	يحاول بكل جهده

1. I'm too nervous to do a parachute jump. I think that I'll ----- at the last moment.
2. If you've got a problem, talk to someone about it. It helps to ----- .
3. I don't think I would be a very good accountant. I don't really -----.
4. ----- ! I'm sure everything will be fine in the end.
5. I'm not sure if it'll be warm enough to have a barbecue. We'll have to -----.
6. Even if things have been difficult for you, always -----, everything will be normal soon. (2016)

Answers : get cold feet - get it off your chest - have a head for figures - keep your chin up - play it by ear - keep your chin up

- Replace the underlined phrases with the correct *body idiom*.

Majed is too nervous to do a parachute jump. I think he will lose his confidence at the last minute. (2016)

- Replace the underlined *body idiom* with the correct one. .

I'm not sure if it'll be warm enough to have a barbecue. We'll have to keep our chin up. (2017)

Use the following *collocations* to complete the sentences below :

Collocating Phrases	Defenitions	Arabic
draw up a timetable	write a schedule	يصمم جدول
do exercise	keep fit	يتمرن
do a subject	study	يدرس
take a break	relax	يرتاح
make a start	begin	يبدأ
make a difference	change something	يغير شيء

- If you want to lose weight, yiu should ----- everyday.
 - The deadline is tomorrow, and you haven't done everything yet. You really must ----- .
 - If you send money to charity, you will ----- to a lot of lives.
 - You look tired. Why don't you ----- ?
 - I need to organize my time better. I think I'll -----.
 - Taha's organized participation in the seminar ----- and activates everyone there. (2016)
- Answers : 1. do exercise 2. make a start 3. make a difference 4. take a break 5. draw up a timetable 6. makes a difference

Complete the *collocations* with the verbs in the box. One verb is not needed.

Collocations	Arabic	Collocations	Arabic
make - a mistake	يرتكب خطأ	join - a company	ينضم الى شركة
ask - questions	يسأل اسئلة	cause - offence	يسبب اساءة
shake - hands	يصافح	make - small talk	يعمل حديث قصير
earn - respect	يكسب الاحترام		

Complete the sentences with *collocations* from exercise :

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

Answers : 1 make a mistake 2 cause offense 3 make small talk 4 join , company 5. shake hands 6. ask questions 7. earn, respect

	Arabic		Arabic
work as	يعمل ك	ask about	يسال عن
decide on	يقرر	good at	جيد في
translate into	يترجم الى	talk about	يتحدث عن

Complete the sentences from the box. One preposition is not needed.

(about - as - at - in - into - on - about)

- Would you like to **work** _____ a teacher in a big school?
- We need to **decide** _____ a place to meet. (as - on - at - into) 2018
- Can you **translate** this Arabic _____ English for me, please?
- I'd like to **talk** _____ the film I've just seen; it was brilliant!
- The teacher **asked** us _____ our favourite books.
- My sister is really **good** _____ drawing and painting.

Answers : 1. as 2. on 3. into 4. about 5. about 6. at

Collocations	Arabic
Blame or punish a person for something he / she has done. (to say or think that someone or something is responsible for something bad)	يلوم او يعاقب شخص
spill a drink : (to accidentally flow over the edge of a container)	يسكب شراب
pop a balloon : (to burst, or to make something burst, with a short, explosive sound)	يفرقع البالون
recall an event	يتذكر حدث

Phrasal Verbs الأفعال المركبة

A verb that is followed by one or two particles that change its meaning .

1. Transitive Verbs : came up with / look into / leave out / point out / carry out / think of / make up

2. Intransitive Verbs : grow up / get on well / come about / stand out / speed up / make out

Key Word	Meaning in English	Arabic
come up with	produce something, especially when pressured or challenged think of (an idea , a way ,)	يتوصل الى - يخرج ب يفكر ب
get away with	to do something wrong without being discovered or with only a minor punishment not be blamed for	ينجو بقلته
look forward to	to wait with pleasure	يتشوق الى
go ahead with	to begin to do	يباشر
leave out	to not include (something or someone) - omit it	يستثني - يحذف
look into	to investigate – to study (a problem , incident , matter , a story)	يستقصي
point out	to show – to make clear	يوضح
carry out - 2017	to do – to perform – complete (a task , experiment , research)	ينفذ
come about	happen or take place	يحدث
grow up	spend my childhood	ينمو - يترعرع

Key Word	Meaning in English	Arabic
get on with	be friendly	يتماشى مع
stand out	to be much better than other similar people or things	يبرز - يتميز
speed up	hurry up	يكتشف
make up	invent	يخترع
make out	understand	يفهم
Find out	discover	يكتشف

Word	Meaning in English	Arabic
look	Look up a word in the dictionary 2016 Look for something you have lost Look forward to something exciting	يبحث في القاموس يبحث عن شيء يتطلع بامل
get	Get over an illness, and feel better Get up in the morning Get on with your work and complete it	يتغلب على ينهض من النوم يبدا عمله
take	Take up a new hobby Take away some fast food Take off your shoes when you get home	يبدا بممارسة ياخذ بعض الطعام السريع يخلع الحذاء
go	Go away from home for a holiday Go back to where you started Go a head with a plan, and do it	يفادر البيت يعود يتابع او يستمر

e.g. : Please **point** his sister **out** . / Point her out

NOT Point out her

e.g. : They **came up with** a good idea / came up with it

NOT They **came** a good idea **up with**

e.g. : carry out a short task = carry a short task out / carry it out

NOT carry out it

(come about – come up with – find out – leave out – look into – point out – speed up)

1. Ahmad should **hurry** or he will be late. -----
2. I **thought of** a great idea while I was swimming.-----
3. That's amazing idea. How did you **discover** it ? -----
4. That's 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** .-----

Separable : (carry out – find out – leave out – look up – look over – point out – take pack – take up – take off – take away)

Radwan should **hurry** or he'll be late. ----- **Replace with the suitable phrasal verb.** 2017

Complete the following sentences using the correct words of the phrasal verbs :

(carry out – look into – leave out – get away with – come up with – come about – point 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 hoe 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 made this cake, but as I haven't got any today, I am going to -----.
 6. Thank you for writing to us about the non-delivery of your parcel. We promise to ----- it immediately.
 7. Can you ----- my mistake when I speak, please ?
 8. The police will ----- the incident.
 9. Adnan was late for the meeting, but he ----- it.
 10. The result of the experiment which we ----- yesterday were very interesting.
 11. I hope I can ----- away of solving this puzzle.
 12. Bayan promised her boss that she would ----- the matter and find out what had gone wrong.
- Answers : 1. carry out 2. got away with it 3. came about 4. come up with 5. leave it out 6. look into 7. point out 8. look into 9. got away with 10. carried out 11. come up with 12. look into

Replace the words and phrases in bold with words from the box :

compulsory	contradictory	developed nation	tuition	optional	fluently
------------	---------------	------------------	---------	----------	----------

1. A **wealthy country** is a country that is economically and socially advanced.
2. Is Maths **a subject that you have to do** ?
3. You don't have to stay after school for the chess club – It's **your choice**.
4. Do you have Music **lessons** at the weekend ?
5. Those statements are **on different sides of the argument**.
6. In Jordan , pre-school and kindergarten is optional, while basic education is free and ----- . (2016)

Complete the sentences to give a similar meaning . Use the correct form of the verbs in brackets :

1. This book *changed* my way of thinking . (**influence**) -----
 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. This book influenced me 2. It wasn't done on purpose 3. Who is responsible for these children ?
4. It was a great experience . 5. What is Jaber and Mahmoud's relationship ?

في الخارج Abroad	طول العمر Lifelong	عالمي Global	فرصة / فكرة Prospects	متزايد increasingly	كفاءة proficiency
------------------	--------------------	--------------	-----------------------	---------------------	-------------------

If you do a degree in Medicine or Law, you will find that your job ----- are better than if you do a more general degree. However, language ----- is becoming ----- important for anyone who wants to travel or work ----- for a large ----- company or organisation . Remember, it is never too late to study or change career direction. Studying is a ----- activity- you're never too old to start.

Answers : prospects – proficiency – increasingly – abroad – global - lifelong

(circulation - memory - concentration - beneficial - diet - dehydration - nutrition)

1. I used to eat too much junk food, but now I have a much healthier -----.
2. It's----- to take regular breaks when revising.
3. It's important to drink a lot of water in order to avoid-----.
4. Don't sit still for too long – move around frequently to increase your-----.
5. Zainab listens to music while she's working. It helps her-----.
6. Adnan never forgets anything! He's got an amazing-----.

Answers: 1 diet 2 beneficial 3 dehydration 4 circulation 5 concentration 6 memory

(academic - undergraduate - postgraduate - vocational)

1. After Naser completes his first degree, he's hoping to do a ----- degree.
2. Mariam is an excellent student. She gets top marks in ----- subjects like History, Arabic and Maths.
3. My brother has just left school. Now he's a university -----.
4. My cousin is an electrician. Instead of going to university, he did a ----- course at a local training college.

Answers : 1. postgraduate 2. academic 3. undergraduate 4. vocational

(affect - blame - pop - prove - punish - recall - spill)

1. Don't let the baby play with the balloon; It might ----- and frighten her.
2. The accident wasn't your fault. I don't ----- 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 : pop - blame - spill - recall - affect

(compromise - conflict - negotiate - patient - prepared - previous - track record)

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

Answers : 1 negotiate 2 prepared 3 track record 4 conflict 5. compromise 6. patient

(career - headphones - interpret - seminar - regional - rewarding - translation)

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

Answers : 1. headphones 2. translation 3. regional 4. interpret 5. seminar 6. rewarding

(taking - satisfaction - secure - rewarding - successful - responsible - job - agreement - meeting)

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

Answers : 1. taking 2. satisfaction 3. secure 4. responsible 5. job 6. meeting

Banking and Finance

Linguistics

Fine Arts

History

Physics

Law

1. You should study ----- if you are interested in learning about the legal system.
2. Studying ----- lets me focus on my love of language in an analytical way.
3. Maths has always been my strongest subject, and I feel that by studying ----- I can use my strength to solve practical problems.
4. ----- is a subject that I've always been interested in. Learning about modern and ancient civilization is fascinating.
5. Economics and the global market have always interested me, but I wanted to study a subject with a clear career path, so I chose ----- . After I graduate, I want to begin a career in investment.

Answers : Law - Linguistics - Physics - History - Banking and Finance

Quantifiers to make comparisons

taller X shorter	hotter X colder	better X worse	the most X the least
bigger X smaller	later X earlier	farther X nearer	the most X the fewest
cheaper X more expensive	longer X shorter	poorer X wealthier	more X fewer
easier X more difficult	faster X slower	poorer X richer	more X less

tall (short adjective)	taller than - (er - than)	The tallest - (The - est)
expensive (long adjective)	more expensive than	The most expensive
be + asadj.....as / V + asadv...as	as much / many +as	

- التحويل من (er / more) الى (as as)

1. Ali's car is more expensive than Ahmad's. Ahmad's car is less expensive than Ali's
Ahmad's car isn't as expensive as Ali's
2. Ali is taller than Ahmad Ahmad is shorter than Ali .
Ahmad isn't as tall as Ali
3. Ali plays more quickly than Ahmad Ahmad plays less quickly than Ali.
Ahmad doesn't play as quickly as Ali
4. Sami eats more quickly than me I eat less quickly than Sami.
I don't eat as quickly as Sami.

- التحويل من (as as) الى (er / more)

1. Omar is not as generous as Ahmad.... Ahmad is more generous than Omar.
Omar is less generous than Ahmad .
2. Ali isn't as tall as Omar. Omar is taller than Ali.
Ali is shorter than Omar.
3. Ali doesn't play as quickly as Omar. Omar plays more quickly than Ali.
Ali plays less quickly than Omar.
4. I don't eat as quickly as Sami. Sami eats more quickly than me .
I eat less quickly than Sami.

اذا دخلت (as many) - (as much) على (fewer - less) لا نغير شيئ في الجملة ولا نبدل الاسماء :
اذا دخلت (as many) - (as much) على (more) نبدل الاسماء :

1. There are fewer houses in my village than in their village . (as many)
.....
2. Ali has less water than Omar. (as much)
.....
3. My brother eats more fast food than me . (as much)
.....
4. There are more people in Amman than in Zarka . (as many)

Complete the sentences with the words in the box :

(further - later - least - less - longer - much)

1. My sister doesn't eat as ----- as I do . She always puts ----- on her plate than I do.
2. I'm tired today because I went to bed ----- than usual last night.
3. I didn't enjoy the book. In fact it was the ----- interesting story I've ever read .
4. The bus is late. We have to wait a little -----.

Fill in the correct form of the words in brackets (comparative or superlative) :

1. Tawjihi exams is ----- school exams. (difficult)
2. Ali is ----- at Maths than Sami . (good)
3. Sami is ----- in the class. (clever)
4. Omar has ----- house in the city . (beautiful)
5. Salma is ----- than Alia . (pretty)
6. In the country, there are ----- houses than flats. (many)
7. Amman is ----- Brasilia. (not/big)
8. Maths was ----- exam in Tawjihi. (bad)

Rewrite the following sentences with ones that have similar meanings :

1. There is less information on the website than in the book. (**as much**)

2. The cheapest thing on the menu is orange juice. **The least** -----
3. Neither Maths nor Science are as popular as English.
English -----
4. Jordanian children start school a year later than English children.
English children -----
5. Studying physics is not as popular as studying Biology in Britain .
Studying Biology -----
6. The electronic newspapers are not as acceptable as the ordinary ones. **2018**
The ordinary newspapers -----
7. Not as many people applied for Law in 2014 CE as in 2013 CE.
In 2013 -----
8. 11 % more people applied for Engineering in 2014 CE than in 2013 CE.
Not as many people -----
9. No subject is more difficult than Physics.
Physics -----
10. I don't eat as much fast food as my brother.
My brother -----
12. I can't run as fast as you .
You can -----
13. I haven't got as much homework as my brother.
My brother -----
14. There are not as many people in our class as yours .
There are more -----
15. I don't like running as much as I like swimming.
I like -----
16. Students don't like doing Music and Art as much as they like doing Maths.
Students like -----

Rewrite the sentences by replacing the words in bold with the correct pronouns .

Ex. 4 – page 41 - AB

(**her – him – it – them**)

1. The class looked at **Omar** in admiration when he gave a speech .
2. How did you come up with **the plan** ?
3. Did you leave **Fatima** out ? Remember, she's invited .
4. I'll look up **the train times** on line.
5. Farid and I are going to carry out **the class survey** .
6. We'll look into **your complaints**.
7. Fatima pointed **her sister** out to us and introduced us to her.
8. I don't think the robbers will get away with **the crime**.
9. When Omar gave a speech, the class looked at ----- in admiration. **2018**
(**he , his , him , them**)

Indirect Questions

Direct Questions	Indirect Questions
Questions is introduced with (what , where , why , who , when , how , how much , ... etc.).	
Could you tell me ... ?	١. نضع (Wh - How) كما هي في جملة الحل واذا لم توجد في السؤال نضع (If)
Do you know ..?	٢. (do) تحذف ونكمل باقي الجملة كما هي
Do you mind telling me ...?	٣. (does) تحذف ويضاف للفعل s-es...
Could you explain .?	٤. (did) تحذف ويحول الفعل للماضي
	٥. اذا لم يوجد في الجملة (do-does-did) نعكس الفاعل مع الفعل المساعد ثم نكمل الجملة - ملاحظة : لا يتغير زمن الجملة او الضمائر او الظروف
	٦. استخدام (Do you mind ...) مع اسئلة (Yes / No) نحول الفعل الرئيسي الى (V+ing)
	٧. استخدام (Do you mind ...) مع اسئلة (Wh-Q) تصبح (Do you mind telling me + wh
	٨. استخدام (Do you mind ...) مع اسئلة (Why) تصبح (Do you mind explaining why
What time is it ?	Do you know what time it is ?
Why was he late ?	Can you tell me why he was late ?
When does the lesson end ?	Do you know when the lesson ends ?
How did you make that cake ?	Do you mind telling me how you made that cake ?
Yes / No questions are introduced with (if / whether)	
Did she make it on time ?	Can you tell me if she made it on time ?
Is this the right bus for the school ?	Could you tell me if /whether this is the right bus for the school?
Is the restaurant closing now ?	Do you know if the restaurant is closing now ?

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

1. Where should I revise for exams ? **Could you tell me** ----- ?
2. How much sleep do teenagers of our age need ? **Do you know** ----- ?
3. Is it possible to improve your memory ? **Do you know** ----- ?
4. What do you mean by "mnemonics" ? **Could you explain** ----- ?
5. What should I do on the day before the exam ? **Do you mind telling me** ----- ?
6. Can you suggest a healthy breakfast ? **Do you mind** ----- ?
7. Please help me to plan my revision. **Do you mind** ----- ?
8. How can I relax ? ----- **you explain** ----- ?
9. Are we allowed to eat sweets during the exam ? ----- **you know** ----- ?
10. Please tell me where you found that information .----- **mind** ----- ?
11. Does the exam start at ten or half past ten ? ----- **whether** ----- ?
12. Where's the post office, please ? **Do you mind** ----- ?
13. Where does the bus go from ? **Could** ----- from ?
14. How can I get to Queen Alia airport by public transport ? **Could you tell me** -----? 2016
15. Could you explain the best way to revise ? **I wonder** ----- ?
16. How much sleep does a teenager need ? **Do you know** ----- ?
17. How much revision should I do ? **Could you tell me** ----- ?
18. Please give me a glass of water . **Do you mind** ----- ?
19. Is exercise better in the morning or in the evening ? **Do you know** ----- ?
20. Could you explain what you mean by "mnemonics"? **What** ----- ?
21. Do you know how much sleep a teenager needs ? **How** ----- ?
22. Is there a connection between the amount of TV people watch and how fit they are ? **Do you know** ----- ?
23. Are students allowed to navigate the internet during the open exam ? **Do you know** ----- ? 2017
24. Does the bell ring at eight or half past eight ? **Do you know** ----- ? 2017
25. " What can't we bring into the plane ?" **Could you tell me** ----- ? 2018

المبني للمجهول الغير مشخص The Impersonal Passive

المبني للمعلوم Active Sentences	المبني للمجهول الغير شخصي Impersonal Passive
--	---

We can use the impersonal passive with:

expect – expected

(say = said , think = thought , claim = claimed , believe = believed , prove = proved , know – known, assume - assumed

١. نضع **it** كفاعل في البداية

٢. نحول الفعل الاول للمبني للمجهول ويبقى باقي الجملة كما هي

- Scientists say that dolphins are highly intelligent	- It is said that dolphins are highly intelligent
- Scientists used to think that the Earth was flat.	- It used to be thought that the Earth was flat .
- People believe that learners will absorb the grammar as they learn vocabulary.	- It is believed that People believe that learners will absorb the grammar as they learn vocabulary.
- People say that children are afraid of ghoasts .	- It is said that children are afraid of ghoasts .

3. The impersonal passive can also be used with (object + infinitive) :

١. نبدأ بالفاعل الثاني بعد (that) كفاعل لجملة المبني للمجهول .

٢. نحول الفعل الاول للمبني للمجهول ثم نضيف كلمة (to) مباشرة .

٣. نحول الفعل الثاني بعد كلمة (to) حسب القواعد التالية :

تحويل الفعل الاول للمبني للمجهول	تحويل الفعل الثاني بعد كلمة (to)
V1 / V+s ----- (am – is – are) + V3	V1 / V+s ----- V-inf.
V2 ----- (was – were) + V3	am, is, are----- be
will , can, must , has to , used to ----- (will , used to + be) + V3	was, were ----- have been
has / have + V3 ----- (has / have + been) + V3	V2 / has +V3 / have + V3 / had +V3 ----- have +V3
am, is, are, was, were + V-ing ---- (am ,is ,are,was,were) + being +V3	will + V-inf. ----- V- inf.

امثلة على البدء بالفاعل الثاني بعد كلمة (that)

- They believe that the story is true .	- The story is believed to be true.
- People know that he is talented.	- He is known to be talented.
- People say that children are afraid of ghoasts .	- Children are said to be afraid of ghoasts.
- People believe that solving puzzles keeps the brain active.	- Solving puzzles is believed to keep the brain active.
- They think that she has written a book.	- She is thought to have written a book.
- They think that you lived in London. (past Simple)	- You are thought to have lived in London. (Present Perfect)
- People believe that Ali was a great person.	- Ali is belived to have been a great person.
- People think that the government was building new schools	- The government is thout to have been building new schools.
- They think that you had lived in Amman.	- You are thought to have lived in Amman.
- They believe that it will rain.	- It is believed to rain

التحويل العكسي

١. نحذف الكلمات من الفعل المساعد الى كلمة (to) .

٢. نحضر الفاعل الموجود في الجملة قبل الفعل المساعد ونضعه بعد كلمة (tha)

٣. نعيد الفعل المحول بعد كلمة (to) الى حالته الاصلية

٤. اذا لم يكن فعل المبني للمجهول محول الى المعلوم ... نحوله اولاً ثم نبدأ بالخطوات السابقة

- The brain is said to be good like a computer.	
- Scientists say that -----	
- Exercise has been proved to be good for concentration by experts.	
- Experts have proved that -----	
- Doing regular exercise is believed to reduce the risk of several diseases.	
- People believe that -----	

Use the *impersonal passive* to report the following sentences :

1. People claim that Speaking a foreign language improves the functionality of your brain.
Speaking a foreign language, -----, improves the functionality of your brain. (**claim**)
2. People believe that language learning can also improve your decision-making skills.
It -----
3. **People think** that learning a new language also presents the brain with unique challenges.
It -----
4. **They say** that students who study foreign languages do better, on the whole, in general tests.
It -----
5. They say that fish is good for the brain.
It -----
Fish -----
6. People think that we only use a small percentage of our brain power.
It -----
We -----
7. They claim that we remember things in our sleep.
It -----
We -----
8. People believe that solving puzzles keeps the brain active.
It -----
Solving puzzles -----
9. Experts have proved that exercise is good for concentration.
It -----
Exercise -----
10. People say that the brain is like a computer.
It -----
The brain -----
11. The brain is said to be good like a computer.
People say that -----
12. People believe that Ali was a great person
Ali -----
13. They think that students studied hard.
Students -----
14. Exercise has been proved to be good for concentration by experts.
Experts have proved that-----
15. People believe that eating almonds reduces the risk of heart disease . **2016**
Eating almonds -----
16. Doing regular exercise is believed to reduce the risk of several diseases. **2016**
People believe that -----
17. They assumed that the last Olympic Games were a great success. **2017**
It -----
18. Experts have proved that eating fresh vegetables is good for the stomach. **2017**
Eating fresh vegetables -----
19. My English teacher says that English clubs are essential for learning English well. **2018**
English clubs -----

Tag Questions

is..... isn't / are aren't / do ... don't / must ... mustn't	الفعل المساعد المثبت يصبح منفي
isn't..... is / aren't are / don't do / mustn't ... must	الفعل المساعد المنفي يصبح مثبت
V-inf. don't / V+s-esdoesn't / V2didn't	إذا لم يكن في الجملة فعل مساعد : نحضر
- has to , has (main verb) doesn't - have to , have (main verb) don't - has + V3 hasn't - have + V3 haven't - had to , had didn't - had + V3 hadn't	بعض حالات الأفعال (has - have - had)
- Let's shall we ? - I will shall I ? - I am / I'm aren't I ? - Open the door. will you / won't you ? - Don't / Never will you ? - I wish may I ?	بعض الحالات الشاذة
- He's playing / He's a doctor isn't - He's done (V3) hasn't - I'd like (V1) wouldn't - I'd done (V3) hadn't - I'd rather wouldn't - I'd better hadn't	بعض حالات ل (is – has – would – had)
- everyone, everybody , no one , nobody, someone, somebody - somebody ----- , ----- they ?	إذا بدأت الجملة بإحدى هذه الكلمات يكون الضمير في السؤال (they)
- everything , nothing , anything , this , that - Nothing ----- , ----- it ?	إذا بدأت الجملة بإحدى هذه الكلمات يكون الضمير في السؤال (it)
- never – rarely – hardly – barely – scarcely – neither – no one - nothing – nobody	الكلمات التالية تدل على النفي فيكون السؤال الذيلي مثبت
We can rephrase questions starting (Shall I ?) : e.g. Shall I help you with your homework ? (Make a question tag) I'll help you with your homework, shall I ?	إعادة صياغة الجملة التي تبدأ ب (Shall I)

Make tag questions :

1. You did English at university last year, -----?
2. I'll tell you what I understand by the term, -----?
3. You'll phone me later, ----- ?
4. That doesn't help me to answer the question in my essay , -----?
5. You haven't got a pen I can borrow , -----?
6. Your mother comes from Madaba , -----?
7. Lima is the capital of Peru, -----?
8. Jordan University has a good reputation, ----- ?
9. You have to get high marks in your exams, ----- ?
10. You'd rather not tell me, -----?
11. He'd better try harder, -----?
12. He has to go , -----?

Correct the verbs between brackets : :

1. Ibrahim ----- English fluently, doesn't he ? (speak)
2. Drivers ----- drive too fast, should they ? (should)
4. You ----- your father last night , didn't you ? (help)
5. Nobody ----- to play chess , do they ? (want)
6. You -----to phone me , will you ? (forget)
7. He -----tall, isn't he ? (be)
8. Everybody ----- there, won't they? (be)

Complete each of the following sentences by adding the correct question tag to the end of each of them .

1. I have to quit fatty food , ----- ? 2016
2. The food in the restaurant wasn't extremely good, ----- ? 2016
3. Let's walk along the beach, -----? 2016
4. Kids mustn't eat too much chocolate , ----- ? 2017
5. Children have had their lunch , ----- ? 2017
6. Let's fight against poverty, -----? 2017
7. Saleem and his brother spoke French in the conference, ----- they ? (do) 2016
8. The keyword ----- the student to answer the question, won't it ? (help) 2017
9. The English alphabet doesn't have 40 letters, ----- ? (does it – did it – doesn't it – didn't it) 2018

Passive Voice المبني للمجهول

Active	Passive
Present Simple : S + V1 + O Sami plays tennis.	Present Simple : O + (am – is – are) + P.P + by + S Tennis is played by Sami.
Past Simple : S + V2 + O Ali drove a lorry.	Past Simple : O + (was / were) + P.P + by + S A lorry was driven by Ali.
Future Simple : S + (will / shall , used to .) + V . inf. + O Ali will visit Sami.	Future Simple : O + (will / shall , ...) + be + P.P + by + S Sami will be visited by Ali.
Present Continuous : S + (am-is-are) + V. ing + O He is playing tennis now.	Present Continuous : O + (am-is-are) + being + P.P + by + S Tennis is being played now.
Past Continuous : S + (was / were) + V. ing + O He was playing tennis.	Past Continuous : O + (was / were) + being + P.P + by + S Tennis was being played.
Future Perfect : S + will + have + P.P + O He will have completed the work.	Future Perfect : O + will + have + been + P.P + by + S The work will have been completed
Perfect : S + (has-have-had) + P.P + O Sami has finished painting.	Perfect : O + (has-have-had) + been + P.P + by + S Painting has been finished by Sami.

Rewrite the following sentences in the passive form :

1. People speak Spanish in most South American countries, but they speak Portugues 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.

7. We don't always have to change the oil filter.

8. They will be interviewing the wrkers . -----

Correct the verbs in the passive form :

1. Jordanian sign language is the sign language that ----- in Jordan. (use)
2. LIU ----- to other sign language in the Middle East. (relate)
3. None of these ----- extensively. (research)
4. An introductory grammar of Jordanian sign language ----- in 2004 CE. (publish)
5. In 2004 CE, it ----- that students would learn more about the LIU. (hope)
6. At the moment a lot of research into the language ----- . (do)
7. A new vocational school has ----- recently in my area. (build) 2016
8. Many Jordanian poems ----- now----- into English. (translate)
9. Smaller amounts of food, live animals and machinery -----to the EU in 1997. (export)
10. Our final science project has ----- as the best project. (be , choose) 2017
11. Sign language ----- in the 16th century. (not, invent) 2018

Wish = If only

Rule	Unreal past forms for past regrets : (wish = if only) (express regrets about the past)
V2 ----- hadn't + V3	I <i>slept</i> too long. I wish I <i>hadn't slept</i>
didn't + V-inf. ----- had + V3	I <i>didn't do</i> If only I <i>had done</i>
wasn't – weren't ----- had been	I <i>wasn't</i> successful. I wish I <i>had been</i>
Rule	Unreal past forms for present wishes (wish = if only) (express wishes about the present)
V1 / V-s ----- didn't + V-inf.	We <i>live</i> in a small flat I wish we <i>didn't live</i>
don't / doesn't + V-inf. ----- V2	I <i>don't know</i> the answer. I wish I <i>knew</i> the answer.
am / is / are ----- weren't	He <i>is not</i> tall enough. He wishes he <i>were</i> taller.
am not / isn't / aren't ----- were	He <i>is</i> far from here. He wishes he <i>weren't</i> far
regret + V-ing ----- hadn't + V3	I <i>regret being</i> angry ----- I wish I <i>hadn't been</i> angry.
regret + not + V-ing ----- had + V3	I <i>regret not being</i> happy. ---- I wish I <i>had been</i> happy.
should have + V3 ----- had + V3	He <i>should have</i> been careful. – He wishes he <i>had</i> been
shouldn't have + V3 ----- hadn't + V3	He <i>shouldn't have</i> been careless. He wishes he <i>hadn't</i> been ..

تحويل الأفعال

can	couldn't	can't	could
will	wouldn't	won't	would
am - is - are	weren't	am not - is not - are not	were
V1 / Vs-es	didn't + inf.	don't / doesn't + V	V2
have to / has to = V1	didn't have to	have / has = V1	didn't have
have + V3 / has + V3	hadn't + V3	must - mustn't	hadn't to - had to
too / very - old - tall enough	so - older - taller	good / well	better

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

1. Ali did not pass his exams. If only he ----- harder last year. (study)
2. Ziad did not know about Chinese culture. 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)
5. Ziad is not very good at basketball. He wishes he ----- taller! (be)
6. I can't do this exercise. I wish I ----- it. (understand)
7. Mr Haddad does not understand the Chinese businessman. If only he ----- Chinese. (speak)
8. Jordan **needs** to import a lot of oil. If only it ----- larger oil reserves. (has)
9. I couldn't understand anything. If only I ----- Chinese! (study)
10. Ibrahim was right and I was wrong. I wish I ----- to him. (listen)
11. I didn't know much about the company. I wish ----- more about the company. (know)
12. These shoes hurt my feet. I wish I ----- these shoes. (buy)
13. We didn't catch the earlier bus. We're late. If only ----- the earlier bus. (catch)
14. Our flat is very small. If only we ----- in a big house. (live)
15. Jaber isn't old enough to drive a car. He wishes he ----- older. (be)
16. We **never want** to watch the same TV programme. I wish we ----- the same things. (like)
17. I'm looking at a beautiful view, and **I'd love to** take a photo. If only I ----- a camera. (have)
18. My cousins don't live near here. I wish they ----- so far away. (not be)
19. I **want to** go out this afternoon, but I don't feel well. If only I ----- a headache. (not have)
20. I am sorry that I didn't read that book. I wish I ----- that book. (read)
21. This homework is really difficult If only I ----- properly in class today. (concentrate)
22. I wish I ----- English better when I was younger. (learn)
23. I regret that I made an accident. I wish I ----- fast. (not drive)

Read the situations and complete the sentences. The first one is done for you :

- Sultan forgot to do his Science homework.
If only he ----- to do it.
- Nahla could not find her way round the city very easily.
If only she ----- a map.
- Oh no! I've forgotten my library book. I left it at home.
I wish I ----- .
- Our team didn't play very well yesterday.
If only they ----- better.
- I regret the deal now.
I wish we ----- done it.
- I regret *going* to bed late last night.
I wish I -----earlier.
- Samia regrets *being* angry at breakfast time.
If only -----.
- I *should have* studied hard before the exam.
I wish -----.
- I regrets I didn't Study English when I was young.
I wish -----.
- Nader *should have* been more careful with his essay. He didn't get a good mark. (**wishes**)
Nader wishes ----- . 2016
- I regret *living* abroad for a long time . (**wish**)
----- 2016
- I regret speaking aloud in my class . (**wish**)
----- 2017
- Mohammad didn't consult his career advisor, so he felt sorry. (**wish**)
----- 2017

Use the prompts and write sentences with (I wish and If only).

- I'm cold. **I wish** I ----- . (bring a coat)
- We're late. **If only** ----- . (get up earlier)
- I feel ill. **If only** ----- . (not eat so many sweets)
- Fadi has lost his wallet. **I wish** I ----- . (be more careful)
- Huda was too busy to visit us yesterday. **I wish** I ----- . (be able to come)
- I've broken my watch. **If only** ----- . (not drop it)
- I am very hungry! **I wish** I ----- before I went to the conference. (not eat)
- He's lost his keys . He wishes----- (find his keys)

Choose the correct answer :

- Ziad is not very good at basketball. He wishes he ----- taller! (is / were / was)
 - I can't do this exercise. I wish I ----- it. (understood / understand / understanding)
 - Mr Haddad does not understand the Chinese businessman. If only he ----- Chinese. (speak / spoke / had spoken)
 - Jordan needs to import a lot of oil. If only it ----- larger oil reserves. (has / had / had had)
 - If only I ----- lost my ticket! (haven't / didn't / hadn't)
- I always have to get home early. I wish my parents ----- me stay out later. 2018
(lets / won't let / would let / will let)

Conditional Sentences

1. The (0) type : (it is a fact) :

If Clause	Main Clause
If (When) + S + simple present He, she , it + Vs-es / don't – doesn't +V-inf.	Subject + simple present (a fact) He, she , it + Vs-es / don't – doesn't +V-inf.

1. If you boil water , it ----- . (evaporate)
2. If plants ----- enough sunlight, they die. (not , get)
3. Water ----- to ice if the temperature falls below zero. (turn)
4. If you push this button , the video ----- . (play)
5. You get a huge feeling of satisfaction when you know that people ----- everything you translate. (understand)
6. When you ----- water to 100°C, it boils. (heat)
7. Do you usually go home or meet your friends when school ----- ? (finish)
8. If you ----- the plants, they will die. (not water)
9. During Ramadan, we eat when the sun ----- . (set)
10. Ice cream melts when it ----- warm.. (get)
11. Plants die if they ----- enough sunlight. 2017 (not , get)

محتمل الحدوث

If Clause	Main Clause
If + S + simple present – V1-Vs-es He, she , it + Vs-es / don't – doesn't +V-inf.	Subject + <i>will / won't</i> (modals) + infinitive

الدوات اخرى لها نفس قاعدة if ولكن المعنى مختلف

2. provided that - unless - as long as - Even if

بشرط ان اذا لم - ما لم طالما حتى لو

1. If Sami studies hard , he ----- all his exams . (pass)
2. If you ----- an interview for a job in pharmaceuticals, you will need to show real enthusiasm for the industry. (get)
3. I'll buy the book *if / provided that / as long as* it ----- too expensive. (not be)
4. I ----- it if it is too expensive . (not, buy)
5. If Sami studies hard , he ----- all his exams . (pass)
1. Unless you have a language degree, you ----- able to become an interpreter. (not be)
2. If you get an interview for a job, you ----- to show that you have good listening skills. (need)
3. If you are successful, it ----- a secure and rewarding job. (be)
4. When you arrive at the station next Saturday, we ----- there to meet you. (be)
5. Nasser will come out with us tomorrow unless he ----- help his father. (have to)
6. I ----- you with your homework, as long as you help me with mine! (help)
7. Provided that it ----- , we will have a picnic next week. (not rain)
8. If you win the prize, how ----- you ----- the money? (spend)
9. Even if Omar ----- his driving test this afternoon, he won't have his own car. (pass)
10. You will not pass your exams unless you ----- hard. (study)
11. Your new computer will last a long time as long as you ----- careful with it. (be)
12. I ----- you if I miss the bus. (phone)
13. We'll go to our favourite restaurant on Friday unless it ----- closed. (be)
14. I will take the job offer provided that it ----- part-time – I haven't finished my university studies yet.. (be)
15. We have to go to school even if we ----- tired. (be)
16. We ----- umbrellas if it rains (need)
17. The teacher ----- pleased if I write a good essay. (be)
18. Provided that everyone ----- hard, we'll all pass our exams.. (work)
19. Babies ----- usually happy as long as they're hungry or cold. (be)
20. We should always be polite even if we ----- tired. (feel)
21. Rawan always takes her mobile when she ----- (go out) 2017
22. Ali will be upset, If you ----- him to your party. (not, invite) 2018

3. The Third conditional (Type 3) : The third sequence refers to a condition which was not met in the past :

If Clause	Main Clause
If + S + had + P.P (V3)	S + would have / could have / might have + P.P (V3)
	ربما كان من الممكن - قدرة تاكد

- I ----- the job **if** I had had some experience. (get)
- If** you had done the course, you ----- enough experience to apply for the job. (had)
- If** Huda ----- ill yesterday, she wouldn't have missed the exam. (not be)
- If** my father had gone to university, he ----- a teacher. (can be)
- Jameel might not have become a musician **if** his parents ----- him. (not encourage)

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

Sentence (Fact)	If Clause (Imagination)
1. S + V2 , so + didn't + V-inf	1. If + S + hadn't V3, S + would / could (might) have + V3
2. S + didn't + v-inf , so + didn't + V-inf	2. If + S + had V3, S + would / could (might) have + V3
3. S + V2 . S + V2	3. If + S + hadn't + V3, S + would / could (might) not + have + V3

- Saeed *left* his camera at home, so he *wasn't able to* take pictures of the parade. (could)
If Saeed hadn't left his camera at home, he could have taken pictures of the parade
- I had a headache yesterday, and I didn't do well in the Maths test. (might)
- I didn't know your phone number, so I *wasn't able to* contact you. (could)
- You had a brightly-coloured T-shirt on. That's how I noticed you in the crowd. (might not)
- I worked really hard the day before the exam. I got top marks. (might not)
- I didn't stay at home that day, so I didn't miss the celebration. (would)
- My friend invited me to the library, so I went. (would not)
- I didn't study very hard, and I didn't pass the exam. (would)
- I didn't prepare well for the competition , so I didn't win the first prize. (might)
- I didn't sleep well the night before the exam , I didn't concentrate very well. (could)
- Our team didn't win the match . They didn't train hard. (could)
- Our team didn't win the match . They weren't champions. (might)
- Saleem left his wallet at home, so he wasn't able to purchase his necessary items. (could) 2016
- I studied really hard the day before the final exams. I achieved the first rank in my class. (might not) 2016
- Sami didn't apply immedietly for the scholarship, so he didn't get it . (if , could) 2016
- Marwan worked really hard the day before the exam. He got top marks. (if / might not) 2017
- The company didn't know your phone number, so they weren't able to contact you. (if / might) 2017

Change the following sentences into facts :

1. If I hadn't come to this school, I could have taken English.

2. If I hadn't grown up in this city, I might have learnt French.

عدد الافعال المنفية في جملة السؤال والجواب نفس العدد (نفي النفي اثبات)

Using "Unless" : (Unless = If not)

Sentence	If Clause
1. If + V1/Vs , S + will +V-inf	1. Unless + S + Vi/Vs, S + won't + V-inf.
2. If + S+ doesn't/don't + v-inf , S + won't	2. Unless + S + V1/Vs....., S + won't + V-inf.
3. If + S+ doesn't/don't + v-inf , S + will	3. Unless + S + V1/Vs....., S + will + V-inf.

1. If you study hard, you will pass your exam.

Unless -----

2. If you don't water the plants, they will die.

Unless -----

3. If I don't write a good essay, the teacher won't be pleased

Unless -----

4. If our team wins the match, they won't leave the stadium.

Unless -----

5. If nobody does the work, I won't complete.

Unless -----

6. Unless you study hard, you won't succeed.

If -----

7. Unless you are clever, you will fail.

If -----

8. If I travel a lot, I will buy many things.

Even if -----

9. I'll buy the book if it isn't too expensive.

Even if -----

Choose the suitable item to complete the following sentences : 2017

dehydration	contradictory	keen	interpretor	tuition
-------------	---------------	------	-------------	---------

1. Yousef's ----- sense of observation allowed him to notice that the keys were not where he had left them

2. It is important to drink a lot of water in order to avoid -----.

3. The new course will give the beginners personal ----- in all types of outdoor photography.

4. Ziad justified the main ----- points between the two sides in the debate.

Critical thinking

1. The number and length of school days is not the only factor in determining whether students will succeed at school or not. Think of this statement and in write your point of view.

I think that a longer school day isn't the only factor in determining whether students will succeed at school or not because it depends on the concentration and well-structured timetables. Also, it depends on the teachers and the curriculum.

2. Specialized schools are useful in our societies . Explain this statement .

I think they are useful because they can save the time and effort of our students as most of them don't want to study some subjects which they don't like and don't want to specialize in.

3. Studying abroad has many benefits (advantages) .

Think of this statement, and in two sentences, write down your point of view.

I think that studying abroad has many advantages such as learning a new language and be familiar with different cultures. Also, students who study abroad become more self-confident and they learn to do everything themselves.

4. Physical activity is important when you are studying . Explain .

I think exercise will make a huge difference to the way you feel and it will increase your heart rate, and in turn, that will increase your blood circulation. Also, it sends more oxygen to the brain, which makes you revise more efficiently .

5. Learning a foreign language is beneficial . Explain .

I think it provides the brain with beneficial exercises, which improves memory. Also, it improves decision-making skills and problem-solving , makes the user more effective at multitasking and makes the user more effective in using and understanding their own mother tongue.

6. Learning English is very important today. Explain .

I think learning English is very important because it has become the language of science and communication. Also, it is spoken almost all over the world.

7. Using high technologies is a good idea to make a sales pitch. Suggest three forms of this usage.

- Using smart boards - distributing the presentation document saved on USB's – collecting electronic reports about products.

8. Suggest three ways to encourage people to learn a foreign language .

- Giving lectures about the importance of learning a foreign language.
- Making studying languages in universities free. - Practicing the languages day and night at home.

9. Imagine you joined a small group of students on a course like this.

Think of three positive aspects, and three possible problems you may face .

Positive aspects : 1. Making new friends 2. Knowing others' customs 3. exchanging experiences

Possible problems : 1. Not adapting with others 2. feeling isolated 3. Relying on others.

10. The way in which bilingual people see the world depends on which language they are using. Explain.

I think if you speak both languages, you need to adapt to the rules of each language and so you can have different ways of looking at a situation.

11. Culture , thought and language have all come about together. Explain.

I agree with this opinion because I think language and culture are related to each other because language expresses culture by conveying and talking about it by explaining everything and every incident happened during the time of the civilization.

12. Being taught sign language has made an enormous impact on the lives of deaf people ?

I think that being taught sign language must make an enormous impact on deaf people's lives by enabling them to take part in everyday communication, whereas before they would have been excluded.

13. Sign language is a language in its own right, just as all spoken languages are.

Do you agree or disagree ? Justify your answer .

Even if sign language has a more simple system of grammar, it is a means of communication which is based on a convention within a society.

14. Hearing people would benefit from learning sign language . Explain.

Hearing people would benefit from learning sign language because it would increase their awareness of others, their linguistic skill and their career prospects.

15. The author suggests that the use of sign languages and spoken languages do not differ. Explain.

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.

16. Sign languages are being offered as a foreign language in some schools. Explain.

I think they are being offered because of the enormous benefit they have, sign languages also allow people who master them to be able to communicate with a new international community.

17. Learning sign language is beneficial for anyone . Explain.

I think it involves and challenges the brain. It also allows people who master sign language to be able to communicate with a new international community.

18. Deaf people may face many unique challenges with learning sign language.

Suggest three ways to overcome these problems .

- a- Teaching sign language at schools.
- b- Publishing books and TV programmes for deaf people.
- c- Encouraging people to communicate with deaf people.

19. It is preferable to offer sign language as a foreign language in public institutions. Think of this statement, and in two sentences, write down your point of view.

I think it is a good idea to offer sign language as a foreign language in public institutions because sign language contains the same grammar and styles which makes everyone able to use it. In addition, learning sign language as a foreign language enables anyone to communicate with deaf people all over the world.

Find the best type of course or situation for the following people :

People	Courses and institutions
1. a child who is too young to start primary school	pre-school or kindergarten
2. an undergraduate who wants to get a first degree	public or private university
3. someone who wants a degree from non-free paying university	a public university
4. a postgraduate with a first degree, who wants to study further	Master's degree
5. a postgraduate with a Master's degree, who wants to study further	A PhD
6. someone who is unable to attend university but wants a degree	Online distance learning

Pronunciation : Sentence stress

The word in **bold** in each sentence indicates the **stress**.

Say the sentences. How does the meaning of each sentence differ?

- a. **I** retired when I was 60, which was in 1999 CE. a. It was I, not someone else, who retired.
- b. I **retired** when I was 60, which was in 1999 CE. b. I did other things when I was 60, but this is when I retired.
- c. I retired when I was **60**, which was in 1999 CE. c. I was 60 when I retired not another age.
- d. I retired when I was 60, which was in **1999 CE**.
- d. It was in 1999 CE when I retired, not another year in the 1990s.

(lifelong – drew up – recall – cause offense – conflict) 2017

- 1. Meeting new people and developing ----- friendships around the world are some benefits of studying abroad.
- 2. Polite children don't -----.
- 3. Students need to ----- a revision timetable to organize their time better.
- 4. When two sides disagree and argue, there is -----.

After school

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.

1. What does the word 'it' in bold refer to in the first paragraph?
2. What does the underlined word "fees" mean ?
3. There are two huge changes which occurred in higher education in England. Write them down?
4. There are many challenges facing the students who choose to study abroad. Mention three of them.
5. Students don't choose to avoid debt by staying at home, where they don't have to pay rent? Why?
6. Where do students who leave their homes and study abroad live? - 3 groups
7. Quote the sentence which indicates the tasks that students have to do while living in a new culture.
8. Write down the sentence which indicates that students don't have to pay off the government at once.
9. The writer mentioned two reasons that make students choose to study away from home, what are they?
10. Find a word in the text which is opposite in meaning to the word "majority".
11. Mention the percentage of the students who wanted to stay at home while they study for their degree?

Critical Thinking:

1. **Living in another country (culture) is beneficial. Explain this statement.**
2. **Studying abroad is beneficial. Suggest three things you can achieve by studying abroad.**
3. **Suggest three tips to make studying abroad less challenging.**

Space Schools

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 **specialize** 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 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 schools, they will be well-placed 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 any doors and lead to a variety of career opportunities.'

1. Studio schools provides students with two kinds of lessons. Mention them.
2. Studio schools receive two things . Mention them .
3. What does the underlined word "**tutorials**" mean ?
4. Quote the sentence which indicates that a variety of career opportunities is the result of having better grades.
5. What does the underlined word "**they**" refer to ?
6. specialized schools are useful in our societies. Explain.

Education in Jordan

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 education.

Students can attend one of **ten** public 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 postgraduate studying for a Master's degree, a PhD or a higher diploma.

The **three** universities with the most undergraduates are the University of Jordan in Amman, Yarmuk University in Irbid and Al Balqa Applied University in Salt. These are all public universities.

An example of a **newer** university is the German-Jordanian University in Amman, **which** was set up in 2005 CE. It is a collaboration between the MOHE and Germany's Federal Ministry of Education and Research, and it follows Germany's model of education in applied sciences.

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

1. There are two kinds of education that students can study at the Jordanian universities. Mention them.
2. What does the underlined word "**which**" refer to?
3. There are two types of university students in Jordan. Mention them.
4. Quote the sentence which indicates that not only Jordanian students attend the Jordanian universities.
5. What does the underlined word "**compulsory**" mean?
6. Students come to study in Jordan from all over the world. Suggest three reasons.
7. After graduating, students may face many problems. Explain this statement, and in two sentences, write down your point of view.

The Time we spend at school

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

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 schools for 220 days per year, and in Japan the school year numbers 243 days. According to a study by the organization 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 everyday, 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.

Answer the following questions :

1. Write down two ways that make school years longer across the USA.
2. There are many factors that determine whether students will succeed or not. Name two.
3. Quote the sentence which indicates the reason for making schooldays longer in the USA.
4. What does the word "**contradictory**" mean?
5. What does the word "**these**" refer to?
6. Suggest three ways to achieve top marks in most subjects.
7. The number and length of school days is not the only factor in determining whether students will succeed at school or not. Explain this statement, and in two sentences, write down your point of view.

What are they talking about ?

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

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

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

Although it is **tempting** to believe that these twins really do **make up** their own secret language, the truth is probably much simpler. Most experts think that as **both** children are experimenting with language at the same time, and **both** have been presented with the same sounds and **stimuli** since birth, they are very likely to **recognize what the other one says**. In other words, they are both developing their 'real' language at the same pace and making the same mistakes along the way.

1. **Twins don't always develop in the same way as single babies. Write down two differences.**
2. **The article suggest two reason for the slower language development of some twins. Mention them.**
4. **Suggest three ways to help twins develop their language fast .**
5. **A baby starts to try out two kinds of sounds after afew months of his birth . Mention them.**
6. **There are two reasons why the development of twins language is sometimes slower ? Mention them.**

Our country's imports and exports - 2017

In this report, we will look at the countries that Jordan trades with and what goods **it** exports and imports. First, let's look at **exports**. Jordan is **rich** in **potash and phosphate**, and the extraction industry for these minerals is one of the largest in the world. Not surprisingly, **two** of Jordan's largest exports are **chemicals and fertilisers. Pharmaceuticals** and other industries represent 30% of Jordan's Gross Domestic Product(GDP), and 75% of Jordan's pharmaceuticals are exported. However, the majority (65%) of the economy is dominated by services, mostly travel and tourism. Most of Jordan's exports go to **Iraq, the USA, India and Saudi Arabia**.

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

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

1. **Most of Jordan's exports mainly go to four countries. Write them down.**
2. **Many of Jordan's fertilizers are made mainly of two minerals. Write them down.**
3. **Quote the sentence which indicates the country that supplied Jordan with nearly a quarter of its imports in 2013.**
4. **Find a word in the text which means " things kept back or set aside, especially for future use".**
5. **What does the underlined pronoun "it" refer to ?**
6. **Citizens of a country should support the economy by buying their country's own products. Suggest three advantages of buying products from one's own country.**
7. **Exports play an important role in developing the economy of countries. Think of this statement and, in two sentences, write down your point of view.**

The relationship between language and culture

Does the language we use influence the way we think ? Or does our culture influence the way we use language? Sociologists have been looking into the questions for hundred 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.

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, "Jone 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.** 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 who responsible for intentional events, but left this out when they considered that event to be an accident. 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 ways of 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.

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.

Answer the following questions :

1. The way in which bilingual people see the world depends on which language they are using ? Explain.
2. What does the phrase "**carry out**" in bold in the second paragraph mean ?
3. Culture , thought and language have all come about together. Explain
4. The differences on language have an effect on two things . Mention them .
5. When learning a foreign language, what other things you should learn ?
6. Scientists have been thinking of two things. What are they ?

Learn English fast – The natural way

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 . **Total Immersion :**

You will stay in one of our beautiful **apartments**. You will 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.

What will I be doing ?

In the morning, 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 will **visit local places of interest, go shopping, take part in sports**, etc. In the evening, 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.

How long are the courses ?

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 !

1. The text says that students will be living, as a family, Give two examples from the text that illustrate this .
2. What do you think "*a tailor-made course*" means in paragraph two .
3. Quote the sentence which indicates the place where participants will stay during their study ?
4. The writer mentions two kinds of cultural activities. Mention them.
5. After lunch, students will do many activities. Mention three.
6. Students have a lot of options in these courses.

However, there are two decisions they have to make before they arrive. What are they ?

7. Imagine you joined a small group of students on a course like this.

Think of three positive aspects, and three possible problems you may face .

A visiting student's blog post : Anita's blog

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 practice 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 behaviour 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 is 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.

- 1. Why was Anita so willing to go to Jordan to study Arabic ?**
- 2. What impressed Anita about her fellow students at the university ?**
- 3. What does the idiom " put my back into it" mean ?**
- 4. Anita speaks two languages. Mention them .**
- 5. Quote the sentence which indicates that students from all over the world study in Jordan .**
- 6. Two things impressed Anita about students in Jordan. What are they ?**
- 7. People could speak two form of Arabic. What are they ?**

Critical Thinking :

Studying abroad has many benefits (advantages) .

Think of this statement, and in two sentences, write down your point of view.

How to revise for exams

Is it too late to start revising now ?

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

How should you draw up a timetable ? **B –** Look at all the subjects you have to do, and work out when you are going to work on each one. It is a good idea to change the order of the subjects in your timetable for each day. 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.

Is it best to get up early, or to revise late at night ? **C –** 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.

What do you mean by frequent break ?

D – 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.

How much exercise do you need ? **E –** 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 !

Do you mind giving me some advice about diet ? **F –** Nutrition is very important. You should try to eat as much fruit and vegetables as you can. It's essential not to become dehydrated, so drink lots of water.

1. How do you revise for exams ? Give some tips :
2. How can you keep your mind fresh while studying ?
3. How will your revision be beneficial ?
4. Why is revising in the morning beneficial ?
5. Frequent breaks in revisin has two benefits. Mention them. (Thinking)
6. Give three activities about taking a braek.
7. Quote the sentence which indicates the advice not to be dehydrated .
8. Two examples of good diet students should follow are mentioned in the text. What are they ?
9. Why is physical activity important when you are studying ?

The world of business

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

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

Why was it not successful?

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

Did you make any mistakes on that visit?

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

When did you learn how to be successful in China?

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

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.’

Can you tell us about your last meeting in China?

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

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.’

1. Why was Mr Ghanem’s first business trip to China not successful?
2. Why could not Mr Ghanem talk about the new company's track record ?
3. How is Mr Ghanem's second visit to China ? What changed ?
4. What is the advice Mr Ghanem gives to people before doing business in China ?
5. Quote the sentence which shows the importance of patience in meetings.
6. You mustn't tell jokes during the meeting with Chinese. Explain.
7. Write two pieces of advice to avoid conflict with Chinese .

Critical Thinking :

Success needs tirdness . Explain .

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

How to make a sales pitch

1. Do your research

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

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

2. Prepare and practice

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

3. Be professional

Keep your presentation short and simple. Start with some friendly comments. For example, thank your hosts for allowing you to speak to them, and compliment their company. Remember to speak slowly and clearly. It is important to appear confident (even if you're nervous!). While you're speaking, don't keep your head down. Instead, look round the room and make eye contact with your audience. Smile! When you've finished speaking, invite questions. If you don't know the answers, don't pretend! Thank the questioner and promise to find out the answer (and do it!). Finally, have a summary of your presentation ready to hand out at the end of the session. I wish I had known all this when I started out in business! Good luck!

1. Give two examples for knowing the target market. Everything about your product .
2. What is a sales pitch ?
3. Why is it a good idea (recommended) to have a list of your main points ?
4. Quote the sentence which shows the body language which should be used when speaking with clients.
5. What should sellers do while giving their presentations ? (Recommendations by experts)
6. How can we make a sales pitch ?
7. What is the definition of " department store" ?
8. What qualities should your presentation have ?

Career choices

Fatima Musa is talking about her career as an interpreter. Listen and read. Check your answers to exercise 1.

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.

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

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

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

It is a very responsible job. I am aware that if I translate things badly, it could affect an important law or trade agreement between countries. However, you get a huge feeling of satisfaction when you know that people understand everything that you translate.

1. Quote the sentence which indicates that Fatima likes languages.
2. What qualifications should you have to become an interpreter ?
3. Why isn't English the same in all English-speaking countries ? reasons
4. How can you get a job as an interpreter quite quickly?
5. There are some qualities an interpreter should have . What are they ? (successful in an interview)
6. Mention two benefits for the job of an interpreter.
7. An interpreter should have many necessary qualifications . Explain this statement.

Stepping into the business world - 2017

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

How long have you been studying Business Studies, Ricky?

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

What exactly have you studied over those four years ?

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

What did you most enjoy about the degree ?

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

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

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

What are you planning to do next ?

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

1. Ricky Miles studied several courses at the university to get a degree in Business studies.

Write down two of these courses.

2. Students in the United Kingdom choose one of two paths after graduation. Write these two paths down.

3. Quote the sentence which shows the type of the company that Ricky Miles worked for the last summer.

4 Find a word in the text which means "finding suitable employees".

5. What does the underlined word "their" refer to ?

6. Write down two things (benefits) as a result of Ricky's paid work last summer ?

7. Suggest three skills an employee should have to pass a job interview.

Learning a foreign Language

Speaking a foreign language, it is claimed, improves the functionality of your brain in several different ways. Learning new vocabulary and grammar rules provide 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 recognising different language systems. These skills **improve** your chances of success in other **problem-solving tasks** as well. It is said that students who learn foreign languages do better, on the whole, in general tests in Maths, reading and vocabulary than students **who** have only mastered their mother tongue.

According to a study carried out by Pennsylvania State University, USA. **Multilingual** people 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.

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.

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 everyday. The skills you obtain from learning a foreign language, therefore, can make you a better speaker and writer in your own language.

1. The writer suggests many benefits of learning a foreign language. Mention two .
2. Quote the sentence which indicates that learning another language improves your first language skills.
3. Multilingual people are able to do many tasks. Write down two of these tasks.
4. What does the underlined word "stimulator" mean ?
5. What does the underlined pronoun "who" refer to ?
6. Learning English is very important today.
Think of this statement and, in two sentences, write down your point of view.
7. Suggest three ways to encourage people to learn a foreign language .

Formal Letter - applying for a job

Dear Sir/Madam,

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

I also have a qualification in Journalism and have worked previously for a scientific journal.

I have excellent research skills.

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

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

Yours faithfully,

Tareq Hakim

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

1. -----Tareq Hakim
2. -----5 North Street, Ajloun.
3. -----2009-2012: shop assistant at a
4. -----Degree in Chemistry (graduated 2008); Certificate in Journalism (2011).
5. -----Captain of school basketball team;
6. -----I am a conscientious and enthusiastic worker
7. -----Osama Hayek, Chemistry teacher at my secondary school.

Speaking with signs

It is believed that the **Italians** were the first people **think of** 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. One of the early developers of sign language was Charles-Michel de l'Epee, whose mother tongue was French. He **picked up** sign language while he was working with deaf people in Paris in the eighteenth century.

The language was being used by **two deaf sisters as a form of communication**. De l'Epee 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 it made an enormous impact on the lives of deaf people.

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 language doesn't differ.** Both can be used to provide and share information, tell stories, have informal discussions and give formal talks. **Bothe** have different registers and dialects, and **both** are constantly evolving.

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, **it** is now being recognized and taught as an optional foreign language.

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

2016

1. The article states different uses of sign and spoken languages. Write down two of these uses.
2. Learning sign language is beneficial for anyone for two reasons. Write these two reasons down.
3. Replace the underlined phrase "**to think of**" with the correct phrasal verb.
4. Quote the sentence which shows that there is not only one Arabic sign language.
5. What does the underlined word "**it**" refer to?
6. Deaf people may face many unique challenges with learning sign language. Suggest three ways to overcome these problems.
7. It is preferable to offer sign language as a foreign language in public institutions. Think of this statement, and in two sentences, write down your point of view.

Formal letter – Applying for a job

Dear Mr Rahhal,

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

I would now like a new challenge and would be interested in moving into research. I have a degree in Physics.

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

I like reading and camping. I also like travelling.

References are available on request.

I look forward to hearing from you.

Yours sincerely,

Hisham Khatib

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

Literature spot B

A Green Cornfield

Christina Rossetti

1- The earth was green, the sky was blue:	كانت الارض خضراء والسماء زرقاء
2- I saw and heard one sunny morn	ذات صباح مشمس، رايت وسمعت
3- A skylark hang between the two,	ذكر قبرة معلقا بين الاثنين (الارض والسماء)
4- A singing <i>speck</i> above the corn;	مثل بقعة صغيرة تغني فوق الذرة
5- A stage below, in gay <i>accord</i> ,	على مسافة ادنى منه وفي تناغم مرح
6- White butterflies danced on the wing,	رقصت فراشات بيضاء على الجناح
7- And still the singing skylark soared,	فيما لا يزال القبرة المغرد يحلق عاليا
8- And silent sank and soared to sing.	وبهبط صامتا ويحلق عاليا ليغني
9- The cornfield stretched a <i>tender</i> green	امتد حقل الذرة اخضر يانع
10- To right and left beside my walks;	الى اليمين واليسار بجانب خطواتي
11- I knew he had a <i>nest</i> unseen	كنت اعرف ان له عشا مخفيا
12- Somewhere among the million <i>stalks</i> .	في مكان ما بين ملايين السيقان - الذرة
13- And as I paused to hear his song	وحين توقفت لاسمع اغنيته
14- While <i>swift</i> the sunny moments slid ,	كانت اللحظات المشمسة تتزلق بسرعة
15- Perhaps his mate sat listening long,	لعل رفيقته (زوجته) جلست تستمع اليه طويلا
16- And listened longer than I did.	واستمعت له لفترة اطول مما انا استمعت

Key Word	Meaning in English	Arabic
speck	something small	صغير
in accord	something in agreement	تناغم
tender	fresh and young	يانع
nest	A bird lays eggs in it	عش
stalk	The long, upright part of the plant that support the leaves	ساق النبتة
swift	fast	خاطف سريع

1. The poet feels content as she walks through a cornfield.
2. The skylark flying in the sky .
3. It doesn't sing as it flies lower.
4. The butterflies move quickly in the cornfield.
5. The skylark's nest is hidden in the cornfield.
6. The poet imagines that its companion / mate is also listening somewhere in the cornfield.

3. Answer the questions about the poem.

1. The poet uses many examples of **alliteration**. Find one example. **الجناس**

What effect is the poet trying to achieve with this technique?

Alliteration adds to the rhythm of the poem and also links dissimilar words together. (soard and sink - silent and singing)

- singing – speck / listening – long / listened – longer

- And still the singing skylark soared / And silent sank and soared to sing

2. Find two references to another listener, apart from the poet herself, in lines 10 to 16 of the poem.

Who or what is this listener?

a. I knew he had a nest unseen. **Means** : (The female bird is sitting unseen)

b. perhaps his mate sat listening long **Means** : (The listener is the female skylark)

3. How do we know that the poet leaves the cornfield before the skylark has stopped singing?

She says : Perhaps his mate sat listening long, And listened longer than I did.

This shows that the poet leaves the cornfield but speculates that the bird's mate might still be listening to the song : therefore, the bird must still have been singing.

4. Rhyming words occur at the end of lines and in a pattern. The pattern is called a rhyme scheme .

Describe the rhyme scheme in this poem.

The rhyme scheme is **abab**. In other words the first line and third lines rhyme , as do the second and fourth.

5. List the colours that have been used in the poem. What do you think they symbolise? TB

Green symbolises **the freshness of nature**; it is used in conjunction with

blue to emphasise **how bright and vivid nature can be**.

- **White** is used to symbolise **the purity and elegance of the butterfly**.

Around the World in Eighty Days - by Jules Verne

The **theme** of the novel is : (**perseverance is the best motivation towards success.**)

Vocabulary

1. **What kind of house is a *bungalow*?** A house with one floor
2. **How does the word *hamlet* suggest that there aren't many houses or people .**
3. **What form of transport is a *steamer*?** It's a ship powered by steam
4. **What kind of facial expression is a *wry grimace*, and why did Passepartout's face show this expression?**
It's an expression that shows pain or unhappiness. Passepartout wasn't happy because he didn't want to walk far, as he didn't think his shoes would be sturdy enough.
5. **Which words tell us that the elephant was kept safely away from direct contact with humans?**
Enclosed, palings: The elephant was in a compound surrounded by high palings. In other words, the animal was fenced in an area.

Key Word	Meaning in English	Arabic
bungalow	a house with one floor	طابق واحد
hamlet	a very small village, which suggests that there are very few people and houses.	قرية
steamer	a ship powered by steam	سفينة بخارية
wry grimace	an expression that shows pain or unhappiness	لوى قسما ووجهه بامتعاض
growing warm	an expression that that means getting annoyed	غضب واظهر الاتزعاج

3. Complete the sentences with the correct word.

calm confident enthusiastic unapologetic worried

1. The conductor is ----- about having sold a ticket to Allahabad to the travellers, even though the train will not take them there.
2. Mr Fogg is ----- that he will still complete his journey in eighty days.
3. Passepartout feels ----- about the prospect of walking the rest of the way to Allahabad.
4. Mr Fogg remains ----- while he negotiates the sale of the elephant.
5. The guide is very ----- about making the journey by elephant.

Comprehension

1. Why can't the train continue its journey from Kholby to Allahabad?

The train cannot continue its journey **because** the railway line hasn't actually been completed.

2. Why is Sir Francis **annoyed** during his conversation with the conductor?

What expression is used to mean he is getting annoyed?

He is annoyed because he feels cheated by being sold a ticket to somewhere the train doesn't go. '*Growing warm*' means *getting annoyed*. 2016

3. How does Mr Fogg deal with the situation when he discovers that his train journey cannot continue?

How does his attitude differ from that of Sir Francis?

Fogg says that he suspected that this might happen and suggests that they find another means of transport. Compared to Sir Francis, he is very calm and confident and doesn't show any anger.

4. Why did the Indian man decide to rear an elephant? He wanted it for fighting.

5. How do we know that the elephant is not aggressive?

"It still preserved its natural gentleness", meaning that it doesn't want to fight.

6. How many people travel on the elephant?

Four people : the guide, passepartout, Sir Francis and Mr Fogg.

Ideas

5. Find a line in the story that represents the following ideas. (Time – money – transport)

1. Time :

(Line 20 – 21)- ‘Mr Fogg, this is a delay greatly to your disadvantage.’ ‘No, Sir Francis; it was foreseen.

2. Money :

(Lines 49 51) - Phileas Fogg, without getting in the least flurried, then proposed to purchase the animal outright, and at first offered a thousand pounds for him. The Indian, perhaps thinking he was going to make a great bargain, still refused.

3. Transport :

(Lines 41-43) - Happily, however, for Mr Fogg, the animal’s instruction in this direction had not gone far, and the elephant still preserved its natural gentleness. *Kiouni* – this was the name of the elephant – could doubtless travel rapidly for a long time, and, in default of any other means of conveyance, Mr Fogg resolved to hire him.

6. Consider the *idea of transport*. Compare the train (lines 6–15) and the elephant (lines 38–45).

What are the advantages and disadvantages of each mode of transport mentioned, and how does this relate to the rest of the extract?

Transport is an important *theme* in this story. These two passages describe a train’s unfinished route and an elephant’s limited potential to be a good mode of transport. The elephant surpasses man-made transport and remains the best choice.

elephant	a good mode of transport. Travel rapidly and for a long time. More positive investment. the elephant surpasses man-made transport
train	The railway is not finished. Travel slowly and for a short time . – the man-made transport fails

7. Do you think that this story shows the importance of time? Justify your answer.

I think that this story shows the importance of time when Phileas Fogg is *so precise about the number of days they have to spare in line 24.*

It also references time in the passage where the elephant is described(‘*rapidly*’, line 41). However, I think that more importance is given to efficiency, because Phileas Fogg is not in a hurry; he is instead very well prepared.

8. Read lines 8–22. Making specific reference to these lines, compare and contrast the characters of Sir Francis and Phileas Fogg. Comment on the things they say and do. Remember to quote from the text.

They are men of two different personalities. Sir Francis gets easily angry, Phileas Fogg is calm and assured. In line 12, Sir Francis speaks in exclamation and short sentences.

Phileas Fogg	calm and confident - generous and self-controlled person –speaks quietly – polite doesn't show any anger
Sir Francis	Gets easily angry – speak in exclamation and short sentences.

2017

They soon reached a small hut. Enclosed within some high palings, was the animal in question. An Indian came out of the hut, and, at their request, conducted them within the enclosure. The elephant was reared as a half – domesticated animal.

1. How was the elephant reared ?
2. Which words tell us that the elephant was kept safely away from direct contact with humans ?

Vocabulary

Word or phrase	Similar meaning	Arabic
Education in Jordan		
academic	connected with education	اكاديمي
compulsory	obligatory; required	اجباري
degree	a qualification that is given to you when you have successfully completed a course of study	درجة
diploma	a document showing that someone has successfully completed a course of study	دبلوم
enrol	to officially arrange to join a school, university or a course	يسجل
Master's degree	a period of one or two years of study after the completion of a Bachelor's degree	ماجستير
Online distance learning	a formalized teaching and learning system by using electronic communication	التعلم عن بعد
PhD	a doctorate; the highest degree awarded by a university faculty	الدكتوراة
postgraduate	someone who has finished their first degree and continuing to study a Master's or a PhD	دراسات عليا
Private university	a university not operated by a government	جامعة خاصة
Public university	a university that is funded by a government	جامعة حكومية
qualifications	official records of achievement awarded upon the successful completion of a course	مؤهلات
undergraduate	someone who has not yet completed their first degree	المرحلة الجامعية
vocational	used to describe a particular job and the skills involved	مهني
Space Schools		
Astrophysics	The study of the chemical structure of the stars and the forces that influence them	الفيزياء الفلكية
pioneering	Introducing new and better methods or ideas for the first time. The first	ريادي - اول
tutorial	A period of intensive teaching and discussion given by a tutor to an individual student or a small group of students.	درس تعليمي بمجموعات صغيرة
tailor-made	custom-made ; made to fit exactly	مناسب تماما
undertake	To commit yourself to do something and to start to do it	يخضع ل / يقوم ب
Learning a foreign language		
multilingual	speaking , reading or writing in more than two languages	متعدد اللغات
multitask	to do several things at the same time	متعدد المهام
simulator	any device or systems that simulate specific conditions or the characteristics of a real process or machine.	جهاز مشابه للحقيقي للتعلم
utterance	Something that is said such as a statement	كلام
Speaking with signs		
come up with	produce something (an idea), especially when pressured or challenged	يتوصل الى - يخرج ب
mother tongue	the first and main language that you learnt when you were a child	اللغة الام
replicate – n / v	to produce a copy of something	يكرر - يستنسخ
register	a technical term for words, style and grammar used by speakers and writers in a particular situation or in a particular type of writing.	النمط اللغوي (عامي - رسمي)
dialect – n	a form of language which is spoken in only one area / dialectal (adj)	لهجة
evolve	to develop gradually. – evolution (n) / evolutionary (adj)	يتطور
first language	The language that you first learn as a child	اللغة الام
The time we spend at school		
academic	connected with education, especially at college or university level.	اكاديمي
compulsory	obligatory – required	اجباري
contradictory	completely different – on different sides of the argument	متناقض
developed nation	wealthy country	دولة متطورة
fluently	speaking a language ver well, like a native speaker.	بطلاقة
optional	choice - opposite of compulsory	اختياري
tuition	Lessons - Teaching, especially in small groups.	دراسة - في مجموعات صغيرة
After School		
degree	a qualification that is given to you when you have successfully completed a course of study	درجة علمية
halls of residence	accommodation provided by a university or college	سكن جامعي
motive	reason for doing something	حافز
minority	not many; the opposite of "majority"	اقلية
fees	costs ; charges	رسوم
debt	money you owe	دين
financial	relating to money	مالي

Word or phrase	Similar meaning	Arabic
The relationship between language and culture		
sociologists	people who study human society and behaviour	علماء اجتماع
psychologists	someone who studies how people's minds works	علماء النفس
passive	a linguistic form that means the subject is not the person who carried out the action	مبني للمجهول
on purpose	to mean to do something	بهدف - يقصد
recall	to remember a particular fact, event or situation from the past	يتذكر
spectrum	the complete range of colours	الطيف
come up with	think of - produce something (an idea), especially when pressured or challenged	يتوصل الى - يخرج ب
get away with	to do something wrong without being discovered or with only a minor punishment not be blamed for	ينجو بفعلته
intentional	done on purpose (intend - v / intention - n)	متعمد - مقصود
leave out	to not include (something or someone)	يستتعي - يحذف
Anita's Blog		
colloquial	used mainly in informal conversations rather than in writing or formal speech	عامية
put my back into it	tried extremely hard	يجتهد
fluently	speaking a language very well ; like a native speaker	بطلاقة
Our country's exports and imports		
agreement (n)	an arrangement or promise to do something, made by two or more people, companies or organisations / agree (v)	اتفاقية
domestic (adj)	relating to or happening in one particular country and not involving any other countries / domesticate (v) / domesticity (n)	محلي
dominate (v)	to be the most important feature of something / dominance (n) dominant (adj)	يهيمن - يسيطر
exports (n)	goods sold to another country / export (v) exportation (n)	صادرات
extraction (n)	the process of removing and obtaining something from something else extract (v)	استخراج / استخلاص
fertiliser (n)	a substance that is put on the land to make crops grow	سماد
goods	things that are produced in order to be sold	بضائع
Gross Domestic Product	the value of a country's total output of goods and services /	اجمالي الناتج المحلي
imports (n)	goods bought from other countries / import (v) importation (n) imported (adj)	واردات
mineral (n)	a substance that is present in some foods and is needed for good health ; a substance that is found naturally in the earth / mineral (adj)	معادن
pharmaceuticals	companies which produce drugs and medicine / pharmaceutical (adj)	شركات ادوية
reserve (n)	something kept back or set aside, especially for future use / reserve (v)	مخزون
How to revise for exams		
circulation	the movement of blood around the body when it is pumped by the heart.	الدورة الدموية
memory	Someone's ability to remember things, places and experiences	ذاكرة
concentration	attention	تركيز
beneficial	useful	مفيد
diet	the kind of food that a person or animal eat each day	غذاء
dehydration	the state of having drunk too little water	جفاف
nutrition	the process of getting the right kind of food for good health and growth	تغذية
The world of business – Doing business in China		
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, position and contact details	يقدم بطاقة اعمال
shake hands	To move someone's hand up and down in a greeting	يصافح
make small talk	to have an informal chat with someone in order to start a conversation	يعمل حوار بسيط
tell a joke	to say something to make people laugh	يقول نكتة
be able to answer detailed questions	to have the ability to understand complicated questions and respond to them appropriately	قادر على الاجابة على اسئلة مفصلة
negotiate	to discuss something in order to reach an agreement, especially in business or politics	يفاوض
track record	all of a person's or organisation's past achievements, successes or failures which show how well they have done something	سجل الاداء

Word or phrase	Similar meaning	Arabic
How to make a sales pitch ?		
package holiday	an organised trip with everything included in the price (travel, accommodation, food)	حزمة رحلة
sales pitch	a presentation made by someone who is trying to sell a product	خطاب بيع
target market	people who are identified as possible customers	السوق المستهدف
age group	a set of people of similar age	الفئة العمرية
department store	a large shop that sells many different types of things	متجر لسلع مختلفة
sales pitch (n)	the statements and promises that someone makes to try to persuade someone to buy something	خطاب البيع
machinery (n)	machines, especially large ones	ماكينات
knitwear (n)	clothing made from wool	ملابس صوفية
extensively (adv)	in a way to cover or affect a large area	بشكل توسعي
marketing	The study of selling products to customers	تسويق
Career Choices		
interpreter	someone who translates spoken words from one language into another	مترجم
fond of	having an affection or liking for someone or something	مولع ب
seminar	a class on particular subject – given in training	ندوة
headphones	a piece of equipment that you wear over your ears to listen to the radio, music	سماعات
regional	relating to a particular region or area	اقليمي - محلي
concentration	attention	تركيز
secure	safe – free from danger	امن
rewarding	giving personal satisfaction	مجزي
Stepping into the business world		
Marketing	money you save over your lifetime to pay for your old age	تسويق
recruiting	promoting your product; finding customers	تعيين موظفين جدد
pensions	online questions	تقاعد
calculations	finding suitable employees	حسابات
web enquiries	maths; work with numbers	اسئلة عن طريق النت
Learn English fast – The natural way		
Immerse	to be deeply involved in something and spend most of your time doing it.	يزج في - ينغمر في
tailor-made	custom-made ; made to fit exactly	مفصل تماما
tuition	teaching; especially in small groups	تعلم - دراسة
academic	connected with education	اكاديمي
postgraduate	someone who has finished their first degree and continuing to study a Master's or a PhD	دراسات عليا
undergraduate	someone who has not yet completed their first degree	المرحلة الجامعية
vocational	used to describe a particular job and the skills involved	مهني
career advisor	someone who provides information to help people to make choices about their training or work	مستشار مهني
drop (acourse)	To stop studying a certain subject at university	يسقط المادة
stand out	To be much better than other people or things	يبرز - يكون الأفضل
What are they talking about ?		
tempting	attractive – desirable (adj)	مغري
experimental	part of an experiment (adj)	تجريبي
stimuli	things that make you interested (n)	مثير - حافز
pace	speed (n)	سرعة
mimic	copy, make the same sound (v)	يقلد
absorbed	received (v)	يستوعب - يمتص
proficiency	relating to an occupation	كفاءة
vocational	skill, experience	مهني
look into	investigate	يستقصي
negotiate	discuss in order to come to an agreement	يفاوض
recall	remember	يتذكر

University Subjects

Key Word	Meaning in English	Arabic
Agriculture	the science or practice of farming	زراعة
Business Management	the study which involves learning about running a company	ادارة اعمال
Astrophysics	the study of the chemical structure of the stars and the forces that influence them	فيزياء فلكية
Economics	the study of the way in which money and goods are produced and used	اقتصاد
Engineering	the study of how roads, bridges, machines, ...etc are built.	هندسة
Linguistics	the study of the grammar, history and structure of languages	لغويات
Marketing	the study of selling products to the appropriate customer .	تسويق
Pharmacy	the study and practice of preparing drugs or medicines.	صيدلة
Psycology	the study of the mind and how it works	علم النفس
Sociology	the study of societies and the behaviour of people in groups.	علم الاجتماع

You can see the following words in a *curriculum vitae*.

Key Word	Meaning in English	Arabic
achievements		انجازات
adaptable	able to adabt to new conditions or situations	قابل للتكيف
competent	having enough skills or knowledge to do something	كفؤ
conscientious	showing a lot of care and attention (to a task)	حي الضمير
contact details		تفاصيل الاتصال
enthusiastic	showing a lot of interest and excitement about something	متحمس
keen	having or showing eagerness or interest (in something)	متلهف
personal attributes	a quality or feature that is considered to be good or useful (in a person)	السمات الشخصية
qualifications	official records of achievement after completing a course of study.	مؤهلات
reference	a person who provides information about your character and abilities	المعرف - المرجع
training		تدريب
work experience	a period of time that someone spends working in a particular place	الخبرة العملية

Quotation

1. "Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young. "
Henry Ford (1863 CE – 1947 CE)

Ford refers to the fact that the world is moving forwards, so people need to keep up with progress. He also refers to the brain being "trainable". i.e. if you practice learning, you will learn more effectively.

2. "The limits of my language are the limits of my world." Ludwig Wittgenstein.

All you know is what you have words for. So your world, and therefore your language, is limited to where you live and your knowledge. As you expand your world and knowledge, so does your language.

3. "Unless the exchange be in love and kindly justice, it will but lead some greed and others to hunger."
Gibran Khalil Gibran (1883 CE – 1931 CE).

I agree with the quotation. I think that Gibran is talking about trade here. He is taking about mutual respect, and this could be applied to any exchange, as well as trade. He is perhaps commenting on the emergence of capitalism.

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

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

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 dependant on the money you earn"

5. " Live as if you were to die tomorrow. Learn as if you were to live forever. "

Mahatma Ghandi (1869 CE – 1948 CE)

Ghandi is thinking about the changing world and how we need to keep up with it. So he is advising us to take advantage of everything there is and embrace learning in order to live a better life.

Writing an essay / article

I think -----this subject----- is one of the most important issue in our daily life which we should take it in consideration and talk about in details because it has strong relation and effect with our life .

In this essay I intend to discuss the (**benefits / advantages / disadvantages /solutions / ways / effects / reasons / results / factors**) of ----- .

In my point of view , ---

الأفكار من عندك حسب الاسئلة او الموضوع

Finally , I'd like to say that I hope I have given enough and useful information that expresses my ideas and views in this subject.

Informal / Personal letter Write a letter to your friend in London telling him about your last holiday.

P.O Box
Amman,
Jordan
Date, 26 June. 2016

Dear,

How are you ? Really fine, I hope ? How is your family ? I hope that all of you are very well. I'm sorry I haven't written to you for three months, and that's because I'm moving to a new flat.

I'm writing to tell you about / to invite you -----(**subject**)-----

Well , I have to finish now as I've got too much work to do. Please write back and let me know more about your latest news. Hope to hear from you soon.

With love.

Yours sincerely,

(**Name :** ----- *as written in the exam*)

Formal letter - Applying for a job

Receiver Address

.....
Amman,
Jordan

Sender Address

P.O Box -----
Amman,
Jordan
Date, 26 June. 2016

Dear (Mr, Mrs, Dr, etc),

I'm writing to apply for the job of -----(position)----- at ----- (name / school , company).....

You will see from my curriculum vitae that I have a Bachelor's degree in -----,
as well as ----- experience at -----.

I am now looking at a new challenge as -----(position)-----, and -----

I am (personal attributes) = dedicated , enthusiastic , adapted , competent in my career, and -----

Please contact me for a reference. I look forward to hearing from you regarding the next stage of my application.

Yours faithfully,

(**Name :** ----- *as written in the exam*)

Writing A Report

Write a report for your school magazine about the advantages and disadvantages of building a new factory in your area , suggesting ideas for it .

To : My school magazine

From : A student

Date : 26 June , 2016

Subject : A new factory in our area .

The **aim** of this **report** is to discuss the **advantages and the disadvantages of** -----.

In my opinion, there are many advantages and good results :

- The factory will develop the city by bringing us industry and new products.
- The factory will decrease the proportion of the unemployed in our city by bringing them jobs

On the other hand , there are many disadvantages :

- The factory will badly affect the schools and houses nearby by noise pollution .
- The factory produces carbon dioxide in the atmosphere that leads to pollution .

To sum up , I'd like to say that I hope I have given enough and useful information about ----- suggesting that this new factory shouldn't be built near houses and schools , it should be built far away from the center of the city .

In conclusion , you should take my suggestions into consideration to find the best effective solutions for it.

Informal / Personal letter

Write a letter to your friend in London telling him about your last holiday. (friend / pen friend / uncle / father / brother.)

Your address

من الصغير الى الكبير

P.O Box

Amman,

Jordan

Date, 21 Jan. 2014

Dear,

How are you ? Really fine, I hope ? How is your family ? I hope that all of you are very well. I'm sorry I haven't written to you for three months, and that's because I'm moving to a new flat.

I'm writing to tell you about / to invite you -----(subject)-----

Well , I have to finish now as I've got too much work to do. Please write back and let me know more about your latest news. Hope to hear from you soon.

With love.

Yours sincerely,

(Name : ----- as written in the exam)

covering letter – Applying for a job

Dear Mr Haddad,

I am writing to apply for the job of Head of the English Department at Taha Hussein Secondary School. You will see from my curriculum vitae that I have a Bachelor's degree in English and as well as teaching experience at Modern Arab Academy School.

I am now looking for a new challenge as a head teacher, My developing leadership skills show that I am ready to advance in my teaching career, and the advertised position at your school as a head teacher is ideal.

While I am dedicated to teaching and know that my students are of the highest importance, I make time to have an active and varied social and family life. This helps to keep my approach to teaching and student welfare fresh.

Please contact me for a reference. I look forward to hearing from you regarding the next stage of my application.

Yours sincerely,

Farida Jabari

Writing a blog : كتابة المذكرات الالكترونية

Write a blog post for your school's website. Describe life in a Jordanian secondary school so that they will know what to expect. Choose a different topic for each paragraph from the list.

(family life – school subjects – school rules – behaviour – values a typical school day – after school activities – free-time activities)

Decisions , decisions

Posted by Hiba J.

Do you know what you are going to study at university? I've come up with some ideas but I really you're your help! Do get in touch if you have any stories or advice that you think might help me to make this life changing choice. (ask a question such as advice)

Firstly, I want to help people, but science is not my strongest subject, so I won't be able to do medicine. I could study Psychology and follow a career path in that area, but I don't know much about it. If any of you are Psychology student, please do message me about your course. I'd love to hear about it-What you love, what you like, and of course, what you don't like at all. (State your problem)

Secondly though, I'd really like to study something like Linguistics, because I've always been interested in language. I've done some research and found out that, while it doesn't lead directly to a career, it is interesting and academic, as well as a well-respected degree.

So, can you help me with my decision ? We could start up a useful conversation about choosing paths for ourselves at this next exciting stage ! (Restate your question or subject and ask students to get involved)

Free writing

تجربة تعلم احدى اللغات

The experience of learning a language

Studying a foreign language is very helpful in today's society because it can help you to be successful in your life. English can help in studies and research. By learning English, you can serve the net easily and get the information you need. I think it was difficult at first, but after that you can do business and make bargains better than before. In addition, you can save money you used to pay for interpreters. If you don't speak a foreign language fluently, you may lose your job, so you have to work hard to improve your language. By speaking a foreign language, your life will change. Also, you will be successful in your job. To conclude, learning a language helps you to succeed in your study, business or work. So, why don't you learn a language now to be successful in the future?

Early memories of school ذكريات الطفولة عن المدرسة

I remember my days at school with joy and delight. In my first day to school, I remember my mother taking me from my hand while I was crying, showing me at the details of the street in case not to get lost when I return home alone. The best things I loved at school was making friends every day. I used to meet many students in the bus on our way to or from school, in the breaks or in the play yard. The things that I hated most were exams, homework and the seventh lesson. During exam periods, our parents forced us to study hard for long hours and deprived us from playing or going out. We had some boring homework to do everyday. Some of them were sometimes done as a punishment, especially in the weekends. Anyway, although sometimes I had bad things about school, I still miss those days so much

Sample blog post

Do you know what you're going to study at university? I've come up with some ideas but I really need your help! Do get in touch if you have any stories or advice that you think might help me to make this life changing choice. Firstly, I want to help people, but Science is not my strongest subject so I won't be able to do Medicine. I could study Psychology and follow a career path in that area, but I don't know much about it. If any of you are Psychology students, please do message me about your course. I'd love to hear about it – what you love, what you like, and of course what you don't like at all! Secondly though, I'd really like to study something like Linguistics, because I've always been interested in language. I've done some research and found out that, while it doesn't lead directly to a career, it is interesting and academic, as well as a well-respected degree. Can you help me get a better picture of it? So, can you help me with my decision? We could start up a useful conversation about choosing paths for ourselves at this next exciting stage!

Tourism in Jordan

Tourism is considered an important part of any country's income. Tourism means travelling from one place to another for sight-seeing, enjoyment and knowing about other nations culture here in Jordan. The tourism has recently witnessed a remarkable progress and many tourists from different Arab and foreign countries come to visit Jordan and its cities to see the old and historical places in these cities. Moreover, they visit the beautiful and ruined cities such as Petra, Jerash, Karak and Aqaba which is considered the most beautiful city in Jordan for its warm climate and its beautiful sea and beaches.

Persuasive Letter رسالة اقناعية

Dear Mr Hammad, (Greeting)

(Introduction : State why you are writing)

I am writing in view of the recent news that instruction in all modern languages at our school will be cancelled as of next year. A large proportion of the student body is extremely upset at this.

(Body : In two or three paragraphs, build up your persuasive argument)

However, there are wider implications of this move to stop teaching modern languages. In the first place, the school would lose many gifted students. This would result in falling performance across the school.

In addition to this, the school would attract students in similar interests, which would have a negative impact on student wellbeing.

Most worryingly, modern languages is a department which is growing in popularity .

(Request : Ask for what you want. Show that you are flexible)

Therefore, if language teaching must be done by way of after school or lunchtime clubs, so be it, but cutting this area of study completely would be detrimental to both the school and the students.

(Sign-off : Add a sentence of good wishes before you sign-off)

I hope you will consider this letter when deciding the future of our school. Thank you.

Yours sincerely,
Nawal Mohsen