

### Body Idioms

get it off (your) chest	to tell someone about something that has been worrying you	تشكي همومك لاحدهم
get cold feet	to lose your confidence in something at the last minute	ان تفقد الثقة بالنفس في اللحظة الاخيرة
keep your chin up	to remain cheerful in difficult situations; an expression of encouragement	الشعور بالتفاؤل في الظروف الصعبة
play it by ear	to decide how to deal with a situation as it develops	تقرر بسرعة كيف تتعامل مع موقف حسب تطوره
have a head for figures	to have a natural mental ability for math / numbers	امتلاك القدرات العقلية في الرياضيات والارقام
put (my) back into it	to put a lot of effort into something / tired extremely hard	يبذل قصارى الجهد لعمل ما متعب / شاق

**Complete the sentences with the following body idioms. Work in pairs and check that you understand their meanings. (AB p.34)**

**get it off your chest , get cold feet , play it by ear  
keep your chin up , have a head for figures**

1. I'm too nervous to do a parachute jump. I think that I'll..... at the last minute.
2. If you've got a problem, talk to someone about it. It helps to .....
3. I don't think I'd 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 .....

Answer: 1. get cold feet 2. get it off your chest 3. have a head for figures  
4. keep your chin up 5. play it by ear

### أسئلة وزارية

1. Majed is too nervous to do a parachute jump. I think that he will **lose his confidence at last minute.**

**Replace the underlined phrase with the correct body idioms.**

2. I'm not sure if it will be warm enough to have a barbecue. We will have to **keep our shine up.**

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

Answer: 1. get cold feet  
2. play it by ear

**Collocation**

do exercise	keep fit	يتمرن / يتدرب
do a subject	Study	يدرس
draw up a timetable	write a schedule	اعداد جدول مواعيد
make a start	Begin	بيدا بداية جديده
make a difference	change something	يؤثر او يحدث فرق
take a break	Relax	ياخذ استراحه

**سؤال وزاري / الدورة الشتوية 2018**

**Replace the underlined misused collocation in the following sentence with the correct one.**

If you send money to charity, you will do exercise to a lot of lives.

**Answer:** make a difference

**Phrasal Verbs**

Draw up	To prepare a document	يعد / يكتب
Look at	To examine something closely	ينظر بتمعن
Work out	To understand / to find the answer to some thing	يفهم / يستنتج
Getting up	To rise to a standing position	ينهض / يقف
Listening to	To take notice	يستمع الى
Switch between	To change	يغير / يبدل

**Q1:** Use the collocations to complete the sentences. (AB. p.35)

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

**Answer:** 1.do exercise 2. make a start 3. make a difference

4. take a break 5. draw up a timetable

Q2: Read definitions 1–6. Make collocating phrases using a verb and a noun from the boxes. Write the collocations in the correct gaps next to the definitions. One verb is not needed. (AB. p.35)

do (x2) , draw up , make (x2) , give , take

a start , a break , exercise , a timetable , a subject , a difference

1. write a schedule: .....
2. keep fit:.....
3. begin:.....
4. relax:.....
5. study:.....
6. change something:.....

Answer: 1. draw up a timetable 2. do exercise 3. make a start  
4. take a break 5. do a subject 6. make a difference

Ahmad AIKOUZ

### Gender-neutral

means that it is not affected by gender, so not obviously male or female.

<u>Gender-specific words</u>	<u>Gender- neutral words</u>
businessman, businesswoman	Business person
salesman, saleslady	Sales assistant / sales person
headmaster, headmistress	Head teacher
he or she	They
Mankind	Humans
Postman	Postal worker
Stewards	Flight attendants
His/ her	Their
Police man / police woman	Police officer
Chairman	Chair person
Seaman	Sailor
Spaceman	A astronaut

#### Choose the best options to complete the sentences.(SB p.60)

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

**Answers:** 1. humans have 2. postal worker 3. flight attendants 4. Their 5. officer

#### سؤال وزاري ب 3 علامات 2016

Study the following sentences and answer the question that follows.

- A **postman** delivers your post.

**Replace the underlined verb with the suitable gender-neutral words.**

**Answer:** .....

**Collocations**

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

**Words with similar meanings (synonyms)**

<i>Adjectives</i>	
Attractive/ desirable	Tempting
Part of an experiment	Experimental
<i>Nouns</i>	
Things that make you interested	Stimuli
Speed	Pace
<i>Verbs</i>	
Copy / make the same sound	Mimic
Received	Absorbed

### **Collocations**

make a mistake	يرتكب خطأ
make small talk	يقدم حديثاً قصيراً
cause offence	يسبب استياء
earn respect	يكسب احترام
join a company	ينضم الى شركة
shake hands	يصافح
ask questions	يطرح اسئلة

**Complete the collocations with the verbs in the box. One verb is not needed. The first one is done for you.**

ask, cause, do, earn, join, make (x2), shake

1. make a mistake    2. .... questions    3. .... hands  
 4. .... respect    5. ....a company.    6. ....offence  
 7. ....small talk

**Answers:** 2. ask 3. shake 4. earn 5. join 6. cause 7. make

**Complete the sentences with collocations. The first one is done for you.**

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

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

**Words followed by prepositions**

work as	يعمل ك
decide on	يقرر بشأن
translate into	يترجم من و الى
talk about	يتحدث عن
ask about	يسأل عن
good at	جيد في

**Q:** We need to decide ..... a place to meet. 2018 (W)  
( into , on , at , about )

about (x2) , as , at , into , in , on

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

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

## Phrasal verbs الأفعال الاصطلاحية

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

الفعل الاصطلاحى هو فعل متبوع بأداة (حرف جر ..) او اكثر فيتغير معناه الاصلى.

We`re asking candidates to carry out a short task.

### Types of phrasal verbs:-

1. Some phrasal verbs can have objects after them ( they are called **transitive verbs**).  
و بعض الأفعال الاصطلاحية يتبعها مفعول به ( تسمى أفعالا متعدية) .

Mr. Ahmad Alkouz came up with a good idea. We`re looking into the problem.

2. Some phrasal verbs do not have objects (they are called **intransitive verbs**) .

و بعضها لا يأخذ مفعولا به ( و تسمى أفعالا لازمة)

Where did you grow up ? / My brother and I get on well.

ملاحظة:- أحيانا، يمكن ان ياتي المفعول به بين الفعل و أدواته، وبالتالي يتم الفصل بين الفعل و أدواته، و مع هذه الأفعال، إذا وقع المفعول به على شكل ضمير، فإنه يكون بين الفعل و الأداة.

Please point his father out. Point him out. ( NOT point out him).

Sometimes the verb and particle cannot be separated.

احيانا لا يمكن الفصل بين الفعل الاصطلاحى و أدواته التي تتبعه -

They came up with a good idea.

transitive verbs		intransitive verbs		
Take up	Carry out	come up with	go ahead with	get on
Take away	Leave out	come about	grow up	look into
Take off	Look up	get away with	look at	look after
Take back	Look over	get on well	point at	look for
Find out	Point (something) out	get by	speed up	get over
		get into	take after	
		go off	get up	
		go away	go through	
		go back	look forward to	



جدول هام جدا للأفعال الاصطلاحية (حفظ)

<u>NO.</u>	<u>Phrasal verbs</u>	<u>Meaning (E)</u>	<u>Meaning A</u>
1.	come about	Happen or take place	يحدث
2.	Come up with	Produce something (an idea) especially when pressured a challenged.	يخرج بنتيجة او فكرة
3.	Carry out	to do	يجري (يقوم بـ)
4.	Eat out	Eat away from home, especially in a restaurant.	يأكل خارج المنزل
5.	Get away with	To do something wrong without being discovered or with only a minor punishment	تفلتت من العقاب
6.	Leave (someone or something) out	To not include someone or something	يستثنى
7.	Point (something) out	To show something to someone by pointing at it	يشير إلى
8.	Speed up	To hurry	يسرع
9.	Find out	To discover	يكتشف
10.	Look into	To investigate	يبحث، يتحرى
11.	get into	Involved in difficulties	يتورط في مشكلة
12.	get by	manage to keep going / succeed with difficulty	يتدبر الامر بصعوبة
13.	look at	to examine something closely	ينظر الى
14.	grow up	spend ( your) childhood	ينمو
15.	speed up	hurry up	يسرع
16.	look after	to take care	يعتني بـ
17.	look over	examine / test	يتفحص
18.	take back	withdraw/ return something	يسحب / يرجع شيء
19.	take after	Resemble	يقلد/ يشبه
20.	go through	To undergo hardship or difficulty	يمر بتجربة صعبة
21.	go off	start or depart	يبدأ/ ينطلق

**Phrasal Verbs : ( Multi – part verbs)**

<b>look</b>	Up	A word in a dictionary	يستخرج
	For	Something you have lost	يبحث عن
	Forward to	Something exciting	يتطلع الى
<b>Get</b>	Over	An illness and feel better	يتغلب على
	Up	In the morning	ينهض
	On	With your work and complete it	يستمر بالعمل
<b>Take</b>	Up	A new hobby	يبدأ
	Away	Some fast food	يأخذ خارجا
	Off	From home for a holiday	يأخذ عطلة
<b>Go</b>	Away	Home for a holiday	يسافر
	Back	To where you started	يرجع
	ahead with	A plan and do it	يبدأ بالعمل / يباشر

**Exercises**

**Q1: Complete the sentences using the correct form of the phrasal verbs in the box. If necessary use a pronoun (it/them/me). Consider whether the two parts of the verb can be separated or not. One verb is not needed.**

Come up with	Look into	Point out	Carry out
Get away with	Leave out	Come about	

- As part of the interview, we will be asking all candidates to \_\_\_\_\_ a short task.
- Ali broke the glass, but his mother didn't notice. He \_\_\_\_\_.
- Last night, I watched an interesting documentary about how the ice age \_\_\_\_\_.
- I've been thinking about a subject for my History project, and I've \_\_\_\_\_ some ideas.

5. I usually add chocolate to the recipe when I make this cake, but as I haven't got any today, I'm going to \_\_\_\_\_.
6. Thank you for waiting to us about the non-delivery of your parcel. We promise to \_\_\_\_\_ immediately.

**Answers:** 1. carry out 2. got away with it 3. came about 4. come up with  
5. leave it out 6. look into

**Q2: Circle the correct phrasal verb.**

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

**Answer:** 1. Point out 2. Look into 3. Got away with 4. Carried out 5. Come up with

**Q3: Replace the words and phrases in bold with the box. One phrasal verb is not needed.**

Carry out / Come about / Come up with / Get away with  
Grow up / Leave out / Look at / Look into / Point out

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

**Answers:** 1. Look into 2. Come up with 3. Grow up 4. Point out 5. Come about  
6. Carry out 7. Get away with 8. Leave out

**Q4: Rewrite the sentences with phrasal verbs formed from the verbs in the box. One verb is not needed.**

Come (x2)	Find	Leave	Look	Point	Speed
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- Ahmad should hurry or he`ll be late.
- I thought of a great idea while I was swimming.
- That`s amazing news! How did you discover it?
- That information is important. Don`t omit it.
- We`ll drive past my old house. I`ll show it to you.
- It`s a mystery how the mistake happened.

**Answers:**

- Ahmad should **speed up** or he`ll be late.
- I **came up with a** great idea while I was swimming.
- That`s amazing news! How did you **find it out**?
- That information is important. Don`t **leave it out** .
- We`ll drive past my old house. I`ll **point it out** to you.
- It`s a mystery how the mistake **came about**.

**Q5: Rewrite the sentences by replacing the words in bold with the pronouns in the box. Some pronouns are needed twice. You may need to change the word order.**

Her	him	it	Them
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- The class looked at **Omar** in admiration when he gave a speech.  
.....
- How did you come up with **the plan**?  
.....
- Did you leave **Fatima** out? Remember, she`s invited.  
.....
- I`ll look up **the train times** online.  
.....
- Farid and I are going to carry out **the class survey**.  
.....
- We`ll look into **your complaints**.  
.....
- 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**.

.....

**Answers:**

1. The class looked at him in admiration when he gave a speech.
2. How did you come up with it?
3. Did you leave her out? Remember, she's invited.
4. I'll look them up online.
5. Farid and I are going to carry it out.
6. We'll look into them.
7. Fatima pointed her out to us and introduced us to her.
8. I don't think the robbers will get away with it.

أسئلة وزارية

**1. Study the following sentences and answer the question that follows. 2017 (W)**

It is necessary to **do** some research before I start my graduation project.

**Replace the underlined verb with the suitable phrasal verb.**

**2. Replace the underlined verb in the following sentence with the suitable phrasal verb. 2017(S)**

Radwan should **hurry** or he'll be late.

**Answer:** 1. carry out 2. Speed up