

المعرفة في اللغة الانجليزية

Twelfth Grade

"فروع التعليم المهني"

Units (4 / 9 / 10)

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(0788397044)

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أساسيات اللغة الإنجليزية

*Parts of speech:

1) The Noun:

ما يدل على اسم انسان او حيوان او نبات او جماد او بلاد. والاسم في الجملة اما ان يكون فاعل (Subject) او مفعول به (Object) او مكملا للفاعل (Complement).

*Examples:

Ahmad / Lion / Orange / School / Jordan

وتقسم الاسماء في اللغة الانجليزية الى قسمين معدود (countable) او غير معدود (uncountable)

a) Countable nouns:

هي الاسماء التي تعد ويكون لها صيغة المفرد والجمع

School / schools book/ books home / homes

b) Uncountable nouns:

هي الاسماء التي لا تعد ولا يكون لها صيغة الجمع وانما تعامل معاملة المفرد

Water / butter / coffee / goods / justice / paperetc

2) Pronouns :

الضمائر: هي الكلمات التي تحل محل الاسم وتستخدم لتجنب تكرار اسم سبق ذكره في جملة سابقة ولا حاجة لتكراره للاختصار وجمال اللغة.

وتنقسم الضمائر الى انواع:

1) الضمائر الشخصية Personal Pronouns

(أ) ضمائر الفاعل subject pronouns وهي: (he, she, it, I, we, you, they)

(ب) ضمائر المفعول به object pronouns وهي: (him, her, it, me, us, you, them)

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	Subject Pronouns	Object Pronouns
Singular	He	Him
	She	Her
	It	It
Plural	I	Me
	We	Us
	You	You
	They	Them

***Examples:**

- 1) **He** is tired.
- 2) **I** am a student.
- 3) **They** are at home.
- 4) Zaid saw **him** last week.
- 5) Hashem called **me** last night.
- 6) My friend welcomed **us**.

(2) ضمائر الملكية Possessive Pronouns وهي:

singular (مفرد)		plural (جمع)	
صفة ملكية	تخصيص ملكية	صفة ملكية	تخصيص ملكية
My	Mine	Our	Ours
His	His	Their	Theirs
Her	Hers		
Its	Its		
		your	yours

ملاحظة: * ضمائر (صفة الملكية) يأتي بعدها اسم وجميعها بمعنى (يخص).
 * ضمائر (تخصيص ملكية) تأتي في آخر الجملة ولا يأتي بعدها اسم وجميعها ايضا بمعنى (يخص).

1) It is **my** car.

2) It is **mine**.

3) Did you bring **your** car? **AHMAD DAUD (0788397044)**

3) الضمائر المنعكسة او التأكيدية Relative / Emplacing Pronouns

*تستخدم عندما يقع أثر الفعل على نفس فاعله (يستخدم الضمير المنعكس المفعول لأن الفاعل والمفعول هو نفس الشخص).

*تنتهي الضمائر المنعكسة للمفرد بكلمة **(self)** بمعنى نفس. وللجمع بكلمة **(selves)** بمعنى أنفس.

*ترتبط الضمائر المنعكسة مع ضمائر الفاعل . كما يوضح في الجدول الآتي:

Singular		Plural	
ضمير الفاعل	الضمير المنعكس	ضمير الفاعل	الضمير المنعكس
I	Myself	We	Ourselves
He	Himself	They	Themselves
She	Herself		
It	Itself		
You	Yourself	You	Yourselves

*Examples:

- 1) I blamed myself.
- 2) **She** hurt herself.
- 3) **They** describe themselves as brave.

4) ضمائر الاشارة Demonstrative pronouns

تستخدم للاشارة لشيء (بعيد او قريب) ويأتي بعدها (اسم).

اشارة الى الشيء القريب		اشارة الى الشيء البعيد	
مفرد	جمع	مفرد	جمع
this	these	that	those

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***Exercise (1):**

Choose the right answer between brackets:

- 1)The car is blue (He, She, It) is not red.
- 2)Hashem standing up (He, She, It) is not sitting down.
- 3)The books are on the desk (She, They, We) aren't on the floor.
- 4)My name is Zaid (Me, My, I) am ten years old.
- 5)(Our, We, Us) are students.
- 6)(You, Your, Yours) books are new.
- 7)Ahmad is doing his homework. I am doing (me, mine, my).
- 8)Rafeef is doing her task. I'm doing (my, me, mine) task.
- 9)The babies are drinking milk, they are drinking (they, it, we) from the glass.
- 10)The children are playing games. They are playing(him, her, them) in the yard.
- 11)You should do your homework by (yourself, himself, itself).
- 12)We finished our homework. We finished it by (yourselves, themselves, ourselves).
- 13)I always depend on (himself, myself, herself).
- 14)He hurt (itself, herself, himself) by the knife.
- 15)The doctor told Zaid and Hashem to take care of (themselves, ourselves, yourselves).
- 16)(Those, That, This) boys are playing football.
- 17)(These, This, Those) mobile is mine.

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3) The Verb:

***الفعل**: كلمة تدل على حدث يتعلق بزمن معين (ماضي / مضارع / مستقبل) ، والفعل نوعان هما :

1) الفعل الرئيسي/الكامل (Main/Full Verb) : هو الفعل الذي يكون له معنى مفهوم في الجملة ويرتبط بزمن معين اما ماضيا او مضارعا. وينقسم الى قسمان

أ) **فعل منتظم (Regular Verb)** :

الفعل الذي يكون منه التصريف الثاني (Past simple) أو التصريف الثالث (Past participle) باضافة المقطع (-ed) play (V1) → played (V2) → played (V3)

ب) **فعل غير منتظم (Irregular Verb)** :

افعال لها تصاريف مختلفة (V1 / V2 / V3) ، ويجب على الطالب حفظ جميع هذه الأفعال و تصريفها

المعنى	Present	Past	Past participle
يكون	Be	Was/were	Been
يصبح	Become	Became	Become
يبدأ	Begin	Began	Begun
يلوي/يطوي	Bend	Bent	Bent
يعض/يلدغ	Bite	Bit	Bitten
ينفخ	Blow	Blew	Blown
يكسر	Break	Broke	Broken
يجلب/يحضر	Bring	Brought	Brought
يبنى	Build	Built	Built
يحرق	Burn	Burnt	Burnt
يشترى	Buy	Bought	Bought
يمسك	Catch	Caught	Caught
يختار	Choose	Chose	Chosen
يأتي	Come	Came	Come
يكلف	Cost	Cost	Cost
يقطع/يقص	Cut	Cut	Cut
يتعامل	Deal	Dealt	Dealt
يعمل	Do	Did	Done
يرسم	Draw	Drew	Drawn
يحلم	Dream	Dreamt	Dreamt
يشرب	Drink	Drank	Drank
يسوق	Drive	Drove	Driven
يأكل	Eat	Ate	Eaten

يسقط/يقع	Fall	Fell	Fallen
يطعم	Feed	Fed	Fed
يشعر	Feel	Felt	Felt
يجد	Find	Found	Found
يطير	Fly	Flew	Flown
ينسى	Forget	Forgot	Forgotten
يسامح/يغفر	Forgive	Forgave	Forgiven
يحصل	Get	Got	Got
يعطي	Give	Gave	Given
يذهب	Go	Went	Gone
ينمو	Grow	Grew	Grown
يملك	Have	Had	Had
يسمع	Hear	Heard	Heard
يخفي	Hide	Hid	Hidden
يضرب	Hit	Hit	Hit
يحمل	Hold	Held	Held
يؤذي	Hurt	Hurt	Hurt
يحافظ	Keep	Kept	Kept
يعرف	Know	Knew	Known
يستلقي	Lay	Laid	Laid
يقود	Lead	Led	Led
يتعلم	Learn	Learnt	Learnt
يغادر	Leave	Left	Left
يقرض	Lend	Lent	Lent
يدع/يسمح	Let	Let	Let
يكذب	Lie	lay	lain
يخسر	Lose	Lost	Lost
يعمل/يصنع	Make	Made	Made
يعني	Mean	Meant	Meant
يقابل/يلتقي	Meet	Met	Met
يدفع	Pay	Paid	Paid
يبرهن/يثبت	Prove	Proved	Proven/proved
يضع	Put	Put	Put
يقرأ	Read	Read	Read
يركب	Ride	Rode	Ridden
يرن	Ring	Rang	Rung
يرتفع	Rise	Rose	Risen
يركض	Run	Ran	Run
يقول	Say	Said	Said

يرى	See	Saw	Seen
يبحث	Seek	Sought	Sought
يبيع	Sell	Sold	Sold
يرسل	Send	Sent	Sent
يخيط/يحيك	Sew	Sewed	Sewn/sewed
يسلم/يلوح	Shake	Shook	Shaken
يشرق	Shine	Shone	Shone
يعرض	Show	Showed	Shown
يعلق	Shut	Shut	Shut
يغني	Sing	Sang	Sung
يجلس	Sit	Sat	Sat
ينام	Sleep	Slept	Slept
يشم	Smell	Smelt	Smelt
يتحدث	Speak	Spoke	Spoken
يهجىء	Spell	Spelt	Spelt
يقضي	Spend	Spent	Spent
يتسرب/يفشي	Spill	Spilt	Spilt
يقف	Stand	Stood	Stood
يسرق	Steal	Stole	Stolen
يلصق	Stick	Stuck	Stuck
يسبح	Swim	Swam	Swum
يأخذ	Take	Took	Taken
يعلم	Teach	Taught	Taught
يمزق/يهدم	Tear	Tore	Torn
يخبر	Tell	Told	Told
يفكر	Think	Thought	Thought
يرمي	Throw	Threw	Thrown
يفهم	Understand	Understood	Understood
ينهض/يستيقظ	Wake up	Woke up	Woken up
يلبس	Wear	Wore	Worn
ينسج/يحبك	Weave	Wove/weaved	Woven/weaved
يفوز/يربح	Win	Won	Won
يكتب	write	wrote	written

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2) الفعل المساعد (Helping Verb) : الفعل الذي يأتي في الجملة لمساعدة الفعل الرئيسي لتحديد (الزمن) وتكوين (النفي أو السؤال). وتقسم الأفعال المساعدة الى اربعة أقسام :

a) Verb to be:

الضمائر التي تأتي مع كل فعل	Present	Past	Past participle
He / she / it	Is	Was	Been
I	Am		
They / we / you	Are	Were	Been

b) Verb to do :

الضمائر التي تأتي مع كل فعل	Present	Past	Past participle
He / she / it	Does	Did	Done
They / we / you / I	Do		

c) Verb to have :

الضمائر التي تأتي مع كل فعل	Present	Past	Past participle
He / she / it	Has	Had	Had
They / we / you / I	Have		

d) Modals :

الضمائر التي تأتي مع كل فعل	Present	Past	Past participle
He / she / it / I / we / they / you	Will	Would	Would
	Shall	Should	Should
	Can	Could	Could
	May	Might	Might

He / she / it / I / we / they / you	Ought to	Had to	Had to
	Must		
He / she / it	Has to		
I / they / we you	Have to		

4) The adjective :

الصفة: الكلمة التي قبل الأسم وتصفه، ولها مواقع مختلفه في الجملة :

* بعد افعال (Be) شرط ان لا ياتي بعدها فعل تصريف ثالث او فعل ينتهي (-ing)

* بعد الأفعال التالية: seem/get/look/feel/grow/become/found/appear:

* بعد المحددات والمؤكدات مثل : very/too/so/quite

* بعد (more/most) شرط ان تكون كلمة (more) مسبوقه بأفعال (Be)

* بين (as as)

* بعد الظروف التي تنتهي (-ly)

5) The adverb :

الظرف: الكلمة التي تدل على زمن او مكان او كيفية حدوث الفعل وغالبا تنتهي بالمقطع (-ly) ويقع في الجملة كالاتي :

* بعد الأفعال الرئيسية

* اول الجملة وقبل الفاصلة

* قبل التصريف الثالث

* في نهاية الجملة شرط ان يأتي قبله اسم او ضمير او فعل

* بين أحد افعال (Be) وصفة

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6)The preposition :

حرف الجر: الكلمة التي تأتي قبل الاسم أو الضمير لتبين علاقته بكلمة أخرى، ولكل حرف جر دلالة معينة مثل (اتجاه أو كيفية حدوث سلوك أو زمن أو مكان)

In/on/at/for /under/behind/after/before/toward/by/about /past/next/up/down/
across/above/aboard/during/among/from/of/upon/below/until/into/around/
underneath/of/off/with/within/beside/over/without/through

7)The interjection:

حرف تعجب: عبارة عن صيحات أو اصوات تعبر عن تعجب مثل الكلمات التالية:

Aha/hey/ouch/alas/wow/oh/oops/yippee

8)The conjunction :

أداة عطف: الكلمة التي تصل ما بين كلمة وكلمة أو جملة وجملة مثل :

And/or/but/so/nor/because/after/before/if/as/though/whereas/whenever/
wherever/unless/while

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Parts of a sentence

*تتكون الجملة في اللغة الانجليزية :

Subject + Verb + Object + Complement

1) Subject :

يأتي الفاعل في الجملة على هيئة ما يلي :

- **Noun** : (Ahmad / the man / Jordan / people / students / animals)
- **Pronouns** : (he / she / it / I / they / we / you)
- **Gerund (-ing)** : (the smoking / reading stories / practicing sport)
- **Possessive pronoun + noun** : (his/her/its/my/their/your/our/('s) الملكية) + اسم

2) Verb :

يأتي الفعل في الجملة على هيئة ما يلي :

- **Main verb** : (study / wrote / watches / played)
- **Helping verb + Main verb** : (is going / will read / have visited / don't play)

3) Object :

يأتي المفعول به في الجملة على هيئة ما يلي :

- **Noun** : (Ahmad / the man / Jordan / people / students / animals)
- **Pronouns** : (him / her / it / me / them / you / us)
- **Gerund (-ing)** : (the smoking / reading stories / practicing sport)
- **Possessive pronoun + noun** : " his/her/its/my/their/your/our/('s) الملكية " + اسم

4) Complement :

ما تكتمل به الجملة وغالبا تكون :

- **Preposition + noun** : (at school / in the park / to Amman)

- **Adverb (time)** : (weekly / four hours ago / several years)

*ملاحظة:

*Examples :

- 1) Hashem drinks milk every day.
- 2) We study English now.
- 3) I was reading a story when the bell rang.
- 4) they build their new house near the river.
- 5) Zaid visited Petra several times.
- 6) I always gets up at 8 o'clock.
- 7) Omar didn't play football last week.
- 8) Reading books improves the memory.
- 9) My friend studies English every day.
- 10) Some students prefer the studying in the morning.
- 11) He has already watched a football match.
- 12) Zaid will study Medicine in the future.
- 13) Your brother really enjoyed the article that I wrote it.
- 14) Doing exercise reduces illnesses
- 15) These qualities will improve our health in the future.

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Unit (4)

Success stories

***Grammar:**

- Relative clauses
- Cleft sentences

***Texts:**

- 1) The importance of Islamic achievements in history
- 2) Masdar city – a positive step?
- 3) A founding father of farming (AB)

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Relative clauses

الجمل الموصولة

*تقسم الجمل الموصولة (Relative clauses) الى نوعين:

1) Defining relative clause: (الجمل الموصولة المحددة)

***The function:** is used to identify which particular person, place or thing is being talked about. The defining relative clause is usually connected to the main clause by a relative pronoun such as (who, which, that, where , when or whose).

تستخدم لتعرف أو تحدد الشخص، المكان أو الشيء الذي نتحدث عنه. والجمل الموصولة المحددة توصل الجملة الرئيسية بواسطة احدى ضمائر الوصل مثل (who/whose/that/which/where/when) وتأتي هذه الضمائر مباشرة بعد (الأسم) لربط الجملة ولا تحتوي على فواصل (, ,).

2) Non-defining relative clause: (الجمل الموصولة غير المحددة)

***The function:** is used to give more detail about a particular person, place or thing that is being talked about. The non-defining relative clause is usually connected to the main clause by a relative pronoun such as (who/whose/which/when/where).

تستخدم لاعطاء تفاصيل أكثر عن الشخص، المكان أو الشيء الذي نتحدث عنه. والجمل الموصولة غير المحددة توصل الجملة الرئيسية مع جملة أخرى بواسطة أحد ضمائر الوصل مثل: (who/whose/which/when/where) وتحتوي الجملة على فواصل (, ,)

***Examples:**

- 1) He`s the man whose daughter I met in Jordan.
- 2) The Sahara desert, which is in Africa, is very hot.
- 3) I remember the day when we first met.
- 4) Ahmad, who is wearing a hat, broke the window.

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***Relative pronouns: (ضمائر الوصل)**

- 1) اسم عاقل → **who/that** → فعل رئيسي / مساعد
- 2) اسم عاقل / غير عاقل → **whose** → اسم + verb to be (is/am/are/was/were)
- 3) اسم غير عاقل → **which/that** → (فاعل) + مساعد
- 4) اسم مكان → **where/that** → فعل + فاعل
- 5) اسم زمان (زمن) → **when/that** → فعل + فاعل

***ملاحظة:** ضمير الوصل (**that**) يحل محل جميع ضمائر الوصل باستثناء الضمير (**whose**) في الجملة الموصولة المحددة فقط. ولا تحل محل الضمائر في الجملة الموصولة غير المحددة.

***Examples:**

- 1) The person who/that contributed to the invention of the oud was Al-Kindi.
- 2) The man whose car is red left.
- 3) Geometry and arithmetic are subjects which/that are studied by mathematicians.
- 4) The place where/that I live is very nice.
- 5) The moment when/that you came here was magnificent.

***ملاحظات مهمة:**

.....

.....

.....

.....

.....

- 1) The day **in** (**when / which**) I saw you was beautiful.
- 2) The day (**when / which**) I saw you **in** was beautiful.
- 3) The hotel **in** (**which / where**) I met you is very clean.
- 4) The city (**where / which**) I told you **about** is modern.
- 5) The Sahara desert, (**which / where**) **is** in Africa, is very hot.

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***Complete the sentences with the correct relative pronouns.**

- 1) (w2018) The prize Huda won last year was for Art. (when / where / which / who)
- 2) (w2018) The students cleaned the street are from our school. (which/who/when/whose)
- 3) The women sent that stamp is not a lawyer. (whose / who / where / when)
- 4) The students teachers are in the class play in the yard. (who/when/whose/where)
- 5) It`s people, not houses, build cities. (whose / where / who / which)
- 6) A hotel is a place people stay when they`re on holiday. (which / where / when / who)
- 7) It was Queen Rania opened the Children`s Museum of Jordan in 2007 CE.
(which / whose / who / where)
- 8) It was the month of Ramadan Ibn Sina died. (who / where / which / when)
- 9) Ibn Sina wrote on early Islamic philosophy included many subjects.
(where / when / which / whose)
- 10) The boy father is a doctor is very clever. (whose / who / when / which)

***The underlined word in the following sentence is not used correctly. Replace this word with the correct one.**

- 1)(w2016) Most Jordanians used to the hot weather where we have in summer. /
- 2) There are also about twenty-three stables which horses may have been kept.
- 3) The yard which the boys play is vast.
- 4) That is the young boy where doll was lost.
- 5) The Giralda tower, where is one of the most important buildings in Seville, Spain, stands at just over 104 metres tall.

***Answers: 1.are used to/which 2.where 3.where 4.whose 5.which**

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ربط الجمل باستخدام ضمائر الوصل

*الخطوات:

- (1)
- (2)
- (3)
- (4)
- (5)

***Combine each pair of sentences by using a suitable relative pronoun.**

1) That is the swimming pool . I used to go swimming **there**.

.....

2) This is the chair. The carpenter repaired **it** last week.

.....

3) She is the friend. **She** helped me with my homework.

.....

4) This man told me the truth. **He** is a lawyer.

.....

5) London is a huge city. **It**'s the capital of the UK.

London,

6) He is the man. I met **his** daughter.

He

7) I remember the day. You became my friend on Facebook **that day**.

.....

1.That is the swimming pool where I used to go swimming.
2.This is the chair which the carpenter repaired last week.
3.She is the friend who helped me with my homework.
4.This man who is a lawyer told me the truth

5.which is the capital of the UK, is a huge city.
6.He is the man whose daughter I met.
7.I remember the day when you became my friend on Facebook.

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Cleft sentences

الجمل المنقسمة / المعقدة

***A cleft sentence:** is a complex sentence (one with a main clause and a dependent clause). We can usually express the meaning of a cleft sentence with a simple sentence. It is called 'cleft' sentence because there are two parts to the sentence.

هي عبارة عن جملة معقدة, (فيها عبارة مستقلة/رئيسية وأخرى غير مستقلة). ويمكننا عادة التعبير عن معنى الجملة المنقسمة بجملة بسيطة. وتسمى بالجملة المنقسمة لأن هناك جزئين للجملة.

***The function:** We use 'cleft sentences' in order to emphasise certain pieces of information.

نستخدم "الجمل المنقسمة" من أجل التأكيد على أجزاء معينة من المعلومات. التأكيد على (الفاعل/المفعول به/ظرف).

*يمكننا أن نبدأ الجمل المنقسمة باستخدام أحد العبارات التالية:

- 1) The person who ... (الشخص الذي ...)
- 2) The thing that ... (الشيء الذي ...)
- 3) The place where ... (المكان الذي ...)
- 4) The time when ... (الوقت الذي ...)
- 5) The way in which ... (الطريقة التي ...)
- 6) the event that take place ... (الحدث الذي حدث ...)
- 7) The reason that/why ... (السبب الذي ...) (إذا وضع خط تحت / to because)
- 8) What ... (محذوفة من الكتاب)

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***Example:** Rewrite these sentences, emphasising the part in bold, and using the structure as shown.

1) **Emphasise on subject:** (التركيز على الفاعل)

- Ahmad participated at school competition in 2016.

***The person who/that** participated at school competition in 2016 **was Ahmad.**

***Ahmad was the person who/that** participated at school competition in 2016.

***It was Ahmad who / that** participated at school competition in 2016.

2) **Emphasise on object:** (التركيز على المفعول به)

- Ahmad participated **at school competition** in 2016.

***The thing that** Ahmad participated in 2016 **was school competition.**

* **School competition was the thing that** Ahmad participated in 2016.

***It was at school competition that** Ahmad participated in 2016.

3) **Emphasise on adverb:** (التركيز على الظرف)

- Ahmad participated at school competition in **2016.**

***The year when** Ahmad participated at school competition **was 2016.**

***2016 was the year when** Ahmad participated at school competition.

***It was in 2016 when** Ahmad participated at school competition.

***Exercise:**

1) (w2016) The first athletic event for disabled athletes took place in 1948 CE.

The year

2) (w2016) Taha Hussein is especially famous for his work in literature.

It is

3) (w2017) My neighbor`s generosity impresses me more than any other else.

The thing that

4) (w2017) Petra was made a World Heritage site in 1985 CE.

The year

5) (w2018) The second World War ended in 1945 in Europe.

The year

1.when the first athletic event for disabled athletes took place was 1948 CE.

2.Taha Hussein who is especially famous for his work in literature.

3.impresses me more than any other else is my neighbor`s generosity.

4.when Petra was made a World Heritage site was 1985 CE.

5.when the second World War ended in Europe was 1945.

***(SB) Page (29):**

***Ex.6) Rewrite the following sentences, emphysising the underlined information in bold.**

1) The Great Mosque in Cordoba was built in 784 CE by **Abd al-Rahman I.**

- **Abd al-Rahman I was the person who** built the Great Mosque in Cordoba in 784 CE.

- **It was Abd al-Rahman I who** built the Great Mosque in Cordoba in 784 CE.

2) **The Great Moaque in Cordoba** was built in 784 CE by Abd al-Rahman I.

-**The Mosque that** was built by Abd al-Rahman I in 784 CE **was the Great Mosque in Cordoba**

-**It was the Great Mosque in Cordoba that** was built in 784 CE by Abd al-Rahman I.

3) The Great Mosque in Cordoba was built **in 784 CE** by Abd al-Rahman I.

- **The year when** the Great Mosque in Cordoba was built **was 784 CE.**

- **It was in 784 CE when** the Great Mosque in Cordoba was built by Abd al-Rahman I.

***EX.7) Write this sentence in three different ways, emphysising the parts underlined in each case.**

***Al-Jazari** invented the **mechanical clock** in the **twelfth century.**

1) **_ The person who** invented the mechanical clock in the twelfth century **was Al-Jazari**

_ It was Al-Jazari who invented the mechanical clock in the twelfth century.

2) **The thing that** Al-Jazari invented in the twelfth century **was the mechanical clock.**

It was the mechanical clock that Al-Jazari invented in the twelfth century.

3) **The time/period when** Al-Jazari invented the mechanical clock **was the twelfth century.**

It was in the twelfth century when Al-Jazari invented the mechanical clock.

***Ex.8) Rewrite these sentences, emphasising the part in bold, and using the structure as shown.**

1) Al-Kindi contributed to the invention of the oud.

The person who

2) Jabir ibn Hayyan did his research in a laboratory **in Iraq.**

The country where

3) Ali ibn Nafi` established the first music school in the world.

It was

4) Jabir ibn Hayyan also invented ink that can be read in the dark.

It was

5) Al-Kindi is especially famous for **his work in geometry.**

It is

1. contributed to the invention of the oud was Al-Kindi.	4. Jabir ibn Hayyan who also invented ink that can be read in the dark.
2. Jabir ibn Hayyan did his research in a laboratory was Iraq.	5. for his work in geometry that Al-Kindi is especially famous.
3. Ali ibn Nafi` who established the first music school in the world.	

***Ex.9) Ask and answer these questions with your partner. Use cleft sentences in your answers.**

1) Which successful person has influenced you the most in your life and why?

- My father is the person who has influenced me the most in my life because he was intelligent.

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2) Which person in exercise 3 do you think was the most successful and why?

- the person in exercise 3 that I think was the most successful was Al-Kindi because he was an expert in many fields.

3) How would you define success? (*Start your answer The way in which ...*)

- The way in which I would define success is being very good at something you care about.

***(AB) Page (20):**

***Ex.3) Make cleft sentences, stressing the information in bold.**

1) **Queen Rania** opened the children`s Museum of Jordan in 2007 CE.

It was

2) Petra was made a World Heritage Site **in 1985 CE.**

The year

3) I stopped working **at 11p.m.**

It was

4) **My father** has influenced me most.

The person

5) I like **Geography** most of all.

The subject

6) **The heat** made the journey unpleasant.

It was

7) **The Egyptians** built the Pyramids. (EX.6 / Page.30)

It was the

1. Queen Rania who opened the Children`s Museum of Jordan in 2007 CE.
2. when Petra was made a World Heritage Site was 1985 CE
3. at 11 p.m when I stopped working.

4. who has influenced me most is my father.
5. that I like most of all is Geography.
6. the heat that made the journey unpleasant.
7. Egyptians who built the Pyramids.

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***Make cleft sentences, stressing the information in bold.**

1) **Huda** won **the prize** for Art **last year**.

-

-

-

2) **The Olympic Games** were held **in London** **in 2012 CE**.

-

-

-

3) I have come **to** discuss my future with you.

-

***Answers:**

- 1) -The person who won the prize for Art last year was Huda.
_ The prize that Huda won last year was for Art.
_ It was last year when Huda won the prize for Art.
- 2) _ The event that took place in London in 2012 CE was the Olympic Games.
_ London was the place where the Olympic Games were held in 2012 CE.
_ It was in 2012 CE that the Olympic Games were held in London.
- 3) The reason why I have come is to discuss my future with you.

AHMAD DAUD (0788397044)

The importance of Islamic achievements in history

أهمية الانجازات الاسلامية في التاريخ

Word	English	Arabic
Arithmetic	the branch of mathematics concerned with numerical calculations.	علم الحساب
Geometry	the branch of mathematics concerned with the properties.	علم الهندسة
Mathematician	someone who studies mathematics to a very complex level	عالم رياضيات
Philosopher	someone who studied and writes philosophy professionally	فيلسوف
Physician	someone qualified to practice medicine.	طبيب
Polymath	someone who has a lot of knowledge about many subjects.	موسوعة/متعدد الثقافة
Algebra	a type of mathematics system where letters and symbols are used to represent numbers.	الجبر
Inheritance	money or things that you get from someone after they die.	ميراث
Musical harmony	a pleasant sound in music , made by playing or singing a group.	النعمة الموسيقية
Ground-breaking	new, innovation.	مبتكر
Revolutionise	to completely change the way people do something.	أحدث ثورة
Composition	a piece of music that someone has written.	التأليف الموسيقي
Scales	an instrument to measure weight.	مقياس ميزان /
Talent	special ability.	موهبة
Founder	the person who starts something new.	مؤسس
laboratory	a room for scientific experiments.	مختبر

*الضمائر الموجودة في النص وعلى ماذا تعود:

its history	The Arab world	she used/ her father/	Fatima al-Fihri
who is known/ he is most/ he also built/ his scales	Jabir bin Hayyan	it is/ where	learning centre/Morocco`s top university
which changed	A set of scales	who supervised	Mariam
which chemist	The way	which was not	the Andalus Mosque
his beautiful/ his talent him / he was/ he is the person/ who established/ he revolutionized/ who introduced	Ali ibn Nafi`	he made/ his work him most famous	Al-Kindi
ruler there	Cordoba	that has made	work in arithmetic and geometry

Jabir ibn Hayyan (born 722 CE, died 815 CE) (جابر بن حيان (ولد 722 , مات 815)

The Arab world has many famous chemists in **its** history, but the person who is known as the **founder** of chemistry is probably Jabir ibn Hayyan. **He** is most well known for the beginning of the production of sulphuric acid. **He** also built a set of **scales** **which** changed the way in **which**

chemists weighed items in a **laboratory**: **his** scales could weigh items over 6,000 times smaller than a kilogram.

العالم العربي لديه الكثير من علماء الكيمياء المشهورين في تاريخه, لكن الشخص الذي يعرف كمؤسس لعلم الكيمياء هو ربما جابر بن حيان . ان أكثر ما يعرف من أجله هو بداية انتاج حمض الكبريتيك. أسس أيضا مجموعة من المقاييس غيرت الطريقة التي وزن بها الكيميائيون العناصر في المختبر: تستطيع مقاييسه أن تزن العناصر التي يقل وزنها عن الكيلوغرام ب 6000 مرة.

علي بن نافع (زرياب) (ولد 789 , مات 857) (Ali ibn Nafi` (Ziryab) (born 789 CE, died 857 CE)

Ali ibn Nafi` is also known as 'Ziryab' (or 'Blackbird', because of **his** beautiful voice). **He** was a gifted pupil of a famous musician from Baghdad, and it was **his** talent for music that led **him** to Cordoba in the ninth century CE. **He** was the guest of the Umayyad ruler **there**. **He** is the person **who** established the first music school in the world in Cordoba, Al-Andalus, teaching **musical harmony** and **composition**. He **revolutionised** musical theory, and is also the person **who** introduced the oud to Europe.

علي بن نافع, والمعروف أيضا (زرياب) أو (الشحرور لأن صوته جميل). كان تلميذا موهوبا لموسيقار مشهور من بغداد, ومكانت موهبته بالموسيقى هي التي قادته الى قرطبة في القرن التاسع الميلادي. كان ضيف الحاكم الأموي هناك. كان هو الشخص الذي أنشأ أول مدرسة موسيقية في العالم في قرطبة, الأندلس, حيث كان يعلم التناغم الموسيقي وتكوين المقطوعة الموسيقية. لقد أثار نظرية موسيقية, وهو أيضا الشخص الذي قدم العود لأوروبا.

1) What is the science which Jabir ibn Hayyan became famous for? ما العلم الذي اشتهر به جابر بن حيان؟

2) There are two achievements of Jabir ibn Hayyan in Chemistry. Write them down

هناك انجازين لجابر بن حيان في الكيمياء. أكتبهما.

3) Jabir ibn Hayyan built a set of scales which changed the way in which chemists weighed items in laboratory. How it helped them? أسس جابر بن حيان مجموعة من المقاييس التي غيرت الطريقة التي وزن بها الكيميائيون العناصر في المختبر. كيف ساعدتهم؟

4) Why was Ali ibn Nafi` called the "Blackbird"? لماذا سمي علي بن نافع "بالشحرور"؟

5) Ali ibn Nafi` had many of the most important achievements. Write down these achievements.

علي بن نافع لديه الكثير من الانجازات المهمة. أكتب هذه الانجازات.

6) Write down the sentence which shows that contribution of Ali ibn Nafi` in music reached Europe. أكتب الجملة التي تبين أن مساهمة علي بن نافع في الموسيقى وصلت أوروبا.

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Fatima al-Fihri (born early 9th century, died 880 CE) (ولدت أوائل القرن التاسع , ماتت 880)

Fatima al-Fihri was the daughter of a wealthy businessman. **She** used **her** father`s **inheritance** to build a learning centre in Fez, Morocco. This learning centre became Morocco`s top university, and **it is where** many students from all over the world come to study. Moreover, it was Fatima`s sister, Mariam, **who** supervised the building of the Andalus Mosque, **which** was not far from the learning centre.

كانت فاطمة الفهري ابنة لرجل أعمال ثري. استخدمت ميراث والدها لبناء مركز تعليمي في فاس, المغرب. أصبح هذا المركز التعليمي أعظم جامعة في المغرب, وهي المكان الذي يأتي العديد من الطلاب من جميع أنحاء العالم للدراسة فيه. علاوة على ذلك, كانت أخت فاطمة , مريم, التي أشرفت على بناء مسجد الأندلس, والذي لم يكن بعيدا عن مركز التعليم.

Al-Kindi (born around 801 CE, died 873 CE) (ولد تقريبا 801 , مات 873)

Al-Kindi was a **physician, philosopher, mathematician, chemist, musician and astronomer** – a true **polymath**. **He** made **ground-breaking** discoveries in many of these fields, but it is probably **his** work in **arithmetic and geometry that** has made **him** most famous.

كان الكندي طبيبا, فيلسوفا, عالم رياضيات, كيميائي, موسيقار و عالم فلك – كان حقا متعدد جوانب الثقافة (موسوعة حقيقية). قام بعمل اكتشافات رائدة من هذه الحقول, لكن من المحتمل أن عمله في علم الحساب والهندسة هي التي جعلته أكثر شهرة.

7) How did Fatima al-Fihri use her father`s inheritance? كيف استخدمت فاطمة ميراث والدها؟

8) What is Al-Kindi famous for? بماذا كان الكندي مشهورا؟

9) Al-Kindi was a polymath many fields. Write down these fields. كان الكندي موسوعة في مجالات كثيرة. أكتب هذه المجالات.

10) Summarise the achievements of the four people in the text. لخص انجازات الأربعة أشخاص في النص.

- **Jabir ibn Hayyan**: is known as the founder of Chemistry. He began the production of sulphuric acid and invented scales that could weigh very light things.

- **Ali ibn Nafi`**: established the first music school in the world in Cordoba. Al-Andalus, and introduced the oud to Europe.

- **Fatima al-Fihri**: built a learning centre in Morocco, which became a world famous university.

- **Al-Kindi**: was a polymath, most famous for his work in arithmetic and geometry.

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***Critical thinking:**

11) Do you think that it was easier or more difficult in those days to reach such high levels of achievement in comparison with the present day? Give a reason for your opinion.

هل تعتقد أنه كان أسهل أو أكثر صعوبة في تلك الأيام لتصل لأعلى مستويات الانجاز مقارنة مع الوقت الحاضر. أعطي أسباب لرأيك.

I think that it was more difficult for people in the past to reach such high levels of achievement in comparison with the present day: **There was much less access to information in the past, so people like Al-Kindi had to be truly revolutionary and creative in their thinking in order to succeed.**

أعتقد أنه كان أكثر صعوبة للناس في الماضي ليصلوا الى مثل هذه المستويات من الانجاز مقارنة مع الوقت الحالي: **كان هناك قلة كبيرة في الوصول الى المعلومات في الماضي. لذلك أناس مثل الكندي كان يجب أن يكونوا ثوريين ومبدعين في تفكيرهم حتى ينجحوا.**

- | | |
|---|--|
| 1. the founder of chemistry.
2. He is most well known for the beginning of production of sulphuric acid. He also built a set of scales which changed the way in which.
3. his scales could weigh items over 6,000 times smaller than a kilogram.
4. because of his beautiful voice.
5. A) he established the first music school in the world in Cordoba B) he introduced the oud to Europe. | 6. He revolutionised musical theory, and is also person who introduced the oud to Europe.
7. She used her father's inheritance to build a learn centre in Fez, Morocco.
8. arithmetic and geometry.
9. Al-Kindi was a physician, philosopher, mathematician, chemist, musician and astronomer |
|---|--|

*** (AB) Page (20):**

EX.1) Complete the sentences with the words in the box. One word is not needed.

philosopher arithmetic polymath chemist geometry mathematician physician

- 1) My father teaches **Maths**. He's a
- 2) You must not **take in medicine** without consulting a
- 3) We learn about **shapes, lines and angles** when we study
- 4) Mr Shahin is a **true**, working in all kinds of creative and scientific fields.
- 5) Ramzi is very good with **numbers and calculations**. He always scores high in
- 6) A is someone who **thinks and writes about the meaning of life**.

***Answers:** 1. mathematician 2. physician 3. geometry 4. polymath 5. arithmetic 6. philosopher

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Ex.2) Match the words with the correct definition. One definition is not needed.

Word	Definition
1.talent	g. special ability.
2.founder	c. the person who starts something new, such as an organization or a city.
3.scales	d. an instrument to measure weight.
4.polymath	a. an expert in many subjects.
5.arithmetic	***
6.laboratory	b. a room for scientific experiments.

*(AB) Page (21):

Ex.4) Match the beginning with the correct endings and join them with a relative pronouns. Then, write the sentences out in full. (صل البدايات مع النهايات الصحيحة واربط بينهما بضمير وصل. ثم أكتب الجملة كاملة)

1 c: A mathematician is someone **who** works with numbers.

2 a: Geometry an arithmetic are subjects **that/which** are studied by mathematicians.

3 b: 'Physician' is an old-fashioned word **that/which** means 'doctor'.

4 e: A chemist is a person **who** works in a laboratory.

5 d: The stars and planets are things **that/which** astronomers study.

AHMAD DAUD (0788397044)

Masdar City – a positive step?

مدينة المصدر-خطوة ايجابية؟ (شتوي 2016/صيفي 2018)

Word	English	Arabic
Artificially-created	not real or not made of natural things but made to be something that is real or natural.	مصطنع
Carbon-neutral	not affecting the total amount of carbon dioxide in earth atmosphere.	محايدة الكربون
Criticise	to evaluate or analyse (something)	انتقاد
Desalination	the process of removing salt from sea water so that it can be used.	نحلية المياه
Grid	a system of wires through which electricity is connected to different power stations across a region.	شبكة طاقة
Megaproject	a very large, expensive, ambitious business project.	مشروع ضخم
Outweigh	to be more important than something else.	يفوق
Pedestrian	someone who is walking, especially along a street or another place that is used by cars.	المشاة
Vary	to differ according to the situation.	يختلف
Zero-waste sustainability	producing no waste, or having parts that can be reused. the state of being to continue forever.	خالٍ من الملوثات استدامة
windmill	a building that uses its sails and wind power to grind corn into flour.	طاحونة هوائية

*الضمائر الموجودة في النص وعلى ماذا تعود:

which are designed	megaprojects	which began / its / it is	Masdar city
they are all	megaprojects	it is built	the city
that attract	expensive public projects	which monitors	advanced energy grid
it brings	the concept of a megaproject	criticism of it	the project
their negative	many megaprojects	whose students	a university

Megaprojects are extremely large investments projects, **which** are designed to encourage economic growth and bring new benefits to cities. Although megaprojects vary in terms of size and cost, **they** are all, by definition, expensive, public projects **that** attract a high level of interest and media coverage. Projects range from motorways, airports, stations, tunnels, bridges, etc. to entire city complexes.

المشاريع العملاقة هي مشاريع استثمارية هائلة جدا، والتي تصمم لتشجيع النمو الاقتصادي وجلب فوائد جديدة للمدن. بالرغم من أن المشاريع العملاقة تتنوع من ناحية الحجم والتكلفة، جميعها، بالتعريف، غالية الثمن، مشاريع عامة تجذب نسبة عالية من الأهتمام والتغطية الإعلامية. المشاريع العملاقة تمتد من طرق سريعة، مطارات، محطات، أنفاق، جسور، الخ مجمعات مدن كاملة.

The concept of a megaprojects is always based on the benefits **it** brings to a community. However, many megaprojects have been **criticised** because of **their** negative effects on a community or the environment. This essay will look at these issues with regard to Masdar City, a megaproject in Abu Dhabi.

يعتمد مفهوم المشروع العملاق دائما على الفوائد التي سيجلبها المجتمع. على أي حال, نفذت العديد من المشاريع العملاقة بسبب تأثيراتها السلبية على المجتمع أو البيئة. ستنظر هذه المقالة الى هذه القضايا أخذة مدينة المصدر بعين الاعتبار, مشروع عملاق في أبو ظبي.

Masdar City, **which** began **its** development in 2006 CE, will be the world`s first **carbon-neutral, zero-waste artificially-created** city. Covering an area of six square kilometres, when **it** is completed in 2025 CE, **it** is expected to house more than 40,000 resident, 50,000 commuters, and 1,500 bussinesses involved in mainly environmentally-friendly products.

مدينة المصدر, والتي بدأت عام 2006م, ستكون أول مدينة يتم انشائها في العالم متعادلة كمية الكربون خالية من النفايات. تغطي مساحة 6 كيلومتر مربع. عندما ستكتمل في عام 2025م, من المتوقع أنها ستضم/ستؤوي أكثر من 40000 مواطن, 50000 متنقل و 1500 شركة عاملة تنتج بشكل أساسي منتجات صديقة للبيئة.

- 1) What is the purpose of designing megaprojects? ما الهدف من تصميم المشاريع العملاقة؟
.....
- 2) Megaprojects differ in some terms. Write down two of these terms. تختلف المشاريع العملاقة في بعض النواحي. أكتب اثنين من هذه النواحي.
.....
- 3) What examples of megaprojects are provided in the essay? ما هي الأمثلة على المشاريع العملاقة التي قدمت في المقالة؟
.....
- 4) Many megaprojects have been criticised. Why? العديد من المشاريع العملاقة أنتقدت. لماذا؟
.....
- 5) What is the concept of a megaprojects? ما هو مفهوم المشاريع العملاقة؟
.....
- 6) Quote the sentence which shows a criticism of Masdar City. أقتبس الجملة التي تبين انتقاد مدينة المصدر.
.....
- 7) What are the advantages of the creation of Masdar City? ما هي ايجابيات انشاء المشاريع العملاقة؟
.....
- 8) What are the disadvantages of the creation of Masdar City? ما هي سلبيات انشاء المشاريع العملاقة؟
.....

9) What is the expectation when completing of Masdar City by 2025? ما هو المتوقع عند اكتمال مدينة المصدر بحلول 2025؟
.....

The city will run entirely on renewable energy sources. **It** is built on an advanced energy **grid** **which** monitors exactly how much electricity is being used by every outlet in the complex. Furthermore, in order to reduce its carbon footprint, Masdar City will be a car-free zone, designed to be **pedestrian** and cycle-friendly. Electric, driverless cars will operate as public transport vehicles, and the city will be connected to other locations by a network of roads and railways.

ستدار المدينة بالكامل بمصادر الطاقة المتجددة/البديلة. ستبنى على شبكة من خطوط الطاقة المتقدمة التي تراقب بالضبط كم من الكهرباء ستستخدم من قبل كل منفذ/مخرج في المجمع. علاوة على ذلك، من أجل تقليل آثار الكربون، ستكون مدينة مصدر منطقة خالية من السيارات، ستصمم لتكون صديقة للمشاة والدراجات الهوائية. ستعمل السيارات الكهربائية بدون سائق كعربات نقل عامة، وستتصل المدينة بالمواقع الأخرى بشبكة من الطرق والسكك الحديدية.

Energy will be provided by solar power and wind farms, and there are also plans to build the world's largest hydrogen plant. A **desalination** plant will be used to provide the city's water, with 80% of water used being recycled. Biological waste will be used as an energy source too, and industrial waste will be recycled.

سيتم تزويد الطاقة من الطاقة الشمسية ومزارع توليد الطاقة بالرياح، وهناك أيضا خطط لبناء أكبر محطة هيدروجين في العالم. ستستخدم محطة لتحلية المياه لتزويد المدينة بالماء، مع 80% من الماء المستخدم سيعاد تدويره. وستستخدم المخلفات الحيوية كمصدر للطاقة أيضا، وسوف يعاد تدوير المخلفات الصناعية.

The current residents of Masdar City are all students at the Masdar Institute of Science and Technology, a university **whose** students are fully committed to finding solutions to the world's energy problems.

المقيمون الحاليين في مدينة مصدر كلهم طلاب في معهد مصدر للعلوم والتكنولوجيا، جامعة طلابها ملتزمون تماما لايجاد حلول لمشاكل الطاقة العالمية.

While the project has the support of many global, environmental and conservation organisations, there is some criticism of **it**. It is felt that, instead of building an artificial sustainable city, **sustainability** should be made a priority of existing cities.

بينما حظي المشروع بدعم المنظمات العالمية، والبيئية، ومنظمات الحفاظ على البيئة، هناك بعض الانتقادات له. ويرى أنه بدلا من بناء مدينة اصطناعية مستدامة، يجب أن تصنع الاستدامة أولا للمدن القائمة.

In conclusion, the benefits of Masdar City for the community and the environment greatly **outweigh** any disadvantages. If the aims of the developers are realised, Masdar City will be a blueprint for future urban planning **that** will inspire similar megaprojects in other countries.

في الختام، فوائد مدينة مصدر للمجتمع والبيئة تفوق وبشكل كبير أي سلبيات. إذا تم ادراك أهداف المطورين، ستكون مدينة مصدر مخطط **AHMAD DAUD (0788397044)** للتخطيط الحضري المستقبلي التي ستلهم مشاريع عملاقة مشابهه في بلدان أخرى.

10) There are many taking procedures to reduce the city`s carbon footprint. Write them down.

..... هناك العديد من الاجراءات المتخذة لتقليل أثار الكربون في المدينة. أكتبها.

11) Write down the properties (features) of the cars that will operate as public transport vehicles.

..... أكتب خصائص (ميزات) السيارات التي سوف تعمل كوسائل نقل عام.

12) How will the city be connected to other locations? كيف سوف تتصل المدينة بالمواقع الأخرى؟

..... ما نوع الطاقة التي سوف تستخدم في مدينة مصدر؟
تستخدم في مدينة مصدر؟

14) The article mentioned two renewable source that will be used in Masdar City. Mention these sources. ذكرت المقالة مصدرين للطاقة المتجددة التي ستستخدم في مدينة مصدر. أذكر هذه المصادر.

15) There are two kinds of waste will be used as an energy source. Write them down.

..... هناك نوعين من المخلفات ستستخدم كمصدر للطاقة. أكتبهما.

16) There are plans to build plants in Masdar City. What are these plants?

..... هناك خطط لبناء محطات في مدينة مصدر. ما هذه المحطات؟

17) What characterized students at the Masdar Institute of Science and Technology?

..... ما الذي يميز الطلاب في معهد مصدر للعلوم والتكنولوجيا؟

18) Although the project of Masdar City has the support of many global organizations, there is some criticism of it. give the reason. بالرغم من دعم مشروع مدينة مصدر من منظمات عالمية، الا أن هناك بعض النقد. أعط السبب.

19) There are many things that will make Masdar City a true environmentally-friendly city. Write down these things. هناك أشياء كثيرة ستجعل من مدينة مصدر مدينة صديقة للبيئة حقيقة. أكتب هذه الأشياء.

20) Find a word that has similar meaning to “the state of being to continue forever”.

.....

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***Critical thinking:**

21) Do you think that Masdar City is a beneficial project or not? Give your reasons.

- Yes, I think that Masdar City is a beneficial project because it will encourage economic growth and inspire similar megaprojects in other countries.

نعم أعتقد أن مدينة مصدر مشروع مفيد لأنه سوف يشجع النمو الاقتصادي ويحفز مشاريع عملاقة في بلدان أخرى.

22) Do you think that a similar project to Masdar City would be successful in Jordan? What advantages and disadvantages can you think of?

- I think that a megaproject like Masdar City would be very successful in Jordan: it would encourage investment and benefit the population by providing an environmentally-friendly space for people to live in. But, not at the expense of neutral beauty of our country. There should be the perfect balance between modernity and nature.

أعتقد أن المشاريع العملاقة مثل مدينة مصدر ستكون ناجحة في الأردن لأنها سوف تشجع الاستثمار وتفيد السكان عن طريق تزويدهم بمكان صديق للبيئة ليعيشوا فيه. لكن، ليس على حساب البيئة الطبيعية لبلدنا. يجب أن يكون هناك توازن تام بين الحداثة والطبيعة.

***Answers:**

1. to encourage economic growth and bring new benefits to cities. 2. megaprojects vary in terms of size and cost. 3. Projects range from motorways, airports, stations, tunnels, bridges, to entire city complexes. 4. because of their negative effects on a community or the environment. 5. The concept of a megaprojects is always based on the benefits it brings to a community. 6. However, many megaprojects have been criticised because of negative effects on a community or the environment. 7.the advantages include the fact that it will be the world's first carbon-neutral, zero –waste city. 8.the disadvantage is that existing cities are nowhere near as environmentally clean, and many people think the money should have been spent on cleaning up existing places and making them more sustainable. 9. it is expected to house more than 40,000 resident, 50,000 commuters, and 1,500 bussinesses involved in mainly environmentally-friendly products.	10. Masdar City will be a car-free zone, designed to be pedestrian and cycle-friendly. 11. Electric, driverless cars will operate as public transport Vehicles. 12.by a network of roads and railways. 13.Renewable energy. 14.Solar energy and wind farm. 15.Biological waste and Industrial waste. 16.the world's largest hydrogen plant and a desalination plant. 17. students are fully committed to finding solutions to the world's energy problems. 18. it is felt that, instead of building an artificial sustainable city, sustainability should be made a priority of existing cities. 19.a)carbon-neutral b)renewable energy c)recycling d)environmentally- friendly 20. sustainability
--	--

***(SB) Page (33):**

Ex.4) Look at the nouns in the box. Which adjectives collocate with them? Write them next to the adjectives:

Collocations (متلازمات)	المعنى
Urban planning	التخطيط العمراني
Public transport	المواصلات العامة
Biological waste	المخلفات الحيوية
Carbon footprint	آثار الكربون
Economic growth	النمو الاقتصادي
Negative affect	الآثار السلبية

Ex.5) Complete the sentences with the correct collocations from exercise 4 .

- 1) When people talk about, they can mean either an improvement in the average standard of living, or an increase in the value of a country`s products.
- 2) Pollution has some serious on the environment, such as the death of wildlife and plant life.
- 3) We can all work hard to reduce our by living a more environmentally-friendly lifestyle.
- 4) If we take more often, there will be fewer cars on the roads, which will result in cleaner air in our cities.
- 5) Hospitals need to dispose of a lot of, and it should be carefully managed because it can be dangerous.
- 6) The need for more effective is evident when we consider modern day problems like traffic.

***Answers:** 1.economic growth 2.negative effects 3.carbon footprint 4.public transport
5.biological waste 6.urban planning

***(AB) Page (23):**

10) complete the sentences with words from the box.

Collocations (متلازمات)	المعنى
Solar power	الطاقة الشمسية
Environmentally friendly	صديق للبيئة
Wind farms	مزارع الرياح
Renewable energy	الطاقة المتجددة
Zero waste	خالى من المخلفات
Carbon footprint	أثر الكربون
Carbon-neutral	متعادل كمية الكربون
A car-free zone	منطقة خالية من السيارات
Pedestrian friendly	مخصص للمشاة

- 1) In hot countries, **solar** is an important source of energy.
- 2) 'Green' projects are **environmentally**
- 3) **Wind** are an example of **energy**.
- 4) If a city recycles everything and doesn't throw anything away. It is **zero**
- 5) We burn carbon whenever we use oil, coal or gas. This is known as our **carbon**
- 6) If we replace as much carbon as we burn, we are **carbon-**.....
- 7) A place where no cars are allowed is a **car-**..... **zone**, and it is **friendly**.

***Answers:** 1.power 2.friendly 3.farms / renewable 4.waste 5.footprint 6.neutral 7.free / pedestrian

AHMAD DAUD (0788397044)

A founding father of farming

الأب المؤسس للزراعة

Word	English	Arabic
Irrigate	to supply land with water.	يروي
Legacy	what someone leaves to the world after death.	ارث
Fertile	agriculturally productive; produced more than enough food.	خصبة

*الضمائر الموجودة في النص وعلى ماذا تعود:

who /he/him/his	Ibn Bassal	which is the study	botany
which	Ibn Bassal	who was the king	Al-Ma`mun
which	explain	that he	the irrigation system
was the one	the most famous chapter		

Ibn Bassal was a writer, a scientist and an engineer **who** lived in Al-Andalus in the eleventh century CE. **He** worked in the court of Al-Ma`mun, (1) E: **who** was the king of Toledo. **His** great passions were botany, (2) B:which is the study of plants, and agriculture. Although **he** was a great scholar, **he** was also a practical man and all of his writing came from his own 'hands-on' experience of working the land.

كان ابن بصال كاتباً، عالماً ومهندساً والذي عاش في الأندلس في القرن الحادي عشر ميلادي. عمل في محكمة المأمون، والذي كان ملكاً توليداً. كانت هواياته الكبيرة حول علم الحياة النباتية الذي يدرس النباتات والزراعة. بالرغم من أنه كاتباً عظيماً، كان أيضاً رجلاً عملياً وجميع كتاباته جاءت من تجربته العملية في فلاحه الأرض.

One of the many things **which** Ibn Bassal achieved was *A Book of Agriculture*. The book consisted of sixteen chapters **which** explain how best to grow trees, fruit and vegetables, as well as herbs and sweet-smelling flowers; perhaps the most famous chapter of all was the one (3) A: that described how to treat different types of soil. Ibn Bassal also worked out how to **irrigate** the land by finding underground water and digging wells. **He** designed water pumps and irrigation system. All of these things were passed on through **his** writing.

أحد الأشياء الذي أنجزها ابن بصال كتاب الفلاحة. يتكون الكتاب من 16 فصل والتي تشرح كيفية الطريقة المثلى لزراعة الأشجار والفواكه والخضروات، بالإضافة إلى الأعشاب والأزهار ذات الرائحة الجميلة، وربما الفصل الأكثر شهرة من بين الفصول في كتابه هو الذي يصف كيفية التعامل مع مختلف أنواع التربة. استنبط أيضاً ابن بصال كيفية ري الأرض من خلال إيجاد ماء تحت الأرض (مياه جوفية) وحفر الآبار. وصمم مضخات ماء وأنظمة ري. كل هذه الأشياء تم ذكرها من خلال كتاباته.

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The influence of Ibn Bassal`s book was enormous. As farmers down the generations followed **his** instructions and device, the land became wonderfully **fertile** and produced more than enough food for the fast-growing population. The irrigation systems (4) C: **that he** and **his** followers put in place are still in evidence in Spain. Although **his** name is not widely known, Ibn Bassal`s **legacy** to the world has been great.

كان تأثير كتاب ابن بصال عظيما. ولأن المزارعين عبر الأجيال اتبعوا تعاليمه ونصائحه، أصبحت الأرض خصبة بشكل مدهش وأنتجت طعاما أكثر من الحاجة للعدد المتزايد السريع للسكان. أنظمة الري الذي وضعها هو وأتباعه لا تزال دليلا في اسبانيا. بالغم من أن اسمه غير معروف كثيرا، لا يزال ارث ابن بصال للعالم عظيما.

1) Name two of Ibn Bassal achievements. سمي انجازين لأبن بصال .

.....

2) Find a verb in the second paragraph that means 'supply land with water' .

3) Guess the meaning of 'fertile land' in the third paragraph. Which part of the text illustrates its meaning? ما معنى "الأرض الخصب" في الفقرة الثالثة. أي جزء من النص يوضح معناها؟

.....

4) Guess the meaning of 'legacy' in the third paragraph. What does the author suggest is Ibn Bassal`s legacy to the world? ما معنى "الارث" في الفقرة الثالثة. ماذا يوحي الكاتب فيما يتعلق بارث ابن بصال للعالم.

.....

5) Which paragraph suggests that Ibn Bassal was a polymath? Give examples of his areas of knowledge. أي الفقرات توحى أن ابن بصال كان موسوعة؟ أعط مثالين من حقول معرفته.

.....

6) Where did Ibn Bassal get his knowledge? أين حصل ابن بصال على معرفته؟

.....

7) What is the name of Ibn Bassal`s book? ما اسم كتاب ابن بصال؟

.....

8) What does the most famous chapter in Ibn Bassal`s book describe? ماذا يصف أهم فصل في كتاب ابن بصال؟

.....

9) Ibn Bassal worked on how to irrigate the land. How did he do that? What did he design?

..... عمل ابن بصال على كيفية ري الأرض. كيف فعل ذلك؟ ماذا صمم؟

10) There are two advantages of following Ibn Bassal`s instructions and advice concerning agriculture. Write them down. هناك ايجابيتين لاتباع تعاليم ونصائح ابن بصال فيما يتعلق بالزراعة. أكتبهما.

11) Write down the sentence which indicates that Ibn Bassal`s name unknown for the world.

أكتب الجملة التي تشير أن ابن بصال غير معروف للعالم.

*Critical thinking

12) Why do you think the area around Toledo had a ‘fast-growing population’?

لماذا تعتقد أن المنطقة المحيطة ب توليدو شهدت نمو سكاني سريع؟

- I think that the area around Toledo had a fast-growing population for two reasons:

Firstly, I think that many people would want to live around Toledo, and Al-Andalus in general, at that time because Al-Andalus was a very prosperous place. **Secondly**, because the area was producing a lot of food as a result of Ibn Bassal`s irrigation system, people would be healthier and more able to provide for more children than they could before.

أعتقد أن المنطقة حول توليدو كان سكانها يزداد بشكل سريع لسببين: **الأول** هو أن العديد من الناس يريدون أن يعيشوا قريبا من توليدو والأندلس بشكل عام ولأن الأندلس كانت مكان مزدهر جدا. **الثاني** هو أن المنطقة كانت تنتج كثيرا من الطعام نتيجة لنظام الري الذي أوجده ابن بصال , فالناس أصبحت صحتهم أفضل وقادرين على اعادة أطفال أكثر مما كانوا عليه من قبل.

*Answers:

1.a)writing A Book of Agriculture b)designing water pumps and irrigation system.
2. Irrigate.
3. agriculturally productive; produced more than enough food. (lines 28 – 29)
4.Legacy means: what someone leaves to the world after death.
Ibn Bassal`s legacy: is his agricultural instructions and advice.
5.the first paragraph: writing, science, engineering, botany and agriculture.

6.from his own ‘hands-on’ experience of working the Land.
7. A Book of Agriculture.
8.that described how to treat different types of soil.
9. by finding underground water and digging wells. designed water pumps and irrigation system.
10. the land became wonderfully fertile and produced more than enough food for the fast-growing population.
11.Although his name is not widely known, Ibn Bassal`s legacy to the world has been great.

AHMAD DAOUD (0788397044)

Unit (9)

The world of business

***Grammar:**

- Unreal past forms for past regrets
- Unreal past forms for present wishes
- The derivation

***Texts:**

- 1) Doing business in China
- 2) Our country's imports and exports
- 3) How – to – make – a – sales – pitch (AB)

AHMAD DAUD (0788397044)

Unreal past forms for past regrets

Unreal past forms for present wishes

1. Unreal past forms for past regrets

الماضي غير الحقيقي للتعبير عن الندم

***Function:** we use **wish** or **If only + Past Perfect** to express regrets about the past. We might use it to reflect on past actions if we are trying to improve our work or our behaviour.

*نستخدم if only\wish ثم (ماضي تام) للتعبير عن الندم والتمني ويكون الندم على شيء فات في الماضي والتمني لحدوث شيء مستحيل في الحاضر.

2. Unreal past forms for present wishes

الماضي غير الحقيقي للتعبير عن التمني في الحاضر

***Function:** we use **wish** or **If only + Past Simple** to express wishes about the present that are impossible or unlikely to happen.

*نستخدم if only\wish ثم (ماضي بسيط) للتعبير عن تمني حدوث فعل مستحيل حدوثه في الوقت الحاضر.

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***طريقة سؤال الوزارة على هذا الموضوع في الامتحان:**

1) ضع دائرة (تصحیح الفعل سابقا):

***خطوات الحل:**

.....
.....
.....
.....
.....
.....
.....
.....
.....

***Exercise: Choose the correct answer :**

1. I missed the bus. I wish I earlier. **(come / came / had come)**
2. I didn't do well in the exam . If only I hard. **(study/had studied/have studied/ studied)**
3. I don't know the answer. I wish I the answer. **(know/have known/knew/had known)**
4. I can't drive because I am too young. I wish I older. **(am / is / are / were)**
5. I wish I how to improve my English. I have Tawjihi exams next month.
(had known / knew / have known / know)
6. I felt sorry that Ali made an accident. I wish he fast.
(hasn't driven / didn't drive / drives / hadn't driven)
7. I don't have any money. If only I some money to lend you. **(have/had/had had/has)**
8. Omar didn't follow my advice. If only he to me. **(listened/had listened/listens)**
9. They will refuse him because he is short. He wishes he taller. **(am / is / are / were)**
10. I'm very tired. If only I for so long. **(haven't worked/didn't work/hadn't worked)**
11. I had to clean the class alone yesterday. If only my friend here to help me.
(am / is / are / were)
12. I'm very hungry! I wish I before I went to the conference.
(didn't eat / haven't eaten / hadn't eaten / don't eat)
13. The computer isn't very good. I wish we a better one when we bought it.
(chose / had chosen / choose / have chosen)
- 14) I always have to get home early, I wish my parents me stay out later.
(lets / won't let / would let / will let)
- 15) I didn't wake up early and I missed my bus. I wish I early.
(wakes up / wake up / had waken up / have waken up)

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- 16) Mr Hashem doesn't understand the Korean man. If only he Korean.
(speak / hadn't spoken / spoke / had spoken)
- 17) Zaid didn't pass his exams. If only he harder last year.
(has studied / hadn't studied / hasn't studied / had studied)
- 18) I'm cold. If only I a coat. (bring / brought / had brought / hadn't brought)
- 19) Ahmad forgot to do his science homework. If only he to do it.
(hadn't forgotten / didn't forget / had forgotten / forgot)
- 20) The computer isn't very good. I wish we a better one when we brought it.
(choose / had chosen / chose / have chosen)

***Answers:** 1.had come 2.had studied 3.knew 4.were 5.knew 6.hadn't driven 7.had 8.had listened 9.were 10.hadn't worked 11.had been 12.hadn't eaten 13.had chosen 14.would let 15.had waken up 16.spoke 17.had studied 18.had brought 19.hadn't forgotten 20.had chosen

***SB / 5 (P 65) :** تصحيح الفعل بين الأقواس (لا ننفي إلا إذا وجد نفي بين الأقواس)

-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 when he went on a business trip to China. He wishes he a cultural awareness course. (do)
3. It was too hot to go to the beach yesterday. If only it cooler. (be)
4. I feel ill. I wish I so many sweets! (not eat)

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

***SB / 4 (P 68)**

-Choose the most suitable verb form to complete these sentences.

1. Ziad is not very good at basketball. He wishes he taller! (is / were / was)
2. I can't do this exercise. I wish I it. (understood / understand / understanding)
3. Mr Haddad does not understand the Chinese businessman. If only he Chinese.
(speak / spoke / had spoken)
4. Jordan needs to import a lot of oil. If only it larger oil reserves. (has/ had / had had)

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

***AB / 5 (P 45) :**

-Complete the sentences with words from the box. The first one is done for you.

had(x2) hadn't if only wish

1. I couldn't understand anything. If only I'd studied Chinese!
2. Ibrahim was right and I was wrong. I wish I listened to him.
3. I I'd known more about the company. If I'd done some research!
4. I am very hungry! I wish I eaten before I went to the conference.
5. I regret the deal now. I wish we done it.

***Answers:** 2. had 3. wish , only 4. had 5. hadn't **AHMAD DAUD (0788397044)**

(2) إعادة كتابة الجملة باستخدام (if only / wish) :

*تتبع الجداول التالية في الحل:

مضارع مثبت	ماضي منفي	مضارع منفي	ماضي مثبت
V1 (-s / -es)	didn't + V1	doesn't / don't + V1	V2
is / am / are	weren't	isn't / am not / aren't	were
will + V1	wouldn't + V1	will not (won't) + V1	would + V1
can + V1	couldn't + V1	can't / cannot + V1	could + V1
must + V1	hadn't to + V1	mustn't + V1	had to + V1
have to / has to + V1	didn't have to + V1	doesn't/don't have to+V1	had to + V1
have / has + V3	hadn't + V3	haven't / hasn't / hadn't + V3	had + V3

ماضي مثبت	ماضي تام منفي	ماضي منفي	ماضي تام مثبت
V2	hadn't + V3	didn't + V1	had + V3
were	hadn't been	weren't	had been

never/want to/need to/ (isn't/am not/aren't + able to)	could
couldn't + V1	could have + V3
should have + V3 / had + V3	had + V3
shouldn't have + V3	hadn't + V3
would like to + V1	could + V1
regret + (-ing)	hadn't + V3

*ملاحظات مهمة :

.....

.....

.....

.....

.....

.....

AHMAD DAUD (0788397044)

***Examples:**

1. Our team didn't play very well yesterday.
-If only we had played very well.
2. I've forgotten my library book . I left it at home.
-I wish I hadn't forgotten my library book.
3. Sometimes he wants to visit his parents to ask for help, but he didn't.
-He wishes he could visit his parents to ask for help.
4. Zaid regrets being aggressive with his friend yesterday.
-Zaid wishes he hadn't been aggressive with his friend.

***Exercise: Read the situations and complete the sentences :**

1. Hashem regrets being angry at breakfast time.
-If only
2. I should have studied hard before the exam.
-I wish
3. I regret I didn't study English when I was young.
-I wish
4. I regret living abroad for a long time. **(wish)**
-
5. I regret speaking aloud in my class. **(wish)**
-
6. Mohammad didn't consult his career advisor, so he felt sorry. **(wish)**
-
7. I forgot my keys at home. **(if only)**
-
8. I didn't take piano lessons when I was a child.
-If only
9. We visited England last summer and that didn't make me happy.
-I wish
10. We don't read classic novels in Grade 11. **(If)**
-
11. I didn't visit my grandparents yesterday. **(I)**
-
12. She doesn't help her mother in the kitchen. **(wishes)**
-
13. Ahmad should have consulted a doctor before taking that medicine.
-Ahmad wishes.....
14. I don't have a camera, so I can't take any photo.
-I wish

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15. I'd like to be an engineer.

-I wish

16. I have to work late at night. **(only)**

-

17. Zeid couldn't find his way round the city very easily.

-If only

18. Sometimes he wants to visit his parents to ask for help, but he didn't.

-He wishes

19. I were not ready on time. **(If)**

-

20. I am not very good at Math.

-I wish

***Answers:**

1. If only he hadn't been angry at breakfast time.

2. I wish I had studied hard before the exam.

3. I wish I had studied English when I was young.

4. I wish I hadn't lived abroad for a long time.

5. I wish I hadn't spoken aloud in my class.

6. Mohammad wishes he had consulted his career advisor.

7. If only I hadn't forgotten my keys at home.

8. If only I had taken piano lessons when I was a child.

9. I wish we hadn't visited England.

10. If only we read classic novels in Grade 11.

11. I wish I had visited my grandparents.

12. She wishes she helped her mother in the kitchen.

13. Ahmad wishes he had consulted a doctor before taking that medicine.

14. I wish I had a camera.

15. I wish I could be an engineer.

16. If only I didn't have to work late at night.

17. If only he could have found his way round the city very easily.

18. He wishes he could visit his parents to ask for help.

19. If only I had been ready on time.

20. I wish I were very good at Math./ I wish I were better at Math.

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***AB / 6 (P 45) :**

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

1. Sultan forgot to do his Science homework.
-If only he hadn't forgotten to do it.
2. I regret going to bed late last night.
-I wish I earlier.
3. Nahla could not find her way round the city very easily.
-If only she a map.
4. Oh no! I've forgotten my library book. I left it at home.
-I wish I
5. Our team didn't play very well yesterday.
-If only they better.

***Answers:** 2.had gone 3.could have found 4.hadn't forgotten 5.had played

***AB / 7 (P 45) :**

-Use the prompts and write sentences with I wish and If only. The first one is done for you.

***ملاحظة:** إذا جاءت جملة بين أقواس نحل فقط الجملة التي تكون بين أقواس ولا ننفي إلا إذا كان نفي بين الأقواس.

1. I'm cold. **(bring a coat)**
-If only I had brought a coat.
-I wish I'd brought a coat.
2. We're late. **(get up earlier)**
-
-
3. I feel ill. **(not eat so many sweets)**
-
-
4. Fadi has lost his wallet. **(be more careful)**
-
-
5. Huda was too busy to visit us yesterday. **(be able to come)**
-
-
6. I've broken my watch. **(not drop it)**
-
-

***Answers:**

- 2) If only we'd got up earlier / I wish we'd got up earlier.
- 3) If only I hadn't eaten so many sweets / I wish I hadn't eaten so many sweets.
- 4) If only he had been more careful / I wish he had been more careful.
- 5) If only she had been able to come / I wish she had been able to come.

6) If only I hadn't dropped it / I wish I hadn't dropped it. **AHMAD DAOUD (0788397044)**

***AB / 8 (P 45) :**

-Rewrite the sentences with the words in brackets.

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

-

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

-

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

-

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

-

***Answers:**

1.If only she hadn't been angry at breakfast.

2.I wish I had concentrated properly in class today.

3.Nader wishes he had been more careful with his essay.

4.If only I had learnt English better when I was younger.

***AB / 11 (P 47) :**

-Complete the sentences using the correct form of the following prompts. The first one is done for you.

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

1. Our flat is very small.

-If only we lived in a big house.

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

-He wishes he

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

-I wish we

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

-If only I

5. My cousins don't live near here.

-I wish they

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

-If only I

***Answers:** 2.was older 3.liked the same things 4.had a camera with me 5.weren't so far away 6.didn't have a headache

AHMAD DAUD (0788397044)

Derivation (الأشتقاق)

- 1) قبل الأسماء صفات ، وبعد الصفات أسماء
- 2) قبل الأفعال أسماء ، وبعد الأسماء والضمائر الشخصية أفعال
- 3) بعد الأفعال ظروف ، وبعد الظروف صفات

1) موقع الأسم في الجملة : (Noun)

- 1) بعد الأدوات (a/an/the) شرط أن لا يتبع الفراغ اسم فاذا جاء بعد الفراغ اسم نضع (صفة).
- 2) بعد ضمائر الملكية (my , his , her , your our ,their , its)
- 3) بعد أسماء الإشارة (this , that , these , those)
- 4) بعد حروف الجر (at , for , from , in , on , about)
- 5) بعد محددات الكمية : (much , many , little , a little , few , a few , some , any , other , another , only , no , all , every)
- 6) بعد كلمة (more) شرط أن لا تكون مسبوقه بأحد أفعال (Be)
- 7) قبل وبعد كلمة (of) وقبل وبعد ('s) الملكية
- 8) بعد الصفات
- 9) اذا جاء الفراغ بداية الجملة وكان الفراغ متبوعا بفعل.
- 10) بعد الكلمات (Importance to/Due to) شرط عدم وجود اسم بعد الفراغ.

*لواحق الأسم (Noun suffixes)

-ion: competition / -ment: government / -ity: popularity / -nce: finance
-ness: illness / -y: biology / -ist: scientist / -ure: pressure / -age: shortage
-ship: relationship / -ice: notice / -er: teacher / -or: actor / -dom: kingdom
-ism: tourism / -ing: building

2) موقع الصفة في الجملة : (Adjective)

- 1) قبل الأسم
- 2) بعد افعال (Be) شرط أن لا يأتي بعدها فعل تصريف ثالث أو فعل ينتهي (-ing) عند ذلك نختار ظرف
- 3) بعد الأفعال التالية : (seem / get / look / feel / grow / become / sound / appear/taste/smell/pretend/undue)
- 4) بعد المحددات والمؤكدات (so/very/almost/abit/quite/rather/too) شرط أن تسبق بأحد أفعال (be)
- 5) بعد (more / most) شرط ان تكون (more) مسبوقه بأحد أفعال (Be)
- 6) بين (as ... as)
- 7) بعد الظروف التي تنتهي (-ly)

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*لواحق الصفة: Adjective suffixes

-ble: responsible / -al: social / -ive: creative / -ful: skillful / -ic: economic
-ous: generous / -an: Jordanian / -ant: important / -ent :competent / -ary: dictionary
-ory: satisfactory / -ed: interested / -less: careless / -ect: perfect / -ing: interesting

(3) موقع الفعل في الجملة: (Verb)

- (1) بعد (to)
- (2) بعد أفعال (Modals)
- (3) بعد (do / does / did)
- (4) بعد الفاعل سواء كان اسم أو ضمير

*لواحق الفعل: Verb suffixes

-fy: qualify / -ise: civilise / -ize: organize / -ide: provide / -ieve: believe
-ate : compensate / -en : strengthen

(4) موقع الظرف في الجملة: (Adverb)

- (1) بعد الأفعال الرئيسية
- (2) في أول الجملة وكان بعد الفراغ فاصلة
- (3) بين الفعل المساعد والتصريف الثالث
- (4) في نهاية الجملة شرط ان يقع الفراغ بعد اسم او ضمير او فعل
- (5) بين أحد أفعال (Be) وصفة (قبل الصفة)
- (6) أحيانا يقع الظرف وسط الجملة بين فاصلة منقوطة وفاصلة (, ;)

*لواحق الظرف: Adverb suffixes

-ly : carefully

هذه الكلمات تعامل معاملة الظرف باعتبارها ظروف (too/very/so/rather/almost/quite/abit)

*ملاحظات مهمة على الأشتقاق:

- (1) أدوات العطف (and/or/as well as) تعطف على ما قبلها (يعني اذا جاء قبلها اسم نضع بعدها اسم وهكذا)
- (2) اذا انفصلت احدى الكلمات التي يأتي بعدها فعل عن الفعل نضع في الوسط ظرف
- (3) الكلمات (very/too/so/-ly) تتبع بصفة شرط أن يأتي قبلها أفعال (Be) أو فعل من الأفعال التي تتبع بصفة,

وغير ذلك نضع بعدها ظرف. (**AHMAD DAUD (0788397044)**)

***Exercise:** Complete the sentences with words formed from the words in brackets or choose the suitable items from those given to complete the sentences.

1) (w2016) The system must be linked with the requirement of social and economic development for any country. (education)

2) (w2016) Jordan has a of being a friendly and welcoming country. It is one of the safest places to visit in the Middle East. (repute)

3) (w2016) Many candy advertisement are usually presented in an manner in the TV. (attract)

4) (w2016) Markets have different types of food which are prepared from animal products. (artificial)

5) (w2017) Banks customers can their checking accounts instantly through the electronic system. (accessible)

6) (w2017) Imagination is the source of (create)

7)(w2017) Taha Hussein is one of the most writers of the twentieth century.(influence)

8) (w2017) The newly constructed projects use recycled water which helps the of the environment. (sustainable)

9) (w2018) Khaled received an letter from the manager for his hard work.

(appreciate / appreciation / appreciatively)

10) (w2018) Madaba has a as a fascinating place to visit.

(reputation / reputational / reputationally)

11) (w2018) Artists usually meet to discuss ideas and each other`s work.

(criticise / criticism / critic)

12) (w2018) Another way of saying that something could be successful is to say it is

(viable / viably / viability)

13) (w2018) Manal always presents her work in literature clearly.

(create / creative / creatively)

***Answers:** 1.educational 2.reputation 3.attractive 4.artificially 5.access 6.creation 7.ifluential 8.sustainability

9.appreciation 10.reputation 11.criticise 12.viable 13.creative

AHMAD DAOUD (0788397044)

***Exercise: Choose the suitable items from those given to complete the sentences.**

1) My father bought our house with an from his grandfather.

(inherit / inheritance / inherited)

2) Fatima Al-Fihri was born in the country. **(nine / ninth)**

3) Ibn Sina wrote textbooks. **(medicine / medical / medication)**

4) The Meddle East is famous for the of olive oil. **(product / production / productive)**

5) Who was the mostwriter in the twentieth century?**(influence / influenced / influential)**

6) Al-Kindi made many important mathematical **(discover / discovered / discoveries)**

7) Do you think the wheel was the most important ever? **(invent / invention / inventive)**

8) Scholars have discovered an document from the twelfth century.

(origin / original / originate)

9) There are many areas in Japan. **(industry / industrialize / industrial)**

10) He decided to logic to choosing the best one. **(application / apply / applicant)**

11) I really think you should a viewing of this place. **(arrange / arrangement / arranged)**

12) He wants to express himself. **(physics / physical / physically)**

13) He spoke very **(amazing / amazingly)**

14) The cost of materials rose sharply; , the price went up. **(according / accordingly / accordance)**

15) The doctor suggested that the patient should for a while. **(relaxing / relax / relaxed)**

16) Good citizens are required to in developing their country.

(participate / participant / participation)

17) , our suggested plans are for building a new hospital. **(essence/ essential/ essentially)**

18) Parents shouldn't speak to their children. **(sharp / sharpness / sharply)**

19) He opened the door **(quietly / quietness / quiet)**

20) The students were very for being late. **(apology / apologetic / apologize)**

- 21) Physical exercises are (**stimulate / stimulating / stimulates**)
- 22) Sports participants should make progress in physical and fitness.
(**mentally / mental / mentality**)
- 23) The between the two countries will begin next month.
(**negotiates / negotiable / negotiate / negotiation**)
- 24) My for your kindness is great. (**admire / admiration / admirable**)
- 25) Petra is a city. (**beauty / beautiful**)
- 26) Agricultural..... is the responsibility of the farmers and the government.
(**develop / developed / development**)
- 27) We are in with several other companies for the contract.
(**competent / competition / compete**)
- 28) When do you to receive your test results? (**expect / expectancy / expectantly**)
- 29) The new system in our company is fully (**operate / operation / operational**)
- 30) The building was used as a prison. (**originate / origin / original / originally**)
- 31) This meal tasted (**deliciously / delicious / deliciousness**)
- 32) Good managers must arrange a place and time for their meeting.
(**conveniently / convenience / convenient**)
- 33) He has authority, but he does not try to others.(**dominate/domination/dominated**)
- 34) Her question was purely (**academia / academy / academic**)
- 35) There are very few to this rule. (**except / exceptional / exceptions**)

***Answers:**

1.inheritance 2.ninth 3.medical 4.production 5.influential 6.discoveries 7.invention 8.original
9.industrial 10.apply 11.arrange 12.physically 13.amazingly 14.accordingly 15.relax 16.participate
17.essentially 18.sharply 19.quietly 20.apologetic 21.stimulating 22.mental 23.negotiation
24.admiration 25.beautiful 26.development 27.competition 28.expect 29.operational 30.originally
31.delicious 32.convenient 33.dominare 34.academic 35.exceptions

AHMAD DAUD (0788397044)

Doing business in China

القيام بتجارة في الصين

Word	English	Arabic
be able to answer detailed questions	to have the ability to understand complicated questions and respond to them appropriately.	أن يكون قادر على الإجابة على اسئلة مفصلة
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 الأعمال
make small talk	to have an informal chat with someone in order to start a conversation.	يعمل حوار بسيط
negotiate	to discuss something in order to reach an agreement, especially in business or politics.	يفاوض
shake hands	to move someone's hand up and down in greeting.	يصافح / يسلم باليد
tell a joke	to say something to make laugh.	يقول نكتة (بنهف الأخ)
qualifications	official records of achievement awarded upon the successful completion of a course of training or passing in exam.	مؤهلات
track record	all of a person's or organizations past achievements, successes or failures which show how well they have done something.	سجل الأداء

*الضمائر الموجودة في النص وعلى ماذا تعود:

* <u>I/me/my/you/your</u> → جميع هذه الضمائر في الفقرة 1) we → presenter / interviewer 2) who → Mr. Ghanem 3) we → presenter / interviewer 4) him → Mr. Ghanem 5) he → Mr. Ghanem 6) there → China 7/8) it → Mr. Ghanem's first trip 9) they → a small computer company	10) their → Chinese people 11) its → a new company 12) we → Mr. Ghanem's company 13) they → a larger company 14) it → the next visit to china 15) this → arriving late 16) him → the company director 17/18) it → the meeting 19) his → the director 20) it → to be patient
---	--

Today, (1)we talk to Mr Ghanem, a businessman based in Amman (2)who often visits China.
(3)We asked (4)him when (5)he first started doing business with China.

'I've been doing business with China for many years. My first trip (6)there was in 2004 CE, and (7)it was not very successful.'

اليوم، نتحدث الى السيد غانم، رجل أعمال مقيم في عمان والذي غالبا يزور الصين. سألناه متى بدأت لأول مرة بممارسة التجارة مع الصين.

"لقد قمت بممارسة التجارة مع الصين لسنوات عديدة، رحلتي الأولى هناك كانت في عام 2004م، ولم تكن ناجحة جدا."

AHMAD DAUD (0788397044)

Why was (8)it not successful?

'I worked for a small computer company in Amman. (9)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!'

لماذا كانت غير ناجحة؟

"لقد عملت لشركة حاسوب صغيرة في عمان، أرسلوني الى الصين عندما كنت لا أزال شابا صغيرا. أتمنى لو أدركت الشركة أن الصينيين يحترمون كبار السن والخبرة أكثر من الشباب!"

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 (10)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 (11)its track record. (12)We did not do any business deals on that first trip.'

هل ارتكبت أي أخطاء في تلك الزيارة؟

"نعم! أتمنى لو أنني بحثت في الثقافة الصينية قبل أن أزور هذا البلد. من أجل أن تكون ناجحا في الصين، تحتاج الى كسب احترامهم. يسألون رجال الأعمال الصينيون دائما عن نجاحات الشركة في الماضي. ومع ذلك، لأنني كنت أعمل لشركة جديدة، لم أتمكن أن أتكلم عن سجل الأداء. نحن لم نعمل أي صفقات تجارية في تلك الرحلة الأولى."

When did you learn how to be successful in China?

'I joined a larger company and (13)they sent me on a cultural awareness course. On my next visit to China, (14)it felt as if I hadn't known anything on my first visit!'

متى تعلمت كيف تكون ناجحا في الصين؟

"انضمت الى شركة أكبر وأرسلوني في دورة توعية ثقافية. في زيارتي التالية الى الصين، بدأ الأمر كما لو أنني لم أعرف أي شيء في زيارتي الأولى!"

What advice can you give to people wanting to do business in China?

'Before I visit a company, I send recommendations from previous clients. I also send my business card with my job position and qualifications translated into Chinese.'

ما النصيحة التي توجهها للأشخاص الذين يريدون القيام بتجارة مع الصين؟

"قبل أن أزور شركة، أقوم بإرسال توصيات من عملاء سابقين. أنا أيضا أرسل بطاقة عملي مع منصب عملي ومؤهلاتي مترجمة الى اللغة الصينية."

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Can you tell us about your last meeting in China?

'Of course! **I** arrived on time. **You** must not arrive late, as (15)**this** shows disrespect. Then, when **I** met the company director, **I shook hands** with (16)**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.'

هل لك أن تخبرنا عن الاجتماع الأخير لك في الصين؟

"بالطبع! وصلت في الوقت المحدد. يجب أن لا تصل متأخرا، لأن هذا يدل على عدم الاحترام. ثم، عندما التقيت بمدير الشركة، تصافحت معه بلطف. بدأت الاجتماع بكلمة صغيرة حول خبراتي الممتعة في الصين. وخلال الاجتماع تأكدت مع أن صوتي ولغة جسدي كانت هادئة وتحت السيطرة. أنا لم أخبر نكته أبدا، لأنها قد لا تترجم بشكل صحيح أو قد تسبب اساءة."

Was (17)**it** a successful meeting?

'Yes, (18)**it** was. **I** knew that the director had researched **my** business thoroughly before the meeting, so **I** was prepared for (19)**his** detailed questions. When **I** began **negotiation**, **I** started with the important issues. The Chinese believe in avoiding conflict. (20)**It** is always important to be patient. **I** was prepared to compromise, so in the end, the meeting was successful.'

هل كان اجتماعا ناجحا؟

"نعم، كان كذلك لقد علمت أن المدير قام بعملية بحث عن عملي جيدا قبل الاجتماع، لذلك كنت مستعدا لأسئلته المفصلة. عندما بدأت التفاوض، بدأت بالقضايا الهامة. يؤمن الصينيون في تجنب النزاع، انه من المهم دائما أن تكون صبورا. كنت مستعدا للتفاهم، لذلك في النهاية، كان الاجتماع ناجحا."

*SB(4) / P(56): Comprehension

- 1) Why was Mr Ghanem's first business trip to China not successful? لماذا كانت أول رحلة عمل للسيد غانم الى الصين لم تكن ناجحة؟
.....
- 2) What do you think is a 'track record' (line 18) ? ماذا تعرف حول "سجل الأداء"؟
.....
- 3) What does the word 'his' in **bold** in the text refer to? على ماذا يعود الضمير في النص؟
.....
- 4) What changed when Mr Ghanem visited China for the second time? ما الذي تغير عندما زار السيد غانم الصين للمرة الثانية؟
.....

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5) What similarities do you think there are, in terms of expectations at business meetings, between China and Jordan? ما التشابهات حسب اعتقادك كانت، فيما يتعلق بالتوقعات حول اجتماعات الأعمال، بين الصين والأردن؟

6) Do you think that you would be a successful business person in China? Why / why not?

هل تعتقد أنك ستكون رجل أعمال ناجحاً في الصين؟ لماذا / لماذا لا؟

7) Quote the sentence which shows the time of Mr Ghanem's first visit to China.

اقتبس الجملة التي تبين زمن زيارة السيد غانم الأولى إلى الصين

8) According to the article, Chinese respect two values when doing business. Write them down.

حسب المقالة، يحترم الصينيون قيمتين عند القيام بالتجارة. اكتبهما.

9) The writer mentioned some reasons that made Mr Ghanem's first business with China

unsuccessful. Write down three reasons. ذكر الكاتب بعض الأسباب التي جعلت تجارة السيد غانم الأولى مع الصين غير ناجحة. اكتب ثلاثة أسباب.

10) There are some factors related to the company which lead to the failure of the purpose (aim) of the first business trip to China. Write down two of them.

هناك بعض العوامل المرتبطة بالشركة التي قادت إلى فشل الهدف من رحلة العمل الأولى إلى الصين. اكتب اثنين منها.

11) According to Mr Ghanem, what do you need to have if you want to be successful in your business with Chinese? حسب السيد غانم، ماذا تحتاج أن تملك إذا تريد أن تكون ناجحاً بتجارتك مع الصينيين؟

12) Write down the sentence which indicates that Chinese business people are constantly concerned with the reputation of companies. اكتب الجملة التي تشير على أن رجال الأعمال الصينيين دائماً يهتمون بسمعة الشركات.

13) What was the thing that Mr Ghanem regret doing in his first trip to China? ما هو الشيء الذي يندم السيد غانم على عدم القيام به في رحلته الأولى إلى الصين؟

14) Why didn't Mr Ghanem talk about his Company's track record on his first trip?

لماذا لم يتكلم السيد غانم عن سجل أدائه لشركته في رحلته الأولى؟

15) Find a word in the text that means "to arrange an agreement in business"

16) What does the underlined word "their" refer to?

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17) What helped Mr Ghanem to be successful on his next business trip to China? ما الذي ساعد السيد غانم ليكون ناجحا في رحلة عمله التالية الى الصين؟
.....

18) Mr Ghanem did many things before his second visit to China. Write down two things of them.

..... قام السيد غانم بأشياء كثيرة قبل زيارته الثانية الى الصين. أكتب شيئين منها.

19) There are some polite behaviors must be followed before the meeting with Chinese to do business. Write them down. هناك بعض السلوكيات المهذب يجب أن تتبع قبل الاجتماع مع الصينيين للقيام بتجارة. أكتبها.
.....

20) There are some polite behaviors must be followed during the meeting with Chinese to do business. Write them down. هناك بعض السلوكيات المهذب يجب أن تتبع خلال الاجتماع مع الصينيين للقيام بتجارة. أكتبها.
.....

21) There are many things to do to have a successful business meeting with Chinese. Write down three of them. هناك أشياء كثيرة لتفعلها لتحقيق اجتماع عمل ناجح مع الصينيين. أكتب ثلاثة منها.
.....

22) Why does Mr Ghanem avoid telling jokes at business meeting in China? لماذا تجنب السيد غانم رواية النكت في اجتماع العمل في الصين.
.....

23) According the text, there are two things must be controlled and calm during meeting business people. Write down two these two things. حسب النص، هناك شيئين يجب أن يكونا هادئين ومنضبطين خلال اجتماع رجال الأعمال. أكتب هذين الشيئين.
.....

24) Chinese people don't like conflict. What should you do to avoid conflict with them.

..... الشعب الصيني لا يحب النزاع. ماذا ينبغي عليك ان تفعل لتجنب النزاع معهم.

25) Why was Mr Ghanem very well prepared to any question? لماذا كان السيد غانم جاهزا لأي سؤال؟
.....

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***Critical thinking:**

26) The writer thinks that a successful business man need to have certain skills. Suggest three skills that can make you a successful business man.

يعتقد الكاتب أن رجل الأعمال الناجح يحتاج أن يملك مهارات معينة. اقترح ثلاثة مهارات تجعل منك رجل أعمال ناجح.

***Suggested answer:** computer skill, communicative skill and language skill.

27) learning about different cultures is an important factor in doing successful business. Think of this statement and, in two sentences , write your point of view.

التعلم عن الثقافات المختلفة عامل مهم في القيام بأعمال التجارة. فكر في هذه الجملة وأكتب رأيك بجملتين.

***Suggested answer:** In my opinion, knowing people's culture enable you to deal with them politely. Also people accept you and deal with you confidently.

***Answers:**

<p>1) if only the company had realised that the Chinese respect age and experience more than youth!</p> <p>2) the reputation based on the things you have done or not done in the past.</p> <p>3) <u>the director</u></p> <p>4) he had been on a cultural awareness course and so he knew how to do business in China.</p> <p>5) *Suggested answer: the need to be culturally aware, the need for preparation, the need to listen carefully and negotiate.</p> <p>6) *Suggested answer: I think I will be a successful business person in China because I know their Culture and some Chinese words by internet.</p> <p>7) my first trip there was in 2004 CE, and it was not very successful.</p> <p>8) age and experience.</p> <p>9) he was still quite young and he didn't researched Chinese culture.</p> <p>10) <u>a.</u> the company was a new and small <u>b.</u> the company hadn't realised that the Chinese respect age and experience more than youth!</p> <p>11) you need to earn their respect.</p> <p>12) Chinese business people will always ask about a company's successes in the past.</p> <p>13) I wish I had researched Chinese culture before I country.</p>	<p>14) because I worked for a new company, I could not talk about its track record.</p> <p>15) <u>do a deal</u></p> <p>16) <u>Chinese people</u></p> <p>17) I joined a larger company and they sent me on a cultural awareness course.</p> <p>18) 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.</p> <p>19) I arrived on time. You must not arrive late, as this shows disrespect. I shook hands with him gently. I began the meeting by making small talk about my interesting experiences in China.</p> <p>20) 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.</p> <p>21) <u>a.</u> you must not arrive late <u>b.</u> shake hands gently <u>c.</u> never talk joke</p> <p>22) as this may not be translated correctly or could cause offence.</p> <p>23) voice and body language.</p> <p>24) It is always important to be patient.</p> <p>25) I knew that the director had researched my business thoroughly before the meeting.</p>
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***AB (1) / P (44): Collocations متلازمات**

Collocations	المعنى
make a mistake	يرتكب خطأ
ask questions	يطرح اسئلة
shake hands	يصافح
earn respect	يكسب إحترام
join a company	ينضم الى شركة
cause offence	يسبب أذى
make small talk	يقدم حديثا قصير

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

ask cause do earn join make(x2) shake

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

***AB (2) / P (44):**

-Complete the sentences with collocations in the box.

make a mistake ask questions shake hands earn respect join a company
cause offence make small talk

1. Be very careful when you answer the questions, and try not to
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

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***AB (4) / P (44):**

-Complete the explanations with words from the box. One word is not needed.

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

AHMAD DAUD (0788397044)

Our country's imports and exports

صادرات ووردات بلدنا (وزارة 2017)

Word	English	Arabic
agreement	an arrangement or promise to do something, made by two or more people, companies or organisation.	اتفاقية
dominate	To be the most important feature of something.	يسيطر / يهيمن
export (n)	goods sold to another country.	تصدير
extraction	the process of removing and obtaining something from something else.	استخراج
Gross Domestic Product	the value of country's total output of goods and services.	الناتج المحلي الاجمالي
import (n)	goods bought from other countries.	استيراد
reserve (n)	something kept back or set aside , especially for future use.	احتياطي
Fertiliser	a substance that is put on the land to make crops grow.	أسمدة
knitwear	clothing made from wool.	تريكو (ملابس صوف)
minerals	a substance that is present in some foods and is needed for good health ; a substance that is found naturally in the earth.	معادن
pharmaceuticals	companies which produce drugs and medicine.	شركات دوائية
goods (n)	things that are produced in order to be sold.	بضائع / سلع

*الضمائر الموجودة في النص وعلى ماذا تعود:

1) we → researchers	6) this → 23.6% of Jordan's imports were from Saudi Arabia
2) that → countries	7) its → Jordan
3) it → Jordan	8/9) it → Jordan
4/5) its → Jordan	

In th report, (1)**we** will look at the countries (2)**that** Jordan trades with and what goods (3)**it** exports and imports. في هذا التقرير، سوف نبحت الدول التي تتاجر مع الأردن وما السلع التي تصدرها وتستوردها.

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. (1) *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. (2) *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.

أولاً، دعونا نبحت الصادرات، الأردن غني بالبوتاس والفوسفات، والصناعة الاستخراجية لهذه المعادن هي واحدة من الأضخم في العالم. (1) ليس من المستغرب أنه، من أكبر صادرات الأردن في المواد الكيميائية والأسمدة. تمثل الصناعات الدوائية وغيرها من الصناعات 30% من

الناتج المحلي الاجمالي، و 75% من الصناعات الدوائية في الأردن يتم تصديرها. ومع ذلك، غالبية الاقتصاد (65%) يهيمن عليه قطاع الخدمات، معظمها تتكون من السفر والسياحة. معظم صادرات الأردن تذهب الى العراق، الولايات المتحدة الأمريكية، الهند والسعودية.

Now let's look at **imports**. Unlike some other countries in the Middle East, Jordan does not have large oil or gas **reserves**. (3) For that reason, Jordan has to import oil and gas for (4) **its** energy needs. (5) **Its** other main imports are cars, medicines and wheat. In 2013 CE, 23.6% of Jordan's imports were from Saudi Arabia. (6) **This** was followed by the EU, with 17.6% of (7) **its** imports. Other imports have come from China and the United States.

الآن دعونا نلقي نظرة على الواردات. على العكس من بعض البلدان الأخرى في الشرق الأوسط لا يملك الأردن احتياطات ضخمة من النفط والغاز. (3) ولهذا السبب، الأردن مضطر لاستيراد النفط والغاز ليغطي احتياجاته من الطاقة. من الواردات الرئيسية الأخرى للأردن هي السيارات، الأدوية والقمح. في عام 2013م، كانت 23.6% من واردات الأردن من السعودية. يلي هذا من الاتحاد الأوروبي، بنسبة 17.6% من وارداتها. وتأتي واردات أخرى من الصين والولايات المتحدة.

Jordan has more free trade **agreements** than any other Arab country, and (8) **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. (9) **It** signed a free trade agreement with Egypt, Morocco and Tunisia in 2004 CE. In 2011 CE, another trade agreement was made with the UE, Egypt, Morocco and Tunisia. (4) Trade with the EU and North Africa in particular is likely to grow.

الأردن لديه اتفاقيات التجارة الحرة أكثر من أي بلد عربي آخر، وهو يتاجر بحرية مع العديد من البلدان، بما في ذلك الولايات المتحدة الأمريكية، وكندا وماليزيا. ما هي المجالات الأخرى المهمة لتجارة الأردن؟ وقع الأردن أولاً اتفاقية تجارية مع الاتحاد الأوروبي في عام 1997م. وقع اتفاقية التجارة الحرة مع مصر، المغرب وتونس في عام 2004م. في عام 2011م، تم عقد اتفاقية تجارية أخرى مع الاتحاد الأوروبي، مصر، المغرب وتونس. (4) التجارة مع الاتحاد الأوروبي وشمال أفريقيا على وجه الخصوص من المحتمل أن ينمو.

*SB(2) / P(66): Speaking

1) Why do countries need to export and import goods? لماذا تحتاج الدول لاستيراد وتصدير السلع؟

- they export goods to make money, and they import goods that they don't grow or manufacture themselves. هم يصدرون السلع لكسب المال، ويستوردون السلع التي لا يصنعونها بأنفسهم.

2) Why should our community buy Jordanian goods? لماذا ينبغي على مجتمعنا أن يشتري السلع الأردنية؟

- our community should buy Jordanian goods in order to support Jordanian industries.

ينبغي على مجتمعنا أن يشتري السلع الأردنية لكي يدعموا الصناعات الأردنية.

3) Which of the following goods do you think Jordan exports? أي من السلع التالية تعتقد أن الأردن يصدرها؟

- fertiliser, knitwear, minerals, pharmaceuticals and vegetables. الأسمدة، منسوجات (ملابس)، معادن، أدوية والخضروات.

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***SB(5) / P(67): Comprehension**

1) What does the article suggest that many of Jordan's fertilisers are made from? ماذا اقترحت المقالة أن الأسمدة الأردنية الكثيرة مصنوعة من؟
.....

2) Why does Jordan import a lot of oil and gas? لماذا تستورد الأردن الكثير من النفط والغاز؟
.....

3) Which country supplies Jordan with most of its imports? من هي الدولة التي تزود الأردن بالكثير من وارداتها؟
.....

4) Why is trade with the EU and North Africa likely to grow? لماذا من المحتمل نمو التجارة مع الاتحاد الأوروبي وشمال أفريقيا؟
.....

5) What is the purpose (aim) of this report? ما الهدف من هذا التقرير؟
.....

6) Jordan is rich in different many minerals. Write down two of them. الأردن غني بمعادن كثيرة مختلفة. أكتب اثنين منها.
.....

7) Jordan exports many goods to other countries. Write down two of Jordan's largest exports.
.....

يصدر الأردن سلع كثيرة الى دول أخرى. أكتب اثنين من أكبر صادرات الأردن.
.....

8) Quote the sentence which indicates to the percentage of Jordan's exports of (GDP).
.....

اقتبس الجملة التي تشير الى نسبة صادرات الأردن من الناتج المحلي الاجمالي.
.....

9) The majority of Jordan's economy is dominated by services. Write down two services of them.
.....

أغلبية الاقتصاد الأردني يسيطر عليه قطاع الخدمات. أكتب خدمتين منها.
.....

10) What economy sector has the highest percentage of Jordan's (GDP)? ما القطاع الاقتصادي الذي لديه أكبر نسبة من الناتج المحلي الاجمالي الأردني
.....

11) Chemicals and fertilisers are Jordan's largest exports. Why do you think that? الكيماويات والأسمدة هي أكثر الصادرات الأردنية. لماذا تعتقد ذلك؟
.....

12) Jordan's exports go to many countries. Mention these countries. تذهب صادرات الأردن الى العديد من الدول. أذكر هذه الدول.
.....

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13) Find a word in the text that means "companies which produce drugs and medicine"

14) What does the underlined word "it" refer to?

15) Jordan doesn't have enough of its own reserves for the needs of the country in two products. Write down these two products. الأردن ليس لديه ما يكفي من الاحتياط الذي يسد حاجته منه في منتجين. أكتب هذين المنتجين.

16) Jordan has to import oil and gas for its energy needs. Write down the reason of that.

الأردن مضطر لاستيراد النفط والغاز لحاجاته من الطاقة. أكتب سبب ذلك.

17) What are the main imports of Jordan? ما هي واردات الأردن الرئيسية؟

18) Jordan imports goods from different countries. Write down three countries of them.

يستورد الأردن السلع من دول مختلفة. أكتب ثلاثة دول منها.

19) Write down the sentence which shows the country supplies Jordan with most of its imports.

أكتب الجملة التي تبين الدولة التي تزود الأردن في معظم وارداته.

20) What has Jordan done to support its trade? ماذا فعل الأردن كي يدعم تجارته؟

21) Jordan has free trade agreements with many countries. Mention three countries of them.

للأردن اتفاقيات تجارة حرة مع دول عديدة. أذكر ثلاثة دول منها.

22) What do the appreciations (EU) and (GDP) stand for? الى ماذا يرمز الاختصارين؟

***Critical thinking:** (تفكير ناقد)

23) Jordan has to import oil and gas for its energy needs. Suggest three ways to compensate this shortage of oil and gas. الأردن مضطر لاستيراد النفط والغاز لحاجاته من الطاقة. اقترح ثلاثة طرق لتعويض هذا النقص من النفط والغاز.

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***SB/P(67): Quotation**

- Read the quotation. Do you agree with it? why / why not? اقرأ الاقتباس. هل تتفق معه؟ لماذا؟ لماذا لا؟

"Unless the exchange be in love and kindly justice, it will but lead some to greed and others to hunger. Gibran Khalil Gibran (1883 CE–1931 CE)" ما لم تتعاملوا بينكم بالمحبة والعدل، فان الجشع سيسيطر على بعضكم بينما الآخرون يتضورون جوعا

***Suggested answer:** Yes, I agree with this quotation because some people don't have ethics and values of trade, this leads to greed. As a result, the clients will be hunger.

***Answers:**

1) they are made from potash and phosphate, as this is what Jordan is rich in. 2) Jordan does not have large oil and gas. 3) Saudi Arabia. 4) because Jordan has signed trade agreements with both areas. 5) in this report, we will look at the countries that Jordan trades with and what goods it exports and imports. 6) potash and phosphate. 7) chemicals and fertilisers. 8) Pharmaceuticals and other industries represent 30% of Jordan's Gross Domestic Product (GDP), and 75% of Jordan's pharmaceuticals are exported. 9) travel and tourism. 10) However, the majority (65%) of the economy is dominated by services, mostly travel and tourism.	11) because Jordan is rich in potash and phosphate, and it is rich in the extraction industry for these minerals. 12) Iraq, the USA, India and Saudi Arabia. 13) pharmaceuticals. 14) <u>Jordan</u> . 15) oil and gas. 16) Unlike some other countries in the Middle East, Jordan does not have large oil or gas reserves. 17) oil, gas, cars, medicine and wheat. 18) USA, Canada and Malaysia. 19) In 2013 CE, 23.6% of Jordan's imports were from Saudi Arabia. 20) trade agreements. 21) Egypt, Morocco and Tunisia. 22) (EU): European Union / (GDP): Gross Domestic Product. 23) *Suggested answer: a. using biological waste b. using solar power c. building wind farms.
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***SB(6) /P(67):**

-Choose the correct word(s) to complete the text about exports from Jordan to the European Union.

exported had exported imported was exported was imported were exported

Jordan has sold goods to the EU for many years. In fact, it (1) many products to the EU even before the 1997 CE trade agreement was made. The chart shows goods that Jordan (2) to the EU in 2011 CE. Chemicals accounted for about 37.2% of its exports. Jordan also exported a lot of metals (16.8%) as well as manufactured goods (11.2%). Smaller amounts of food, live animals and machinery (3)to the EU. The section called "other" included sales of goods related to forestry and mining.

***Answers:** 1. had exported 2. exported 3. were exported

AHMAD DAUD (0788397044)

How-to-make-a-sales-pitch

كيف تعمل خطاب للبيع

Word	English	Arabic
sales pitch	the statements and promises that someone makes to try to persuade someone to buy something.	خطاب البيع عرض تسويقي
marketing	the study of selling products to the appropriate customer.	تسويق
package holiday	an organized trip with every thing.	حزمة سفر
target market	people who are identified as possible customers .	السوق المستهدف
age group	a set of people similar age .	الفئة العمرية
department store	large shop that sells many different types of things.	متجر

*الضمائر الموجودة في النص وعلى ماذا تعود:

* you / your → the reader	12) them → people / customers
1) it → to know everything about your product	13) it → to believe in what you're selling
2/3) it → your product	14/15/16) it → your presentation
4) who → people	17) it → to have a list of your main points
5) it → your product	18) it → something interrupts with nerves
6) that → you need to know your target market	19/20) it → your presentation
7) others → similar products	21) them → hosts
8) it → your product	22) their → hosts
9) their → people	23) it → to appear confident
10) they → people	24) it → finding out the answer
11) who → customers	25) this → information of experience

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

سواء كنت تبيع نوع جديد من معجون الأسنان الى سلسلة صيدليات، أو أنك تبيع أحدث برامج الحاسوب لمدرسة أو تبيع نوعا جديدا من حزمة سفر – فأنت تحتاج أن تعرف كيف تعمل خطاب للبيع

1. Do your research

Don't come away from a **sales pitch** wishing you had been better prepared. (1)**it** is essential to know everything about your product. (1) *Do you know when (2)**it** was developed, and where (3)**it** is produced?* You also need to know who the **target market** is – for example, the **age group** or income of the people (4)**who** might buy (5)**it**. Not only (6)**that**, you should know all about the competition – that is, similar products on the market. (2) *Why is your product superior to (7)**others***

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and why does (8)it have better value? In addition, you should know exactly which people you are speaking to, and what (9)their needs are. For example, if (10)they represent a middle-class **department store** in a humble neighbourhood, be ready to explain why your particular product would suit customers (11)who do not have lots of money. (3) *What makes your product perfect for (12)them?* Most of all, you need to believe in what you're selling, and the best way to do that is to use (13)it!

1. قم ببحثك

لا تترك خطاب بيع وأنت تتمنى لو كنت أفضل استعدادا. من الضروري أن تعرف كل شيء عن منتجك. (1) هل تعرف متى تم اختراعه، وأين يتم انتاجه؟ أنت أيضا بحاجة الى معرفة من هو السوق المستهدف – على سبيل المثال، الفئة العمرية أو دخل الناس قد يشترونه. وليس ذلك فحسب، بل أيضا يجب أن تعرف كل شيء عن المنافسة – وهذا يعني، أن تعرف عن المنتجات المماثلة في السوق. (2) لماذا هو منتجك متفوق على غيره (المنتجات المماثلة) ولماذا توجد له قيمة أفضل؟ وبالإضافة الى ذلك، يجب أن تعرف بالضبط من هم الناس الذين تتحدث اليهم، وما هي احتياجاتهم. على سبيل المثال، لو كانوا يمثلون متجر يبيع أشياء متنوعة للطبقة الوسطى ويقع في حي متواضع، فكن على استعداد لشرح لماذا منتجك سوف يناسب الزبائن الذين ليس لديهم الكثير من المال. (3) ما الذي يجعل منتجك مثاليا لهم؟ الأهم من ذلك كله، أنت تحتاج الى أن تؤمن في ما تبيعه، وأفضل طريقة للقيام بذلك هو أن تستخدمه بنفسك!

2. Prepare and practice

Plan your presentation carefully, not just what you will say, but how you will say (14)it. (4) *Will you read (15)it word by word, use notes or memorise (16)it?* Whatever you decide, (17)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 ((18)it happens!). Then practice (19)it, if possible in front of colleagues. Make changes and practice (20)it again.

2. استعد وتدرّب

خطط لخطابك بعناية، وليس فقط ما سوف تقوله، ولكن أيضا كيف سوف تقوله. (4) هل ستقرأ كلمة كلمة، استخدم الملاحظات أو احفظه؟ مهما قررت، هي دائما فكرة جيدة أن يكون لديك قائمة بالنقاط الرئيسية، خوفا من حدوث شيئا يقاطعك، والابسياسة ستتجمد من القلق (وهذا يحدث!). اذن تدرّب على الفاء خطابك، اذا كان ذلك ممكنا تدرّب أمام الزملاء. اعمل تغييرات وتدرّب عليه مرة أخرى.

3. Be professional

Keep your presentation short and simple. Start with some friendly comments. (5) *For example, thank your hosts for allowing you to speak to (21)them, and compliment (22)their company.* Remember to speak slowly and clearly. (23)It is important to appear confident (even if you're nervous!). While you're speaking, don't keep your head down. (6) *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 (24)it!). Finally, have a summary of your presentation ready to hand out at the end of the session. I wish I had known all (25)this when I started out in business! Good luck!

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3. كن محترفا

اجعل خطاب البيع قصير وبسيط. ابدأ ببعض التعليقات الودية. (5) على سبيل المثال، أشكر المضيفين للسماح لك بأن تتحدث اليهم، وامتدح رفقتهم. تذكر أن تتكلم ببطء وبشكل واضح. من المهم أن تظهر بمظهر الواثق (حتى لو كنت متوترا!). وبينما أنت تتكلم، لا تبق رأسك للأسفل. (6) وبدلا من ذلك، أنظر حول الغرفة وأعمل اتصال بصري مع جمهورك. ابتسم! عند الانتهاء من التحدث، ادعوا للأسئلة. اذا كنت لا تعرف الاجابة، لا تتظاهر بأنك تعرف! أشكر السائل وعده بأن تعرف الاجابة (وأفعل ذلك!). وأخيرا، اجعل معك ملخص لخطاب البيع الذي ألقيته وكن جاهزا لتوزعه في نهاية الجلسة. كنت أتمنى لو كنت أعرف كل هذا عندما بدأت في العمل التجاري! حظا سعيدا!

1) What is the main topic of this article? ما الموضوع الرئيسي لهذه المقالة؟

2) There are three kinds of products mentioned in the text that may need a sales pitch. Write down these three kinds. هناك ثلاثة أنواع من المنتجات ذكرت في النص التي ربما تحتاج عرض تسويقي. أكتب هذه الأنواع الثلاثة.

3) According to the text, there are some advice about good preparation for sales pitch. Write down these advice. حسب النص، هناك بعض النصائح عن التحضير الجيد لخطاب البيع. أكتب هذه النصائح.

4) The text states that many things have to be known about your product. Write down three of them. يذكر النص أشياء كثيرة يجب أن تعرفها عن منتجك. أكتب ثلاثة منها

5) Write down three things you need to know about your customers. أكتب ثلاثة أشياء تحتاج أن تعرفها عن زبائنك.

6) You also need to know who the target market is. Write down two examples about it.

أنت تحتاج أيضا أن تعرف من هو السوق المستهدف. أكتب مثالين عنه.

7) What has the writer meant that you have to know everything about the competition?

ماذا قصد الكاتب أنه يجب عليك أن تعرف كل شيء عن المنافسة؟

8) Two things must be shown to people who might buy your product in order to be competitive. Write them down. شيئين يجب أن تظهرهما للناس الذين ربما يشترون منتجك ليكون منافسا. أكتبهما.

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9) Quote the sentence which shows the most important thing you need to have about your product.

أقتبس الجملة التي تبين أهم شيء تحتاج أن يكون لديك حول منتجك.

10) Find a collocation in the text that means “an organised trip with every thing”

11) What does the underlined word “they” refer to?

12) Planning your presentation should include two important things. Mention them.

التخطيط لخطابك ينبغي أن يتضمن شيئين مهمين. أذكرهما.

13) According to the writer, there are three options of how you will say your presentation. Write them down. حسب الكاتب، هناك ثلاثة خيارات لكيف ستقول خطابك. أكتبهما.

14) The writer says ‘it is always a good idea to have a list of your main points’. Do you agree with him? Justify your answer. يقول الكاتب "انها دائما فكرة جيدة أن يكون لديك قائمة بالنقاط الرئيسية" هل تتفق معه؟ برر اجابتك.

15) There are many tips (advice) to make a successful presentation. Write down two of them.

هناك نصائح كثيرة لجعل خطابك ناجحا. أكتب اثنين منها.

16) What qualities of good presentation that is recommended by the writer? ما هي صفات الخطاب الجيد التي أوصى بها الكاتب؟

17) The expert advised the seller starting with some friendly comments. What are these comments? نصح الخبير البائع البدء ببعض التعليقات الودودة. ما هذه التعليقات؟

18) Write down two pieces of advice relating to the way of speech. أكتب جزئين من النصيحة المتعلقة بطريقة الكلام.

19) According to the text, there are three things make you appear confident. Write them down.

حسب النص، هناك ثلاثة أشياء تجعلك تبدو واثقا من نفسك. أكتبهم.

20) What should you do if you don't know an answer for a question? ماذا ينبغي أن تفعل اذا لم تعرف جوابا لسؤال؟

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21) the writer mentioned some advice (tips) that makes you professional / successful sale person. Write down three of them. ذكر الكاتب بعض النصائح التي تجعلك مندوب مبيعات محترف / ناجح. أكتب ثلاثة منها.

***Critical thinking:**

22) A successful sales person should have some good personal qualities. Suggest three good qualities for a successful sales person. ينبغي على مندوب المبيعات الناجح أن يمتلك صفات شخصية جيدة. اقترح ثلاثة صفات جيدة لمندوب المبيعات الناجح.

23) As a sales person, you should believe in what you are selling. Think of this statement, in two sentences, write your point of view. كمندوب مبيعات، عليك أن تؤمن في ما تباع. فكر في هذه الجملة، وأكتب رأيك بجملتين.

***Answers:**

- | | |
|---|---|
| <p>1) How to make a sales pitch.</p> <p>2) 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.</p> <p>3) Don't come away from a sales pitch wishing you had been better prepared. It is essential to know everything about your product.</p> <p>4) 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.</p> <p>5) their age, their income and their needs.</p> <p>6) for example, the age group or income of the people who might buy it.</p> <p>7) that is, similar products on the market.</p> <p>8) Why is your product superior to others and why does it have better value?</p> <p>9) Most of all, you need to believe in what you're selling, and the best way to do that is to use it!</p> <p>10) package holiday.</p> <p>11) <u>people</u></p> <p>12) Plan your presentation carefully, not just what you will say, but how you will say it.</p> <p>13) read it word by word, use notes or memorise.</p> | <p>14) Yes, I agree. in case something interrupts you, or you simply freeze with nerves (it happens!).</p> <p>15) <u>a.</u> Plan your presentation carefully <u>b.</u> Have a list of your main points <u>c.</u> Then practice it.</p> <p>16) short and simple.</p> <p>17) For example, thank your hosts for allowing you to speak to them, and compliment their company.</p> <p>18) speak slowly and clearly.</p> <p>19) 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.</p> <p>20) If you don't know the answers, don't pretend! Thank the questioner and promise to find out the answer (and do it!).</p> <p>21) <u>a.</u> Keep your presentation short and simple. <u>b.</u> Start with some friendly comments. <u>c.</u> Remember to speak slowly and clearly. <u>d.</u> It is important to appear confident. <u>e.</u> When you've finished speaking, invite questions.</p> <p>22) *Suggested answer: <u>a.</u> intelligence <u>b.</u> confidence <u>d.</u> activity</p> <p>23) *Suggested answer: I think that the sales person should be satisfied with the goods that sells them before he convinced the people to buy them. The best way to do that is to use it.</p> |
|---|---|

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***AB(10) / P(47):**

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

1.package holiday 2.sales pitch 3.target market 4.age group 5.department store

- a) people who are identified as possible customers.
- b) a set of people of similar age.
- c) a large shop that sells many different types of things.
- d) a presentation made by someone who is trying to sell a product.
- e) an organised trip with everything included in the price (travel, accommodations, food).

***Answers: a. (3) / b. (4) / c. (5) / d. (2) / e. (1)**

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Unit (10)

Career choices

***Grammar:**

- Zero and first conditional
- The third conditional

***Texts:**

- 1) My job as an interpreter
- 2) Stepping into the business world (AB)

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(If Clause)

الجمل الشرطية

Zero , First and Third Conditionals

***الجملة الشرطية** : هي عبارة عن جملة يكون الحدث في جملة الشرط (**If clause**) شرطا لحدوث حدث آخر في جواب الشرط (**Main clause**)

تقسم الجملة الشرطية الى عبارتين :

(1) **جملة الشرط (If clause)** : وهي الجملة التي تحتوي على **(If/even if/provided that/as long as/unless)**

(2) **جواب الشرط (Main clause)** : وهي الشق الآخر من الجملة ويجب ان تحتوي على فعل من أفعال **(Modals)** في النوع الأول والثاني والثالث من الجمل الشرطية. ولا يجب أن تحتوي على افعال **(Modals)** في النوع الصفري. وهي جملة مستقلة مفيدة بحد ذاتها.

جملة (If) تكون على شكلين :

الشكل الأول:

*لاحظ وجود **(If)** في بداية الجملة والفاصلة في الوسط.
If you study hard, you will get high marks.

الشكل الثاني:

*لاحظ وجود **(if)** في وسط الجملة ولا يوجد فاصلة في الوسط.
You will get high marks **if** you study hard.

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(الجملة الشرطية الصفرية) The zero conditional	
Form	If + فاعل + Present simple + فاعل + Present simple (If) بدل (when) ويمكن استخدام كلمة (when) بدل (If) نستخدم المضارع البسيط في كلا الطرفين من الجملة. ويمكن استخدام كلمة (when) بدل (If)
Function	To describe something that always happens. The (inevitable consequence) after a certain action or event. نستخدم هذا النوع للكلام عن الأشياء التي تحدث دائما كنتيجة لتحقيق شرط الجملة. كالحقائق العلمية والحالات الدائمة والعامية.
Examples	-If you heat water to 100c, it boils. -Water turns to ice if the temperature falls below zero.

(الجملة الشرطية النوع الأول) The first conditional	
Form	If + فاعل + Present simple + فاعل + will (modals) + V1 (may/shall/must/can/has to/have to) ← (will) يمكن أن يأتي بدل (will) نستخدم في هذا النوع المضارع البسيط في جملة الشرط (If) والمستقبل البسيط في جواب الشرط. وقد يأتي بدل (if) ← (provided that/as long as/even if/unless)
Function	To describe a future outcome of a certain future action or event. نستخدم هذا النوع لنتكلم عن ناتج مستقبلي لحدث معين في المستقبل او المضارع.
Examples	-If the teacher gives us homework, I will do it before I watch TV. -They will come to see us if they have time at the weekend.

(الجملة الشرطية النوع الثالث) The third conditional	
Form	If + Past perfect , would have could have + V3 might have نستخدم في هذا النوع الماضي التام في جملة الشرط ، و (would/could/might + have + V3) في جواب الشرط
Function	To imagine past and impossible situations which didn't happen نستخدم هذا النوع لتخيل احداث مستحيلة لم تحدث في الماضي ، وتخيل نتائج هذه الأحداث
Examples	-If I had stayed at home that day, I would have missed the celebration. -I wouldn't have gone to the library if my friend hadn't invited me . -If I'd studied harder, I'd have passed the exam.

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***Exercise:**

- 1) (w/2018) You won't get a job in France unless you French.
(**speak / speaks / is speaking / spoke**)
- 2) (w/2017) Plants die if they enough sunlight. (**not/get**)
- 3)(w/2016) If a cityeverything and doesn't throw anything away, it is zero waste.(**recycle**)
- 4) (w/2017) The bus is late. If it soon, we will get a taxi. (**not/arrive**)
- 5) (w/2016) Provided that it , we will have a picnic next week.(**not/rain**)
- 6) (w/2018) Ali will be upset, if you him to your party. (**not/invite**)
- 7) (w/2016) If Ali doesn't revise for his exam, he out with us tomorrow.(**come**)
- 8) If I get a job at the end of term, I able to save money.(**be**)
- 9) We will be surprised if my brother The Noble Prize. (**win**)
- 10) We can go out if the weather good.(**be**)
- 11) What will happen if he a car? (**not/have**)
- 12) If you press the button, the picture (**move**)
- 13) If I a computer, I learn a lot of information. (**use / will use / uses**)
- 14) The grass If there is no rain. (**not/grow**)
- 15) If a plant doesn't get enough sunlight, it(**die**)
- 16) If you hadn't driven fast, the policeman you (**not/repair**)
- 17) I would have had a better job if I a university degree. (**have**)
- 18) If we , we would have reached on time. (**go**)
- 19) Hashem might not have become a musician if his parents him. (**encourage**)
- 20) If my father to a university, he could have been a teacher. (**go**)

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SB / 6 (P 73) :

-Choose the correct option to complete the sentences.

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

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

SB / 4 (P 74) :

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

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

Answers: 1. Would have got / had had 2. had done / would have had

SB / 5 (P 74) :

-Complete each sentences with your own ideas, using the third conditional.

1. If there had been email in the 1960s,
2. If people had had mobile phones in the past,
3. If people had known about global warming in the past,

Answers:

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

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AB / 4 (P 49) :

-Complete the sentences with the correct form of the verbs in brackets. The first one is done for you.

1. When you arrive at the station next Saturday, we will be there to meet you. (**arrive/be**)
2. Nasser out with us tomorrow unless he help his father. (**come/have to**)
3. I you with your homework, as long as you me with mine! (**help/help**)
4. Provided that it , we will have a picnic next week. (not rain)
5. If you The prize, how you the money? (**win/spend**)
6. Even if Omar his driving test this afternoon, he his own car. (**pass/not have**)

Answers: 2. will come/has to 3. will help/help 4. doesn't rain/will have 5. win/will/spend
6. passes/won't have

AB / 5 (P 50) :

-Circle the correct word in italics, and complete the sentences with the correct form of the verb in brackets. The first one is done for you.

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

Answers: 2. Unless/study 3. if/don't water 4. when/finishes 5. as long as/are

AB / 6 (P 50) :

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

1. During Ramadan, we eat when the sun sets.
2. I'll phone you if I miss the bus so that you pick me up.
3. We'll go to our favourite restaurant on Friday unless it's closed.

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4. I will take the job offer provided that it's part-time – I haven't finished my university studies yet.
5. We have to go to school, even if we are tired.

AB / 7 (P 50) :

-Tick the correct sentences. Rewrite the wrong ones with words from the box. The first two are done for you.

even if	if	unless	when
---------	----	--------	------

1. Ice cream melts **when** it gets warm. (T)
2. We need umbrellas **unless** it rains. (F) / We need umbrellas **when** it rains.
3. The teacher will be pleased **unless** I write a good essay. (F)
4. Our team will celebrate **if** they win the match. (T)
5. **Provided that** everyone works hard, we'll all pass our exams. (T)
6. Babies are usually happy **as long as** they're hungry or cold. (F)
7. We should always be polite **unless** we feel tired. (F)

Answers: 3. if 6. unless 7. even if

AB / 8 (P 50) :

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

1. When I get home from school, I usually have lunch.
2. Unless we're given a lot of homework tonight, I'll go out.
3. If there's something I don't understand, I usually ask my teacher.
4. Even if I'm tired tonight, I will do my homework.
5. As long as I have enough money, I'll buy a new mobile phone.
6. Provided that my parents agree, I'll go to Amman with my friends

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***إعادة كتابة الجملة باستخدام الجملة الشرطية (النوع الثالث) :**

***خطوات الحل :**

*إذا كان أحد الشرطين أو كلاهما مثبتا ننفيه وإذا كان منفيا نثبته.

*إذا احتوت الجملة على الكلمات التالية: (because / since / as) نبدأ الحل بالشرط الذي بعدها، ونحذف هذه الكلمات في الحل.

*نحذف الكلمات التالية من وسط الجملة عند الحل ويبقى ترتيب الجملة كما هو:

(so / therefore / as a result / consequently / that is why/how / and)

***Examples:**

- 1) Ahmad **did** a course in management, so he **had** this job last year. (**couldn't**)
- If he **hadn't done** a course in management, he **couldn't have had** this job last year.
- 2) Zaid **failed** in the exam because he **didn't study** hard. (**wouldn't**)
- If he had studied hard, he wouldn't have failed in the exam.

***Exercise:**

1. I didn't know that Zeid had to get up early, that is why I didn't wake him up. (**would**)

2. Hashem failed the exam because he didn't study hard. (**if/would**)

3. Because the road was icy, the accident happened. (**if**)

4. I was not hungry, so I didn't eat anything. (**would**)

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5. People didn't have mobile phones in the past. Therefore, they weren't able to communicate more easily. **(If/would)**

-

6. **(w/2016)** Saleem left his wallet at home, so he wasn't able to purchase his necessary items. **(could)**

-

7. I studied hard the day before the final exam. I achieved the first rank in my exam. **(might not)**

-

8. **(w/2016)** Sami didn't apply immediately for the scholarship, so he didn't get it. **(If/could)**

-

9. Saeed left his camera at home, so he wasn't able to take pictures of the parade. **(could)**

-

10. I didn't know your phone number, so I wasn't able to contact you. **(could)**

-

11. I had a headache yesterday, and I didn't do well in the Maths test. **(might)**

-

12. **(w/2017)** Marwan worked really hard the day before the exam. He got top marks. **(might not)**

-

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

-

14. Ahmad didn't prepare better for the competition, so he didn't win the first prize. **(might)**

-

15. Our team trained hard before the match, so they won the game. **(might not)**

-

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Answers:

- 1.If I had known that Zeid had to get up early, I would have woken him up.
- 2.If he had studied hard, he wouldn't have failed the exam.
- 3.If the road hadn't been icy, the accident wouldn't have happened.
- 4.If I had been hungry, I would have eaten anything.
- 5.If people had had mobile phones in the past, they would have been able to communicate more easily.
- 6.If he hadn't his wallet at home, he could have been able to purchase his necessary items.
- 7.If I hadn't studied hard the day before the final exam, I might not have achieved the first rank in my exam.
- 8.If Sami had applied immediately for the scholarship, he could have got it.
- 9.If he hadn't left his camera at home, he could have been able to take pictures of the parade.
- 10.If I had known your phone number, I could have been able to contact you.
- 11.If I hadn't had a headache yesterday, I might have done well in the Maths test
- 12.If Marwan hadn't worked really hard the day before the exam, he might not have got top marks.
- 13.If you hadn't had a bright-coloured T-shirt, I might not have noticed you in the crowd.
- 14.If Ahmad had prepared better for the competition, he might have won the first prize.
- 15.If our team hadn't trained before the match, they might not have won the game.

AHMAD DAOUD (0788397044)

*إعادة كتابة الجملة باستخدام If / Unless

.....
.....

*خطوات الحل :

1) عند تحويل جملة (Unless) الى جملة (If) نتبع ما يلي :

-V(-s) → does + not + V1

-V1 → do + not + V1

-is/am/are → is/am/are + not

2) عند تحويل جملة (If) الى جملة (Unless) نقوم فقط بحذف النفي من الجملة.

Examples:

1) He will die **unless** the doctors **are** aware of his case.

-**If** the doctors **aren't** aware of his case, he will die.

2) **If** the weather **isn't** hot, we can't take off our coats.

-**Unless** the weather **is** hot, we can't take off our coats.

*ملاحظة:

.....
.....

3) I **will** see my friends **if** I go early.

-**Unless** I go early, I **won't** see my friends.

AHMAD DAUD (0788397044)

***Exercise:**

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

-

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

-

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

-

4.If you study hard, you will pass your exam.(unless)

-

5.Unless you are clever, you will fail.(if)

-

Answers:

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

2.If you aren't highly qualified, you won't get a better job.

3.Unless he has enough money, my father won't change his car.

4.Unless you study hard, you won't pass your exam.

5.If you aren't clever, you will fail.

AHMAD DAUD (0788397044)

Giving an advice

إعطاء النصيحة

*إعادة كتابة الجملة لإعطاء النصيحة باستخدام الجملة الشرطية النوع الثانى وعبارات أخرى مثل :

- If I were you , I would + V1..... .
- Why don't you + V1 ?
- You could + V1

*ملاحظة :

- نعرف أن الجملة على هذا الموضوع (إعطاء النصيحة) عندما تبدأ بالعبارات التالية :

- It would be a good idea for you to.....
- You should / shouldn't
- You ought to.....

وهذه العبارات تحذف فى الحل ونستخدم مكانها الكلمات المطلوبة بين قوسين (.....).

Examples:

1. I think you should send a text message. **(If)**
-If I were you, I would send a text message.
2. I think you shouldn't get up late. **(would)**
-If I were you, I wouldn't get up late.
3. You ought to get some work experience. **(don't)**
-Why don't you get some work experience.
4. It would be a good idea for you to make a list of questions. **(were)**
-If I were you, I would make a list of questions

AHMAD DAUD (0788397044)

SB / 3 (P 74) :

-Complete the following mini-dialogues by giving advice:

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

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

AB / 12 (P 52) :

-Rewrite the advice, using the words in brackets .

- You should practise the presentation several times.**(were)**
-
- It would be a good idea for you to make a list of question.**(could)**
-
- You ought to get some work experience.**(don't)**
-
- You shouldn't look too casual.**(If)**
-
- You should do a lot of research.**(would)**
-

Answers:

- If I were you, I would practise the presentation several times.
- You could make a list of question.
- Why don't you get some work experience.
- If I were you, I wouldn't look too casual.
- If I were you, I would do a lot of research.

Ex.2:Complete the sentences with the expressions from the box, that ask for or give an advice: (you could / If I were you / why don't you)

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

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

AHMAD DAUD (0788397044)

My job as an interpreter

وظيفتي كمتترجمة فورية

Word	English	Arabic
headphones	a piece of equipment that you wear over your ears to listen privately to the radio, music, etc.	سماعات الرأس
interpreter	someone who translates spoken words for one language into another.	مترجم فوري
regional	relating to a particular region or area .	اقليمي / محلي
rewarding	giving personal satisfaction .	مجزي (يشعرك بالرضا)
secure	safe ; free from danger.	أمن
seminar	a class on a particular subject , usually given as a form of training.	ندوة / حلقة بحث
translation	the process of converting documents from one language to another.	ترجمة
fond of	having an affection or liking for someone or something.	مولع بـ
concentration	attention , or attention span.	تركيز

*الضمانر الموجودة في النص وعلى ماذا تعود:

* I / me / my → Fatima Musa	7) who → anyone in the room
* you → readers / students	8) it → a career as interpreter
1) they → many students	9) that → the English words
2) it → to do my job	10/11) that → the words
3) we → Fatima's family	12) it → specialist language
4) him → my father	13/14) it → an interpreter
5) they → a person	15/16) it → interpreter job
6) this → I give the translation ... at the meeting	17) it → if I translate things badly

My name is Fatima Musa and **I** have worked as an **interpreter** for five years. Many students have emailed **me** about **my** work because (1) **they** want to know what (2) **it** would be like to do **my** job. So here is **my** reply.

اسمي فاطمة موسى ولقد عملت كمتترجمة فورية لمدة خمس سنوات. العديد من الطلاب قد راسلوني حول عملي لأنهم يريدون أن يعرفوا ما يتوجب فعله للقيام بعملي. لذلك هذا ردي.

I have always been **fond of** languages. **My** father worked in many different countries when **I** was young and (3) **we** usually travelled with (4) **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.

لقد كنت دائما مولعا باللغات. عمل والدي في العديد من البلدان المختلفة عندما كنت صغيرة ونحن عادة كنا نساfer معه. عندما نزرور أي دولة، أردت دائما أن أتعلم اللغة. في المدرسة كنت جيدة جدا في اللغة الانجليزية. لذلك، قررت أن أتخذ مهنة مترجمة فورية.

AHMAD DAUD (0788397044)

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 (5)**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. (6)**This** means that anyone in the room (7)**who** speaks Arabic can understand what people are saying.

تشمل وظيفتي الآن الذهاب الى المؤتمرات والندوات المهمة في أنحاء العالم. عندما يتحدث أحدهم باللغة الانجليزية في المؤتمر، أستمع الى ما يقولونه من خلال سماعات الرأس. ثم أترجم الى اللغة العربية بينما المتحدث يتحدث. أقدم الترجمة من خلال سماعات الرأس الى الأشخاص الآخرين في الأتتماع. هذا يعني أن أي أحد في الغرفة الذي يتحدث اللغة العربية يمكنه أن يفهم ما يقوله الناس.

Is (8)**it** an easy job? Not at all. English is not the same in all English-speaking countries. For example, the English words (9)**that** are used in India are sometimes different to the words (10)**that** people us 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 (11)**that** are used to talk about business, science or law, for example, make (12)**it** almost a different language!

هل هو عمل سهل؟ على الاطلاق. الانجليزية ليست هي نفسها في جميع البلدان الناطقة باللغة الانجليزية. على سبيل المثال، الكلمات الانجليزية التي تستخدم في الهند تختلف أحيانا عن الكلمات التي يستخدمها الناس في المملكة المتحدة، الولايات المتحدة الأمريكية أو أستراليا. وكذلك معرفة اللغة الانجليزية الاقليمية، تحتاج أيضا الى معرفة الكثير من اللغة المتخصصة. بعض الكلمات التي تستخدم للحديث في الأعمال التجارية، العلوم أو القانون، على سبيل المثال، تجعلها تقريبا لغة مختلفة!

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, (13)**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.

ما لم يكن لديك شهادة باللغة، فلن تكون قادرا على أن تصبح مترجما. وإذا كان لديك مؤهلات الدراسات العليا، ربما تحصل على وظيفة مترجم بسرعة. إذا حصلت على مقابلة لوظيفة، سوف تحتاج الى اثبات أن لديك مهارات الاستماع الجيد وصوت تحدث/نطق واضح. سوف تحتاج أيضا الى اظهار أنه يمكنك التفكير بسرعة وتكون قادرا على التركيز لفترات طويلة من الزمن. إذا كنت ناجحا، فإنها ستكون وظيفة آمنة ومجزية. وربما يتوجب عليك السفر كثيرا، ولكن هذا ليس مشكلة طالما تستمتع بزيارة بلدان أخرى.

(14)**It** is a very responsible job. **I** am aware that if **I** translate things badly, (15)**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.

انها وظيفة ذات مسؤولية كبيرة. وأنا أدرك أنني اذا ترجمت أشياء بشكل سيء، ويمكن أن تؤثر على قانون مهم أو اتفاق تجاري بين البلدان. ومع ذلك، يمكنك الحصول على شعور كبير من الأرتياح عندما تعلم أن الناس يفهمون كل ما تترجم.

AHMAD DAUD (0788397044)

***Before you read:**

1) At international conferences, how people from different countries understand each other?

في المؤتمرات العالمية، كيف الناس من دول مختلفة يفهمون بعضهم؟

- ***Suggested answer:** At international conferences, people from different talk to each other through interpreters. The interpreter listens to what is said through headphones and then translates it into the listener's native language while the speaker is talking. The interpreter gives the translation through headphones to other people at the meeting.

2) Which of the following can help you to understand foreign languages? أي من التالية تساعدك في فهم اللغات الأجنبية؟

- interpreter and translation.

3) What are the six official languages used at the United Nations? ما هي اللغات الرسمية الستة المستخدمة في الأمم المتحدة؟

- The six official languages of the UN are Arabic, English, Spanish, Chinese, French and Russian.

***Comprehension:**

1) Fatima Musa's job involves وظيفة فاطمة موسى تشمل

2) As well as knowing regional English, you also need to know بالإضافة لمعرفة الانجليزية الاقليمية، تحتاج أيضا الى معرفة

3) Unless you have a language degree, you will not ما لم تحمل شهادة جامعية في اللغة، فلن

4) Provided that you have a postgraduate qualification, you will probably get اذا كان معك مؤهل جامعي عالي، فانك

5) You will probably need to travel a lot, but that is not a problem as long as ربما ستحتاج الى أن تسافر كثيرا، لكن ذلك ليس مشكلة طالما

6) Quote the sentence which shows how long has Fatima Musa been working as an interpreter.

اقتبس الجملة التي توضح المدة التي استغرقتها فاطمة موسى في عملها كمتترجمة فورية.

7) What is the reason that made Fatima Musa works as an interpreter? ما السبب الذي جعل فاطمة موسى تعمل كمتترجمة فورية؟

AHMAD DAOD (0788397044)

8) Writ down the sentence which indicates that Fatima has always liked languages.

أكتب الجملة التي تشير على أن فاطمة كانت دائما تحب اللغات.

9) There are many things made (helped) Fatima to learn languages when she was young. Write two of them. هناك أشياء كثيرة جعلت أو ساعدت فاطمة أن تتعلم لغات. أكتب اثنين منها.

10) Working as interpreter involves attending many events. Mention two of them.

يشمل العمل كمترجم فوري حضور مناسبات كثيرة. أذكر اثنين منها.

11) There are some steps for translating which Fatima followed at conferences. What are they?

هناك بعض الخطوات للترجمة التي اتبعتها فاطمة في المؤتمرات. ما هي؟

12) Which device of technology does Fatima Musa use? ما هي أداة التكنولوجيا التي تستخدمها فاطمة موسى؟

13) Find a word in the text that means “a class on a particular subject”

14) What does the underlined word “who” refer to?

15) According to Fatima Musa, as an interpreter, you should know two things. Write down these two things. حسب فاطمة موسى، كمترجم فوري، ينبغي عليك أن تعرف شيئين. أكتب هذين الشيئين.

16) Fatima Musa mentioned that her job as an interpreter in not easy job. Do you agree with her?

ذكرت فاطمة موسى أن عملها كمترجمة فورية ليست وظيفة سهلة. هل توافقها؟ برر اجابتك. Justify your answer.

17) Write down an example of regional language mentioned in the text. أكتب مثال على اللغة الاقليمية ذكر في النص.

18) The article states that an interpreter has to know specialist language. Write down the reason for that. يقول المقال أنه يجب على المترجم الفوري أن يعرف اللغة المتخصصة. أكتب سبب ذلك.

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19) There are three fields in which specialist language is used. Write them down.

..... هناك ثلاثة مجالات تستخدم فيها اللغة المتخصصة. أكتبها.

20) What are the qualifications (requirements) you need to become an interpreter?

..... ما هي المؤهلات (المتطلبات) التي تحتاجها لتصبح مترجم فوري؟

21) An interpreter should have many things/skills during the interview to get the job of an interpreter.

Write down three of them. ينبغي على المترجم أن يكون لديه أشياء/مهارات كثيرة خلال المقابلة ليحصل على وظيفة مترجم فوري.

..... أكتب ثلاثة منها.

22) Fatima Musa mentioned two benefits (advantages/privileges/characteristics) of the job of an interpreter. Mention them.

ذكرت فاطمة موسى فائدتين (إيجابيتين/امتيازين/خاصيتين) لوظيفة مترجم فوري. أذكرهما.

.....

23) According to Fatima Musa, working as interpreter is a very responsible job. Write down the reason for that.

وفقا لفاطمة موسى، العمل كمترجم فوري هو عمل ذات مسؤولية كبيرة. أكتب سبب ذلك.

.....

24) What is the effect (consequence) of bad translation?

ما هو تأثير الترجمة السيئة؟

.....

25) Write down the sentence which shows when the interpreter is convinced with his job.

أكتب الجملة التي تبين متى يقتنع المترجم بعمله.

.....

26) When does the interpreter become satisfied?

متى يكون المترجم الفوري راضيا عن عمله؟

.....

***Critical thinking:**

27) To get a good job, you should have many skills and qualifications. Suggest three things you can do to get a good job.

لتحصل على وظيفة جيدة، ينبغي أن يكون لديك مهارات ومؤهلات كثيرة. اقترح ثلاثة أشياء يمكنك فعلها لتحصل على وظيفة جيدة.

.....

***Suggested answer:** a. learning foreign language b. taking training courses

c. doing postgraduate studies

28) Do you think you have the necessary qualifications to be an interpreter? Would you like to be an interpreter? Why / why not?

هل تعتقد أن لديك المؤهلات لتكون مترجما؟ هل ترغب أن تكون مترجما؟ لماذا / لماذا لا؟

***Suggested answer:** Yes, I have. I'd like to be an interpreter because I like to speak different languages and travel to different countries. Furthermore, it is a secure and rewarding job.

.....

***Answers:**

1) important conferences and seminars around the World.
2) a lot of specialist language.
3) be able to become interpreter.
4) a job as an interpreter quite quickly.
5) you enjoy visiting other countries.
6) My name is Fatima Musa and I have worked as an interpreter for five years.
7/8) I have always been fond of languages.
9) a. My father worked in many different countries when I was young and we usually travelled with him.
b. At school I was very good at English.
10) conferences and seminars around the world.
11) 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.
12) headphones. 13) seminars. 14) anyone in the room
15) As well as knowing regional English, you also need to know a lot of specialist language.
16) Yes, I agree. 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.

17) the English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia.
18) Some of the words that are used to talk about business, science or law, for example, make it almost a different language!
19) business, science or law.
20) a language degree.
21) 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.
22) it is a secure and rewarding job.
23) I am aware that if I translate things badly, it could affect an important law or trade agreement between countries.
24) it could affect an important law or trade agreement between countries.
25) However, you get a huge feeling of satisfaction when you know that people understand everything that you translate.
26) when you know that people understand everything that you translate.

***AB / 1 (P 49) :**

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

career headphones interpret seminar regional rewarding translation

1. Please listen to the music through , so that you don't disturb anyone.
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

AHMAD DAUD (0788397044)

Collocation	المعنى
taking a course	يلتحق بدورة
feeling of satisfaction	شعور بالرضا
passwords – secure	تأمين – كلمة السر
responsible person	شخص مسؤول
get a job	يحصل على وظيفة
long meeting	اجتماع طويل

*AB / 2 (P 49) :

-Circle the correct words:

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

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

***Verbs with prepositions**) : أفعال تلازمها حروف جر

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

*AB / 3 (P 49) :

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** the 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

AHMAD DAOUD (0788397044)

Stepping into the business world

الدخول في عالم الأعمال (وزاري 2017)

Word	English	Arabic
pensions	money you save over your lifetime to pay for your old age.	رواتب تقاعدية
web enquiries	online questions.	استفسارات على الإنترنت
calculations	maths; work with numbers.	حسابات
recruiting	finding suitable employees.	توظيف
marketing	promoting your product; finding customers.	تسويق
work experience	a period of time that someone spends working in a particular place.	خبرة عمل
Curriculum Vitae (CV)	a short, written description of a person's qualifications, skills and work experience that they send to potential employers.	السيرة الذاتية
business management	an area of study which involves learning about running a company, in areas like controlling, leading, monitoring, organising and planning.	ادارة أعمال

*الضمائر الموجودة في النص وعلى ماذا تعود:

*I / me / my → Ricky Miles	10) which → a course in Management
1) who → students	11) we / all → students
2) some → students	12) it → work experience
3) them → students	13) there → in a company
4) which → graduate training schemes	14) that → a company
5) who → Ricky Miles	15) they → different people
6) you → Ricky Miles	16) them → different people
7) it → studying Business Studies	17) their → different people
8) one → period of work experience	18) it → my job
9) they → two periods of work experience	

Business Studies is a popular choice for students (1) **who** are choosing a degree course in the UK. After graduating, (2) **some** go on to further study, but **some** of (3) **them** take up employment. Many large companies offer graduate training schemes, (1) (4) **which** are a kind of apprenticeship. We went to meet twenty-two-year-old Ricky Miles, (5) **who** is about to graduate in the subject.

الدراسات الاقتصادية هي خيار شائع للطلاب الذين يختارون دورة تأهيلية في المملكة المتحدة. بعد التخرج، بعضهم يتوجهون الى المزيد من الدراسة، لكن معظمهم ينخرطون في العمل. العديد من الشركات الكبرى تقدم برامج تدريب الخريجين، (1) والتي هي نوع من التدريب المهني. ذهبنا لمقابلة ريكي مايلز ذو الأثنين والعشرين عاما والذي هو على وشك التخرج في هذا المجال.

How long have (6) **you** been studying Business Studies, Ricky? (7) **It's** a four-year course, including two periods of work experience. Each (8) **one** lasted six months, (2) **but** (9) **they** weren't in the same year.

منذ متى وأنت تدرس الدراسات الاقتصادية/التجارية، ريكي؟ انها دورة مدتها أربع سنوات، بما في ذلك فترتين من الخبرة في العمل. كل واحدة استمرت ستة أشهر، (2) لكنها لم تكونا في نفس السنة.

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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**, (10)**which** is about **recruiting** and managing staff, and how to deal with conflict, and a course in Advertising. (11)**We all** had to do IT, too, (3) *because computer skills are essential.*

ما الذي قد درسته بالضبط خلال تلك السنوات الأربع؟ الكثير جدا! الرياضيات، بالطبع، المحاسبة، المالية والاقتصاد. نعم، التسويق والمبيعات، أيضا. كما أنني أخذت دورة في الإدارة، وهي عبارة عن توظيف وإدارة الموظفين، وكيفية التعامل مع الأزمة، ودورة في الاعلان. كما علينا جميعا أن نأخذ دورة تكنولوجيا المعلومات، أيضا، (3) لأن مهارات الحاسوب ضرورية.

What did you most enjoy about the degree? The work experience, definitely. **I** learnt so much, both times, (4) *and of course* (12)**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!

بماذا استمتعت أكثر خلال الدورة؟ الخبرة في العمل، بالتأكيد. لقد تعلمت الكثير، في كلا الفترتين، (4) وبالطبع، ستكون مهمة في سيرتي الذاتية. احدى الشركات عرضت علي عملا مأجورا في الصيف الماضي، لذلك تمكنت من الحصول على تجربة أكبر بهذه الطريقة. أيضا، لن أكون قد امتلكت الكثير من المال في العام الماضي لو لم يكن لدي تلك الوظيفة!

What kind of company was that, and what did you do (13)**there?** It was a company (14)**that** provides financial products – savings and **pensions**, mostly. At first I just 'shadowed' different people, (5) *watching what* (15)**they** were doing. Then **I** did quite a lot of checking for (16)**them** – you know, checking (17)**their** calculations. When **I** went back in the summer, **I** was in the sales department. **My** job was to follow up **web enquiries**, (6) *and sent out further information to possible clients.* **I** enjoyed (18)**it**, and **I** wouldn't have had that opportunity if **I** hadn't done the work experience first.

أي نوع من الشركات كانت، وماذا فعلت هناك؟ لقد كانت شركة توفر الخدمات المصرفية – المدخرات والرواتب التقاعدية، غالبا. في البداية أنا فقط "أدقق" على مختلف الأشخاص، (5) *مراقبة ماذا كانوا يفعلون.* ثم قمت بالعديد من التدقيق عليهم – كما تعرف، التحقق من حساباتهم. عندما عدت في الصيف، كنت في قسم المبيعات. كانت وظيفتي متابعة التحقيقات على شبكة الانترنت، (6) *وارسال المزيد من المعلومات للعملاء المحتملين.* لقد استمتعت بهذا، ولن تكون قد توفرت لي هذه الفرصة لو لم يكن عندي خبرة في العمل في البداية.

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, (7) *Ill have to prepare really carefully.*

ما الذي تخطط للقيام به بعد ذلك؟ لقد تقدمت للتو لوظيفة في أحد البنوك. لدي المؤهلات المناسبة، لكنني أعرف أنه سوف يكون هناك الكثير من المتقدمين الآخرين. يتوجب علي أن أنتظر لأرى اذا بإمكانني أن أحصل على مقابلة. اذا استطعت، (7) *يتوجب علي أن أستعد بشكل جيد.*

1) What is the name of Ricky's degree? ما هو اسم شهادة ريكي؟

2) How did he spend a quarter of his time as a student? كيف أمضى ربع وقته كطالب؟

3) What kind of company did he work for last summer, and what was his job? ما نوع الشركة التي عمل بها في الصيف الماضي، وماذا كانت وظيفته؟
.....

4) What is he waiting to find out? ما الذي ينتظره؟
.....

5) Would you like to do the same kind of degree course as Ricky? Why / why not? Write two or three sentences. هل ترغب أن تقوم بنفس نوعية دراسة ريكي؟ لماذا / لماذا لا؟ أكتب جملتين أو ثلاثة جمل.
.....

6) Students in the UK choose one of two choices after graduation. Write down these two choices.
.....

..... يختار الطلاب في المملكة المتحدة خيار واحد من خيارين بعد التخرج. أكتب هذين الاختيارين.

7) What kind of training schemes which offers for graduate students? ما نوع البرامج التدريبية التي تقدم للخريجين؟
.....

8) What are the institutions that provide graduate schemes? ما هي المؤسسات التي تقدم برامج تدريبية للخريجين؟
.....

9) Write down the sentence which indicates that Ricky has studied at the university.
.....

..... أكتب الجملة التي تشير على أن ريكي قد درس في الجامعة.

10) How long do business studies take? كم من الوقت تستغرق
.....

11) the two of periods of the work experience have two qualities (properties/characteristics). Mention them. فترتي خبرة العمل لهما صفتين (مميزات/خصائص). أذكرهما.
.....

12) Mention three subjects that Ricky studied in the university. أذكر ثلاثة مواد التي درسها ريكي في الجامعة.
.....

13) The students of Management study some subjects. Write them down. يدرس طلاب الإدارة بعض المواد. أكتبهم.
.....

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14) Quote the sentence which shows the course that compulsory to all students.

..... اقتبس الجملة التي تبين اسم المساق الذي كان اجباريا لجميع الطلاب.

15) According to the text, all students had to do IT. What is the main reason for that? حسب النص، كان على جميع الطلاب أن يأخذوا مساق تكنولوجيا المعلومات. ما هو السبب الرئيسي لذلك؟

16) Find a word in the text that means "finding suitable employees".

17) What does the underlined word "one" refer to?

18) Ricky thinks that having a degree in Business Studies is very beneficial and he enjoyed it. is he justified? Explain your answer. يعتقد ريكي أن الحصول على دورة في دراسات الأعمال مفيد جدا وأنه استمتع بها. هل له ما يبرره؟ اشرح اجابتك.

19) What helped Ricky to get a job last summer? ما الذي ساعد ريكي في الحصول على وظيفة في الصيف الماضي؟

20) There are many benefits for the paid work that Ricky got it in a company last summer. Write down two benefits of them. هناك فوائد كثيرة للعمل المأجور الذي حصل عليه ريكي من شركة في الصيف الماضي. أكتب فائدتين منهم.

21) There are two types of services (financial products) that are provided by the company that Ricky worked in. write them down. هناك نوعان من الخدمات(المنتجات المالية) التي تقدمها الشركة التي عمل فيها ريكي. أكتبهما.

22) According to Ricky, At first I just 'shadowed' different people. How did he do that?

..... حسب ريكي، في البداية أنا فقط "أدقق" على مختلف الأشخاص. كيف فعل ذلك؟

23) What was Ricky's job in the sales department? ماذا كانت وظيفة ريكي في قسم المبيعات؟

24) What job did Ricky plan to? ما الوظيفة التي خطط ريكي لها؟

25) Ricky says: "I'll have to prepare really carefully". What is the reason?

..... يقول ريكي: " يتوجب علي أن أستعد بشكل جيد". ما السبب لذلك؟

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***Critical thinking:**

26) Work experience is essential for finding jobs in the future. Suggest three things you can do in order to get work experience. خبرة العمل ضرورية لاجاد وظائف في المستقبل. اقترح ثلاثة أشياء يمكنك القيام بها لكي تحصل على خبرة عمل.

- a. training courses b. doing part time c. doing voluntary work

27) Is it usual for people to change jobs in their lifetime? What reasons might there be for people to change their people? أليس من الطبيعي بالنسبة للناس أن يغيروا الوظائف في حياتهم؟ ما هي الأسباب بالنسبة للناس أن يغيروا وظائفهم؟

- **Suggested answer:** Yes, people usually change jobs during their lifetime. This may be because they have lost their jobs or because they are looking for a job with better considers or a better environment.

***Answers :**

- | | |
|---|--|
| <p>1) Business Studies.
2) doing work experience.
3) it was a company providing financial products, and his job was to follow up web enquiries.
4) whether or not he will get an interview.
5) Yes, because I will need work experience in the future. As well as I would like to work in stock market.
6) some go on to further study, but some of them take up employment.
7) which are a kind of apprenticeship.
8) Many large companies offer graduate training schemes.
9 +10) It's a four-year course, including two periods of work experience.
11) each one lasted six months, but they weren't in the same year.
12) maths, accounting, finance and economic, Marketing and sales.
13) which is about recruiting and managing staff, and how to deal with conflict, and a course in Advertising.</p> | <p>14) We all had to do IT, too, because computer skills are essential.
15) because computer skills are essential.
16) recruiting.
17) period of work experience.
18) The work experience, definitely. I learnt so much, both times, and of course it looks great on my curriculum vitae.
19) work experience.
20) 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!
21) savings and pensions.
22) watching what they were doing. Then I did quite a lot of checking for them – you know, checking their calculations.
23) to follow up web enquiries, and sent out further information to possible clients.
24) I've just applied for a job with a bank.
25) I'll just have to wait and see if I get an interview.</p> |
|---|--|

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*SB/P(74):

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

"I've learned that making a living is not the same thing as making a life." Maya Angelou (1928 CE- 2014 CE) "لقد تعلمت أن كسب العيش لا يعني حياة تستحق العيش"

- **Suggested answer:** I agree with this quotation, because 'making a life' is not totally dependent on the money you earn, but it also depends on your friends and family and how you decide to behave. أتفق مع هذا الاقتباس، لأن صناعة الحياة لا تعتمد بالكامل على المال الذي تكسبه، لكن أيضا على أصدقائك وعائلتك وكيف تقرر وتتصرف.

*AB / 11 (P 51) :

- Match the words in bold in the text with their meanings:

marketing recruiting pensions calculations web enquiries

1. Money you save over your lifetime to pay for your old age:
2. Online questions:
3. Maths, work with numbers:
4. Finding suitable employees:
5. Promoting your product, finding customers:

***Answers:** 1. pensions 2. web enquiries 3. calculation 4. recruiting 5. marketing

*SB(2) / P(76): **Vocabulary**

- You can see the following words in a curriculum vitae. **Which words or phrases apply to skills which people need in a job?** سترى هذه الكلمات في السيرة الذاتية. أي الكلمات أو العبارات تتعلق بالمهارات التي يحتاجها الناس للوظيفة؟

achievements / إنجازات / adaptable / قادر على التكيف / competent / متخصص / conscientious / شديد الاهتمام / contact details / تفاصيل شخصية / enthusiastic / متحمس / keen / حريص / personal attributes / سمات شخصية / qualifications / مؤهلات / reference / خبرة عمل / training / تدريب / work experience / مرجع

***Answers:** achievements / qualifications / training / work experience

AHMAD DAUD (0788397044)

***SB(3) / P(76): Reading**

- These people are applying for a job at a pharmaceutical company. **Read and complete the two curriculum vitas with the headings in the box.** اقرأ وأكمل. هؤلاء الناس يتقدمون لوظيفة في شركة دوائية. السيرة الذاتية بالعناوين من الصندوق

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

سيدي/سيدتي العزيزة)،
أود تقديم طلب لوظيفة باحث في شركة الأدوية الخاصة بكم. وكما يتبين من السيرة الذاتية المرفقة التي تحتوي على شهادة في الكيمياء. وعلاوة على ذلك، لقد عملت كمساعد في صيدلية، لذلك أعرف الكثير حول هذه الصناعة. لدي أيضا مؤهل في الصحافة وعملت سابقا في مجلة علمية. لدي مهارات ممتازة في مجال البحث. في وقت فراغي، أساعد كبار السن، وأستطيع أن أرى الفرق الذي يمكن أن تعمله الأدوية لحياتهم. أنا حريص جدا للانضمام الى الشركة التي يمكن أن تساعد الناس فعلا.
وأنتي أتطلع الى الاستماع منكم بشأن المرحلة المقبلة من طلبي.
المخلص لكم،
طارق حكيم

1) **Name:** Tareq Hakim

2) **Contact details:** 5 North Street, Ajloun

3) **Work experience:** 2009-2012: shop assistant at a chemist's
2012-2014: reporter for *Medicine Today*
2014-now: editor at a scientific journal

4) **Qualifications and training:** Degree in Chemistry (graduated 2008);
Certificate in Journalism (2011)

5) **Skills and achievements:** Captain of school basketball team;
Voluntary work for a charity that helps elderly people

6) **Personal attributes:** I am a conscientious worker and I am very enthusiastic about working in pharmaceuticals.

7) **Reference:** Osama Hayek, Chemistry teacher at my secondary school

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***SB(3) / P(77):**

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

عزيزي السيد رحال،
أنا مهتم جدا بوظيفة باحث في شركة الأدوية الخاصة بكم. سوف ترى من خلال السيرة الذاتية المرفقة أنني قد عملت في المبيعات في شركة أدوية كبيرة لسنوات عديدة. لقد كنت ناجحا جدا في هذا العمل، وكنت مندوب مبيعات لعام 2013م. وأرغب الآن بتحدي جديد وسوف أكون مهتما في الانتقال للبحث. لدي شهادة في الفيزياء. أنا موظف متخصص وقابل للتكيف واعتقد أنني يمكن أن أكون ناجحا في أي وظيفة. أنا أحب القراءة والتخييم. وأحب السفر أيضا. المراجع تتوفر في الطلب. انني أتطلع الى الاستماع منكم. تفضلوا بقبول فائق الاحترام،
هشام الخطيب

- 1) **Name:** Hisham Khatib
- 2) **Contact details:** 22 East Way, Irbid
- 3) **Work experience:** 2010-now: Sales Representative for a large pharmaceutical company
- 4) **Qualifications and training:** Degree in Physics (graduated 2009)
- 5) **Skills and achievements:** I won Salesperson of the Year Award in 2013 CE.
- 6) **Personal attributes:** I am a very competent worker. I am also adaptable.
- 7) **Reference:** Samira Rahhal, the director in my current job

***SB(4) / P(77): Speaking**

- Read the requirements of the pharmaceutical company for the position that both Hisham and Tareq have applied for. **Who do you think is the best applicant for the job, and why? How could their applications be improved?**

اقرأ متطلبات الشركة الدوائية فيما يتعلق بالوظيفة التي تقدم لها كل من هشام و طارق. من تعتقد برأيك أفضل متقدم للوظيفة، ولماذا؟ كيف بإمكان تحسين طلبيهما؟

Researcher for a pharmaceutical company

An established pharmaceutical company is looking for a researcher. The successful applicant will satisfy

The following requirements:

- * A good Science degree
- * Knowledge of the pharmaceutical industry
- * Previous experience of working in this industry
- * Excellent research skills

مطلوب باحث لشركة أدوية

شركة دوائية عريقة تتطلع لباحث. مقدم الطلب الناجح عليه أن يلبي المتطلبات التالية:

- * شهادة في العلوم
- * معرفة في الصناعات الدوائية
- * خبرة سابقة في العمل في هذه الصناعة
- * مهارات البحث الممتازة

***Suggested answer:** Tareq might be the best applicant for someone starting out in his career, but Hisham has more relevant experience. قد يكون طارق مقدم الطلب الأفضل لشخص في بداية وظيفته، ولكن هشام لديه خبرة أكثر صلة.

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وظائف لغوية Functions

الكلمة / التعبير / expression/word	الوظيفة اللغوية / Function
Pronouns: (he/she/it /they.....)	Linking ideas
Because/since/as/due to/because of	Showing a reason
Therefore/so/consequently/as a result/because of that	Showing a result
How can	Puzzlement
Also/and/furthermore/likewise/in addition	Addition
Dear(name)/hello(name)/hi/best wishes/see you soon/looking forward/hearing from you	Writing informally
What do you think about/let's talk about/could you explain that more fully?	Expressions of agreement
Wish/if only + Past perfect	Expressing regrets about the past
Wish/if only + Past simple	Wishing about the present that is unlikely or impossible to happen
The zero conditional If+ Present simple/Present simple	Describing something that always happens after a certain event
The first conditional If+ Present simple/will+V1	Describing a future outcome of a certain event
The third conditional If+ Past perfect/would have+V3	Using to imagine past situations. These past situations are impossible, and didn't happen
If I were you/I would/I wouldn't it would be a good idea for you you should/ shouldn't you ought to / you could why don't you ...?	Giving an advice
Whereas/however/but/on one hand/on the other hand/on the contrary/in spite of Despite/although/conversely	opposition
Like / as	simile
Rush/hum/buzz/splash/swing/fresh/fizzt/ping/plop	onomatopoeia
The aim of this report is to/this report examines/in this report, ... will be examined	introduction
There are more than ... / the number of ...	Reporting information
It appears that/this result in/it is recommended that/ the best course of the action would be to	Conclusions/recommendations

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*طريقة اسئلة الوزارة على الوظائف اللغوية:

-Study the following sentences and answer the question that follows.

1.We couldn't go to the stadium **since** there weren't any ticket left.

-What is the function of using "**since**" in the above sentence? Showing a reason

2.My friend got high marks. **He** usually studies hard.

-What is the function of using the pronoun "**He**" in the above sentence? Linking ideas

3.**If I were you, I'd** study medicine.

-What is the function of using "**If I were you, I'd**" in the above sentence?

4.The accident occurred **due to** fast driving.

-What is the function of using "**due to**" in the above sentence?

5.Laila didn't get up early, **therefore** she missed the first bus.

-What is the function of using "**therefore**" in the above sentence?

6.**I wish I saw** my friend before he left to Cairo.

-What is the function of using "**I wish I saw**" in the above sentence?
.....

7.**Have you thought about** changing the type of motor oil for your car?

-What is the function of using the phrase "**have you thought about**" in the above sentence?
.....

8.If you press that button, the machine works.

-What is the function of using "**the zero conditional**" in the above sentence?
.....

9.If Hashem studies hard, he will pass his exam.

-What is the function of using "**the first conditional**" in the above sentence?
.....

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10) Study the following sentence and answer the question below:

A- Mona: I have a bad toothache.

B- Noha: I think you have to see the dentist.

-Which of the previous sentences give advice ?

Answer: (B)

11) Ahmad always arrives on time, furthermore his work is always excellent.

- The function of the underlined word is:

a. consequence **b.** result **c.** addition **d.** recommendation

12) This report examines the free time activities that your town has to offer.

- The function of the above sentence is:

a. opposition **b.** conclusion **c.** giving information **d.** introduction

13) Everywhere we go we will hear the constant buzz and hum of technology.

- The function of the underlined words are:

a. onomatopoeia **b.** simile **c.** metaphor

AHMAD DAUD (0788397044)

Pronunciation (اللفظ)

*SB / 7 (P 45) : Word stress and syllables

-Listen to the words in the box. How many syllables does each word have? In which syllable does the primary stress lie in the word? Check your answers in a dictionary.

secondary compulsory organisation development tuition achievement academic contradictor

*Answers:

-The number of syllables is in brackets after the word. The syllable with the primary stress is highlighted in **bold**.

sec-**ond**-ar-y (4) com-**pul**-so-ry (4) or-gan-i-**sa**-tion (5) de-**vel**-op-ment (4) tu-**i**-tion (3)
a-**chieve**-ment (3) ac-a-**dem**-ic (4) con-tra-**dic**-to-ry (5)

*Pronunciation (2): Sentence stress : (التشديد)

- Stress can change the meaning of the sentence. التشديد على كلمة معينة يمكن أن يغير معنى الجملة.

*Example:

1. I can't buy a car. أنا لا أستطيع شراء سيارة

2. I can't buy a car. أنا لا أستطيع شراء سيارة

1. Someone else can يعني : أن شخص آخر يستطيع شراء سيارة

2. Perhaps I could hire one يعني : ربما أستطيع إستئجار واحدة

*SB / 5 (P 69) :

- Match each one to its implied meaning. إربط كل جملة مع المعنى التي تتضمنه

1. The first ever Alia flight was in 1963 CE. أول رحلة على الإطلاق لعلياء كانت في عام 1963م

2. The first ever Alia flight was in 1963 CE. أول رحلة على الإطلاق لعلياء كانت في عام 1693م.

3. The first ever Alia flight was in 1963 CE. أول رحلة على الإطلاق لعلياء كانت في عام 1963م.

4. The first ever Alia flight was in 1963 CE. أول رحلة على الإطلاق لعلياء كانت في عام 1963م

AHMAD DAOUD (0788397044)

***Answers:**

1. (c) There were no Alia flights at all before 1963 CE. يعني: لم يكن هناك رحلات لعلياء على الإطلاق قبل عام 1963م.

2. (a) There were other flights before 1963 CE, but not Alia flights.

يعني: كان هناك رحلات أخرى قبل عام 1963م، لكن ليست رحلات لعلياء.

3. (d) Alia did other things before its first flight in 1963 CE.. يعني: فعلت لعلياء أشياء أخرى قبل رحلتها الأولى في عام 1963م.

4. (b) Alia's first flight was not in 1964 CE. يعني: رحلة لعلياء الأولى لم تكن في عام 1964م.

***SB / 6 (P 69) :**

-The word in bold in each sentence indicates the stress. Say the sentence. How does the meaning of each sentence differ?

1. I retired when I was 60, which was in 1999 CE. أنا **تقاعدت** عندما كان عمري 60، الذي كان في عام 1999م.

2. I **retired** when I was 60, which was in 1999 CE. أنا تقاعدت عندما كان عمري 60، الذي كان في عام 1999م.

3. I retired when I was **60**, which was in 1999 CE. أنا تقاعدت عندما كان عمري **60**، الذي كان في عام 1999م.

4. I retired when I was 60, which was in **1999** CE. أنا تقاعدت عندما كان عمري 60، الذي كان في عام **1999**م.

***Answers:**

1. It was I, not someone else, who I retired.

يعني: كان أنا ، وليس شخص آخر، الذي تقاعدت.

2. I did other things when I was 60, but this is when I retired.

يعني: فعلت أشياء أخرى عندما كان عمري 60، لكن هذا عندما تقاعدت.

3. I was 60 when I was retired, not another age.

يعني: كنت في الستين من عمري عندما تقاعدت، ليس في عمرا آخر.

4. It was in 1999 CE when I retired, not another year in the 1990s.

يعني: كان ذلك في عام 1999م عندما تقاعدت، ليس سنة أخرى في التسعينيات.

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***Exercise:**

(1) Study the following sentences and answer the question that follows:

1. The first ever Alia flight was in 1963 CE.
2. The first ever Alia flight was in 1963 CE.
3. The first ever Alia flight was in 1963 CE.
4. The first ever Alia flight was in 1963 CE.

- What does the underlined stressed words implied in these statements.

***Answers:**

1. There were no Alia flights at all before 1963 CE.
2. There were other flights before 1963 CE, but not Alia flights.
3. Alia did other things before its first flight in 1963 CE.
4. Alia's first flight was not in 1964 CE.

(2) Study the following sentences and answer the question that follows:

- 1) **Ahmad:** I retired when I was 60, which was in 1999 CE.
- 2) **Ahmad:** I retired when I was 60, which was in 1999 CE.
- 3) **Ahmad:** I retired when I was 60, which was in 1999 CE.

- What does the underlined stressed words implied in Ahmad's statements.

- 1) I did other things when I was 60, but this is when I retired.
- 2) I was 60 when I was retired, not another age.
- 3) It was I, not someone else, who I retired.

AHMAD DAUD (0788397044)

Editing (التحرير)

*يطلب منك في سؤال تصحيح الأخطاء ما يلي: (خطأ قواعدي) ، (خطأ بعلامات الترقيم) ، (خطأين بالإملاء) . جد الأخطاء الأربعة في الفقرات التالية وصححها :

-Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that have four mistakes (one grammar mistake, one punctuation mistake and two spelling mistakes). Find out these four mistakes and correct them.

(1) It is believe that when you learn a forein language, it helps to use the language as much as you can. What you speak a foreign language, you are constantly weighing up subtle differences in meaning of a word or the way that an atterance is made.

(2) Unless you haven't a language degree, you will not be able to become an interpreter. Provided that you have a bostgraduate qualification, you will probably get a job as an enterpreter 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.

(3) It is been proved that multilingual people are able to switch between two sestems of speech, writing and structure quite easily. They are also able to switch easily between completely different tasks?

(4) According to a study by the Organisation for Economic Co-operation and development (OECD). Students in japan, Indonesia and South Korea spend the more 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 inkludes optional after-school tuition and activities.

(5) A: Could you teling me where I should revise for exams?
B: If you were, I will find a quiet place to study. However! some students say they achieve better results if they have some soft bakground noise. If that works for you, it's fine.

(6) Economics or Business Studies are very usefull subjects for a degree in business Management .Other good choices are History, and of course any foreign languages will help you a lot in business one day. If you were unable to use Maths as needed. you might not ashieve everything you want to in business.

- 7) The concept of a is always based on the benefits it brings to a community.
 a. megaproject b. megaproject c. megaproject d. megaprojekt
- 8) The of the tower was Ahmad Ben Baso.
 a. arkitekt b. architect c. architek d. architict
- 9) I send from previous clients.
 a. rekomendations b. rekomendations c. recommendations d. recommendations
- 10) In this report we will look at the countries that Jordan trades with and what goods it exports and imports. a. (?) b. (.) c. (,) d. (:)
- 11) I always wanted to learn the language At school I was very good at English.
 a. (.) b. (!) c. (?) d. (,)
- 12) Is it an easy job Not at all English is not the same all English-speaking countries.
 a. (,/,) b. (?/.) c. (,/.) d. (?/,)

Answers:

- (1) a. believed b. foreign c. you can d. utterance
- (2) a. have b. postgraduate c. qualification d. interpreter
- (3) a. has b. people c. system d. tasks
- (4) a. Japan b. the most c. world d. includes
- (5) a. telling b. would c. However d. background
- (6) a. useful b. are c. needed d. achieve
- (7) C (8) b (9) d (10) C
- (11) a (12) b

AHMAD DAUD (0788397044)

Guided writing

الكتابة الموجهة

*يطلب منا في هذا السؤال استخدام صندوق معلومات لكتابة جملتين ، واحيانا لا يحدد عدد الجمل في حالة اذا كان الموضوع المطلوب عن سيرة حياة شخص. ويطلب منك استخدام ادوات ربط مناسبة لربط الجمل مع بعضها البعض.

(1) كتابة سيرة حياة شخص (Biography) :

-Read the information below, and then in your **ANSWER BOOKLET**, write a brief biography using all the given notes below about Najeeb Mahfouth. Use the appropriate linking words.

Name	Najeeb Mahfouth
Place/Date of Birth	Cairo, 1911
Place/Date of Death	Cairo, 2006
Occupation	Novelist
Achievements	Award the Nobel Prize for literature Father of modern Arabic literature

Najeeb Mahfouth **was born in** Cairo in 1911 **and died in** Cairo in 2006. **He was** a novelist. **He is considered** father of modern Arabic literature. **Also, he was** award the Nobel Prize for literature.

Name	Jabir ibn Hayyan
Date of Birth	722
Date of Death	815
Occupation	Famous Chemist
Achievements	-The founder of Chemistry -Built a set of scales that could weigh items over 6000 times smaller than a kilogram.

Jabir ibn Hayyan **was born in** 722 **and died in** 815. **He was** a famous Chemist. **Also, he was** the founder of Chemistry and built a set of scales that could weigh items over 6000 times smaller than a kilogram.

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(2) جدول يحتوي على عنوان يبدأ بكلمة تنتهي ب (-s) ويحتوي بداخله على جمل تبدأ كل واحدة منها بفعل مجرد.

*خطوات حل مثل هذا النوع من الكتابة الموجهة :

.....
.....
.....
.....

The advantages of mobiles

- Call friends
- Send messages
- Play games
- Entertain times

First, there are many advantages of mobiles **such as** calling friends **and** sending messages. **In addition, there are other** advantages of mobile **like** playing games **and** entertaining times.

Purposes of using table computer

- Surf the net
- Listen to music
- Read a book
- Keep-up-to-date with social media

First, there are many purposes of using table computer **such as** surfing the net **and** listening to music. **In addition, there are other** purposes of using table computer **like** reading a book **and** keeping-up-to-date with social media.

*ملاحظة: إذا بدأ العنوان باداءة سؤال (Wh-) مثل :

How (ways to)

Why (reasons why)

What (things/ways that)

AHMAD DAUD (0788397044)

How do we save forests?

- Avoid building residential areas
- Build parks for visitor
- Reduce cutting down trees
- Ban the criminals who cut trees

First, there are many ways to save forests such as avoiding building residential areas **and** building parks for visitors. **In addition, there are other ways to save forests like** reducing cutting down trees **and** banning the criminals who cut trees.

Why do people use the Internet websites?

- Buy things
- Book holidays
- Access bank accounts
- Seek about jobs

First, there are many reasons why people use the Internet websites such as buying things **and** booking holidays. **In addition, there are other reasons why people use the Internet websites like** accessing bank accounts **and** seeking about jobs.

***Example :**

Benefits of using technology in the classroom

- improve engagement.
- encourage individual learning.
- teach useful life skills.
- improve knowledge retention.

.....

.....

.....

.....

AHMAD DAOUD (0788397044)

Free writing

الكتابة الحرة

In your ANSWER BOOKLET, write a composition of about 120 words on ONE of the following : سيتم تحديد موضوعين يختار الطالب أحدهما.

(1) هذه المقدمة والخاتمة تصلح لكتابة مقالة عن موضوع

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

I think that (اسم الموضوع) is a very important subject to talk about in details because it has strong relation and effect with our life. Moreover, we should discuss (اسم الموضوع) from its all sides to headlight. In my opinion, no one can deny that (اسم الموضوع) has a great influence on our society and needs interest.

I think that + الأفكار من عندك حسب الموضوع والإرشادات الواردة في الموضوع

Finally, I'd like to say that I hope I have given enough and useful information about (اسم الموضوع) and views.

(2) هذه المقدمة والخاتمة تصلح لكتابة تقرير:

To: My school magazine

From: Zaid

Date: (تاريخ الامتحان)

Subject: (اسم الموضوع)

The purpose of this report is to discuss the reasons and results of (اسم الموضوع) .

I think that (اسم الموضوع) is a very important subject to talk about in details because it has strong relation and effect with our life. Moreover, we should discuss (اسم الموضوع) from its all sides to headlight. In my opinion, no one can deny that (اسم الموضوع) has a great influence on our society and needs interest.

I think that + الأفكار من عندك حسب الموضوع والإرشادات الواردة في الموضوع

Finally, I'd like to say that I hope I have given enough and useful information about (اسم الموضوع) and views.

AHMAD DAOD (0788397044)

(3 رسالة رسمية/التقدم لوظيفة: (Formal letter/applying for a job)

Dear Sir,

I am writing to you with regard to the post of as advertised in the local newspaper, as you can see from my enclosed CV, I have an MA degree in Fromwith an average of 85% . I have excellent experience in this field of work as I have worked as a/an in a reputable company. I took several intensive courses in English and I feel confident that my level of English will meet the demands of the job easily. Moreover, I am an excellent user of the computer skills as I have the ICDL certificate.

I look forward to hearing from you

Yours faithfully

Name

أكتب لكم فيما يتعلق بوظيفة (اسم الوظيفة) كما اعلن عنها في الصحيفة المحلية، كما ترون من خلال سيرتي الذاتية المرفقة فأنا احمل شهادة الماجستير في (اسم التخصص) من (اسم الجامعة) بمعدل 85% لدي خبرة ممتازة في هذا المجال من العمل كما أنني قد عملت ك (اسم العمل) في شركة ذات سمعة عالية. أخذت عدة دورات في اللغة الإنجليزية وأشعر بالثقة بأن مستواي في اللغة الإنجليزية سوف يلبي حاجات الوظيفة بسهولة. إضافة إلى أنني مستخدم ممتاز في استخدام مهارات الحاسوب حيث أنني أحمل شهادة الرخصة الدولية لقيادة الحاسوب.

أتطلع بشوق للسمع منكم

تقبلوا خالص التحية

الإسم

AHMAD DAUD (0788397044)

أحمد داود الدويديه 0788397044