

المستوى الرابع Level four

Module 5 + 6

Unit 9

الوحدة التاسعة

The world of business

عالم الأعمال

Unit 10

الوحدة العاشرة

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خيارات المهنة

Grammar

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UNIT 9 الوحدة التاسعة

Unreal past forms for past regrets صيغ الماضي الغير حقيقي للندم على ما فات

• 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 **Wish** و **if only** للتعبير عن الندم والتمني ويكون الندم على شيء فات في الماضي والتمني لحدوث شيء مستحيل في الحاضر

• The tense of the verb after **wish** is more in the past than the action it is describing.

Wish/ if only + had + v3

- I didn't do much work for my exam.

I wish I had done more work for my exam.

If only I had done more work for my exam

- I wish I hadn't bought these shoes. They hurt my feet.

- We're late. *If only we'd caught the earlier bus.*

Unreal past forms for present wishes التعبير عن التمني في الحاضر

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

نستخدم **I wish** و **If only** ثم فعل ماضي (تصريف ثاني) للتعبير عن تمنى حدوث فعل مستحيل حدوثه في الوقت الحاضر وذلك بوجود فعل مضارع في الجملة

NOTE: We usually say **I wish/If only + were.**

- I don't know the answer.

I wish I knew the answer.

- I live in a small flat.

I wish we lived in a bigger flat.

I wish we didn't live in a small flat.

If only we lived in a bigger flat.

If only we didn't live in a small flat.

- He is short

He wishes he were taller.

- We are young

If only we were older.

We wish we were older

SB P 65

5 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: الاجوبية

- 1- had studied 2- had done 3- had been 4- hadn't eaten

Grammar: Unreal past forms for present wishes

SB P 68

4 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 الاجوبية

- 1- were 2- understood 3- spoke 4- had

AB P 45

5 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 Ilistened 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 wedone it.

Answers

- 1- if 2- had 3- wish ; only 4- had 5- hadn't

AB P 45

6 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 Iearlier.
- 3- Nahla could not find her way round the city very easily.
If only shea 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 theybetter.

Answers

2- had gone 3- had had / had bought 4- hadn't forgotten it / hadn't left it at home 5- had played

AB P 45

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

- 1- I'm cold. (bring a coat)
If only I'd brought a coat.
I wish I'd brought a coat.
- 2- We're late. (get up earlier)
.....
.....
- 3 I feel ill. (not eat so many sweets)
.....
.....
- 4 Fadi has lost his wallet. (be more careful)
.....
.....
- 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'd been able to come / I wish she'd been able to come
- 6- If only I hadn't dropped it / I wish I hadn't dropped it.

AB P 45

8 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 Samira hadn't been angry at breakfast time
- 2- I wish I had concentrated properly in class today
- 3- Nader wishes he had been more careful with his essay
- 4- If only I had learnt English better when I was younger

AB P 47

11- 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 5- weren't so far away 6- didn't have a headache

Examples امثلة

Correct the verbs between brackets

1- I missed the bus

I wish I earlier. (**come**)

2- I didn't do well in the exam

If only I hard. (**study**)

3- I don't know the answer.

I wish I the answer. (**know**)

4- I can't drive because I am too young.

I wish I Older. (**be**)

Answers الاجوبة

1- had come 2- had studied 3- knew 4- were

1- I missed the bus. (**come earlier**)

I wish

2- Huda didn't pass the exam. (**study hard**)

If only

Answers: 1- I wish I had come earlier 2- if only she had studied hard

- **Complete each of the following sentences so that the new item has a similar meaning to the one before.**

1- I didn't bring my ruler with me.

I wish

2- I forgot my pen at home.

I wish

3- I am not good at maths.

If only

4- I forgot my keys at home.

If only

Answers:

1- I wish I had brought my ruler with me.

2- I wish I hadn't forgotten my pen at home.

3- If only I were good at maths.

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

Module 6

The Conditional / if clause الجملة الشرطية

UNIT 10

Zero and first conditionals with future time phrases الشرط الصفري والاول

● We use the zero conditional (**if + Present Simple v1/Present Simple v1**) to describe something that always happens (the inevitable consequence) after a certain action or event. للحقائق الحتمية والاكيدة

- *If plants don't get enough sunlight, they die.*

- *Water turns to ice if the temperature falls below zero.*

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

متوقع وممكن حدوثه في المستقبل

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

● We can use **provided that, as long as** إذا لم **unless** and **even if** in the same way as **if**, but they don't all mean the same thing.

- *I'll buy the book if/provided that/as long as it isn't too expensive.*

(I won't buy it if it is too expensive)

- *I'll buy it unless it's expensive.*

(I'll buy it if it isn't too expensive.)

- *I'll buy it even if it's expensive.*

(I will buy it. The price isn't important.)

The third conditional الشرط الثالث

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

● The **if**-clause states one event that did not happen.

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

(The person did not stay at home that day.)

● The main clause states the result, which also did not happen:

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

(The person attended the celebration.)

- *I wouldn't have gone to the library if my friend hadn't invited me.*

(My friend invited me to the library, so I went.)

- *If I'd studied harder, I'd have passed the exam.*

(I didn't study very hard, and I didn't pass.)

The third conditional with **could** and **might** الثالث باستخدام

● When we are talking about the imaginary past, we can use **could have or might have + past participle** in place of **would have + past participle**.

نستخدم **might** او **could** بدلا من **Would** في جمل الشرط الثالث عندما نكون غير متاكدين من نتائج الفعل المستحيل في الماضي.

- We use these past modals when we are less sure of the result of the impossible past situation.
 - *If I had prepared better for the competition, I **might** have won the first prize.*
(The speaker is not sure that this would have been true.)
 - *If I had slept better the night before the exam, I **could** have concentrated better.*
(It is possible that the speaker would have been able to concentrate.)
 - *If I'd gone to a different school, I **might** not have studied French. I **could** have taken English.*
 - *Our team **could** have won the match if they'd trained harder, and then they **might** have been champions now if they'd won.*

SB P 73

6 Choose the correct option to complete the sentences.

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

Answers الاجوبة

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

3 Complete the following mini-dialogues by giving advice.

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

SB P 74

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

- 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 الاجوبة

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

5 Work in pairs. Complete each sentence 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: الاجوبة

- 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

AB P 49

4 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..... a picnic next week. **(not rain/ have)**
- 5- If you..... the prize, how..... youthe money? **(win/spend)**
- 6- Even if Omar..... his driving test this afternoon, hehis own car. **(pass/not have)**

Answers:

- 1- arrive/ will be
- 2- will come / has to
- 3- will help / help
- 4- doesn't rain / will have
- 5- win / will / spend
- 6- passes / won't have

AB p 50

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

- 1- *When / Unless* you heat water to 100°C, it boils. (**heat**)
- 2- You will not pass your exams *as long as / unless* youhard. (**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* youcareful with it. (**be**)

Answers:

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

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

- | | |
|---|--|
| 1- During Ramadan, we eat | a it's closed. |
| 2- I'll phone you | b we're tired. |
| 3- We'll go to our favourite restaurant on Friday | c it's part-time – I haven't finished my university studies yet. |
| 4- I will take the job offer | d the sun sets. |
| 5- We have to go to school, | e I miss the bus so that you pick me up. |

Answers:

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

7- 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. ✓
- 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:

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

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

- 1- When I get home from school, I usually have lunch.
- 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 Aqaba with my friends.

Work sheet ورقة عمل

Q 1- Correct the verbs between brackets

- 1- When you arrive at the station, me to pick you up. (**call**)
- 2- If you, you'll fail your exam. (**not study**)
- 3- I'll see you tomorrow unless you busy. (**not be**)
- 4- If you hadn't driven fast, the policeman you. (**not report**)
- 5- I would have had a better job if I a university degree. (**have**)
- 6- Tell him to call me when you him. (**see**)
- 7- If I know his address, I him an invitation. (**send**)
- 8- If we, we would have reached on time. (**go**)
- 9- Huda to go to the party unless her parents agree. (**not want**)
- 10- Rakan great progress as long as his parents keep encouraging him. (**make**)
- 11- Provided that everyone hard we'll all pass our exams. (**work**)

- Answers:** 1- call 2- don't study 3- are not 4- wouldn't have reported
5- had had 6- see 7- will send 8- had gone 9- doesn't want
10- will make 11- works

Q 2- Read the following situations and complete the sentences with the third conditional, using the words in brackets. مهم

1-I didn't prepare better for the competition, so I didn't win the first prize.
(might)

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

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

Answers

- 1- If I had prepared better for the competition, I might have won the first prize.
- 2- If Rakan had slept better the night before the exam, he could have concentrated better.
- 3- If our team hadn't trained hard before the match, they might not have won the game.

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

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

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

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

Answers:

- 1- Unless you drive fast, you won't make an accident.
- 2- You won't get a better job if you are not highly qualified.
- 3- My father won't change his car unless he has enough money.

الألقاب ليست سوى وسام للحمقى والرجال العظام ليسوا بحاجة لغير اسم

S B p 80 revision B مراجعة مفردات وقواعد

3 Choose the correct option in brackets to complete the following sentences.

1. The graduation ceremony was a very occasion for everyone. (**memory** / memorising / **memorable**)
2. Nuts contain useful such as oils and fats. (**nutrients** / **nutritious** / **nutrition**)
3. You don't speak French, ? (**don't you** / **you don't** / **do you**)
4. If you to learn a new language, you need to be motivated. (**will want** / **want** / **wanted**)
5. If only I lost my ticket! (**haven't** / **didn't** / **hadn't**)

Answers: 1- memorable 2- nutrients 3- do you 4- want 5- hadn't

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

1. People say that the brain is like a computer.
It..... the brain is like a computer.
2. Arab mathematicians invented algebra.
Algebra..... Arab mathematicians.
3. Where does the bus go from, please?
Could..... from?
4. I am sorry that I didn't read that book.
I wish..... that book.

Answers: 1- is said that 2- was invented by 3- you tell me where the bus goes 4- I had read

Revision B

A B P 54

5- Choose the correct option, a, b, c or d.

- 1- If Huda ill yesterday, she wouldn't have missed the exam.
a wasn't **b** hadn't been **c** hasn't been **d** hadn't
- 2- I haven't got as much homework my brother.
a so **b** than **c** as **d** like
- 3- I couldn't climb Mount Everest someone carried my equipment for me!
a even if **b** as long as **c** provided that **d** when
- 4- That's a great idea. How did you come it?
a up with **b** up to **c** up in **d** on with

6- Rewrite the sentences with the words in brackets.

1- I wish I'd done more revision. (**only**)

If only I'd done more revision

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

There isn't as much information on the website as in the book.

3- The police are investigating the cause of the accident. (**look**)

The police are looking into the cause of the accident.

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

1- Where's the post office, please?

Do you mind

2- They say that fish is good for the brain.

Fish

3- You shouldn't worry so much.

If I.....

4- The cheapest thing on the menu is orange juice.

The least.....

Answers

1- telling me where the post office is?

2- is said to be good for the brain.

3- were you, I wouldn't worry somuch

4- expensive thing on the menu is orange juice.

8- Circle the correct word from each pair of words to complete the sentences.

1- That exam wasn't very difficult, *wasn't* / *was* it?

2- If my father had gone to university, he *can* / *could* have been a teacher.

3- Jameel might not have become a musician if his parents *haven't* / *hadn't* encouraged him.

4- Which words did you need to look *up* / *over* in a dictionary?

5- Jaber looked *even* / *as* if he hadn't slept very well.

Answers: 1- was 2- could 3- hadn't 4- up 5- as

AB P 52

12- Rewrite the advice, using the words in brackets. The first one is done for you.

1- You should practise the presentation several times. (**were**)

If I were you, I'd practise the presentation several times.

2- It would be a good idea for you to make a list of questions. (**could**)

You could make a list of questions

3- You ought to get some work experience. (**don't**)

Why don't you get some work experience

4- You shouldn't look too casual. (**If**)

If I were you, I wouldn't look too casual.

5- You should do a lot of research. (**would**)

I would do a lot of research.

13- Read the situations and complete the sentences with the third conditional, using the word in brackets. The first one is done for you.

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

If Saeed hadn't left his camera at home, he could have taken pictures of the parade.

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

I might have done well in the Maths test if I hadn't had a headache yesterday.

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

I could have been able to contact you, if I had known your phone number.

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

If you hadn't had a brightly-coloured T-shirt on, I might not have noticed you in the crowd.

5- I worked really hard the day before the exam. I got top marks. (**might not**)

I might not have got top marks if I hadn't worked really hard the day before the exam.

Best wishes

Teacher

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Texts

القطع

Unit 9 الوحدة التاسعة

The world of business

عالم الاعمال

Unit 10 الوحدة العاشرة

Career choices

خيارات المهنة

Unit 9 الوحدة التاسعة

S B p 64

The world of business عالم الاعمال

Doing business in China انجاز الاعمال في الصين

Today, we talk to Mr Ghanem, a businessman based in Amman **who** often visits China. We asked **him** when he first started doing business with China. 'I've been doing business with China for many years. My first trip there was in 2004 CE, and **it** was not very successful.'

اليوم، نتحدث الى السيد غانم، رجل اعمال من عمان يزور الصين كثيرا. سالناه متى بدأ بالقيام بالعمل مع الصين. اقوم بالعمل مع الصين منذ سنين عديدة. اول رحلة لي كانت عام ٢٠٠٤، ولم تكن ناجحة جدا.

Why was it not successful? لماذا لم تكن ناجحة

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

"عملت لصالح شركة حواسيب في عمان. ارسلوني الى الصين عندما كنت صغيرا جدا. لو ان الشركة ادركت فقط ان الصينيين يحترمون العمر والخبرة اكثر من صغر العمر!"

Did you make any mistakes on that visit? هل ارتكبت اي خطأ في تلك الزيارة؟

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

"نعم! اتمنى لو اني درست الثقافة الصينية قبل ان ازور البلد. لكي تكون ناجحا في الصين، يجب ان تكسب احترامهم. رجال الاعمال الصينيون يسألون دائما عن نجاحات الشركة في الماضي. على اي حال، لاني كنت اعمل لدى شركة جديدة، لم استطع التحدث عن سجل سمعتها. لم نعقد اي صفقات عمل في تلك الرحلة."

When did you learn how to be successful in China? متى تعلمت كيف تكون ناجحا في الصين

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

"التحقت بشركة اكبر وارسلوني في دورة توعية ثقافية. في زيارتي التالية الى الصين، شعرت
وكانني لم اعرف شيئا في زيارتي الاولى"

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

ما النصيحة التي يمكنك ان تقدمها للاشخاص الذين يريدون القيام بعمل في الصين؟

'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.'

"قبل ان ازور شركة، ارسل توصيات من زبائن سابقين. كما ارسل كرت العمل الخاص بي مع منصبتي ومؤهلاتي مترجمة الى اللغة الصينية."

Can you tell us about your last meeting in China?

هل يمكنك ان تخبرنا عن آخر اجتماع لك في الصين؟

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

"بالطبع! وصلت في الوقت المحدد. يجب ان لا تصل متأخرا، لان هذا يظهر عدم الاحترام. ثم، عندما قابلت مدير الشركة، صافحته بلطف. بدأت الاجتماع بحديث قصير عن تجاربي الممتعة في الصين. خلال الاجتماع، اكدت على ان لغتاي الصوتية والجسدية كانتا هادنتين ومنضبطتين. لم اقل نكتة ابداء، لان هذا قد لا يترجم بشكل صحيح او قد يسبب استياء."

Was it a successful meeting? هل كان اجتماعا ناجحا؟

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

"نعم. علمت ان المدير قد بحث في عملي بشكل عميق قبل اللقاء، لذلك كنت مستعدا لاسئلته التفصيلية. عندما بدأت التفتوض، بدأت بالقضايا المهمة. الصينيون يؤمنون بتجنب الصدام. من المهم دائما ان تكون صبورا. كنت مستعدا للتسوية، لذلك في النهاية، كان الاجتماع ناجحا."

Glossary المفردات

be able to answer detailed questions to have the ability to understand complicated questions and respond to them appropriately يكون قادرا على الاجابة عن اسئلى تفصيلية

do a deal to arrange an agreement in business يعقد صفقة

give a business card to give someone a card that shows a business person's name, position and contact details يعطي كرت العمل

make small talk to have an informal chat with someone in order to start a conversation. يقدم حديثا

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 a greeting يصافح

tell a joke to say something to make people laugh يقول نكتة

Questions الاسئلة

4 Listen to and read the interview again and answer the questions.

1. Why was Mr Ghanem's first business trip to China not successful?

It wasn't successful because he didn't have enough knowledge about the culture of China, and he was too young.

2. What do you think is a 'track record' (line 18)?

It is your reputation based on the things you have done or not done in the past

3. What does the word '**his**' in bold in the text refer to?

The director

4. What changed when Mr Ghanem visited China for the second time?

He had been on a cultural awareness course and so he knew how to do business in China.

5. What similarities do you think there are, in terms of expectations at business meetings, between China and Jordan?

The need to be culturally aware, the need or preparation, the need to listen carefully and negotiate

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

No, because I don't know much about Chinese culture.

7- For the Chinese, there are two things more important than youth. Write down these two things.

Age and experience

8- Mr Ghanem does two things before visiting a company. Write down these two things.

He sends recommendations from previous clients. He also sends my business card with my job position and qualifications translated into Chinese.'

9- There are many things you should do to have a successful business meeting. Write down three things of them.

اي اجابتين

1- you must not arrive late. 2- Shake hands gently 3- begin with making small talk about interesting experiences in china. 4- be calm and controlled 5- never tell a joke 6- preparation 7- be patient

10- What does the underlined word '**negotiating**' mean?

Discussing something in order to reach an agreement, especially in business or politics.

11- One needs certain skills in order to be successful. Suggest three skills that can make a successful business person.

1. language skills 2. computer and internet skills 3- social skills

12- Knowing about cultures is important in doing successful business today. Think of this statement and, in two sentences, write down your point of view.

I think if you know about the culture of the people you are working with, you can improve your chances and avoid risks. It also widens your relations a lot.

قطرة المطر تحفر في الصخر، ليس بالعنف و لكن بالتكرار

Best wishes

Teacher: Emad sawalha

مع تمنياتي لكم بالنجاح والتوفيق

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Unit 9 SB P 64

Our country's imports and exports مستوردات بلدنا وصادراته

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

في هذا التقرير، سننظر الى الدول التي يتاجر الاردن معها والى البضائع التي يصدرها ويستوردها. اولاً، دعونا ننظر الى الصادرات. الاردن غني بالبوتاس والفوسفات، والصناعة الاستخراجية لهذه المعادن احدى اكبر الصناعات في العالم. ليس من المستغرب، احد اكبر صادرات الاردن هما الكيماويات والاسمدة. صناعة الادوية والصناعات الاخرى تمثل ٣٠% من الناتج المحلي الاردني، و٧٥% من الادوية الاردنية يتم تصديرها. على اي حال، اغلبية (٦٥%) من الاقتصاد يسيطر عليه قطاع الخدمات، خاصة قطاع السياحة والسفر. معظم صادرات الاردن تذهب الى العراق وامريكا والهند والعربية السعودية.

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

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

الان دعونا ننظر الى المستوردات، على عكس البلدان الاخرى في الشرق الاوسط، ليس في الاردن احتياجات كبيرة من النفط او الغاز. لذلك السبب، الاردن مضطر لاستيراد النفط والغاز لحاجاته من الطاقة. مستوردات رئيسية اخرى هي السيارات والآلات والقمح. في ٢٠١٣م و٢٣٦% من مستوردات الاردن كانت من السعودية. تبعتها الامارات بنسبة ١٧٦% من المستوردات. مستوردات اخرى جاءت من الصين وامريكا.

Glossary المفردات

agreement a promise to do something, made by two or more people اتفاق

dominate to be the most important feature of something يسيطر

export (n) goods sold to another country صادرات

extraction the process of removing and obtaining something from something else استخراج

Gross Domestic Product the value of a country's total output of goods and services الناتج المحلي

import (n) goods bought from other countries

reserve (n) something kept back or set aside, especially for future use. احتياطي

Fertilizer a substance that is put on the land to make crops grow سماد

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 مصانع الادوية

Questions: الاسئلة

2 Work in pairs. Discuss these questions.

1. Why do countries need to export and import goods?

They export goods to make money, and they import goods that they don't grow or manufacture themselves.

2. Why should our community buy Jordanian goods?

Our community should buy Jordanian goods in order to support Jordanian industries.

3. Which of the following goods do you think Jordan exports?

fertiliser gas knitwear minerals oil pharmaceuticals vegetables

Fertilizer, knitwear, minerals, pharmaceuticals, vegetables

5 Read the report again and answer the questions.

1- What does the article suggest that many of Jordan's fertilisers are made from?

They are made from potash and phosphate, as this is what Jordanian is rich in.

2- Why does Jordan import a lot of oil and gas?

Jordan imports a lot of oil and gas because it does not have enough of its own reserves for the needs of the country.

3- Which country supplies Jordan with most of its imports?

Saudi Arabia

4- Why is trade with the EU and North Africa likely to grow?

Trade with these areas is likely to grow because Jordan has signed trade agreements with both areas.

5- Jordan is rich in two products. Write down these two products.

Potash and phosphate

6- What are the two largest exports? Or: There are two important goods that Jordan exports. Write down these two goods

Chemicals and fertilisers

7- The economy of Jordan is dominated by many services. Write down two of these services.

Travel and tourism

8- Most of Jordan's exports go to many countries. Write down two of these countries.

Iraq, the USA

9- Jordan imports two goods (natural resources) for its energy needs. Write down these two resources (goods).

Oil and Gas

10- There are many main imports that Jordan has to import. Write down two of these imports.

Cars, medicines and wheat.

11- Jordan trades freely with many foreign countries. Write down two of these countries.

USA and Canada

12- What does the underlined word '**dominated**' mean?

To be the most important feature of something

13- What does the underlined word **it** refer to?

Jordan

12- Jordan needs to increase its exports in order to improve the economy. Suggest three ways to increase Jordan's exports.

1- Supporting local industries 2- supporting agriculture 3- reducing taxes

13- Jordan has to import oil and gas for its energy needs. Suggest three ways to reduce oil and gas consumption.

1- recycling 2- using public transport 3- using renewable energy

14- A successful country eats what it grows and wears what it weaves. Think of this statement, and in two sentences, write your point of view.

I think if a country depends on itself for its needs, it becomes stronger and richer. Also it becomes more secure.

Unit 9

AB P 42

الاعمال اليوم / business-today/sales/

كيف تقدم عرضا تسويقيا how-to-make-a-sales-pitch

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

How to make a sales pitch

سواء كنت تباع نوع جديد من معجون الاسنان الى سلسلة من الصيدليات او آخر البرمجيات الحاسوبية لمدرسة او نوع جديد من الاجازات المغطاة التكلفة الى مكتب سياحي-فانت بحاجة الى ان تعرف... كيف تقدم عرضا تسويقيا

1 Do your research هل تقوم بالبحث

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

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

لا ترجع من عرض تسويقي متمنيا بانك كنت مستعدا بشكل جيد. من الضروري ان تعرف كل شئ عن منتجك. هل تعرف متى تم تطويره واين تم انتاجه؟ تحتاج ايضا لتعرف من هو السوق المستهدف- مثلا، الفئة العمرية او دخل الناس الذين قد يشترونه. ليس فقط ذلك، يجب ان تعرف كل شئ عن المنافسة- وهي المنتجات الشبيهة في السوق. لماذا منتجك متفوق على المنتجات الاخرى ولماذا له قيمة افضل؟ اضافة لذلك، يجب ان تعرف بالضبط من هم الناس الذين تتحدث اليهم وما هي احتياجاتهم. مثلا، اذا كانوا يمثلون متجرا لزبائن من الطبقة الوسطى في حي متواضع، فكن مستعدا لتوضح لماذا منتجك بالذات سيناسب الزبائن الذين ليس لديهم الكثير من المال. ما الذي يجعل منتجك مثاليا لهم؟ اهم شئ، تحتاج لان تؤمن بما تباع، وافضل طريقة لذلك هو ان تستخدمه!

2 Prepare and practise استعد وتدرّب

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

خطّ لعرضك بدقة، ليس فقط ما ستقوله، لكن كيف ستقوله. هل ستقرؤه كلمة كلمة، استخدم ملاحظات لتتذكره؟ مهما قررت، انها دائما فكرة جيدة ان يكون لديك قائمة بالنقاط الرئيسية احتياطا من ان يقاطعك اي شئ، او انك ببساطة قد تصاب بتجمد الاعصاب (وهذا يحدث!). اذا تدرّب عليه، اذا امكن امام الزملاء قم بالتعديلات وتدرّب عليه ثانية.

3 Be professional كن محترفا

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

I wish I had known all this when I started out in business! Good luck!

اجعل عرضك قصيرا وبسيطا. ابدأ ببعض التعليقات الودودة. مثلا، اشكر مستضيفيك لسماحهم لك ان تتحدث اليهم، وامتدح رفقتهم. تذكر بان تتحدث ببطي وبوضوح. من المهم ان تبدو واثقا من نفسك (حتى لو كنت متوترا). بينما تكون تتحدث، لا تطأ راسك. بدلا من ذلك، انظر في ارجاء الغرفة وقم بتواصل بصري مع جمهورك. ابتسم! عندما تكون قد انهيت الحديث، اطلب طرح الاسئلة. اذا لم تعرف الاجابات، لا تتظاهر بمعرفتها! اشكر السائل وعده بان تجد الاجابة (وقم بذلك!) اخيرا، ليكن موجزا لعرضك جاهزا لتوزعه في نهاية الجلسة. اتمنى لو عرفت كل هذا عندما بدأت في العمل! حظا طيبا!

A B P 47
Vocabulary

package holiday an organised trip with everything included in the price (travel, accommodation, food) اجازة مغطاة التكاليف

sales pitch a presentation made by someone who is trying to sell a product عرض تسويقي

target market people who are identified as possible customers السوق المستهدف

age group a set of people of similar age فئة عمرية

department store a large shop that sells many different types of things متجر كبير

Questions الاسئلة

1- How can you believe in your product?

By using it

2- There are many things you need to know about your product. Write down two of these things.

when it was developed, and where it is produced

3- What information do you need to know about your customers?

Their age and income

4- You need to know two things about your product if compared with other products. Write down these two things.

Why is your product superior to others and why does it have better value

5- You should do two things in advance to avoid the happening of unexpected things during your presentation. Write down these two things

You should have a list of your main points and practice your presentation.

6- What should you do if you don't know an answer for a question?

If you don't know the answers, don't pretend!

Thank the questioner and promise to find out the answer (and do it!).

7- Find a phrase in the text which means 'a large shop that sells many different types of things'.

Department store

8- What does the underlined word **them** refer to?

Customers

9- The article suggests many things to be a good sales person. Write down two of these things.

1- research 2- presentation

10- The article suggests many things to be a professional sales person. Write down two of these things.

1- Keep your presentation short and simple 2- start with some friendly comments 3- speak slowly and clearly

11- According to the article, write down three things that you should do to appear confident.

1- While you are speaking, don't keep your head down. Instead, look round the room and make eye contact with your audience. 2- smile 3- when you have finished speaking, invite questions.

12- A successful sales person needs to have certain qualities. Suggest three qualities for a successful sales person.

1- confident 2- daring 3- persuasive

13- Planning and hard work make a work successful. Think of this statement, and in two sentences, write your point of view.

I think good planning and hard work are the keys for any successful work. They help in spending time wisely.

Best wishes

Teacher: Emad sawalha

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Module 6

Choices خيارات

Unit 10 career choices خيارات المهنة

SB P 64

My job as an interpreter عملي كمترجم

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

I have always been fond of languages. My father worked in many different countries when I was young and we usually travelled with him. When we visited a country, I always wanted to learn the language. At school I was very good at English. Therefore, I decided on a career as an interpreter.

اسمي فاطمة موسى وعملت كمترجمة فورية لمدة خمس سنوات. العديد من الطلاب راسلونني باليميل مستفسرين عن عملي لانهم يريدون ان يعرفوا ما هي طبيعة عملي. لذلك هذا ردي. لطالما كنت دائما مغرمة باللغات. والدي عمل في بلدان مختلفة عديدة عندما كنت صغيرة وغالبا ما سافرنا معه. عندما كنا نزرور بلدا، كنت دائما اريد تعلم لغتها. في المدرسة كنت جيدة جدا في الانجليزية. لذلك، قررت ان اتخذ مهنة مترجمة.

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

عملي الان يشمل الذهاب الى المؤتمرات والحلقات الدراسية المهمة في انحاء العالم. عندما يتحدث احدهم بالانجليزية في مؤتمر استمع الى ما يقولون عبر السماعات الراسية. ثم اترجم الى العربية بينما المتحدث يتحدث. اقدم الترجمة عبر سماعات راسية الى الناس الاخرين في الاجتماع. هذا يعني ان اي احد في العرفة يتحدث العربية يمكنه فهم ما يقوله الناس.

Is it an easy job? Not at all. English is not the same in all English-speaking countries. For example, the English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia. As well as knowing regional English, you also need to know a lot

of specialist language. Some of the words that are used to talk about business, science or law, for example, make it almost a different language!

هل هو عمل سهل؟ لا، ابدأ. الانجليزية ليست واحدة في جميع الدول الناطقة بالانجليزية. مثلا، الكلمات الانجليزية المستخدمة في الهند تكون احيانا مختلفة عن الكلمات التي يستخدمها الناس في بريطانيا او امريكا او استراليا. بالاضافة لمعرفة الانجليزية الاقليمية، تحتاج لان تعرف ايضا الكثير عن الانجليزية المتخصصة. بعض الكلمات التي تستخدم للحديث عن الاعمال او العلم او القانون، مثلا، تجعلها لغة مختلفة تقريبا.

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

اذا لم تكن تحمل شهادة باللغة، فلن تتمكن من ان تصبح مترجما فوريا. اذا كان لديك مؤهل جامعي عالي، فربما تحصل على وظيفة مترجم فوري بسرعة. اذا حصلت على مقابلة من اجل وظيفة، فستحتاج لان تبين بان لديك مهارات استماع جيدة وصوت تحدث واضح. ستحتاج ايضا لان تبين بانه بإمكانك ان تفكر بسرعة وبانك قادر على التركيز لفترات طويلة من الوقت. اذا كنت ناجحا، فانها وظيفة آمنة ومجزية. ربما ستحتاج لان تسافر كثيرا، لكن ذلك ليس مشكلة طالما انك تستمتع بزيارة البلدان الاخرى.

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

انها وظيفة فيها مسؤولية كبيرة. انا مدركة الى اني اذا ترجمت اشياء بشكل خاطئ، فان ذلك يمكن ان يؤثر على قانون او اتفاق تجارة مهم بين بلدين. على اي حال، ينتابك شعور هائل من الرضا عندما تعرف ان الناس يفهمون كل شئنترجمه.

Glossary المفردات

headphones a piece of equipment that you wear over your ears to listen privately to the radio, music, etc. سماعت الاذن

interpreter someone who translates spoken words from one language into another مترجم فوري

regional relating to a particular region or area اقليمي

rewarding giving personal satisfaction مجزي

secure safe, free from danger آمن

seminar a class on a particular subject, usually given as a form of training حلقة دراسية

Translation expressing of something in different language ترجمة

Questions الاسئلة

1- Listen to and read the talk again and complete the sentences.

1 Fatima Musa's job involves going to **important conferences and seminars around the world.**

2 As well as knowing regional English, you also need to know **a lot of specialist language**

3 Unless you have a language degree, you will not **be able to become an interpreter.**

4 Provided that you have a postgraduate qualification, you will probably get **a job as an interpreter quite quickly.**

5 You will probably need to travel a lot, but that is not a problem as long as **you enjoy visiting other countries.**

2- **Do you think you have the necessary qualifications to be an interpreter? Would you like to be an interpreter? Why/Why not? Discuss with a partner.**

Yes, I do. I'd like to be an interpreter because it is a challenging job.

3- Why have many students emailed Fatima?

because they want to know what it would be like to do my job.

4- What helped Fatima to learn languages when she was young.

her father worked in many different countries when she was young and she usually travelled with him.

5- There are many fields (subjects) that specialist language is used in. write down two of these fields (subjects).

Business, science or law

6- There are many things you should show in an interview for the job of an interpreter. Write down two of these things.

1- good listening skills 2- a clear speaking voice

7- Quote the sentence which shows that the job of an interpreter is a good job.

If you are successful, it is a secure and rewarding job.

8- There two consequences of a bad translation. Write down two of these consequences.

It could affect an important law or trade agreement between countries.

9- According to Fatima, What two reasons that make an interpreter's job not easy?

1- English is not the same in all English-speaking countries.

2- The need to know a lot of specialist language

10- Find a word in the text which means 'giving personal satisfaction'.

Rewarding

11- What does the underlined word they refer to?

Many students

12- It is not easy to get a good job these days. Suggest three things you can do to get a good job.

1- learning foreign languages 2- training courses 3- postgraduate studies

13- You need to love your job in order to succeed. Think of this statement, and in two sentences, write down your point of view.

I think that in order to be successful and creative in your job, you need to love it. Otherwise, you will suffer a lot.

(Do your best, surely you will gain last)

Best wishes

Teacher: Emad sawalha

مع تمنياتي لكم بالنجاح والتوفيق

الاستاذ: عماد صوالحة

دروس تقوية في اللغة الانجليزية مع التأسيس

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Unit 10 A B P 51

Stepping into the business world الدخول الى عالم الاعمال

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

دراسات الاعمال خيار شائع عند الطلاب الذين يختارون تخصص جامعي في بريطانيا. بعد التخرج، بعضهم يذهب الى المزيد من الدراسة، لكن معظمهم يتولون وظيفة. العديد من الشركات الكبرى تقدم الخريجين برامج تدريبية، وهي نوع من التدريب على صنعه. ذهبنا لمقابلة ريكي مايلز ذو الثانية والعشرين من العمر الذي يوشك على ان يتخرج.

How long have you been studying Business Studies, Ricky?

منذ متى وانت تدرس العمال، يا ريكي؟

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

انه برنامج لمدة اربع سنوات، يشمل فترتين من خبرة العمل. كل منهما تدوم لسته اشهر، لكنهما ليس في نفس السنة.

What exactly have you studied over those four years?

ماذا درست بالضبط في غضون هذه السنوات الاربع؟

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

الكثير جدا! الرياضيات، بالطبع، والمحاسبة والتمويل والاقتصاد. اوه نعم، والتسويق والمبيعات، ايضا. كما اخذت مساقا في الادارة عن التوظيف وادارة الموظفين، وكيف تتعامل مع المشكلات، ومساق في الدعاية. وكان علينا ان ندرس تكنولوجيا المعلومات، ايضا، لان مهارات الحاسوب مهمة.

What did you most enjoy about the degree?

ما هو اكثر شين استمتعت به في برنامج الشهادة؟

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

خبرة العمل، بالتاكيد. تعلمت الكثير، في الفترتين، وبالطبع بدت رائعة في سيرتي الذاتية. احدى الشركات عرضت علي عمل مدفوع الاجر الصيف الماضي، لذلك تمكنت من الحصول على المزيد من الخبرة بتلك الطريقة. ايضا، لم يكن ليكون لدي الكثير من المال العام الماضي لو لم احصل على ذلك العمل.

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

ما نوع تلك الشركة، وماذا عملت هناك؟

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

كانت شركة تقدم منتجات مالية- اكثر شيئ مدخرات ورواتب تقاعدية. في البداية كنت فقط اتتبع اشخاص مختلفين، اراقب ماذا يفعلون. ثم قمت بالكثير من اعمال التدقيق عليهم، انت تعرف، تدقيق حساباتهم. عندما عدت في الصيف، كنت في دائرة المبيعات. عملي كان ان اتابع استفسارات الانترنت وارسل معلومات اضافية للزبائن المحتملين. استمتعت بعلمي، وما كنت لاحصل على تلك الفرصة لو لم يكن لدي خبرة عمل مسبقا.

What are you planning to do next? ماذا تخطط لان تفعل لاحقا؟

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

لقد تقدمت حديثا لوظيفة في بنك. لدي المؤهلات المطلوبة، لكنني اعرف بانه سيكون هناك الكثير من متقدمين آخرين للوظيفة. علي فقط ان انتظر وارى ان كنت ساحصل على مقابلة. اذا حصلت، علي ان استعد حقا بحرص.

Vocabulary

A B P 51

11 Match the words in bold in the text with their meanings.

- 1- **pensions** money you save over your lifetime to pay for your old age
رواتب تقاعدية
- 2- **web enquiries** online questions استفسارات الكترونية
- 3- **calculations** maths; work with numbers تقديرات، حسابات
- 4- **recruiting** finding suitable employees توظيف
- 5- **marketing** promoting your product; finding customers تسويق

Questions الاسئلة

10 Read the text again and answer the questions.

1 What is the name of Ricky's degree?

Business Studies

2 How did he spend a quarter of his time as a student?

Doing work experience

3 What kind of company did he work for last summer, and what was his job?

It was a company providing financial products, and his job was to follow up web enquiries.

4 What is he waiting to find out?

Whether or not he will get an interview

5 Would you like to do the same kind of degree course as Ricky? Why/Why not? Write two or three sentences.

Yes, because I will need work experience in the future. In addition, I'll get a better opportunity to get a stable job.

6- Where do most graduates of Business Studies go?

Most of them take up employment

7- How did Ricky Miles benefit from the summer job?

It was an addition to his curriculum vitae, and he had had much money last year.

8- Ricky Miles has three types of qualifications. Write down two of these qualifications.

1- Business Studies degree 2 the work experience and the summer job

9- What does the underlined word they refer to?

Two periods of work experience

10- Find a word in the text which means **finding suitable employees**.

recruiting

11- It is important to have job experience to have a better chance for getting a job quickly. Suggest three things you can do in order to get job experience.

1- voluntary work 2- training courses 3- part-time job

12- No pain, no gain. Think of this proverb and, in two sentences, write down your point of view.

I think one should work hard in order to gain living. Otherwise, he might face difficulties in securing living.

vocabulary

المفردات

Unit ٩

Unit ١٠

Unit 9 SB P 58

6- 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 many products to the EU even before the 1997 CE trade agreement was made. The chart shows goods that Jordan 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 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

Unit 9 AB p 44

Vocabulary

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

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

- 1- make a mistake يرتكب خطأ
- 2- ask questions يطرح اسئلة
- 3- shake hands يصافح
- 4- earn respect يكسب احترام
- 5- join a company ينضم الى شركة
- 6- cause offence يسبب اذى
- 7- make small talk يقدم حديثا قصيرا

A B P 44

2- Complete the sentences with collocations from exercise 1. The first one is done for you.

- 1- Be very careful when you answer the questions, and try not to **make a mistake**.
- 2- If you are polite, you won't or upset anybody.
- 3- Before the serious discussion starts, we always; it's often about the weather!
- 4 Nasser has applied to the where his father works.
- 5- In business, when you meet someone for the first time, it's polite to.....

6- After the talk, there will be a chance for you to..... about anything you don't understand.

7- By working hard, you will the of your boss.

Answers:

2- cause offence 3- make small talk 4- join, company 5- shake hands 6- ask questions 7- earn , respects

AB P 44

4- 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- prepares 3- track record 4- conflict 5- compromise 6- patient

Unit 10 A B p 49

1- Complete the sentences with words or phrases from the box. One word or phrase is not needed. The first one is done for you.

career headphones interpret seminar regional rewarding translation

1- Please listen to the music through **headphones**, so that you don't disturb anybody.

2- I have just read a _____ of a book by a Japanese author.

3- In the UK, there is a central government, but there are also _____ councils around the country.

4- My uncle is fl uent 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

2- translation 3- regional 4- interpret 5- seminar 6- rewarding

2- 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

**3- Complete the sentences with the correct prepositions from the box.
One preposition is not needed.**

about (x2) as at in into on

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

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

Study the following sentences and answer the question that follows

Participants were divided into age groups.

What does the underlined word mean?

Answer: a set of people of similar age

ليس الجمال بأثواب تزيننا *** إن الجمال جمال العلم والأدب

Guided writing الكتابة الموجهة

Unit 7

Benefits of e-learning

- Organize class work
- Get information quickly
- Save time and effort

There are many benefits of e-learning such as: organizing class work and get information quickly. It also saves time and effort.

Benefits of learning a foreign language
<ul style="list-style-type: none">- do studies and research- do business- communicate easily- recognize other cultures

Learning a foreign language helps you to do studies and research and do business. It also helps you to communicate easily and recognize other cultures.

Read the following information and write two sentences about electric cars

- highly efficient
- environment-friendly
- have impractical batteries
- require charging stations and special equipment

On the one hand, electric cars are highly efficient and environment-friendly. On the other hand, they have impractical batteries and require charging stations and special equipment.

My ideal job

- interesting
- challenging
- rewarding
- secure

My ideal job would be interesting and challenging. It also would be rewarding and secure.

An interpreter's job

- require university degree
- knowledge of regional languages
- rewarding
- not easy

answer

An interpreter's job requires university degree and knowledge of regional languages. Although an interpreter's job is rewarding and not easy job.

Read the information below, and then complete the table that follows.

I am Ali Saleem. I live in 43 Najah St. Jabal Amman. I work as a graphic assistant. I have a degree in graphic designing (graduated 2013). I won University Graphic Designing Award 2012. I am a very competent worker. I am also adaptable. I enclose a recommendation letter from Mr. Ali Joodeh, my current manager.

Name:	الاسم
Contact details:	العنوان
Work experience:	الخبرة العملية
Qualifications and training:	المؤهلات والتدريب
Skills and achievements:	المهارات والانجازات
Personal attributes:	الصفات الشخصية
Reference:	المعرف

Name: Ali Saleem
Contact details 43 Najah St., Jabal Amman
Work experience graphic assistant
Qualifications and training degree in graphic designing (graduated 2013).
Skills and achievements I won University Graphic Designing Award 2012.
Personal attributes I am a very competent worker. I am also adaptable.
Reference Ali Joodeh

الحياة مليئة بالحجارة فلا تتعثر بها بل أجمعها وابن بها سلما تصعد
به نحو النجاح

تصحيح الاخطاء الاملائية Editing

6- Edit the following text. There are three grammar mistakes, one spelling mistake and one punctuation mistake. Find and correct them.

It is believe that when you learn a forein language, it helps to use the language as much you can. You should take every opportunity to engage in the conversation with a native speaker. Reading English books, or magazines also helps.

Answer: 1- believed 2- foreign 3- as much as you can 4- a conversation
4- books or magazines

الوظيفة اللغوية Function

Linking words showing cause explain the reason for something.

- 1- We couldn't go to the stadium because there weren't any tickets left.
- 2- As / Since / Because I was tired, I went to bed.
- 3- We were late because of / due to the traffic.

Linking words showing result explain the consequences of an action.

- 1- We were caught in traffic, therefore / so we missed the start of the play.
- 2- She worked hard; as a result, / because of that, / consequently, she did very well in her exams.

- showing reason اظهار السبب

- 1- because / since / as / because of / due to

- showing result اظهار النتيجة

- 1- therefore / so / as a result / consequently / because of that

- We couldn't go to the stadium **because** there weren't any tickets left.

What is the function of the underlined word in the sentence above?

Answer: showing reason

- She worked hard; as a result, she did very well in her exams.

What is the function of the underlined word in the sentence above?

Answer: showing result

إذا بلغت القمة فوجه نظرك إلى السفح لترى من عاونك في الصعود إليه

Literature

الادب

Module 6

choices

Literature spot بقعة ادبية

A Green Cornfield حقل الذرة الاخضر

Christina Rossetti

The earth was green, the sky was blue:
I saw and heard one sunny morn
A skylark hang between the two,
A singing *speck* above the corn;
A stage below, in gay *accord*,
White butterflies danced on the wing,
And still the singing skylark soared,
And silent sank and soared to sing.
The cornfield stretched a *tender* green
To right and left beside my walks;
I knew he had a *nest* unseen
Somewhere among the million *stalks*.
And as I paused to hear his song
While *swift* the sunny moments slid,
Perhaps his mate sat listening long,
And listened longer than I did.

الارض كانت خضراء، السماء كانت زرقاء
رايت وسمعت ذات صباح مشرق
ذكر قبرة عالقا بين الاثنتين
بقعة تغني فوق الذرة
على مسافة ادنى وفي تناغم مرح
فراشات بيضاء رقصت على الجناح
وظل صوت القبرة يرتفع بالغناء
ويهبط صامتا ويعلو مغنيا
حقل الذرة امتد يانعا بالخضرة
يمنة ويسرة من خطاي
عرفت ان لذكر القبرة عشا مخبا
في مكان ما بين ملايين السيقان
وعندما توقفت لاسمع اغنيته
بينما مرت اللحظات المشمسة بسرعة
لربما كانت رفيقته جالسة تستمع طويلا
ولربما استمعت لوقت اطول مني

S B P 86

Vocabulary

Answer the questions.

- 1- Is a speck something big or small (line 4)? **small**
- 2- If something is in accord تناغم , is it in agreement or disagreement (line 5)? **In agreement**
- 3- Does tender برفق suggest something fresh and young, or old and strong (line 9)? **Fresh and young**
- 4- What does a bird do in a nest (line 11)? **It lays eggs**
- 5- Which part of a plant is the stalk الساق (line 12)?
It's the long, upright part of the plant that supports the leaves
- 6- Does swift mean slow or fast (line 14)? **fast**

Comprehension

- Choose the correct word to complete the summary of the poem.

The poet describes how (1) (**content رضا / sad / lonely**) she feels as she walks through a cornfield. As she walks along, she sees a skylark (2) (**flying away from the cornfield / flying in the sky / falling towards**)

her). It doesn't sing as it flies (3) (lower / higher). Below it, butterfly (4) (sit quietly / move slowly / move quickly) in the cornfield. The poet knows that the skylark's nest is (5) (visible in / hidden in / far away from) the cornfield. She (6) (notices / imagines / knows) that its companion is also listening somewhere in the cornfield.

Answers: 1- content 2- flying 3- lower 4- move quickly 5- hidden in 6- imagines

Analysis

3 Answer the questions about the poem.

1- The poet uses many examples of alliteration **الجناس**. Find one example. What effect is the poet trying to achieve with this technique **اسلوب**?

Some word pairs alliterate (singing speck on line 4, listening long on line 15, listened longer on line 16), but there are also lines that alliterate: And still the singing skylark **soared** (line 7), And silent sank and soared to sing (line 8) and while swift the sunny moments slid (line 14). Alliteration adds to the rhythm **الوزن الشعري** of the poem and also links dissimilar **مختلفة** words together (here we have soared and sank; silent and singing).

2- Find two references to another listener, apart from the poet herself, in lines 10 to 16 of the poem. Who or what is this listener?

The two references are I knew he had a nest unseen (line 11) (the female bird is sitting on the eggs); perhaps his mate sat listening long (line 15) (the female bird). The listener is the female skylark.

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

She says, perhaps his mate sat listening long, And listened longer than I did (lines 15-16). This shows that the poet leaves the cornfield but speculates that the bird's mate might still be listening to the song: therefore, the bird must still have been singing.

AB P 57

Rhyming **القافية** words occur at the end of lines and in a pattern **بشكل نمطي**. The pattern is called a rhyme scheme **نمط القافية**. Describe the rhyme scheme in this poem.

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

نمط امتحان الوزارة على القصيدة

Literature spot (2 points)

Read the following lines, from A Green Cornfield carefully, then answer the question that follows.

The cornfield stretched a *tender* green
To right and left beside my walks;
I knew he had a *nest* unseen
Somewhere among the million *stalks*.

- What does tender suggest?

Fresh and young

- what does a bird do in a nest?

It lays eggs

And as I paused to hear his song
While *swift* the sunny moments slid,
Perhaps his mate sat listening long,
And listened longer than I did.

- Why does the skylark mate might listen longer than the poet?

Because the poet might have left earlier.

Best wishes

Teacher: Emad sawalha

مع تمنياتي لكم بالنجاح والتوفيق

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حول العالم في ثمانين يوما Around the World in Eighty Days
by Jules Verne

The story, set in 1873 CE, is about an Englishman, Mr Phileas Fogg, who is trying to complete a journey around the world in eighty days. At this point in the story, he and his traveling companion, the Frenchman Mr Passepartout, are traveling through India by train. They have befriended another traveler, Sir Francis Cromarty.

هذه القصة التي وقعت عام ١٨٧٣ عن رجل انجليزي السيد (فيليس فوغ) الذي يحاول ان يكمل رحلة حول العالم في ثمانين يوما. عند هذا الحد من القصة، هو رفيق سفره الفرنسي السيد (باسيپارتوت) يسافران عبر الهند بالقطار. صادقا رحالة آخر وهو السيد (فرانسيس كرومارتي).

The train stopped at eight o'clock, in the midst of a glade some fifteen miles beyond Rothal, where there were several **bungalows** and workmen's cabins. The conductor, passing along the carriages, shouted, 'Passengers will get out here!'

توقف القطار في الساعة الثامنة في وسط غابة على بعد خمس عشرة ميلا بعد (روثال) حيث كان هناك عدة اكواخ ومساكن لعمال. الكنترول صاح وهو يمر عبر العربات " المسافرين سينزلون هنا!"

'Where are we?' asked Sir Francis. 'اين نحن؟ سأل السيد فرانسيس.

'At the **hamlet** of Kholby.' 'في قرية خولبي.'

'Do we stop here?' 'هل نقف هنا؟'

'Certainly. The railway isn't finished.' 'بالتأكيد، الخط الحديدي لم ينته بعد.'

'What! Not finished?' 'ماذا! لم ينته؟'

'No. There's still a matter of fifty miles to be laid from here to Allahabad, where the line begins again.'

لا. بقي ما مسافته خمسون ميلا من هنا الى (الله اباد) حيث يبدأ الخط ثانية.

'Yet you sell tickets from Bombay to Calcutta,' retorted Sir Francis, who was growing warm.

وتابع تذاكر من (بومباي) الى (كلكتا) اجاب السيد (فرانسيس) الذي كانت ترتفع حرارته.

'No doubt,' replied the conductor, 'but the passengers know that they must provide means of transportation for themselves from Kholby to Allahabad.'

بلا شك، اجاب الكنترول، لكن المسافرين يعرفون انه يجب عليهم ان يجدوا وسيلة مواصلات لتأخذهم من (خولبي) الى (الله اباد)

'Sir Francis,' said Mr Fogg quietly, 'we will, if you please, look about for some means of conveyance to Allahabad.'

يا سيد فرانسيس، قال فوغ بهدوء، سنفعل، اذا سمحت، ابحث عن وسيلة مريحة الى الله اباد.

'Mr Fogg, this is a delay greatly to your disadvantage.'

يا سيد فوغ، هذا تاخير كبير ليس من صالحك.

لا، سيد فرانسيس، انه كان متوقعا. 'No, Sir Francis; it was foreseen.'

ماذا! كنت تعرف ان الطريق - 'What! You knew that the way—'

'Not at all, but I knew that some obstacle or other would sooner or later arise on my route. Nothing, therefore, is lost. I have two gained days to sacrifice. A **steamer** leaves Calcutta for Hong Kong at noon, on the 25th. This is the 22nd, and we shall reach Calcutta in time.'

There was nothing to say to so confident a response.

اطلاقا، لكني عرفت ان بعض المعوقات ستظهر اجلا ام 'اجلا في طريقي. لا شيء، على اي حال، تمت خسارته. لدي يومان لاضحي بهما. سفينة بخارية تغادر (كلكتا) الى (هونغ كونغ) ظهرا في ٢٥ الشهر. هذا اليوم الثاني والعشرون، وسنصل (كلكتا) في الوقت. لم يكن هناك ما يقال على هذا الرد الواثق.

Mr Fogg and Sir Francis Cromarty, after searching the village from end to end, came back without having found anything.

السيدان فوغ وفرانسيس كرومارتي، بعدما فتشا القرية من اقصاها الى اقصاها، عادا دون ان يجدا شيئا.

'I shall go afoot,' said Phileas Fogg. ساذهب مشيا، قال السيد فيليس فوغ.

Passepartout, who had now rejoined his master, made a **wry grimace**, as he thought of his magnificent, but too frail Indian shoes. After a moment's hesitation, he said, 'Monsieur, I think I have found a means of conveyance.'

باسييارتوت الذي انضم الآن الى سيده، اظهر تكشيرة ملثوية عندما فكر بحذائه الجميل الهندي غير القوي. بعد لحظة تردد، قال "يا سيدي، اعتقد بانني وجدت وسيلة مريحة."

ماذا؟ 'What?'

'An elephant! An elephant that belongs to an Indian who lives but a hundred steps from here.' 'Let's go and see the elephant,' replied Mr Fogg.

فيل! فيل يخص احد الهنود يعيش على بعد مئة خطوة من هنا. دعنا نذهب ونرى الفيل، اجاب السيد فوغ.

They soon reached a small hut. Enclosed within some high palings, was the animal in question. An Indian came out of the hut, and, at their request, conducted them within the enclosure. The elephant, which was reared, not to be an animal that merely carried things around, but for warlike purposes, was half-domesticated. Happily, however, for Mr Fogg, the animal's instruction in this direction had not gone far, and the elephant still preserved its natural gentleness. Kiouni – this was the name of the elephant – could doubtless travel rapidly for a long time, and, in default of any other means of conveyance, Mr Fogg resolved to hire him. However, elephants are far from being cheap in India as they are becoming scarce. Male elephants, as they are only suitable for circus

shows, are much sought after especially as the majority are domesticated. When therefore Mr Fogg proposed to the Indian to hire Kiouni, he refused point-blank. Mr Fogg persisted, offering the excessive sum of ten pounds an hour for the loan of the elephant to Allahabad. Refused. Twenty pounds? Refused also. Forty pounds?

سرعان ما وصلا الى كوخ صغير.
الحيوان المطلوب كان محاطا بسياج خشبي عالي. هندي خرج من الكوخ وبناءا على طلبهم قادهم الى الحظيرة. الفيل الذي تمت تربيته ليس لحمل الاثقال، لكن لاغراض القتال، كان نصف اليق. رغم سعادة السيد فوغ الا ان تعليمات التوجيه للحيوان لم تنفع طويلا، فالفيل حافظ على وداعته الطبيعية. (كيوني)، هذا كان اسم الفيل، كان لا يسير بسرعة لوقت طويل على عكس اي وسيلة نقل مريحة اخرى. السيد فوغ قرر ان يستاجر. على اي حال، الفيلة ليست رخيصة في الهند لانها اصبحت نادرة. الفيلة الذكور مناسبة فقط لعروض السيرك ومطلوبة جدا بعدما اصبحت غالبيتها مدجنة. عندما اظهر السيد فوغ نيته للهندي باستئجار الفيل (كيوني) رفض الفكرة. السيد فوغ اصر وعرض عشر جنيهات زيادة للساعة لاستعارة الفيل الى (الله اباد). الهندي رفض. عشرون جنيها؟ رفض ايضا. اربعون جنيها؟ ما زال رافضا.

Still refused. ما زال رافضا

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

(فيليس فوغ) دون ان يغضب قرر ان يشتري الحيوان، وفي البداية عرض عليه الف جنيه. الهندي، ربما ظن انه كان يعقد صفقة كبيرة، ظل رافضا.

At two thousand pounds the Indian yielded.

‘What a price, good heavens!’ cried Passepartout, ‘for an elephant.’

It only remained now to find a guide, which was comparatively easy. A young Parsee*, with an intelligent face, offered his services, which Mr Fogg accepted, promising so generous a reward as to materially stimulate his zeal. The elephant was led out and equipped. Provisions were purchased at Kholby, and, while Sir Francis and Mr Fogg took the howdahs* on either side, Passepartout got astride the saddle-cloth between them. The Parsee perched himself on the elephant’s neck, and at nine o’clock they set out from the village, the animal marching off through the dense forest of palms by the shortest cut.

بسعر الفا جنيهه، وافق الهندي. يا له من سعر، بحق السماء! صاح باسيبارتوت، من اجل فيل. بقي الآن فقط ان نجد دليلا، وهو امر سهل مقارنة مع الفيل. شاب من اصل فارسي ذو وجه ذكي عرض خدماته التي قبلها السيد فوغ واعدا بمكافأة كريمة ليثير طمعه المادي. تم اقتياد الفيل وتزويده بمعدات الركوب. المئونة تم شراؤها من خولبي وبينما قام السيدان فرانسيس وفوغ بوضع المقعد على ظهر الفيل وارخاء طرفيه على جانبي الفيل، قام باسيبارتوت بربط السرج

بين الطرفين. الفارسي جلس على رقبة الفيل، وفي الساعة التاسعة انطلقوا من القرية، والحيوان كان يسير عبر غابة كثيفة من النخيل على اقصر الطرق.

* Parsee – a person living in South Asia but descended from Persia.

* howdah – a seat for riding an elephant

Key words كلمات مهمة

Calm هادئ	Confident واثق	Enthusiastic متحمس
Unapologetic غير نادم	Worried قلق	Bungalow كوخ
Hamlet قرية صغيرة	Steamer سفينة	Wry grimace غير سعيد

Answer the questions.

vocabulary

1- What kind of house is a bungalow (line 6)?

A house with one floor

2- How does the word hamlet (line 9) suggest that there aren't many houses or people in the area where the train has stopped?

A hamlet is a very small village, which suggests that there are very few people and houses.

3- What form of transport is a steamer (line 24)?

It's a ship powered by steam

4- What kind of facial expression is a wry grimace (كشرة ملتوية) (line 30), and why did Passepartout's face show this expression?

It's an expression that shows pain or unhappiness. Passepartout wasn't happy because he didn't want to walk far, as he didn't think his shoes would be sturdy قويا enough.

5- Read line 36 again. Which words tell us that the elephant was kept safely away from direct contact with humans?

Enclosed, palings: The elephant was in a compound surrounded by high palings. In other words, the animal was fenced in an area.

Comprehension

2 Answer the questions.

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

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

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

What expression is used to mean he is getting annoyed? (line 15)

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

3- How does Mr Fogg deal with the situation when he discovers that his train journey cannot continue? How does his attitude differ from that of Sir Francis? Look at lines 23 to 26.

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

4- Why did the Indian man decide to rear an elephant?

He wanted it for fighting

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

“It still preserved its natural gentleness وداعته الطبيعية”, meaning that it does not want to fight (lines 40-41).

6- How many people travel on the elephant?

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

3 Complete the sentences with the correct word.

calm هادئ confident واثق enthusiastic متحمس unapologetic قلق غير نادم worried

1- The conductor isabout having sold a ticket to Allahabad to the travellers, even though the train will not take them there.

2- Mr Fogg is..... that he will still complete his journey in eighty days.

3- Passepartout feels..... about the prospect of walking the rest of the way to Allahabad.

4- Mr Fogg remainswhile he negotiates the sale of the elephant.

5- The guide is very..... about making the journey by elephant.

Answers: 1- unapologetic 2- confident 3- worried 4- calm 5- enthusiastic

4 Complete the sentences 1–3 with the names of the characters.

Sir Francis Passepartout Phileas Fogg

1- is prepared to walk the rest of the way to Allahabad.

2- thinks that two thousand pounds is too much to pay for an elephant.

3- does not know where they are when the train stops.

Answers: 1- Phileas Fogg 2- Passepartout 3- Sir Francis

Ideas الافكار

5 Find a line in the story that represents the following ideas.

1- time الوقت / الزمن

Line 20 – 21 ‘Mr Fogg, this is a delay greatly to your disadvantage.’

‘No, Sir Francis; it was foreseen.’

2- money المال

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

3- transport المواصلات

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

6 Consider فكر the idea of transport. Compare the train (lines 6–15) and the elephant (lines 38–45). What are the advantages and disadvantages of each mode of transport mentioned, and how does this relate to the rest of the extract?

Answer:

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

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

I think that this story shows the importance of time when Phileas Fogg is so precise دقيق about the number of days they have to spare in line 24. It also references time in the passage where the elephant is described ('rapidly', line 41).

اسئلة على نمط الوزارة

Literature spot (2 points)

Read the following extract taken from Around the world in eighty days carefully, then answer the question that follow.

'No doubt,' replied the conductor, 'but the passengers know that they must provide means of transportation for themselves from Kholby to Allahabad.'

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

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

‘No. There’s still a matter of fifty miles to be laid from here to Allahabad, where the line begins again.’ ‘Yet you sell tickets from Bombay to Calcutta,’ retorted Sir Francis, who was growing warm.

Why is Sir Francis annoyed during his conversation with the conductor? What expression is used to mean he is getting annoyed?

He is annoyed because he feels cheated by being sold a ticket to somewhere the train doesn’t go. ‘growing warm’ means getting annoyed.

‘No, Sir Francis; it was foreseen.’

‘What! You knew that the way—’

‘Not at all, but I knew that some obstacle or other would sooner or later arise on my route. Nothing, therefore, is lost. I have two gained days to sacrifice.’

How Mr Fogg deal with the situation when he discovers that his train journey cannot continue? Why isn’t he worried?

Fogg says that he suspected that this might happen and suggests that they find another means of transport. He isn’t worried because he has two gained days.

When therefore Mr Fogg proposed to the Indian to hire Kiouni, he refused point-blank. Mr Fogg persisted, offering the excessive sum of ten pounds an hour for the loan of the elephant to Allahabad. Refused. Twenty pounds? Refused also. Forty pounds? Still refused.

Who is Kiouni? How much has it been sold? Why has the Indian man decided to rear *بربي* it?

Kiouni is an elephant. It has been sold for two thousand pounds. The Indian man wanted it for fighting.

Free writing الكتابة الحرة

Unit 6 Sample blog post

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

Firstly, I want to help people, but Science is not my strongest subject so I won't be able to do Medicine. I could study Psychology and follow a career path in that area, but I don't know much about it. If any of you are Psychology students, please do message me about your course. I'd love to hear about it – what you love, what you like, and of course what you don't like at all!

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

So, can you help me with my decision? We could start up a useful conversation about choosing paths for ourselves at this next exciting stage!

Early memories of school ذكريات الطفولة عن المدرسة

I remember my days at school with joy and delight. In my first day to school, I remember my mother taking me from my hand while I was crying, showing me at the details of the street in case not to get lost when I return home alone.

The best things I loved at school was making friends every day. I used to meet many students in the bus on our way to or from school, in the breaks or in the play yard.

The things that I hated most were exams, homework and the seventh lesson. During exam periods, our parents forced us to study hard for long hours and deprived us from playing or going out. We had some boring homework to do everyday. Some of them were sometimes done as a punishment, especially in the weekends.

Anyway, although sometimes I had bad things about school, I still miss those days so much.

Unit 7

Persuasive letter to your school رسالة اقناع الى مدرستك

Dear Mr Hammad,

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

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

In addition to this, the school would attract students with similar interests, which would have a negative impact on student wellbeing. It is well-known that students develop empathy and awareness in a nurturing, all-inclusive environment. Most worryingly, Modern Languages is a department which is growing in popularity as global job opportunities become more and more attainable. I am sure that you would not wish them to be disadvantaged by having no exposure to modern language teaching.

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

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

Yours sincerely,
Nawal Mohsen

Unit 8

The experience of learning a language تجربة تعلم احدى اللغات

Studying a foreign language is very helpful in today's society because it can help you to be successful in your life.

I interviewed three persons who studied foreign languages and asked them about their experience.

Hani, a university post graduate student, who studied English says that English has helped him in his studies and research. He can now serve the net easily and get the information he needs.

Rakan, a businessman and importer, studied Chinese in a language center in Beijing. Rakan says "it was difficult at first, but now I can do business and

make bargains better than before. In addition, I save money I used to pay for interpreters.”

Hadeel, a diploma in France, who had to learn French because she was appointed as a diploma at the Jordanian embassy in Paris. Hadeel says “ I almost lost my job because I didn’t speak French fluently. I worked hard to improve my French and I am now speaking it fluently. My life has changed and I am successful in my job.” To conclude, learning a language helps you to succeed in your study, business or work. So, why don’t you learn a language now to be successful in the future?

Unit 9

An informal letter about wishes and regrets رسالة غير رسمية عن الامنيات

والندم

Dear friend,

How are you? How is the family? I hope you are all O.K.

I’m writing to you to give me your advice about how I can do much of work in a short time because I feel I’m too late. Are you ready for the exam? Tell you the truth, I’m not. I wish I had started preparing right from the beginning of the term. I wish I hadn’t wasted so much time. I have a lot of work to do now, but I have a little time ahead. I wish I had worked hard earlier. I regret not setting up a timetable to spend every minute in more useful way.

I wish you can help me and guide me through the rest of the time left.

I looked forward to hearing from you.

Yours,

Rawan

A review of a hotel تقييم لاحد الفنادق

Charles Hotel, Paris

I recently stayed at this hotel for a few nights during a conference, and it did not entirely live up to expectations. On its website it is billed as ‘stylish, state-of-the-art and chic’, which was true, but the service was not quite as high a standard as it could have been.

Since I arrived fairly late in the evening my first night, there was nobody at Reception to check me into my room. However, someone came to help me immediately after I rang the bell on the desk. Throughout my stay, I experienced some negative aspects of service, such as a lack of towels and delayed room service, but I was met with excellent responses to requests

made in the restaurant, as well as an atmosphere of general helpfulness and politeness. I was happy to deal with the few oversights as I know that hotel staff work hard for long hours.

I would very much like to visit Paris again, and I enjoyed the view, architecture and atmosphere of the hotel very much. The service could be improved, but it didn't detract from a fairly pleasant stay. I recommend this hotel to anyone interested in Parisian architecture.

Unit 10-

Curriculum vitae السيرة الذاتية
Covering letter رسالة تغطية

Dear Sir / Madam,

I am writing to apply for the job of Head of the English Department at Al Etihad schools. You will see from my curriculum vitae that I have a Bachelor's degree in English and a PEP teaching qualification, as well as substantial teaching experience at Al Etihad schools.

I am now looking for a new challenge as a Head of the English Department, and I am interested in pursuing my goal at your school. My developing leadership skills show that I am ready to advance in my teaching career, and the advertised position at your school as Head of the English Department is ideal.

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

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

Yours sincerely,
Farida Jabari

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

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

Common Irregular Verbs

الافعال الشاذة

	المعنى	Infinitive	Past Simple	Past Participle
1.	يرتفع	arise	arose	Arisen
2.	يكون	be	was / were	Been
3.	يصبح	become	became	Become
4.	يبدأ	begin	began	Begun
5.	يراهن	bet	bet	Bet
6.	يكسر	break	Broke	Broken
7.	يحضر	bring	brought	Brought
8.	يبنى	build	built	Built
9.	يشترى	buy	bought	Bought
10.	يمسك	catch	caught	Caught
11.	يختار	choose	chose	Chosen
12.	يأتي	come	came	Come
13.	يقطع	cut	cut	Cut
14.	يتعامل	deal	Dealt	Dealt
15.	يعمل/يفعل	do	did	Done
16.	يشرب	Drink	Drank	Drunk
17.	يقود	Drive	Drove	Driven
18.	ياكل	eat	ate	Eaten
19.	يسقط	fall	fell	Fallen
20.	يشعر	feel	felt	Felt
21.	يجد	find	Found	Found
22.	يطير	fly	Flew	Flown
23.	ينسى	forget	Forgot	Forgotten
24.	يحصل	get	got	got(gotten in USA)
25.	يعطي	give	Gave	Given
26.	يذهب	go	Went	Gone
27.	يملك	have	had	Had
28.	يسمع	hear	Heard	Heard
29.	يؤذي	hurt	Hurt	Hurt
30.	يحفظ	keep	Kept	Kept
31.	يعرف	know	Knew	Known
32.	يغادر	leave	left	Left
33.	يقود	lead	led	Led
34.	يتعلم	learn	Learnt	Learnt
35.	يقرض يسلف	lend	Lent	Lent
36.	يدع	Let	Let	Let
37.	يفقد	lose	Lost	Lost

38.	يعمل - يصنع	make	Made	Made
39.	يعنى	mean	meant	Meant
40.	يقابل	meet	met	Met
41.	يدفع	pay	Paid	Paid
42.	يضع	put	Put	Put
43.	يقرأ	read	read	read
44.	يركب	ride	Rode	Ridden
45.	يجري	run	ran	Run
46.	يقول	say	Said	Said
47.	يرس	see	Saw	Seen
48.	يبيع	sell	Sold	Sold
49.	يرسل	send	Sent	Sent
50.	يغني	sing	Sang	Sung
51.	يجلس	sit	sat	Sat
52.	ينام	sleep	Slept	Slept
53.	يتكلم	speak	Spoke	Spoken
54.	يقضي - ينفق	spend	Spent	Spent
55.	يقف	stand	Stood	Stood
56.	يسبح	swim	swam	Swum
57.	يعلم	teach	taught	Taught
58.	ياخذ	take	Took	Taken
59.	يخبر	tell	told	Told
60.	يفكر	think	thought	Thought
61.	يفهم	understand	understood	Understood
62.	يستيقظ	wake	Woke	Woken
63.	يلبس يرتدي	wear	Wore	Worn
64.	يكسب	win	won	Won
65.	يكتب	write	Wrote	Written

تُمت بحمد الله

ان من محاسن هذه الدوسية انها ليست من النوع المطيل الممل ولا الموجز المقل فهي حلقة بين ذلك. وارجو صادقا ان تحقق هدفها وان تكون اداة طيبة بين ايدي الطلاب للوصول الى الهدف المنشود. وامل ان اكون قد وفقت في هذا العمل وحققت الغاية المرجوة منه.

مع تحياتي

الاستاذ عماد صوالحة

على استعداد لاعطاء دروس تقوية في اللغة الانجليزية: منهاج + تاسيس

للاستفسار والسؤال يرجى الاتصال على الرقم التالي

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إذا بلغت القمة فوجه نظرك إلى السفح لترى من عاونك في الصعود إليه