



اللغة الانجليزية

للمرحلة الثانوية/المستوى الرابع



THE GIANT OF ENGLISH
ACTION PACK 12 / LEVEL FOUR

PREPARED BY

Grammar

Vocabulary

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شرح كامل للمادة مع أسئلة إضافية
على كل موضوع
المنهاج الجديد



Reading

Writing

0777376260



SECOND
SEMESTER

UNIT
10



OUR WAY TO SUCCESS

UNIT TEN

Career choices

Grammar

Conditional sentences

1. Zero with future time phrases

The function:

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

لوصف شيء يحدث دائما (نتيجة حتمية) بعد عمل أو حدث معين

The structure:

{ If+ S + present simple..., S + present simple...
(If Clause) (Main Clause) }

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

Or

{ S + present simple... if+ S + present simple...
(Main Clause) (If Clause) } no comma)

Water turns to ice if the temperature falls below zero.

ملاحظة: يمكن استبدال **if** بـ **when** بمعنى عندما

If / When **the temperature falls below zero, water turns to ice**

ملاحظة: يستخدم النوع **Zero**، في حالة إعطاء أمر أو طلب في جملة جواب الشرط.

If you see Majed, tell him to call me.

If you feel tired , don't go with them to the party.

2. First conditionals with future time phrases

The function:

To describe a future outcome of a certain future action or event.

لوصف نتيجة مستقبلية لعمل أو حدث مستقبلي معين

The structure:

{ If+ S + present simple..., S + will+ Base...
(If Clause) (Main Clause) }

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

Or

{ S + will+ Base if+ S + present simple...
(Main Clause) (If Clause) } (no comma)

I will buy this book if it isn't too expensive

ملاحظة : يمكن استخدام الأدوات التالية (طالما) as long as (بشرط ان) that (provided (providing) ، (حتى لو) even if ، (الا اذا/ ما لم) unless بنفس طريقة if و ليس بنفس المعنى .

I'll buy the book provided (providing) that / as long as it isn't too expensive. ⇔ (I will buy the book if it isn't too expensive)

ملاحظة : unless = if not

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

Unless you study hard , you won't pass the exam . ⇔ (If you don't study hard , you won't pass the exam.)

ملاحظة : تستخدم **Even if** للتأكيد ان شيئاً ما سيحصل مهما كان الموقف

I'll buy it even if it's expensive. ⇔ (I will buy it. The price isn't important.)

3.The second conditional

The function:

To talk about a hypothetical or improbable situation.

للحديث عن مواقف افتراضية او غير محتملة

The structure:

{	If+ S + Past simple, (If Clause)	S + <i>would</i> + Base (Main Clause)	}
---	--------------------------------------------	-------------------------------------------------	---

If I had his number, I would call him.

Or

{	S + <i>would</i> + Base... (Main Clause)	if+ S + Past simple ... (If Clause)	}	(no comma)
---	-----------------------------------------------	------------------------------------------	---	------------

She would travel all over the world if she were rich.

Note: with the verb To Be we use IF + I / HE / SHE / IT + WERE

If I were not in debt, I would quit my job.

If he were taller, he'd be accepted into the team.

ملاحظة : تستخدم العبارات التالية (why don't you / could / If I were you,...) في هذا النوع لتقديم النصيحة a piece of advice

- If I were you, I would study harder.

4. The third conditional

The function:

To imagine past situations that are impossible and did not happen.

تخيل مواقف سابقة مستحيلة و لم تحدث

The structure:

{ If+ S + Past Perfect, S + *would have* + V.3 }
(If Clause) (Main Clause)

If I had studied harder , I would have passed the exam

Or

{ S + *would have* + V.3 ... if+ S + Past Perfect ... } (no comma)
Main Clause) (If Clause)

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

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

فعل الشرط يعرض حدث لم يحصل

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:

جواب الشرط يعرض نتيجة لم تحصل ايضا

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

(The person attended the celebration.)

The third conditional with *could* and *might*

The function:

To talk about the imaginary past. للتحدث عن ماضي خيالي / وهمي

when we are less sure of the result of the impossible past situation.

عندما لا نكون متاكدين من نتيجة موقف مستحيل في الماضي

We can use *could have* or *might have* in place of (بدلا من) *would have*.

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.)

* استخدام **would** يفيد ان المتحدث متأكد من نتيجة ما ، بينما استخدام **might** يفيد ان المتحدث غير متأكد ، اما استخدام **Could** يفيد القدرة و الامكانية للقيام بعمل ما

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.

تمارين الكتاب

6 / SB page 73

Choose the correct option to complete the sentences.

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

2 / SB page 74

Complete the sentences with expressions from the box that ask for or give advice.

you could	if I were you	why don't you
-----------	---------------	---------------

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

3 / SB page 74

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.**

4 / SB page 74

Complete these sentences with the correct form of the verbs in brackets , using the third conditional.

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.

5 / SB page 74

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, -----.

10 / SB page 75

Complete the sentences so that they are true for you. Use *could* and *might*

1. If I hadn't come to this school,
2. If I hadn't grown up in this city,

4 / AB page 49

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

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

5 / AB page 49

Circle the correct word in bold, 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 you----- hard. (study)
3. If / Unless you----- the plants, they will die. (not water)
4. Do you usually go home or meet your friends when / provided that school----- ? (finish)
5. Your new computer will last a long time as long as / even if you----- careful with it. (be)

6 / AB page 50

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

1. During Ramadan, we eat	if when even if unless provided that	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.

7 / AB page 50

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

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

1. Ice cream melts when it gets warm. ☒
2. We need umbrellas unless it rains. ☐ x We need umbrellas when it rains.
3. The teacher will be pleased unless I write a good essay. ☐
4. Our team will celebrate if they win the match. ☐
5. Provided that everyone works hard, we'll all pass our exams. ☐
6. Babies are usually happy as long as they're hungry or cold. ☐
7. We should always be polite unless we feel tired. ☐

8/ AB page 50

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

1. When I get home from school, I usually-----.
2. Unless we're given a lot of homework tonight, -----.
3. If there's something I don't understand, I usually-----.
4. Even if I'm tired tonight, -----.
5. As long as I have enough money, -----.
6. Provided that my parents agree, -----.

12/ AB page 52

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)
3. You ought to get some work experience. (don't)
4. You shouldn't look too casual. (If)
5. You should do a lot of research. (would)

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)

.....

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

.....

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

.....

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

.....

ملاحظة : عندما تحتوي الجملة على الرابط and او so نقوم بحل الجملة بنفس الترتيب اما عند وجود الرابط because نبدا الحل من وسط الجملة اي ما بعد الرابط نقوم بنفي الفعل المثبت و اثبات الفعل المنفي عند الحل باستخدام هذا النوع

A. Correct the verbs between brackets:

1. If you feel tired ,to sleep . (go)

2. You will fail the exam if you hard (not / study)

3. If I, you , I would apologise . (be)

4. When you heat water, it (boil)

5. Provided that it,we will have a picnic next week. (not, rain)

6. The police man wouldn't have fined you if you the law(not break)

7. If she early, she won't attend the class. (not / come)

8. If Huda..... ill yesterday, she wouldn't have missed the exam. (not /be)

9. I couldn't climb Mount Everest even if someone..... my equipment for me! (carry)

10. If my father to university, he could have been a teacher. (go)

B. Complete each of the following items so that the new item has a similar meaning to the one before it,

1. If I don't have enough money , I won't travel abroad .

Unless

2. You shouldn't worry so much.

If I.....

3. You won't get high marks unless you study hard.

If

4. I didn't invite Ali , so he didn't come .

If

5. Saleem left his wallet at home, so he wasn't able to purchase his necessary items. (could)

.....

6. I studied really hard the day before the final exams. I achieved the first rank in my class.

(might not)

.....

My job as an interpreter

KEY WORDS

headphones	a piece of equipment that you wear over your ears to listen privately to the radio, music, etc.	سماعات رأس
interpreter	someone who translates spoken words from one language into another	مترجم فوري
regional	relating to a particular region or area	إقليمي
rewarding	giving personal satisfaction	مجزي
seminar	a class on a particular subject, usually given as a form of training	حلقة تدريسية / ندوة
secure	safe; free from danger	امن
translation	expressing of something in different language	ترجمة
fond of	having an affection or liking for someone or something	مغرم بـ
concentration	attention, or attention span	تركيز
post graduate	someone who has finished their first degree and is continuing to study either a Master's or a PhD; ~ degree a second degree of Master's or PhD level	خريج
qualifications	official record of achievement	مؤهلات
degree	a qualification that is given to you when you have successfully completed a course of study	شهادة / درجة علمية

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.

اسمي فاطمة موسى و عملت كمتترجمة فورية لمدة خمس سنوات. العديد من الطلاب راسلونني بالايمل مستفسرين عن عملي لأنهم يريدون أن يعرفوا ما هي طبيعة عملي. لذلك هذا ردي.

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.

لطالما كنت دائما مغرمة باللغات . والدي عمل في بلدان مختلفة عديدة عندما كنت صغيرة و غالبا ما سافرنا معه. عندما كنا نزور بلدا، كنت دائما أريد تعلم لغتها. في المدرسة كنت جيدة جدا في الانجليزية. لذلك، قررت أن 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 الآن يشمل الذهاب إلى المؤتمرات و الندوات المهمة في أنحاء العالم. عندما يتحدث احدهم بالانجليزية في مؤتمر استمع إلى ما يقولون عبر السماعات الراسية. ثم أترجم إلى العربية بينما المتحدث يتحدث . أقدم الترجمة عبر سماعات راسية إلى الناس الآخرين في الاجتماع. هذا يعني إن أي احد في الغرفة يتحدث العربية يمكنه أن يفهم 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 أبدا. الانجليزية ليست واحدة في جميع الدول الناطقة بالانجليزية. مثلا، الكلمات الانجليزية المستخدمة في الهند تكون أحيانا مختلفة عن الكلمات التي يستخدمها الناس في بريطانيا أو أمريكا أو استراليا. بالإضافة لمعرفة الانجليزية الإقليمية، تحتاج لان تعرف أيضا الكثير عن الانجليزية المتخصصة. بعض الكلمات التي تستخدم للحديث عن الأعمال أو العلم أو القانون، مثلا، تجعلها لغة مختلفة تقريبا

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

إذا لم تكن تحمل شهادة باللغة، فلن تتمكن من أن تصبح مترجما فوريا. بشرط ان يكون لديك مؤهل جامعي عالي، فربما تحصل على وظيفة مترجم فوري بسرعة. إذا حصلت على مقابلة من اجل وظيفة، فستحتاج لان تبين بان لديك مهارات استماع جيدة و صوت واضح. ستحتاج أيضا لان تبين بأنه بإمكانك أن تفكر بسرعة و بأنك قادر على التركيز لفترات طويلة من الوقت. إذا كنت ناجحا فإنها وظيفة آمنة و مجزية. ربما ستحتاج لان تسافر كثيرا، لكن ذلك ليس مشكلة طالما انك تستمتع بزيارة البلدان الأخرى.

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.

أنها وظيفة فيها مسؤولية جدا. إنا مدركة إلى أنني إذا ترجمت أشياء بشكل خاطئ ، فإن ذلك يمكن أن يؤثر على قانون أو اتفاق تجارة مهم بين بلدين. على أي حال، ينتابك شعور هائل من الرضا عندما تعرف أن الناس يفهمون كل شيء تترجمه.

تمارين الكتاب

1 / SB page 72

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

.....
.....

4 / SB page 73

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

1. **Fatima Musa's job involves going to**
2. **As well as knowing regional English, you also need to know**
3. **Unless you have a language degree, you will not**
4. **Provided that you have a postgraduate qualification, you will probably get**
5. **You will probably need to travel a lot, but that is not a problem as long as**

5 / SB page 73

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

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

8 / SB page 73

Work in pairs and discuss the following questions.

1. **When do you get a huge feeling of satisfaction?**
.....
2. **What are examples of jobs that you will not get unless you have a degree?**
.....
3. **What do you think you will need to show if you have an interview for a job?**
.....
4. **Do you think that it is more important to be secure, or to be happy in your job? Why?**
.....
.....
5. **How useful do you think languages are?**
.....
.....

Research box / SB page 72

What are the six official languages used at the United Nations?

.....
.....

Quotation / SB page 74

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

"I've learned that making a living is not the same thing as making a life." Maya Angelou (1928 CE–2014 CE)

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

COMPREHENSION TEST

1. Many things encouraged Fatima to decide on a career as an interpreter . Write down two of them .

.....

2. You have to show some skills in an interview for the job of an interpreter . Write down two of these skills.

.....

3. Write down the sentence which indicates that the interpreter will feel rewarded if the listeners understand the translated information.

.....

4. Quote the sentence which shows the consequence of bad translation.

.....

5. Mention the main reason that made Fatima talk about her job as interpreter?

.....

6. What does the underlined phrase fond of mean ?

.....

7. Find a word in the text which means " giving personal satisfaction "

.....

8. What do the underlined words 'pronouns ' refer to ?

.....

9. If you want to get a good job , you have to be well-qualified. Suggest three things you can do to get a good job.

.....

.....

10. It is said that if you love your job, you will achieve success . Think of this statement and , in two sentences , write down your point of view.

.....

.....

.....

Curriculum Vitae

KEY WORDS

adaptable	able to adapt to new conditions or situations	متكيف مع
attribute	a quality or feature that is considered to be good or useful (in a person)	صفة / ميزة في الشخص
competent	having enough skill or knowledge to do something to a satisfactory standard	كفؤ
conscientious	showing a lot of care and attention (to a task)	واعي ومدرك/ حي الضمير
Curriculum Vitae	CV a short, written description of a person's qualifications, skills and work experience that they send to potential employers	سيرة ذاتية
enclosed	surrounded, especially by a fence or wall	مرفق
enthusiastic	showing a lot of interest and excitement about something	متحمس
keen	having or showing eagerness or interest	مهتم / محب
reference	a person who provides information about your character and abilities	مرجع / معرفين
voluntary	done or given by choice	تطوعي
work experience	a period of time that someone spends working in a particular place	خبرات العمل

(1)

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.

أتقدم إليكم بطلب وظيفة باحث في شركة الأدوية خاصتكم. وكما هو مبين في السيرة الذاتية المرفقة، فأنا حاصل على شهادة في الكيمياء. وإضافة إلى ذلك، فقد عملت كصيدلاني لذا فأنا أعرف الكثير عن هذه المهنة.

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.

ولدي أيضا مؤهلا في مجال الصحافة وكنت قد عملت سابقاً لصالح مجلة علمية، وأتمتع بمهارات بحثية ممتازة. وفي وقت فراغي، أقوم بمساعدة كبار السن وأعي الفرق الذي يمكن أن يحرز العلاج في حياتهم. كما وإني أتوق إلى الالتحاق بشركتكم التي تساعد الناس بالفعل.

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

أتطلع بشوق لسماع ردكم بخصوص المرحلة التالية من الطلب.

Yours faithfully,
Tareq Hakim

(2)

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.

أنا مهتم بوظيفة الباحث في شركتكم الدوائية. حيث سترون في سيرتي الذاتية المرفقة أنني قد عملت في المبيعات في شركات أدوية لعدة سنوات. وقد كنت ناجحا جدا في هذه الوظيفة وقد حصلت على لقب رجل المبيعات لعام 2013.

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.

ارغب الآن بخوض تحدي جديد كما أنني أجد نفسي مهتما بمجال البحث . أنا حاصل على شهادة في الفيزياء. وأعتبر نفسي عامل مجد وقادر على التكيف واعتقد أنني أستطيع النجاح في أي وظيفة. أحب التخيم والقراءة، وأحب السفر. المراجع موجودة عند الطلب. أتطلع بشوق لسماع الرد.

Yours sincerely,
Hisham Khatib

JAMAL SAFI
0777376260

تمارين الكتاب

3 / SB page 76

These people are applying for a job at a pharmaceutical company. Read and complete the two curriculum vitae with the headings in the box.

Contact details, ~~Name~~, Personal attributes, Qualifications and training,
Reference, Skills and achievements, Work experience

(1)

1. **Name** Tareq Hakim.
2. 5 North Street, Ajloun.
3. 2009–2012: shop assistant at a chemist's 2012–2014: reporter for *Medicine Today* 2014–now: editor at a scientific journal.
4. Degree in Chemistry (graduated 2008); Certificate in Journalism (2011)
5. Captain of school basketball team; Voluntary work for a charity that helps elderly people.
6. I am a conscientious worker and I am very enthusiastic about working in pharmaceuticals.
7. Osama Hayek, Chemistry teacher at my secondary school.

(2)

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

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Read the requirements of the pharmaceutical company for the position that both Hisham and Tareq have applied for. Who do you think is the best applicant for the job, and why? How could their applications be improved?

.....

.....

.....

.....

Stepping into the business world

KEY WORDS

pensions	money you save over your lifetime to pay for your old age	رواتب تقاعدية
web inquiries	online questions	استفسارات على النت
calculations	maths; work with numbers	عمليات حسابية
recruiting	finding suitable employees	توظيف
marketing	promoting your product; finding customers	تسويق

Business Studies is a popular choice for students who are choosing a degree course in the UK.

After graduating, some go on to further study, but most of them take up employments. Many large companies offer graduate training schemes, (1) which are a kind of apprenticeship.

We went to meet twenty-two-year-old Ricky Miles, who is about to graduate in the subject.

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

How long have you been studying Business Studies, Ricky? منذ متى وأنت تدرس الأعمال يا ريكي

It's a four-year course, including two periods of work experience. Each one lasted six months, (2) but they weren't in the same year.

انه برنامج لمدة أربع سنوات يشمل فترتين من خبرة العمل. كل منهما تدوم لسنة أشهر، لكنهما ليس في نفس السنة.

What exactly have you studied over those four years? ماذا درست بالضبط في غضون هذه السنوات الأربع؟

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, (3) because computer skills are essential.

الكثير جدا! الرياضيات بالطبع والمحاسبة والتمويل والاقتصاد. أوه، نعم والتسويق والمبيعات أيضا. كما أخذت مساقا في الإدارة عن التوظيف وإدارة الموظفين. وكيف تتعامل مع المشكلات ومساق في الدعاية. وكان علينا أن ندرس تكنولوجيا المعلومات، أيضا، لأن مهارات الحاسوب مهمة.

What did you most enjoy about the degree? ما هو أكثر شيء استمتعت به في برنامج الشهادة؟

The work experience, definitely. I learnt so much, both times, (4) 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، بالتأكد تعلمت الكثير في الفترتين و بالطبع بدت رائعة في سيرتي الذاتية. إحدى الشركات عرضت علي عمل مدفوع الأجر الصيف الماضي، لذلك تمكنت من الحصول على المزيد من الخبرة بتلك الطريقة. أيضا لم يكن ليكن 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، و ماذا عملت هناك؟

It was a company that provides financial products - savings and pensions, mostly. At first I just 'shadowed' different people, (5) 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, (6) 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. أكثر شيء مدخرات و رواتب تقاعدية. في البداية كنت فقط أتتبع أشخاص مختلفين، أراقب ماذا يفعلون. ثم قمت بالكثير من أعمال التدقيق عليهم، أنت تعرف تدقيق حساباتهم. عندما عدت في الصيف كنت في دائرة المبيعات. عملي كان ان أتابع استفسارات الانترنت و أرسل معلومات إضافية للزبائن المحتملين. استمتعت بعملتي ، و ما كنت لأحصل 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, (7) I'll have to prepare really carefully.

لقد تقدمت حديثا لوظيفة في بنك. لدي المؤهلات المطلوبة ، لكنني اعرف بأنه سيكون هناك الكثير من متقدمين كثر للوظيفة. علي فقط أن انتظر و أرى إن كنت سأحصل على مقابلة. إذا حصلت علي أن استعد بجد حقا.

تمارين الكتاب

10 / AB page 51

Read the text again and answer the questions.

1. What is the name of Ricky's degree?

.....

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

.....

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

.....

4. What is he waiting to find out?

.....

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

.....

.....

.....

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

1. **money you save over your lifetime to pay for your old age:**
2. **online questions:**
3. **maths; work with numbers:**
4. **finding suitable employees:**
5. **promoting your product; finding customers:**

COMPREHENSION TEST

1. Business studies students should do some courses to get a degree. Write down two examples of these courses.

.....

2. According to the text, Ricky has to follow some steps to get a job with a bank. Write down two of these steps.

.....

3. There are two choices for the student of business studies? What are they?

.....

4. Write down the sentence which shows what Ricky intends to work in the future.

.....

5. Ricky Miles has three types of qualifications . What are they?

.....

6. What helped Ricky to get a job last summer?

.....

7. What does the underlined word 'recruiting' mean ?

.....

8. What do the underlined words' pronouns' refer to ?

.....

9. Work experience is essential to get good job and improve your job position . Suggest three ways to gain experience.

.....

.....

10. Choosing what to study at university is one of the biggest decision students have to make. Think of this statement and , in two sentences , write down your point of view.

.....

.....

.....

The word (s)	English Meaning	Arabic Meaning
adaptable	able to adapt to new conditions or situations	متكيف مع
ambitious	having a strong desire for success or achievement	طموح
attribute	a quality or feature that is considered to be good or useful (in a person)	صفة / ميزة في الشخص
competent	having enough skill or knowledge to do something to a satisfactory standard	كفؤ
conscientious	showing a lot of care and attention (to a task)	واعي ومدرك/ حي الضمير
Curriculum Vitae	CV a short, written description of a person's qualifications, skills and work experience that they send to potential employers	سيرة ذاتية
enclosed	surrounded, especially by a fence or wall	مرفق
enthusiastic	showing a lot of interest and excitement about something	متحمس
fond of	having an affection or liking for someone or something	مغرم بـ
Full time	happening or working for the whole of the working week, and not only part of it	كامل الوقت
headphones	a piece of equipment that you wear over your ears to listen privately to the radio, music, etc.	سماعات رأس
intern	someone who works for a short time in a particular job in order to gain experience	متدرب
interpreter	someone who translates spoken words from one language into another	مترجم فوري
keen	having or showing eagerness or interest	مهتم / محب
reference	a person who provides information about your character and abilities	مرجع / معرفين
regional	relating to a particular region or area	إقليمي
seminar	a class on a particular subject, usually given as a form of training	حلقة دراسية / ندوة
surveyor	person whose job is to measure the conditions of a building or to record the details of an area of land	باحث مسحي
voluntary	done or given by choice	تطوعي
work experience	a period of time that someone spends working in a particular place	خبرات العمل
rewarding	giving personal satisfaction	مكافئ
secure	safe; free from danger	امن
translation	expressing of something in different language	ترجمة
concentration	attention, or attention span	تركيز
post graduate	someone who has finished their first degree and is continuing to study either a Master's or a PhD; ~ degree a second degree of Master's or PhD level	خريج
degree	a qualification that is given to you when you have successfully completed a course of study	شهادة / درجة علمية
qualifications	official record of achievement	مؤهلات
pensions	money you save over your lifetime to pay for your old age	رواتب تقاعدية
web inquiries	online questions	استفسارات على النت
calculations	maths; work with numbers	عمليات حسابية
recruiting	finding suitable employees	توظيف
marketing	promoting your product; finding customers	تسويق

Words followed by prepositions

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

تمارين الكتاب

1 / AB page 49

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 fluent in several languages. He is often able to _____ for us during conversations with foreigners.
5. Nada made a successful presentation at a _____ in Irbid last month.
6. Doing volunteer work can be a very _____ experience.

2 / AB page 49

Circle the correct words.

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

3 / AB page 49

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

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

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



6 / SB page 73

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

2 / SB page 74

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

3 / SB page 74

1. why don't you 2. could 3. If I were you
1. would have got, had had 2. had done, would have had

5 / SB page 74

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.

10 / SB page 75

1. I might not have studied French. 2. I couldn't have known everything in it

4 / AB page 49

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

5 / AB page 49

1. When; heat 2. unless; study 3. If; don't water 4. when; finishes 5. as long as; are

6 / AB page 50

1. d when the sun sets 2. e if I miss the bus ... 3. a unless it's closed 4. c provided that it's part-time ...
5. b even if we're tired

7 / AB page 50

1. ✓ 2. *We need umbrellas when it rains.* 3. The teacher will be pleased if I write a good essay.
4. ✓ 5. ✓ 6. Babies are usually happy unless they're hungry or cold. 7. We should always be polite even if we feel tired.

8 / AB page 50

1. have my lunch 2. I will go out 3. ask my teacher 4. I will do my homework 5. I will buy a new mobile 6. I will go to Wadi Rum with my friends.

12 / AB page 52

1. *If I were you, I'd practise the presentation several times.*
2. You could make a list of questions.
3. Why don't you get some work experience?
4. If I were you, I wouldn't look too casual.
5. If I were you, I would do a lot of research.

13 / AB page 52

1. *If Saeed hadn't left his camera at home, he could have taken pictures of the parade.*
2. I might have done well in the Maths test if I hadn't had a headache yesterday.
3. I could have been able to contact you if I had known your phone number.
4. If you hadn't had a brightly-coloured T-shirt on, I might not have noticed you in the crowd.
5. I might not have got top marks if I hadn't worked really hard the day before the exam.

A. 1. go 2. don't study 3. were 4. boils 5. doesn't rain 6. hadn't broken 7. doesn't come
8. hadn't been 9. carried 10. had gone.

- B. 1. I have money , I won't travel abroad.
2. were you, I wouldn't worry so much.
3. you don't study hard , you won't get high marks.
- 4 I had invited Ali, he would have come
5. If Slaeem hadn't left his wallet at home, he could have been able to purchase his necessary item.
6. If I hadn't studied really hard the day before the final exam, I might not have achieved the first rank in my class.

Reading

My job as an interpreter

1 / SB page 72

At international conferences people from different countries talk to each other through interpreters . The interpreter listens to what is said through headphones and then translates it into the listeners native language while the speaker is talking . The interpreter gives the translation through headphones to other people at the meeting.

4 / SB page 73

1. important conferences and seminars around the world.
2. a lot of specialist language.
3. be able to become an interpreter.
4. a job as an interpreter quite quickly.
5. you enjoy visiting other countries.

5 / SB page 73

Yes I think I have the necessary qualifications to be an interpreter one day because I have good listening skills and a clear speaking voice . Also, I can think quickly and have the ability to concentrate .

8 / SB page 73

1. When I work hard and achieve my ambition.
2. doctor , teacher , lawyer , dentistetc
3. I think I need to show my self confidence and ability to do tasks perfectly.
4. I think being happy in my job leads to secure because you can do your job better and earn the confidence of others.
5. I think learning languages is very important in order to be able to communicate with others easily

Research box / SB page 72

The six official languages of the United Nations are Arabic, Chinese, English, French, Russian and Spanish. They are the mother tongue or second language of 2.8 billion people, nearly half the world's population.

Quotation / SB page 74

I agree with this quotation because making a living refers to your job and the money you earn to live on. You may or may not enjoy your job; your job may or may not be good. Making a life is creating a way of living that you want. You do the work in order to be able to have that, but it also depends on your friends and family, and how you decide to behave. So 'making a life' is not totally dependent on the money you earn.

COMPREHENSION TEST

1. She has always been fond of languages. Her father worked in many different countries when she was young and they usually travelled with him.
2. You have to show some skills in an interview for the job of an interpreter . Write down two of these skills.
3. However, you get a huge feeling of satisfaction when you know that people understand everything that you translate.
4. I am aware that if I translate things badly, it could affect an important law or trade agreement between countries.
5. Many students have emailed her about her work because they want to know what it would be like to do her job.

6. having an affection or liking for someone or something.
7. rewarding
8. they : many students / who : anyone in the room / I : Fatima
9. There are many things I can do to get a good job like having computer and net skills . Also, learning a foreign language and getting a university degree.
10. I agree with this statement because if you love your job , you will be creative and responsible. Also, this encourages you to do your best .

Curriculum Vitae

3 / SB page 76

1. Name 2. Contact details 3. Work experience 4. Qualifications and training
5. Skills and achievements 6. Personal attributes 7. Reference

4 / SB page 76

Tareq might be the best applicant for someone starting out in his career, but Hisham has more relevant experience.

Stepping into the business world

10 / AB page 51

1. Business Studies
2. doing work experience
3. It was a company providing financial products, and his job was to follow up web enquiries.
4. whether or not he will get an interview
5. yes , it is important to study business administration because you can obtain many skills that help you in different career fields.

11 / AB page 51

1. pensions 2. web enquiries 3. calculations 4. recruiting 5. marketing

COMPREHENSION TEST

1. Finance and Economics.
2. he will just have to wait and see if he gets an interview. If he does, he will have to prepare really carefully.
3. some go on to further study, but most of them take up employments.
4. I've just applied for a job with a bank.
5. Business studies degree , the work experience and the summer job .
6. The work experience.
7. finding suitable employees.
8. which : training schemes/ they : different people / my : Ricky Miles.
9. There are many ways to gain experience like doing voluntary work and joining training courses . Also, accepting part time jobs.
10. I think that choosing what to study at university is one of the biggest decision students have to make because every student should choose what he finds himself in and what he prefers in order to be able to make a difference in his life. Also, he should choose according to what labour market needs.



1 / AB page 49

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

2 / AB page 49

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

3 / AB page 49

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

