

**Question Number One**

Choose the suitable item from those given in the box to complete each of the following sentences and write it down in your ANSWER BOOKLET.

**A.**

**court, famine, pollution, innocent, deteriorated**

1. Cars can cause a lot of.....in cities.
2. The economic situation in the Arab World has..... because of the continuous uprisings and riots.
3. A serious shortage of food is called.....
4. They released the man because he was found.....

**B.**

**raise, prove, eroding, tool, confidential**

1. Criminals use computers to pass on.....information.
2. Some animals usually migrate to.....their young.
3. The word ..... means a piece of equipment for doing a job.
4. Trees can prevent the top layer of soil from.....

**C.**

**consumption, sustainable, viruses, famine, soil**

1. Plants need to grow in a substance called .....
2. This food is not good for human.....
3. The poor villages far away from the capital need..... development .
4. My computer is not working properly because of.....

**D.**

**emigrate, transfer, legal, habitat, climate**

1. A strong .....system is important in a modern society.
2. Information about ..... is useful for farmers to plant their crops.
3. The place where an animal lives is called its .....
4. People use internet websites to ..... money or pay bills.

**E.**

**dust, exotic, erode, forged, seeds**

1. Fine dry powder that is made of very small pieces of earth is called .....
2. After farmers plough their lands, they through .....
3. Yesterday, crowds of people ..... through the streets towards the embassy.
4. There are many.....international restaurants in Jordan.

**Question Number Two**

Study the following sentences and answer the question that follows.  
Write the answer down in your ANSWER BOOKLET.

ادرس الجمل التالية ثم أجب عن السؤال الذي يليها. اكتب إجابتك في دفتر الإجابة.

1. If you come up against a difficult situation, keep calm.  
ماذا يعني الفعل الذي تحته خط؟  
What does the underlined verb mean?
2. I watch the news on TV every evening to keep up with current events.  
ماذا يعني الفعل الذي تحته خط؟  
What does the underlined verb mean?
3. Children usually look forward to making birthdays.  
ماذا يعني الفعل الذي تحته خط؟  
What does the underlined verb mean?
4. I can't put up with the noise of the city, so I am going to move to the country.  
ماذا يعني الفعل الذي تحته خط؟  
What does the underlined verb mean?
5. Doctors advised her to cut down on the amount of fats and sugar in her diet.  
ماذا يعني الفعل الذي تحته خط؟  
What does the underlined verb mean?
6. Every year, engineers come up with new ways of saving water.  
ماذا يعني الفعل الذي تحته خط؟  
What does the underlined verb mean?
7. We've run out of sugar; I'm going to the shops for some.

**Question Number Three**

words in brackets and write the answers down in your ANSWER BOOKLET.

أكمل الجمل التالية باستعمال كلمات مشتقة مناسبة من الكلمات التي بين الأقواس.

1. That businessman has some.....problems. He needs a lawyer. (law)
2. Students usually work hard to.....their skills. (development)
3. Desertification is an.....serious problem in over a hundred countries of the world. (increasing)
4. Trees are .....grown long term crops, so that when they are cut down, new ones are planted. (commercial)
5. The WHO has eradicated many.....diseases. (infection)
6. The story has a.....end. Many people were killed. (disaster)
7. My father always reads his favourite .....newspaper. (day)
8. Jordan has witnessed a big.....in the field of technology and communications. (develop)
9. The man was sent to prison because he was found ..... (guilt)
10. Storms cause the .....of most of the crops. (destructive)
11. Unemployment is falling as more people find ..... Work. (permanently)
12. The .....success in China has influenced most of the countries all over the world. (economically)

13. The doctor believed the baby got a dangerous..... . (infect)

#### Question Number Four

**A. Correct the verbs between brackets then write your answers down in your ANSWER BOOKLET.** صحح الفعل الذي بين الأقواس:

1. She is so angry because she..... here for two hours for her friends. (be, wait)
2. The police ..... sufficient details about the man, a few days later they arrested him. (gather)
3. Shadi .....me three letters last month. (send)
4. Liala looks tired and sleepy because she has.....(be, do) her science project all night.
5. I.....already.....(make) a decision.
6. My uncle.....(fly) to Germany last week.
7. By 2001, most people.....(leave) the island because of frequent earth tremors.
8. Ahmad.....(win) the reading contest three times so far.
9. Rola has.....in that school for 12 years. (be, teach)
10. My uncle.....a new car a few days ago. (buy)
11. Nour has ..... an essay all morning. (be , write)
12. Rami cleaned the kitchen after he.....(eat) his lunch.
13. Before we.....(take) a rest, we had walked for 18km.
14. I wish I.....(spend) more time with my family.
15. I wish I.....(not have to) study tonight.

#### Question Number Five

**Combine each pair of sentences below into one meaningful sentence, using the suitable given words and phrases from the box below, and write it down in your ANSWER BOOKLET.**

اربط الجملتين التاليتين في جملة واحدة مفيدة، واستعمل الروابط المناسبة من الصندوق في الأسفل، واكتب الإجابة في دفترك.

1. Najwa took a vacation. She wanted to visit her relatives in Egypt.

in order to
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with the result that
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2. Global warming is increasing. Human beings are throwing dangerous gases into space.

because
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so as to
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3. The cities are getting overcrowded. More and more people are coming to live in cities.

so as to
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With the result that
----------------------

4. Majeda has drunk much coffee last night. She could keep alert.

In order that
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Because of
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**Question Number Six**

**A. Complete each of the following items so that the new item has a similar meaning to the one before it, and write it down in your ANSWER BOOKLET.**

أكمل الجملة بحيث تعطي نفس معنى الجملة التي قبلها.

1. I can't go on the journey with my friends.

I wish .....

2. It is a pity that I am not very intelligent.

I wish I.....

3. It is annoying that people smoke in the bus.

I wish .....

4. I don't have much knowledge about child growth.

I wish .....

5. Ahmad worked overtime in order to make some more money.

Ahmad worked overtime so that.....

6. Manal went to the school in order to meet the headmistress.

Manal went to the school so that.....

7. It is almost sure Nawal spent the last night at her uncle's house.

Nawal .....

8. It was very unsure that Akram was inside the building.

Akram .....

9. It is almost sure that Rawan didn't open the safe yesterday.

Rawan.....

**Expressing opinions**

للتعبير عن الرأي، استعمل التعبيرات التالية:

In my opinion / In my view,..... حسب رأيي / حسب وجهة نظري،

(in fact) it's my view that ... (في الحقيقة) وجهة نظري أنه....

I believe / think that اعتقد انه

It felt like..... شعرت بأن.....

For me, the best / worst thing was... بالنسبة لي، أفضل / أسوأ شيء كان....

I didn't know what to expect. لم أعرف ماذا أتوقع.

What surprised me was..... الأمر الذي أدهشني كان.....

**Talking about past events**

للتحدث عن أحداث حصلت في الماضي، استعمل ما يلي:

(Then) one day, I ... (ثم) في أحد الأيام، أنا.....

I was about to go into the garden to play football, when.....

..... كنت على وشك الذهاب إلى الحديقة للعب كرة القدم، عندما.....

Two months / Ten minutes / Three days later, we ...

..... شهرين/عشرة دقائق/ ثلاثة أيام لاحقة، نحن.....

That was six years ago. كان ذلك قبل ست سنوات.

**Remembering a past event** لتذكر حدث حصل في الماضي، استعمل ما يلي:

I can remember it very clearly. استطيع تذكره بوضوح تام.

I remember thinking / feeling..... أتذكر أنني كنت أفكر/ أشعر.....

I'll never forget that day / how I felt that day.

لن أنسى أبداً ذلك اليوم/ كيف شعرت في ذلك اليوم

**Time expressions**

التعابير الزمنية

we arrived on (day)at (time).

وصلنا في (يوم) في (ساعة)

The next day.... That same day / evening.....

اليوم التالي.... في نفس ذلك اليوم/ المساء....

The first thing we / I did / saw was.. أول شيء قمنا به/ قممت به/ شاهدته كان..

**Persuading people your ideas are the best**

من أجل إقناع الناس بأن أفكارك هي الأفضل، استعمل العبارات التالية:

Can you see what I mean?

هل تفهم ما أقصده؟

Look at it this way: if we build the houses there, .

أنظر إلى الأمر من هذه الناحية: إذا بنينا المنازل هناك.....

If you build them there, it will mean.....

إذا بنيت المنازل هناك، فإن هذا سيعني.....

**Expressing possibilities**

للتعبير عن الإمكانات/الاحتمالات، استعمل العبارات التالية:

We are concerned that ... may/might/could represent.....

نحن قلقون أن..... ربما/محمتمل/من الممكن أن يمثل.....

Perhaps/ Possibly / Probably, this will mean that....

ربما/محمتمل/من الممكن، هذا سيعني أن

In all likelihood.....

في جميع الاحتمالات.....

### Question Number Seven

A.

**1. Compete the following mini-dialogue below using an expression that expresses an opinion, and write the answer down in your ANSWER BOOKLET.**

أكمل الحوار القصير التالي واستعمل تعبيراً يدل على تقديم الرأي، واكتب الإجابة في دفترك.

**Marwan:** What do you think are the advantages of studying abroad?

**Rashed:** ..... What about you?

**2. Complete the following, mini-dialogue using an expression that presents talking about a past event, and write down in your ANSWER BOOKLET.**

أكمل الحوار القصير التالي واستعمل تعبيراً يقدم التحدث عن أحداث حصلت في الماضي، واكتب الإجابة في دفتر الإجابة.

**Adel:** Have you ever been to Petra?

**Kamal:** -----.

3. Complete the following, mini-dialogue using an expression that presents an opinion , and write down in your ANSWER BOOKLET.

أكمل الحوار القصير التالي واستعمل تعبير يدل على تقديم رأي.

**Majed:** What do you think the most important advantage of the Internet is?

**Ramzi:**-----

B. Write sentences which explain the possibilities of the following situations using the suitable modal verbs from the box. Write the answers down in your ANSWER BOOKLET.

اكتب الجمل التالية والتي توضح الاحتمالية في المواقف التالية واستعمل الأفعال الشكلية المناسبة في الصندوق. و اكتب الإجابة في دفترك. (ملاحظة: عليك أن تختار الرابط المناسب للإجابة من الصندوق.)

1. Ahmad's class starts a 8:30. It is 8:45 and he is not here yet. I am unsure whether he has missed the bus or not.

**Ahmad**-----

must have

might have

2. Salma's plants are dead. I am almost sure she hasn't watered them.

**Salma**-----

can't have

might not have

### Question Number Eight

التحرير: EDITING:

Imagine you are an editor in the Jordan Times. You are asked to edit the following text that has four mistakes. Correct the mistakes and write the answers in your ANSWER BOOKLET.

صحح الأخطاء التي تحتها خط: إما خطأ إملاء أو تكبير الحرف الأول.

A.

Because they heard that they could earn four times as much in (1)america, some farmers (2)emijrated. But between 1820 and 1840, the economic situation in Ireland (3)deteriyrated and in 1845 the Potato (4)Fimine began.

B.

Also, pabermakers(1) use the parts of trees that cannot be used in other industries(2) such as building and furniture making. nearly(3) all new paper is made from wood grown in sustainable(4) forests.

C.

increasingly (1) , some soya beans are also being turned into food for human consumbtion(2); many vegeterian (3) foods are based on soya beans.

D.

**although(1)** natural changes in the **clymate (2)** often start the process, the activities of human beings are often the real cause of **dezertification (3).**

الإجابات**Question Number One**

- A. 1. pollution 2. deteriorated 3. famine 4. innocent  
 B. 1. confidential 2. raise 3. tool 4. eroding  
 C. 1. soil 2. consumption 3. sustainable 4. viruses  
 D. 1. legal 2. climate 3. habitat 4. transfer  
 E. 1. dust 2. seeds 3. forged 4. exotic

**Question Number Two**

1. face, meet 5. reduce  
 2. know the latest information about 6. invent  
 3. wait with pleasure for something to happen 7. have none left  
 4. accept, stand

**Question Number Three**

1. legal 2. develop 3. increasingly 4. commercially 5. infectious  
 6. disastrous 7. daily 8. development 9. guilty 10. destruction  
 11. permanent 12. economical 13. infection

**Question Number Four:**

1. has been waiting 2. had gathered 3. sent  
 4. been doing 5. have /made 6. flew  
 7. had left 8. has won 9. been teaching  
 10. bought 11. been writing 12. had eaten  
 13. took 14. spent 15. didn't have to

**Question Number Five:**

1. Najwa took a vacation in order to visit her relatives in Egypt.  
 2. **Because** human beings are throwing dangerous gases into space, global warming is increasing.  
 Or Global warming is increasing **because** human beings are throwing dangerous gases into space.  
 3. More and more people are coming to live in cities, **with the result that** they are getting overcrowded.  
 4. Majeda has drunk much coffee **in order that** she could keep alert.

**Question Number Six:**

1. I wish I could go on the journey with my friends.  
 2. I wish I was/were very intelligent.  
 3. I wish people wouldn't smoke in the bus.

4. I wish I had much knowledge about child growth.
5. Ahmad worked overtime so that he could make some more money.
6. Manal went to the school so that she would meet the headmistress.
7. Nawal must have spent the last night at her uncle's house.
8. Akram might have been inside the building.
9. Rawan can't have opened the safe yesterday.

#### Question Number Seven

1. **Rashed:** I believe the most important advantage is that you learn about a new civilization.
2. **Kamal:** Yes, I have. Two months ago, I went with my family to Petra.
3. **Ramzi:** For me, the most important advantage of the Internet is that you can get access to sources of information.

#### B.

1. Ahmad **might have missed** the bus.
2. Salma **can't have watered** her plants.

#### Question Number Eight

- A. 1. America 2. emigrated 3. deteriorated 4. Famine
- B. 1. papermakers 2. industries 3. Nearly 4. sustainable
- C. 1. Increasingly 2. consumption 3. vegetarian
- D. 1. Although 2. climate 3. desertification



**READING COMPREHENSION**

**Read the following text carefully, and then answer all the questions that follow the text.**

Desertification, which is the process in which productive land changes into desert, is an increasingly serious problem in over a hundred countries of the world. One billion people, out of a total world population of six billion, suffer from its effects.

Desertification usually occurs in dry areas where there is no rain and where the **climate** is harsh. In these places, the top layer of soil is destroyed so that the land can no longer be used for growing crops or grazing animals. This means that people who depend on the land for food have to move to 'greener' areas in order to survive. A proportion of the population may survive by moving, but others may die because of shortages of food and water.

Although natural changes in the climate often start the process, the activities of human beings are often the real cause of desertification. Because there are growing numbers of people to feed, farmers tend to overcultivate their land, with the result that the soil becomes poor and unproductive. Other farmers overgraze **their** land and this permanently kills off grass and other plants. In addition to the effects of farming, deforestation - the cutting down of trees - also erodes the soil. Trees are usually cut down to make more agricultural land, but once there are no longer trees and plants on an area of land, there is nothing to stop the wind and rain from blowing or washing away the top layer of soil. The dust which this produces can travel long distances and affect the health of people living in cities thousands of kilometres away.

But this is not the end of the story: desertification can create conditions which produce strong winds and dangerous wildfires and this leads to even greater pressure on the Earth's most precious resource, water.

**Question Number One**

1. The writer states that desertification is a serious problem. Explain the statement suggesting two things to prevent desertification.

يؤكد الكاتب أن التصحر مشكلة كبيرة. اشرح هذه العبارة واقترح شيئين لمنع التصحر.  
(ملاحظة: إجابة سؤال اقترح تكون دائما من خارج القطعة- من أفكارك الخاصة)

2. According to paragraphs 3, write down two of the human activities that can cause desertification.

حسبما ورد في الفقرة 3، اذكر نشاطين من الأنشطة البشرية التي تسبب التصحر.

3. According to paragraph 2, what is the influence of desertification on people?  
حسبما ورد في الفقرة 2، ما هو تأثير التصحر على الناس؟

4. What does the underlined pronoun "their", in paragraph three, refer to?

على ماذا يعود الضمير الذي تحته خط؟

5. Find a word in paragraph 3 which means "destroys slowly".

جد كلمة وردت في الفقرة 3 والتي تعني "يدمر ببطء".

6. In paragraph 3, the writer says that "the activities of human beings are often the real cause of desertification." Is he justified? Explain your answer giving one example.

في الفقرة 3، يقول الكاتب أن "أنشطة البشر غالباً ما تكون السبب الحقيقي للتصحر." هل هو مقنع في كلامه؟ أوضح جوابك وأعط مثلاً واحداً.

7. In the last paragraph, the writer believes that desertification may change the world climate. What are the major changes?

في الفقرة الأخيرة، يعتقد الكاتب أن التصحر قد يغير مناخ العالم. ما هي التغيرات الرئيسية؟

8. What does the underlined word "climate", in paragraph 2, mean?

" التي تحتها خط في الفقرة 2؟ climate ماذا تعني كلمة "

### B. Critical Thinking التفكير الناقد

Do you think people who cut down forest trees should be punished?

Why? Why not? Justify and explain your opinion in two sentences.

هل تعتقد أن الناس الذين يقطعون أشجار الغابات يجب أن يعاقبوا؟ لماذا؟ لماذا لا؟ علل وأوضح رأيك في جملتين.

### Question Number Two

#### VOCABULARY

A. Choose the best answer from those given to complete each of the following sentences. اختر الكلمة الصحيحة لتكمل الجمل في الأسفل.

famines	blue	come up against
species		survive

1. After being abroad for years, my brother came back home out of the.....
2. It is impossible to.....in the desert without water.
3. Thousands of poor children die every year because of .....
4. In the first week, we have.....a big problem.

B. Study the following sentence and answer the question that follows. Write the answer down in your ANSWER BOOKLET. )

I really can't put up with lying and cheating.

What does the underlined phrasal verb mean? ?

C. Complete the following sentences with the suitable words derived from the words in brackets and write the answers down in your ANSWER BOOKLET.

1. The man was sent to prison because the court had **found** him.....  
(guilt)
2. Global Warming can have .....effects on millions of people.  
(disaster)
3. The little girl spoke.....about what she had seen. (innocent)

**D. Study the following sentence and then answer the question that follows:**

ادرس الجملة التالية ثم أجب عن السؤال الذي يليها.

Three men will appear in court tomorrow accused of dangerous driving.

ماذا تعني الكلمة التي تحتها خط؟

**Question Number Three**

**STRUCTURE**

**A. Correct the verb in brackets.** صحح الفعل الذي بين الأقواس.

1. By the end of 2001, the company.....(open) three more new branches.
2. Some workers.....(be, wait) for the manager since the morning.
3. Ahmad wishes he.....(be) a famous footballer.
4. Nawal.....(win) that cup three years ago.

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

أكمل الجملة بحيث تعطي نفس معنى الجملة التي قبلها.

1. It annoys me that people don't use the seat-belts while driving.  
I wish people.....
2. It is sure that Ahmad was in Madaba last week.  
Ahmad.....
3. Khaled spent two years in England so that he could improve his English.  
Khaled spent two years in England so as to.....

**Question Number Four**

**A. Combine each pair of sentences below into one meaningful sentence, using the suitable given words and phrases from the box below, and write it down in your ANSWER BOOKLET.**

اربط الجملتين التاليتين في جملة واحدة مفيدة، واستعمل الروابط المناسبة من الصندوق في الأسفل، وكتب الإجابة في دفترك. (ملاحظة: حسبما جاء في أسئلة الوزارة الجديد، فإن الرابطين داخل الصندوق أحدهما صحيح والآخر خطأ. عليك أن تفهم معنى الجملتين وتقرر أي الرابطين هو الصحيح، وبعد ذلك تقوم بعملية ربط الجملتين بطريقة صحيحة.)

1. My father is saving some money. He wants to buy a new car.

so as to , with the result that

2. My father is saving some money. He wants to buy a new car.

**so as not to, in order that**

3. Majed was very ill last week. He didn't study for the exam.

**in order not to, because**

4. Rainforests are being cut down. The rainfall average is decreasing.

**in order to, with the result that**

**B. Complete the following, mini-dialogue using an expression that presents a disagreement, and write down in your ANSWER BOOKLET.** أكمل الحوار القصير التالي واستعمل تعبير يدل على مخالفة الرأي.

Ahmad: I think we should wear heavy clothes when we go there.

Sami:-----

#### Question Number Five

**A. EDITING:** (على النمط الجديد)

Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that have four mistakes. Find out these four mistakes and correct them. Write the correct answers down in your ANSWER BOOKLET.

جد الأخطاء الأربعة وصححها في الأسطر التالية: إما خطأ إملاء أو تكبير الحرف الأول.

the rainforest itself is an important enviroment but, because of its size and location, it also plays a vitel part in controlling the world's klimate.

**B. GUIDED WRITING:** الكتابة الموجهة

Read the following information in the table below, and then in your ANSWER BOOKLET, write two sentences about why animal zoos are good and important. Use linking words such as and, so...etc.

اقرأ المعلومات في الجدول، واكتب جملتين عن لماذا حدائق الحيوان جيدة وهامة. استعمل أدوات الربط.

#### Why are animal zoos good and important?

- help to protect animals which are in danger of extinction.
- teach people about animals.
- attract tourists.
- do research by scientists.

**B. Write a composition of about 80 words on ONE of the following:**

- a. Imagine that a British friend is coming to stay with you. Write him/her a letter telling him/her about the arrangements you have made; giving him/her advice; where he/she will sleep and asking him/her favour to do for you.
- b. Scientific inventions make life happier and easier. Write about an invention that has made our life better. Write when it was invented, how it has improved our life and if it has negative effects.

**The End**

**إجابات الامتحان**

**Question Number One**

1. The statement means that desertification can have dangerous effects. Suggestions:

العبرة تعني أن للتصحر آثار خطيرة. اقتراحات لمنع التصحر:

- a. We should plant more and more trees.  
علينا أن نزرع المزيد والمزيد من الأشجار.
- b. We should protect the top layer of soil from eroding.  
علينا أن نحمي الطبقة العليا من التربة من الانجراف.
2. a. overcultivation b. overgrazing
3. People who depend on the land for food have to move to 'greener' areas in order to survive. A proportion of the population may survive by moving, but others may die because of shortages of food and water.
4. farmers
5. erodes
6. Yes, he is. For example, when farmers overcultivate their land, the soil becomes poor and unproductive. Then it starts to erode.
7. Desertification can create conditions which produce strong winds and dangerous wildfires.
8. weather conditions in an area over a period of time

**B. Critical Thinking**

In my opinion, I believe they should punish people who cut down forest trees because they destroy the soil and cause desertification. In addition, trees are useful for decreasing pollution and for tourism.

**Question Number Two**

- A. 1. blue: ( came out of the blue بشكل غير متوقع ) 2. survive ينجو/يبقى حيا  
3. famines مجاعات 4. come up against واجه
- B. - accept, tolerate, stand يقبل، يتسامح مع، يتحمل
- C.  
1. guilty 2. disastrous 3. innocently

**D. the place where a trail is held المحكمة****Question Number Three**

A. 1. had opened: 2. have been waiting 3. was/were 4. won:

**B.**

1. I wish people would use the seat-belts while driving.
2. Ahmad must have been in Madaba last week.
3. Khaled spent two years in England so as to improve his English.

**Question Number Four****A.**

1. **My father is saving some money so as to buy a new car.**  
- Or So as to buy a new car, my father is saving some money.
2. **My father is saving some money in order that he can buy a new car.**  
- **In order that my father can buy a new car, he is saving some money**
3. **Because Majed was very ill last week, he didn't study for the exam.**  
**Or Majed didn't study for the exam because he was very ill.**
4. Rainforests are being cut down, **with the result that** the rainfall average is decreasing.

**B. Sami :** No, I don't think we need that; it is normally fine there.

لا، لا اعتقد أننا نحتاج إلى ذلك؛ الطقس لطيف عادة هناك.

**Question Number Five****A. EDITING**

1. The 2. environment 3. vital 4. climate

**B. Guided Writing**

Animal zoos are good and important for different reasons such as helping to protect rare animals of being extinct and teaching people about animals and their behavior. In addition to attracting tourists who bring money to the country as well as doing research by scientists.

**C. Free Writing: Open**

مع أطيب أمنياتنا بالتوفيق للجميع

مؤلفا كورس الرسالة

رأفت أبو فارس & جلال أبو حشيش

1. ترتيب الرسالة الشخصية/غير الرسمية حسب ما يلي :

P.O Box 5849  
 Amman, Jordan .  
 ← عنوان المرسل

15 th. October ,2009.  
 ← التاريخ

Dear Friend , → تحية افتتاحية

Hello. It is nice to write to you again.

.....  
 .....  
 Write soon.

Best Wishes , → تحية ختامية

Ahmad → اسم المرسل

2. ترتيب الرسالة الرسمية (Formal letter): حسب الترتيب التالي :

P.O Box 7374  
 Amman, Jordan  
 ← عنوان المرسل

7th Nov. ,2009.  
 ← التاريخ

P.O Box 8301  
 International Trade Co.,  
 England , Britain . → عنوان المرسل إليه

Dear Sir , → تحية افتتاحية

I am writing to you with regard to ..... أكتب لكم بخصوص.....  
 .....  
 .....

I look forward to hearing from you. انتظر منكم الرد.

Faithfully, تحية ختامية

Salim → اسم المرسل