

*English language*

*Level 4*

*Action Pack 12*

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*Grammar*

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## Derivation

Verb	Noun	Adjective	Adverb	
succeed	success	successful	successfully	نجاح
achieve	achievement	achieved		انجاز
organise	organisation	organised		مُنظمة
develop	development	developed		تطور
circulate	circulation	circulated		دورة
dehydrate	dehydration	dehydrated		جفاف
advise	advice			نصيحة
educate	education	educational	educationally	تعليم
revise	revision	revised		مراجعة
concentrate	concentration	concentrated		تركيز
qualify	qualification	qualified		مؤهل
recommend	recommendation	recommended		توصية
	youth	young		شباب
experience	experience	experienced		خبرة
repeat	repetition	repeated	repeatedly	اعادة
correct	correction	correct	correctly	تصحیح
	awareness	aware		وعي
memorise	memory	memorable		ذاكرة
dominate	dominance	dominant		
	academic /academy	academic	academically	أكاديمي
	nutrition/ nutrient	nutritious	nutritiously	تغذية
	agriculture	agricultural	agriculturally	زراعة
diet	diet	dietary		غذاء
influence	influence	influential		تأثير / نفوذ
calculate	calculation	Calculating		حساب
	culture	cultural	culturally	حضارة
care	care	careful	carefully	عناية
instruct	instruction	instructive		تعليمات
answer	answer	answered		إجابة
	confidence	confident	confidently	ثقة
		previous	previously	سابق
discuss	discussion	discussed		نقاش
frighten	fright	frightened		رعب
	design	designed		تصميم
	nerve	nervous	nervously	عصب
	depth	deep	deeply	عمق
	economics	economical	economically	علم الاقتصاد
	Fluency	fluent	fluently	طلاقة

Verb	Noun	Adjective	Adverb	
immerse	immersion	Immersed		
	Linguistics / linguist	linguistic		علم اللغة / عالم لغة
simulate	simulator/ simulation	simulated		محاكاة
socialize	Sociology / Sociologist	sociological	Sociologically	علم الاجتماع
undertake	undertaking			تعهد
utter	utterance			
	vocation	vocational	vocationally	مهنة
corporate	corporation	corporative		شركة / مؤسسة
	dialect	dialectal		لهجة
domesticate	domesticity	domestic	domestically	محلي
evolve	evolution	evolutionary		تطور
extend	extension	extensive	extensively	
extract	extraction	extracted		استخلاص
fertilise	fertilisation/ fertiliser	fertile		سماد
import	importation	imported		استيراد
intend	intention	intentional		نية
negotiate	negotiation	negotiable		تفاوض
	pharmaceuticals	pharmaceutical	pharmaceutically	المستحضرات الصيدلانية
adapt	adaptation	adaptable		تهيئة / تأقلم
	ambition	ambitious		طموح
attribute	attribute/ attribution			منسوب الى
	competence	competent		كفاءة
interpret	interpreter interpretation			مترجم/ ترجمة
refer	reference			مراجع
	region	regional	regionally	منطقة / إقليم
reward	reward	rewarding		جزاء / مكافأة
secure	security	Secure		امن
depend	dependence	dependent		

**Noun suffixes:** tion, sion, ment, ance, ence, ism, ty, ure, er, or, ist, ice, ing, cy, ness, s, ship, hood, dom, age

**Adjective suffixes:** ic, al, ive, able, ible, ous, ious, ful, less, ed, ing, y, ary, ory, ar, ent, ant

**Verb suffixes:** en, ate, ize, ise, fy

**Adverb suffix:** ly

## Nouns

### 1. **A/an/the** + noun :

- 1.He takes the ..... to travel tomorrow .(decide, decision, decided)
- 2.Ali is good at language and history but math is a .....(weak, weakness, weaken )
- 3.An..... will be responsible for the preparations of the festival .  
(organize, organized, organization )

### 2. After the preposition :( **of, on, for, from, with, without, up, down, in, at, between, among, through, during, out, into, about, by** )

1. They must depend on .....to finish this task as soon as possible .  
(patient, patience, patiently)
- 2.Her tendency to be untidy has led to an element of .....  
( disorganize , disorganized, disorganization )

### 3- **his , her, my , its , our , your , their** ( ‘s / s’ )

- 1.Education is our country’s ..... in the future .(investment, invest, invested)
- 2.My brother's ..... in three languages enabled him to find a well-paid job.  
( fluent, fluently, fluency )

### 4. **Subject + Verb** :

- 1)..... must be encouraged at all levels .(Educate, education, educational)

### 5. **Number + noun** :

- 1.The third ..... of the play was really outstanding.  
( perform, performance, performed )

### 6. **this, that , these , those** + noun :

- 1.I am really interested in that ..... ,it was actually great .  
(civilize, civilization, civilized)
- 2.This ..... has been made by an earthquake .(destroy, destruction, destructive )

### 7.**Little /some/ many/few/much / most /other /another /any/ enough , no, all, cause:**

- 1.Mothers need much ..... in their working hours .(flexibility, flexible, flexible)
2. Is there any..... between them ?(differ, difference, different)

### 8.**adjective + noun** :

- 1.We were completely amazed by his fantastic .....(succeed, successful, success)
- 2.She received an excellent ..... (Educate, education, educational).
3. The earthquake caused enormous.....to a lot of cities and town.  
(destroy, destruction, destructive)

## Adjectives

### 1. Adjective + noun :

1. It was a ..... attempt to climb Mount Everest. (succeed, successful, success)
2. The ..... success of the 1960s and 1960s was funded by oil.  
(economy, economic, economically)
3. Doing lots of exercise won't keep you healthy if you don't eat ..... food as well.  
(nutrients, nitrous, nutrition )

### 2. After verb to be ( is, are, am, was, were, been, being, be)

2. Prices in some shops are not ..... ( negotiate, negotiable, negotiation )
3. Fumes from cars are ..... and can damage the environment.  
(poison, poisonous, poisonously )

### 3. be ( very , so , quite , too, ) adjectives :

1. The graduation ceremony was a very ..... occasion for everyone.  
(memory, memorable, memorize )
2. He is so..... Everybody believes what he says .(reliability, reliable, rely )

### 4. seem , look , appear , feel , get , become , find ,found , smell ,taste ,sound

1. The old town looks ..... when you look at it from the city walls.(fantastically)
2. Education has become ..... for both boys and girls .  
(necessity, necessary, necessitate)

### 6. as ..... as , be more +adj, the most+ adj

1. Ahmad is as ..... as Ali .(care, careful, carefully )
2. I think she is the most ..... player. (skillful, skill, skillfully )

## Verb

### 1. After (to )

1. The teacher is going to ..... us in this question .(helpful, help, helped)
2. Parents try to ..... their children from danger as far as possible.  
(protection, protective, protect)

### 2. After ( will , would , shall , should ,can ,could ,may , might , must, do ,does , did )

1. If you work hard, I'm sure you will..... (success, successful, succeed)
2. They are identical .Do they ..... from each other ?(difference, differ, different)

### 3. After ( had better , would rather ) :

1. You had better..... your time .( organization, organize, organized)

#### 4- **Subject + verb + object :**

1. Good students..... leisure time from the time of studying . (isolation )
2. Many room of the hotel .....in size and cost. (different, differ, difference)

### Adverbs

#### 1. **before the adjective and (v3) : (to be) + adverb + V3, v ing or adj**

1. It is..... cheap restaurant .(amazing, amazement, amazingly)
2. The picture was .....drawn by the American artist. (skillful, skill, skillfully )
3. Local resources should be .....exploited for the country's development.  
(effective, affect, effectively )
4. We were ..... waiting for her .( impatient, impatiently, impatience )

#### 2. **At the beginning before the comma :**

- 1....., people bet married at the weekends .(Traditional, Traditionally, Tradition)

#### 3. **Subject + adverb + verb**

1. My friend ..... drove along the narrow road .(careful, care, carefully )
2. The boys..... responded to the teacher's order .( polite, politely )

#### 4. **Auxiliary + adverb + verb**

1. Omar has .....passed his driving test. (success, successfully, succeed)
2. They will .....move all of them. (peace, peacefully, peaceful)

#### 5. **(Verb) + (very, too, so, quite) + adverb**

2. Ali drives so .....in the city centre. (care, careful, carefully)
3. Rana spoke too ..... in the meeting. (loud, loudly)

#### 6. **To describe the verb :**

2. The wind was blowing ..... (violence, violent, violently)
5. You have to .....drive in the city centre. (care, careful, carefully)

1. One of the most important things that we give children is a good .....  
(educate , education, educational)
2. If you work hard, I'm sure you will..... (success, successful, succeed)
3. Congratulations! Not many people.....such high marks.  
(achievement, achieve, achieved )
4. My father works for an .....that helps to protect the environment.  
( organize, organized, organization)
5. It's amazing to watch the .....of a baby in the first year of life.  
(develop, development, developed)
6. I'm confused. Could you give me some....., please?(advise, advice, advised)
7. Before an exam, you must..... everything you've learnt.( revision, reverse, reversed)
8. In hot weather our bodies are in danger of..... .(dehydrate, dehydration, dehydrated)
9. Don't talk to the driver. He must.....( concentration, concentrate, concentrated )
10. How quickly does blood..... round the body?( circulation, circulated, circulate)
11. Before you apply for a job, check that you have the correct .....  
(qualify, qualification , qualified)
12. The company is pleased with your work and is happy to give you a .....  
(recommend, recommendation recommended, )
13. Congratulations on a very ..... business deal. (succeed, success, successful)
14. We should always be ready to listen to good ..... . (advise, advice, advised)
15. It's important to have an .....of different countries' customs. (aware, awareness, )
16. Is one side of the brain more..... than the other?( dominate, dominance, dominant )
17. Whether or not you remember something that you have learnt in the past .....on the  
experience you had while you were learning it. (dependence, depend, dependent)
18. The graduation ceremony was a very .....occasion for everyone.  
(memory, memorable, memorize)
19. Nuts contain useful..... such as oils and fats. (notoriously, nitrous, nutrition)
20. Kareem is a well .....journalist, he has worked previously for many scientific  
journals. (qualify, qualification , qualified)

## UNIT 6

### Quantifiers to make comparison

1. I think tomorrow will be ..... today. ( hotter, the hottest, as hot as)
2. This test was not as ..... the last one.
3. ( more difficult, difficult, as difficult)
4. Is Maths ..... Science? (as popular as, more popular, the most popular)
5. I don't like running ..... I like swimming.  
(more, the most, as much as)
6. I don't eat ..... food as my brother.  
( as much fast, faster, the fastest)
7. He's had ..... success as his brother has.  
(as many, as much, the most)
8. English is -----studied subject. ( more popular, the most popular, popular)
9. -----studied subjects are Music and Art.( the least popular, more popular, as popular)
10. There are----- students studying Science as Maths.  
(more, not as many, the most)
11. Maths is----- popular than Science. ( more, the most, as many)
12. Students don't like doing Music and Art -----they like doing Maths.  
( more, the most, as much as)
13. Neither Maths nor Science are----- English.  
(more popular than, the most popular, as popular)
14. Portuguese and Turkish children have ..... compulsory schooling.  
( more, the most , as much)
15. In Jordan, children start school a year-----than English children.  
( as late as, later, the latest)
16. -----people applied for Law in 2014 CE as in the previous year.  
(Not as many, More, The most)
17. The -----subject on the list is Computer Science.  
( more popular, the least popular, as popular)
  1. In Jordan, children start school a year later than English children.



English children .....

2. Physics isn't as popular as Biology.

Biology .....

3. Law is more popular than Medicine and Dentistry in America.

Medicine and Dentistry .....

4. There's less information on the website than there is in the book.

There isn't as.....

5. She always puts much on her plate than I do.

I .....

6. The cheapest thing on the menu is orange juice.

The least .....

7. Traveling by car is more dangerous than flying.

Flying .....

8. There are not as many students studying Science as Math.

Math .....

9. Students don't like doing Music and Art as much as they like doing Math.

Students like .....

10. Neither Math nor Science are as popular as English.

English .....

11. Law is less popular than Medicine and Dentistry.

Medicine and Dentistry.....

12. I can't run as fast as my friend.

My friend .....

13. I don't eat as much fast food as my brother.

My brother .....

14. I don't like running as much as I like swimming. (more)

I like .....

### Body Idioms

( WB . page 34 /Ex. 11 )

Get it off your chest	To tell someone about something that has been worrying about	الاعتراف بما يزعجك
Get cold feet	To lose your confidence in something at the last minute	رفض الاستمرار بسبب الخوف من شيء
Keep your chin up	To remain cheerful in difficult situations	الشعور بالتفاؤل في الظروف الصعبة
Play it by ear	To decide how to deal with a situation as it develops	ترك القرار للظروف
Have a head for figures	To have a natural mental ability for math / numbers	امتلاك القدرات العقلية

**Complete the sentences with the following *body idioms*.**

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

1. I'm too nervous to do a parachute jump. I think that I'll..... at the last minute.
2. If you've got a problem, talk to someone about it. It helps to.....
3. I don't think I'd be a very good accountant. I don't really.....
4. ....! I'm sure everything will be fine in the end.
5. I'm not sure if it'll be warm enough to have a barbecue. We'll have to.....

## (Impersonal passive)

Verbs of speech and thought are often used without an object. Some typical verbs of speech and thought are: **agree, announce, prove, assume, believe, claim, consider, declare, expect, feel, find, know, mention, say, suppose, think, hope, report, and understand.**

1. People know that he is talented  
It .....
2. It is believed that learners will absorb the grammar as they learn the vocabulary.  
Learners . .....
3. People say that children are afraid of ghosts.  
Children .....
4. They say that this orchestra is the best in the world  
This orchestra .....
5. The police didn't report that the fire started by accident.  
It .....
6. People used to think that the Earth was flat.  
It .....
7. People say that the brain is like a computer.  
It .....
8. Arab mathematicians invented algebra.  
Algebra..... Arab mathematicians.
9. Visitors say that these museums have wonderful exhibits.  
It .....
10. Everybody knows that this sculpture is the artist's greatest work.  
This sculpture .....
11. The police assume that the arrested man has robbed the bank.  
The arrested man .....
12. Experts suppose that this jewellery belonged to Cleopatra.  
It .....
13. My neighbours will take care of my plants.  
My plants.....
14. People don't expect that a new law will be introduced next year.  
A new law .....
15. People believed that Mr Brown owned a lot of land in the north.  
It .....
16. People believe that he lied in court.  
He .....
17. They thought that the prisoners had escaped.  
The prisoners .....

18. It is said that they were responsible for the damage.  
They .....
19. We think that the company is making a big profit.  
The company .....
20. The children reported that their friends were swimming when they disappeared.
21. They say that fish is good for the brain.  
Fish .....
22. People think that we only use a small percentage of our brain power.  
we .....
23. They claim that we remember things we hear in our sleep.  
It .....
24. People believe that solving puzzles keeps the brain active  
Solving puzzles .....
25. Experts have proved that exercise is good for concentration.  
exercise .....
26. Omer told the visitors what to do.  
The visitors .....
27. Mona must complete her project before September.  
Mona's project .....
28. Many people use internet websites to buy goods.  
Internet websites .....
29. The story is believed to be true.  
People believe that .....
30. Learning a new language is thought to present the brain with unique challenges.  
People think that .....

**Correct the verb between brackets and write your answer.**

1. It is ..... that learners will absorb the grammar as they learn the vocabulary. (believe)
2. They are reported ..... financial problems. (have)
3. The company ..... to be making a big profit. (think)
4. It ..... that this orchestra is the best in the world. (say)
5. Fifty years ago, smart phones ..... (not, invent)
6. In 2010 CE, the first tablet computer ..... (produce)

## Phrases for Indirect Questions

- Could you tell me...
- I was wondering...
- Do you have any idea...
- I'd like to know...
- Would it be possible...
- Is there any chance...
- Do you mind telling me
- Could you explain

1. Where should I revise for exams?

Could you tell me .....

2. How much sleep do teenagers of our age need?

Could you explain .....

3. Is it possible to improve your memory?

Do you know .....

4. What do you mean by 'mnemonics'?

Could you explain .....

5. What should I do on the day before the exam?

Do you mind telling me .....

6. Can you suggest a healthy breakfast?

Do you mind .....

7. Please help me to plan my revision.

Do you mind .....

8. How can I relax?

Could you explain .....

9. Are we allowed to eat sweets during the exam?

Do you know .....

10. Please tell me where you found that information.

Do you mind .....

11. Does the exam start at ten or half past ten?

Could you tell me whether.....?

12. Where's the post office, please?

Do you mind .....

13. Give me some advice about diet, please?

Do you mind .....

14. Where does the bus go from, please?

Could you tell.....?

15. How useful do you think languages are?

Could you tell.....?

16. Are there any jobs which train young people while they are working?

Do you know .....

17. What reasons might there be for people to change their jobs?

Do you mind .....

18. What was the price of oil in June?

Do you know .....

19. Could you tell me what kind of books bookshops sell?

What .....

20. Do you know where the post office is?

Where .....

21. Do you mind telling me when Omar flew to Canada ?

When .....

22. Could you tell me how many books your father has written?

How .....

## Collocations

( WB. PAGE 35 / Ex. 2+3 )

Do exercise	keep fit	يتمرن / يتدرب
Do a subject	study	يدرس
Draw up a timetable	write a schedule	اعداد جدول مواعيد
Make a start	begin	يبدأ بداية جديدة
Make a difference	change something	يؤثر او يحدث فرق
Take a break	relax	يأخذ استراحة

**\*\*Use the collocations in the previous exercise to complete the sentences. The first one is done for you.**

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

## Phrasal Verbs

( SB. Page 51 )

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

**1 . Give the meaning of the underlined phrasal verb :**

\_ I try to give them advice but they never listen to what I tell them .

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## Unit 8

### Question tag

- if the statement contains words such as **no, no one, nothing,, nobody, scarcely, hardly, never, neither, seldom**, it is considered a negative statement.

Rana never drinks coke, **does she?**

- if the subject of the statement is **somebody, anybody, nobody, everybody, no one, and neither** ... we use the pronoun "**they**" in question tag.

Somebody entered the garden, **didn't they?**

Everybody was upset, **weren't they?**

-if the subject of the statement is **everything, nothing, something, anything** the pronoun in the tag is "**it**".

Everything is ready, **isn't it?**

- if the subject of the statement is **that** or **this** we use the pronoun "**it**" in question tag.

- if the subject of the statement is **these** or **those** we use the pronoun "**they**" in question tag.

- some introductory phrases such as "**I am afraid, I think, I am sure, I suppose** " don't affect question tag. Except for negation.

I suppose you are not serious, **are you?**

I don't believe you have paid for it yet, **have you?**



1. You'll give your old one away,.....?
2. My friends will go to the dead sea at the weekend, .....?
3. Drivers should be careful in the city centre,.....?
4. I think that it is sometimes difficult to get a signal,.....?
5. You like watching football,.....?
6. In some African countries, many people speak English ,.....?
7. The battery in my mobile is flat, .....?
8. Rana's father wrote two historical reports about Jordan,.....?
9. Ahmad has to pay a great fine for speeding,.....?
- 10.The man was in a serious car accident, .....?
- 11.My friend didn't translate his book,.....?
- 12.They don't have to train very hard, .....?
- 13.Rana's parents phoned him last night, .....?
- 14.The volunteers were given mild electric shocks, .....?
- 15.Ibrahim won't forget to phone me, .....?
- 16.They don't have to train very hard, .....?
- 17.Let's have fun ,.....?
18. The phone isn't too old,.....?
- 19.The students have answered all questions,.....?
20. Don't use your mobile, .....?
- 21.Leila ..... me the truth about the accident, didn't she? (tell)
- 22.Ali ..... at the bank, doesn't he? (work)
23. Let's go and buy some fruit, .....?
24. Some children are playing chess , .....they? (be)
- 25.Ali and Ahmad have to pay a fine, .....they?(do)
- 26.Rana has never lived in London before, .....she? (have)
- 27.The Nile flows from the south to the north, .....it? (do)
28. After the accident Omer couldn't use his hands,.....?
- 29.My friend .....his project, did he? (not, finish)

## Phrasal Verbs

### Three-part verbs:

The object always goes after the three-part verbs

المفعول به يأتي دائما بعد الفعل المكون من ثلاثة أجزاء

go ahead with	To begin to do	يباشر
come up with	think of / produce something (an idea),	يبتكر / يجد حلا
Look forward to	To wait with pleasure	يتشوق الى
get away with	<b>not be blamed for</b> To do something bad and not be punished	يفلت من العقاب

### Two-part verbs

If we use a pronoun, we place it between the verb and the preposition. With long noun phrase, we would either place the noun phrase after the preposition, as placing it between the verb and the preposition makes a rather awkward sentence.

اذا كان المفعول به ضمير يأتي بين الفعل وحرف الجر. إما اذا كان الفعل اسم يأتي بعد حرف الجر.

look up	To search for information	يبحث عن معلومة في مرجع
look for	To try to find	يبحث
look after	To take care of	يعتني
look into	To investigate / to study	يستقصي
get into(sth)	To start an activity	يبدأ / يدخل في
get into (sb)	To start affecting somebody	يقلق
get by	To manage with difficulty	يدبر
get over	To overcome a problem To recover	يتغلب على يشفى من
get on	To make progress	يتقدم / ينجح
get up	To get out of bed	يستيقظ
go away	To leave	يسافر / يغادر
go off	To explode / to make sudden noise	ينفجر يقرع
go back	To return	يعود
go through	To be completed	ينجز
take away	To disappear /	يزيل
take off	to remove	يخلع
take back	To return	يعيد إلى
come about	Happen or take place	يحدث
Find out	discover	
point out	To show/ to make clear	يوضح
carry out	To do / to perform	ينفذ
leave out	Not include	يستثني
speed up	To go faster	يسرع
grow up	To become adult / to develop	يكبر
Take up	Start doing something (hobby)	

ahead with away (x2) back for  
forward to off on over up (x3)

- look → \_\_\_\_\_ a word in a dictionary  
→ \_\_\_\_\_ something you've lost  
→ \_\_\_\_\_ something exciting
- get → \_\_\_\_\_ an illness, and feel better  
→ \_\_\_\_\_ in the morning  
→ \_\_\_\_\_ with your work and complete it
- take → \_\_\_\_\_ a new hobby  
→ \_\_\_\_\_ some fast food  
→ \_\_\_\_\_ your shoes when you get home
- go → \_\_\_\_\_ from home for a holiday  
→ \_\_\_\_\_ to where you started  
→ \_\_\_\_\_ a plan, and do it

**Page 41, exercise 7**

look up; look for; look forward to  
get over; get up; get on  
take up; take away; take off  
go away; go back; go ahead with

**Replace the words and phrases in bold with the phrasal verb.**

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

**Answers:** 1 *look into* 2 *come up with* 3 *grow up* 4 *point out* 5 *come about* 6 *carry out* 7 *get away with* 8 *Leave out*

1. That information is important. Don't leave it .....( out, in, about)
2. Ahmad should speed ..... or he'll be late.( about, with, up)

**Rewrite the following sentences with phrasal verb.**

1. Ahmad should hurry or he'll be late.  
.....
2. I thought of a great idea while I was swimming.  
.....
3. That's amazing news! How did you discover it?  
.....
4. That information is important. Don't omit it.  
.....
5. We'll drive past my old house. I'll show it to you.  
.....
6. It's a mystery how the mistake happened.  
.....

**Answers**

- 1 Ahmad should **speed up** or he'll be late.
- 2 I **came up with** a great idea while I was swimming.
- 3 That's amazing news! How did you **find it out**?
- 4 That information is important. Don't **leave it out**.
- 5 We'll drive past my old house. I'll **point it out** to you.
- 6 It's a mystery how the mistake **came about**.

**Study the following sentence entry and answer the question that follows. Write the answer in your ANSWER BOOKLET.**

As part of the interview, we will be asking all candidates to **carry out** a short task.

What does the multi-part verb **carry out** mean in the sentence? .....

**A: Study the following sentence entry and answer the question that follows. Write the answer in your ANSWER BOOKLET.**

A committee was set up to **look up** the causes of the accident.

**Replace the underlined phrasal verb with the correct one.**

## Gender-neutral

**Gender-neutral** means that it is not affected by gender, so not obviously male or female. gender-neutral words are important (because they show that roles are not suitable only for men or only for women – both men and women can do them).

Gender-specific words	Gender-neutral words	
businessman / business woman	business person	رجل أعمال
sales man / sales lady	sales assistant/salesperson	مساعد مبيعات
headmaster / headmistress	head teacher	مدير مدرسة
mankind	humans	البشر
post man / post woman	postal worker	عامل بريد
chairman	chairperson	رئيس
seaman	Sailor	بحار
spaceman	astronaut	رائد فضاء
he / she	they	هم
policeman/ policewoman	police officer	موظف شرطة
steward / stewardess	flight attendant	مضيفة طيران

**Study the following sentence entry and answer the question that follows. Write the answer in your ANSWER BOOKLET.**

A postman delivers your post.

Replace the underlined word with the correct gender-neutral words.

## Verb phrase (idioms)

get cold feet	<b>to lose your confidence</b> in something at the last minute	يفقد الثقة
get it off (your) chest	to tell someone about something that has been worrying you	تشكي همك
have a head for figures	to have a natural mental ability for maths/	تمتلك عقل حسابي
keep your chin up	<b>to remain cheerful</b> in difficult situations; an expression of encouragement	ارفع رأسك
stand out [from the crowd]	to be much better than other similar people	افضل من الجميع
be able to answer detailed questions	to have the ability to understand	قادر على الإجابة بالتفصيل
play it by ear	<b>to decide how to deal with</b> a situation as it develops	يتعامل حسب التطورات
put (my) back into it	<b>to put a lot of effort</b> into something	يبدل جهدا كبيرا
make small talk	<b>to have an informal chat</b> with someone in order to start a conversation	يدرش

## Collocations

Blame / punish	a person for something he / she has done	يلوم / يعاقب شخص
spill	a drink	أسال / أراق
pop	a balloon	يفجر
recall	an event	يستذكر / يسترجع

**Affect blame  $\text{p}\text{e}\text{p}$  prove punish recall spill**

1. Don't let the baby play with the balloon; It might pop and frighten her.
2. The accident wasn't your fault. I don't..... you at all!
3. Please be careful with your juice. Don't .....it on the floor
4. I'm afraid I don't..... your name. Could you tell me again?
5. If you go to bed late, it will..... your performance at school the next day.

**\_ Choose the correct answer to complete the following sentences :**

6. I've .....some coffee on the carpet . ( spilled , recalled , punished )
7. He doesn't.....exactly when he first met Ali. ( blame , spill , recall )
8. They have broken the law and they deserve to be .....  
( proved , punished , spilled )

## UNIT 9

### Unreal past forms for past regrets (wish)

1. Our flat is very small.

If only .....

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

Jaber wishes .....

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. (have a camera)

If only .....

5. My cousins don't live near here.

I wish .....

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

I wish .....

7. I am very hungry! I didn't eat before I went to the conference.

I wish .....

8. I am not good at maths

If only .....

9. I read slowly and I would like to read more quickly.

I wish .....

10. I don't have an email.

If only .....

11. I regret that some people drive too fast in the city centre.

I wish .....

12. Omer speaks too quickly.

If only .....

13. The weather is too hot today.

We wish .....

14. I am every tired but I can't sleep at night.

If only .....

15. I am sorry that I didn't read that book.

I wish .....

16. Sultan forgot to do his Science homework.

Sultan wishes .....

17. I regret going to bed late last night.

If only .....

18. Nahla could not find her way round the city very easily.

Nahla wishes ..... map

19. Oh no! I've forgotten my library book. I left it at home.

I wish .....

20. Our team didn't play very well yesterday.

If only .....

21. Samia regrets being angry at breakfast time.

If only .....

22. I didn't concentrate properly in class yesterday. This homework is really difficult.

I wish .....

23. Nader should have been more careful with his essay. He didn't get a good mark.

Nader wishes .....

24. I should have learnt English better when I was younger.

If only .....

25. We're late. (get up earlier)

We wish .....

26. I feel ill. I ate so many sweets.

If only .....

27. Fadi has lost his wallet. I should have been more careful

Fadi wishes .....

28. Huda was too busy to visit us yesterday.

Huda wishes .....

29. I've broken my watch. I dropped it.

If only .....



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

If only .....

31. I can't do this exercise and I would like to understand it.

If only .....

32. I didn't know the answer of many questions.

I wish .....

**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, was, being )
4. I feel ill. I wish I..... so many sweets!  
(don't eat, hadn't eaten, was eating )
5. I can't do this exercise. I wish I..... it.  
( understand, understanding, understands)
6. Mr Haddad does not understand the Chinese businessman. If only he .....  
Chinese. (speak, is speaking, spoke)
7. I am very hungry! I wish I..... before I went to the conference.  
(had eaten, eats, eating )

## Collocations

make	A mistake
make	Small talk
cause	offence
earn	respect
join	A company
shake	hands
ask	questions

### Complete the sentences with collocations from the previous box :

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

## Expressions

Words	Meanings in English	Arabic
Sales pitch	a presentation made by someone who is trying to sell a product	ترويج للسلع
Target market	people who are identified as possible customers	الزبائن المختارة
Age group	a set of people of similar age	مجموعه من نفس العمر
Department group	a large shop that sells many different types of things	سوق
Package holiday	an organized trip with everything included in the price (travel, accommodation, food)	الرحل المخطط لها

### Complete the following sentences with suitable words from the previous box :

1. He is a good .....for personal computer .
2. We met the travel agent who arranged everything for our .....
3. Teenagers have been chosen to be the .....for the new tablets .
4. Carrefour is one of the famous .....in Jordan .
5. This club is very popular with the 20 – 30 .....

## UNIT 10

### Conditional sentences

- We can use
  1. provided that
  2. as long as
  3. unless
  4. even if ( the condition is not important )

#### The third conditional with *could* and *might*

##### The function:

<i>with might have</i>	<i>unsure of the result of the past (not sure)</i>
------------------------	--

<i>with could have</i>	<i>It is possible result of the past (be able to)</i>
------------------------	---

#### Conditionals

1. Unless you have a language degree, you .....be able to become an interpreter.(not, be)
2. If you ..... successful, it will be a secure and rewarding job. (be)
3. You ..... a huge feeling of satisfaction when you know that people understand everything you translate. (get)
4. I will enjoy my job provided that I .....interesting colleagues. (have)
5. I think I will be successful as long as I .....hard. (work)
6. Even if Rana ..... a lot, she will still make time to speak to her friends. (travel)
7. If you..... the course you would have had enough experience to apply for the job. (do)
8. If people ..... mobile phones in the past, they would have been able to communicate more easily. (have)
9. Provided that it..... , we will have a picnic next week. (not rain)
- 10.Unless you..... the plants, they will die. (water)
- 11.Do you usually go home or meet your friends when school..... ?(finish)
- 12.Your new computer will last a long time as long as you.....careful with it. (be)
- 13.We have to go to school even if we..... tired.(be)
- 14.If Huda..... ill yesterday, she wouldn't have missed the exam. (not, be)

# Rewrite

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

.....

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)

.....

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

.....

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

.....

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

.....

9. I didn't know that you were coming so I didn't come. (might)

.....

10.The rescue crew didn't find him. They didn't save his life. (might)

.....

11.I missed the train so I was late for the meeting. (could not)

.....

12.You feel cold if you don't wear a warm jacket. (unless)

.....

13.Unless Rana saves some money, she can't go on a vacation. (if)

1. During Ramadan, we eat ..... the sun sets.

(when, unless, even if, as long as )

2. .... I miss the bus, I miss the bus so that you pick me up.

3. We'll go to our favourite restaurant on Friday ..... it's closed.

( if, provided that, unless, when)

4. We have to go to school, even if we're tired.

(when, provided that, even if , when)

5. Ice cream melts ..... it gets warm.

( even if, when, as if, as long as)

6. Babies are usually happy ..... they're hungry or cold.

(when, provided that, unless, even if)

7. We should always be polite ..... we feel tired.

(when, if , as long as, even if )

8. 3 The teacher will be pleased if I write a good essay.

( unless, if, even if , as long as)

9. ....you have a postgraduate qualification, you will probably get a job as an interpreter quite quickly.

( Even if, Unless, Provided that, As if)

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

(Even if, Unless, when, as long as)

## Giving advice

If I were you, I would + base verb.....

Why don't you + base verb .....?

Subject + could + base verb .....

**Rewrite the advice, using the words in brackets.**

1. Before you find a full-time job, you should consider doing voluntary work. (don't)

.....

2. You should practise the presentation several times. (would)

.....

3. It would be a good idea for you to make a list of questions.(why)

.....

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

.....

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

.....

6. You shouldn't worry so much.

If I .....

## Words followed by prepositions

(WB. PAGE 49 / Ex 3 )

Work as	يعمل ك.....
Decide on	قرر بشأن
Translate into	ترجم من والى
Talk about	تحدث عن
Ask about	سأل عن
Good as	جيد ك.....

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

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

## Function

	<b>Function</b>
<i>Have you thought about ...? You should ..., no doubt about it. If I (v2)..... I would ... My main recommendation is that you... Why don't you..... It would be a good idea to...</i>	<i>Giving advice</i>
	<b>Function</b>
<i>As / Since / Because because of / due to</i>	<i>showing <u>cause</u> explain the reason</i>
	<b>Function</b>
<i>Therefore as a result consequently because of that,</i>	<i>showing <u>result</u> explain the consequences</i>
	<b>Function</b>
<i>wish or If only + Past Perfect</i>	<i>To express regrets about the past.</i>
	<b>Function</b>
<i>wish or If only + Past Simple</i>	<i>To express wishes about the present that are impossible or unlikely to happen.</i>
	<b>Function</b>
<i>Indirect questions</i>	<i>to ask questions in a polite, formal way.</i>
	<b>Function</b>
<i>zero conditional (if + present Simple/Present Simple)</i>	<i>to describe something that always happens (the inevitable consequence)</i>
	<b>Function</b>
<i>first conditional (if + Present Simple/will + v1)</i>	<i>to describe a future outcome of a certain future action</i>
	<b>Function</b>
<i>Even if</i>	<i>Emphasises that something will happen what ever the condition. (the condition isn't important whatever it is)</i>
	<b>Function</b>
<i>third conditional (if + Past Perfect/would have + p.p)</i>	<i>To imagine past situations which are impossible</i>



	<b>Function</b>
<i>third conditional with <b>might have</b></i>	<i>unsure of the result of the past (not sure)</i>

	<b>Function</b>
<i>third conditional with <b>could have</b></i>	<i>It is possible result of the past (be able to)</i>

**C. Complete the following mini-dialogue by giving advice and write the answer down in your answer booklet.**

*I wish I were younger.*

*What is the function of using the verb **wish**?*

**C. Complete the following mini-dialogue by giving advice and write the answer down in your answer booklet.**

**Omar:** I would like to get a job as a teacher of English.

**Rana:** .....

**Study the following sentence entry and answer the question that follows. Write the answer in your ANSWER BOOKLET.**

**Ibrahim:** I always make a lot of spelling mistakes when I write. I don't know what to do about it.

**Rana:** You should use a good dictionary.

What is the function of Rana's statement ?.....

### Reasons that make people leave their home countries

- seek a better life.
- complete education.
- find better jobs.
- learn about different cultures.

#### B. GUIDED WRITING (4 points)

Read the information below, and write two sentences about the benefits of studying abroad.

- build valuable job skills.
- be self - confident.
- make friends.
- understand own and other cultures.

#### C. FREE WRITING (7 points)

#### B. GUIDED WRITING (4 points)

Read the information in the table below, and write two sentences comparing and contrasting compulsory education in different countries.

Compulsory education in different countries	
England	5 – 16 years
Jordan	6 – 16 years
Turkey	6 – 18 years
Japan	6 – 15 years

converting sea water	
Advantages	Disadvantages
plenty supply of water, easy access	expensive, lead to greater demand

Drill new wells
Advantages
-new source of water -easy access -plenty supply of water

**B. GUIDED WRITING (4 points)**

Read the information below, and then in your ANSWER BOOKLET, write two sentences using the given notes below about Qasr Bashir. Use the appropriate linking words.

**Location:** Jordanian desert.

**Date of construction:** beginning of the 4<sup>th</sup> century.

**Purpose of building:** protection of the Roman borders.

**Description of the building:** huge towers, 23 rooms

**B. GUIDED WRITING: (4 points)**

Read the information below, and then in your ANSWER BOOKLET, write a brief biography using all the given notes below about Najeeb Mahfouth. Use the appropriate linking words.

**Name:** Najeeb Mahfouth

**Place/ Date of birth:** Cairo, 1911

**Place/ Date of death:** Cairo, 2006

**Profession:** Novelist

**Achievements:** - Awarded the Nobel Prize for literature  
- Father of modern Arabic Literature

**C. FREE WRITING: (7 points)**

In your ANSWER BOOKLET, write a composition of about 80 words on ONE of the following:

1. A creative work (a novel, a poem, a painting...) that has influenced the way you view the world and the way you view yourself. Describe this creative work and discuss its effects on you.
2. Some people put off enjoyment for their old age or retirement. Others have fun from day to day. Write an article expressing your opinion and mention reasons for adapting it. Give specific examples of how you think people can best satisfy and fulfill their lives and also experience success in their lives.

**« THE END »**