بسم الله الرحمن الرحيم

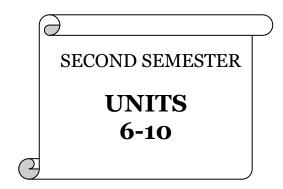


# FINAL REVISION SUMMER 2018

**TEACHER OF ENGLISH** 

**JAMAL SAFI** 

0777376260



YOUR WAY TO SUCCESS

# THE HASHEMITEKINGDOM OF JORDAN – MINISTRY OF EDUCATION GENERAL SECONDARY CERTIFICATE EXAMINATION – 2018 GENERAL ENGLISH LEVEL FOUR

**TEACHER OF ENGLISH: JAMAL SAFI** 

0777376260

## Read the following text carefully, and then in your ANSWER BOOKLET, answer all the questions that follow. Your answer should be based on the text.

Our country has a high standard of education. This is mainly due to the fact that the government considers education a necessity. All schools, from kindergarten to secondary, are the responsibility of the Ministry of Education (MOE). Pre-school and kindergarten education is optional, followed by ten years of free, <u>compulsory</u> education. For higher education, students enter university, either for academic or vocational courses.

Students can attend one of ten public universities, or one of nineteen private universities. A large number of Jordanian students choose to study at these institutions, as well as foreign students from all over the world. These are undergraduates studying for a first degree, or postgraduates studying for a Master's degree, a PhD or a higher diploma.

The three universities with the most undergraduates are the University of Jordan in Amman, Yarmouk University in Irbid and Al Balqa Applied University in Salt. **These** are all public universities. An example of a newer university is the German-Jordanian University in Amman, which was set up in 2005 CE. It is a collaboration between the MOHE and Germany's Federal Ministry of Education and Research, and it follows Germany's model of education in Applied Sciences.

For students who wish to complete their university studies while working at the same time, it is also possible in some Jordanian universities to enroll onto online distance learning programmes. In the future, this option will become available in many other universities

#### **Question Number One:**

#### A.

- 1. There are two types of courses that students can study at the Jordanian universities. Write them down.
- 2. Two classifications of university studying are mentioned in the text. Write them down.
- 3. Write down the sentence which indicates that not only Jordanian students attend the Jordanian universities.
- 4. What does the underlined word' **These** ' refer to?
- 5. What does the underlined word **compulsory** mean?
- 6. There are some stages of education in Jordan. Write down two of these stages.
- 7. There are two qualities of the German-Jordanian University . Write them down.
- 8. Quote the sentence which indicates the role of the Ministry of Education.
- 9. The writer states that foreign students from all over the world come to study in the Jordanian universities. Suggest three reasons which make them choose Jordan for studying.
- 10. Students who complete their studies while working might get some benefits. Think of this statement and in two sentences write down your point of view.

#### **ANSWERS:**

- 1. academic or vocational courses.2.undergraduate and postgraduate studying.
- 3. A large number of Jordanian students choose to study at these institutions, as well as foreign students from all over the world.4. the University of Jordan in Amman, Yarmouk University in Irbid and Al Balqa Applied University in Salt.5. obligatory; required.

6\_compulsory education and higher education.7. It is a collaboration between the MOHE and Germany's Federal Ministry of Education and Research, and it follows Germany's model of education in Applied Sciences.8. All schools, from kindergarten to secondary, are the responsibility of the Ministry of Education (MOE).9.1. well –qualified tutors 2. acceptable cost 3. advanced classification for most universities 10. I agree with this statement because they can manage their time in a comfortable way. Also they can work in a job and make money while studying.

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

#### 1. Do your research

Don't come away from a sales pitch wishing you had been better prepared. It is essential to know everything about your product. Do you know when it was developed, and where it is produced? You also need to know who the target market is – for example, the age group or income of the people who might buy it. Not only that, you should know all about the competition – that is, similar products on the market. Why is your product superior to others and why does it have better value? In addition, you should know exactly which people you are speaking to, and what their needs are. For example, if they represent a middle-class department store in a humble neighbourhood, be ready to explain why your particular product would suit customers who do not have lots of money. What makes your product perfect for them? Most of all, you need to believe in what you're selling, and the best way to do that is to use it!

#### 2. Prepare and practice

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

#### 3. Be professional

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

#### **Question Number One:**

#### A.

- 1. There are three main ways to make a sales pitch. Write down two of them.
- 2. There are two examples of friendly comments. Write these two examples down.
- 3. there are several matters should be researched before making a sailing pitch. Mention two of them.
- 4. There are several tips to be professional sales person. write down two of them.
- 5. Quote the sentence which indicates that using what you sell is the best way to believe in what you sell.
- 6. Write down the sentence which shows what should you do if you do not know an answer to a question.

- 7. Find an expression in the text which means 'people who are identified as possible customers'
- 8. What does the underlined word 'them refer to?
- 9. A successful salesperson needs to acquire some qualities . suggest three qualities that a salesperson should have to achieve success.
- 10. Planning is the first step to success. Think of this statement and , in two sentences, write down your point of view.

1. do your research, prepare and practice 2. thank your hosts for allowing you to speak to them, and compliment their company 3. It is essential to

know everything about your product. Do you know when it was developed, and where it is produced? You also need to know who the target market is 4. Keep your presentation short and simple. Start with some friendly comments. 5. Most of all, you need to believe in what you're selling, and the best way to do that is to use it! 6.! Thank the questioner and promise to find out the answer (and do it!).7. target market 8. customers who do not have lots of money

9.There are many qualities that a salesperson should have like being dynamic and confident. Also, he /she needs to be persuasive. 10. I think that planning is the first step to success, because if you plan your work, you will be able to achieve success. Also, you will be ready to overcome difficulties

#### **B.** Literature Spot

Read the following quotation from "Around the world in eighty days" by Jules Verne carefully, then in your ANSWER BOOKLET answer the question that follows with reference to the story.

- A. I shall go afoot,' said Phileas Fogg. Passepartout, who had now rejoined his master, made a wry grimace, as he thought of his magnificent, but too frail Indian shoes.'
- What kind of facial expression is used by Passepartout to show pain or unhappiness?

#### **ANSWER**

wry grimace

- B. "The Parsee perched himself on the elephant's neck, and at nine o'clock they set out from the village, the animal marching off through the dense forest of palms by the shortest cut."
- 1- Find an example of alliteration.
- 2- Find an example of personification .....

#### ANSWERS

- 1. The Parsee perched himself on the elephant's neck 2. the animal marching off
- C. Fog, without getting in the least flurried, then proposed to purchase the animal outright, and at first offered a thousand pounds for him. The Indian, perhaps thinking he was going to make a great bargain, still refused
- 1. How much money did Mr. Fog propose to buy the elephant?
- 2. What idea do these lines symbolize?

#### **ANSWERS**

1. a thousand pound 2. money

- **D.** Happily, however, for Mr.Fogg, the animal's instruction in this direction had not gone far, and the elephant still preserved its natural gentleness. Kiouni this was the name of the elephant could doubtless travel rapidly for a long time, and, in default of any other means of conveyance, Mr.Fogg resolved to hire <u>him</u>.
- 1. How do we know that the elephant is not aggressive?
- 2. What does the underlined pronoun refer to?

- 1. the elephant still preserved its natural gentleness. 2. The elephant
- **E.** The train stopped at eight o'clock, in the midst of a glade some fifteen miles beyond Rothal, where there were several bungalows and workmen's cabins. The conductor, passing along the carriages, shouted, 'Passengers will get out here!' 'Where are we?' asked Sir Francis. 'At the hamlet of Kholby.' 'Do we stop here?' 'Certainly. The railway isn't finished.'
- 1. What kind of house is a bungalow?
- 2. How does the word hamlet suggest that there aren't many houses or people in the area where the train has stopped?

#### **ANSWERS**

- 1. a house with one floor . 2. A hamlet is a very small village, which suggests that there are very few people and houses.
- **F.** Read the following lines from "**A Green Cornfield**" by *Christina Rossetti* carefully, then in your ANSWER BOOKLET answer the questions that follow with reference to the poem.

"The cornfield stretched a tender green

To right and left beside my walks;

I knew he had a nest unseen

Somewhere among the million stalks.

- 1- Describe the rhyme scheme in this poem.
- 2- Find two examples which explain the rhyme scheme.
- 3. Find a reference to another listener, apart from the poet herself.

#### **ANSWERS**

- 1. the rhyme scheme in this poem is ( abab ). 2. green , unseen / walks , stalks 3. I knew he had a nest unseen
- G. The earth was green, the sky was blue:

I saw and heard one sunny morn

A skylark hang between the two,

A singing speck above the corn;

- 1. Find a word in the above lines which means "something small"
- 2. What does the underlined word 'two' refer to?

#### **ANSWERS**

1. speck 2.the earth and the sky.

speck: something small / tender: fresh and young / accord: in agreement/stalk: the long, upright part of the plant / swift: fast

#### **Question Number Two**

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

seminars, small talk, tuition, potential, work experience

- 1. The World Memory Championship proves how limitless human .... is.
- 2. You need to get a lot of .....if you want to progress in your chosen career.
- 3. If you would like to learn to play the oud, you can get private ......
- 4. At the beginning of a business meeting, it is normal to make a.....so that everyone feels comfortable.

#### **ANSWERS**

1.potential 2.work experience 3. tuition 4. small talk

optional, satisfaction, postgraduate, undergraduate, internship

- 1.I get a feeling of ......after a hard day's work.
- 2. You can choose to do an.....at a company before settling on a certain career.
- 3. Keen university students who are doing their first degree can go on to study ......degrees.
- 4. In many schools, studying a foreign language is....., but it is often a good idea to continue learning a second language.

#### **ANSWERS**

1. satisfaction 2. internship 3. postgraduate 4.optional 🔏

offence, proficiency, get away with, come up with, tailor-made

- 1.If you are polite, you won't cause ......or upset anybody
- 2. If you keep working hard to improve your English, you will reach a level of ......in a few years.
- 3. Some universities offer ......courses that are able to suit individual needs.
- 4.That's a great idea. How did you ...... it?

#### ANSWERS

1. offence 2. proficiency 3. tailor- made 4. come up with

#### pioneering ,law, seminars, developed nation, physics

- 1.Most university teaching is done in groups, called....., in which all students discuss the subject freely.
- 2.Studio schools are ...... schools which receive funding as well as support from private businesses
- 3.A .....is a country that's economically and socially advanced.
- 4. You should study ...... if you're interested in learning about the legal system.

#### ANGVATEDO

1. seminars 2. pioneering 3.developed nation 4. law

	beneficial	, have a	head for	figures,	make a start	, deh	ydration,	get	cold	feet
--	------------	----------	----------	----------	--------------	-------	-----------	-----	------	------

- 1.I don't think I'd be a very good accountant. I don't really ......
- 2. It's ..... to take regular breaks when revising.
- 3.It's important to drink a lot of water in order to avoid ......
- 4. The deadline is tomorrow, and you haven't done anything yet! You really must......

1.have a head for figures 2. beneficial 3. dehydration 4. make a start

#### recall, mistake, negotiate, come up with, come about

- 2.I'm afraid I don't ..... your name. Could you tell me again?
- 3.Be very careful when you answer the questions, and try not to make a.....
- 4. When you talk about business and try to do a deal, you .....

#### ANSWERS

1. come about 2. recall 3. mistake 4. negotiate

**B**: Study the following sentences and answer the questions that follow. Write the answer in your ANSWER BOOKLET

1. Every **fireman** should do their job responsibly.

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

2. If you've got a problem, talk to someone about it. It helps to get it off your chest.

What does the underlined body idiom **get** it **off** your **chest** mean?

3. The police will look into the incident.

What does the underlined phrasal verb mean?

4. I am too nervous to do a parachute. I think I will play it by ear at the last minute.

Replace the underlined body idiom with the correct one.

5. 1. If you want to lose weight, you should take a break every day.

Replace the underlined collocation with the correct one.

#### **ANSWERS**

1.firefighter 2. to tell someone about something that has been worrying you 3. investigate 4. get cold feet . 5. do exercise .

C. Choose the suitable item from those given to complete each of the following
sentences, and write the answers in your ANSWER BOOKLET.
1.In hot weather our bodies are in danger of
( dehydrate dehydration , dehydrated )
2.In the exam, you can keep calm by breathing and thinking positively.
( deep, depth , deeply )
3.The graduation ceremony was a veryoccasion for everyone.
(memorable ,memory, memorise )
4. It is important to give young people the so that they can help themselves.
(know , knowledge , knowledgeable )
5. My father often talks about what he did in his
(young, youth, youthful )
6.We should always be ready to listen to good
(advise , advisable , advice )
7. If you work hard, I'm sure you will
(success, successful, succeed)
8. How quickly does bloodround the body?
( circulation, circulated , circulate )
9. Before an exam, you musteverything you've learnt.
( revise , revision , revised )
10. 2. It's amazing to watch theof a baby in the first year of life.
( develop , developmental , development )
11. Is one side of the brain more than the other?
( dominate , dominance , dominant )
12. Nuts contain useful such as oils and fats.
(nutrients, nutritious, nutrition)
13. You should beto get the new job.
(qualify , qualified , qualification)
14. It is myto be a leader of this group.
(recommend , recommendation , recommended )
15. One of the most important things that we give our children is a good
( education , educational , educationally )
16.It isimportant to study English hard .
( particular , particularly , particularity )
17.It isissue .You should try to solve it .
( critic , critical , criticism )
18.Congradulations! Not many people such high marks.
( achieve , achievement , achievable )

1. dehydration 2. deeply 3. memorable 4. knowledge 5. youth 6. advice 7. succeed 8. circulate 9. revise 10. development 11.dominant 12. nutrients 13. qualified 14. recommendation 15.education 16. particularly 17. critical 18.achieve

Question Number Three.	
A. Correct the verbs between brackets then write down your answers in yo	ur ANSWER
BOOKLET.	
1.I don't have much money . If only I more	(have)
2.If Hudaill yesterday, she wouldn't have missed the exam.	( not / be )
3.I couldn't climb Mount Everest even if someone my equipment for	me! (carry)
4.Do you mind why the sky sometimes looks red?	(explain)
5. It is that the earth was flat.	(think)
6. An introductory grammar of Jordanian Sign Languagein 2004 CE.	(publish)
7. Our school has recently.	( renovate)
8. By 2025 CE, our public transport system will have	( change )
9.I wish I had these shoes. They hurt my feet.	(not/buy)
10. If I were you, Ihard.	(study)
11. If Dana to learn a new language, she needs to be motivated.	(want)
12 . Joory speaks English fluently,?	(do)
13. If my father had gone to university, hehave been a teacher.	(can)
14. Nasserout with us tomorrow unless he has to help his fathe	, ,
•	(not / come ) )
16. This novel mustby Sondos next week .	( translate)
ANSWERS	
1. had 2. hadn't been 3.carried 4. explaining 5. thought 6. was published 7. been 1	enovated
8. been changed 9.hadn't bought 10. would study11. wants 12. doesn't she 13. could 14. will come 15. doesn't come 16. translated	
14. WIN come 13 tacesh t come 10 translated	
Complete each of the following items so that the new item has a similar	AV
meaning to the one before it, and write it down in your ANSWER BOOKLET.	
1. There aren't as many people in our class as in yours.	
There	
2.Where does the bus go from, please ?	
Could you tell mefrom	
3.They say that dolphins are highly intelligent	
Dolphins	
4.Our teacher has already marked our exams.	
Our exams	
5. Arab mathematicians invented algebra.	
Algebra Arab mathematicians.	
6.I am sorry that I didn't read that book. I wish	
7.You shouldn't worry so much.	
/. Tou shouldn't worry so much.  If I	
8.I regret going to bed late last night.	
I wish I	
9. People say that the brain is like a computer.	
It	
IL	

10. Online distance learning isn't as interesting as face to face learning.
Face to face learning
11. There's less information on the website than there is in the book.
There isn't as much
12. The police are investigating the cause of the accident.
The police are
13. Where's the post office, please?
Do you mind?
14. The cheapest thing on the menu is orange juice.
The least
15. Neither Dana nor Sara is as tall as Nour.
Nour
16. Maths is more popular than Science.
Science isn't
17. Portuguese children have to go to school for longer than Japanese children.
Japanese children
18. Physics isn't as popular as Biology.
Biology
19. You should practise the presentation several times.
If I
20. It would be a good idea for you to make a list of questions. (could)
21. You ought to get some work experience. (don't)
22. You should do a lot of research. (would)
23. It is believed that language learning can also improve your decision-making skills.
They
24. The brain is said to be like a computer .
Scientists

1.are fewer people in our class than in yours.2. where the bus goes 3. are said to be highly intelligent 4.have already been marked by our teacher5.was invented by 6.I had read that book 7. were you, I wouldn't worry so much8. hadn't gone to bed late last night 9. is said that the brain is like a computer 10. Is more interesting than online distance learning 11.information on the website as in the book. 12.looking into the cause of the accident.13. telling me where the post office is 14. expensive thing on the menu is orange juice. 15. is taller than Dana and Sara. 16. as popular as Maths 17 have to go to school for shorter than Portuguese children .18. is more popular than Physics. 19 were you, I would practise he presentation several times 20. You could make a list of questions 21. Why don't you get some work experience 22. I were you, I would do a lot of research.23. believe that language learning can also improve your decision-making skills. 24. say that the brain is like a computer .

C. Choose the suitable item from those given to complete each of the following
sentences. Write the answers in your ANSWER BOOKLET.
1. Neither Maths nor Science are English.
a. more popular b. less popular c. as popular as
2. Do you mind explainingthe sky sometimes looks red?
a. why b. when c. where
3. It is that the earth was flat.
a. think b. thought c. thinks
4. We'll drive past my old house. I'll to you.
a. point out it b. point it out c. out it point
5. He has to go ,he ?
a. don't b. doesn't c. didn't
6. Let's look the story and discover what really happened.
a. into b. for c. up
7. Jordan needs to import a lot of oil. If only it larger oil reserves.
a. has b. had c. had had
8. We have to go to school, we are tired.
a. if b. provided that c. even if
9. My sister is really good drawing and painting.
a. at b. on c. about
10. That's a great idea. How did you come it?
a. up with b. up to c. up in
11. There are ten years of free <b>compulsory</b> education in Jordan.
The underlined word has:
<b>a.</b> 4 syllables <b>b.</b> 3 syllables <b>c.</b> 5 syllables
12. If only Ilost my ticket!
a. haven't b. didn't c. hadn't
13. Ali broke the glass, but his mother didn't notice. He got away with
a. it b. its c. them
14 We'll go to our favourite restaurant on Friday.,it is closed.
a. when b. unless c. as long as
ANSWERS
1. c 2. a 3. b 4. b 5. b 6. a 7. b 8. c 9. a 10. a 11. a 12. c 13. a 14. b
1.02.43.04.03.00.47.00.03.410.411.412.013.414.0
Question Number Four
A. Read the following situations and rewrite the sentences using the words in
brackets. Write the answers down in your ANSWER BOOKLET
1.I didn't know your phone number, so I wasn't able to contact you. ( if, could)
2.You had a brightly-coloured T-shirt on. That's how I noticed you in the crowd.(if ,might not
3. I didn't prepare better for the competition ,therefore I didn't win the first prize. (if, might)
4. Jameel didn't become a musician because his parents didn't encourage him. (if, might)

5. 2.Sultan forgot to do his science homework .	( wish)
6. Our team didn't play very well yesterday.	( If only )
7. I regret spending a lot of time playing video games.	( wish)
ANSWERS  1. If I had known your phone number, I could have been able to contact you.  2. If you hadn't had a brightly-coloured T-shirt on, I might not have noticed you in 3. If I had prepared better for the competition, I might have won the first prize.  4. Jameel might have become a musician if his parents had encouraged him.  5. Sultan wishes he hadn't forgotten to do his science homework.  6. If only our team had played better yesterday.  7. I wish I hadn't spent a lot of time playing video games.	n the crowd.
B. Complete each of the following sentences by adding the correct que end of each of them . Write the answers down in your ANSWER BOOKLI 1. Let's go home now ,? 2. I am a doctor ,? 3. Nothing has happened ,? 4.He lives in Wadi Musa,? 5. You don't speak French,? 6. That exam wasn't very difficult,?	
ANSWERS  1. shall we 2. aren't I 3. has it 4. doesn't he 5. do you 6. was it	
C. Study the following sentence and answer the question that follows answer down in your ANSWER BOOKLET.  1. We were caught in traffic, therefore we missed the start of the play What is the function of using therefore in the above sentence?  2. How can I get work experience without getting a job first?  What is the function of using the question above?  3. You should study hard for the final exam.  What is the function of the above sentence?  4. We didn't go out yesterday because it was raining heavily.  What is the function of using because in the above sentence?  ANSWERS  1. showing result 2. Puzzlement 3. giving advice 4. showing cause	lows .write the

#### **Question Number Five**

#### A. EDITING:

Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that have <u>two spelling mistakes, one grammatical mistake</u> and <u>one punctuation mistake</u>. Find out these four mistakes and correct them write the answers down in your ANSWER BOOKLET.

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

#### **ANSWERS**

foreign, language, language. It, believed

Pre-school and kindergarden education are optional, followed by ten years of free, combulsory education, for higher education, students enter university, either for academic or vocational courses.

#### **ANSWERS**

kindergarten, compulsory, education. For. is

#### **B. GUIDED WRITING:**

- 1.Read the information below, and then in your ANSWER BOOKLET write two sentences about how to study well. Use the appropriate linking words such as: also, too, and...... etc.
- draw up a revision timetable.
- study in the early morning.
- take frequent breaks.
- -try to eat as much fresh fruit and vegetables .

#### **ANSWERS**

There are many ways to revise for exams such as drawing up a revision timetable and studying in the early morning.

Also, taking frequent breaks and trying to eat as much fresh fruit and vegetables.

2. Read the information in the table below, and write two sentences comparing and contrasting some of the most popular university subjects offered by British universities

Subject	Number of applications in 2014 CE	Change since 2013 CE
<b>Business Studies</b>	280,240	+3.2%
Visual Arts	244,620	+2.4%

Business Studies is more popular than Visual Arts . 2.4 % more people applied for Visual Arts in 2014 CE than in 2013 CE

Read the information in the table below, and then write <u>two sentences</u> about the benefits of learning a foreign language. Use the appropriate linking words such as: and, too, also --- etc.

#### Benefits of learning a foreign language

- -improve the functionality of the brain
- present the brain with unique challenges
- be able to switch easily between completely different tasks.
- improve your ability to use your mother tongue more effectively.

#### **ANSWERS**

There are many benefits of learning a foreign language <u>such as</u> improving the functionality of the brain and presenting the brain with unique challenges.

Also, being able to switch easily between completely different tasks and improving your ability to use your mother tongue more effectively.

#### C . FREE WRITING:

# In your ANSWER BOOKLET, write a composition of about 120 words on ONE of the following:

- 1. Learning a foreign language is necessity now a days. Write an article about learning another language, discussing its benefits and challenges.
- 2. Write a covering letter to apply for a job as translator for a large multilingual council. (Your name is Wesam . Your address is P.O . Box 1646, Amman, Jordan)
- 3. Write a four-paragraph report on the education system in Jordan. Include information about school starting and leaving ages, grades, school subjects, hours and further education.

#### C . FREE WRITING:

#### 1.Sample: covering letter

### Unit 10 Sample covering letter

Formal greeting Introduction: Introduce yourself; give details of career

sofar.

Dear [TITLE (Mr. Mrs. Dr. etc.) + SURNAME],

Body paragraph 1: Say why you are applying and howyou

You will see from . الوظيفة You will see from تخصص my curriculum vitae that I have a Bachelor's degree in تخصص as well as substantial experience at اسم الشركة او المدرسة .

Body paragraph 2: Give further details and describe your ambitions.

are suited to the job.

🟲 I am now looking for a new challenge as [POSITION], and I am interested in pursuing my goal . My developing leadership skills show that I am ready to advance this career, and the advertised position is ideal for me.

Closing paragraph: Mention your reference. Write about the next stage of the application process. Sign-off: Ensure that your formal sign-off matches your formal greeting. Write your name in full.

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

Yours sincerely, Farida Jabari



#### 2. Learning a foreign language

Learning a foreign language has many benefits. It can help us in the following ways: Firstly, it improves the memory and heightens creativity. secondly, it increases cognitive health later in life.

Thirdly, it enhances mental flexibility. What is remarkable, though, is that high communicative ability can still be found in people who do not have any spoken language at all.

Several decades ago, there was great media attention on a deaf man who could not communicate by either sign language or spoken language, and yet was shown to have remarkably high brain function and recognition skills. He found other ways to communicate, such as giving objects to people or using facial expressions to show that he needed something. His methods of communication were basic but very effective, and his intelligence is thought to be at least as high as an average speaking person. Despite this, attempts to teach him either sign language or basic speech were all unsuccessful. We could ask what might have happened if he had been taught these skills earlier in life. So, scientists are now asking what this means for those of us who find language learning difficult. Should we carry on, or is it enough to focus instead

on becoming expert communicators? Both personal attributes are valuable in the workplace – as much as they are in life!

#### 3. The education system in Jordan

The aim of this report is to look at education system in Jordan . There are large number of educational institutions in Jordan.

Pre-school and kindergarten education is optional, followed by ten years of free, compulsory education . Schools books are the responsibility of the Ministry of Education .

The secondary education stage, which starts at the age of 16 and ends at 18, is optional study for students who have completed their basic stage. At the end of the two –year period, students are auditioned for the general secondary examination in the appropriate branch and those who pass are awarded the general secondary education certificate.

After that, students go on higher education at one of the public or private universities which also house many foreign students from all over the world. Jordanian students usually appreciate the importance of their university education and the opportunities it would give them to contribute to their country's prosperity.

