

Punctuation

علامات الترقيم

1 الفاصلة العلوية { ' }

➤ قبل الاختصارات مثل :

الكلمة	الاختصار
I am	I'm
is / was / has	's
are / were	're
have	've
would / could	'd
am not / is not/are not	ain't

الكلمة	الاختصار
will / shall	'll
not	n't
will not	won't
shall not	shan't
should / had	'd
have not/ has not	ain't

➤ قبل { 's } الملكية إذا كان الاسم مفردا مثل :

Student's class , Ali's car , Muna's house , Rami's cat ,

➤ بعد { 's } الملكية إذا كان الاسم جمعا مثل :

Students' class , the brothers ' room , the pupils ' book ,

➤ في بداية ونهاية جملة المباشر مثل :

'I will see you tomorrow , ' Ali said.

2 الفاصلة العادية { , }

➤ عند تعداد مجموعة مكونة من أكثر من ثلاثة عناصر وذلك بوضعها بين العنصر والآخر باستثناء آخر عنصرين مثل :

Rami will meet Ali, Ahmad, Sara and Sami.

➤ قبل وبعد الجمل المعترضة إذا جاءت في وسط الجملة مثل :

Rami is , ***of course*** , my best friend.

➤ بعد { yes / no } في اجابة اسئلة { yes / no } مثل :

- Yes , he is. - No , he isn't

➤ بين جملتين إذا بدأت الجملة الأولى بأحد الروابط مثل :

Because , since , as for , because of , although , despite, if ,
unless , after , before , when , while, as soon as ,

جملة ← ، ← جملة ← رابط (After Ali had finishes his job, he went home)

➤ قبل ضمائر الوصل في جمل الوصل غير المحددة وفي نهايتها .
ومن أهم ضمائر الوصل :

Who , whom , whose , where , when , why , which , that ,

Ali , who lives in the red house , is my brother.

➤ بعد آخر جملة المباشر إذا جاء المتحدث بعدها مثل :

' I will visit you tomorrow ' , Ali said.

➤ بعد المتحدث أو بعد فعل النقل إذا جاء المتحدث قبل جملة المباشر مثل :

- Sami , ' I'm tired.' - Sami said , ' I'm tired.'

➤ أ- قبل المخاطب إذا جاء في آخر جملة المباشر مثل :

Ali , ' I will visit you tomorrow, Rula'.

ب- بعد المخاطب إذا جاء في بداية جملة المباشر مثل :

Ali , ' Rula , I will visit you tomorrow'.

علامة السؤال { ? } :



Who , How , Be , Do , Have , Models

➤ تقع بعد السؤال :

- Is Muna watching TV now ?

- Where do you live ?

علامة التعجب { ! } :



➤ وتقع بعد عبارات التعجب وعبارات التحذير مثل :

- Great ! He is doing well .

- Be careful ! The window is broken.

النقطة { . } :



➤ تقع في نهاية الجملة مثل :

- Ali watches TV daily .

- Sara is playing cards now.

الأحرف الكبيرة :



➤ تستخدم الأحرف الكبيرة في بداية الكلمات التالية :

- 1- اسم انسان : { Ali , Ahmad , Muna , Sara , }
- 2- الألقاب والمناصب واختصاراتها بدون نقطة بعدها : { Mr , Mrs , Ms , Dr , }
- 3- أسماء الدول والجنسيات الشعوب : { Jordan , Syria , Iraq , Palestine , }
- { Jordanian , Syrian , Iraqi , Palestinian, }
- 4- أسماء المدن والقرى والشوارع : { Ammam , Iraq , Enbeh , Al-Jam'ah Street }
- 5- أسماء اللغات : { Arabic , English , French , }
- 6- الأيام والشهور : { Saturday, Sunday , Monday , }
- { January , February , March , April, }
- 7- أسماء الجهات : { North , East , South , West }

ملاحظة : لا تكتب الجهات الأربعة بأحرف كبيرة في الحالات التالية :



- إذا انتهت بـ (em) : { in southern Irbid }
 - إذا جاء بعدها (of) : { in the south of Irbid }
- 8- الاختصارات : { USA , UAE , KSA , TV, }
 - 9- الضمير (I) والذي يعني انا : { I like apples. - Sami and I will visit Petra }
 - 10- أول حرف في بداية كل جملة أو بعد (! / ? / .) :
- Wow ! He usually wears a shirt. Does he like shirts ? I don't know .
We all like shirt.
- 11- بعد علامة الإقتباس : { "There is a boy in the garden" }
 - 12- أسماء المناطق الجغرافية : { The Arab Desert , The Dead Sea, The Alps, }
 - 13- أسماء المؤسسات والشركات : { Zain , Orange , Umniah , }
 - 14- العناوين مثل عناوين الكتب وعناوين الصحف وغيرها : { Jordan Times, Hamlet, }

الكلمات التي تبدأ بأحرف كبيرة والموجودة في قطع الفصل الثاني

Charles – Michel de l 'Epée / Mr Ghanem / Fatima Musa /
Tareq Hakim / Osama Hayek / Hisham Khatib / Samia Rahhal
/ Ricky Miles / Mr Phileas Fogg / Mr Passepart / Sir Francis
Cromarty / Mr Williams / Saeed / Jules Veme

اسم انسان

Jordanian / Amman / North Street , Ajlon / East Way, Irbid/
Madaba / United States / USA / UK / British / Japan /
Japanese/ French / Paris / South Korea / Finland / German /
England / Europe / EU / China / Chinese / Iraq / India / Saudi
Arabia / Middle East / Egypt / Morocco / Tunisia / North
Africa / Australia / Rothal / Kholby / Allahabad / Bombay /
Calcutta / Hong Kong

دول ومدن

Organisation for Economic Co-operation and Development
(OECD) / Maths / Science / Astronomy / Astrophysics /
Arabic / German – Jordanian University / Modern Standard
Arabic/ Biology / English / Pennsylvania State University /
Ministry of Education (MOE) / PhD / University of Jordan in
Amman / Yarmouk University in Irbid / Al Balqa Applied
University in Salt / MOHE / Germany's Federal Ministry of
Education and Research / Applied Sciences / Extreme
English / Scientists at Newcastle University / Arabic Sign
Language / Gross Domestic Product (GDP) / Physics /
Salesperson / Year Award / Business Studies / Accounting,
Finance and Economics / Management / Green Cornfield/
Christina Rossetti / Around the World in Eighty Days /
Englishman / Frenchman / Kiouni / Bachelor of Medicine
and Surgery degree / The World Memory Championship/
Human Potential is Infinite .

متنوعة

الكلمات المطلوب إملأها في الإمتحان

absorbed	deal	fluently	machinery	proficiency
academic	degree	fond of	make small talk	psychology
accidentally	dehydration	full-time	management	public
adaptable	department	get away with	marketing	punish
age	detailed	get cold feet	master's	put back into it
agreement	developed	get it off	memory	qualifications
agriculture	dialect	give	mimic	questions
ambitious	diet	goods	mineral	recall
answer	diploma	great	mother	record
astrophysics	distance	gross	multilingual	recruiting
attribute	domestic	group	multitask	reference
begin	dominate	hands	nation	regional
blame	done	head	negotiate	register
business	drop	headphones	nutrition	related
calculations	economics	holiday	online	relax
card	enclosed	immerse	optional	reserve
career advisor	engineering	import	pace	rewarding
change	enquiries	intentional	package	replicate
charge	enroll	intern	pensions	sales
chin	enthusiastic	interpreter	pharmaceuticals	schedule
circulation	evolve	joke	pharmacy	secure
colloquial	experience	keen	PhD	seminar
competent	experimental	keep	pioneering	shake
compulsory	export	knitwear	pitch	simulator
concentration	extensively	language	play it by ear	sociology
conscientious	extraction	learning	point	spill
contradictory	fertiliser	leave out	pop	stand out
corporate	figures	lifelong	postgraduate	stimuli
cryptophasia	first	linguistics	private	store
curriculum	fit	look into	product	surveyor

tailor-made	assistant	Finance	mankind	respect
target	attendants	fine	medicine	responsible
tell	banking	firefighter	Maths	sales
tempting	begin	fit	meeting	saleslady
thinking	beneficial	flight	mistake	salesman
tongue	Biology	foreign	nursing	salesperson
track	break	Geography	offence	satisfaction
tuition	business	Geology	officer	schedule
tutorial	businessman	global	patient	sign
undergraduate	businesswoman	having	person	something
undertake	cause	headmaster	personal	stewards
university	change	headmistress	Physics	stewardesses
utterance	Chemistry	head teacher	police	subject
vitae	chest	history	pop	study
vocational	company	humans	postal	successful
voluntary	compromise	increasingly	postman	timetable
web	conflict	influenced	prepared	translation
work	contact	join	previous	training
abroad	dentistry	keep	prospects	Visual
achievements	difference	language	prove	woman
affect	draw	law	purpose	worker
Arabic	earn	literature	relax	write
Arts		exercise		

أسئلة الوزارة الخاصة بلفظ والأخطاء القواعدية

Imagine you are an editor in the Jordan Times. You are asked to edit the following lines that have four mistakes (one grammar mistake , one punctuation mistake and two spelling mistake). Find out these four mistake and correct them.



1 Correct the mistake and write them in you ANSWER BOOKLET. (2016)

I am doing an online postgraduate course in education. It is think that distance learning means that you don't socialise with other students? as you do when are doing a face-to-face course. It's not true ! Our class consists of 30 students from all over the world. We study at home and send our assignments to our torors by email and there are a lot of different class discussions on the Internet

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2 Correct the mistake and write them in you ANSWER BOOKLET. (2016)

Mr Khalid who is a career advisor believe that Biolojy and Chemistry are the most important subjects for those who wants to go to study Dintistry at university . Maths is not as important. but it is compulsory and he would strongly recommend that they work harder on this subject because they cannot drop it.

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