

مكتف

الجوهرة

في اللغة الإنجليزية

للمستوى الرابع

* شرح مبسط لقواعد الكتاب

* ملخص مادة الحفظ في الكتاب

* القطع المقترحة للإمتحان الوزاري

إعداد: الأستاذ محمود السيلوي

مركز جوهرة ماركا

مركز جوهرة اللويبة

0785625283

Quantifiers to make comparisons

أولاً: صيغة المقارنة (Comparative)

*التركيب القواعدي لصيغة المقارنة هو:

Noun +verb + comparative adj +than + noun

Ali is taller than Hassan

تصاغ صيغة المقارنة حسب عدد مقاطع الصفة كما يلي:

1- الصفة ذات المقطع الواحد: تصاغ من خلال اضافة **er** على نهاية الصفة.

- ❖ Small / smaller
- ❖ Short / shorter

2 - صفة بمقطعين تنتهي بالحروف التالية **y/er/ow** وهنا يضاف لها **er**

- ❖ Narrow /narrower
- ❖ Clever / cleverer
- ❖ Happy / happier

3- باقي الصفات يضاف **More /less** قبلها

- ❖ Careful / more careful
- ❖ Useless / less useless
- ❖ Important /more important
- ❖ Expensive /less expensive
- ❖

ثانياً: صيغة التفضيل (Superlative)

تأتي صيغة المفاضلة للدلالة على أن شيء أعلى أو الأقل من بين مجموعة.

*التركيب القواعدي لصيغة المفاضلة هو:

Noun +verb + superlative adj

Ali is the tallest student at school.

تصاغ صيغة التفضيل للصفة حسب عدد المقاطع, كالآتي**1- مقطع واحد: وتصاغ من خلال هذا التركيب The + adj + est**

- ❖ tall / the tallest
- ❖ Small / the smallest

2- صفة بمقطعين تنتهي بالحروف التالية y/ow/er وهنا يتم صياغتها على هذا التركيب The +adj+est

- ❖ Narrow / the narrowest
- ❖ Clever / the cleverest
- ❖ Happy / the happiest

3- باقي الصفات يضاف قبلها The most /the least

- ❖ Careful / the most careful
- ❖ Useless /the least useless
- ❖ Important / the most important
- ❖ expensive / the least expensive

ملاحظات :

1- اذا انتهت الصفة بـ (y) نقوم بتحويلها الى (i) عند اضافة صيغة المقارنة او التفضيل .

Happy / happier / the happiest

2- اذا انتهت الصفة بـ (e) نقوم باضافة (r) او (st) فقط.

Simple / simpler/ the simplest

3- اذا انتهت الصفة بحرف ساكن يسبقه حرف علة, فيجب مضاعفة الحرف الأخير.

Big / Bigger/ the biggest

Thin / thinner / the thinnest

ثالثا: صيغة المقارنة المتساوية وغير المتساوية (Equal and non equal Comparisons)**1-المقارنة المتساوية :**

***ويستخدم هذا التركيب للتعبير عن المقارنة المتساوية مع الصفات**

Noun + verb+ as+ adjective + as + noun

- Mahmoud works as hard as his brother
- maths is as popular as science

* يستخدم هذا التركيب للمقارنة المتساوية مع الأسماء المعدودة

Noun + verb + as + many+ (Countable noun) + as + noun

You know as many people as I know.

* يستخدم هذا التركيب للمقارنة المتساوية مع الأسماء الغير معدودة

Noun + verb + as + much + (Uncountable noun) + as + noun

He's had as much success as his brother has

2-المقارنة غير المتساوية :

* يستخدم هذا التركيب للتعبير عن المقارنة غير المتساوية مع الصفات

Noun+ verb+(not) as + adjective + as+ noun

- I cannot run as fast as you
- This test was not as difficult as the last one

* يستخدم هذا التركيب للمقارنة الغير متساوية مع الأسماء المعدودة

Noun+ verb+(not) as + many+ (Countable noun) + as + noun

There are not as many people in our class as in yours

* يستخدم هذا التركيب للمقارنة الغير متساوية مع الأسماء الغير معدودة

Noun+ verb+(not) as + much+ (Uncountable noun) + as + noun

I don't eat as much food as my brother

ملاحظة : من الممكن ان تستخدم الضمائر بدلا من الاسماء في جميع اشكال المقارنة والتفضيل

حالات شاذة في صيغة المقارنة والتفضيل :

Adjective	Comparative	Superlative
Good	Better	The best
Bad	Worse	The worst
Little	Less	The least

Exercise: Choose the suitable item from those given to complete each of the following sentences

1-My house is than yours.
(biggest , more big , bigger)

2- This flower is as that one.
(the most beautiful , more beautiful , beautiful as)

3-This is the book I have ever read.
(more interesting , the most interesting , most interesting)

4- Non-smokers usually live than smokers.
(long , longer , long as)

5- Which is the animal in the world?
(more dangerous , most dangerous , dangerous)

Exercise: Rewrite the sentences to give a similar meaning to the previous one:

1- Rami's handwriting is **more** beautiful than Ali's
Ali's

2- Travelling by car is **less** exciting than travelling by train.
Travelling by train

3- Alex speaks English fluently, Rami also speaks English fluently.
Alex speaks

4- Dogs are **slower** than lions.
Dogs are not

5- A meal in the cafeteria is 8 dollars. A meal in the restaurant is 15 dollars.(expensive)

The cafeteria.....

6- Tom ate a lot of food and Mike ate a lot of food as well.(as much as).
Tom

7- A dog is **more** faithful than a cat.

A cat

8- I don't like running. But I like swimming. (as much as).

I

9- Michel who is one of nine candidates succeeded with four yeses. but Joe got three yeses.(less fortunated).

Joe

10- Ali's car can go 220 km per hour, but Mary's car can go 190 km per hour.(fast)

Mary's car.....

11- Adeeb's car is bigger than samer's car.

Samer's car.....

12- Sara plays tennis perfectly, Awn also plays tennis perfectly.

Awns plays

13- Spanish is better than French and Italian.

Spanish is the.....

14-Neither Maths nor science is as popular as English .

English.....

15- Electronic learning isn't as acceptable as traditional learning

Traditional learning

Answers (1-5) :

1-Ali's handwriting is **less** beautiful than Rami's handwriting.

2- Travelling by train is **more** exciting than travelling by car.

3- Alex speaks English as fluent as Rami

4- Dogs aren't as **slow** as lions.

5- The cafeteria is less expensive than restaurant .

Active and passive**(المبنى للمعلوم والمبنى للمجهول)****طريقة التحويل من المبنى للمعلوم الى المبنى للمجهول:**

- 1- حذف الفاعل من الجملة في السؤال
- 2- يوضع لك المفعول به في بداية الجملة في الحل
- 3- احذف المفعول به من الجملة في السؤال لكي لا تكرر في جملة الحل
- 4- قم باكمال الجملة على القواعد التالية:

Tense	Active	Passive
Present simple	V 1/ V1+s,es	Is, am, are + v3
Past simple	V2	Was/ were+ v3
Present continuous	is, am , are+ v ing	is, am, are + being+ v3
Past continuous	Was, were+ v ing	Was, were + being+v3
Present perfect	Has, have+ v3	Has, have +been+ v3
Past perfect	Had+ v3	Had+been+ v3
Future simple	Modals + V1	Modals+ be+ v3
Future perfect	Modals +have+ v3	Modals + have + been+ v3

ملاحظة : في حالة سؤال المبنى للمجهول نقوم بوضع الفعل المساعد في بداية الجملة وعلامة استفهام في نهايتها

اما في حالة النفي فنقوم بإضافة **not** بعد الفعل المساعد

مسئلة وزارية لسنوات سابقة:**Exercise: Change the following sentences from Active to Passive:**

- 1- People saw smoke coming out of the forest.
Smoke
- 2- The government must save the historical sites.
The historical sites.....
- 3- The farmer must water the plants in order to grow.
The plants.....
- 4- Everyone must save the natural resources.
The natural resources.....
- 5- Parents mustn't give their children everything they want.

- Children
- 6- Children mustn't leave bicycles in the driveway.
Bicycles
- 7- Nobody can deny the role of the teacher.
- The role of the teacher.....
- 8- Is Tom fixing the door?
..... the door.....?
- 9- Shakespeare wrote many plays.
Many plays.....

Answers:

- 1- Smoke was seen coming out of the forest
- 2- The historical sites must be saved
- 3- The plants must be watered in order to grow
- 4- The natural resources must be saved
- 5- Children must not be given everything they want
- 6- Bicycles mustn't be left in the drive way

* من الممكن ان يأتي موضوع المبني المجهول ضمن سؤال صحح الفعل وضع دائرة

Ex : correct the verbs between brackets:

1. The carusuallyin the morning . (clean)
2. This carin 1985. (produce)
3. The carby the mechanic next week. (fix)
4. The law hassince 1990. (apply)
5. The filmat the moment. (watch)
6. After the car, we set out to Petra. (repair)
7. While the car, it rained .(clean) .

Answers:

1-is cleaned 2-was produced 3-will be fixed 4-been applied 5-is being watched 6- had been repaired 7-was being cleaned

Exercise : Choose the correct suitable item from those given to fill the following sentences.

1- Sign languagenow and taught as an optional foreign language.

(is recognizing, is being recognized, has recognized)

2- my phonelast week by Ali .

(fixed, is fixed , was fixed)

3- A new vocational school recently in my area .

(has built , has been built , was built)

4- our final science project has..... as the best project .

(be chosen . has been chosen , been chosen)

5- The ruins..... by thousands of tourists every day.

(were viewed , are viewed , are being viewed)

Answers 1- is being recognized 2- was fixed 3-has been built 4- been chosen 5-are viewed

Exercise: Change the following sentences from Active to Passive:

1- She watches me.

I

2- She has written the letter.

The letter

3- Had we cleaned the room?

.....The room?

4- They have been painting the house.

The house.....

5- Ali is speaking English now.

English

6- we are studying the results

The results

7- were they playing football ?

..... Football?

8- I will visit my grandparents tomorrow.

My grandparents

9- The teacher is going to explain the lesson

The lesson

10- did Shakespeare write that play?

..... That play?

11- Rana and Layan didn't serve customers

Customers

12- Amer didn't write these notes.

That notes

13- Somebody has found my missing laptop.

My missing laptop

14- The patient must take the medicine on time.

The medicine

15-Samer must fill in the job application form.

The job application form

16- Everyone must save the natural resources.

The natural resources.....

17- My parents have saved enough money to fund our university courses.

Enough money

The Laerdal Tunnel

Impersonal passive

وهو من انواع المبني للمجهول والذي يستخدم مع الفعل اللازم الذي لا يأخذ مفعول به, وعادة ما يستخدم مع هذه الأفعال.

Ex: say , think , believe , prove , claim , report

هناك شكلين لسؤال إعادة الكتابة على هذا الدرس وهما :

1- جملة الإعادة التي تبدأ بالضمير It

خطوات الحل :

1- نحول التركيب القواعدي للجملة التي قبل that على جدول المبني للمجهول في الدرس السابق ونضعه بعد It

2- ننزل باقي الجمل كما هي بعد الفعل الذي تم تحويله

EX:

***They believe, that language learning can also improve your decision making skills**

It is believed that language learning can also improve your decision making skills

2- جملة الإعادة التي تبدأ بالفاعل (اسم / ضمير) الذي يقع بعد that

خطوات الحل :

1- نحول التركيب القواعدي في الجملة الأولى بناء على جدول المبني للمجهول في الدرس السابق

2- نضع to بعد الفعل المحول

3- نضع الفعل في الجملة الثانية بعد تحويله الى شكله المجرد بعد to بناء على الملاحظات أدناه

4- نكمل باقي الجملة من بعد هذا الفعل

ملاحظة: يجب تحويل الفعل في الجملة الثانية مهما كان تصريفه الى فعل مجرد في جملة الحل

EX:

***They say that women live longer than men**

- **Women are said to live longer than men.**

***People say that children are afraid of ghosts**

- **Children are said to be afraid of ghosts**

ملاحظات على تحويل الفعل لصيغة المجرد:

1- نحول الفعل المساعد is/am/are للفعل be

***They think she is writing a book.**

- **She is thought to be writing a book.**

2- في حالة وجود فعل مساعد مع فعل رئيسي في الجملة الثانية فهنا نحول الفعل المساعد الى صيغة المجرد بعد to

***They think she has written a book.**

- **She is thought to have written a book.**

3- اذا كان الزمن في الجملة الثانية في جملة السؤال ماضي بسيط نحوله الى مضارع تام في جملة الحل

***They think that you lived in London.**

- **You are thought to have lived in London**

***People believe that John Lennon was a great musician.**

- **John Lennon is believed to have been a great musician.**

4- يتم التحويل من الماضي المستمر الى المضارع التام المستمر

***People think that the government was building new schools.**

- **The government is thought to have been building new schools**

5- في حالة المستقبل نضع الفعل المجرد بعد to ونحذف Will

***They believe that the factory will make profit soon.**

- **The factory is believed to make profit soon**

6- في المستقبل التام نضع Have + v3 في جملة الحل بدون will

***They say that he will have delivered all the newspapers by 8 o'clock.**

- **He is said to have delivered all the newspapers by 8 o'clock**

ملاحظة : هذه الأزمنة ليس لها تركيب قواعدي في **Impersonal passive**

- *The Present Perfect continuous
- *The Past Perfect Continuous
- *The Future Continuous and
- *The Future Perfect Continuous

Exercises:

* Rewrite the sentences. use the impersonal passive in two different ways.

- 1- They say that fish is good for brain.
It
Fish.....
- 2- People think that we only use a small percentage of our brain power.
It
We.....
- 3- They claim that we remember things we hear in our sleep.
It.....
We.....
- 4- People believe that solving puzzles keeps the brain active.
It.....
Solving puzzles.....
- 5- Experts have proved that exercise is good for concentration.
It.....
Exercise
- 6- People say that this orchestra is the best in the world.
It is said that
This orchestra
- 7- The police department believes that the thieves have left the country.
It is believed that.....
The thieves
- 8-The news reporter reported that the fire has started by accident.
It.....
The fire
- 9- People know that he is making a lot of money.
.....
.....

*** Rewrite the following sentences in the active form.**

1. It was thought that we only use a small percentage of our brain power.

People

2. It is claimed that we remember things we hear in our sleep.

People.....

3. It is believed that solving puzzles keeps the brain active.

He.....

4. It has been proved that exercise is good for concentration.

They.....

*** Correct the verb between brackets.**

1. New project scheme is claimed innovative ideas. (introduce)

2. Eating almonds is thoughtthe risk of heart disease. (reduce)

3. It is that language learning can also improve your decision-making skills. (believe)

4. It that learning a new language also presents the brain with unique challenges. (think)

*** Choose the correct suitable item from those given to fill the following sentences.**

1- It is that Jordan is rich in oil and phosphate

(think , thought , been thought)

2- Italians are to be the first people who come up with sign language.

(believe , believed , believes)

3- Twins have been proved to their own language .

(developed, developing , develop)

Indirect questions

***الأسئلة غير المباشرة :** هي أسئلة ذات طبيعة رسمية ومؤدبة , وتستخدم عند التحدث مع شخص لا نعرفه.

***الأسئلة المباشرة:** وهي أسئلة عفوية معتادة يتم سؤالها للأصدقاء والمعارف بطابع غير رسمي.

ومن اشهر المقدمات المستخدمة في الاسئلة غير المباشرة :

*Could you tell me.....

*Do you know.....

*Do you mind

*Could you explain.....

*Is there any chance.....

*I would like to know.....

*I am / was wondering ...

*Do you mind telling me...

المطلوب هو تحويل السؤال المباشر الى غير مباشر حيث تقسم الاسئلة الى :

1- WH questions:

* في حال وجود افعال **Do** المساعدة بالسؤال هنا نقوم بما يلي:

1- **حذف** افعال الـ **Do**

2- نحول الفعل الرئيسي لصيغته حسب زمن السؤال (**do** الى **V1** / **does** الى **Vs,es** / **did** الى **V2**)

3- نضع علامة استفهام في نهاية الجملة

Direct: Why do you move to Jordan?

Indirect: could you explain why you move to Jordan?

* في حالة النفي لا نحذف (**Doesn't / don't / didn't + V1**) بل نعكس موقع الفاعل والفعل المساعد

Direct: why doesn't she arrive on time ?

Indirect: could you explain why she doesn't arrive on time?

* في حال وجود افعال مساعدة اخرى وهنا عند التحويل لغير المباشر نقوم بعكس موقع الفعل المساعد مع الفاعل واكمال الجملة كما هي

Direct: where is the market?

Indirect: could you tell me where the market is?

How has he managed to get in shop quickly?

Do you mind telling me how he has managed to get in shop quickly?

2-Yes / no questions:

وهنا نضع If بعد صيغة الغير مباشر وفي بداية الجملة ,ونقوم بتحويل الجملة الى خبرية ونضع علامة استفهام في نهاية الجملة

EX:

*Have you visited Aqaba before?

Could you tell me if you have visited Aqaba before?

*Does Tom like Jordanian food?

Do you know if Tom likes Jordanian food?

*Can we change the meeting time?

Is there any chance if we can change the meeting time?

* ملاحظة : عند استخدام Do you mind دائما يأتي بعدها (V1 + ing) عند الحل :

Please , tell me the time ?

Do you mind telling me the time ?

Exercises:

Change the following from direct questions into indirect questions

1- How can I get to queen alia airport by public transport? (وزاري/2016)

Could you tell me

2- What time does the Bank open?

Do you know

3- did you move to Europe?

I was wondering.....

4- How has he managed to get in shape so quickly?

Do you have any idea.....

5- does she play tennis?

Could you tell me

6- Was the restaurant closed last night?

Do you know.....

7- Where does she play tennis?

Could you tell me

8- Can we take water into the exam?

Do you know.....

9- What was that?

Could you explain.....

10- How did you solve this puzzle?

Could you explain

11-Where's the post office, please?

Do you mind telling me

12- Has the football match begun?

Do you mind telling me

13- Is there a postbox near here, please?

Do you know.....

14- Can you suggest the best ways for revising lessons?

Do you mind

15- What are the benefits of studying English?

Could you explain

16- Why do many people move abroad ?

Do you mind telling me

17- Why didn't Joory come to the party yesterday ?

Do you know

18- Please, say the truth

Do you mind.....

19- Excuse me , close the door.

Do you mind.....

20- Why doesn't my brother in law visit me ?

I am wondering

Write the direct questions:

- Could you tell me what the time is, please?

.....

-Do you know who that man is?

.....

- Do you mind telling me why the train is late?

.....

- Could you tell me if I can visit you ?

.....

-I am wondering if I was studying hard?

.....

Derivation

ويشمل الأسماء والصفات والأفعال والظروف

أولا : الأسماء (Nouns)

تنتهي الأسماء بالنهايات التالية:

tion, sion, ness, ess , ure, ment, dom, ism, ence, ance, ician, age, ist, tide, ship, ice, or, er, ing, ity, ty, ology.

Ex: destruction, awareness, actress, development

مواقع الاسماء هي:

1- تأتي الاسماء بعد المحددات:

وتشمل المحددات:

(One, two, three, any, some, no, a lot of, lots of, only, all, much, many, a few, a little, other, another).

I have some **biscuits**

2- تأتي الاسماء بعد ادوات التعريف والتكثير (articles) A, an , the

The **kingdom** of Jordan is famous for the protection of olive oil

3- يأتي الاسم بعد ضمائر الملكية وتشمل :

My, her, his, its, our, their, yours

I will be going to university to complete my **education**

4- يأتي الاسم بعد وقبل S الملكية:

Have you seen **Nasser's collection** of postcards?

5- يأتي الاسم بعد حروف الجر واسماء الإشارة :

*حروف الجر تتضمن : at, without, of, about , From , to, for , after , in , On, with

* اسماء الإشارة تتضمن : That, this, those, these

Ministry of education is the largest ministry in Jordan

We can't comply with this decision

6-يستخدم الاسم كفاعل

Jordan is one of the most prominent countries in medicine

7-يستخدم الاسم كمفعول به

Professor Ali presents scholarships for diligent students

8- يأتي الاسم بعد كل من **More, most** بشرط ان لا تكون مسبقة باحد افعال **be**

We need more patience in case of anger

9- يأتي الاسم بعد الصفة

Psychological illnesses become pervasive nowadays

ملاحظة هامة: نستخدم كل القواعد السابقة بشرط ان لا يكون هنالك اسم بعد الفراغ , فاذا كان هناك اسم بعد الفراغ نضع الجواب صفة وليس اسم.

ثانيا : الصفات (Adjectives)

تنتهي الصفات بالمقاطع التالية:

Y, ury, ful, less, en, an, able, ive, ous, ect, al, ate, ant, ent, ish, ing, ed, any, ic

Ex: stormy, scientific, fortunate, shocking.

للصفة ثلاثة اشكال , وهي:

*الصفة العادية: Stormy, small, natural

*صفة تصاغ باضافة ing : Boring, shocking, interesting

*صفة تصاغ من التصريف الثالث: Broken, written

وتأتي الصفة في المواقع التالية:

1- تأتي الصفة قبل الاسم

She has beautiful hair

2- تأتي الصفة بعد افعال **be**

The exam was easy

3- تأتي الصفة بعد الصفات التالية: **Too, so, very, quite**

You are very slow in learning

4- تأتي الصفة بعد الأفعال التالية :

Feel, get, find, taste, become, seem, look, appear

This cookie looks tasty

5- تأتي الصفة في هذا الموقع (**as صفة as**)

She is as beautiful as moon

6- تأتي الصفة بعد **more, most** بشرط ان تكون مسبقة باحد افعال **Be**

land is more expensive than it was before

7- تأتي الصفة بعد الظرف

Ahmad was extremely hungry

ثالثا: الظرف / الحال Adverbs

عادة ما ينتهي ب **ly** وتركيبه دائما هو:

(adjective + ly)

aggressive__ aggressively

يستخدم الظرف في الحالات التالية:

1- في نهاية الجملة مكتملة العناصر

He greeted the guests warmly

2- في بداية الجملة, ويقع قبل الفاصلة

Fortunately, Fares could pass the exam

3- قبل الصفة

He was **extremely** tired

4- بين الفاعل (اسم / ضمير) والفعل

He **surprisingly** told me about the secret.

5- بين الفعل المساعد والفعل الرئيسي

Ali has **completely** finished his job

ملاحظة: نحصل على الظرف (الحال) بإضافة (**ly**) لنهاية الصفة وبإسقاطها من الظرف نحصل على الصفة

ربعا : الفعل (Verb)

وينتهي بالمقاطع التالية: Ate, ise, ize, en, ve, ed

Ex: Organize, eradicate, strengthen

ويقع الفعل في المواقع التالية:

1- بعد الفاعل

Thanks a lot. I **appreciate** your kindness

2- قبل المفعول به

Jordan **improves** education frequently

3- بعد to ويكون فعل مجرد

I need to **evaluate** my work

4- بعد افعال **Modals**

You should **study** hard

5- بعد افعال **do**

She didn't **succeed**

والقاعدة العامة : الترتيب يكون كالآتي:

Noun , Verb, Adverb, Adjective, Noun.

ملاحظة

*ادوات العطف التالية :

And, as well as, or تعطف كلمتين من نفس الجنس اي ان ما يتبعها يكون من جنس

ما يسبقها

- Smoking (n) and pollution (n) have the same effects.
- Work makes you healthy (adj) and wealthy(adj).

أهم مشتقات المستوى الرابع

Verb	Noun	Adjective	Adverb
Educate يعلم/ يُثقف	Education التعليم Educator معلم / مربي	Educational تعليمي	Educationally من ناحية تعليمية
Succeed ينجح	Success نجاح	Successful ناجح	Successfully بنجاح
Organise ينظم	Organisation منظمة Organiser منظم	Organised منظم
Achieve ينجز	Achievement انجاز Achiever منجز	Achievable يمكن انجازه
Develop يتطور	Development تطوير	Developed متطور Developing نامي
Experience يجرب/ يختبر	Experience تجربة/ خبرة	Experienced خبير
Dominate يسيطر/ يهيمن	Dominance هيمنه/ سيطرة	Dominant مهيمن / مسيطر	Dominantly بشكل مسيطر
Depend يعتمد	Dependence اعتماد	Dependent يعتمد على غيره	Dependently بشكل تابع للغير
Repeat يكرر	Repetition تكرار	Repeated مكرر/ مكرر	Repeatedly بشكل مكرر
Correct يصحح	Correction تصحيح	Correct صحيح	Correctly بشكل صحيح
Circulate يجري/ يسري	Circulation جريان/ دوران	Circulatory دائري
Dehydrate يجفف	Dehydration الجفاف	Dehydrated جاف
Advise ينصح	Advice نصيحة	Advisable مرغوب/ حكيم	Advisably بحكمة/ بمنطق
Revise يراجع	Revision مراجعة	Revisable قابل للتعديل
Concentrate يركز	Concentration تركيز	Concentrated مركز
Qualify يؤهل	Qualification مؤهل	Qualified شخص مؤهل

Recommend يوصي	Recommendation توصية	Recommended موصى به
.....	Youth الشباب	Young صغير بالعمر
Know يعرف	Knowledge معرفة	Knowledgeable حسن الاطلاع	Knowledgeably بمعرفة / بخبرة واسعة
Memorise يحفظ	Memory ذاكرة	Memorable لا ينسى	Memorably بشكل لا ينسى
Particularise يخصص / يعين	Particular خاص / معين	Particularly خصوصاً
Compete ينافس	Competition منافسة	Competitive تنافسي	Competitively بشكل منافس
Idealise يجعله مثالياً	Idealisation المثالية	Ideal مثالي	Ideally بطريقة مثالية
Create يخلق / ينشأ	Creation خلق / انشاء	Creative مبدع	Creatively بابداع
Teach يعلم	Teacher معلم Teaching تعليم	Teachable يمكن تعليمه
Economise يقتصد	Economy اقتصاد	Economic اقتصادي Economical اقتصادي	Economically من ناحية اقتصادية
Critisise ينتقد	Criticism نقد / انتقاد	Critical انتقادي	Critically بشكل انتقادي
.....	Academic اكاديمي Academy اكاديمية	Academic اكاديمي	Academically اكاديمياً
Contradict / يتناقض / يتعارض مع	Contradiction تناقض / تعارض	Contradictory متناقض / متعارض
.....	Fluencyطلاقة اللسان	Fluent طليق اللسان	Fluently بطلاقة
.....	Option خيار / اختيار	Optional اختياري	Optionally اختياري
Pioneer يبتكر	Pioneer مبتكر	Pioneering طليعي / في الطليعة
Tutor يعلم	Tutor معلم Tutorial دورة
Manage يدير	Management ادارة	Managerial اداري
Diet يتبع حمية	Diet نظام غذائي	Dietary غذائي
.....	Multilingualism تعددية لغوية	Multilingual متعدد اللغات
Simulate يحاكي / يقلد	Simulation محاكاة / تقليد Simulator جهاز المحاكاة
Utter ينطق / يتكلم	Utterance الكلام / النطق
.....	Vocation مهنة	Vocational مهني
Enroll يسجل	Enrolment تسجيل
Immerse يغمس	Immersion انغماس
.....	Sociology علم الاجتماع Sociologist عالم اجتماع	Sociological اجتماعي
Intend يقصد / ينوي	Intention نية / قصد	Intentional مقصود
Replicate يكرر	Replication تكرار
Negotiate يفاوض	Negotiation تفاوض	Negotiable قابل للتفاوض

Import يستورد	Importation استيراد	Importable مستورد
Export يصدر	Exportation تصدير
Extract يستخرج / يستخلص	Extraction استخراج
Fertilise يسمد / يخصب	Fertilization تسميد	Fertile خصب
Agree يوافق / يتفق مع	Agreement اتفاقية
Market يسوق	Marketing تسويق Market سوق
Interpret يترجم	Interpretation ترجمة Interpreter مترجم
.....	Cancer سرطان	Cancerous مسرطن
Scan يفحص / يمسح	Scanner الماسح الضوئي
.....	Region اقليم / منطقة	Regional اقليمي / محلي
Secure يحمي	Security امن	Secure آمن
Reward يكافئ	Reward مكافئة	Rewarding مجز / مرض
.....	Conscience الضمير	Conscientious حي الضمير
Adapt يتأقلم / يتكيف	Adaptation تأقلم / تكيف	Adaptable متكيف / قابل للتكيف
Attribute يعزو الى	Attribution عزو / اسناد امر Attribute صفة / سمة
Refer يشير الى	Reference مرجع
Enthuse يحمس	Enthusiasm حماس	Enthusiastic متحمس	Enthusiastically بحماس
.....	Nutrition تغذية Nutrient مغذ	Nutritious مغذي
Frighten يخيف	Fright خوف	Frightening مخيف Frightened خائف	Frighteningly بشكل مخيف
design يصمم	Design تصميم	Designed مصمم
.....	Nerve عصب	Nervous عصبي
.....	Care حرص	Careful حريص	Carefully بحرص
Volunteer يتطوع	Volunteer متطوع	Voluntary تطوعي	Voluntarily بشكل تطوعي
.....	Deep عميق	Deeply بعمق

ملاحظة هامة : يرجى مراجعة آخر الكتاب المدرسي للحصول على جميع الاشتقاقات المطلوبة في هذا المستوى

Exercise: Complete the text with suitable words derived from the words in brackets.:

- 1- It was a (Success) **attempt** to climb Mount Everest.
- 2- Rich countries have highly (develop) **economy**.
- 3- You **have** (achieve) the success you need.
- 4- She works for a **voluntary** (organise) helping homeless people.
- 5- She received an **excellent**..... (educate).
- 6- Have you seen **Nasser's**.....(collect) of post cards ? He's got hundreds!
- 7- There is an(improve) in relation between these countries.
- 8- **The**.....(major) of the world's migrants move to find a better life.
- 9- All the programmes I watched **were**(education).
- 10- He faced a very.....(danger) **animal**.
- 11-Kareem is a **Journalist**, he has worked previously for many scientific journals.(qualification) (وزاري)
- 12-Doing lots of exercise won't keep you healthy if you don't eat **food** as well. (nutrients). (وزاري)
- 13- Before you apply for a job, check that you have **the correct** (qualify)
- 14- The company is pleased with your work and is happy to give you..... (recommend)
- 15- Congratulations on a very.....**business** deal. (succeed)
- 16- We should always be ready to listen to **good** (advise)
- 17- My father often talks about what he did in **his** (young)

***Exercise:** Choose the correct item in brackets to complete the following sentences.

1. The graduation ceremony was a very occasion for everyone.

(memory / memorising / memorable)

2. Nuts contain useful such as oils and fats.

(nutrients / nutritious / nutrition)

3. If you work hard, I'm sure you will be

(success - successful - succeed)

4. In Finland, most students speak at least two, and often three languages

(fluent - fluency - fluently)

5. One of the most important things that we give children is a good ----- method.

(educate - education - educational)

6. Language is becoming an important requirement for many jobs .

(proficient - proficiency - proficiently)

7- In summer, too much sweating might cause severe.....

(dehydrate, dehydration, dehydrated)

Question tags

Forms :

1- Positive statement - question tag negative

You are Tom , aren't you?

2- Negative statement – question tag positive

He isn't Joe, is he?

و تقسم الى:

1- الاسئلة الذيلية مع الجمل التي تحتوى على فعل مساعد

EX:

- He is Ali, isn't he?

-Lila was a pilot , wasn't she ?

-You can help me with this, can't you?

-She wasn't playing there yesterday, was she?

-You will phone me later ,wont you?

-He had done it, hadn't he?

-I have been answering, haven't I?

الـية الحل:

1- نقوم بوضع الفعل المساعد في جملة السؤال في البداية

2- اذا كانت الجملة الخبرية مثبتة, نقوم بنفي الفعل المساعد في جملة السؤال. واذا كانت الجملة الخبرية منفية, نقوم باثبات الفعل المساعد.

3- نضع الفاعل (ضمير) بعد الفعل المساعد بناء على الفاعل في الجملة الخبرية , وبعده علامة استفهام.

2- الاسئلة الذيلية مع الجمل التي تحتوي على فعل رئيسي فقط**EX:**They study math, don't they?**آلية الحل:**

- 1- اذا كانت الجملة الخبرية في المضارع البسيط (V1) نقوم بوضع **Don't** بداية جملة السؤال يتبعه الفاعل
- 2- اذا كانت الجملة الخبرية في المضارع البسيط (V1 + es , s) نقوم بوضع **Doesn't** بداية جملة السؤال يتبعها الفاعل
- 3- اذا كانت الجملة الخبرية في الماضي البسيط (V2) نقوم بوضع **Didn't** بداية جملة السؤال يتبعها الفاعل

EX:-They play football, don't they?-Ali plays football , doesn't he ?-They played football, didn't they?**حالات شاذة:***نستخدم **are** مع **I** بدلا من **am** في جملة السؤالI am right, aren't I ?*نستخدم **Never/ nothing** للنفي احيانا بدلا من **not**He never came again, did he?* في حالة **Let us** نستخدم **shall we** في جملة السؤالLet us study tomorrow, shall we?Let's go, shall we?* في حالة **Let me/him** نستخدم **will / would you** في جملة السؤالLet me study tomorrow, will you?Let him go, will you ?

* في حالة جمل الأمر نستخدم **will you** في جملة السؤال

Open the door, will you?

Don't smoke, will you?

* إذا احتوت الجملة الخبرية على **Have to / has to + v1** نضع **Don't + Sub / Doesn't + Sub**

في جملة السؤال

He has to quit fatty food, doesn't he?

I have to quit fatty food, don't I?

* إذا احتوت الجملة الخبرية على **had to + v1** نضع **Didn't + S** في جملة السؤال

I had to quit fatty food, didn't I?

* نستخدم **it** كضمير في جملة السؤال إذا ابتدأت الجملة الخبرية بـ **this** أو **that**

This is John's pen, isn't it?

* نستخدم **they** كضمير في جملة السؤال إذا ابتدأت الجملة الخبرية بـ **these** أو **those**

Those aren't the books of our library, are they?

* نستخدم **it** كضمير في جملة السؤال إذا ابتدأت الجملة الخبرية بـ **anything / everything / nothing**

Everything is ok, isn't it?

* نستخدم **They** كضمير في جملة السؤال إذا ابتدأت الجملة الخبرية بما يلي :

Nobody / somebody / everybody /no one /everyone/someone

Nobody lives here , do they ?

* إذا وجدت الظروف التالية في الجملة الخيرية فيجب اثبات جملة السؤال وتشمل (**Scarcely/ barely/ rarely/ hardly**)

You would scarcely expect her to know that, would you?

Exercise: add question tags to end these sentences:

- 1- Salma sleeps at hotel,.....?
- 2- She won't be very happy,.....?
- 3- We haven't got any chance,.....?
- 4- Let's work here,.....?
- 5- Fahd was in a serious car accident,.....?
- 6- He is still a computer programmer,.....?
- 7- He phoned me last night ,?
- 8- You are buying a new mobile ,?
- 9- You have just bought a new mobile ,?
- 10- Your phone's black and silver ,?
- 11- She's a doctor ,?
- 12- She's played tennis ,?
- 13- You've changed your number ,?
- 14- She has to see the doctor ,?
- 15- He had to visit his parents ,?
- 16- Don't forget to switch off the lights,?
- 17- Nobody came to your party,?
- 18- He never says a word,?
- 19- They rarely eat in restaurants,?
- 20- I am sure that Ahmad is telling us the truth,.....?

Exercise: Choose the suitable item from those given to fill the following sentences.

- 1-There aren't any spiders in the bedroom,?
(are there , aren't there , there are
- 2- He pressed the seeds into the soil with his thumb,?
(does he , did he , didn't he)
- 3- Jordan imports oil and gas form the Gulf countries,?
(doesn't it , doesn't he , does he)
- 4-They have to go now ,?
(do they , don't they , didn't they)
- 5- Let's study math ,.....?
(shall me , shall we , will we)

Answers: 1-are there 2-didn't he 3-doesn't it 4-don't they 5-shall we

Wish / If only

تتعدد انماط الاسئلة على هذا الدرس كالآتي:

1- نمط يعطيك جملة ويطلب اعادة كتابة الجملة نفسها الى جملة Wish او If only :**خطوات الحل**

1- نحدد الفعل في الجملة

2- انزال كل ما قبل الفعل بعد Wish / if only

3- نكتب قاعدة الفعل بناء على الجدول التالي ونكمل الجملة

4- يجب مراعات بعض الملاحظات المذكورة أدناه

الفعل في الجملة	الفعل بعد Wish
V1 / V1 + s, es	Didn't + v1
Don't / doesn't + v1	V2
V2	Hadn't + v3
Didn't + v1	Had + v3
Am , is , are	weren't
Amn't , Isn't , aren't	Were
Was, were	Hadn't + v3
Wasn't, weren't	Had been
Has, have	Didn't + have
Don't / doesn't + have	Had
Had	Hadn't+ had
Modal+ v1	Modal (past) + not + v1
Has to / have to + v1	Didn't + have to + v1
Don't/ doesn't + have to + v1	Had to + v1
Would like to	Could + v1

Ex1. I **didn't do** much work for my exam.I wish I had done much work for my exam.2. I **bought** these shoes. They hurt my feetI wish I hadn't bought these shoes. They hurt my feet3. We **didn't catch** the earlier busIf only we had caught the earlier bus.**ملاحظة :** في هذا النمط نقوم بنفي المثبت وااثبات المنفي بشكل تلقائي

***Re- writes these sentences using wish and if only:**

1. I don't know the answer. → I wish I knew the answer.
2. I live in a small flat. → I wish I didn't live in a small flat.
3. We aren't old enough. → If only we were older.

ملاحظات:

1- اذا احتوت الجملة على **really /very / too** نحذفها ونحولها الى **so**

He is not very tall
He wishes he were so tall

2- اذا كان الفعل بالجملة **Have to + v1** في الحل يصبح **Didn't have to + v1**

I have to go to in a tour
I wish I didn't have to go to a tour

3- عند عكس الصفات في الجملة لا تعكس الافعال عند التحويل من حيث النفي والاثبات

The exam was difficult
I wish the exam had been easy

4- الجملة التي تحتوي على **Should + v1** تعاد بـ **V2**

Ali should study hard before exam
Ali wishes he studied hard before exam

5- الجملة التي تحتوي على **Should + have + V3** تعاد بـ **had + V3**

Ali should have studied hard before exam
Ali wishes he had studied hard before exam

6- الجملة التي تحتوي على **Regret** متبوع بـ **V1+ing** او **V2** يكون الحل دائما هو **Hadn't + v3**

I regret watching this film
I wish I hadn't watched this film

7- تستخدم **Were** بدلا من **Was** مع جميع اشكال الفاعل المفرد والجمع عند التحويل لجملة **wish**

He is not very tall
He wishes he were so tall

8- يجب تحويل الصفة الى صيغة المقارنة عند وجود **enough** بعدها عند التحويل لجملة **Wish**

We aren't old enough
If only we were older

2- نمط يعطيك جملة ويطلب إعادة كتابتها بناء على ما يوضع بين الأقواس :***Re-write these sentences using the verb wish and the words in brackets:**

- 1- My brother spends many hours talking on the phone(not spend so many hours).
I wish
- 2- I am very shy about talking in public(not so shy)
I wish I
- 3- You eat too quickly(not eat so quickly)
I wish
- 4- The city center is really busy this morning(not so busy)
I wish.....

Answers:

- 1- My brother didn't spend so many hours talking on the phone
- 2- I weren't so shy about talking in public.
- 3- You didn't eat so quickly.
- 4- The city center weren't so busy this morning.

ملاحظات:

* في هذا النمط نقوم بنفي المثبت وإثبات المنفي بناء على ما يوضع بين الأقواس
* نعتد في الإجابة على هذا النمط في التحويل من المضارع إلى الماضي ومن الماضي إلى الماضي التام

3- نمط صحح الفعل ما بين الأقواس وضع دائرة :***Correct the verb between the brackets**

1. Ali did not pass his exams. If only he ----- harder last year. (study)
2. Zaid 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)
4. I feel ill. I wish I ----- so many sweets! (not eat)

Answers:

1. had studied 2. had done 3. had been 4. hadn't eaten

***ملاحظة :** نعتد في الإجابة في هذا النمط على زمن الجملة الأولى وعلى ما يوضع بين الأقواس

***Choose the suitable item from those given to complete these sentences:**

1. Ziad is not very good at basketball. He wishes he ----- taller!

(Was , were , had been)

2. I can't do this exercise! I wish I ----- it.

(understand , understood , had understood)

3. Mr Haddad does not understand the Chinese businessman. If only he ----- Chinese.

(speak , had spoken , spoke)

4. Jordan needs to import a lot of oil. If only it ----- larger oil reserves.

(had , have , had had)

Answers: 1. were 2. understood 3. spoke 4. Had

Exercises: Use prompts and write sentences with I wish or if only:

1-I'm cold . (bring a coat)

.....

2- I'm tired . (not keep awake)

.....

3- I feel angry . (wish)

.....

4- My friend was late to come to school . (get up early)

.....

5- I couldn't answer these questions . (study well)

.....

6- laila regrets being angry at breakfast time .

If only

7-I regret going to bed late last night . (wish)

.....

8-I'm very hungry . (eat before coming)

If only.....

9-I didn't play very well . (wish)

.....

10-I lost my wallet . (be careful)

I wish.....

11-I wish I'd gone more revision . (only)

.....

12-I wish I had learnt English better when I was younger . (if)

.....

13- I'm very shy about talking in public . (not so shy)

I wish

14- I can't remember the answer.

I wish.....

If only.....

15- I'm very short . (taller)

I wish.....

If only

16- Laila lives in a small flat .(wish)

.....

الجملة الشرطية (If clause conditional)

تتكون الجملة الشرطية من قسمين: الأول (If clause) وتسمى جملة الشرط , وتحتوي على أداة ربط مثل **If, unless** والثاني (Main clause) وتسمى جملة جواب الشرط.

Ex:

If you study harder, you will pass.

*تتكون جملة **if** الشرطية من أربعة أنواع وهي:

1 - Zero conditional:

Form:

If +present simple (v1/v1+s,es) , present simple (v1/v1+s,es)

ويستخدم للكلام عن قوانين و حقائق لا تقبل الشك.

If you freeze water, it turns to ice.

2 - First conditional:

Form :

If +present simple (v1/v1+s,es) ,future simple (will + v1)

ويستخدم للحديث عن أمور قد تحدث أو لا تحدث في المستقبل بناء على الحاضر.

Ex:

If you come today, we will visit you.

I will call you, if I need any help.

If the weather doesn't improve, we won't (will not) have a picnic.

3 - Second conditional:**Form:****If + past simple (v2) , S + would + v1**

يستخدم للتحدث عن حالات خيالية لم تحدث في الواقع.

Ex:

If it rained in summer, it would be nice.

If I won the lottery, I would buy for my parent new house.

***ملاحظة :** في هذا النوع من الممكن استخدام **If** في جملة النصائح بالاعتماد على هذه القاعدة:**S +should / ought to + v1**

والتي تصبح اما:

You could + v1 أو Why don't you + v1 أو If I were you I would + v1**Example:**

You should practice the presentation several times. (were)

If I were you , I would practice the presentation several times

Why don't you practice the presentation several times

You could practice the presentation several times

4 -Third conditional:**Form:****If + past perfect (had + v3) , S+ would+ have+ v3**

If Ali hadn't died, we would have enjoyed this trip together.

يستخدم لوصف امور خيالية لايمكن حدوثها

Question:

Read the situations and complete the sentences with the third conditional, using the word in brackets.

- 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 colored 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 mark. (might not).
.....

آلية الحل: في هذا النمط نضع جملة الشرط (السبب) بعد If وجواب الشرط (النتيجة) في الجانب الآخر بالاعتماد على قاعدة النمط الثالث على ان نحذف اداة الربط في جملة الحل وننفي المثلث ونثبت المنفي

ملاحظة : ادوات الربط التالية يتبعها نتيجة ويسبقها سبب :

(As a result / thus/ that's How /because of that /consequently /and/ therefore/ so)

والادوات التالية يتبعها سبب ويسبقها نتيجة:

(Because /because of / as / since / due to / in order to)

Answers:

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

*We can use **provided that , as long as , unless and even if** in the same way as if, but they don't all mean the same thing.

Examples:

1. I'll buy the book if / provided that / as long as it isn't too expensive.
(I won't buy it if it is too expensive.)
2. I'll buy it unless it's expensive. (I'll buy it if it isn't too expensive.)
3. I'll buy it even if it's expensive. (I will buy it. The price isn't important.)

Complete the following sentences with the correct form of the verb in brackets:

1. If Alivery hard, he **will pass** the tests. (study)
2. I the job if I **had had** some experience. (have got)
3. I..... to university as long as I **pass** my exams. (go)
4. Even if I..... tired, I **will go** to the library this afternoon.(be)
5. If you win the prize, how..... you..... the money? (spend)

Choose the suitable item from those given to fill the following sentences:

1. Provided that it..... , we **will have** a picnic next week.
(don't rain , didn't rain , doesn't rain)
2. Even if Omar **passes** his driving test this afternoon, he..... his own car.
(hasn't , doesn't have , won't have)
3. You **will not pass** your exams unless you hard.
(studied , studies , study)

4. Babies are usually happy unless they hungry or cold.

(were , are , have been)

5. If you **had done** the course, you..... enough experience to apply for the job.

(would have , have , would have had)

Question:

Re- write the following sentences keeping the same meaning:

1- If we don't call Basma, she won't attend the conference.

Unless.....

2- If he had not taken her to the hospital, she would have been worse.

Unless.....

3- If it rains , I will stay home

Unless.....

4-Unless Ali did it, no one would do it.

If

5-Sana would come to the party if she was not exhausted.

Unless.....

6-Unless I had closed the door, the thief would have stolen the house.

If.....

7-unless she studies hard , she won't pass.

If.....

آلية الحل:

* إذا كان التحويل من **If** المنفية الى **Unless** نقوم بإثبات المنفي في جملة الشرط وتنزل باقي الجملة كما هي

* إذا كان التحويل من **If** المثبتة الى **Unless** نقوم بنفي جواب الشرط وتنزل باقي الجملة كما هي

* إذا كان التحويل من **Unless** الى **If** نقوم بنفي المثبت في جملة الشرط وتنزل باقي الجملة كما هي

Answers:

- 1- Unless we call Basma, she won't attend the conference.
- 2- Unless he had taken her to the hospital, she would have been worse.
- 3- Unless it rains, I won't stay home
- 4- If Ali didn't do it, no one would do it.
- 5- Unless Sana was exhausted, she would come to the party.
- 6- If I hadn't closed the door, the thief would have stolen the house.
- 7- If she doesn't study hard, she won't pass

Exercises:

1-Rewrite the following sentences:

1-Unless babies are hungry or cold, they are usually happy.

If

2- Unless Rami gives me the check, I will sue him.

If

3 -Unless he works hard, he will face problems.

If

4-If no one asks me , I won't go inside.

Unless

2-Read the situations and complete the sentences with third conditional, using the word in brackets.

1- I didn't prepare better for the competition, I didn't win the first prize. (might)

If.....

2- I didn't sleep better before the exam, I wasn't able to concentrate better. (could)

If.....

3- I didn't go to a different school, I wasn't able to take English. (could)

If.....

3-Rewrite the advice, using the words in brackets.

1-You should sleep early. (were)

If.....

2-you ought to make a list of questions before speaking. (could)

you.....

3-You ought to get some work experience. (don't)

Why..... ?

مادة الحفظ للمستوى الرابع

مصطلحات الجسم: (verb phrase) Body Idioms

body idiom	English Meaning	Arabic meaning
play it by ear	to decide how to deal with a situation as it develops	أن تقرر كيفية التعامل مع وضع حسب تطوره
get cold feet	to lose your confidence in something at the last minute	أن تفقد ثقتك في شيء ما في اللحظة الأخيرة
get it off (your) chest	to tell someone about something that has been worrying you	أن تخبر شخص ما عن ما يقلك \ همومك
keep your chin up (w/2016)	to remain cheerful in difficult situations; an expression of encouragement	أن تبقى مبتهج في المواقف الصعبة ويستعمل هذا التعبير للتشجيع
put (my) back into it	to put a lot of effort into something	يجتهد في شيء ما
have a head for figures	to have a natural mental ability for maths and numbers	أن تملك القدرة العقلية الطبيعية في (الرياضيات , الأرقام والموسيقى)

المتلازمات Collocating Phrases

Collocation	Meaning	بالعربي
Draw up a timetable	write a schedule	يرسم/ يكتب/ يضع جدولا
do exercise	keep fit	يقوم بالتمارين
make a start	begin	يبدأ
take a break	relax	يأخذ استراحة
do a subject	study	يدرس
make a difference	Change something	يغير شيء

Phrasal Verbs الأفعال المركبة

draw up	to prepare a document	يكتب - يعد
look at	to examine something closely	ينظر بعناية
work out	to understand / to find the answer to something	يفهم - يستنتج
getting up	to rise to a standing position	ينهض
listening to	to take notice	يستمع الى
switch between	to change	يغير
stand out	to be much better than other similar people or things	يقاوم

Gender-specific words اسماء محددة الجنس	Gender-neutral words اسماء غير محددة الجنس
businessman, businesswoman	Business person
salesman, saleslady	sales assistant/salesperson
fireman	Firefighter
spaceman	astronaut
seaman	sailor
mankind	Humans
stewards, stewardess	flight attendant
policeman	police officer

chairman	Chairperson
headmaster, headmistress	head teacher
Postman	postal worker
he or she	They

Phrasal Verbs

الأفعال المركبة

Phrasal Verbs	E- meaning	A- Meaning
come about	happen or take place	يحدث
come up with	produce something (an idea), especially when pressured or challenged / think of	يخرج بنتيجة أو فكرة
carry out	To do	يقوم بـ
eat out	eat away from home , especially in a restaurant	يأكل خارج المنزل
get away with	to do something wrong without being discovered or with only a minor punishment / not be blamed for	يفلت من العقاب
leave (someone or something) out	to not include someone or something	يستثني
point (something) out	to show something to someone by pointing at it	يشير إلى
speed up to hurry	To hurry	يسرع
find out	to discover	يكتشف
look into	to investigate	يبحث
look up	To search for information (a word in a dictionary)	يستخرج كلمة
look forward to	To wait with pleasure (something exciting)	يتلهف يتشوق
get over	To recover (an illness, and feel better)	ينقلب ع المرض
get up	To get out of bed (in the morning)	يستيقظ
get on	To make progress (with your work)	تمر يتواصل
take up	(a new hobby)	يتخذ هواية
take away	To disappear (some fast food)	يأخذ الطعام خارجا
take off	to remove (your shoes when you get ... home)	يخلع حذائه
go away	To leave (from home for a holiday)	يقضي عطلته خارجا
go back	To return (to where you started)	يرجع يعود
go ahead with	(a plan, and do it)	يبدأ العمل بـ
look after	To take care of	يعتني

Collocations:

1. make a mistake يرتكب خطأ
2. Ask questions يسأل أسئلة
3. Shake hands يصافح
4. earn respect يكسب احتراماً
5. Join a company ينضم لشركة
6. Cause offence يسبب هجوماً
7. make small talk حديث قصير

Prepositions:

- 1 Would you like to **work** as a teacher in a big school? يعمل كمعلم
- 2 We need to **decide** on a place to meet. يقرر
- 3 Can you translate this Arabic into English for me, please? يترجم الى

- 4 I'd like to **talk** about the fi lm I've just seen; it was brilliant! يتحدث عن
 5 The teacher **asked us** about our favourite books. يسأل عن
 6 My sister is really **good** at drawing and painting. جيد في

الوظيفة اللغوية والقواعدية Function of grammar and language

المؤشر	الوظيفة
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...	Giving advice
As / Since / Because because of / due to	showing cause explain the reason
Therefore as a result consequently because of that,	showing result explain the consequences
wish or If only + Past Perfect	To express regrets about the past.
wish or If only + Past Simple	To express wishes about the present that are impossible or unlikely to happen
Indirect questions	to ask questions in a polite, formal way
first conditional (if + Present Simple/will + v1)	to describe a future outcome of a certain future action
Even if	(the condition isn't important whatever it is)
third conditional (if + Past Perfect/would have + p.p)	To imagine past situations which are impossible
third conditional with might have	unsure of the result of the past (not sure)
third conditional with could have	It is possible result of the past (be able to)

القطع المقترحة

Doing business in china

Today, we talk to Mr. Ghanem, a businessman based in Amman who often visits China. We asked him when he first started doing business with China. 'I've been doing business with China for many years. My first trip there was in 2004 CE, and it was not very successful.'

'I worked for a small computer company in Amman. They sent me to China when I was quite young. *If only* the company had realised that the Chinese respect age and experience more than youth!'

'Yes! I wish I had researched Chinese culture before I visited the country. In order to be successful in China, you need to earn their respect. Chinese business people will always ask about the company's successes in the past. However, because I worked for a new company, I could not talk about its track record. We did not do any business deals on that first trip.'

'I joined a larger company and they sent me on a cultural awareness course. On my next visit to China, it felt as if I hadn't anything on my first visit!'

'Before I visit a company, I send recommendations from previous clients. I also send my business card with my job position and qualifications translated into *Chinese*.'

'Of course! I arrived on time. You must not arrive late, as this shows disrespect. Then, when I met the company director, I shook hands with him gently. I began the meeting by making small talk about my interesting experiences in China. During the meeting, I made sure that my voice and body language were calm and controlled. never told a joke, as this may not be translated correctly or could cause offence.'

'Yes, it was. I knew that the director had researched my business thoroughly before the meeting, so I was prepared for his detailed questions. When I began negotiating, I started with the important issues. The Chinese believe in avoiding conflict. It is always important to be patient. I was prepared to compromise, so in the end, the meeting was successful.'

Education in Jordan

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, compulsory 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

The relationship between language and culture.

Does the language we use influence the way we think? Or does our culture influence the way we use language?

Sociologists have been looking into this question for hundreds of years.

They have now begun to look at not just how people talk, but also how they think, asking whether the way we understand and remember experiences is influenced by language. As a result of these studies, they have come up with some interesting results.

A lot of research has been carried out on the relationships between mind, world and language. In one study, a psychologist points out that when describing an event, English speakers tend to mention the person who was responsible.

Whereas English speakers might say, 'John broke the vase', Spanish or Japanese speakers would use a passive form. It is believed that such differences between languages have an effect on how their speakers understand events, and whether someone is blamed for an action or gets away with it.

In another study, speakers of English, Spanish and Japanese were asked to watch videos of two people popping balloons, breaking eggs and spilling drinks, either on purpose or accidentally. Later, when asked to recall the videos, the English speakers mentioned the person who did the action. The Spanish and

Japanese mentioned the person responsible for intentional events, but left this out when they considered that event to be an accident.

Scientists at Newcastle University, UK, have **carried out** tests to prove that different cultures also have different ways of seeing colours. They found that in Japanese, for example, there are different words for light blue and dark blue which are not found in English. Native speakers of Japanese, therefore, made a clearer distinction between colours on the spectrum. Is it our language that has affected our way of thinking? Or has a difference in cultural habits affected both our thoughts and our language? Most likely, culture, thought and language have all come about together.

My job as an interpreter

My name is Fatima Musa and I have worked as an interpreter for five years. **Many students** have emailed me about my work because **they** want to know what it would be like to do my job. So here is my reply. I have always been fond of languages. **My father** worked in many different countries when I was young and we usually travelled with **him**. When we visited a country, I always wanted to learn the language. At school I was very good at English. Therefore, I decided on a career as an interpreter.

My job now involves going to important conferences and seminars around the world. When a person speaks in English at a conference, I listen to what they say through headphones. I then translate into Arabic while the speaker is talking. I give the translation through headphones to other people at the meeting. This means that **anyone** in the room **who** speaks Arabic can understand what people are saying.

Is it an easy job? Not at all. English is not the same in all English-speaking countries. For example, the English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia. As well as knowing regional English, you also need to know a lot of specialist language. Some of the words that are used to talk about business, science or law, for example, make it almost a different language!

Unless you have a language degree, you will not be able to become an interpreter. Provided that you have a postgraduate qualification, you will probably get a job as an interpreter quite quickly. If you get an interview for a job, you will need to show that you have good listening skills and a clear speaking voice. You will also need to show that you can think quickly

and that you are able to concentrate for long periods of time. If you are successful, it is a secure and rewarding job. You will probably need to travel a lot, but that is not a problem as long as you enjoy visiting other countries.

It is a very responsible job. I am aware that if I translate things badly, it could affect an important law or trade agreement between countries. However, you get a huge feeling of satisfaction when you know that people understand everything that you translate

How to make a sales pitch?

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 neighborhood, 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!

Literature spot
a green Cornfield
Christina Rossetti

The earth was green, the sky was blue

I saw and heard one sunny morn

A skylark hangs between the two,

A singing speck above the corn;

A stage below, in gay accord,

White butterflies danced on the wing,

And still the singing skylark soared,

And silent sank and soared to sing

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.

And as I paused to hear his song

While swift the sunny moments slid,

Perhaps his mate sat listening along,

And listened longer than I did

الأستاذ محمود السيلوي