

**ضع المستوى الرابع في جيبك**

**فلديك الملخص**

**الأفضل والأسهل**

**إعداد الأستاذ**

**YUSEF BSHARAT**

ملخص كامل للمستوى الرابع

وبأسلوب مبسط وسهل

جميع أنماط الأسئلة

للقواعد

القطع المتوقعة

امتحان شامل على

كل وحدة

الإنشاء الحر

الكتابة الموجهة

**مركز اللغات الشفاني**

# INDIRECT QUESTIONS

## الأسئلة غير المباشرة



**Function :** We use indirect questions to make our requests or questions softer or more polite.

نستخدم الأسئلة غير المباشرة لنجعل أسئلتنا أكثر أدبا

After the question word (where, when, who, how, etc) indirect questions have the same word order as positive statements.

**Direct questions :**

Wh. Word + helping verb + subject + verb

**Indirect questions :**

المقدمة Wh. Word + subject + helping verb + verb

- المقدمة: احد التالية
- Could you tell me...
- Do you know...
- Could you explain ...
- Do you mind telling me ...
- I'd like to know...

Example

**Direct:** Where can the tourists spend this night?

**Indirect:** Could you tell me where the tourists can spend this night?

In indirect questions, we don't use the auxiliary verbs **do/does/did**.

لا نستخدم الأفعال المساعدة **do/does/did** بل نحذف مع بعض التغير كما يلي

نحذف **do** دون أي تغيير

**Direct** What time ~~do~~ they leave the office?

**Indirect:** Do you know what time they leave the office?

نحذف **does** ونضيف للفعل **s / es**

**Direct:** How much ~~does~~ this motorcycle **cost**?

**Indirect:** I'd like to know how much this motorcycle **costs**.

نحذف **did** ونحول الفعل إلى تصريف ثاني

**Direct:** Why ~~did~~ you move to Europe?

**Indirect:** could you tell me why you moved to Europe.

## Yes/No Questions

**Direct questions :** —————→ helping verb + subject + verb

**Indirect questions :** المقدمة If / whether + subject + helping verb + verb

- المقدمة : احد التالية
- Could you tell me...
- Do you know...
- Could you explain ...
- Do you mind telling me ...
- I'd like to know...

**Direct:** Are your parents joining us for dinner?

**Indirect:** Could you tell me **if** your parents are joining us for dinner?

**Direct:** Has Bayan ever studied abroad?

**Indirect:** Do you have any idea **if** Bayan has ever studied abroad?

**نحذف do دون أي تغيير**

**Direct:** ~~Do~~ you plan on traveling this summer?

**Indirect:** I'd like to know **if** you plan on traveling this summer.

**نحذف does ونضيف للفعل s / es**

**Direct:** ~~Does~~ Omar like Italian food?

**Indirect:** Do you know **if** Omar likes Italian food?

**نحذف did ونحول الفعل إلى تصريف ثاني**

**Direct:** ~~Did~~ they find a suitable flat?

**Indirect:** I was wondering **if** they found a suitable flat ? .

ملاحظة :

إذا كانت المقدمة .... Do you mind نحول فعل السؤال الى Ving

1 Can you **suggest** a healthy breakfast?

Do you mind **suggesting** a healthy breakfast?

2 Please help me to plan my revision.

Do you mind helping me to plan my revision.

إذا أردت أن تتخلص من كل القواعد في هذا الدرس فإليك القاعدة الذهبية التالية

قم بوضع الفعل المساعد قبل الفعل الرئيسي مباشرة

الأسئلة التي لا تحتوي على فعل رئيسي ضع الفعل المساعد في الأخير

### Examples :

1. Why can't you participate in that competition ?

Could you tell me .....

2. How has your brother managed to get in shape so quickly?

Do you have any idea .....

3. Could you help me help me to type this text.

Do you mind .....

4. Are your parents joining us for dinner?

Could you tell me .....

5. Do the tourists speak English?

Do you know .....

6. Does Yousef like Italian food?

Do you know .....

7. H How much money can farmers invest in this project?

Do you know .....

8. What qualifications do I need?

Could you tell me .....

9. Did she have a driving license?

Do you know .....

10. Why did you move to the country ?

Could you tell me .....

التحويل من غير مباشر إلى مباشر

1. Could you tell me how much exercise I need ?

How .....

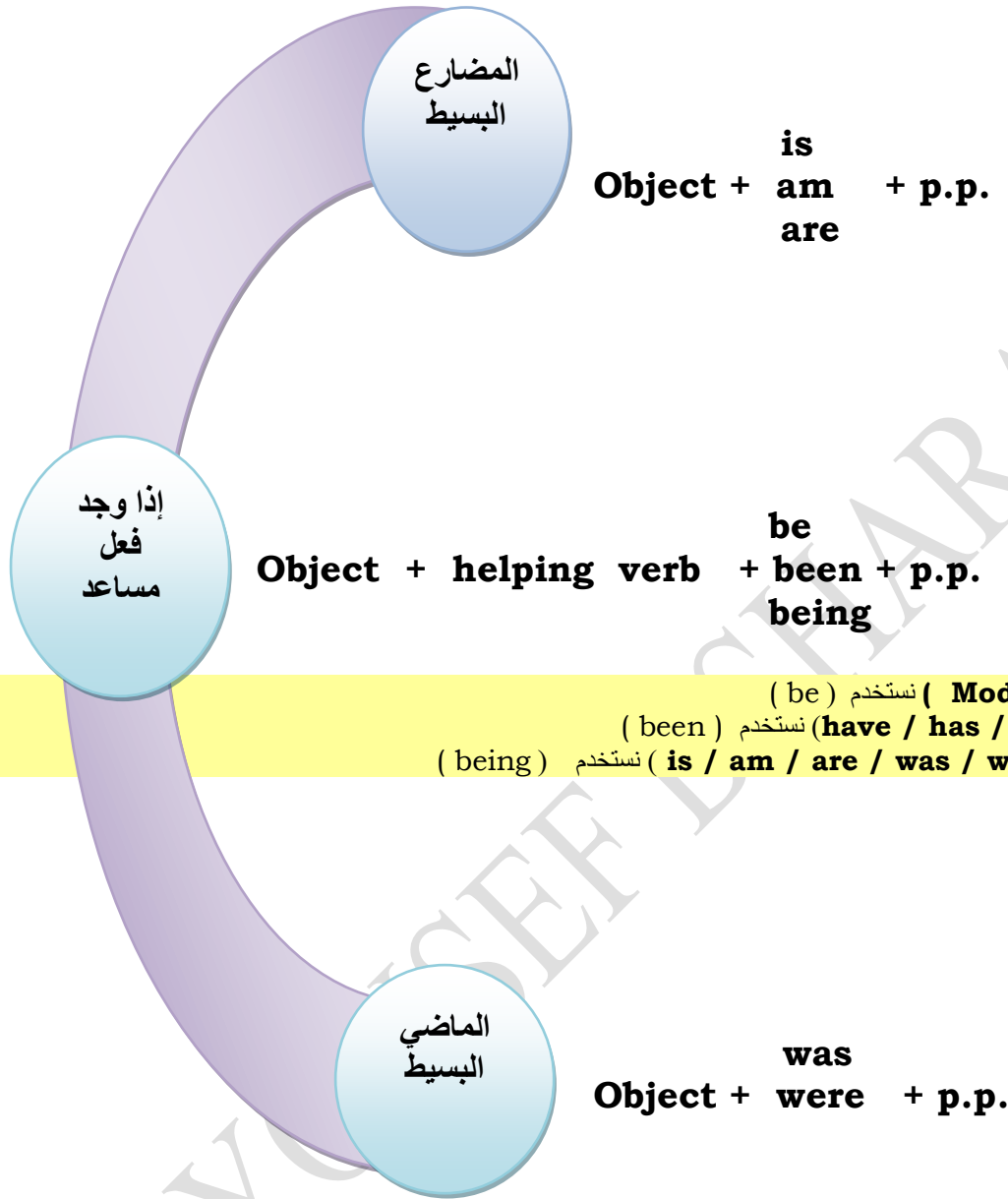
2. Do you know where most people lived after the floods?

Where .....

3. Could you tell me what I should do before exams?

What .....

## PASSIVE VOICE : المبنى للمجهول



عندما يكون الفعل المساعد من ال ( Modals ) نستخدم ( be )  
عندما يكون الفعل المساعد من ( have / has / had ) نستخدم ( been )  
عندما يكون الفعل المساعد من ( is / am / are / was / were ) نستخدم ( being )

ملاحظة ١ : نحول الفعل المساعد من مفرد إلى جمع أو العكس حسب المفعول به

مثال :

The experts **have** prepared the report.

The report **has** been prepared by the experts.

ملاحظة ٢ : إذا وجدنا في جملة المبني للمعلوم كلمات تدل على النفي مثل ( nobody , nothing , no one ... ) ننفي جملة المبني للمجهول

**Nobody has** told the children what to do.

The children **have not been told** what to do.

### Change into passive voice.

1. The extent of the flood damage has surprised everyone.  
Everyone .....
2. Someone used a brick to smash the window.  
A brick .....
3. The high cost of gas and electricity is hitting some families hard.  
Some families .....
4. The police are going to look into the case.  
The case .....
5. No one made further attempts after the incident.  
Further attempts .....
6. People saw wild animals near the village last night.  
Wild animals .....
7. You should have taken the medicine on time.  
The medicine .....
8. People didn't use these methods in the past.  
These methods .....
9. They deliver the mail twice a day  
The mail .....
10. The restaurant doesn't cook fish on Friday.  
Fish .....
11. They were interviewing new employees at the moment.  
New employees .....
12. Everyone understands English in this country.  
English .....
13. They don't allow smoking in the theatre.  
Smoking .....
14. You must have filled the form before the interview.  
The form .....
15. The manager has discussed all issues in the meeting.  
All issues .....
16. They don't deliver the mail on Friday.  
The mail .....
17. The government took new procedures to stop the disease.  
New procedures .....
18. No one climbed Mount Everest before 1953.  
Mount Everest .....

### Correct the verb

1. The computer ..... in 1940s. (develop )
2. These places ..... by thousands of people every year ( visit ) .
3. Many products had ..... to the EU even before 1997. ( export )
4. The whole plan should ..... by the experts as soon as possible. ( revise )

## Impersonal Passive: المبني للمجهول غير الشخصي

The verbs **think, believe, say, report, know, expect, consider, understand, prove** , etc are used in the following passive patterns in personal and impersonal constructions.

القاعدة الأولى تبدأ الجملة ب **it** ( فقط نحول فعل الإدراك إلى مبني للمجهول )

**It + passive verb + that-clause .....**

Active: People **think** that the number of tourists is increasing .

Impersonal passive : It **is thought** that the number of tourists is increasing.

### Present impersonal passive construction:

القاعدة الثانية ( إذا كان فعل جملة **that** مضارع )

**Subject ( that أو الضمير بعد that ) + passive verb + to-infinitive**

في هذه القاعدة تبدأ الجملة بالاسم أو الضمير بعد **That** أي ( فاعل جملة **that** ) فنحول فعل الحواس إلى المبني للمجهول ثم **to** وفعل مجرد **People believe that Fish is good for the brain** .

**Fish is believed to be good for the brain** .

### Past impersonal passive construction:

القاعدة الثالثة ( إذا كان فعل جملة **that** ماضي )

**Rule No. Three : Subject ( that أو الضمير بعد that ) + passive verb + to have + p.p.**

في هذه القاعدة تبدأ الجملة بالاسم أو الضمير بعد **That** فنحول فعل الحواس إلى المبني للمجهول ثم **to have** وفعل تصريف ثالث

**People believed that the earth was flat** .

**The earth was believed to have been flat** .

1. Experts say that Vitamin C is good for treating cold.

Vitamin C .....

2. People thought that he was mad.

He .....

3. Everyone knows that the portrait gives important information about the her personality .

The portrait .....

4. My English teacher says that English clubs are essential for learning English well .

English clubs .....

5. Experts have proved that eating almonds reduces the risk of heart disease

Eating almonds .....

### Correct the verb

1. The old lady is ..... to have been very rich. ( **believe** )

2. Complementary medicine used to ..... to have been useless. ( **think** )

## السؤال القصير : Question Tag

### تركيب السؤال القصير auxiliary verb + subject

Omar is a student , isn't he ?

### ملاحظات هامة

١: يكون الفعل المساعد عكس الجملة من حيث النفي والإثبات

The weather is cold, **isn't it** ?

She hasn't come yet, **has she**?

٢ في حالة النفي يجب استخدام الصيغة المختصرة ( n't )

He was ready, wasn't he?

٣ الفاعل يجب أن يكون ضمير ( he / she / they / it )

Naji didn't call last night, did he?

٤ الأفعال المساعدة ( have to / has to / had to ) تعامل معاملة الفعل الرئيسي كالآتي

( have to ----- don't // has to ----- doesn't /// had to ----- didn't /// used to ----- didn't )

You have to leave early, don't you?

٥ في حالة عدم وجود فعل مساعد نستخدم ( do // does // did ) كالآتي

Base ----- don't // Base with s ----- doesn't / s. past ----- didn't

The students took one exam, didn't they?

٦ الكلمات التالية تدل على نفي ( never / neither .... Nor / no / no one / no body / nothing )

She has never been there, has she?

٧ الكلمات التالية يكون ضميرها they لذلك يجب الانتباه للفعل المساعد وتحويله إلى جمع

( Someone / somebody / any one / any body / no one / no body )

Someone is talking in the room, aren't they?

٨ الكلمات ( this / that ) يكون ضميرها it /// الكلمات ( these / those ) يكون ضميرها they / there تستخدم نفسها

This is my bag, isn't it?

There is so much noise, isn't there?

٩ الجمل التالية جمل شاذة :

الجمل المبدوءة ب ( lets ) يكون سؤالها القصير ( shall we ? )

am المثبتة يكون سؤالها القصير ( aren't I ? )

جمل الأمر والطلب يكون سؤالها القصير ( will you ? )

Lets go home, shall we?

I am right, aren't I ?

Find the mistakes in the text, will you?



### Add questions tag

1. Every body wants to save the world, ..... ?
2. You aren't one of those people who wastes water, .....?
3. We don't really know whether the climate is changing, .....?
4. There is plenty of evidence of climate change, .....?
5. Our neighbor wasn't helpful, ..... ?
6. He ought to stop doing that, .....?
7. He never used to complain,.....?
8. You had a surprise yesterday, .....?
9. Neither of them complained, .....?
10. I'm not on night on night duty again, .....?
11. I am doing it properly, .....?
12. let's do it again,.....?
13. We'd better wait for him, .....?
14. She knows some definite facts about Shakespeare's life, .....?
15. Some people use cosmetic surgery to have their appearance changed, .....?
16. Someone repaired your dad's car yesterday, .....?
17. A local company is going to redecorate his flat, .....?
18. You have to stay in this hotel , .....?
19. This is my bag, .....?
20. There was so much noise, .....?
- 21, She needn't pay for the whole course in advance, .....?
22. Don't forget to bring me some of your fantastic cake, .....?

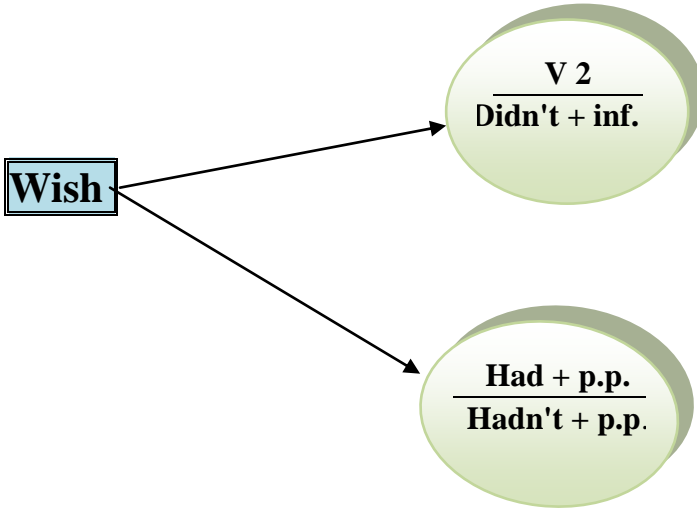
يمكن أن نجد السؤال القصير في سؤال تصحيح الفعل

- 1.You ..... them about the accident, won't you? ( tell )
2. He ..... French well, can he ? ( speak )
3. I ..... interested in going there, aren't I? ( be)

## Expressing Wishes

### التعبير عن الأمنيات

تصحیح فعل : Correct the verb



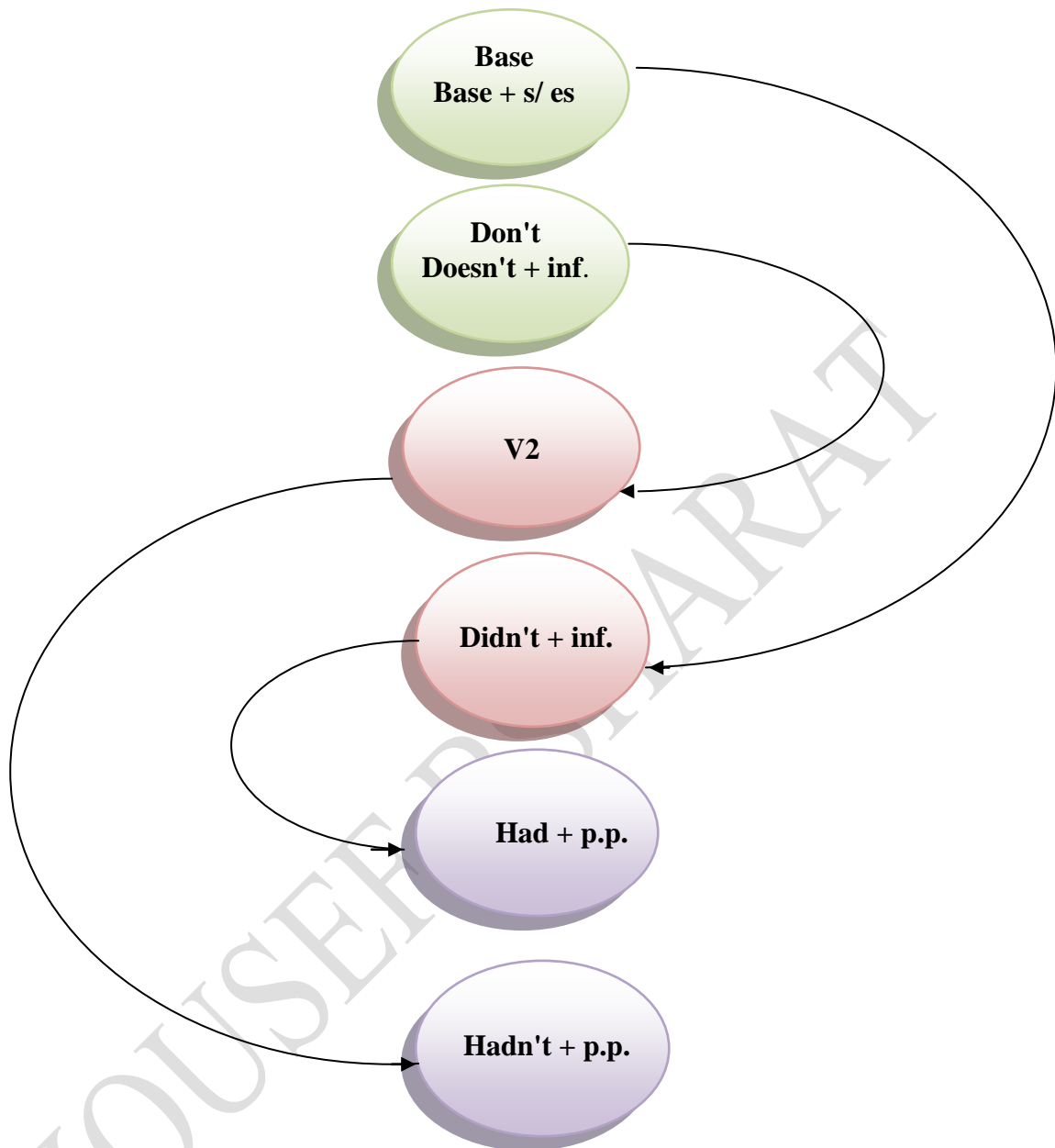
نستخدم الماضي عند الحديث عن أمنيات في الوقت الحاضر

نستخدم ماضي تام إذا كان الندم على الماضي ووجدنا دلائل تدل على الماضي مثل  
( ..... , ago , yesterday, last... , was , were , had , didn't , )  
فعل تصريف ثاني

### Correct the verb

1. I didn't learn to play any sport when I was at school. I wish I ..... ( learn ) to play tennis.
2. He is such a bad driver. I wish he ..... ( not / be ) given a driving license.
3. I cant cook. I wish I ..... ( can / prepare ) a dinner for my family.
4. This car is fantastic. I wish I ..... ( have ) a similar one.
5. This radio was very cheap and it broke down at once. I wish I ..... ( not / buy ) it.
6. Now I have been sent to France to work. I wish I ..... ( learn ) French at school.
7. Parents who work often wish they ..... ( have ) more time to spend with their children..
8. I have had nothing but trouble with this computer, and I now wish that I ..... ( not/ buy ) it
9. If only I .....( not / leave ) my wallet at home yesterday.
10. If only I ..... ( know ) the way to the camp. We are just wasting time.

اعد كتابة جملة : Rewrite :



1. I **live** in a small house.  
I wish I **did not live** in a small house

2. She **does not speak** Arabic well  
She wishes she **spoke** Arabic well

3. He **got** up late.  
He wishes he **had not got** up late

4. I **didn't practice** before the presentation.  
I wish I **had practiced** before the presentation .

الأفعال المساعدة وبعض التراكيب الأخرى تحول كالاتي

is / am	wasn't
isn't / am not	was
are	weren't
aren't	were
can't	could
won't	would
was / were	hadn't been
wasn't / weren't	had been
had	Hadn't had
Didn't have	Had had

1. I **cant** speak English fluently.  
I wish I **could** speak English fluently.

He **had** a bad headache  
He wishes he **hadn't had** a bad headache

**1. I regret + Ving.**  
**I wish I hadn't + p.p.**

e.g. I regret being careless in the class.  
I wish I hadn't been careless in the class

**2. He should have + p.p.**  
**He Wishes he had + p.p.**

He should have taken his medicine on time  
He wishes he had taken his medicine on time

**3. He shouldn't have + p.p.**  
**He wishes he hadn't + p.p.**

He shouldn't have driven so fast in the town.  
He wishes he hadn't driven so fast in the town.

**4. I'd like to + inf.**  
**I wish I past simple**

I'd like to have much free time  
I wish I had more free time

**Function :**

1. Wish + past perfect ( to express regret about the past )
2. Wish + past ( to express wishes at present

### Rewrite

Saleh should have worked hard for his exams. He got bad marks. .√

Saleh wishes .....

2. I regret buying that computer. It broke down at once.

I wish .....

3. What a pity I went to that hotel.

I wish .....

4. I'd like to be a good student.

I wish .....

5. I don't live near the centre of the city.

I only .....

6. I regret not taking my medicine on time.

I wish .....

7. I can't give up smoking but I'd like to.

If only .....

8. He ate too many sweets and now he feels sick .

If only he .....

YOUSSEF BSHARAT

## Conditional Sentences : الجمل الشرطية

يتحدث هذا النوع عن المستقبل : **Type one**

**s. present ( base / base + s / es ) , will / shall / can / may + inf.**

If it rains , I will stay at home

يتحدث هذا النوع عن المضارع : **Type Two**

**s. past ( V 2 ) , would / should / could / might + inf.**

If it rained , I would stay at home

يتحدث هذا النوع عن الماضي : **Type Three**

**Past perfect ( had + p.p. ) , would / should / could / might + have + p.p.**

If it had rained , I would have stayed at home

يتحدث هذا النوع عن حقائق ( إذا حدث الشرط فان نتيجته ستحدث حتما ) : **Type Zero**

**s. present ( base / base + s / es ) , s. present ( base / base + s / es )**

If you heat metal , it expands

### Write the correct form of the verb

1. Provided that he ..... that again , he will be sent to prison . ( do )
2. More people ..... to this town if it had a better climate . ( come )
3. if it ..... , the grass gets wet. ( rain )
4. If we had used different methods, we ..... better results. ( have )
5. If I ..... you , I would try again. ( be )
6. If I ..... in this school , I would be unlucky. ( not / study )
7. We ..... lunch out if the weather is fine . ( have )
8. If the ship ..... More life boats, more passengers would have been saved. ( have )
9. If you ..... so lazy, You'd finish your work on time. ( not / be )
10. You ..... cold if you wear thin clothes. ( feel )
11. If you hadn't reminded me, I ..... . ( forget )
12. Even if it rains, we ..... still .....for a picnic. ( go )
13. I'll go ahead and get the tickets unless he ..... me this afternoon. ( call )

## كلمات تستخدم في الجمل الشرطية

If / provided that / as long as : إذا  
 when : عندما : تستخدم غالبا مع النوع الصفر  
 even if : حتى لو  
 Unless : ما لم / إلا إذا

### Examples

1. You can use my car **unless** / **as long as** / **even if** you drive carefully.
2. I will play tennis tomorrow **unless** / **providing** / **as long as** it rains
3. The children can stay here **unless** / **providing** they don't make much noise.
4. I'll not talk to him **if** / **even if** he apologizes.
5. **If** / **unless** plants don't get enough sun light , they die.
6. Water evaporates **when** / **even if** / **unless** it boils.
7. **When** / **even if** you press the record button, the green light comes on

سؤال اعد كتابة جملة ( الجمل الشرطية / النوع الثالث )

..... <b>V2</b> ..... / <b>didn't inf.</b> .....	, .....	..... <b>V2</b> ..... / <b>didn't inf.</b> .....
↓		↓
... <b>hadn't p.p.</b> ... / ... <b>had + p.p.</b> ...	, .....	<b>modal not have p.p.</b> / <b>modal have p.p.</b>
<b>If clause</b>		<b>main clause</b>

الفعل المثبت يحول إلى منفي  
 الفعل المنفي يحول إلى مثبت

I **didn't know** you were in hospital, so I **didn't visit** you.  
 If I **had known** you were in hospital, I **would have visited** you. .√

He **made** the accident **because** he **wasn't** careful.  
 2. If he **had been** more careful, He **might not have made** the accident.

We **didn't invite** him to the party, **so** he **didn't come**  
 3. If we **had invited** him to the party, he **would have come**

He **didn't have** work experience, **so** he **didn't get** the job.  
 4. If he **had had** work experience, he **could have got** the job

### Rewrite :

1. He **prepared** well for his exams. He **got** high marks  
 . If .....
2. Rescue workers didn't search the car properly and they didn't notice the injured man.  
 If .....
3. The goal keeper made a mistake in the last minute, so our team didn't win.  
 If . ....
4. He didn't get the job because he had problems with the language  
 If he .....
5. I think you should send a text message. (would)  
 If .....

## مصطلحات الجسم: Body Idiom

مصطلح الجسم body idiom	المعنى	
Put my back into it	To put a lot of effort into something	يذل أقصى جهد في شيء ما
Get it off your chest	tell someone about something worrying you	تخبر شخص ما بما يقلقك ( يفضفض )
get cold feet	lose confidence in something at the last minute	ان تفقد ثقتك بشيء في اخر لحظه
play it by ear	to deal with a situation as it develops	التعامل مع الموقف حسب التطورات
keep your chin up	remain cheerful in difficult situations	البقاء مبتهجا حتى في الظروف الصعبة
have a head for figures	have mental ability for maths / numbers	امتلاك قدرة عقلية طبيعية في الحساب والارقام

يمكن أن يكون السؤال على شكل املاً فراغ

### 1. Complete the following sentences with the correct body idiom. ( 2 points)

**Get it off your chest    get cold feet    Keep your chin up**

- 1 My friend is too nervous to participate in the spelling competition , I think that he'll ..... at the last minute.
- 2 Thanks for listening to me, I just needed to .....

استبدل المصطلح الموجود بآخر ليصبح معنى الجملة صحيحا

### 2. Replace the misused colour idiom with the correct one. ( 1 point)

- \* I don't think I'd study maths at the university. I don't really play it by ear.

أو أن يطلب إعطاء معنى المصطلح

### 3. What does the underlined colour idiom in the following sentence mean?( 2 point )

- \* Keep your chin up ,! I'm sure you will pass the exams.

### 4. Replace the underlined phrase with the correct colour idioms ( 2 point)

- \* . I don't know if the weather will be good enough for camping. We'll have to deal with it as it develops.



## Gender \_ neutral

means that it is not affected by gender , so not obviously male or female.

Gender _ specific words كلمات تحدد الجنس ( مذكر أو مؤنث )	Gender _ neutral words كلمات لا تحدد الجنس ( مذكر أو مؤنث )
businessman, businesswoman	business person
salesman, saleslady	sales assistant / sales person
headmaster, headmistress	head teacher
he or she	they
Mankind	humans
postman	Postal worker
Steward / stewardess	Flight attendants
His/ her	their
Police man / police woman	police officer
Chairman	Chair person
Seaman	Sailor
Spaceman	astronaut
Fireman	Firefighter

سؤال وزارة

Study the following sentence and answer the question that follows.

A postman delivers your post.

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

الجواب ( postal worker )

Study the following sentence and answer the question that follows.

For centuries humans have preserved culture through storytelling .

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

الجواب ( mankind )

## وظائف لغوية: Functions:

الكلمة / التعبير / التركيب	الوظيفة اللغوية : function
Wish +past perfect	ندم على الماضي : regret about the past
Wish+ past	ندم على الوقت الحاضر : regret about the present
if clause type zero	to describe something that always happens وصف شيء يحدث بشكل دائم ( حقائق )
if clause type three	to imagine a past situation تخيل حالة في الماضي
Have you thought about You should If I were you My main recommendation You could ..... Why don't you	إعطاء نصيحة : giving advice
Because/ as / since / due to	إظهار سبب : to show cause /explain the reason
As a result / because of that/ consequently / therefore	إظهار نتيجة : to show result / explain consequences
questions tag	التأكد من معلومة : To check information
Indirect question	للسؤال المؤدب : To ask polite questions

**Study the following sentence and answer the question that follows.**

We couldn't go to the stadium since there weren't any tickets left.

What is the function of using since in the above sentence ?

الجواب

**to show cause /explain the reason for something**

## صفات المقارنة والتفضيل Comparative and Superlative Adjectives

المقارنة بين اثنين / التفضيل بين أكثر من اثنين

One-syllable adjectives. (الصفات القصيرة (المكونة من مقطع واحد))

Adjective الصفة	Comparative المقارنة	Superlative التفضيل
القاعدة →	adj. + er than	the adj. + est
tall	taller than	the tallest
big	bigger than	the biggest
easy	easier than	The easiest

### Notes : ملاحظات

- إذا كان الحرف قبل الأخير حرف علة نضاعف الحرف الأخير
  - الصفات المكونة من مقطعين والمنتهاية (y) نحول حرف ال (y) إلى (i) ثم نضيف (er للمقارنة / أو est للتفضيل)
- Two-syllable adjectives ending in **-er, -le, -ow** take -er and -est to form the comparative and superlative forms.

Two-syllable adjectives. (الصفات الطويلة (المكونة من مقطعين فأكثر))

Adjective الصفة	Comparative المقارنة	Superlative التفضيل
القاعدة →	more + adj. than less + adj. than	the most + adj. the least + adj.
interesting	More / less interesting than	the most / the least interesting
careful	More / less careful than	the most / the least careful

Irregular adjectives : الصفات غير المنتظمة

Adjective الصفة	Comparative المقارنة	Superlative التفضيل
good	better than	the best
bad	worse than	the worst
little	Less than	the least
many	more than	the most
much	more than	the most
far	farther than / further than	the farthest / the furthest
old	older than / elder than	the oldest / the eldest

as (adj.) as تعني اثنان لهما نفس الصفة (التساوي)

Ahmad is as tall as Ali (الاثنان لهما نفس الطول)

Not as (adj.) as اثنان مختلفان

Ahmad is not as tall as Ali (علي أطول من أحمد)

Physics isn't as popular as biology.

مع الاسماء المعدودة : As many as

// as much as مع الاسماء الغير معدودة

### Examples : Write the correct form of the adjective

1. English language is ..... than French language.  
( more popular / most popular / the most popular )
2. Farah is ..... of all the students.  
( taller / the taller / the tallest )
3. Honesty is the ..... policy .  
( better / the best / best )
4. Everest is ..... mountain in the world. .  
( high / higher / the highest )

### Write the correct form of the adjective

5. Of all the taxi drivers, Jamal is the ..... ( careful ) .
6. Ahmad is the ..... person I've ever met. ( intelligent )
7. Travelling by train is ..... tiring than travelling by bus. ( little )
8. The weather today is as ..... as yesterday ( hot )

قاعدتان مهمتان في سؤال اعد كتابة الجملة

اسم ٢ + as adj. as + فعل منفي + اسم ١  
اسم ١ + مقارنة + فعل مثبت + اسم ٢

French isn't as popular as English

English .....

اسم ١ + مقارنة + فعل مثبت + اسم ٢  
اسم ٢ + انعكس الصفة + فعل مثبت + اسم ١

English is more popular than French.

French is .....

### Rewrite :

1. Health is more important than money

Money isn't .....

2. I have never met such a generous person as Fadi.

Fadi is .....

3. There is no subject as popular as Business Studies.

Business Studies is .....

4 law is more popular than medicine.

Medicine is not .....

5. Engineering is less popular than visual Arts.

Visual arts is .....

6. Jordanian children start school a year later than English children.

English children .....

7. Jordanian children can leave school one year earlier than English children.

English children .....

8. There are more students studying Maths than Science

There are not .....

9. Neither Maths nor Science is as popular as English.

English is .....

YOUSSEF BSHARAT

## PHRASAL VERBS

الأفعال المركبة الآتية مطلوب حفظ المعنى بالعربي

Phrasal verbs	Meaning	المعنى
Eat out	eat out of home ( in a restaurant )	يأكل خارج البيت
Get on with	be successful in your work	ينجح ب / يستمر
Get over	over come, finish something unpleasant	يتغلب على
Get up	get out of bed after sleeping	ينهض
Go ahead with	continue doing something ( improve )	يتقدم
Go away	to spend some time away from home ( on a holiday )	يمضي وقتاً بعيداً عن البيت
Go back	return	يعود الى
Look for	search	يبحث
Look forward to	wait for something good to happen	يتطلع الى
Look up	find the meaning in the dictionary	يستخرج كلمة من القاموس
Take away	to buy a meal from a restaurant to eat at home	يشترى طعام من المطعم ليأكله خارجاً
Take off	remove something	يخلع
Take up	start doing something	يبدأ

الأفعال المركبة الآتية مطلوب حفظ المعنى بالانجليزي

Phrasal verbs	Meaning	المعنى
Carry out	do / perform	يقوم ب / ينفذ
Come about	happen / take place	يحدث
Come up with	think of / produce	يفكر ب / يخرج بفكرة
Find out	discover	يكشف
Get away with	not be blamed for or punished	ينجو بفضله
Grow up	spend childhood	يتربّع / يكبر
Leave out	not include , Exclude / omit	يستثني
Look into	investigate	يحقّق / يتفحص
Point out	show	يشير الى / يبين
Speed up	hurry	يسرع

يجب حفظ المعنى بالعربي والانجليزي

### أنماط الأسئلة

يمكن أن يكون ضمن أسئلة القطعة حيث يكون المعنى في النص ويطلب إعطاء الفعل المركب الصحيح في الدورة الشتوية ٢٠١٦ كانت القطعة تحتوي على ( think of ) وطلب كتابة الفعل المركب الذي معناه ( think of ) حيث كان الجواب ( come up with )  
يمكن أن تكون موجودة في سؤال المفردات ( املاً الفراغ ) وهنا يجب معرفة المعنى بالعربي  
يمكن أن يطلب موقع المفعول به حيث أن الأفعال المركبة الثلاثية لا تفصل ( look forward to it ) لا يجوز وضع المفعول به في الوسط أما الثنائية فيجوز وضع المفعول به في الوسط ( carry it out )

point out , come about , eat out , take off , look into

1. Many positive changes have ..... as a result of his efforts
2. Airline companies ..... any complaint about my missing baggage.
3. Can I .....that I did suggest that idea in the first place.
4. I don't feel like cooking tonight. Lets .....

Look for , take up , look up , go back , speed up

1. I have to ..... home and get my lunch.
2. I will .....a black suit for the wedding.
3. we can ..... her phone number on the internet
4. The new teacher will ..... his job in May.

What do the following phrasal verbs mean

1. We decided to **leave** the chapter **out** of the book altogether.  
.....
2. They have repeatedly broken the law and **got away with** it.  
.....
3. A investigation is being **carried out** by the police.  
.....

1. Lets explain how the situation **happened**

Replace the word in bold with the correct phrasal verb.

Write the missing word in the spaces

1. We still haven't **come up** .....a solution to the problem. ( with / away / about )
2. I **pointed** .....that I would be on holiday any way. ( up / out / at )
3. I don't know where he lives. How can we **find** ..... ( up / with /out )
4. He **took** .....smoking when he was at college . ( up / out / away )

## Derivation : الاشتقاق

مقاطع الاسم

er	ian	ance	hood	ity	ship	ee	ist	cy	ion
ment	age	or	ess	ism	ness	th			

يستخدم الاسم في الحالات التالية

in, on, at, for, from, of, by, about, with,  
without, after, before

a / an / the

some, all, many, much, no, half,  
several, a lot of, more, little, few , any

my, his, her, its, our, their, your  
بعد "s الملكية

بعد الصفة

**NOUN**  
الاسم

فراغ أول الجملة متبوع بفعل

مقاطع الصفة

able	ed	like	ic	En	al	ible	ous
ish	ary	ing	y	ive	full	less	ent / ant

تستخدم الصفة في الحالات التالية

is , am, are, was , were

More adj. than /// the most adj.///  
( as ...adj. ....as

look, seem, appear, sound, feel, smell,  
become, taste, get, turn

so, too, very, quite

بعد الظروف

**ADJECTIVE**  
الصفة

قبل الاسم



## مقاطع الفعل

en	ise	ize	Ify	ate	Eive
----	-----	-----	-----	-----	------

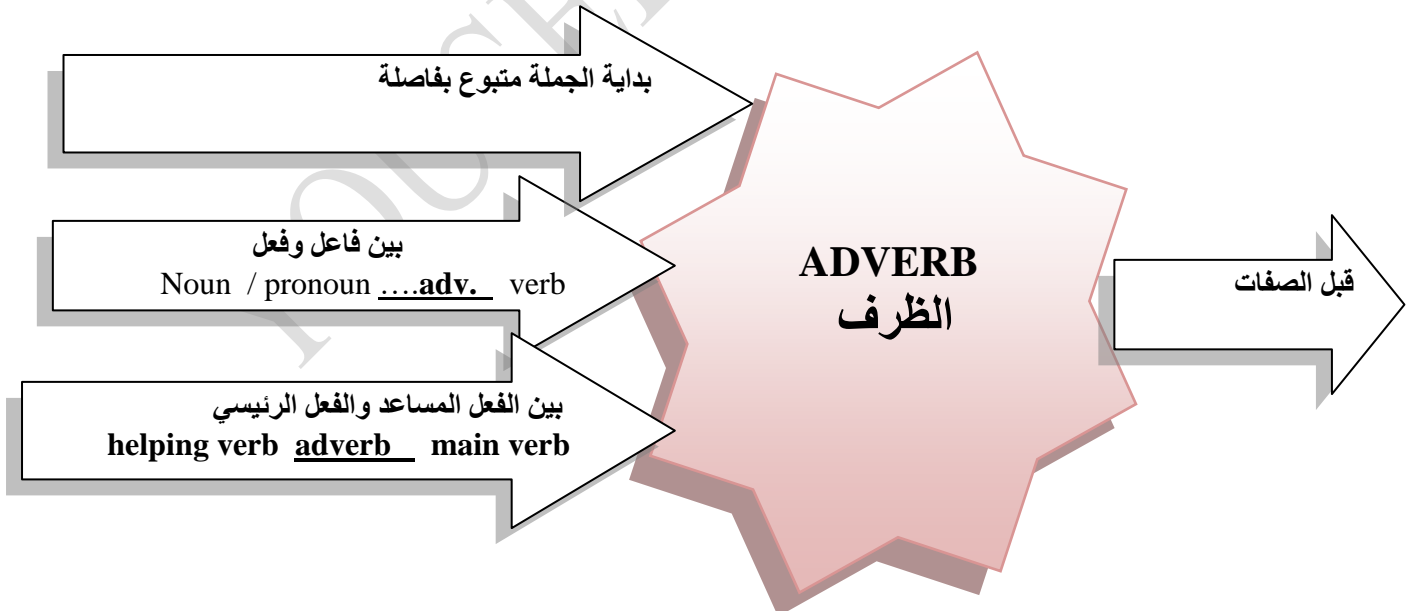
يستخدم الفعل في الحالات التالية



## مقطع الظرف

Ly

يستخدم الظرف في الحالات التالية



عند حل جملة اشتقاق تكون الأولوية لما بعد الفراغ

اسم صفة ظرف فعل

تمرین علی الاشتقاق

1. She left school with no .....  
( **qualify / qualification / qualified** )
2. This hotel has nothing to .....It except cheapness.  
( **recommendation / recommend / recommended** )
3. The team's ..... has impressed all of us.  
( **succeed / successful / success** )
4. I am quite ..... of how I should deal with such problems.  
( **awareness /aware /** )
5. The success of the show is ..... on the weather.  
( **dependent / depend / dependence** )
6. In this factory we ..... milk to make milk powder.  
( **dehydrate / dehydration / dehydrated** )
7. He will never ..... anything if he doesn't work.  
( **achievement /achieve / achieved** )
8. A small car is more .....than a large one because it uses less petrol.  
( **economy / economize / economic** )
9. It is an ..... attempt to climb the dangerous mountain.  
( **ambitious / ambition / ambitiously** )
10. He says his proposal is not .....  
( **negotiate / negotiation / negotiable** )
11. Nuts contain useful ..... such as oils and fats.  
( **nutritious /nutrients / nutrition** )
- 12 The graduation ceremony was very ..... occasion for everyone.  
( **memorable/ memorize /memory** )

## Prepositions : حروف الجر

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

We need to decide ..... a place to meet  
( into , on , at ,about )

## Collocations

الفئة العمرية	age group	يعمل صفقة	Do a deal
يسكب مشروب	Spill a drink	يلوم شخص	Blame a person for something
يقول نكتة	Tell a joke	أسئلة مفصلة	detailed questions
ينضم لشركة	join a company	يدرس موضوع	do a subject
يلقي خطاب قصير	make Small talk	يقوم بتمرين	do exercise
يعمل غلطة	make a mistake	يخطط جدول	draw up a timetable
يصافح باليد	shake hands	يحدث فرقا	make a difference
يسبب ضرر	cause offence	يبدأ	make a start
يسأل أسئلة	ask questions	يفقع بالون	Pop a balloon
حزمة عروض للرحلات	Package holiday	ترويج لسلعة	Sales pitch
سجل العمل	Track record	خبرة عمل	Work experience
يكسب احترام	earn respect	يأخذ استراحة	take a break
يتذكر حدث	recall an event	السوق المستهدف	Target market
سيرة ذاتية	Curriculum Vitae		

Replacethe underlined collocation in the following sentence with the correct one.  
Ifyou send money to charity, you will do exercise to a lot of lives . ( *make a difference* )

## كلمات مهمة تساعد في حل أسئلة القطع

benefits	فوائد	Causes	أسباب
Features	خصائص	Advantages	حسناً
Qualities	صفات	Disadvantages	سيئات
Characteristics	خصائص	Steps	خطوات
Results	نتائج	Uses	استخدامات
Reasons	أسباب	Indicates	تشير إلى
Factors	عوامل	Quote	اقتبس
Ways	طرق	Point of view	وجهة نظر
Points	نقاط	Suggest	اقترح
mention	اذكر	tips	نصائح

**Choose the correct answer**

1. English is ..... studied subject in our school.  
( more , most, the most )
2. There aren't as ..... students studying science as maths.  
( much , many , more )
3. Neither maths nor science is as popular ..... English.  
( as , than , with )
4. The ..... Popular subject on the list is computer science.  
( less , little , least )
5. I am sure that everything will be fine , so .....  
( keep your chin up, play it by ear , get cold feet )
6. Could you tell me ..... Exercise I need?  
( how , how much , how many )
7. Could you tell me ..... by a break?  
( what do you mean , what you mean , what you do mean )
8. Do you mind ..... a new way to solve this puzzle?  
( suggest , suggests , suggesting )
9. Do you mind explaining ..... The sky sometimes looks red?  
( why , where , who )
10. Your friend comes from Amman, ..... ?  
( isn't he, does he , doesn't he )
11. You won't phone him, ..... ?  
( will you , will not you , didn't you )
12. The police will ..... the story and discover what really happened.  
( leave out , look into , carry out )
13. Before I can solve the problem, please tell me how did it ..... ?  
( come up with , get away with , come about )
14. Water evaporates ..... it boils.  
( even if , when , unless )
15. The weather was very hot yesterday, I wish it ..... cooler.  
( were , had been , will be )
16. Every one wishes they ..... Something differently if they got the chance.  
( could do , can do , can't do )
17. If only I ..... you were coming.  
( knew , knows , had known )

18. Your complaints are serious and we will look into .....

( they , them , their )

19. It's funny,..... ?

( isn't it , hasn't it, has it )

20. Neither of them complained, ..... they?

( don't , didn't , did )

21. My brother is good ..... drawing.

( on , at , about )

### Correct the verb

1. If you press this button, the computer ..... on. ( turn )

2.If someone ..... the room , the alarm goes off. ( enter )

3. If I .....a mobile phone, my life wouldn't be complete. ( not / have )

4. I am sorry I made you angry, I wish I ..... at you ( not / shout )

5. That man talks a lot , if only he ..... quiet. ( will/ be )

6. If only I ..... more money with me yesterday . I would have bought that cell phone. ( have)

7. Every year thousands of people ..... On our roads. ( kill )

8. Rashed might ..... next year by the company he works for ( promote )

### Text 1

A few years ago, as many as 1,000 schools across the USA started making school years longer by adding up to ten extra days to the school year or by making each school day longer by half an hour. This was because it was found that secondary school students in the USA and the UK were spending the least time at school, with an average school year of 187 days. The typical Jordanian school year is longer than this. However, none of these are nearly as long as the school year in countries like Japan and South Korea. South Koreans attend school for 220 days per year, and in Japan, the school year numbers 243 days. According to a study by the Organization for Economic Co-operation and development, students in Japan, Indonesia and South Korea spend the most time studying in the world. They want to learn as much as they can to ensure excellent exam grades. They go to school for about nine hours, although this includes optional after-school tuition and activities. They also spend about three hours on homework every day, which is three times as much as many other countries. Their high academic achievements do suggest that the longer you study, the better you do in final exams.

In Finland, however, students are usually given less than half an hour of homework per night, and they attend school for fewer and shorter days than 85% of other developed nations.

Despite this, they achieve top marks in subjects like Maths and science.

In addition, most students also speak at least two, and often three, languages fluently.

The contradictory views of the study suggest that the number and length of school days is not the only factor in determining whether students will succeed at school or not.

1 According to the text , There was a change that has recently taken place in some American schools, Write down that change ?

2 Many American schools decided to make the school year longer in two ways. Write down these two ways.

3. Find a word in the text which means **done by choice** ?

4 Quote the sentence which connects the long study hours with academic progress in countries like Japan, Indonesia and South Korea.

5. What does the underlined word **this** refer to ?

6. Do you think that a longer school day would result in better grades for some students? Why / Why not? Justify your answer.

7. Students in Finland have been better than others in other countries in some subjects at school, write down two of these subjects.

8. students in Japan, Indonesia and South Korea spend the most time studying in the world. What is their purpose for doing that?

## Text 2

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

1. There are many factors which encouraged Fatima to be an interpreter, Write down two of these factors.
2. There are many qualities and skills needed to be a good translator. Write down two of these qualities and skills .
3. Find a word in the text which means " **related to a particular region or area**".
- 4- English words sometimes seem different because of particular considerations. Write down two of these considerations.
- 5- Write down the sentence which indicates that translation might influence some aspects of the relations between countries.
- 6- What does the underlined pronoun '**that**' refer to
7. People who choose the jobs they like are usually more successful than others. Write down three elements that make someone successful in a particular job.
8. There are a lot of advantages of being a successful interpreter. Write down two of them.

### Text 3

Speaking a foreign language, it is claimed, improves the functionality of your brain in several different ways. Learning new vocabulary and grammar rules provides the brain with beneficial "exercise" which improves memory. As well as exercising the brain, it is thought that learning a new language also presents the brain with unique challenges. These include recognizing different language systems and ways to communicate within these systems. These skills improve your chances of success in other problem-solving tasks as well.

It is said that students who study foreign languages do better, on the whole, in general tests in Maths, reading and vocabulary than students who have only mastered their mother tongue. According to a study carried out by Pennsylvania State University, USA, multilingual people are able to switch between two systems of speech, writing, and structure quite easily. It has been proved that **they** are also able to switch easily between completely different tasks.

One experiment required participants to operate a driving simulator while carrying out separate tasks at the same time. The experiment showed that multilingual participants were less distracted by the other tasks and therefore made fewer driving errors. It is believed that language learning can also improve your decision-making skills. When you speak a foreign language, you are constantly weighing up subtle differences in meaning of a word or the way that an utterance is made. This process is then transferred subconsciously to other situations in which judgment is called for, and decisions have to be made.

Finally, learning a foreign language can also improve your ability to use your mother tongue more effectively. As you become more aware of the way that a language works, you begin to apply it to the language that you use every day. The skills you obtain from learning a foreign language, therefore, can make you a better speaker and writer in your own language.

1. Learning a foreign language improves many aspects and qualities. Write down three of them.
2. According to the essay, explain how learning a foreign language improves your decision-making skills.
3. Write down the sentence, which indicates the challenges that present the brain when learning other languages.
4. What does the underlined word **they** refer to?
5. Find a word in the text that means **Speaking, reading or writing more than two languages**
6. There was an experiment of operating a driving simulator while doing other tasks . What was the result of that experiment?
7. Students who study foreign languages do better in general tests in certain subjects. Write down two of these subjects.
8. There are so many benefits of learning foreign languages. Think of this statement and write your point of view in two sentences.



#### Text 4

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 postgraduate studying for a masters 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 Germanys federal ministry of education and research, and it follows Germanys 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.

1. Write down the sentence which shows the number of universities in Jordan.
2. How long does compulsory education last?
3. What does the underlined pronoun it refer to?
4. Which option allows the students to study while working at the same time?
5. postgraduate students study different types of degrees. Write down two of these degrees.
6. Find a word in the text which means **officially arrange to join a school, university or a course**
7. There two stages of education, which are considered not compulsory. What are these two stages?
8. The German Jordanian University is a cooperative work of two countries. What are these two countries?
9. Who is in charge of education system in Jordan?

## Text 5

Sociologists have been investigating the question whether the language we use influence the way we think or our culture influence the way we use the language 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 done on the relationship 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 some one 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 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.

1. What actions made the Spanish and Japanese mention the person responsible for them?.
2. Write down the sentence which indicates that seeing colours depends on the culture .
- 3 Replace the underlined word done with the correct phrasal verb.
4. What does the underlined word who refer to ?
- 5 In a study, speakers of English, Spanish and Japanese were asked to watch videos of two people doing different actions . Write down two of these actions .
6. Which people have a clear distinction between colours.
7. To understand people well you should understand their culture. Suggest three ways by which you can know about others culture.

## Text 6

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 ...

How to make a sales pitch

### **First , do your research**

when it was developed, and where it is produced? It is essential to know everything about your product . 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!

### **Second, 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 memorize 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.

### **Third, 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.

- 1- According to the text, there are several matters should be researched before making a sailing pitch. Mention three of them.
- 2- Quote the sentence which indicates that using what you sell is the best way to believe in it.
- 3- The writer says "It is always a good idea to have a list of your main point" Is he justified? Explain your answer.
- 4- The writer mentioned some tips for effective presentation. Write down two of these tips.
5. The writer states on thing that must be avoided while speaking. Write it down .
6. Two aspects should be taken into consideration when discussing competition. Write these two aspects down.

### Literature Spot:

Read the following extract from “ A Green cornfield” , then answer the question that follows:

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.

1. The poet uses many examples of alliteration. Find two of them.
2. How did the butterflies move?

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. Which word suggests that the cornfield was fresh and young?
2. Find one references to another listener, apart from the poet herself

=====

Read the following extract from “Around the World in Eighty Days ” , then answer the question that follows:

Mr Fogg and Sir Francis Cromarty, after searching the village from end to end, came back without having found anything.

‘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. After a moment’s hesitation, he said, ‘Monsieur, I think I have found a means of conveyance.’

1. What kind of facial expression is a wry grimace
2. Why did Passepartout’s face show this expression?

Phileas Fogg, 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.

At two thousand pounds the Indian yielded.

‘What a price, good heavens!’ cried Passepartout, ‘for an elephant.’

1. Who thinks that two thousand pounds is too much to pay for an elephant?
2. Why did the Indian refuse the first offer of price?

سؤال أَمَلَا الْفَرَاغَ مِنْ مَفْرَدَاتِ النُّصُوصِ / مَصْطَلَحَاتِ الْجِسْمِ ؟ الْأَفْعَالِ الْمَرْكَبَةِ

**A: Complete each of the following items with the suitable word from those given in the box. There are more words than you need. Write the answers down in your ANSWER BOOKLET ( 8 points )**

**evolve , take up , optional , tutorial , recall , take off**

1. You don't have to do this , it is .....
2. Muslims must ..... their shoes before entering the mosque
3. The witness couldn't ..... what exactly had happened.
4. A lesson given to a very small class is called .....

**qualification , interpreter , conflict , responsible , circulation**

1. An ..... is someone who translates spoken words into another language.
2. He was promoted to a ..... position in the firm.
3. The ..... for this job is extraordinary and difficult.
4. I want to attend the meeting but there is a ..... In my schedule that day.

**offence , earn , pop , vocational , punish**

1. Be careful the boy might ..... The balloon with the pin.
2. .... education provides special skills rather than academic knowledge.
3. You can ..... others respect by being honest and hard working.
4. If you are polite, you won't cause ..... or upset anybody.

**purpose , negotiate , academic , prove , patient**

1. We will ..... The contract to everyone's satisfaction.
2. Be ..... please, the train will arrive in a few minutes.
3. It wasn't done on ..... It was accidental.
4. I am more ..... than athletic, I get lower marks in sport than in anything else.

**Seminar , satisfaction , secure , experience , beneficial**

1. We had a great ..... in China last year.
2. This building is ..... , even in an earthquake.
3. He enjoyed the dish with great ..... . He will order it again.
4. I have attended a ..... that was held for advanced studies and to exchange useful information between members.

**diet , memory , compromise , blame , dehydration**

1. They have to change their positions a little and ..... to reach an agreement.
2. They didn't ..... anybody for the fire. It was accidental.
3. Adnan never forgets anything! He's got an amazing .....
4. It is important to drink a lot of water in order to avoid .....

**point out , come about , eat out , take off , look into**

1. Many positive changes have ..... as a result of his efforts
2. Airline companies ..... any complaint about my missing baggage.
3. Can I .....that I did suggest that idea in the first place.
4. I don't feel like cooking tonight. Lets .....

**Look for , take up , look up , go back , speed up**

1. I have to ..... home and get my lunch.
2. I will .....a black suit for the wedding.
3. we can ..... her phone number on the internet
4. The new teacher will ..... his job in May.

**Get it off my chest , play it by ear , put your back into it , get cold feet**

- 1 We can't make a decision yet. Let's just .....
- 2 You could dig this plot in an afternoon if you really .....
- 3 I had spent two months worrying about it and I was glad to .....
- 4 We are starting work next Saturday- that's if my partner doesn't ..... , he is still worried about the price.

## أنماط مختلفة على الكتابة الموجهة

### Guided Writing

1

إذا بدأ العنوان باسم جمع

benefits of learning a foreign language
- improve your decision-making skills.
- help you to communicate with people from other cultures
- increase your chances of finding a job
- give you access to a greater range of information

**There are many** benefits of learning a foreign language **such as** improving your decision-making skills **and** helping you to communicate with people from other cultures. **Other** benefits of learning a foreign language **are** increasing your chances of finding a job **and** giving you access to a greater range of information.

2

إذا كان العنوان سؤال

How to revise for your exams .....
- draw up a revision timetable.
- work out when you are going to work on each subject
- taking frequent breaks to help concentration to return.
- eat as much fresh fruit and vegetables.

**There are many ways** to revise for your exams **such as** drawing up a revision timetable **and** working out when you are going to work on each subject. **Other ways** to revise for your exams **are** taking frequent breaks to help concentration to return. **and** eat as much fresh fruit and vegetables.

What one can do in free time
<ul style="list-style-type: none"><li>• Visiting cultural locations</li><li>• Exercising and playing a sport</li><li>• Going shopping</li><li>• Spending time with friends</li></ul>

One can do many things in free time **such as** visiting cultural locations **and** exercising and playing a sport. **Other things** one can do in free times **are** going shopping **and** spending time with friends.

### 3 السيرة الذاتية

Name : Mustafa Wahbi Al-Tal  
Date (born ,died ) 1897 , 1949  
professions : lawyer, a teacher , writer , a poet  
achievements : Ashiyyat Wadi Al-Yabis , Arar political papers.

Mustafa Wahbi Al-Tal **was** born **in** 1897 **and** died **in** 1949. **He was** a lawyer, a teacher, a writer, and a poet. **He had a lot of achievements such as** Ashiyyat Wadi Al-Yabis , Arar political papers

### 4 المقارنة

Watching sports on TV	Watching sports live
* Exciting	* Noisy
* Comfortable and cheap	* Uncomfortable and expensive

Watching sports on TV is exciting , comfortable and cheap. However, watching sports live is Noisy, Uncomfortable and expensive.

5.

**Read the information in the table below, and write two sentences comparing and contrasting the subjects that are offered by British universities.**

**Countries that Jordan imports goods from**

Subject	Number of applications
Business studies	2855
Engineering	2764
Law	2130
Computer science	1986

Business studies is more popular than Engineering.  
Computer science is less popular than Law..



**A. EDITING ( 4 points)**

**Imagine you are an editor in the Jordan Times, you are asked to edit the following lines that have four mistakes. Two spelling mistakes, one punctuation mistake, and one grammar mistake, Correct the mistakes and write them in your ANSWER BOOKLET.**

سؤال تصحيح أخطاء الإملاء والقواعد وعلامات الترقيم

These schools often specialize in one specific area, whilst understanding that the same board range of skills and qualifications should be made available to all young people. One such school has recently opened to educate fourteen- to eighteen year-olds who have a special in working in the space industry. Students follow a tailor-made curriculum at the school including subjects?

Students can be 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 postgraduate studying for a masters degree, a PhD or a higher diploma.

One of the early developers of sign language was Charles-Michel de l'Epee, whose mother tongue was French? He picked up sign language while he was working with deaf people in Paris in the eighteenth century. The language was been used by two deaf sisters as a form of communication. De l'Epee then set up a school for deaf people, which were replicated across Europe.

## سيرة ذاتية : curriculum Vitae

1 Name: Tareq Hakim

2 Contact details : 5 North Street, Ajloun

3 - Work experience : 2009–2012: shop assistant at chemist's

2012–2014: reporter for *Medicine Today*

2014–now: editor at a scientific journal

4 Qualifications and training : Degree in Chemistry (graduated 2008); Certificate in Journalism (2011)

5 Skills and achievements : Captain of school basketball team; Voluntary work for a charity that helps elderly people

6 Personal attributes : I am a conscientious worker and I am very enthusiastic about working in pharmaceuticals.

## نموذج لرسالة طلب توظيف

*Dear Sir/Madam,*

*I would like to apply for the position of researcher at your **pharmaceutical company**. As can be seen from the enclosed curriculum vitae that I have a degree in Chemistry. Furthermore, I have worked as a shop assistant at a chemist's, so I know a lot about this industry.*

*I also have a qualification in Journalism and have worked previously for a scientific journal..*

*In my spare time, I help elderly people, and I can see the difference that medicines can make to their lives. I am very keen to join a company that can really help people.*

*I look forward to hearing from you concerning the next stage of my application.*

*Yours faithfully,*

*Tareq Hakim*

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

A few years ago, as many as 1,000 schools across the USA started making school years longer by adding up to ten extra days to the school year or by making each school day longer by half an hour. **This** was because it was found that secondary school students in the USA and the UK were spending the least time at school. The average school year in USA and UK is 187 days.

The typical Jordanian school year is longer than this. However, none of these are nearly as long as the school year in countries like Japan and South Korea. South Koreans attend school for 220 days per year, and in Japan, the school year numbers 243 days. According to a study by the Organization for Economic Co-operation and development, students in Japan, Indonesia and South Korea spend the most time studying in the world. They want to learn as much as they can to ensure excellent exam grades. They go to school for about nine hours, although this includes optional after-school tuition and activities. They also spend about three hours on homework every day, which is three times as much as many other countries. Their high academic achievements do suggest that the longer you study, the better you do in final exams.

In Finland, however, students are usually given less than half an hour of homework per night, and they attend school for fewer and shorter days than 85% of other developed nations. Despite this, they achieve top marks in subjects like Maths and science.

In addition, most students also speak at least two, and often three, languages fluently.

The contradictory views of the study suggest that the number and length of school days is not the only factor in determining whether students will succeed at school or not.

**Question Number One : ( 17 points)**

- 1 Many American schools decided to make the school year longer in two ways. Write down these two ways. ( 4 points )
- 2 There are three countries, which their students spend the most time studying in the world. Write down these three countries. ( 3 points )
3. Find a word in the text which means **done by choice** ?( 2 points )
- 4 Quote the sentence which indicates the length of the school year in America and Britain . ( 3 points )
5. What does the underlined word **this** refer to ? ( 2 points )
6. The number and length of school days is not the only factor in determining whether students will succeed at school or not. Write down three other factories ( 3 points )

**Question Number Two: ( 16 points )**

**A. Complete each of the following items with the suitable word from those given in the box. There are more words than you need. Write the answers down in your ANSWER BOOKLET**

**A.**

contradictory, sociology, linguistics, prospects, compulsory ,

1. Studying .....Lets me focus on my love of language in an analytical way.
2. In Jordan, education is ..... for all children from the age of six to the age of fifteen.
3. The witness's statement was .....to the one he had made earlier.
- 4.He hopes the course will improve his career .....

B.

qualifications , abroad, sociology, global, proficiency

1. .... warming is already affecting the human kind, plants and animals in number of ways.
2. The scientific study of society and social relations and interactions is .....
3. Candidates must be able to demonstrate a high level of ..... in at least two languages.
4. You will never get a good job if you don't have any .....

C.

colloquial, tailor-made, motive, tutorial, abroad,

1. Their ..... in running away was to avoid being punished.
2. He left his country and lived ..... For many years.
3. .... is the use of informal words or phrases in writing or speech.
4. Omar likes this job very much , it is ..... for him.

D.

fluently , optional , tutorial , recall , developed nation

1. You don't have to do this , it is .....
2. The main feature of a..... is that it is socially and economically advanced.
3. As Asma was born in England and lived there for 20 years she speaks English .....
4. A lesson given to a very small class is called .....

**B. 1. Complete the following sentences with the correct body idiom. ( 2 points)**

**Get it off your chest    get cold feet    Keep your chin up**

- 1 My friend is too nervous to participate in the spelling competition , I think that he'll ..... at the last minute.
- 2 Thanks for listening to me, I just needed to .....

**2. Replace the misused colour idiom with the correct one. ( 1 point)**

\* I don't think I'd study maths at the university. I don't really play it by ear.

**3. What does the underlined colour idiom in the following sentence mean?( 2 point )**

\* Keep your chin up! I'm sure you will pass the exams.

**4. Replace the underlined phrase with the correct colour idioms ( 2 point)**

\* . I don't know if the weather will be good enough for camping. We'll have to deal with it as it develops.

**C. Complete the following sentences with the suitable words derived from the words in brackets and write the answers down in your ANSWER BOOKLET ( 6 points )**

1. We should give our children a good .....  
( educate , educational , education )
2. It was a ..... attempt to climb Mount Everest .  
( success , successful , succeed )
3. He has to ..... the office before the meeting.  
( organize , organization , organized )

**Question Number Three ( 10 points )**

**A Choose the correct answer and then write your answers down in your ANSWER BOOKET. ( 10 p. )**

1. French isn't as ..... as English .  
(popular , more popular , the most popular )
2. Travelling by train is ..... tiring than travelling by bus.  
( little , less , the least )
3. I am not good at parachute jump. I think I will get cold ..... at the last minute.  
( feet , foot , head )
4. The opposite of minority is .....  
( majority , dept , compulsory )
5. I really put my back ..... it, and I earned A on the course.  
( on , at , into )
6. Raya doesn't work as ..... as her sister.  
( many , much , more )
7. My friend doesn't have as ..... books as me.  
( much , more , many )

**B :Complete Each of the following items so that the new item has a similar meaning to the one before it, and write the answers down in your ANSWER BOOKLET ( 8 points )**

1. Mass media is more efficient than ordinary newspapers .  
Ordinary newspapers isn't .....
2. Neither French nor Spanish is as popular as English.  
English is .....
3. Playing computer games is less enjoyable than joining the youth camps.  
Playing computer games isn't .....
4. Travelling by train isn't as tiring as travelling by bus.  
Travelling by train is .....
5. My friends likes doing science more than they like doing maths.  
My friends don't like doing maths .....
6. The cheapest type in the shop is the wooden chairs.  
The least .....

**Question Number Four : ( 15 points)**

**B. EDITING ( 4 points)**

**Imagine you are an editor in the Jordan Times, you are asked to edit the following lines that have four mistakes. Two spelling mistakes, one punctuation mistake, and one grammar mistake ,Correct the mistakes and write them in your ANSWER BOOKLET.**

These schools often specialize in one specific area, whilst understanding that the same board range of skills and qualefications should been made available to all young people. One such school has recently opened to educate fourteen- to eighteen year-olds who have a special in working in the space industry. Students follow a tailor-made curriculam at the school?

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

**Read the information below, and write two sentences about how to revise for your exams.**

How to revise for your exams .....
<ul style="list-style-type: none"><li>- draw up a revision timetable</li><li>- work out when you are going to work on each subject</li><li>- take frequent breaks to help concentration to return.</li><li>- eat as much fresh fruit and vegetables as you can.</li></ul>



**D. FREE WRITING ( 7 points )**

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

1. Write a letter to a pen friend who wants to study Arabic inviting him to come and study in Jordan, Give him information about Jordan such as education , accommodation, weather, costs and places to be visited.
2. Write about the career you are interested in

**THE END**

*Teacher of English :YOUSSEF BSHARAT*

## الإجابات

1. By adding up to ten extra days to the school year or by making each school day longer by half an hour
2. Japan, Indonesia and South Korea
3. optional
4. The average school year in USA and UK is 187 days.
5. making school years longer
6. I think that's right ,other factors might be the **school environment** , the **curriculum** and the **teacher** .

### Question Number Two: ( 21 points )

**A.**

**A.** 1. linguistics / 2. Compulsory / 3. Contradictory / 4. prospects

**B.** 1. global / 2. Sociology / 3. Proficiency / 4. qualifications

**C.** 1. motive / 2. Abroad / 3. Colloquial / 4. tailor-made

**D.** 1. optional / 2. developed nation / 3. Fluently / 4. Tutorial

**B.**

سؤال مصطلحات الجسم

- 1.( 1. get cold feet / 2. Get it off your chest ) / 2. have a head for figures / 3. Remain cheerful in difficult situation / 4. Play it by ear.

**C.** education / 2. successful / 3. organize

### Question Number Three ( 10 points )

**A** popular / 2. less / 3. feet / 4. majority / 5. Into / 6. much / 7. many

**B :**

1. Ordinary newspapers isn't as efficient as Mass media
2. English is more popular than French and Spanish.
3. Playing computer games isn't as enjoyable as joining the youth camps.
4. Travelling by train is less tiring than travelling by bus.
5. as much as they like doing science.
- 6 expensive type in the shop is the wooden chairs.

### Question Number Four : ( 15 points)

**A. EDITING**

1. qualefications = qualifications / 2. Curriculam – curriculum
3. should been made ---- should be made / 4. the school ? ----- the school.

**B. GUIDED WRITING**

There are many ways to revise for your exams such as drawing up a revision timetable and working out when you are going to work on each subject. Other ways to revise for your exams are taking frequent breaks to help concentration to return and eating as much fresh fruit and vegetables as you can .

**C. FREE WRITING**

**THE END**

*Teacher of English :YOUSEF BSHARAT*

## **COMPREHENSIVE EXAM ON UNIT SEVEN**

امتحان شامل على الوحدة السابعة

Teacher :Yousef Bsharat

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

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 postgraduate studying for a masters 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 Germanys federal ministry of education and research, and it follows Germanys 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: ( 17 points )**

1. Write down the sentence which shows the number of universities in Jordan.( 3 points)
2. How long does compulsory education last? ( 2 points)
3. What does the underlined pronoun it refer to? ( ( 1 points )
4. Which option allows the students to study while working at the same time? ( 2 points )
5. postgraduate students study different types of degrees. Write down two of these degrees. ( 2 points )
6. Find a word in the text which means officially arrange to join a school, university or a course( 1 points )
7. There two types of education which are considered not compulsory. What are these two types? ( 2 points )
8. the German Jordanian University is a cooperative work of two countries. Who are these two countries? ( 2 points )
9. Who is in charge of education system in Jordan? ( 2 points )

### **Question Number Two:**

**A. Complete each of the following items with the suitable word from those given in the box. There are more words than you need. Write the answers down in your ANSWER BOOKLET ( 12 points )**

**A.**

nutrition, memory, multilingual, vocational , dehydration

1. You should drink lots of water in order to avoid .....
2. Experts say that .....people make few driving efforts.
3. .... is important, so you should eat as much fruit and vegetables as you can.
- 4.He 's got a good ..... for dates and faces.



**B.**

public, proficiency, decision-making , enroll, postgraduate

1. Language learning can improve ..... skills.
2. Students can attend one of ten ..... universities or one of nineteen private universities.
3. It is possible now to ..... onto online distance learning programmes.
4. You can undertake ..... study after you have completed the first degree.

**C.**

immerse, tailor-made, require, tutorial, academic, utterance

1. They concentrate on developing ..... products for investors and borrowers .
2. The best way to acquire the language is to ..... yourself in it.
3. These three patients ..... operations.
4. The professor was offering a ..... In her office a week before the exam.

**B. Complete the following sentences with the suitable words derived from the words in brackets and write the answers down in your ANSWER BOOKLET ( 8 points )**

1. The success of the show is ..... On the weather  
( depend , dependence , dependent )
2. This accident is a .... of one that happened three weeksago.  
( repeat , repetition , repetitive )
3. The manager has a very ..... nature. We all do what he wants.  
( domain , dominance , dominant )
4. Please , ..... my spelling if it is wrong.  
( correct , correction , corrective )

**Question Number Three**

**A : Choose the correct answer and then write your answers down in your ANSWER BOOKET. ( 6 p. )**

1. Do you mind ..... me to do this exercise.  
( help , helped , helping )
2. Could you tell me ..... this book costs, please .  
( how , how much , who )
3. Could you explain ..... I can solve this maths problem?  
( who , how much, how )

**B. Replace the underlined misused collocations in the following sentences with the correct ones. ( 4p.)**

1. If you want to weight , you should do a subject every day
2. You look tired. Why don't you make a start.

**C. Complete Each of the following items so that the new item has a similar meaning to the one before it, and write the answers down in your ANSWER BOOKLET ( 10 points )**

1. When will we know the results?  
Do you know .....
2. Did the children have their meals?  
Could you tell me .....

3. Physiological studies have found that speaking two or more languages is a great asset to the cognitive process.  
speaking two or more languages .....

4. Some People believe that we should not pay tax to the state.

It .....

5. Could you tell me how much exercise she needs?.

How.....?

**Question Number Four : ( 15 points)**

**E. EDITING ( 4 points)**

Imagine you are an editor in the Jordan Times, you are asked to edit the following lines that have four mistakes. Two spelling mistakes, one punctuation mistake, and one grammar mistake ,Correct the mistakes and write them in your ANSWER BOOKLET.

It is said that the best way to akquire the language was to immurse yourself in it.  
You will stay in one of our beautiful apartments, You'll hear and speak English all day long. You can either join a small group of other students of a similar level, or request a " tailor-made" course

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

Read the information below, and write two sentences about What students should do before exams

**What students should do before exams .....**

- Making a calendar outlining a daily schedule of topics for review
- Asking teachers to go over problems they might be having.
- Staying calm and avoiding worries.
- Getting enough sleep to be able to remember

**G. FREE WRITING ( 7 points )**

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

1. Write an essay a bout the advantages and disadvantages of vocational education .
2. Learning more than one language is a chance for success in many fields.

**THE END**

*Teacher of English :YOUSEF BSHARAT*

**Question Number One:**

1. Students can attend one of ten public universities, or one of nineteen private universities.
2. Ten years
3. the German Jordanian University
4. online distance learning programmes
5. masters degree, a PhD or a higher diploma
6. enroll.
7. Pre- school and kindergarten education
8. Jordan and Germany
9. The Ministry of Education

**Question Number Two:**

**A.**

- A. 1. dehydration / 2 . multilingual / 3. Nutrition / 4. memory  
B. 1. decision-making / 2. public / 3. enroll / 4. postgraduate  
C. 1. tailor-made / 2 . immerse / 3. require / 4 tutorial

**B.**

1. dependent / 2. repetition / 3. dominant / 4. correct

**Question Number Three**

- A : 1. helping / 2. how much / 3. how

**B.**

1. do exercise
2. take a break .

- C. 1. Do you know when we will know the results?  
2. Could you tell me if the children had their meals?  
3. Speaking two or more languages has been found to be a great asset to the cognitive process.  
4. It is believed that we should not pay tax to the state.  
5. How much exercise does she need ?

**Question Number Four : ( 15 points)**

**A. EDITING**

1. akquire - -- acquire
2. immurse ---- immerse
3. was ---- is
4. apartments, You'll ---- apartments. You'll

**B. GUIDED WRITING**

There are many things students should do before exams such as making a calendar outlining a daily schedule of topics for review and asking teachers to go over problems they might be having. Other things are staying calm and avoiding worries and getting enough sleep to be able to remember

**C. FREE WRITING**

**THE END**

*Teacher of English : YOUSEF*

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

Sociologists have been investigating the question whether the language we use influence the way we think or our culture influence the way we use the language 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 done on the relationship 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 some one 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 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.

**Question Number One: ( 17 points )**

1. What actions did the Spanish and the Japanese mention after seeing the videos ? ( 2 points )
2. Write down the sentence which indicates that seeing colours depends on the culture . ( 3 points )
- 3 Replace the underlined word done with the correct phrasal verb. ( 2 points )
4. What does the underlined word who refer to ? ( 1 points )
- 5 In a study, speakers of English, Spanish and Japanese were asked to watch videos of two people doing different activities. Write down two of these activities. ( 4 points )
6. Which people have a clear distinction between colours. ( 2 points )
7. To understand people well you should understand their culture. Suggest three ways by which you can know about others culture. ( 2 points )

**Question Number Two:**

**Complete each of the following items with the suitable word from those given in the box. There are more words than you need. Write the answers down in your ANSWER BOOKLET ( 12 points )**

**A.**

Intentional , recall, dialects, register, replicate

1. Spoken and sign language have different ..... and registers in every country .
2. The court considered that an ..... action although the lawyer made every effort to prove it the opposite .
3. The witness couldn't ..... Seeing him.
4. We can ..... this successful idea in other schools in our country.

**B.**

punish, spill, evolve, blame, mother tongue

1. The political system will ..... over the coming years.
2. The government should ..... those who threaten social peace.
3. This test is for students whose ..... is not English.
4. We were ready to take the ..... for the accident..

**C.**

get away with, affect, responsible, on purpose, experience

1. It was done accidentally . It wasn't .....
2. He usually arrives the office late but manages to..... it.
3. You can leave the children with him , he is very ..... .
4. Doing voluntary work can be a very rewarding ..... for everyone.

**B. Complete the following sentences with the suitable words derived from the words in brackets and write the answers down in your ANSWER BOOKLET ( 8 points )**

1. I have no ..... in changing my mind.  
( intention , intentional, intentionally )
2. This programme is about the ..... of modern cars.  
(evolve, evolution, evolutionary )
3. He tried to ..... me to cheat in the examination .  
( tempt, tempting, temptation )
4. They have come up with some ..... results.  
( interest, interesting , interested )

**Question Number Three ( 16 points )**

**A : Choose the correct answer and then write your answers down in your ANSWER BOOKET. ( 14 p. )**

1. I am on night duty ,..... ?  
( amn't I , am not I , aren't I )
2. You won't be late, ..... ?  
( will you , would you , will not you )
3. It rains heavily here, ..... ?  
( does it , doesn't it , isn't it )
4. I hope I can come up ..... a way of solving this puzzle.  
( with , about, to )
5. Faris and Murad are going to carry out the class survey and the teacher will support .....  
(they , them , their )
6. Fatima introduced ..... sister to us.  
( her , she , his )
7. Don't move the table, you may spill the .....  
( event, balloon, drink )

**B. Study the following sentence and answer the question that follows. ( 2 points)**

For centuries, humans have preserved culture through storytelling.

**Replace the underlined word with the correct gender-specific word.**

**C. Complete Each of the following items so that the new item has a similar meaning to the one before it, and write the answers down in your ANSWER BOOKLET ( 6 points )**

1. My teacher taught me to write ?

I .....

2. They have just discovered a strange cave .

A strange cave .....

3. It was done accidental. ( purpose )

It wasn't .....

**D. Study the following sentence and answer the question that follows. ( 2 points )**

If I were you, I would take a raincoat.

**What is the function of the above sentence?**

**Question Number Four : ( 15 points)**

**H. EDITING ( 4 points)**

**Imagine you are an editor in the Jordan Times, you are asked to edit the following lines that have four mistakes. Two spelling mistakes, one punctuation mistake, and one grammar mistake ,Correct the mistakes and write them in your ANSWER BOOKLET.**

One of the early developers of sign language was Chales-Michel de l'Epee, whose mother tungue was French. He picked up sign language while he is working with deaf people in paris in the eighteenth century. The language was being used by two deaf sisters as a form of communication. De l'Epee then set up a school for deaf people which were reblicated across Europe

**GUIDED WRITING ( 4 points)**

**Read the information below, and write two sentences about Benefits of learning sign language .**

**Benefits of learning sign language**

Giving essential support service for many deaf people.

Making it easier for deaf people be beneficial members in the society.

Providing a tool for caring and responding to those in need.

Allowing people to be able to communicate with a new international community.

**FREE WRITING ( 7 points )**

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

1.Caring about disable people is evidence of developed nations .

2.Write an article about one of your friends with a disability , how do you help him? How do you feel ?

**THE END**

*Teacher of English: YOUSEF BSHARAT*

**Question Number One:**

1. The Spanish and Japanese mentioned the person responsible for intentional events
2. Scientists at Newcastle University, UK, have carried out tests to prove that different cultures also have different ways of seeing colours
3. carried out
4. the person
5. popping balloons, breaking eggs and spilling drinks
6. Native speakers of Japanese
7. yes, we can know about others cultures by reading their literature, visiting their countries and studying about their history.

**Question Number Two:**

- A. 1. dialects / 2. intentional / 3. recall / 4. replicate  
B. 1. evolve / 2. punish / 3. mother tongue / 4. blame  
C. 1. on purpose / 2. get away with / 3. responsible / 4. experience.

**B.**

1. intention / 2. evolution / 3. tempt / 4. interesting

**Question Number Three**

**A :**

1. aren't I / 2. will you / 3. doesn't it / 4. with / 5. them / 6. her / 7. drink

**B. mankind**

- C. 1. I was taught to write  
2. A strange cave has been discovered  
3. It wasn't done on purpose

**D. Study the following sentence and answer the question that follows. ( 2 points )**

If I were you, I would take a raincoat.

**What is the function of the above sentence?**

**Question Number Four : ( 15 points)**

**A. EDITING**

1. tongue ----- tongue
2. reblicated ----- replicated
3. paris----- Paris
4. is working ---- was working

**B. GUIDED WRITING**

There are many benefits of learning sign language such as giving essential support service for many deaf people and making it easier for deaf people be beneficial members in the society.  
Other benefits are providing a tool for caring and responding to those in need and allowing people to be able to communicate with a new international community.

**C. FREE WRITING**

**THE END**

*Teacher of English: YOUSEF BSHARAT*

## COMPREHENSIVE EXAM ON UNIT NINE

### امتحان شامل على الوحدة التاسعة

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

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 ...

How to make a sales pitch

#### **First , do your research**

when it was developed, and where it is produced? It is essential to know everything about your product . 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!

#### **Second, 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 memorize 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.

#### **Third, 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.

#### **Question Number One: ( 13 points )**

1- According to the text, there are several matters should be researched before making a sailing pitch.

Mention three of them. (3 points )

2- Quote the sentence which indicates that using what you are selling is the best way to believe in what you sell.(2points )

3- The writer says "It is always a good idea to have a list of your main point" Is he justified? Explain your answer.( 2 points)

4- The writer mentioned some tips for effective presentation. Write down two of these tips.( 2 points)

5. The writer states on thing that must be avoided while speaking. Write it down .( 2 points)

6. Two aspects should be taken into consideration when discussing competition. Write these two aspects down. .( 2 points)

#### **Question Number Two: ( 20 points )**

**A. Complete each of the following items with the suitable word from those given in the box. There are more words than you need. Write the answers down in your ANSWER BOOKLET ( 12 points )**

**A.**

do a deal , negotiate, agreement, extraction, reserves

1.In Jordan the ..... industry for minerals is considered one of the largest in the world .

2. Many countries maintain government-controlled oil ..... for economic and national security reasons.

3. After two days of negotiation we could ..... with the Chinese businessmen.

4. We are here to ..... with the employers to get a better contract.



**B.**

tell a joke, minerals, fertilizers, dominate, compromise

1. Most ..... are crystals like salt and diamonds.
2. The book is expected to ..... the best seller lists.
3. In the end they reached a ..... and deferred the issue.
4. In formal meetings don't ..... as this may not be translated correctly or could cause offence.

**C.**

conflict, track record, age group, target market, produce

1. Nowadays many false attitudes are widespread in your .....
2. Clearly, the company's ..... might be students and thus it might direct its marketing efforts to them.
3. He has an excellent ..... as an author.
4. .... is the result of competing desires or the presence of obstacles that need to be overcome.

**B. Complete the following sentences with the suitable words derived from the words in brackets and write the answers down in your ANSWER BOOKLET ( 8 points )**

1. You should have a summary of your ..... ready to hand out at the end of the session.  
(present, presentation, presented)
2. When you talk about business and try to do a deal, you .....  
(negotiate, negotiation, negotiable)
3. I never told a joke, as this may not be translated ..... or could cause offence.  
(correct, correction, correctly)
4. The ..... industry for potash and phosphate is one of the largest in the world  
(extract, extracted, extraction)

**Question Number Three ( 10 points )**

**A : Choose the correct answer and then write your answers down in your ANSWER BOOKLET. ( 6 p. )**

1. Ali didn't pass his exams. If only he ..... harder last year.  
(studied, had studied, studies)
2. Majed has applied to..... The company where his father works.  
(join, make, earn)
3. When two sides disagree and argue, there is .....  
(compromise, offence, conflict)

**B. Replace the underlined misused collocation in the following sentence with the correct one. ( 2 points)**

1. If you are polite you won't shake hands or upset anyone.

**C. Replace the underlined misused verb in the following sentence with the correct one to form the appropriate collocation. ( 2 points )**

- By working hard you will make the respect of your boss.

**Question Number Four ( 12 points )**

**A. Complete Each of the following items so that the new item has a similar meaning to the one before it, and write the answers down in your ANSWER BOOKLET ( 6 points )**

1. People shouldn't have produced so much green house gases ?

I wish .....

2. I regret eating so much sweets last night .

I wish .....

3. I'd like to have more free time.

I wish .....

**B. Write the correct form of the verb. ( 6 points )**

1. In 1997 a trade agreement ..... between Jordan and the EU . ( make )

2. Jordan needs to import a lot of oil. If only it ..... larger oil reserve. ( have )

3. I wish there ..... more jobs when I was young. ( be )

**Question Number Five : ( 15 points )**

**I. EDITING ( 4 points )**

Imagine you are an editor in the Jordan Times, you are asked to edit the following lines that have four mistakes. Two spelling mistakes, one punctuation mistake, and one grammar mistake ,Correct the mistakes and write them in your ANSWER BOOKLET.

let's look at exports. Jordan is rich in potash and phosphate, and the extracsion industry for these minerals is one of the largest in the world, Not surprisingly, two of Jordan's largest exports are chemikals and fertilizers. Pharmaceuticals and other industries represents 30% of Jordan's Gross Domestic Product (GDP),

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

**Read the information below, and write two sentences about how to make a sailing pitch.**

**How to make a sailing pitch**

Doing a research about the product and competition.

Planning your presentation carefully.

Keeping your presentation short and simple .

Speaking slowly and clearly .

**K. FREE WRITING ( 7 points )**

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

1. Social media effect on people.

2. The influence of my favorite book on me. ?

**THE END**

Teacher of English: YOUSEF BSHARAT

**Question Number One:**

1. when the product was developed, and where it is produced. You also need to know who the target market is
2. Most of all, you need to believe in what you're selling, and the best way to do that is to use it!
3. Yes, that's right in case something interrupts you, or you simply freeze with nerves.
4. It should be short and simple
5. Not keeping your head down
6. similar products on the market and why your product is superior to others and why it has better value.

**Question Number Two:**

A.

- A. 1. extraction / 2. reserves / 3. do a deal / 4. negotiate  
B. 1. minerals / 2. dominate / 3. compromise / 4. tell a joke  
L. 1. Age group / 2. Target market / 3. Track record / 4. conflict  
B. 1. presentation 2. negotiate 3. correctly 4. extraction

**Question Number Three**

- A : 1. had studied / 2. Join / 3. conflict  
B. cause offence  
C. earn

**Question Number Four**

- A. 1. People shouldn't have produced so much green house gases  
I wish people hadn't produced so much green house gases  
2. I wish I hadn't eaten so much sweets last night  
3. I wish I had more free time.  
B. 1. was made 2. had 3. had been

**Question Number Five :**

**EDITING**

1. extracsn ----- extraction / 2. chemikals ----- chemicals  
3. world, Not ----- world . Not / 4. represents ----- represent

**M. GUIDED WRITING**

There are many ways to make a sailing pitch such as doing a research about the product and competition and planning your presentation carefully.

Other ways are keeping your presentation short and simple and speaking slowly and clearly.

**N. FREE WRITING ( 7 points )**

**THE END**

*Teacher of English: YOUSEF*

## COMPREHENSIVE EXAM ON UNIT TEN

### امتحان شامل على الوحدة العاشرة

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

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

**Question Number One:** ( 14 points )

1. There are many factors which encouraged Fatima to be interpreter, Write down two of them.(2)
2. There are many personal qualities needed to be a good translator. Write down two of these qualities(2)
3. Find a word in the text which means " **related to a particular region or area**".( 1)
- 4- English words sometimes seem different according to certain considerations. Write down two of these considerations. .(2)
- 5- Write down the sentence which indicates that translation might influence some aspects in the relations between countries. .(2)
- 6- What does the underlined pronoun '**that**' refer to ( 1)
7. People who choose the jobs they like are usually more successful than others. Write down your point of view. (2)
8. One of the demands of being an interpreter is to move from one country to another. Write down the sentence which shows that. (2)

**Question Number Two:** ( 20 points )

**A. Complete each of the following items with the suitable word from those given in the box. There are more words than you need. Write the answers down in your ANSWER BOOKLET ( 12 points )**

**A.**

recruit, keen, voluntary, work experience, ambitious

1. Our charity is funded by ..... contributions of rich people .
2. My business is looking to ..... new personnel to join our team.
3. .... will definitely look great on your curriculum vitae.
4. They were ..... to start work as soon as possible.

**B.**

interpreter, regional, secure, rewarding, compromise

1. Doing voluntary work can be a very .....experience for everyone.
2. Children usually feel ..... near their parents.
3. As a translator you must know ..... English, as well as specialist language.
4. To be a good ..... you will need to show that you have good listening skills, a clear speaking voice and the ability to think quickly.

**C.**

translation, pension, web enquiries, intern, produce

1. He works as an ..... for a local company.
2. I have a copy of the English ..... of the noble Quran.
3. The secretary job is to follow up ..... and send out further information to possible clients
4. In Jordan people can draw a ..... from the age of sixty.

**B. Complete the following sentences with the suitable words derived from the words in brackets and write the answers down in your ANSWER BOOKLET ( 8 points )**

1. It is an ..... attempt to climb the dangerous mountain.  
( ambitious / ambition / ambitiously )
2. He says his proposal is not .....  
( negotiate / negotiation / negotiable )
3. Nuts contain useful ..... such as oils and fats.  
( nutritious / nutrients / nutrition )
- 4 The graduation ceremony was very ..... occasion for everyone.  
( memorable/ memorize /memory )

**Question Number Three ( 22 points )**

**A : Choose the correct answer and then write your answers down in your ANSWER BOOKLET. ( 10 p. )**

1. My friend is good ..... drawing and painting .  
( on, at, about )
2. He works ..... a nurse in a big hospital.  
( as, at, on )
3. I will not talk to him if he .....  
( didn't apologise, doesn't apologise, hadn't apologised )
4. if it ..... , the grass gets wet.  
( rains , rained, had rained )
5. I will play tennis tomorrow ..... it rains  
( unless, providing , if )

**B. Complete Each of the following items so that the new item has a similar meaning to the one before it, and write the answers down in your ANSWER BOOKLET ( 4 points )**

1. The goal keeper made a mistake in the last minute and so our team didn't win.  
If . .....
2. He had problems with the language so he didn't get the job  
If he .....

**C. Write the correct form of the verb. ( 8 points )**

1. If you hadn't reminded me, I ..... ( forget)
2. Even if it rains, we ..... still .....for a picnic. ( go)
3. I'll go ahead and get the tickets unless he ..... me this afternoon. ( call )
4. Many people ..... out of work if that factory closed down. ( be)

**Question Number Four : ( 14 points)**

**O. EDITING ( 4 points)**

Imagine you are an editor in the Jordan Times, you are asked to edit the following lines that have four mistakes. Two spelling mistakes, one punctuation mistake, and one grammar mistake ,Correct the mistakes and write them in your ANSWER BOOKLET.

I am very interested in the position of researcher at your pharmaceutical company, You will see from the enclosed curriculum vitae that I have worked in sales for a large pharmaceutical company for many years. I have been very successful in this job and I am Salesperson of the Year in 2013 CE

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

**Read the information below, and write two sentences about Hisham Khatib**

Name : Hisham Khatib

Experience : 2010–now: Sales Representative for a large pharmaceutical company

Qualifications : Degree in English

Personal attribute : very competent worker , adaptable.

**Q. FREE WRITING ( 6 points )**

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

1. Voluntary work
2. A letter to a friend telling him about your favorite job .

**THE END**

Teacher of English: YOUSEF BSHARAT

**Question Number One: ( 13 points )**

1. She has always been fond of languages and at school she was very good at English.
2. 1. good listening skills 2. a clear speaking voice 3. The ability to think quickly
3. regional
4. regional English / specialist English
5. I am aware that if I translate things badly, it could affect an important law or trade agreement between countries
6. travelling a lot
- 7.....
8. You will probably need to travel a lot, but that is not a problem as long as you enjoy visiting other countries.

**Question Number Two:**

**A.**

- A. 1 voluntary 2. Recruit 3. Work experience 4.keen  
B. 1. Rewarding 2. Secure 3. Regional 4.interpreter  
C. 1. Intern 2. Translation 3.web enquiries 4.pension

**B.**

1. ambitious 2.negotiable 3. nutrients 4 . memorable

**Question Number Three**

A : 1. at 2. as 3. doesn't apologise 4. rains 5. unless

- B. 1. If the goal keeper hadn't made a mistake in the last minute Our team might have won.  
2. If he hadn't had problems with the language he would have got the job

C. 1. Would have forgotten 2. Will / go 3. calls 4.would be

**Question Number Four : ( 15 points)**

**A. EDITING**

bosition ----- position / vitai ----- vitae

I am ----- I was / company. You

**B.GUIDED WRITING**

Hisham Khatib who has a degree in English is very competent worker , adaptable person.  
He was sales Representative for a large pharmaceutical company from 2010 – now

**C..FREE WRITING**

**THE END**

Teacher of English: YOUSEF BSHARAT

## قائمة بالمفردات المطلوبة

١	able to answer detailed questions	to have the ability to understand complicated questions and respond to them appropriately	الإجابة على الأسئلة التفصيلية
٢	academic	connected with education, especially at college or university level	أكاديمي
٣	adaptable	able to adapt to new conditions or situations	سهل التكيف
٤	age group	a set of people of similar age	الفئة العمرية
٥	agreement	an arrangement or promise to do something, made by two or more people, companies or organizations	اتفاقية
٦	agriculture	The science or practice of farming	زراعة
٧	ambitious	having a strong desire for success or achievement	طموح
٨	astrophysics	The study of the chemical structure of the stars and the forces that influence them	الفيزياء الفلكية
٩	attributes	a quality or feature that is considered to be good or useful (in a person)	صفة مميزة
١٠	awareness	////////////////////////////////////	وعي
١١	blame	To say or think that someone is responsible for something bad	يلوم
١٢	business card	a card that shows a business person's name, position and contact details	بطاقة عمل
١٣	Business management	An area of study which involves learning about running , controlling, leading, monitoring a company,	إدارة أعمال
١٤	Career advisor	Someone who provides information to help people to make choices about their training.	مستشار توظيف
١٥	circulation	The movement of the blood around the body. Also air circulation	الدورة الدموية
١٦	colloquial	Used mainly in informal conversation rather than in writing or formal speech	اللهجة العامية
١٧	competent	having enough skill or knowledge to do something to a satisfactory standard	كفو
١٨	compromise	////////////////////////////////////	تنازل / حل وسط
١٩	compulsory	obligatory , required	إجباري
٢٠	concentration	attention	تركيز
٢١	conflict	////////////////////////////////////	مشكلة / أزمة
٢٢	conscientious	showing a lot of care and attention (to a task)	حي الضمير
٢٣	contradictory	( ideas ) different and unable to both be true	مخالف
٢٤	corporate	belonging to or relating to a corporation, a big company or a group of companies acting together as a single organization	متحد / مشترك
٢٥	cryptophasia	the development by twins of a language that only they can understand	لغة التوائم
	curriculum Vitae	CV a short, written description of a person's qualifications, skills and work experience that they send to potential	السيرة الذاتية



٢٦		employers	
٢٧	debt	money you owe	دين
٢٨	degree	A qualification given to you when you have successfully completed a course of study	درجة علمية
٢٩	dehydration	The state of having drunk too little water	جفاف
٣٠	department store	a large shop that sells many different types of things	محلات كبيرة
٣١	developed nation	rich , industrialized, an elected government and people live comfortably	امة متقدمة
٣٢	dialect	Form of language which is spoken in only one area	لهجة
٣٣	diet	The kind of food eaten each day	نوع الطعام الذي نأكله
٣٤	diploma	A document showing that someone has successfully completed a course of study or passed an examination	دبلوم
٣٥	do a deal	to arrange an agreement in business	يعقد صفقة
٣٦	domestic	relating to or happening in one particular country and not involving any other countries	محلي
٣٧	dominate	to be the most important feature of something	يسيطر على
٣٨	drop ( a course)	To stop studying a certain subject at university.	يسقط مساق
٣٩	eat out	eat away from home, especially in a restaurant	ياكل خارج البيت
٤٠	economics	The study of the way in which money and goods are produced and used	اقتصاد
٤١	enclosed	surrounded, especially by a fence or wall	محاط
٤٢	enroll	officially arrange to join a school, university or a course	يسجل / يلتحق ب
٤٣	enthusiastic	showing a lot of interest and excitement about something	متحمس
٤٤	evolve	to develop gradually	يتطور
٤٥	experimental	part of an experiment	تجريبي
٤٦	export	goods sold to another country	يصدر
٤٧	extensively	in a way to cover or affect a large area	بشكل واسع
٤٨	extraction	the process of removing and obtaining something from something else	استخلاص
٤٩	fees	costs, charges:	رسوم
٥٠	fertilizer	a substance that is put on the land to make crops grow	اسمدة
٥١	financial	relating to money	مالي
٥٢	first language	The language that you first learn as a child	اللغة الاولى
	fluently	speaking a language very well like a native speaker	بطلاقة
٥٣	Fond of	having an affection or liking for someone or something	مغرم ب
٥٤	Full time	happening or working for the whole of the working week,	دوام كامل

		and not only part of it	
٥٥	<b>goods</b>	Things that are produced in order to be sold	سلع
٥٦	<b>Gross Domestic Products</b>	the value of a country's total output of goods and services	الناتج المحلي
٥٧	<b>halls of residence</b>	accommodation provided by a university or college	سكن جامعي
٥٨	<b>headphones</b>	a piece of equipment that you wear over your ears to listen privately to the radio, music, etc.	سماعات
٥٩	<b>immerse</b>	Deeply involved in something	يغمس
٦٠	<b>import</b>	goods bought from other countries	يستورد
٦١	<b>intentional</b>	Done on purpose	مقصود
٦٢	<b>intern</b>	someone who works for a short time in a particular job in order to gain experience	متدرب
٦٣	<b>interpreter</b>	someone who translates spoken words from one language into another	مترجم
٦٤	<b>keen</b>	having or showing eagerness or interest	متحمس
٦٥	<b>knitwear</b>	clothing made from wool	ملابس صوفية
٦٦	<b>linguistics</b>	The study of the grammar, history and structure of languages	لغويات
٦٧	<b>machinery</b>	machines, especially large ones; a system or set of processes for doing something	الالات
٦٨	<b>make a small talk</b>	to have an informal chat with someone in order to start a conversation	حديث قصير
٦٩	<b>marketing</b>	The study of selling products	تسويق
٧٠	<b>Master degree</b>	A period of one or two years of study after a Bachelor's degree	الماجستير
٧١	<b>memory</b>	The ability to remember things, places and experiences. Someone's ability to remember things	ذاكرة
٧٢	<b>mimic</b>	Copy, make the same sound	يقلد
٧٣	<b>minerals</b>	a substance that is present in some foods and is needed for good health; a substance that is found naturally in the earth	معادن
٧٤	<b>minority</b>	not many, the opposite of majority	اقلية
٧٥	<b>mother language</b>	The first and main language	اللغة الام
٧٦	<b>motive</b>	Reason for doing something	حافز
٧٧	<b>multilingual</b>	Speaking, reading or writing more than two languages	متعدد اللغات
٧٨	<b>multitask</b>	Doing several things at the same time	اعمال متعددة في نفس الوقت
٧٩	<b>negotiate</b>	to discuss something in order to reach an agreement, especially in business or politics	يفاوض
٨٠	<b>nutrition</b>	getting the right kind of food for good health and growth	تغذية
٨١	<b>Online distance</b>	Teaching or learning system carried out by using electronic	التعليم عن بعد

	learning	communication	
٨٢	optional	Done by choice	اختياري
٨٣	Pace	speed	سرعة
٨٤	Package holiday	an organized trip with everything included in the price (travel, accommodation, food)	حزمة عروض
٨٥	patient	////////////////////////////////////	صبور
٨٦	pharmaceutical	Related to drugs and medicines	دوائي
٨٧	pharmacy	The study and practice of preparing drugs	صيدلية
٨٨	PhD	A doctorate, the highest degree by a university	دكتوراه
٨٩	Pop	To burst, with a short, explosive sound	يفقع / يفجر
٩٠	postgraduate	Someone who has finished their first degree and is continuing a Master's or a PhD	طالب جامعي بالدراسات العليا
٩١	prepared	////////////////////////////////////	جاهز
٩٢	previous	////////////////////////////////////	السابق
٩٣	Private university	A university not operated by a government	جامعة خاصة
٩٤	proficiency	A good standard of ability and skill	إتقان
٩٥	psychology	The study of the mind and how it works	علم النفس
٩٦	Public university	A university that is funded by public means through a government	جامعة حكومية
٩٧	Punish	To give someone an unpleasant task in response to bad ..... be	يعاقب
٩٨	qualifications	Official records of achievements awarded upon the successful completion of a course ,exam or training	مؤهلات
٩٩	realise	////////////////////////////////////	يدرك
١٠٠	recall	To remember something from the past	يتذكر
١٠١	recommendations	////////////////////////////////////	توصيات
١٠٢	reference	a person who provides information about your character and abilities	معرف
١٠٣	regional	relating to a particular region or area	إقليمي
١٠٤	register	The word's style and grammar used by speakers in a particular situation.	
١٠٤	replicate	to produce a copy of something	يكرر
١٠٥	reserve	something kept back or set aside, especially for future use	احتياطي
١٠٦	rewarding	Giving personal satisfaction	ذات مردود
١٠٧	sales pitch	the statements and promises that someone makes to try to persuade someone to buy something	الترويج لسلعة
١٠٨	secure	Safe , free from danger	امن
١٠٩	seminar	A class on a particular subject, as a form of training	حلقة دراسية / منتدى

١١٠	<b>shake hands</b>	to move someone's hand up and down in a greeting	يصافح
١١١	<b>simulate</b>	things that make you interested	يحفز
١١٢	<b>simulator</b>	Any device or system that simulates specific conditions or the characteristics of a real process or machine.	المحاكي
١١٣	<b>sociology</b>	The study of societies and the behaviour of people	علم اجتماع
١١٤	<b>spill</b>	to accidentally flow over the edge of a container	يسكب
١١٥	<b>Stand out</b>	To be much better than others	يتميز
١١٦	<b>Surveyor</b>	person whose job is to measure the conditions of a building or to record the details of an area of land	مساح
١١٧	<b>tailor-made</b>	Custom-made; made to fit exactly	مصمم خصيصا
١١٨	<b>target market</b>	people who are identified as possible customers	السوق المستهدف
١١٩	<b>tell a joke</b>	to say something to make people laugh	يقول نكتة
١٢٠	<b>tempting</b>	Attractive / desirable	مرغوب
١٢١	<b>track record</b>	all of a person's or organization's past achievements, successes or failures which show how well they have done something	سجل العمل
١٢٢	<b>translated</b>	////////////////////////////////////	مترجم
١٢٣	<b>tuition</b>	Teaching, especially in small groups	تريس
١٢٤	<b>tutorial</b>	A period of intensive teaching and discussion given by a tutor to an individual student or a small group of students.	تريس خصوصي
١٢٥	<b>undergraduate</b>	Someone who hasn't yet completed the first degree	طالب جامعي بالشهادة الاولى
١٢٦	<b>undertake</b>	To commit yourself to do something and to start to do it	يباشر / يتعد
١٢٧	<b>utterance</b>	Something that is said	لفظ
١٢٨	<b>Vegetables</b>	////////////////////////////////////	خضروات
١٢٩	<b>vocational</b>	Used to describe a particular job and the skills involved	مهني
١٣٠	<b>voluntary</b>	done or given by choice	تطوعي
١٣١	<b>work experience</b>	A period of time that someone spends working in a particular place	خبرة العمل