

# المراجعة المكثفة

## اللغة الانجليزية

### المستوى الرابع ( المنهاج الجديد )

لا تفتح غيرها ( 2017 ) اخر طبعة

## مكثف

سهل – بسيط – شامل

## الاستاذ ابراهيم الدابوقي

# 0795954378

مركز محمد النجار الثقافي – جبل الحسين – مقابل الالعاب الترفيهية  
مركز القدومي الثقافي – ضاحية الامير حسن – فوق مختبرات الخطيب

## علامتك من 60 – 70

بإذن الله تعالى

الاستاذ ابراهيم الدابوقي – 0795954378

**TOP SECRET**

ابراهيم الدابوقي 0795954378

**Grammar**

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Personal and impersonal passive	المبني للمجهول غير الشخصي
Indirect questions	الاسئلة غير مباشرة
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Revision of passive voice	مراجعة للمبني للمجهول
Derivation	الاشتقاق

## الحفظ

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## Free writing and guided writing لإنشاء الحر والمقيد

1. Future career = مهنة المستقبل

2. Some advice to students who are going to start grade 12 next year . What should they do to be successful .

نصائح لطلبة الذين سيصبحون توجيهم العام القادم ليحققوا النجاح

3. The benefits of learning a foreign language فوائد تعلم لغة اجنبية

## قطع المقترحة

- 1 . Education in Jordan التعليم في المستقبل
- 2 . doing business in China . القيام بالاعمال في الصين
- 3 . My job as interpreter وظيفتي ك مترجمة
4. After school بعد المدرسة
- 5 . How to make a sales pitch كيف تروج لسلعة

## محددات الكمية لعمل مقارنات Quantifiers to make comparisons

Steady degree الدرجة الثابتة

Unsteady degree الدرجة غير الثابتة

as ..... as	not as ..... as
similar to	different from

Example :

Sami is **as tall as** Ahmed .

Hani doesn't write **as quickly as** I do .

Salma's eyes aren't **similar to** her sister's .

Huda's pen is **different from** Samya's .

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Comparative degree: درجة المقارنة:

إذا كانت الصفة قصيرة مكونة من مقطع واحد نضيف ( er + than )  
وعند التفضيل نستخدم ( the + est )  
اشكال ( be ) تستخدم مع الصفات والافعال العادية ومع الظروف

Short adjectives الصفات القصيرة

big	bigger than	the biggest
early	earlier than	the earliest
late	later than	the latest

الصفات القصيرة تتكون من مقطع واحد

مضاعفة ( g ) لأنه سبق بحرف علة  
حذف ( y ) لأنه سبق بحرف صحيح وإضافة ( ier ) ( iest )  
إضافة ( r ) لأنه انتهى بحرف ( e )

Long adjectives : الصفات الطويلة :

الصفات الطويلة من مقطعين فاكتر ( more = less عكس )

careful	more / less careful than	the most / least careful
expensive	more / less expensive	the most / least expensive

e. g . My car is more expensive than Ali's car .

Ali's car is .....

Ali's car isn't .....

إذا اعطاك نفي في بداية الحل افتح مثل as .... as

e. g . Geography is less interesting than History .

History is .....

Irregular adjectives / adverbs : الظروف الشاذة والصفات

good	better than	the best
bad	worse than	the worst
much / many	more than	the most
little	less than	the least

e . g Studying English isn't **as good as** studying Arabic .

Studying Arabic is .....

e . g . Ameen's car is worse than Omar's .

Omar's car is .....

<b>more</b> أكثر ( معدود وغير معدود )
<b>fewer</b> أقل ( معدود جمع )
<b>less</b> أقل ( غير معدود )

Asma has more **stamps** than her sister . ( **stamps** = معدود )

I have more **money** than my brother . ( **money** = غير معدود )

There are fewer **plants** in my garden than in our nieghbour's garden . ( **plants** ) = معدود جمع

<b>as much</b> .....as كميات غير معدودة او صفات	<b>as many</b> ..... as كميات معدودة
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Samya has as much **water** as Muna . ( **water** = uncountable noun )

التساوي

Rama has as many **stamps** as Nada . ( **stamps** = countable noun )

<b>not as much</b> ..... as	<b>not as many</b> .....as
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عدم التساوي

My friend doesn't have **as many** emails **as** I have .

Samya doesn't eat **as much** food **as** her sister .

عكس more = less

### تهريب على مقارنة الكميات

1 . Mansaf is more popular than magloubeh .

**Magloubeh isn't** ..... as .... as **افتح**

2 . Watching sports on T.V isn't as exciting as watching sports alive .

**Watching sports alive is** .....

3 . Jordanian students start school a year later than English students .

**English students** ..... جملة الوزارة 2017

4 . Volleyball is less amazing than football .

**Football is** .....

5 . Nasser doesn't have as many friends as Raed .

**Raed has** .....

6 . Rawan doesn't like running as much as she likes swimming .

**Rawan likes swimming** .....

7 . Students in Jordan can leave school one year earlier than students in England . جملة متوقعة

**Students in England** .....

8 . Neither Maths nor Science are as popular as English .

**English is** ..... جملة الوزارة الصيفية 2016

9 . Both Arabic and Maths aren't as popular as English .

**English is** .....

10 . Hani doesn't drive his car as carefully as Ahmad .

**Ahmad drives** .....

## The language function : الوظيفة اللغوية

To compare adjectives and adverbs e. g Maths isn't as popular as science .

To compare quantities and numbers e. g There aren't as many people in our class as in yours

## Indirect questions الاسئلة غير المباشرة

مقدمة السؤال الوزاري :  
لا تنسى علامة السؤال .

Could you tell me .....
Do you mind telling me .....
Could you explain .....
Do you know .....
Do you mind .....



## The language function الوظيفة اللغوية

( asking questions in a polite , formal way )

حفظ الوظيفة

هنالك نوعان من الاسئلة

**Yes / No question**

**Wh - question**

The form of ( **be** ) = am , is , are , was , were

The form of ( **have** ) = have , has , had

The form of ( **do** ) = do , does , did

The **modals** = ( will , can , should , would , could ... )

**Examples :**

جمل محلولة

الجملة الاولى وضع ( if ) ثم تبديل بين ( Ali ) والفعل المساعد ( is ) مع وضع علامة السؤال .

1. Is Ali at home ?

Do you know **if Ali is at home** ?

2. Are you watching T.V now ?

Could you explain **if you are watching T.V now** ?

3. Have you finished your homework yet ?

Could you tell me **if you have finished your homework yet** ?

4. Has your best friend sent you an email recently ?

Could you explain **if your best friend has sent you an email recently** ?

5. Will you open the door ?

Do you mind **opening the door** ?

يأتي بعد ( Do you mind... ) فعل استمراري

6. Can you carry this bag for me ?

Do you mind **carrying** this bag for me ?

type = typing

write = writing

انتبه اذا اخر الفعل ( e ) مثل ( حذف e ثم اضافة ing )

Do = مجرد	Does = ( s , es )	Did = V2
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نحذف ( do ) ويبقى الفعل مجرد ( بالترتيب )  
نحذف ( does ) ونضيف ( s , es )  
نحذف ( did ) ونضع الفعل ( V 2 )

**Examples :**

1. Do you live in Amman ?  
Could you explain **if you live in Amman ?**
2. Does your uncle have a car ?  
Do you know **if your uncle has a car ?**
3. Did they revise well for the exams ?  
Do you know **if they revised well for the exams ?**

**Wh- questions :**

**Examples :**

الجملة الاولى نضع ( wh ) ثم تبديل بين ( Ali ) والفعل المساعد ( is ) ثم علامة السؤال .

1. Where is Ali going ?  
Could you explain **where Ali is going ?**
2. Which car do you want to buy ?  
Could you explain **which car you want to buy ?**
3. How long have you been studying English ?  
Do you mind telling me **how long you have been studying English ?**
4. What kind of music does your brother like ?  
Could you tell me **what kind of music your brother likes ?**
5. Where can I park my car ?  
Do you know **where I can park my car ?**

تهريب على الاسئلة غير المباشرة

1. Are all the workers in the factory working hard ?  
**Could you tell me .....**?
2. Will you have a look at my essay , please ?  
**Do you mind .....**?
3. What is your favourite school subject ?  
**Could you tell me .....**?
4. How much milk does Ali have ?  
**Do you know .....**?
5. How far is it from Amman to Aqaba ?  
**Could you tell me .....**?
6. Can you give me some money ?  
**Do you mind .....**?

جملة الوزارة 2016

Is there a connection between the amount of TV people watch and how fit they are ?

= **Could you explain**

.....?

ترجييع السؤال من غير مباشر الى مباشر ( بالعكس )

1. Could you tell me where I can find the post office ?

Where .....

نزل ( wh ) وبدل بين الفاعل والفعل

2 . Do you mind typing this research ?

Will you.....?

رجع type = typing

3 . Do you know if Samya goes to school on foot ?

Does .....

ضع الفاعل ورجع الفعل لاصله ( go )

4 . Could you tell me whether he wrote a letter or an essay ?

Did .....

بعد did الفاعل ثم الفعل مجرد

5 . Can you explain if your father has travelled recently ?

Has .....

بدل بين الفاعل والفعل

### المبني للمجهول غير الشخصي impersonal passive

الخطوات : المقدمة دائما ( it )

نضع بعد ( it ) اما ( was او is ) اذا كانت الجملة مضارع او ماضي .

اذا كان فعل الادراك او التفكير او القول مضارع نضع ( is )

اذا كان ماضيا نضع ( was )

نصرف فعل التفكير او القول الى التصريف الثالث بعد ( is / was )

ثم نضع ( that ) ثم نكمل الجملة .

#### Examples :

1. Many people think that Jordanian doctors have good reputation .

**It is thought that Jordanian doctors have good reputation .**

لان think مضارع = is ثم التصريف الثالث

2 . Scientists thought that taking vitamins is more important than eating fruits .

**It was thought that taking vitamins is more important than eating fruits .**

لان thought ماضي = was

اذا كانت الجملة مضارع تام مثل ( people have reported ) او ( experts have proved )

يتم تحويل الجملة الى ( present perfect passive )

#### Example :

1. Experts have proved that exercise is good for your health .

**It has been thought that exercise is good for your health .**

اذا احتوت الجملة على ( used to ) تعامل معاملة ( modals ) في التحويل ل passive

#### Example :

They used to think that the Earth was flat .1

**It used to be thought that the Earth was flat .**

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اذا بدأت الجملة ب ( ing ) تكون الجملة مفرد يا ناس

Doing regular exercise is believed to reduce the risk of several diseases .

**People believe that .....**

## Personal passive المبنى للمجهول الشخصي

حفظ الجدول : ( مهم )

Verbs refer to saying and thinking : افعال التفكير والقول :

( say , think , believe , claim , report , know , consider , find , hope , suppose .. )

تطبيق الجملة حسب زمن الجملة :

write / writes	to write
is writing / are writing	to be writing
was writing / were writing	to have been writing
has written / have written	to have written
will write	to write
wrote	to have written
has been writing / have been writing	to have been writing
is / are	to be
was/ were	to have been

say	said	said
think	thought	thought
believe	believed	believed
claim	claimed	claimed
report	reported	reported
know	known	known
consider	considered	considered
find	found	found
assume	assumed	assumed
suppose	supposed	supposed

The language function : الوظيفة اللغوية :

( To ask questions in a polite formal way ) السؤال بطريقة مؤدبة رسمية

e .g Do you mind opening the door ?

Examples :

امثلة محلولة :

1. People know that she is a good swimmer .  
**She is known to be a good swimmer .**
2. People believe that the robber has worked in the bank .  
**The robber is believed to have worked in the bank .**
3. His colleagues thought that he was on holiday .  
**He was thought to have been on holiday .**
4. My friends know that my car pollutes the environment .  
**My car is known to pollute the environment .**
5. A journalist reports that they are leaving the airport tomorrow .  
**They are thought to be leaving the airport tomorrow .**

انتبه ل )



## تطبيق على المجهول غير المباشر

انتبه ل ( only )

1. People think that we only remember things we hear in our sleep .

**We** .....

انتبه ل ( also )

2 . Scientists think that learning a new language also presents the brain with unique challenges .

**Learning a new language** .....

3 . Everybody says that he settled the business .

**He** .....

4 . They knew that Sami was stealing iron from the factory .

**Sami** .....

5 . Experts have reported that eating fruits is good for our bodies .

**Eating fruits** .....

6 . They used to think that driving our cars at night is tiring .

**Driving our cars at night** .....

7 . Police have reported that it was Peter who caused the accident .

**It was Peter who**.....

قد تأتي جملة الوزارة بالعكس ( انتبه )

1. Nuclear power stations are believed to be dangerous .

**People** .....

2 . The mission was found to have been impossible .

**They** .....

3 . She is thought to sing beautifully .

**Everybody** .....

4 . English is believed to be the widely spoken language .

**People** .....

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5 . He is known to be talented .

**People** .....

جملة الوزارة 2017

They assumed that the last Olympic Games were a great success .

**It** .....

جملة الوزارة 2016

Doing regular exercise is believed to reduce the risk of several diseases .

**People believe that** .....

جملة الوزارة 2016

People believe that eating almonds reduces the risk of heart disease .

**Eating almonds** .....

## Phrasal verbs ( multi part verbs )

الافعال المركبة الثلاثية

حفظ ( مهم )

<b>point out</b>	tell someone about something they hadn't noticed	يشير الى
<b>leave out</b>	not include something / omit	يترك
<b>carry out</b>	do something that needs to be organized and planned	ينجز
<b>find out</b>	discover / become aware	يكشف
<b>set out</b>	begin a journey	ينطلق
<b>work out</b>	think about something and managed to understand it	يحل او يتدبر الامر
<b>look into</b>	investigate	يبحث في
<b>come up with</b>	think of / produce something when pressured or challenged	يفكر بـ
<b>get away with</b>	do something wrong without being discovered / not to be blame	يفلت من
<b>look at</b>	examine something closely	يفحص
<b>come about</b>	happen / take place	يحدث
<b>grow up</b>	spend your childhood	يكبر
<b>look forward to</b>	wait with pleasure for something to happen	يتطلع بشوق

سؤال الوزارة

It is necessary to do some research before I start my graduation project .

Replace the underlined verb with the suitable phrasal verb .

صيغة سؤال الوزارة

### قد يأتي السؤال اعادة صياغة للفعل المركب

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

ابراهيم الداويقي 0795954378

- 1 . It took her a long time to get **away** her problem . = **over**
- 2 . We are going to go **over** this weekend . = **away**
- 3 . Engineers have come up **forward** new ways of saving money . = **with**
- 4 . The children are looking **away** to their holiday . = **forward**
- 5 . Would you like to work **on** a teacher in a big school ? = **as**
- 6 . We need to decide **at** a place to meet . = **on**
- 7 . Can you translate this Arabic **at** English for me ? = **into**
- 8 . My sister is good **in** drawing . = **at**

Body idioms تعابير الجسم

حفظ ( مهم )

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

صيغة سؤال الوزارة على تعابير الجسم ( سؤال الوزارة 2016 صيفية )

Majed is too nervous to do a parachute jump. I think that he **will lose his confidence at the last minute .**

Replace the underlined phrase with the correct *body idiom* .

## Gender – Neutral

Gender _ specific words	Gender _ neutral words
businessman, businesswoman	business person
salesman, saleslady	sales assistant / sales person
headmaster, headmistress	head teacher
he or she	they

Gender _ specific words	Gender _ neutral words
mankind	humans
Postman	postal worker
steward and stewardesses	flight attendants
his/ her	their
police man / police woman	Police officer
chairman	chair person
seaman	sailor
spaceman	astronaut
fireman	firefighter

صيغة سؤال الوزارة

Study the following sentences and answer the question that follows : ( 3 points )

سؤال الوزارة 2016

1 . A postman delivers your post .

Replace the underlined word with the correct **gender – neutral words** .

2 . The fireman helped all the people in the building last night .

Replace the underlined word with the correct **gender – neutral words** .

حفظ ( مهم )

## متلازمات Collocations

blame / punish	a person for something he / she has done	يلوم / يعاقب شخص
Spill	a drink	أسال / أراق
Pop	a balloon	يفجر
Recall	an event	يستذكر / يسترجع

حفظ ( مهم )

make	a mistake	يرتكب خطأ
make	small talk	يصنع محادثة قصيرة
cause	offence	يسبب ارباك
earn	respect	يكسب احترام
join	a company	ينضم لشركة
shake	hands	يصافح
ask	questions	يسأل اسئلة

يأتي في سؤال المعني ( 8 علامات )

( cause , earn , make , join , ask , shake , make )

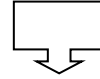
اطلع شو موجود بعد الفراغ بتحل الجملة

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

سؤال الوزارة 2016

You can earn the respect of your colleagues through your hard work and honesty .

# Expressions تعابير



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

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

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

**Replace words with pronouns** استبدل الكلمات بضمائر

Ali ( subject ) = he	<b>Ali</b> lives in Amman .
Ali ( object ) = him	I visited <b>Ali</b> .
Samia ( subject ) = she	<b>Samia</b> works hard .
Samia ( object ) = her	He looked at <b>Samia</b> .
The cat ( S. Obj ) = it	<b>The cat</b> is small .
The books are useful . = they	I bought <b>some books</b> . = them

- 1 The class looked at **Omar** in admiration when he gave a speech. =
- 2 How did you come up with **the plan**? =
- 3 We'll look into **your complaints**. =

0795954378 ابراهيم الداوقى

# meaning + spelling معاني واملاء

احفظ المعنى مع الاملاء ( اهم المعاني بالمنهاج كله )

affect strongly	impressed	يؤثر بقوة
rewarding	giving personal satisfaction	مجزي
motive	reasons for doing something	حافز
keen	show interest in sth	حريص
fees	costs	رسوم
Intern	Someone works for a short time to get experience	متدرب
debt	money you owe	ديون
enclosed	Surrounded by a fence	محاط
replicate	Produce a copy of sth	يستنسخ
Pharmaceuticals	A company produces drugs .	صيدلانية
negotiate	discuss sth to reach agreement	يفاوض
intentional	done on purpose	مقصود
evolve	To develop gradually	يطور
Dominate	To be the most important	يهيمن
astrophysics	the study of chemical structure of the stars	الفيزياء الفلكية
compulsory	Obligatory	الزامي
colloquial	words used in informal conversation rather than formal	عامي
contradictory	If two ideas are contradictory , they are different .	تناقضي
dehydration	The state of having drunk too little water .	جفاف
immerse	deeply involved in something	يغوص في امر
multitask	do several things at the same time	متعدد المهام
nutrition	getting the right kind of food for good health and growth	تغذية
put my back into it	Put a lot of effort into something	يبذل جهد كبير
tuition	teaching in small group	درس
undertake	commit yourself into something and start doing it .	يتعهد
utterance	Something said as a statement	لفظ
blame	someone is responsible for something bad	يلوم
cryptophasia	development by twins the only understand	لغة التوأم
pharmaceuticals	companies produce drugs	صيدلانية
recall	remember event .	يتذكر
attribute	quality which is good or useful	ينسب الى
competent	having enough skill or knowledge	كفو
conscientious	showing a lot of attention	واعي
fond of	having affection on something	مولع ب
interpreter	someone who translates spoken words from language to another	مترجم
surveyor	a person who measures or records the details of a land .	ماسح
tutorial	A period of intensive teaching given by a tutor .	درس
qualification	Official records of achievements when complete a course	مؤهلات
proficiency	A good standard of ability .	كفاءة
nutrition	Getting the right kind of food for good health .	تغذية
enrol	Officially joining a school or university .	يسجل

# Derivation الاشتقاق

حفظ جدول الاشتقاق

Verb	Noun	Adjective	Adverb
reserve	Reservation	reserved	
fertilise	fertilisation	fertile	
coordinate	coordination		
dominate	dominance	dominant	
circulate	circulation		
concentrate	concentration		
negotiate	negotiation		
organise	organisation	organised	
dehydrate	dehydration		
educate	education	educational	educationally
simulate	simulation		
evolve	evolution		
achieve	achievement	achievable	
equip	equipment		
agree	agreement	agreeable	
recruit	recruitment		
enrol	enrolment		
develop	development	developed	
qualify	qualification	qualified	
extract	extraction		
repeat	repetition	repeated	
correct	correction		
interpret	interpretation		
contradict	contradiction	contradictory	
recommend	recommendation		
export	exportation		
extend	extendation		
intend	intention		
import	importation		
	vocation	vocational	
experience	experience	experienced	
depend	dependance	dependant	
utter	utterance		
advise	Advice	advisable	
revise	revision		
economise	economy	economic	Economically
succeed	success	successful	Successfully
domesticate	domesticity	domestic	
	academy	academic	Academically
	fluence	fluent	Fluently
	agriculture	agricultural	



pharmacy	Pharmaceutical		
	psychology	Psychological	
undertake	Undertaking		
	sociology	Sociological	
diet	diet	Dietary	
memorise	memory	Memorable	
	nutrition / nutrients	nutritious	
tutor	tutorial / tutor		
pioneer	Pioneering		
	proficiency	proficient	Proficiently
	youth	young	
aware	awareness		
replicate	replicate		
frighten	fright		
care	care	careful	Carefully
	confidence	confident	Confidently
discuss	discussion	discussed	
instruct	instruction	instructed	
		deep	Deeply
	nerve	nervous	

ابراهيم الدابوقي 0795954378

# Derivation الاشتقاق

شرح مع متوقع – هام جدا

## The position of the verb موقع الفعل:

1. After ( to ..... ) بمعنى لكي

- a. Rich countries do research to ..... economy in a large scale . ( **development** )  
b. You should work hard to ..... your goals successfully . ( **achievement** )

2 . After modal verbs : بعد الافعال الشكلية ( **will , can , should .....** )

- a . You should ..... Your time well before the exam . ( **organization** )  
b . You can ..... on yourself not asking others to help you . ( **dependent** )

3 . After verbs to do) بعد افعال

- a . I didn't ..... you to have all work . ( **intention** )  
b . Does your brother ..... well when he feels worried at school ? ( **negotioable** )

4 . As a main verb if the sentence doesn't contain a verb : كفعل رئيسي ان لم يوجد فعل

- a. People in Jordan ..... that children should be protected . ( **recommendation** )  
b . Jordanian students usually ..... The language well . ( **evolution** )

5 . After ( make , let , help )

- a. She usually helps her sister ..... Important things . ( **concentration** )

## The position of the noun : موقع الاسم :

1. At the beginnig of a sentence followed by a verb : بداية الجملة بعد فعل:

- e g . ..... is needed by some people to get a job . ( **qualify** )

2 . After prepositions بعد احرف الجر ( in , on , at , for ..... )

- e g . In hot weather our bodies are in danger of ..... ( **dehydrate** )

3. After quantifying pronouns : بعد ضمائر الكميات

( some , many , several , any , a few , a little , no .....)

1. Could you give me some .....? ( **advise** )  
2. They showed no ..... in the meeting . ( **agree** )

الاستاذ ابراهيم الدابوقي ( 0795954378 )

4 . After articles بعد الادوات ( **a , an , the** )

a. The .....you have in exams might help you . ( **influential** )

a . Some people need good ..... to feel better . ( **nutritious** )

b . His mother was the dominant ..... In his life . ( **influential** )

5 . After possessive pronouns : بعد ضمائر الملكية ( my , his , her , our ... )

a. He works hard during his ..... ( **young** )

b . Please , sign my ..... and return it back to us . ( **agree** )

6 . After determiners : بعد المحددات ( **one , two , the first , the second .....** )

After demonstratives : ضمائر الاشارة ( **this , that , these , those** )

a .One ..... needs a lot of effort . ( **fertilise** )

b . The first ..... ends negatively . ( **negotiate** )

c . This ..... helps us very much . ( **export** )

7. After ( 's )

a. People's ..... of healthy eating has increased in the recent years . ( **aware** )

ملاحظة : يجب ان لا ياتي بعد الفراغ اسم .

### The position of the adjectives : موقع الصفة :

1. After the verb to **be** ( am , is , are , was , were )

a. Prices in some shops are not ..... ( **negotiate** )

2 . After certain verbs بعد افعال خاصة

a. He felt ..... when he lost his way home . ( **dehydrate** )

b . He looks ..... when the teacher accused him of stealing . ( **dominance** )

3. After ( **very , too , really , so , quite , more ... than , less ... than , as .... as** )

a. Is one side of the brain more ..... than the other ? ( **dominance** )

b . My brother is very ..... in teaching . ( **qualify** )

جمل الوزارة 2016

1 . Services , mostly travel and tourism ..... the majority of our economy .

( **dominant** )

2 . Khaled is a very ..... and adabtable worker , I believe that he can be successful in any position .

( **competence** )

## The position of the adverbs موقع الظروف

After adverbs بعد الظروف

(The adverb is used to describe a verb , an adjective or another adverb )

يستخدم الظرف لوصف الفعل ولوصف صفة او ظرف

1. At the beginning of the sentence after a comma .

a. ...., he won the competition . ( **succeed** )

2. Between two verbs . بين فعلين

a. She has ..... won the competition . ( **success** )

3. At the end of the sentence . نهاية الجملة

a. He speaks English ..... ( **fluence** )

4 . Before the main verb بعد الفعل الرئيسي

a. He ..... achieves his goals . ( **success** )

## تطبيق على الاشتقاق

جمل هامة

**Complete the following sentences with suitable words derived from the words in brackets**

1. The business meeting was long , but we finally reached an ..... ( **agree** )

2 . The career advisor's speech was a ..... of her advice to our class . ( **repeat** )

3 . I checked my letter carefully for errors and wrote a ..... at the meeting . ( **correct** )

4 . You may find yourself more ..... while you wait to start an exam . ( **nerve** )

5 . In the exam you keep calm by breathing ..... ( **deep** )

6 . Read the exam questions ..... before you start . ( **care** )

7 . You should underline the key ..... that tell you how the questions should be . ( **instruct** )

8 . Tell me how the questions should be ..... ( **answer** )

9 . Start the questions that give you ..... ( **confident** )

10 . Finally , after the exam , don't join in on a ..... ( **discuss** )

11. Unless you want to ..... Yourself for the next exam . ( **fright** )

12 . Remember that exams are ..... to find out what you know . ( **design** )

# الوظيفة اللغوية Language function

حفظ جدول الوظيفة اللغوية لكل قولعد المادة والتركيز على المقترح ( مهم )

## عمل مقارنات Making comparison

e.g I don't eat as much fast food as my brother . ( comparing quantity )

I don't run as fast as you . ( comparing adverbs )

Maths is more popular than science . ( comparing adjectives )

## طرح الاسئلة بطريقة مؤدبة ورسمية Asking questions in a polite , formal way

e. g Could you tell me what the time is , please ?

Could you explain how you solved this puzzle ?

## نقل الافكار بطريقة رسمية Reporting thoughts in a formal way

e. g . It used to be thought that the Earth was flat .

## نقل القول Reporting saying in a formal way

e. g .It is said that dolphins are highly intelligent .

## التأكد من معلومة checking information

e.g You have read this book , haven't you ?

The meeting is next Wednesday , isn't it ?

## The subject of the sentence is affected by the action of the verb

e.g The competition is held every year .

## The subject of the sentence performs the action ,

e . g Scientists invented many important things in the 20<sup>th</sup> century

## التعبير عن الندم في الماضي Expressing regrets about the past

e. g . I wish I had done more work for the exam .

We are late . If only we'd caught the earlier bus .

## التعبير عن التمني في الحاضر Expressing wishes about the present

e. g . I wish I knew the answer .

If only we were older .

## Describing something that always happens وصف شيء دائما يحدث

e.g . If plants don't get enough sunlight , they die . ( zero conditional )

## Describing a future outcome of an event . وصف نتيجة مستقبلية لحدث .

e.g . If you study hard , you will pass the exams . ( first conditional )

I'll buy that book **provided that** it isn't too expensive .

## Imagining impossible past situations مواقف مستحيلة الحدوث

e. g . If I had studied harder , I' d have passed the exam .

**Less sure of the results of the impossible past situation .** عندما نكون متأكدين بشكل قليل من موقف مستحيل في الماضي . ( might / could )

e.g . If I had slept better the night before the exam , I could have concentrated better .

## Informal greeting الترحيب بشكل غير رسمي

e.g . Hello ..... Hi ..... I'm .....  
Get cold feet ..... ( informal way )

## Using pronouns استخدام الضمائر

e.g . We will be given an exam by our teacher . **He** should .....

## Expressing advice النصيحة

e. g . You should study hard .  
If I were you , I'd study hard .  
I recommend that Ali deserves an award . ( recommendation ) توصية

## showing cause اظهار السبب

E.G . We couldn't go to the stadium **because** there weren't any tickets left .  
**As** I was tired , I went to bed .  
We were late **because of** the traffic .

## showing results النتيجة

e.g . We were caught in traffic , **therefore** we missed the start of the play .  
She worked hard **consequently** , she did well in her exam .

## السؤال الذيلي Question Tag

The language function is ( checking information ) ( التأكد من المعلومة ) الوظيفة اللغوية

الخطوات : البحث عن الفعل المساعد وتبديله مع الفاعل .

إذا كان الفعل مثبت فالسؤال الذيلي منفي .

إذا كان الفعل منفي فالسؤال الذيلي منفي .

بالنسبة لأشكال ( do )

إذا كان الفعل مجرد مثل ( go , play , work .... ) السؤال الذيلي يكون = **don't**

إذا كان الفعل مضاف له ( s او es ) السؤال الذيلي يكون = **doesn't**

إذا كان الفعل بالماضي ( V2 ) السؤال الذيلي يكون = **didn't**

Examples :

1. The boys **study** hard for the exams , **don't they** ?
2. Hassan **goes** to school earlier , **doesn't he** ?
3. Rama **broke** the vase last night , **didn't she** ?

بالنسبة ل ( has to ) السؤال الذيلي = **doesn't**

**don't** = السؤال الذيلي ( have to )

**didn't** = السؤال الذيلي ( had to )

1. I **have to clean** the room tomorrow , **don't I** ?
2. He **has to type** the research , **doesn't he** ?
3. We **had to make** much effort , **didn't we** ?

بالنسبة ل ( have ) السؤال الذيلي = **don't**

**doesn't** = السؤال الذيلي ( has )

**didn't** = السؤال الذيلي ( had )

حالات استثنائية :

1. Let's go out for a walk , **shall we** ?
2. Open the window , **will you** ?
3. Don't make much noise , **will you** ?

إذا كانت الجملة عرض مساعدة :

I ' ll help you tomorrow , **shall I** ?

إذا كانت الجملة منفية بوجود ( **never , hardly , scarcely , seldom , rarely** ) السؤال الذيلي ( مثبت )

1. I **never** go to school lonely , **do I** ?
2. She **hardly** speaks English well , **does she** ?
3. She has **never** been late to school , **has she** ?
4. They will never come late to the meeting , **will they** ?

انتبه للجملة التالية :

1. It's raining heavily , **isn't it** ?
2. The supermarket wasn't good , **was it** ?
3. The books you bought yesterday are useful , **aren't they** ?
4. He's been watching T.V for three hours , **hasn't he** ?
5. I've been working hard all day , **haven't I** ?

## تطبيق على السؤال التالي

جملة الوزارة :

Saleem and his brother spoke French in the conference , .....they ? ( do )

1. You shouldn't make too much noise , .....?
2. The man in this company left the office early , .....?
3. He lives in Wadi Musa , .....?
4. He mightn't play tomorrow , .....?
5. Let's do some researches , .....?
6. I can't speak French , .....?
7. I am travelling to Aqaba next week , .....?
8. I am not doing my homework , .....?
9. I have to get up early , .....?
10. You did English at university last year , .....?

## Wishes and Regrets التمني والندم

الوظيفة اللغوية :

I wish I had a car = ( expressing wishes about the present )

I wish I had written a letter to my uncle = ( expressing regret about the past )

If only I got up earlier . (( expressing wishes about the present )

الفرق بين ( wish ) ( if only )

Wish تأخذ فاعل بعدها وقبلها

If only تأخذ فاعل بعدها فقط

إذا بدأت الجملة ب ( regret ) نستخدم الماضي التام

حفظ الجداول التالية يسهل حل الجملة :

am	weren't	am not	were
is		isn't	
are		aren't	

was	wasn't		
were	weren't	hadn't been	had been

don't + base	V2
doesn't + base	

didn't + base	had + pp
V2	hadn't + pp

Examples :

1. I don't have a car .  
I wish I had a car .
2. I am not good at maths .  
I wish I were better at maths .



- 3 . I didn't study hard for the exams .  
I wish I had studied for the exams .
- 4 . We 're very tired at the meeting .  
I wish we weren't very tired at the meeting .
- 5 . I can't drive a lorry .  
I wish I could drive a lorry .
- 6 . Salma forgot her wallet at home yesterday .  
I wish she hadn't forgotten her wallet at home .
- 7 . It's windy in Amman .  
I wish it weren't windy in Amman .

إذا كانت النتيجة بالحاضر والسبب في الماضي نستخدم ( had + pp ) ( hadn't pp )

### Examples :

- 1 . We are late . ( get up earlier )  
**I wish I had got up earlier .**
- 2 . I am ill . ( not eat so many sweets )  
**I wish I hadn't eaten so many sweets .**
- 3 . I'm cold . ( bring a coat )  
**If only I had brought a coat .**

## تطبيق على التمني والندم



1. Sami went to school late yesterday . ( **wish** )  
.....
- 2 . I regret going to bed late last night . ( **If only** )  
..... نمط الوزارة
- 3 . Our team didn't play very well yesterday . ( **wish** )  
.....
- 4 . Dabouqi should have been more careful with ( top secret ).He didn't type more exams  
**I wish** .....
- 5 . I regret being angry at breakfast time . ( **wish** )  
.....
- 6 . My brother wasn't good at the interview last week . ( **wish** )  
.....
- 7 . I broke my watch yesterday . ( **wish** )  
.....
- 8 . I regret not going to the theatre with my family . ( **wish** )  
..... متوقعة من الاخر

## تصحيح بين الاقواس على التمني والندم

إذا الجملة ماضي او كلمة ( regret ) موجودة على طول had pp ←

1. I couldn't understand anything . I wish I ..... Chinese . ( study )
- 2 . I regret the deal now . I wish I ..... it . ( do )
- 3 . I don't have much money . I wish I ..... a rich man . ( be )

## الجمل الشرطية ( conditional sentences ) if - clause

### Type zero :

IF + S + simple present ....., S + simple present .....

### The language function : الوظيفة اللغوية :

( Describing something always happens )

حفظ

Simple present : المضارع البسيط

He

She + Vs or es ( doesn't + base )

It

I

We + ( base ) ( don't + base )

You

They

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### Examples :

- 1 . If you heat water at 100 C , it **evaporates** . ( evaporate )
- 2 . The plants die if you **don't water** them . ( not water )
- 3 . During Ramadan , we eat when the sun **sets** . ( set )
- 4 . Ice cream melts when it **gets** warm . ( get )

Unless = if + not

I will go to that restaurant unless it **is** closed . ( be )

Babies are usually happy unless they **are** hungry or cold . ( be )

### Type one :

If + S + simple present ....., S+ simple future .

فعل الشرط مضارع بسيط ..... جواب الشرط مستقبل بسيط .

### Examples :

- 1 . If I **miss** the bus , I **will phone** you .
- 2 . We should always be polite even if we **feel** tired .
- 3 . Our team **will celebrate** if they **win** the match .
- 4 . I **will take** the job provided that it's part time .

**Re – write these sentences :**

1. Unless I study hard , I won't pass .  
If .....
- 2 . I will go on a trip unless it rains heavily .  
If .....

**Type two :**

**The language function:** الوظيفة اللغوية  
( improbable situation )

التركيز على جمل النصيحة ( **advice** )

If + S + simple past ....., S + would + base

Simple past : S + V2 or didn't + base

هذه الجمل تستخدم ل **advice**

- Why don't you** study hard ?  
**If I were you** , I'd study hard .  
**You should** study hard for the exams .  
**You could** study hard .  
**It would be a good idea to** study hard .

Examples :

- 1 . Why don't you study hard for exams . ( **would** )  
.....
- 2 . You could join a big company . ( **don't** )  
.....
- 3 . It would be a good idea to get up early to work . ( **if** )  
.....

اختصار ( 'd ) ( **would** )  
النفى ( **wouldn't** )

**Correct the verbs between brackets :**

- 1 . If she .....at school , she'd take part in the competition . ( **be** )
- 2 . I would have a break if I ..... tired . ( **feel** )
- 3 . The students wouldn't go to school if there ..... a holiday . ( **be** )
- 4 . If I won the prize I ..... it to the poor . ( **give** )
- 5 . If the man ..... his car , I would feel upset for him . ( **break** )

## Type three :

The language function : الوظيفة اللغوية :  
( imagining impossible past situation )

IF + S + past perfect ...., S + would + have + pp

Past perfect : S + had + pp or hadn't + pp

Examples "

1 . If I **had stayed** at home , I **would have missed** the celebration .

2 . I **wouldn't have gone** to the party if my friend **hadn't invited** me .

جواب الجملة الشرطية يبين النتيجة التي عادة لا تحدث .

I didn't study very hard , and I didn't pass . ( **could** )

If I had studied hard , I could have passed the exam .

إذا كانت الجملة بالمضارع نستخدم الجملة الشرطية ( **type two** ) عند الحل  
إذا كانت الجملة بالماضي نستخدم الجملة الشرطية ( **type three** ) عند الحل  
بالنسبة ل ( **so** ) تدل على نتيجة فلا تأتي بعد ( **if** ) لأنها تقع في الجواب .  
بالنسبة ل ( **because** ) تدل على السبب فتأتي بعد ( **if** ) لأنها تتعلق بالسبب .

Examples :

1 . Dabouqi came , so I wasn't disappointed . ( **if / might** )

2 . Salma wasn't able to succeed because she didn't study well for exams . ( **if / could** )

احفظ الجدول جيدا

إذا كانت الجملة مضارع تتعلق بشكل ( **be** ) و اردنا تحويل طرف فعل الشرط ( **if** )

فعل الشرط

am / is / are	weren't
am not / is not / are not	were
was / were	hadn't been
wasn't / weren't	hadn't been
didn't + base	had + pp
V 2	hadn't +pp

إذا كانت الجملة ماضي تتعلق بشكل ( **be** ) و اردنا تحويل جواب الشرط

جواب الشرط

am / is / are /	wouldn't be
am not / is not / are not	would be
was / were	wouldn't have been
wasn't / weren't	would have been
didn't + base	would + have + pp

## تطبيق على الجمل الشرطية

1 . Rama didn't pass the exams ,so she was upset . ( **If / might , not** )

3 . The girl was tired because she ran 100 k.m .

..... ( **if / might** )

4 . Because Sami drove his car fast , he was fined .

.....( **might / not** )



( 4 علامات )

The language function : الوظيفة اللغوية :

جاء على ( **could , might** )

( less sure of the results of the impossible past situation )

عملية استبدال ( **would** ) في جواب الشرط ب ( **might or could** ) ( **could not** ) ( **might not** )  
طبعاً تستخدم في جواب الشرط .

صيغة سؤال الوزارة:

**Read the following situations and complete the sentences with the third conditional , using the words in brackets .**

1 . I had a headache yesterday and I didn't do well in the exam . ( **if / might** )

2 . I didn't know your phone number , so I wasn't able to contact you . ( **if / could** )

3 . You had a brightly – coloured T - shirt on . That's how I noticed you in the crowd . ( **if / might** )

4 . I worked really hard before the exam . I got top marks . ( **if / might not** )

If .....

جمل اخرى متوقعة على النصيحة :

1. You ought to get some work experience. ( **don't** )

2. You shouldn't look too casual. ( **If** )

3. You should do a lot of researches. ( **would** )

**جمل الوزارة**

Sami didn't apply immediately for the scholarship , so he he didn't get it . ( **if / could** )

.....

## المضارع البسيط المبني للمجهول Simple present passive

### قاعدة المضارع البسيط

( علامتان بين قوسين )

Obj + is / are + pp .....by .....

### Correct the verbs between brackets :

- 1 . The room in this hotel .....usually ..... everyday by me . ( **clean** )
- 2 . These books ..... always ..... by students at our school . ( **buy** )
- 1 . Sign language ..... as a first language by millions people in the world . ( **use** )
- 2 . Eating fruits ..... to be good for our health . ( **think** )

## المضارع المستمر المبني للمجهول present continuous passive

### قاعدة المضارع المستمر

Obj + am / is / are + being + pp + comp ..

### Correct the verbs between brackets :

- 1 . Writing short stories ..... now ..... by the students in our school . ( **write** )
- 2 . This book ..... by the author at the moment . ( **publish** )

## المستقبل البسيط simple future

Will / could / must / should + be + pp ....

- 1 . All the students will ..... short tests at school . ( **give** )
- 2 . Some documents should ..... into English . ( **translate** )

جملة الوزارة الدورة الاخيرة :

Mr Tareq will ..... a more sesponsible post by the manager . ( **offer** )

## simple past passive الماضي البسيط المجهول

مهم متوقع

Obj + was / were + PP .....

### 2 . Correct the verbs between brackets :

- 1 . The idea of a sign language ..... to France in the seventeenth century . ( **take** )
- 2 . Typing the researches ..... last week by the students . ( **do** )

## present perfect passive المضارع التام المجهول

مهم

obj + has / have + been + pp .....

- 1 . Many mistakes have .....in the exams by many students . ( **make** )
  - 2 . An essay has ..... lately by me . ( **write** )
- جملة الوزارة 2017
- 1 . Our final science project has ..... as the best project . ( **be , choose** )

## future perfect passive المستقبل التام

Obj + will + have + been + pp

- 1 . By tomorrow morning , our house will have ..... by my friend . ( **paint** )
- 2 . Some reports will have ..... into English by next week . ( **translate** )

## بعض الافعال الشاذة الهامة

present	Past v2	Past participle v3	Meaning
make	made	made	يعمل
write	wrote	written	يكتب
meet	Met	met	يقابل
take	took	taken	ياخذ
Build	built	built	يبني
buy	bought	bought	يشترى
pay	paid	paid	يدفع
begin	began	begun	يبدأ
see	saw	seen	يرى
break	broke	broken	يكسر
give	gave	given	يعطي
hold	held	held	يعقد
catch	caught	caught	يمسك
send	sent	sent	يرسل
do	did	done	يعمل
get	got	got	يحصل
blow	blew	blown	يهب
come	came	come	يحضر
sell	sold	sold	يبيع
speak	spoke	spoken	يتكلم
fly	flew	flown	يطير



## بعض الافعال المنتظمة الهامة

Present	past	Past participle	المعنى
Tidy	tidied	tidied	يربط
Plan	planned	planned	يخطط
Use	used	used	يستعمل
Play	played	Played	يلعب
Pay	paid	Paid	يدفع (شاذ)

جمل على تصحيح الفعل متوقعة :

Correct the verbs between brackets :

1. The girl ..... to have the best mark in the class . ( **believe** )
- 2 . Even if It ..... , I will go on a trip . ( **rain** )
- 3 . If the teacher ..... tired , he could have come with us . ( **not , be** )
- 4 . If Sami presses that button , the machine ..... ( **start** )
- 5 . I wish I ..... a doctor . ( **be** )
- 6 . You might have failed the exam if you ..... hard . ( **not , study** )
- 7 . I am very tired . If only I ..... for so long . ( **not , work** )
- 8 . I regret my friend made an accident last week . If only ..... so fast . ( **not , drive** )
- 9 . If you heat water at 100 , it ..... ( **evaporate** )
- 10 . Two elderly people ..... by us last night . ( **be , help** )

## رنتهت بحمد الله ورعايته

ملاحظة : حصة ما قبل الامتحان تحدد فيما بعد .

يجب دراسة المادة جيدا قبل حضور حصة ليلة الامتحان خاصة دوسية ( **top secret** ) حتى تتمكن من الحصول على علامة فوق ( 60 ) باذن الله .  
رسوم حصة ليلة الامتحان ( 10 ) دنانير  
اسئلة مقترحة على نمط الوزارة ( قواعد + قطعة واحدة + موضوع انشاء واحد )

اتمنى من الله ان يوفق طلبتي والجميع .

الاستاذ ابراهيم الدابوقي ( **0795954378** )

مركز القدومي الثقافي - صاحبة الامير حسن

مركز محمد النجار الثقافي - جبل الحسين - مقابل الالعب الترفيهية

- 1 . Education in Jordan : التعليم في الاردن
- 2 . Doing business in China : القيام بالاعمال في الصين
- 3 . My job as interpreter: وظيفتي كمترجم
- 4 . After school : بعد المدرسة
- 5 . How to make a sales pitch : كيف تروج لسلعة

الأدب

**Green cornfield**

**Around the world in eighty days**

لانشاء المقيد والحر المقترح

- 1 . Your future career . مهنة المستقبل .
- 2 . Some advice to students who are going to start 12 grade next year . What should be done to be successful ?  
نصائح لطلاب توجيهم السنة القادمة . ماذا يمكن عمله للنجاح .
- 3 . The benefits of learning a foreign language .  
فوائد تعلم لغة اجنبية .
- 4 . Writing a formal letter to a friend who is about to take a course at a university persuading that he is the best candidate to take a course at university .  
اكتب رسالة لصديق الذي سيبدأ بالاتحاق بالجامعة واقناعه بانه الافضل لدراسة التخصص بالجامعة .

الاستاذ ابراهيم الدابوقي

**0795954378**

مركز القدومي الثقافي - ضاحية الامير حسن

مركز محمد النجار الثقافي - جبل الحسين

## Education in Jordan التعليم في الاردن

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 nine private universities. A large number of Jordanian students choose to study at these institutions, as well as foreign students from all over the world. These are undergraduates studying for a first degree, or postgraduates studying for a Master's degree, a PhD or a higher diploma. The three universities with the most undergraduates are the University of Jordan in Amman, Yarmouk University in Irbid and Al Balqa Applied University in Salt. These are all public universities. An example of a newer university is the German- Jordanian University in Amman, which was set up in 2005 CE. It is a collaboration between the MOHE and Germany's Federal Ministry of Education and Research, and it follows Germany's model of education in Applied Sciences.

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

1. According to the text , the writer mentioned some educational stages in Jordan .

**Write down two .**

2 . According to the text , the writer states some degrees students get at universities after leaving school . **Write down two of these degrees .**

3 . Write down the sentence which indicates that not only Jordanian students attend the Jordanian universities .

4 . Find a word in the text which means ' **to describe a particular job and the skilled involved** ' .

5 . What does the underlined pronoun " **it** " refer to ?

**Critical thinking :** التفكير الناقد

A . The writer states that learning new vocabulary and grammar rules exercises the brain . Suggest three other activities to help exercising the brain .

1. read as much as you can
2. increase your vocabulary
- 3 . learn new language

B . Students who complete their studies while working might face difficulties .  
Think of this statement and in two sentences write your point of view .

It seems to me that students who study while working might face a lot of difficulties , first of all they don't know how to manage their time properly . In addition , students feel tired and stressed at university, perhaps because they don't have much time to sleep . Also they are worrying about failure . Moreover , they have difficulty concentrating .

## **Doing business in China** القيام بالاعمال في الصين

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

**Why was it not successful ? لماذا لم تكن ناجحة ؟**

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

**Did you make any mistakes on that visit? هل حدثت اخطاء اثناء زيارتك ؟**

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

**When did you learn how to be successful in China? متى بدأت تعلم النجاح في الصين**

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

**What advice can you give to people wanting to do business in China?**

ما النصائح التي تود تقديمها للناس الذين يرغبون بالعمل في الصين ؟

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

**Can you tell us about your last meeting in China ? هل لك بأن تخبرنا عن اخر لقاء لك في الصين ؟**

'Of course! I arrived on time. You must not arrive late, as this shows disrespect. Then, when I met the company director, I shook hands with him gently. I began the meeting by making small talk about my interesting experiences in China. During

the meeting, I made sure that my voice and body language were calm and controlled. I never told a joke, as this may not be translated correctly or could cause offence.'

### **Was it a successful meeting? هل كان لقاء ناجحا**

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

- 1- The writer mentioned some reasons that make Mr. Ghanem's first business with China unsuccessful. **Write down three reasons.**
- 2- There are two main reasons that helped Mr. Ghanem to learn how to be a successful business man in China . **Write them down .**
- 3- Some reasons Mr. Ghanem mentioned as pieces of advice to the people who are willing to do business in China . **Write down three .**
- 4- Mr. Ghanem followed certain steps during his last meeting in China. Mention three steps.
- 5- Two important reasons that make Mr. Ghanem's last meeting to China become successful. **Write them down .**
- 6- Write down the sentence which indicates that telling jokes during business meeting shows disrespect according to the Chinese culture.
- 7- What does the Underlined pronoun '**him**' refer to?
- 8- Find an expression in the text which means ' **all of a person's or organization past achievements , successes or failures which show how well they have done something** '.
- 9- Chinese respect two things . **Mention them.**

### **Critical thinking :**

- 1- The shortest way to a successful business is to be a successful businessman. Suggest three characteristics of a successful businessman.
  1. **you should plan well .**
  2. **you should manage time and effort .**
  3. **never give up .**

### **My job as interpreter مهنتي كمترجم**

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. According to the text , there are some qualities before anyone gets an interview .

**Write down two .**

2 . The writer mentioned two benefits of being an interpreter despite the difficulties .

**Write them down .**

- 3 . Write down the sentence which indicates that Fatima has liked languages all the time.
- 4 . Find a word from the text which means " **giving personal satisfaction** " .
- 5 . What does the underlined word " **him** " refer to ?

### **After school ...** بعد المدرسة...

In England, almost 50% of school leavers go on to higher education. The figure has not always been as high as this. Twenty years ago, it was closer to 30%, and thirty years before that, it was only about 5%. Another huge change has been financial. Before 1998 CE, higher education in the UK was completely free for UK citizens. Since then, tuition fees have been introduced. Most students borrow this money from the government. They don't have to repay it immediately. Instead, they pay it back slowly out of future earnings.

Despite the high cost, most students choose to study away from home. A recent survey of 17,000 students revealed that only 7% wanted to stay at home while they studied for their degree. Of course for most young people, living away from home means borrowing even more money from the government. So why don't students choose to avoid debt by staying at home, where they don't have to pay rent? Most of them say that they want to move to the University their Choice, rather than the nearest one.

Another strong motive is the desire to live in a new culture. Where do these students live? Many have rooms in halls of residence, especially in their first year; others rent flats or houses. A lucky minority live in property that their parents have bought for them. Most of them need to learn to cook, do their own washing and manage their time and money.

- 1 . According to the text , the writer states that there are two major changes that took place to higher education in the U.K . **Write them down** .
- 2 . There are some kinds of accommodation for students mentioned in the text . **Write down two of them.**
- 3 . The writer mentioned two reasons or motives why most students prefer studying away from home . **Write them down** .
- 4 . **Quote** a sentence from the text which indicates that most university students choose the costliest option .

5 . What does the underlined word " **motive** " mean ?

6 . What does the underlined word " **then** " refer to ?

### **Critical thinking :**

A. Most students prefer studying away from home , they feel that they should do that . Suggest three benefits students get apart from having a degree .

1. **they recognize at some people and know new places .**
2. **they would develop self – confident .**
3. **they learn about other people's culture .**

B . Students who study abroad might face some difficulties . Think of this statement and in two sentences , write your point of view .

**I think that Students who study abroad might face some difficulties , for example some of them don't know how to cook or clean . Also , others don't know how to manage or money wisely . In addition , many suffer from homesickness as well as loneliness .**

### **ترويج السلع *sailing pitch***

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

#### **كيف تروج للسلعة *How to make a sales pitch***

Don't come away from a sales pitch wishing you had been better prepared. It is essential to know everything about your product. Do you know when it was developed, and where it is produced? You also need to know who the **target market** is – for example, the age group or income of the people who might buy it. Not only that, you should know all about the competition – that is, similar



products on the market. Why is your product superior to others and why does it

In addition, you should know exactly which people you are speaking to, and what **their** needs are. For example, if they represent a middle-class department store in a humble neighbourhood, be ready to explain why your particular product would suit customers who do not have lots of money.

What makes your product perfect for them? Most of all, you need to believe in what you're selling, and the best way to do that is to use it!

## **2 Prepare and practise**

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.

## **3 Be professional**

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

I wish I had known all this when I started out in business! Good luck!

- 1- According to the text, there are several matters should be researched before making a sales pitch. **Mention three of them.**
- 2- Quote the sentence which indicates that using what you sell is the best way to believe in what you sell.
- 3- The writer mentioned some tips for effective presentation. **What are they?**
- 4- Find an expression in the text which means ' **a presentation made by someone who is trying to sell a product**'.
- 5- What does the underlined pronoun '**their**'?

6- The writer mentioned some examples of friendly comments. Write down two of them

7- What does the underlined expression (**target market**) mean?

نماذج مقترحة ( معاني 8 علامات )

Choose the suitable item from those given in the box to complete each of the following sentences .

A .

اجباري                      سجل شخصي                      تغذية                      توظيف                      مجزي

**compulsory , track record , nutrients , recruiting , rewarding**

1. Basic Education is a 10 – year ..... and free level of education .
- 2 . Nuts contain useful ..... such as oils and fats .
- 3 . Many employers are looking for people with a proven ..... in a particular area of work.
- 4 .Some jobs are tiring like teaching and medicine , but they are .....careers.

B .

ندوة                      يلوم                      رضا                      احتياطي                      الزبائن المختارة

**seminar , blame , satisfaction , reserves , target market**

- 1 .Jordan doesn't have large oil ..... like the Gulf countries .
2. You should know everything about your product , for example who .....is .
- 3 . Samya made a successful presentation at a ..... in Amman last week .
- 4 . I get a feeling of ..... after a hard days work .

C .

مقصود                      يفاوض                      صراع                      ازعاج                      ترويج السلع

**sales pitch , offence , conflict , negotiate , intentional**

1. When two sides disagree and argue , there is .....
- 2 . When you talk about business and try to do a deal , you .....
- 3 ..... is a presentation made by someone who is trying to sell a product .
- 4 . If you are polite , you won't cause..... or upset anybody .

D .                      يفاض                      لغة التوأم                      مهني                      لفظ                      متعدد المهام

**investigate , cryptophasia , vocational , utterance , multilingual**

- 1 . My brother did a ..... course instead of going to university .
- 2 ..... is a unique language which is developed and talked by twins .
- 3 .....people are able to switch easily between two languages or more .
- 4 . The manager promised to ..... the error in my bill .

E .

وهمي                      الاعتراف بما يزعم                      درس                      تناقض                      طب الاسنان

**simulator , get it off your chest , tuition , contradictory , dentistry**

1. I keep getting ..... advice – some people tell me to study at night , others tell me to study early in the morning .

- 2 . One experiment required participants to operate a driving ..... while carrying out separate tasks at the same time .
- 3 . If you have some problem , ..... by talking to a close friend .  
I'd like to join a specialized school in the art of .....

## **literature spot**

### **A Green cornfield**

حقل الذرة الاخضر

### **Around the world in eighty days**

حول العالم في 80 يوما

The cornfield stretched a tender green  
To right and left beside my walks  
I knew he had a nest unseen  
Somewhere among the million salks

And as I paused to hear his song  
While swift the sunny moments slid  
Perhaps his mate sat listening long  
And listened longer than I did

- 1 . Write two examples of alliteration .  
( **singing speck** ) ( **listening long** )
- 2 .Find two references to another listener , apart from the poet herself . Who or what is this listener ?  
( **I knew he had a nest unseen** ) = **the female bird is sitting on the eggs .**  
( **perhaps his mate sat listening long** ) = **the listener is the female skylark**
- 3 . How do we know that the poet leaves the cornfield before the skylark has stopped singing?  
**Perhaps his mate sat listening long , And listened longer than I did . = this shows that the poet leaves the cornfield but the bird's mate still listening to the song .**
- 4 . Describe the rhyme scheme in this poem ? **The rhyme scheme is abab ( 1 with 3 ) ( 2 with 4 )**  
يجب حفظ معاني الكلمات .

### **Around the world in eighty days :**

1. What kind of house is a bungalow ? = **a house with one floor .**
- 2 . The word " **hamlet** " means that there aren't many people or houses . Why ?  
**Because hamlet is a very small village .**
- 3 . What form of transport is a steamer ? = **a ship powered by steam .**
- 4 . What kind of expression is a wry grimace ? = **pain or happiness**

- 5 . Which words tell us that the elephant was kept safely away from direct contact with humans ? = **enclosed , palings**
- 6 . Why can't the train continue its journey from Kholby to Allahabad ?  
**Because the railway hasn't been completed .**
- 7 . Write two qualities of Mr Fogg when he discovered that the train journey cannot continue ? = **Calm and confident .**
- 8 . Why did the Indian man decide to rear the elephant ? = **for fighting .**
- 9 . How do you know that the elephant is not aggressive ? = **from its natural gentleness**  
( مهم جدا ) متوقع
- 10 . Find two examples of literary devices . = **1 Alliteration = parsee perched**  
**2 . personification = the animal marching .**

### **Guided writing** الانشاء الاجباري

يجب ان يكتب الطالب جملتين منفصلتين أو فقرة تتكون من عبارتين .

استخدام كلمات ربط مناسبة . ( In addition , Also , Moreover , Furthermore ... )

في حالة المقارنة (er + than / more .... than)

صيغة سؤال الوزارة :

Read the information in the table below , then write two sentences about  
.....using the appropriate linking words such as : and , also , too .....etc .

كلمات هامة تساعد في حل السؤال وتفيد في حل اسئلة القطع

ways / methods	طرق , اساليب
advantages	حسناً
solutions	حلول
suggestions	اقتراحات
skills	مهارات
qualities	خصائص , ميزات
benefits	فوائد
punishments	عقوبات
recommendations	توصيات
differences	فروق
disadvantages	سبباً
purposes	اغراض
features	سمات
threats	تهديدات
circumstances	ظروف
reasons	اسباب
causes	اسباب
characteristics	خصائص
distinguishes	ميزات
properties	خصائص

الاسئلة

**How** = ways

**Why do** = reasons why

**What** = things / points / punishments

## Guided writing الانشاء الاجباري (4 points)

A

How to reduce pollution
- use solar power
- recycle rubbish
- plant more trees

.....

.....

.....

.....

.....

B

- find better jobs
- learn other people's culture
- change the routine of life
- help with the development

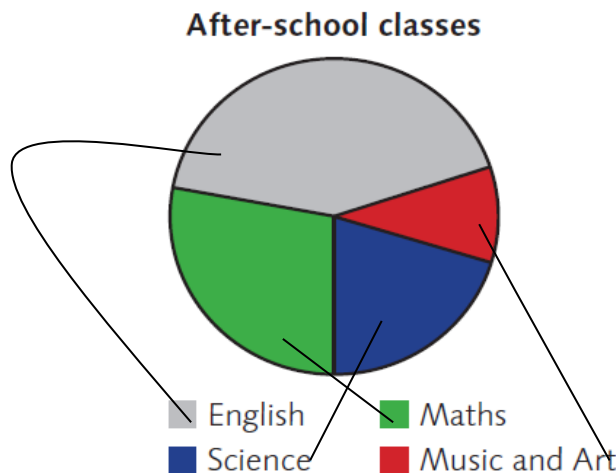
.....  
.....  
.....  
.....  
.....

C

Ali's house	Sami's house
big the garden is narrow balcony isn't big	small the garden is wide balcony is very big

.....  
.....  
.....  
.....  
.....

Look at the diagram of after-school classes and write two sentences with the phrases in the box.



### مثال محلول ( Spending too much time on computers )

Arguments for	Source of information , entertainment
Arguments against	Hurt your eyes and hands , become unsociable

**On the one hand** , some people think that ( spending too much time on computers ) is very important because it is a good source of information as well as entertainment . **On the other hand** , other people believe that ( it ) may hurt your eyes and hands and make people unsociable .

### Building a new airport

Advantages	bring industry , jobs , tourists
Disadvantages	affect on health , air pollution , noise pollution

**This table gives recent information about some of the most popular university subjects offered by British universities . Use the notes to write two sentences**

Subject	Number of applications in 2014 CE	Change since 2013 CE
Business Studies	280,240	+3.2%
Biology	231,720	+8%
Engineering	141,100	+11%
Law	108,130	-1%

## التفكير الناقد : Critical thinking

يجب كتابة جملتين باستخدام كلمات ربط مناسبة .  
يجب ان تسأل نفسك قبل الاجابة ( كيف أو لماذا أو أعط امثلة ) لكي تتمكن من حل السؤال .  
إذا اضاف الطالب جملة ثالثة يكون ذلك افضل .

Personally , I think that there are some ..... such as ( v ing )  
..... as well as ( v ing ) .....

In addition , you / they can .....

In addition , It helps us .....

In addition , there is another thing which is to .....

أو

Personally , I think that there are many things that should be taken in consideration , for example you have to .....  
Moreover , you might .....

مثال

**E . g Travelling abroad is an important decision some people make . Write your point of view in two sentences .**

Personally , I think that there are some advantages that help people who decide to travel abroad , such as finding better jobs as well as recognizing at other people's culture . In addition , they can change the routine of their life .

## الاقتراح Suggestion

يجب ان يقترح الطالب ( 3 ) طرق لحل مشكلة أو ايجاد حلول ما حسب الموضوع .  
يمكن حل السؤال بنقاط أو على شكل فقرة . ( لا نركز بالتصليح على الاملاء أو القواعد )  
مثال

**E . g Creautres need a good environment to live in .  
Suggest three ways to save the environment .**

1. Plant trees .
2. Recycle waste materials .
3. Prevent hunters from killing animals or starting fires at forests .

أو على شكل فقرة

Saving the environment is an essential issue in our society . **First of all** , we should plant more trees . **Secondly** , we have to recycle waste materials . **In addition** , we must prevent hunters from killing animals or starting fires at forests .

**The internet is one of the greatest inventions in this century . Suggest three reasons why people use the internet .**

1. People use the internet to pick up information .
2. Communicate with others .
3. Help people in their work .

## Free writing

خطوات كتابة المقالة :

1. قراءة المطلوب من الموضوع بدقة .
  2. الاجابة عن الاسئلة ضمن الموضوع .
  3. استخدام علامات الترقيم + كلمات ربط مناسبة .
  4. عمل فقرات .
  5. الانتباه الى الاملاء .
- ( اذا كان موضوع المقالة او التقرير عن قضية بيئية او حادث سير او ما شابه ذلك )

مقدمة وخاتمة تصلح لكتابة مقالة او تقرير

One of the most important issues in our society is the issue of .....





Have you thought about .....

You should .....

If I were you , I'd .....

The main recommendation is that you .....

### **Showing cause : اظهار السبب**

We couldn't go to the stadium because / as / since there

weren't any tickets left

جملة الازارة اخر دورة :

We were late because of / due to the traffic .

### **Showing result : اظهار النتيجة**

We were caught in traffic , therefore / so we missed the start of the play .

مهم جدا جدا : متوقعة

We worked hard ; as a result / because of that / consequently, she did very well in her exams .

### **تدريب على تصحيح الاخطاء**

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

**A .**  
Speaking a foreign language , it is claim , improves the fonctionality of our 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 presents the brain with unique challenjes .

## الدخول الى عالم الاعمال Stepping into the business world

### B .

I would like to apply for the position of researcher at your pharmaceutical company. As can be see from the enclosed Curriculum Vitae that I have a degree in chemistry, Furthermore, I have worked as a shop assistant at the chemist's, so I know a lot about this industry. I also have a qualification in journalism and have worked previously for a scientific gournal. I have excellent research skills.

### C .

A lot of research has been carried out on the relationships between mind, world and language, In one study, a psycholojist points out that when describing an event, English speakers tend to mention the person who is responsible. Whereas English speakers might say, 'John broke the vase', Spanish or Japanese speakers would use a passive form .

الاطء الاملاية عادة تكون :

. = ,	, = .
o=u	u=o
a=e	e=a
?= .	. = ?
i = e	e = i
c = k	k = c

مع تمنياتي للجميع بالتفوق باذن الله

يجب دراسة دوسية ( top secret ) قبل الحضور لحصة المراجعة النهائية قبل الامتحان

اسئلة متوقعة شاملة للمادة . المراجعة في مركز محمد النجار و القدومي الثقافي

ملاحظات هامة على قطع اخرى

1. After graduating in business studies , students have two choices . What are they ?

2 . Write three courses students study before getting a degree .

3 . The company which Ricky worked in supported financial products .  
Write two examples .

4 . Quote the sentence which indicates the period Ricky spent in studying

## تعلم لغة اجنبية Learning a foreign language

1 . The benefits of learning a foreign language .

2 . Two distinguishes of multilingual people .

3 . Challenges facing the brain when learning a new language.

4 . what does " multilingual mean ?

## مدونة وظيفة A blog post

1 . Reasons helped Anita lean Arabic .

2 . Two things affected Anita strongly .

3 . There are benefits Anita got from studying Arabic in Jordan . Write two .

4 . Things made Anita familiar with colloquial Arabic . Write two

## المدارس الفضائية Space schools

1 . Subjects that are studies at the space schools .

2 . Two groups of people that help students at the space schools .

3 . Quote the sentence which indicates the age of students .

4 . pioneering = introduce better ideas and methods

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