

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

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Action Pack 12

Twelfth Grade

Unit 10

المستوى الرابع - (الكتاب الجديد)

Career Choices



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Career choices

Which of the following can help you to understand foreign languages?

headphones - interpreter - regional - rewarding - secure - seminar - translation

Fatima Musa is talking about her career as an interpreter. Listen and read. Check your answers to exercise 1.

My job as an interpreter

My name is Fatima Musa and I (Fatima) have worked as an **interpreter** for five years. Many students have emailed me (Fatima) about my work because they (students) want to know what it would be like to do my (Fatima) job. So here is my reply.

وظيفتي كمترجم
اسمي فاطمة موسى و لقد عملت كمترجمة لمدة ٥ سنوات . و العديد من الطلاب ارسلوا لي ايميلات عبر البريد الالكتروني يسألوني عن عملي لأنهم يريدون أن يعرفوا ما سيكون عليه الوضع عندما أقوم بعملي . لهذا هذا هو ردي .

I (Fatima) have always been **fond of** languages. My father worked in many different countries when I (Fatima) was young and we usually travelled with him (Fatima's father). 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.

لقد كنت دائما مولعة باللغات. كان والدي يعمل في العديد من البلدان المختلفة عندما كنت صغيرا ، ونحن عادة سافرنا معه . عندما زرنا بلدا ، أردت دائما تعلم اللغة . في المدرسة كنت جيدة جدا في اللغة الإنجليزية . لذلك ، قررت مهنة كمترجمة .

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.

يتضمن عملي الآن الذهاب إلى المؤتمرات والندوات الهامة في جميع أنحاء العالم . عندما يتحدث شخص باللغة الإنجليزية في مؤتمر ، فأنا استمع إلى ما يقولونه من خلال سماعات الرأس . وبعد ذلك اترجم إلى اللغة العربية بينما المتكلم يتحدث . أعطي الترجمة من خلال سماعات الرأس لأشخاص آخرين في الاجتماع. وهذا يعني أن أي شخص في الغرفة يتحدث العربية يمكن أن يفهم ما يقوله الناس .

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 (the words) are used to talk about business, science or law, for example, make it almost a different language!

هل هو عمل سهل ؟ على الاطلاق. اللغة الإنجليزية ليست هي نفسها في كل البلدان الناطقة باللغة الإنجليزية . على سبيل المثال ، الكلمات الإنجليزية التي تستخدم في الهند تختلف في بعض الأحيان عن الكلمات التي يستخدمها الناس في المملكة المتحدة والولايات المتحدة وأستراليا . وكذلك معرفة اللغة الإنجليزية الإقليمية ، أنت أيضا بحاجة إلى معرفة الكثير من اللغة المتخصصة . بعض الكلمات التي تستخدم للحديث عن الأعمال التجارية أو العلمية أو القانون ، على سبيل المثال ، تجعلها تقريبا لغة مختلفة !

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.

ما لم يكن لديك شهادة علمية في اللغة ، فلن تكون قادرا على أن تصبح مترجما . إذا كان لديك لديك مؤهل في الدراسات العليا ، فربما كنت ستحصل على وظيفة مترجم بسرعة. إذا كان لديك مقابلة عن وظيفة، سوف تحتاج إلى إظهار أن لديك مهارات الاستماع الجيدة وصوت واضح في النطق . سوف تحتاج أيضا إلى إظهار أنه يمكنك التفكير بسرعة وأنك قادرا على التركيز لفترات طويلة من الزمن . إذا كنت ناجحا ، فهو عمل آمن ومجزي . وربما تحتاج إلى السفر كثيرا ، ولكن هذا ليس مشكلة طالما أنك تستمتع بزيارة بلدان أخرى .

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.

انه عمل مسؤول جدا . وأنا أدرك أنني إذا ترجمت أشياء بشكل سيئ ، يمكن أن تؤثر على قانون مهم أو اتفاقية تجارة بين البلدان. ومع ذلك ، تحصل على شعور كبير من الارتياح عندما تعلم ان الناس يفهمون كل ما ترجم .

Key Word	Meaning in English	Arabic
interpreter	someone who translates spoken words from one language into another	مترجم
fond of	having an affection or liking for someone or something	مولع بـ
seminar	a class on particular subject – given in training	ندوة
headphones	a piece of equipment that you wear over your ears to listen to the radio, music	سماعات
regional	relating to a particular region or area	اقليمي - محلي
concentration	attention	تركيز
secure	safe – free from danger	امن
rewarding	giving personal satisfaction	مجزي

Read and answer the questions :

- 1. Why have many students emailed Fatima about her work ?**
Because they want to know what it would be like to do my job. So here is my reply.
- 2. Quote the sentence which indicates that Fatima likes languages.**
I have always been fond of languages.
- 3. What is the reason which made Fatima wanted to learn the language ?**
Her father worked in many different countries when she was young and they usually travelled with him. When they visited a country, she always wanted to learn the language.
- 4. What qualifications should you have to become an interpreter ?**
You should have a language degree.
- 5. Why isn't English the same in all English-speaking countries ? reasons**
 - The English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia.
 - Some of the words that are used to talk about business, science or law make it almost a different language!.
- 6. How can you get a job as an interpreter quite quickly?**
If you have a postgraduate qualification.
- 7. There are some qualities an interpreter should have . What are they ? (successful in an interview)**
 - Having good listening skills and a clear speaking voice.
 - Think quickly .
 - Being able to concentrate for long periods of time.
- 8. Mention two benefits for the job of an interpreter.**
Secure and rewarding job.
- 9. Is the job of an interpreter a very responsible job ? Why ?**
Yes, because if you translate things badly, it could affect an important law or trade agreement between countries.
- 10. What are the six official languages used at the United Nations ?**
Arabic – Chinese – English – French – Russian – Spanish

Read the talk again and complete the sentences.

1. **Fatima Musa's job involves going to ...**
important conferences and seminars around the world.
2. **As well as knowing regional English, you also need to know ...**
a lot of specialist language
3. **Unless you have a language degree, you will not ...**
be able to become an interpreter
4. **Provided that you have a postgraduate qualification, you will probably get ...**
a job as an interpreter quite quickly
5. **You will probably need to travel a lot, but that is not a problem as long as ...**
you enjoy visiting other countries

Do you think you have the necessary qualifications to be an interpreter?

Would you like to be an interpreter? Why/Why not?

Yes, because I have good English skills and a clear voice.

Also, I can think quickly and have the ability to concentrate for a long period of time.

Reading

3 These people are *applying for a job* at a pharmaceutical company. Read and complete the two curriculum vitae with the headings in the box.

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. I have excellent research skills.

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

سيدي العزيز / سيدتي ،

أود أن أقدم بطلب للحصول على وظيفة باحث في شركة الأدوية الخاصة بكم . كما يتبين من السيرة الذاتية المرفقة التي تبين ان لدي شهادة جامعية في الكيمياء . وعلاوة على ذلك ، لقد عملت كمساعد بائع في الصيدلية ، لذلك انا اعرف الكثير عن هذه الصناعة .

ولدي أيضا مؤهل في الصحافة وعملت سابقا في مجلة علمية . لدي مهارات ممتازة في مجال البحث .

في وقت فراغي ، اساعد كبار السن ، وأستطيع أن أرى الفرق الذي تعمله الأدوية لحياتهم . أنا حريص جدا على الانضمام الى الشركة التي يمكن أن تساعد الناس فعلا .

وإنني أتطلع إلى الاستماع منكم (الرد) بشأن المرحلة المقبلة من طلبي .

المخلص لك،

طارق الحكيم

Contact details - Name - Personal attributes - Qualifications and training - Skills and achievements - Work experience - Reference -

Headings	curriculum vitae
Name	- Tareq Hakim - 5 North Street, Ajloun. - 2009–2012: shop assistant at a chemist's 2012–2014: reporter for <i>Medicine Today</i> 2014–now: editor at a scientific journal. - Degree in Chemistry (graduated 2008); Certificate in Journalism (2011). - Captain of school basketball team; Voluntary work for a charity that helps elderly people. - I am a conscientious worker and I am very enthusiastic about working in pharmaceuticals. - Osama Hayek, Chemistry teacher at my secondary school.

Dear Mr Rahhal,

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 was Salesperson of the Year in 2013 CE.

I would now like a new challenge and would be interested in moving into research. I have a degree in Physics.

I am a competent and adaptable worker and I believe that I can be successful in any position. I like reading and camping. I also like travelling.

References are available on request.

I look forward to hearing from you.

Yours sincerely,

Hisham Khatib

عزيزي السيد رحال ،
أنا مهتم جدا في وظيفة باحث في شركة الأدوية الخاصة بكم . سوف ترى من السيرة الذاتية المرفقة انني قد عملت في المبيعات لشركة أدوية كبيرة لسنوات عديدة. لقد كنت ناجحا جدا في هذا العمل، و كنت مندوب المبيعات لعام ٢٠١٣ م .
وأود الآن ان اقوم بتحدي جديد ، وسوف اكون مهتم في الانتقال إلى البحث. انا لذي شهادة في الفيزياء .
أنا عامل كفؤ وقابل للتكيف ، وأعتقد أنني يمكن أن اكون ناجحا في أي عمل.
أنا أحب القراءة و التخييم . وأحب أيضا السفر.
المراجع متوفرة عند الطلب.
إنني أتطلع إلى الاستماع منك – انتظر الرد.
تفضلوا بقبول فائق الاحترام ،
هشام الخطيب

Headings	curriculum vitae
Name	- Hisham Khatib - 22 East Way, Irbid - 2010–now: Sales Representative for a large pharmaceutical company - Degree in Physics(graduated 2009) - I won Salesperson of the - Year Award in 2013 CE. - I am a very competent worker. I am also adaptable. - Samira Rahhal, the director in my current job

You can see the following words in a *curriculum vitae*.

Which words or phrases apply to skills which people need in a job?

Key Word	Meaning in English	Arabic
achievements		انجازات
adaptable	able to adapt to new conditions or situations	قابل للتكيف
competent	having enough skills or knowledge to do something	كفؤ
conscientious	showing a lot of care and attention (to a task)	حي الضمير
contact details		تفاصيل الاتصال
enthusiastic	showing a lot of interest and excitement about something	متحمس
keen	having or showing eagerness or interest (in something)	متلهف
personal attributes	a quality or feature that is considered to be good or useful (in a person)	السمات الشخصية
qualifications	official records of achievement after completing a course of study.	مؤهلات
reference	a person who provides information about your character and abilities	المعرف - المرجع
training		تدريب
work experience	a period of time that someone spends working in a particular place	الخبرة العملية

Writing

Academic skills: Formal letter writing :

When you write a formal letter, remember to lay it out correctly.

- Lay the letter out correctly with a clear greeting line and sign-off line.
Make sure you begin and end the letter appropriately.
- Use formal language; avoid contractions. Use modal verbs. Write short and clear paragraphs.
Check your spelling and punctuation so that you give a good impression.

5. You have seen an advertisement for a job that you would like to do. Decide what job the advertisement is for. Write a curriculum vitae and a covering letter.

Curriculum Vitae

Headings	curriculum vitae
Name	- Farida Jabari
Address	- 215 Rainbow Street, Amman
Education	- Degree in English (2009 CE) PEP (Practical Education Programme) Teaching qualification(2011 CE)
Work experience	- Teacher of English, [SCHOOL NAME], Amman
Skills and achievements	- Voluntary work for children's charities; excellent piano accompanist
Personal attributes	- I am a dedicated, ambitious worker. I have high expectations of myself and the students I teach.
Reference	- [FULL NAME], head teacher at [SCHOOL NAME], Amman

covering letter

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

I am writing to apply for the job of Head of the English Department at [SCHOOL NAME]. You will see from my curriculum vitae that I have a Bachelor's degree in English and a PEP teaching qualification, as well as substantial teaching experience at [SCHOOL NAME].

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

While I am dedicated to teaching and know that my students are of the highest importance, I make time to have an active and varied social and family life. This helps to keep my approach to teaching and student welfare fresh.

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

Yours sincerely,

Farida Jabari

Stepping into the business world

Business Studies is a popular choice for students who (students) are choosing a degree course in the UK. After graduating, some (students) go on to further study, but most of them (students) take up employment. Many large companies offer graduate training schemes, which (graduate training scheme) are a kind of apprenticeship. We went to meet twenty-two-year-old Ricky Miles, who (Ricky Miles) is about to graduate in the subject. **How long have you (Ricky Miles) been studying Business Studies, Ricky?**

الدخول في عالم الأعمال دراسات الأعمال هو خيار شائع للطلاب الذين يختارون دراسة الشهادة الجامعية في المملكة المتحدة. بعد التخرج ، يذهب البعض إلى مزيد من الدراسة ، ولكن معظمهم يباشرون في التوظيف . العديد من الشركات الكبرى تقدم برامج تدريب الخريجين ، والتي هي نوع من التدريب المهني ، ذهبنا للقاء ريكي مايلز البالغ من العمر اثنين وعشرين عاما ، والذي هو على وشك التخرج في هذا الموضوع . منذ متى وانت تم تدرس دراسات الاعمال ، ريكي ؟

It's a four-year course, including two periods of work experience. Each one (period of work experience) lasted six months, but they (two periods of work experience) weren't in the same year.

What exactly have you studied over those four years ?

Quite a lot! Maths, of course, Accounting ,Finance and Economics. Oh yes ,**Marketing** and Sales, too. I (Ricky Miles) also did a course in Management, which (a course of management) is about **recruiting** and managing staff, and how to deal with conflict, and a course in Advertising. We (students) all had to do **IT**(a course in advertising) , too, because computer skills are essential .

انها دورة مدتها أربع سنوات ، بما في ذلك دورتين من الخبرة في العمل . كل واحدة استمرت سنة أشهر ، لكنهما لم تكونا في نفس العام ، بالضبط ما الذي درسته خلال تلك السنوات الأربع ؟ الكثير جدا ! الرياضيات ، وبطبيعة الحال ، المحاسبة ، المالية والاقتصاد . أوه نعم ، التسويق والمبيعات ، أيضا . كما أنني درست دورة في الإدارة ، وهي عن التعيين و إدارة الموظفين ، وكيفية التعامل مع النزاع ، و دورة في الإعلان . كان علينا جميعا أن نفعل ذلك ، أيضا ، لان مهارات الكمبيوتر ضرورية .

What did you most enjoy about the degree ?

The work experience, definitely. I learnt so much, both times, and of course it (work experience) looks great on my curriculum vitae . One of the companies offered me paid work last summer, so I managed to get even more experience that way. Also, I wouldn't have had much money last year if I hadn't had that job! **What kind of company was that, and what did you do there (in a company) ?**

بماذا استمتعت اكثر شيء فيما يتعلق بالشهادة الجامعية ؟ في الخبرة العملية ، بالتأكيد . لقد تعلمت الكثير ، في المرتين ، وبالطبع تبدو رائعة عندما توضع في سيرتي الذاتية . عرضت إحدى الشركات علي العمل باجرة مدفوعة في الصيف الماضي ، لذلك تمكنت من الحصول على خبرة اكثر بهذه الطريقة . أيضا ، لم اكن امتلاك الكثير من المال في العام الماضي لو لم احصل على هذا العمل ! أي نوع من الشركة تلك ، وماذا فعلت هناك؟

It was a company that (a company) provides financial products – savings and **pensions**, mostly. At first I just 'shadowed' different people, watching what they (different people) were doing . Then I did quite a lot of checking for them (different people) – you know, checking their (different people) **calculations**. When I went back in the summer, I was in the sales department. My job was to follow up **web enquiries**, and send out further information to possible clients . I enjoyed it (Rickey's job) , and I wouldn't have had that opportunity if I hadn't done the work experience first.

What are you planning to do next ?

I've just applied for a job with a bank. I have the right qualifications, but I know there will be a lot of other applicants. I'll just have to wait and see if I get an interview. If I do, I'll have to prepare really carefully.

وكانت الشركة توفر المنتجات المالية - الادخار و المعاشات التقاعدية ، في الغالب . في البداية أنا فقط " تعقبت " أشخاص مختلفين ، اراقب ما كانوا يفعلوا . ثم قمت بالكثير جدا من التدقيق وراءهم - كما تعلم ، والتحقق من حساباتهم . عندما عدت في الصيف ، كنت في قسم المبيعات . كانت مهمتي متابعة الاستفسارات التي تأتي على شبكة الإنترنت ، وارسال المزيد من المعلومات للزبائن المحتملين . لقد استمتعت بذلك ، و لم اكن لاحصل على هذه الفرصة لو لم اقم بالخبرة العملية أولا . ماذا كنت تخطط للقيام به بعد ذلك؟

لقد تقدمت بطلب لوظيفة في البنك الحصول على وظيفة . لدي المؤهلات المناسبة ، لكنني أعرف أنه سيكون هناك الكثير من المتقدمين الآخرين . يجب أن انتظر و ارى ما اذا كان يمكنني الحصول على مقابلة . إذا حصلت عليها ، يجب ان استعد حقا .

Key Word	Meaning in English	Arabic
Marketing	money you save over your lifetime to pay for your old age	تسويق
recruiting	promoting your product; finding customers	تعيين موظفين جدد
pensions	online questions	اسئلة عن طريق الت
calculations	finding suitable employees	حسابات
web enquiries	maths; work with numbers	استعلامات عن طريق الت

Read the text and answer the questions.

1. What is the name of Ricky's degree?

Business studies

2. How did he spend a quarter of his time as a student?

Doing work experience.

3. What kind of company did he work for last summer, and what was his job?

It was a company provided financial products, and his job was to follow up web inquiries.

4. What is he waiting to find out?

Whether or not he will get an interview.

5. Would you like to do the same kind of degree course as Ricky? Why/Why not?

Yes, I would. Because by studying business, you can learn and improve many skills and this opens many career prospects for you.

6. After doing a degree course in business studies, you can do two things. Mention them.

You can go on to further study or take up employment.

7. What is graduate training schemes ?

They are a kind of apprenticeship.

8. What are the kinds of courses the Ricky has studied in the university ? Mention them.

Maths, accounting, Finance and Economics, Marketing and sales, Management, Advertising.

9. What is a course in Management about ?

It is about recruiting and managing staff, and how to deal with conflict.

10. Write down two things (benefits) as a result of Ricky's paid work last summer ?

He managed to get even more experience that way.

Also, he wouldn't have had much money last year if he hadn't had that job!

11. What is the kind of the company that Ricky worked in ?

It was a company that provides financial products – savings and pensions, mostly.

12. What was Ricky's job in the company at first ?

At first he just 'shadowed' different people, watching what they were doing .

Then he did quite a lot of checking for them such as checking their calculations.

13. What was Ricky's work in the sales department ?

His job was to follow up web enquiries, and send out further information to possible clients .

14. What should new graduates do ? Suggest .

- Accept the little – paid jobs
- Look for a new work with a better salary in a larger company.
- Trying to take graduate training schemes.
- Taking different courses in different fields.

Vocabulary

1. Complete the sentences with words or phrases from the box.
One word or phrase is not needed. The first one is done for you.

(career - headphones - interpret - seminar - regional - rewarding - translation)

1. Please listen to the music through **headphones**, so that you don't disturb anybody.
2. I have just read a _____ of a book by a Japanese author.
3. In the UK, there is a central government, but there are also _____ councils around the country.
4. My uncle is fluent in several languages. He is often able to _____ for us during conversations with foreigners.
5. Nada made a successful presentation at a _____ in Irbid last month.
6. Doing volunteer work can be a very _____ experience.

Answers : 1. headphones 2. translation 3. regional 4. interpret 5. seminar 6. rewarding

2. Circle the correct words.

1. Ali is thinking of **having / taking** a course in Agriculture.
2. I get a feeling of **satisfaction / secure** after a hard day's work.
3. Make sure your online passwords are **secure / rewarding**.
4. In order to work in finance, you need to be a very **successful / responsible** person.
5. My friend has just got a **job / work** at our local bank.
6. After a long **agreement / meeting**, we managed to do a deal.

Answers : 1. taking 2. satisfaction 3. secure 4. responsible 5. job 6. meeting

3. Complete the sentences from the box. One preposition is not needed.

(about - as - at - in - into - on - about)

1. Would you like to **work** _____ a teacher in a big school?
2. We need to **decide** _____ a place to meet. (into , on , at , about)
3. Can you **translate** this Arabic _____ English for me, please?
4. I'd like to **talk** _____ the film I've just seen; it was brilliant!
5. The teacher **asked** us _____ our favourite books.
6. My sister is really **good** _____ drawing and painting.

Answers : 1. as 2. on 3. into 4. about 5. about 6. at

4. Match the definitions with the words in the box.

Key Word	Meaning in English	Arabic
proficiency	relating to an occupation	كفاءة
vocational	skill, experience	مهني
look into	investigate	يستقصي
negotiate	discuss in order to come to an agreement	يفاوض
recall	remember	يتذكر

	Arabic		Arabic
work as	يعمل ك	ask about	يسأل عن
decide on - 2018	يقرر	good at	جيد في
translate into	يترجم الى	talk about	يتحدث عن

Grammar:

Conditional Sentences

If, unless تتكون الجملة الشرطية من اسمين : الأول **If clause** وتسمى جملة الشرط ، وتحتوي على اداة ربط مثل والثاني **Main clause** وتسمى جملة جواب الشرط

1. The (0) type : (The tense in both parts is present) : This type is used when the result always happens (it is a fact) :
حقائق – نفس النتيجة

Function : • We use the zero conditional (**if + Present Simple/Present Simple**) to describe something that always happens (the inevitable consequence) after a certain action or event.

If Clause	Main Clause
If (When) + S + simple present He, she , it + Vs-es / don't – doesn't +V-inf.	Subject + simple present (a fact) He, she , it + Vs-es / don't – doesn't +V-inf.

- If you boil water , it ----- . (evaporate)
- If plants ----- enough sunlight, they die. (not , get)
- Water ----- to ice if the temperature falls below zero. (turn)
- If you push this button , the video ----- . (play)
- You get a huge feeling of satisfaction when you know that people ----- everything you translate. (understand)
- When you ----- water to 100°C, it boils. (heat)
- Do you usually go home or meet your friends when school ----- ? (finish)
- If you ----- the plants, they will die. (not water)
- During Ramadan, we eat when the sun ----- . (set)
- Ice cream melts when it ----- warm.. (get)
- Plants die if they ----- enough sunlight. 2017 (not , get)

2. The first conditional (Type 1) : (For things that will possibly happen)

Function : • We use the first conditional (**if + Present Simple / will + Present Simple**) to describe a future outcome of a certain future action or event.

محتمل الحدوث

If Clause	Main Clause
If + S + simple present – V1-Vs-es He, she , it + Vs-es / don't – doesn't +V-inf.	Subject + will / won't (modals) + infinitive

الدوات اخرى لها نفس قاعدة if ولكن المعنى مختلف

2. provided that - unless - as long as - Even if

بشرط ان اذا لم - ما لم طالما حتى لو

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

- If Sami studies hard , he ----- all his exams . (pass)
- If you ----- an interview for a job in pharmaceuticals, you will need to show real enthusiasm for the industry. (get)
- I'll buy the book **if/ provided that/as long as** it ----- too expensive. (not be)
- I ----- it if it is too expensive . (not, buy)
- If Sami studies hard , he ----- all his exams . (pass)
1. Unless you have a language degree, you ----- able to become an interpreter. (not be)
2. If you get an interview for a job, you ----- to show that you have good listening skills. (need)
3. If you are successful, it ----- a secure and rewarding job. (be)
4. When you arrive at the station next Saturday, we ----- there to meet you. (be)
5. Nasser will come out with us tomorrow unless he ----- help his father. (have to)
6. I ----- you with your homework, as long as you help me with mine! (help)
7. Provided that it ----- , we will have a picnic next week. (not rain)
8. If you win the prize, how ----- you ----- the money? (spend)
9. Even if Omar ----- his driving test this afternoon, he won't have his own car. (pass)

10. You will not pass your exams unless you ----- hard. (study)
 11. Your new computer will last a long time as long as you ----- careful with it. (be)
 12. I ----- you if I miss the bus. (phone)
 13. We'll go to our favourite restaurant on Friday unless it ----- closed. (be)
 14. I will take the job offer provided that it----- part-time – I haven't finished my university studies yet.. (be)
 15. We have to go to school even if we ----- tired. (be)
 16. We ----- umbrellas if it rains (need)
 17. The teacher ----- pleased if I write a good essay. (be)
 18. Provided that everyone ----- hard, we'll all pass our exams.. (work)
 19. Babies ----- usually happy as long as they're hungry or cold. (be)
 20. We should always be polite even if we ----- tired. (feel)
 21. Rawan always takes her mobile when she ----- (go out) 2017
 22. Ali will be upset, If you ----- him to your party. (not, invite) 2018

3. **The Third conditional (Type 3)** : The third sequence refers to a condition which was not met in the past :

If Clause	Main Clause
If + S + had + P.P (V3)	Subject + <i>would / wouldn't</i> + have + P.P (V3)

- **Function** : We use the third conditional (*if + Past Perfect / would have + past participle*) to imagine past situations. These past situations are impossible, and did not happen.
 - The *if*-clause states one *event* that *did not happen*.
 - The main clause states *the result*, which also *did not happen*:
- e.g. : If I **had stayed** at home that day, I **would have missed** the celebration. (The person did not stay at home that day.)
 e.g. : - If I **had gone** to Makkah , I **would have performed** the Omrah .
 e.g. : If I **had stayed** at home that day, I **would have missed** the celebration. (The person attended the celebration.)
 e.g. : I **wouldn't have gone** to the library if my friend **hadn't invited** me. (My friend invited me to the library, so I went.)
 e.g. : If **I'd studied** harder, **I'd have passed** the exam. (I didn't study very hard, and I didn't pass.)
1. I ----- the job **if** I had had some experience. (get)
 2. **If** you had done the course, you ----- enough experience to apply for the job. (had)
 3. **If** Huda ----- ill yesterday, she **wouldn't** have missed the exam. (not be)
 4. **If** my father had gone to university, he ----- a teacher. (can be)
 5. Jameel might not have become a musician **if** his parents ----- him. (not encourage)

3. **The Third conditional (could – might)**

If Clause	Main Clause
If + S + had + P.P (V3)	S + would have / could have / might have + P.P (V3)
	ربما كان من الممكن - قدرة تاكد

- When we are talking about the imaginary past, we can use *could have or might have* + past participle in place of *would have* + past participle.
 - We use these past modals when we are **less sure** of the result of the impossible past situation.
- e.g. : If I **had prepared** better for the competition ,I **might have won** the first prize.
 (The speaker is not sure that this would have been true.)
 e.g. : If I **had slept** better the night before the exam ,I **could have concentrated** better.
 (It is possible that the speaker would have been able to concentrate.)
 e.g. : If **I'd gone** to a different school, I **might not have studied** French. I **could have taken** English.
 e.g. : Our team **could have won** the match if **they'd trained** harder,
 and then they might have been champions now if they'd won.

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

Sentence (Fact)	If Clause (Imagination)
1. S + V2 , so + wasn't / weren't	1. If + S + hadn't V3, S + would / could (might) have + V3
2. S + didn't + v-inf , so + wasn't / weren't	2. If + S + had V3, S + would / could (might) have + V3
3. S + V2 . S + V2	3. If + S + hadn't + V3, S + would / could (might) not + have + V3

1. Saeed left his camera at home, so he wasn't able to take pictures of the parade. **(could)**
*If Saeed **hadn't left** his camera at home, he **could have taken** pictures of the parade*
2. I had a headache yesterday, and I didn't do well in the Maths test. **(might)**
3. I didn't know your phone number, so I wasn't able to contact you. **(could)**
4. You had a brightly-coloured T-shirt on. That's how I noticed you in the crowd. **(might not)**
5. I worked really hard the day before the exam. I got top marks. **(might not)**
6. I didn't stay at home that day, so I didn't miss the celebration. **(would)**
7. My friend invited me to the library, so I went. **(would not)**
8. I didn't study very hard, and I didn't pass the exam. **(would)**
9. I didn't prepare well for the competition , so I didn't win the first prize. **(might)**
10. I didn't sleep well the night before the exam , I didn't concentrate very well. **(could)**
11. Our team didn't win the match . They didn't train hard. **(could)**
12. Our team didn't win the match . They weren't champions. **(might)**
13. Saleem left his wallet at home, so he wasn't able to purchase his necessary items. **(could)** 2016
14. I studied really hard the day before the final exams. I achieved the first rank in my class. **(might not)** 2016
15. Sami didn't apply immedietly for the scholarship, so he didn't get it . **(if , could)** 2016
16. Marwan worked really hard the day before the exam. He got top marks. **(if / might not)** 2017
17. The company didn't know your phone number, so they weren't able to contact you. **(if / might)** 2017

Change the following sentences into facts :

If Clause (Imagination)	Sentence (Fact)
1. If + S + hadn't V3, S + would / could (might) have + V3	1. S + V2 , so + didn't + V-inf.
2. If + S + had V3, S + would / could (might) have + V3	2. S + didn't + v-inf , so + didn't + V-inf.
3. If + S + hadn't + V3, S + would / could (might) not + have + V3	3. S + V2 . S + V2

1. If I hadn't come to this school, I could have taken English.
2. If I had grown up in this city, I might have learnt French.
3. If I hadn't grown up in this city, I might not have learnt French.

Using "Unless": (Unless = If not)

Sentence	If Clause
1. If + V1/Vs , S + will +V-inf	1. Unless + S + Vi/Vs , S + won't + V-inf.
2. If + S+ doesn't/don't + v-inf , S + won't	2. Unless + S + V1/Vs..... , S + won't + V-inf.
3. If + S+ doesn't/don't + v-inf , S + will	3. Unless + S + V1/Vs..... , S + will + V-inf.

e.g. : I won't buy it **if** it is too expensive = I'll buy it **unless** it's expensive.

1. If you study hard, you will pass your exam.

Unless

2. If you don't water the plants, they will die.

Unless

3. If I don't write a good essay, the teacher won't be pleased

Unless

4. If our team wins the match, they won't leave the stadium.

Unless

5. If nobody does the work, I won't complete.

Unless

6. Unless you study hard, you won't succeed.

If

7. Unless you are clever, you will fail.

If

If Clause	Main Clause
If + S + Past Simple	S + will + if + is not = S + will + even if + is
	S + will + if + V1/V+s = S + won't + even if + v1-s

e.g. : I'll buy it **if** it isn't too expensive. = I'll buy it **even if** it's expensive. = I will buy it. The price isn't important.

1. If I travel a lot, I will buy many things.

Even if

2. I'll buy the book if it isn't too expensive.

Even if

1. Choose the correct option to complete the sentences.

1. Unless you have a language degree, you **do / will** not be able to become an interpreter.

2. If you get an interview for a job, you **needed / will need** to show that you have good listening skills.

3. If you are successful, it **is / will be** a secure and rewarding job.

4. You get a huge feeling of satisfaction when you know that people **understand / understood** everything you translate.

Answers : 1. will 2. will need 3. will be 4. understand

2. Complete these sentences with the correct form of the verbs in brackets. (1st type)

1. I (have got) the job if I (have) some experience.

.....

2. If you (do) the course, you (have) enough experience to apply for the job.

.....

3. Complete the sentences with the correct form of the verbs in brackets.

- When you **arrive** at the station next Saturday, we **will be** there to meet you. (**arrive / be**)
 - Nasser ----- out with us tomorrow unless he -----help his father. (**come / have to**)
 - I ----- you with your homework, as long as ----- you me with mine! (**help / help**)
 - Provided that it ----- , we ----- a picnic next week. (**not rain / have**)
 - If you ----- the prize, how ----- you ----- the money? (**win / spend**)
 - Even if Omar ----- his driving test this afternoon, he ----- his own car. (**pass / not have**)
- Answers : 1. arrive – will be 2. will come – has to 3. will help – help 4. doesn't rain – will have 5. win – will you spend 6. passes – won't have

4. Circle the correct word in italics, and complete the sentences with the correct form of the verb in brackets. The first one is done for you.

- When / Unless** you ----- heat water to 100°C, it boils. (**heat**)
 - You will not pass your exams **as long as / unless** you ----- hard. (**study**)
 - If / Unless** you ----- the plants, they will die. (**not water**)
 - Do you usually go home or meet your friends **when / provided that** school ----- ? (**finish**)
 - Your new computer will last a long time **as long as / even if** you ----- careful with it. (**be**)
- Answers : 1. when - heat 2. unless - study 3. if – don't water 4. when - finishes 5. as long as - are

5. Join the sentence beginnings 1–5 with their endings a–e, using the words in bold.

1 During Ramadan, we eat	If	a it's closed.
2 I'll phone you	When	b we're tired.
3 We'll go to our favourite restaurant on Friday	Even if	c it's part-time – I haven't finished my university studies yet.
4 I will take the job offer	Unless	d the sun sets.
5 We have to go to school,	Provided that	e I miss the bus so that you pick

Answers : 1. when - d 2. if - e 3. unless – a 4. provided that - c 5. even if - b

- During Ramadan, Muslims eat ----- the sun sets. (**as long as , unless , when , even if**) 2018

6. Tick the correct sentences. Rewrite the wrong ones with words from the box.

even if - if - unless - when

- Ice cream melts **when** it gets warm. ✓

- We need umbrellas **unless** it rains. We need umbrellas when it rains.

- The teacher will be pleased **unless** I write a good essay.

- Our team will celebrate **if** they win the match.

- Provided that** everyone works hard, we'll all pass our exams.

- Babies are usually happy **as long as** they're hungry or cold.

- We should always be polite **unless** we feel tired.

Answers : 1. ✓ 2. when 3. if 4. ✓ 5. ✓ 6. unless 7. even if

7. Complete the sentences with your own ideas. Use the zero or first conditional.

1. When I get home from school, I usually -----
2. Unless we're given a lot of homework tonight, -----
3. If there's something I don't understand, I usually-----
4. Even if I'm tired tonight, -----
5. As long as I have enough money, -----
6. Provided that my parents agree, -----

8. Choose the correct option :

1. If Huda ----- ill yesterday, she wouldn't have missed the exam.
a. wasn't b. hadn't been c. hasn't been d. hadn't
2. If my father had gone to university, he *can / could* have been a teacher.
3. Jameel might not have become a musician if his parents *haven't / hadn't* encouraged him.
4. Which words did you need to look *up / over* in a dictionary?
5. Jaber looked *even / as if* he hadn't slept very well.

Giving Advice

1. Why don't you + V-inf. ?
2. If I were you, I would + V-inf. / If I were you = should
3. You could + V-inf.

9. Rewrite the advice, using the words in brackets.

1. You *should* practise the presentation several times. (were)
If I were you, I'd practise the presentation several times.
2. *It would be a good idea for you to* make a list of questions. (could)
3. You *ought to* get some work experience. (don't)
4. You *shouldn't* look too casual. (If)
5. You *should* do a lot of research. (would)
6. You *shouldn't* worry so much. (If)

Answers :

1. If I were you, I'd practise the presentation several times
2. You could make a list of questions.
3. Why don't you get some work experience ?
4. If I were you, I wouldn't look too casual.
5. I would do a lot of research.

10. Complete the following mini-dialogues by giving advice :

1. A: I would like to get a job as a teacher of English.
B: ----- study English at university?
2. A: I want to learn Chinese, but they don't teach it in my school.
B: You ----- do a Chinese course online.
3. A: I don't understand what we have to do for homework.
B: ----- , I would ask the teacher.

11. Complete the sentences with expressions from the box that ask for or give advice.
you could - if I were you - why don't you

- 1 Before you find a full-time job, consider doing voluntary work?
- 2 -----, I'd find out about training courses.
- 3 As you have a Geology degree, do a course in Land Surveying and become a surveyor.

12. Work in pairs. Complete each sentence with your own ideas, using the third conditional.

1. If there had been email in the 1960s,
2. If people had had mobile phones in the past,
3. If people had known about global warming in the past,

13. Complete the sentences so that they are true for you. Use *could* and *might* instead of *would*.

1. If I hadn't come to this school,
2. If I hadn't grown up in this city,

14. Complete the sentences so that they are true for you.

1. I will enjoy my job provided that
2. I think I will be successful as long as
3. Even if I travel a lot,
4. I will not work abroad unless
5. If I get the job I want,

Writing skills: Using linking words : (The function of)

1. Linking words showing (*cause*) explain the reason for something.

1. We couldn't go to the stadium *because / as / since* there weren't any tickets left
2. *As / Since / Because* I was tired, I went to bed.
3. *We were late because of / due to* the traffic.

2. Linking words showing (*result*) explain the consequences of an action.

1. *We were caught in traffic, therefore/ so* we missed the start of the play.
2. *She worked hard; as a result, / because of that, / consequently,* she did very well in her exams

Quotation

Read the quotation. Do you agree with it? Why/Why not?

I've learned that making a living is not the same thing as making a life.

Maya Angelou (1928 CE-2014 CE)

لقد تعلمت ان كسب العيش ليس مثل طريقة العيش

Making a living refers to your job and the money you earn to live on . You may or may not enjoy your job; your job may or may not be good. Making a life is creating a way of living that you want. You do the work in order to be able to have that, but it also depends on your friends and family, and how you decide to behave. So "making a life is not totally dependant on the money you earn"