

بسم الله الرحمن الرحيم

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Action Pack 12

Twelfth Grade

Unit 7

المستوى الرابع - (الكتاب الجديد)

Lifelong Learning



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Unit 7 Lifelong Learning

How to revise for exams

SB p. 50

Is it too late to start revising now ?

A – No, it is never too late to start revising ! The first thing I would do is to draw up a revision timetable.

هل فات الأوان لبدء المراجعة الآن؟ أ - لا، إنها ليست متأخرة لبدء مراجعة ! أول شيء سأفعله هو أن أصنع جدولاً زمنياً للمراجعة.

How should you draw up a timetable ?

B – Look at all the subjects you have to do, and **work out** when you are going to work on each one (subject). It is a good idea to change the order of the subjects in your timetable for each day. Try doing a little English, followed by some Maths, then Biology, and so on. *This way*, by changing the focus of your revision, you keep your mind fresh.

كيف نضع جدولاً زمنياً؟

ب - انظر لجميع المواد التي عليك القيام بها، وابدأ العمل على كل واحدة. إنها فكرة جيدة لتغيير ترتيب الموضوعات في جدول زمني لديك كل يوم. حاول بمراجعة قليلة للغة الإنجليزية، يليها بعض الرياضيات، ثم الأحياء، وهلم جرا. بهذه الطريقة، عن طريق تغيير التركيز للمراجعة الخاصة بك، سيبقى عقلك منتبه ونشط.

Is it best to get up early, or to revise late at night ?

C – The earlier you start in the morning, the more beneficial your revision will be, because that's when you feel most awake and your **memory** is at its (your memory) best. I'd also recommend studying for 30-minute periods, and then taking a break. It's been proved that concentration starts to decrease after half an hour, so frequent breaks will help the brain to recover and **concentration** to return.

هل من الأفضل النهوض في وقت مبكر، أو المراجعة في وقت متأخر من الليل؟

C – كلما بدأت مبكراً في الصباح، كلما كانت المراجعة أكثر فائدة، وذلك لأنك ستشعر بقطعة أكثر وذاكرتك هي في أفضل حالاتها. واود ان انصح بالدراسة لمدة ٣٠ دقيقة، ثم أخذ استراحة. لقد ثبت أن التركيز ينخفض بعد نصف ساعة، لذلك فالراحة المتكررة سوف تساعد الدماغ ان يعيد نشاطه ويجدد التركيز .

What do you mean by frequent break ?

D – By a break, I mean any change of activity from studying. It (a break) could be something as simple as just getting up from your desk and listening to some music, or walking around for ten minutes.

ماذا تقصد بالاستراحة المتكررة؟

D – بالاستراحة، اعني أي تغيير للنشاطات غير الدراسة. يمكن أن يكون شيء بسيط مثل مجرد القيام من مقعدك والاستماع إلى بعض الموسيقى، أو التجول لمدة عشر دقائق.

How much exercise do you need ?

E – Physical activity is very important, of course, especially when you are studying. Exercise will make a huge difference to the way you feel. The physical activity will increase your heart rate, and in turn, that will increase your blood **circulation**. It (physical activity) also sends more oxygen to the brain, which (sending more oxygen to the brain) makes you revise more efficiently !

كم من التمارين تحتاج؟

E – النشاط البدني مهم جداً، بالطبع، وخصوصاً عندما تدرس. التمارين ستحدث فرقاً كبيراً في الطريقة التي تشعر بها. النشاط البدني يزيد معدل ضربات القلب، وبالتالي، ستزيد الدورة الدموية. كما أنه يرسل المزيد من الأوكسجين إلى الدماغ، مما يجعلك تراجع بكفاءة أكثر!

Do you mind giving me some advice about diet ?

F – **Nutrition** is very important. You should try to eat as much fruit and vegetables as you can. It's essential not to become **dehydrated**, so drink lots of water.

هل تمنع إعطائي بعض النصائح حول النظام الغذائي؟

F – التغذية مهمة جداً. يجب أن تحاول أكل الكثير من الفواكه والخضروات قدر ما تستطيع. ومن الضروري ألا يصبح عندك جفاف، لذلك اشرب الكثير من الماء.

Which words are connected with the *body, eating and drinking or the mind* ?

Key Word	Meaning in English	Arabic
circulation	the movement of blood around the body when it is pumped by the heart. – circulate - v	الدورة الدموية
memory	Someone's ability to remember things, places and experiences – memorize v / memorable	ذاكرة
concentration	attention - concentrate (v)	تركيز
beneficial	useful	مفيد
diet	the kind of food that a person or animal eat each day – diet (v) / dietary (adj)	غذاء
dehydration	the state of having drunk too little water - dehydrate (v) / dehydrated (adj)	جفاف
nutrition	the process of getting the right kind of food for good health and growth - nutritious - adj	تغذية

Read the text, and then answer the following questions :

1. How do you revise for exams ? Give some tips / suggestions / procedures :

- Draw up a revision timetable.
- Work out when you are going to work on each subject.
- The earlier you start in the morning , the the more beneficial your revision will be.
- Taking frequent breaks.
- Doing some physical activities.
- Eating vegetables and drinking water.

2. What is the first thing you should do to start revising ? What should students do before starting revision ?

To draw up a revision timetable.

3. How can you keep your mind fresh while studying ?

By changing the focus of your revision

4. How will your revision be beneficial ?

When you start revision early in the morning .

5. Why is revising in the morning beneficial ? Why is it recommended to revise in the morning?

Because that's when you feel most awake and your memory is at its best.

6. When does concentration start to decrease ?

After half an hour .

7. Frequent breaks in revisin has two benefits. Mention them. (Thinking)

Frequent breaks will help the brain to recover and concentration to return.

8. What do we mean by taking a break ?

Making any change of activity from studying.

9. Mention three activities about taking a braek. (forms)

Getting up from your desk and listening to some music, or walking around for ten minutes.

10. Quote the sentence which indicates the advice not to be dehydrated .

It's essential not to become dehydrated, so drink lots of water.

11. Two examples of good diet students should follow are mentioned in the text. What are they ?

According to the text, you should do two things in order to avoid dehydration. Mention them.

- Eat as much fruit and vegetables as you can.
- Drink lots of water.

12. Quote the sentence which indicates that we should provide our bodies with enough quantities of water.

It's essential not to become dehydrated, so drink lots of water.

13. Quote the sentence which indicates that doing exercises is important before revising .

Physical activity is very important, of course, especially when you are studying.

14. What is the benefit of changing the focus of your revision ?

Keeping our minds fresh

15. Why is physical activity important when you are studying ? The advantages

- Exercise will make a huge difference to the way you feel.
- The physical activity will increase your heart rate, and in turn, that will increase your blood circulation.
- It also sends more oxygen to the brain, which makes you revise more efficiently !

Learning a foreign Language :

Speaking a foreign language, **it is claimed**, improves the functionality of your brain in several different ways. Learning new vocabulary and grammar rules *provide the brain with beneficial 'exercise'*, which (beneficial exercise) **improves memory**. As well as exercising the brain, it is thought that learning a new language also presents the brain with unique challenges. These include *recognising different language systems*. These skills **improve** your chances of success in other **problem-solving tasks** as well. It is said that students who learn foreign languages do better, on the whole, in general tests in Maths, reading and vocabulary than students who have only mastered their mother tongue.

التحدث بلغة أجنبية، كما يدعى، تحسن وظائف الدماغ بطرق مختلفة عديدة. تعلم المفردات والقواعد النحوية تزود الدماغ بتمارين مفيدة، تحسن الذاكرة. وكذلك تمارين الدماغ، يعتقد أن تعلم لغة جديدة أيضا يعرض الدماغ لتحديات فريدة من نوعها. وهذا يشمل هذه معرفة أنظمة اللغة المختلفة. هذه المهارات تحسن فرص النجاح في مهام أخرى لحل المشكلات أيضا. ويقال أن الطلاب الذين يتعلمون اللغات الأجنبية يفعلون الأفضل، على وجه العموم، في الاختبارات العامة في الرياضيات والقراءة والمفردات من الطلاب الذين اتقنوا فقط لغتهم الأم.

According to a study carried out by Pennsylvania State University, USA. **Multilingual people are able to switch** between two systems of speech, writing, and structure quite easily. It has been proved that they (Multilingual people) are also able **to switch** easily between completely different tasks. One experiment required participants to operate a driving simulator while carrying out separate tasks at the same time. The experiment showed that multilingual participants were less distracted by the other tasks and therefore made fewer driving errors.

وفقا لدراسة أجرتها جامعة ولاية بنسلفانيا، الولايات المتحدة الأمريكية. الناس الذين يتحدثون بعدة لغات هم قادرين على التبديل بين نظامين في الكلام والكتابة، وبناء الجملة بسهولة تامة. وقد ثبت أيضا أنهم قادرين على الانتقال بسهولة بين مهام مختلفة تماما. في إحدى التجارب طلب من المشاركين بالعمل جهاز قيادة مزيف أثناء قيامهم بمهام منفصلة في نفس الوقت. وأظهرت التجربة أن المشاركين الذين يتحدثون بعدة لغات هم أقل شرودا للذهن في المهام الأخرى، وبالتالي قاموا بأخطاء في القيادة أقل.

It is believed that language learning can also **improve your decision-making skills**. When you speak a foreign language, *you are constantly weighing up subtle differences in meaning of a word or the way that an utterance is made*. This process is then transferred subconsciously to other situations in which judgment is called for, and decisions have to be made.

يعتقد أن تعلم اللغة يمكن أيضا أن تحسن مهارات اتخاذ القرارات الخاصة بك. عندما تتكلم لغة أجنبية، فانت باستمرار تزن الفروق الدقيقة في المعنى من كلمة أو الطريقة التي يتم إجراء الكلام فيها. هذه العملية تم تحويلها بعد ذلك لا شعوريا إلى حالات أخرى يتم من خلالها الحكم واخذ القرارات.

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

وأخيرا، تعلم لغة أجنبية يمكن أيضا أن يحسن قدرتك على استخدام لغتك الأم على نحو أكثر فعالية. ولأنك يمكن أن تصبح أكثر وعيا للطريقة التي تعمل بها اللغة، تبدأ في تطبيقها على اللغة التي تستخدمها كل يوم. وبالتالي، المهارات التي تكتسبها من تعلم لغة أجنبية، يمكن أن تجعلك متحدث وكتب أفضل بلغتك الخاصة.

Key Word	Meaning in English	Arabic
multilingual	speaking , reading or writing in more than two languages	متعدد اللغات
multitask	to do several things at the same time	متعدد المهام
simulator	any device or systems that simulate specific conditions or the characteristics of a real process or machine. - simulate (v) / simulation (n)	جهاز مشابه للحقيقي للتعلم
utterance	Something that is said such as a statement - utter (v)	كلام

1. What are the benefits of learning a foreign language ?

- It provides the brain with beneficial exercises, which improves memory.
- It challenges the brain by making it recognize different language systems, and communicate within these systems.
- It improves decision-making skills and problem-solving .
- It makes the user more effective at multitasking.
- It makes the user more effective in using and understanding their own mother tongue.

2. How does a foreign language improve your : (Benefits of learning a foreign language)

- Memory** : It exercises the brain and so improves your memory.
- Problem-solving skills** : It presents the brain with unique challenges such as recognizing different language systems and communicating within these systems.
- Use of your mother tongue** : You become more aware of the way language works, which helps you to understand your language better.
- Ability to multitask** : Multilingual people are able to switch between two or more languages easily. This transfer to other activities, making multilingual people more able to multitask.
- Decision-making skills** : You have constantly decide between differences in language. This decision-making skills is transferred to other situations.

2. Quote the sentence which indicates that learning another language improves your first language skills.

Finally, learning a foreign language can also improve your ability to use your mother tongue more effectively.

3. What does learning new vocabulary and grammar rules provide the brain with?

It provides the brain with beneficial 'exercise', which improves memory.

4. Who are the two groups who learn a foreign language compared to be better in Maths?

Students who learn foreign languages .

Students who have only mastered their mother tongue.

5. Learning a foreign language includes many skills that can help you to improve your ability in other problems-solving tasks . Write down two of these skills.

Recognising different language systems and ways to communicate within these systems.

6. Quote a sentence which shows that speaking a foreign a language makes your brain performance better.

Speaking a forien language, it is claimed, improves the functionality of your brain in several different ways.

7. Mention one benefit of learning new vocabularies and grammar rules.

They provide the brain with beneficial 'exercise', which improves memory.

8. Learning a foreign language presents the brain with unique challenges.

Write down two of these challenges.

These include recognising different language systems and ways to communicate within these systems.

9. There are two systems of speech that multilingual people can switch between them easily . Mention them.

writing and structure

10. Learning English is very important today.

Think of this statement and, in two sentences, write down your point of view.

I think learning English is very important because it has become the language of science and communication. Also, it is spoken almost all over the world.

11. Explain how a forein language improves your memory.

It exercises the brain which improves memory.

12. Students who study foreign languages do better, on the whole, in general tests than students who have only mastered their mother tongue. Write down two of these tests.

Maths, reading and vocabulary.

13. Write down the sentence which indicates that learning a foreign language improves your mother tongue.

Finally, learning a foreign language can also improve your ability to use your mother tongue more effectively.

14. Explain how a foreign language improves problem-solving tasks.

It presents the brain with unique challenges such as recognising different language systems.

15. Multilingual people are able to switch between different systems quite easily.

Write down two of these systems. Speech, writing and structure

16. What does the experiment of the driver simulator show ?

The experiment showed that multilingual participants were less distracted by the other tasks and therefore made fewer driving errors.

17. Suggest three ways to encourage people to learn a foreign language .

- Teaching students the importance of learning a foreign language and its benefits..
- Making studying languages in universities free.
- Practicing the languages day and night .

18. What is the main benefit of the skills you obtain from learning a foreign language?

It can make you a better speaker and writer in your own language.

19. Multilingual people are able to do many tasks. Write down two of these tasks.

To switch between speech, writing, and structure quite easily.

To switch easily between completely different tasks.

Education in Jordan

Our country has a high standard of education. This is mainly due to the fact that the government considers education a necessity . All schools, from kindergarten to secondary, are the responsibility of the Ministry of Education (MOE). Pre-school and kindergarten education is optional, followed by ten years of free, compulsory education. For higher education, students enter university, either for academic or vocational education.

بلدنا لديه مستوى عال من التعليم. ويرجع ذلك أساسا إلى حقيقة أن الحكومة تعتبر التعليم ضرورة . جميع المدارس، من رياض الأطفال إلى المرحلة الثانوية، هي من مسؤولية وزارة التربية والتعليم. التعليم في مرحلة ما قبل المدرسة و رياض الأطفال اختيارية، يليها عشر سنوات من التعليم المجاني والإلزامي. للتعليم العالي، الطلاب يدخلون الجامعة، إما من أجل التعليم الأكاديمي أو المهني.

Students can attend one of ten public universities. A large number of Jordanian students choose to study at these institutions, as well as foreign students from all over the world. These are undergraduates studying for a first degree, or postgraduate studying for a Master's degree, a PhD or a higher diploma.

يمكن للطلاب الالتحاق بواحدة من عشرة جامعات حكومية. وهناك عدد كبير من الطلبة الأردنيين يختارون الدراسة في هذه المؤسسات، وكذلك الطلاب الأجانب من جميع أنحاء العالم. هؤلاء هم الجامعيين الذين يدرسون للحصول على الدرجة الأولى، أو الدراسات العليا وهم الذين يدرسون للحصول على درجة الماجستير، وعلى درجة الدكتوراه أو الدبلوم العالي.

The three universities with the most undergraduates are the University of Jordan in Amman, Yarmuk 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.

الجامعات الثلاث التي فيها معظم الطلاب الجامعيين هي الجامعة الأردنية في عمان، جامعة اليرموك في اربد وجامعة البلقاء التطبيقية في السلط. هذه هي جميع الجامعات العامة. مثال على جامعة جديدة هي الجامعة الألمانية الأردنية في عمان، التي أنشأت في عام ٢٠٠٥ م. وهي تعاون بين وزارة التعليم العالي والوزارة الاتحادية الألمانية للتعليم والبحوث، وتتبع النموذج الألماني للتعليم في العلوم التطبيقية.

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.

بالنسبة للطلاب الذين يرغبون في استكمال دراستهم الجامعية بينما هم يعملون في نفس الوقت، فمن الممكن أيضا في بعض الجامعات الأردنية التسجيل في برامج التعلم عن بعد عبر الإنترنت. في المستقبل، هذا الخيار سوف يصبح متاح في العديد من الجامعات الأخرى.

Key Word	Meaning in English	Arabic
academic	connected with education	أكاديمي
compulsory	obligatory; required	إجباري
vocational	used to describe a particular job and the skills involved	مهني
undergraduate	someone who has not yet completed their first degree	المرحلة الجامعية
postgraduate	someone who has finished their first degree and continuing to study a Master's or a PhD	دراسات عليا
diploma	a document showing that someone has successfully completed a course of study	دبلوم
Master's degree	a period of one or two years of study after the completion of a Bachelor's degree	ماجستير
PhD	a doctorate; the highest degree awarded by a university faculty	الدكتوراة
Private university	a university not operated by a government	جامعة خاصة
Public university	a university that is funded by a government	جامعة حكومية
degree	a qualification that is given to you when you have successfully completed a course of study	درجة
qualifications	official records of achievement awarded upon the successful completion of a course .	مؤهلات
enrol	to officially arrange to join a school, university or a course	يسجل
Online distance learning	a formalized teaching and learning system by using electronic communication	التعلم عن بعد

- What is the reason for having a high standard of education in Jordan ?**
Because the government considers education a necessity .
- Who is responsible for all schools in Jordan ?**
The Ministry of Education (MOE)
- How many years do students study free and compulsory ?** Ten years
- What kind of education is optional in Jordan ?**
Pre-school and kindergarten education is optional.
- There are two kinds of education in university. Mention them.**
Academic and vocational education.
- How many public universities are there in Jordan ?** Ten public universities.
- Two groups of people study in the public universities. Who are they ?**
Jordanian students and foreign students from all over the world.
- In which universities do the most undergraduate students study ?**
The University of Jordan in Amman, Yarmuk University in Irbid and Al Balqa Applied University in Salt.
- How do students who wish to complete their university studies while working at the same time?**
They enroll onto online distance learning programmes.
- Give an example of a newer university .**
The German-Jordanian University in Amman
- There are three types of education in universities in Jordan. Mention them.**
Undergraduate , postgraduate and vocational learning.
- There are three types of education in the students' life mention them .**
A kindergarten to secondary – Ten years of free compulsory education – higher education
- Would you prefer to do an academic or a vocational course when you finish school? Why ?
- What are the advantages and disadvantages of both face-to-face and distance learning courses ?**
You can work while studying – You can save more time – You pay less money

Find the best type of course or situation for the following people :

People	Courses and institutions
1. a child who is too young to start primary school	pre-school or kindergarten
2. an undergraduate who wants to get a first degree	public or private university
3. someone who wants a degree from non-free paying university	a public university
4. a postgraduate with a first degree, who wants to study further	Master's degree
5. a postgraduate with a Master's degree, who wants to study further	A PhD
6. someone who is unable to attend university but wants a degree	Online distance learning

Learn English fast – The natural way – AB-37

It is said that the best way to acquire a language is to immerse yourself in it, and that's what we offer at Extreme English : **total immersion** .

تعلم اللغة الإنجليزية بسرعة – الطريقة الطبيعية

يقال أن أفضل وسيلة لاكتساب اللغة هي أن تزج نفسك في ذلك، وهذا ما نقدمه في الإنجليزية القصوى: الانغماس الكلي .

Total Immersion :

You will stay in one of our beautiful apartments. You will hear and speak English all day long. You can **either** join a small group of other students of a similar level, **or** request a tailor-made course. For example, you may require a course in **academic** English to prepare you for **undergraduate** or **postgraduate** studies, or a **vocational** course to help you with your career. Either way, you will live and work together as a family.

الاندماج الكلي :

سوف تبقى في واحدة من شققنا الجميلة. سوف تسمع وتتكلم الإنجليزية طوال اليوم. يمكنك إما الانضمام لمجموعة صغيرة من الطلاب الآخرين من مستوى مماثل لك ، أو تطلب دورة مصممة خصيصاً لك. على سبيل المثال، يمكن أن تطلب دورة في اللغة الإنجليزية الأكاديمية لإعدادك للدراسات الجامعية أو الدراسات العليا، أو المسار المهني لمساعدتك في حياتك المهنية. وفي كلتا الحالتين، سوف تعيشون ونعملون معاً ك أسرة واحدة.

What will I be doing ?

In the morning, after breakfast, one or more of our trained and experienced teachers will arrive, and you will have three hours of intensive tuition. Then, **after enjoying lunch** together around the table, you will visit local places of interest, go shopping, take part in sports, etc.

In the evening, there will be a choice of cultural activities, for example **the theatre or a concert**, or you may prefer to relax at home and chat (In English, naturally!) Whatever you do, your teachers will be with you, acting as guides, tutors and friends.

ما الذي يمكنني أن افعله ؟

في الصباح، وبعد وجبة الإفطار، واحد أو أكثر من مدرّبيننا ومدرسيننا ذوي الخبرة سوف يصل، وسيكون لديك ثلاث ساعات من التعليم المكثف. ثم، بعد التمتع بالغداء معاً حول الطاولة، سوف تقوم بزيارة الأماكن المحلية المهتم بها ، والذهاب للتسوق، والمشاركة في الألعاب الرياضية، الخ . في المساء، سيكون هناك اختيار للأنشطة الثقافية، على سبيل المثال المسرح أو حفل موسيقي، أو قد تفضل الاسترخاء في المنزل والدرشة (باللغة الإنجليزية، بطبيعة الحال!) مهما فعلت، سوف يكون المعلمون معك، يتصرفون معك كمرشدين ومعلمين واصدقاء.

How long are the courses ?

Some people just come for **a week**, and they are usually amazed by how much progress they make in such a short time. Others come for **two, three, even four weeks**. It's up to you. You can be sure of onething- we'll do our very best to give you a first-class experience and send you home thinking and dreaming in English !

ما هي مدة الدورات؟

بعض الناس يأتون فقط لمدة أسبوع، وعادة ما يدهشون بمدى التقدم الذي يفعلوه في هذا الوقت القصير. ويأتي آخرون لمدة اسبوعين، ثلاث، او حتى أربعة أسابيع. الأمر متروك لك. تأكد من شيء واحد – سنبدل قصارى جهدنا لتعطيك تجربة من الدرجة الأولى ونرسلك للمنزل تفكر وتحلم في اللغة الإنجليزية!

Key Word	Meaning in English	Arabic
immerse	to be deeply involved in something and spend most of your time doing it.	يزج في – ينغمر في
tailor-made	custom-made ; made to fit exactly	يزج في – ينغمر في
tuition	teaching; especially in small groups	تعلم – دراسة
academic	connected with education	أكاديمي
postgraduate	someone who has finished their first degree and continuinig to studt a Master's or a PhD	دراسات عليا
undergraduate	someone who has not yet completed their first degree	المرحلة الجامعية
vocational	used to describe a particular job and the skills involved	مهني
career advisor	someone who provides information to help people to make choices about their training or work	مستشار مهني
drop (acourse)	To stop studying a certain subject at university	يسقط المادة
stand out	To be much better than other people or things	يبرز – يكون الأفضل

Answer the following questions :

1. The text says that students will be living, as a family, Give two examples from the text that illustrate this .
 - The students eat and socialize together.
 - You will live and work together as a family.
2. Which part of the day will be the most formal ? What happens then ?

The morning, when there are three hours of intensive tuition.
3. What do you think "*a tailor-made course*" means in paragraph two ?

A course designed to meet the specific need of an individual students. / custom-made ; made to fit exactly
4. Quote the sentence which indicates the place where participants will stay during their study ?

"You will stay in one of our beautiful apartments."
5. What is the aim of taking a course in academic English ?

It helps to prepare you for undergraduate or postgraduate studies.
6. What is the aim of taking a vocational course ?

It helps you with your career.
7. The writer mentions two kinds of cultural activities. Mention them.

The theatre and a concert.
8. After lunch, students will do many activities. Mention three.

They will visit local places of interest, go shopping, take part in sports, ...etc.
9. Students have two options about the courses before they attend this school Mention them.
 - They can either join a small group of other students of a similar level, or request a tailor-made course.
 - They have to decide the duration of the course.
10. Imagine you joined a small group of students on a course like this.

Think of three positive aspects, and three possible problems you may face .

Positive aspects : 1. Making new friends 2. Knowing others' customs 3. exchanging experiences

Possible problems : 1. Not adapting with others 2. feeling isolated 3. Relying on others.
11. Would you go on a course like this? Why ? Why not ?

Yes, because I can improve my skills in English language.
12. According to Extreme English, what two benefits can students achieve from taking these courses ?

They will give students a first-class experience and send them home thinking and dreaming in English !

Writing – Using pronouns :

Function : We use pronouns as ways to link paragraphs and ideas.

The following advice about preparing for exams was given by our teacher. **He** should know- as he has taken so **many of them** in his life ! He said, "It is not a good idea to study late at night. **This** is because your brain is tired then, and **it** is unlikely to retain the information as well. The best time to study is early in the morning. **That** is when you feel most awake."

He : our teacher

Many of them : exams

This : the reason why you shouldn't study late at night

It : the brain

That : early in the morning

The best time to study is early in the morning. **That** is when you feel most awake.

What is the function of using the pronoun that in the above sentence ? *link ideas*

Vocabulary : Word – building :**(Derivation)****Choose the correct form of the words to complete the sentences :**

Verb	Noun	Adjective	Adverb- Arabic	Verb	Noun	Adjective	Adverb
experience	experience	experienced	تجربة	diet	diet	dietary	يغذي
dominate	dominance	dominant	يهيمن على		economic	economical	اقتصاد ly
depend	dependance	dependant	يعتمد على	immerse	immersion		ينخرط في
repeat	repetition	repeated	يعيد	memorise	memory	memorable	يتذكر
correct	correction	correct	يصحح		multilingualism	multilingual	متعدد اللغات
circulate	circulation		يدور		nutrition	nutritious	تغذية
dehydrate	dehydration		يجفف		Pharmacy	Pharmaceutical	صيدلة
advise	advice		ينصح	simulate	simulator simulation		جهاز محاكاة (تقليد للواقع)
revise	revision		يراجع	tutor	tutor – tutorial	فترة – مدرس	يدرس – خاص
concentrate	concentration		يركز	undertake	undertaking		يلتزم بفعل شئ
qualify	qualification	qualified	يوهل	utter	utterance		لفظة (عبارة)
					vocation	vocational	مهني

1. Have you had any ----- of learning another language ?
2. Is one side of the brain more ----- than the other ?
3. Whether or not you remember something that you have learnt in the past ----- on the experience you had while you were learning it .
4. I'm confused. Could you give me some -----, please ?
5. Before an exam, you must ----- everything you have learnt.
6. In hot weather our bodies are in danger of -----.
7. Don't talk to the driver. He must -----.
8. How quickly does blood ----- round the body ?

وزارة 2016

9. Kareem is a ----- journalist, he has worked previously for many scientific journals. (**qualification**)
10. Doing lots of exercise won't keep you healthy if you don't eat ----- food as well. (**nutrients**)

Answers : 1. experience 2. dominant 3. depends 4. advice 5. revise 6. dehydration 7. concentrate 8. circulate 9. qualified 10. nutritious

Words connected with the body, eating and drinking and the mind : AB – 35**(circulation - memory - concentration - beneficial - diet - dehydration - nutrition)**

1. I used to eat too much junk food, but now I have a much healthier diet-----.
2. It's----- to take regular breaks when revising.
3. It's important to drink a lot of water in order to avoid-----.
4. Don't sit still for too long – move around frequently to increase your-----.
5. Zainab listens to music while she's working. It helps her-----.
6. Adnan never forgets anything! He's got an amazing-----.

Answers: 1 diet 2 beneficial 3 dehydration 4 circulation 5 concentration 6 memory

Complete the sentences with the correct words : AB-37

(academic - undergraduate - postgraduate - vocational)

1. After Naser completes his first degree, he's hoping to do a ----- degree.
2. Mariam is an excellent student. She gets top marks in ----- subjects like History, Arabic and Maths.
3. My brother has just left school. Now he's a university -----.
4. My cousin is an electrician. Instead of going to university, he did a ----- course at a local training college.

Answers : 1. postgraduate 2. academic 3. undergraduate 4. vocational

Complete the the mind map with the following words and phrases : SB-89

(academic - undergraduate - PhD - postgraduate - vocational - degree - diploma - Master's degree - online distance learning - Private university - Public university)

Education		
Places and ways to study	Qualifications	Types of courses
online distance learning	degree	postgraduate
private university	diploma	undergraduate
public university	Master's degree - PhD	vocational

Use the following collocations to complete the sentences below :

Collocating Phrases	Definitions	Arabic
draw up a timetable	write a schedule	يصمم جدول
do exercise	keep fit	يتمرن
do a subject	study	يدرس
take a break	relax	يرتاح
make a start	begin	يبدأ
make a difference	change something	يغير شيء

1. If you want to lose weight, you should ----- everyday.
2. The deadline is tomorrow, and you haven't done everything yet. You really must -----.
3. If you send money to charity, you will ----- to a lot of lives.
4. You look tired. Why don't you ----- ?
5. I need to organize my time better. I think I'll -----.
6. Taha's organized participation in the seminar ----- and activates everyone there. (2016)

Answers : 1. do exercise 2. make a start 3. make a difference 4. take a break 5. draw up a timetable 6. Make a difference

Replace the underlined misused collocation in the following sentence with the correct one :

7. If you send money to a charity, you will do exercise to a lot of lives. (2018)

Indirect Questions

1. **Function :** We can use indirect questions to ask questions in a polite, formal way.
3. The structure is like a reported question but it ends with a question mark.

Direct Questions	Indirect Questions
Questions is introduced with (what , where , why , who , when , how , ... etc.). Could you tell me ... ? Do you know ..? Do you mind telling me ..? Could you explain .?	
١. نضع (Wh - How) كما هي في جملة الحل وإذا لم توجد في السؤال نضع (If) ٢. (do) تحذف ونكمل باقي الجملة كما هي ٣. (does) تحذف ويضاف للفعل s-es... ٤. (did) تحذف ويحول الفعل للماضي ٥. إذا لم يوجد في الجملة (do-does-did) نعكس الفاعل مع الفعل المساعد ثم نكمل الجملة - ملاحظة : لا يتغير زمن الجملة أو الضمائر أو الظروف ٦. استخدام (Do you mind ...) مع اسئلة (Yes / No) نحول الفعل الرئيسي الى (V+ing) ٧. استخدام (Do you mind ...) مع اسئلة (Wh-Q) تصبح (Do you mind telling me + wh) ٨. استخدام (Do you mind ...) مع اسئلة (Why) تصبح (Do you mind explaining why)	
What time is it ?	Do you know what time it is ?
Why was he late ?	Can you tell me why he was late ?
When does the lesson end ?	Do you know when the lesson ends ?
How did you make that cake ?	Do you mind telling me how you made that cake ?
Yes / No questions are introduced with (if / whether)	
Did she make it on time ?	Can you tell me if she made it on time ?
Is this the right bus for the school ?	Could you tell me if/whether this is the right bus for the school?
Is the restaurant closing now ?	Do you know if the restaurant is closing now ?

- | | |
|---|--|
| - What is the time, please ?
- Who is that man ?
- Why is the train late ?
- Where is the nearest bank, please ?
- How did you solve this puzzle ?
- Is there a post box near here, please ? | Could you tell me what the time is , please ?
Do you know who that man is ?
Do you mind telling me (explaining) why the train is late ?
Could you tell me where the nearest bank is , please ?
Could you explain how you solved this puzzle ?
Do you know if there's a post box near here, please ? |
|---|--|

Rewrite all these direct questions as indirect questions using all the following phrases :

- Could you tell me ... / Do you know ... / Do you mind telling me ... / Could you explain ..
1. Where should I revise for exams ? -----
 2. How much sleep do teenagers of our age need ? -----
 3. Is it possible to improve your memory ? -----
 4. What do you mean by "mnemonics" ? -----
 5. What should I **do** on the day before the exam ? -----

Complete the questions with words the following words :

(how - how much - if - when - where - wheather - who - why)

1. Do you know ----- we can take water into the exam ?
2. Could you tell me ----- this book costs , please ?
3. Do you know ----- I've passed my exams or not ?
4. Do you mind telling me ----- the library is ?
5. Could you explain ----- I can solve this Maths problem ?
6. Could you possibly tell me ----- the Arabic teacher is ?
7. Do you know ----- we will know our results ?
8. Do you mind **explaining** ----- the sky sometimes looks red ?

Answers : 1- if 2. how much 3. whether 4. where 5. how 6. who 7. when 8. why

Complete the following indirect questions : AB – 36

Complete the sentences so that they mean the same as the ones above them :

1. Can you **suggest** a healthy breakfast ?
Do you mind **suggesting** a healthy breakfast ?
2. Please help me to plan my revision.
Do you mind -----?
3. How can I relax ?
----- **you explain** -----?
4. Are we allowed to eat sweets during the exam ?
----- **you know** -----?
5. Please tell me where you found that information .
----- **mind** -----?
6. Does the exam start at ten or half past ten ?
----- **wheather** -----?
7. Where's the post office, please ?
Do you mind -----?
8. Where does the bus go from ?
Could -----?
9. Could you explain the best way to revise ?
I wonder -----.
10. Could you explain what you mean by "mnemonics"?
What -----?
11. Do you know how much sleep a teenager needs ?
How -----?
12. How can I get to Queen Alia airport by public transport ? 2016
Could you tell me -----?
13. Is there a connection between the amount of TV people watch and how fit they are ? 2016
Do you know -----?
14. Are students allowed to navigate the internet during the open exam ? 2017
Do you know -----?
15. Does the bell ring at eight or half past eight ? 2017
Do you know -----?
16. " What can't we bring into the plane ?" 2018
Could you tell me -----?

Rearrange the words to make indirect questions :

1. if - revise - you - explain - I - the - could - best - wonder - to - way .
2. needs - you - much - sleep - how - a - do - know - teenager - ? .
3. should - much - I - do - could - you - revision - me - tell - how - ?
4. mind - you - water - giving - a - glass - do - of - me - ?
5. know - in - would - you - the - happen - whether -to- morning -or- the - in - exercise - is - better - evening - ?

Answers :

1. I wonder if you could explain the best way to revise
2. Do you know how much sleep a teenager needs ?
3. Could you tell me how much revision I should do ?
4. Do you mind giving me a glass of water ?
5. Do you know whether exercise is better in the morning or in the evening ?

The Impersonal Passive المبنى للمجهول الغير مشخص

Function : The Impersonal Passive is a formal way of reporting thoughts, sayings, beliefs and opinions .

المبنى للمعلوم Active Sentences	المبنى للمجهول الغير شخصي Impersonal Passive
<p>We can use the impersonal passive with: expect – expected (say = said , think = thought , claim = claimed , believe = believed , prove = proved , know – known, assume - assumed ١. نضع it كفاعل في البداية ٢. نحول الفعل الاول للمبنى للمجهول ويبقى باقي الجملة كما هي</p>	
- Scientists say that dolphins are highly intelligent	- It is said that dolphins are highly intelligent
- Scientists used to think that the Earth was flat.	- It used to be thought that the Earth was flat .
- People believe that learners will absorb the grammar as they learn vocabulary.	- It is believed that People believe that learners will absorb the grammar as they learn vocabulary.
- People say that children are afraid of ghoasts .	- It is said that children are afraid of ghoasts .

3. The impersonal passive can also be used with (object + infinitive) :

١. نبدأ بالفاعل الثاني بعد (that) كفاعل لجملة المبنى للمجهول .
٢. نحول الفعل الاول للمبنى للمجهول ثم نضيف كلمة (to) مباشرة .
٣. نحول الفعل الثاني بعد كلمة (to) حسب القواعد التالية :

تحويل الفعل الاول للمبنى للمجهول	تحويل الفعل الثاني بعد كلمة (to)
V1 / V+s ----- (am – is – are) + V3	V1 / V+s ----- V-inf.
V2 ----- (was – were) + V3	am, is, are ----- be
will , can, must , has to , used to ----- (will , used to + be) + V3	was, were ----- have been
has / have + V3 ----- (has / have + been) + V3	V2 / has + V3 / have + V3 / had + V3 ----- have + V3
am, is, are, was, were + V-ing ---- (am , is , are, was, were) + being + V3	will + V-inf. ----- V- inf.

امثلة على البدء بالفاعل الثاني بعد كلمة (that)

- They believe that the story is true .	- The story is believed to be true.
- People know that he is talented.	- He is known to be talented.
- People say that children are afraid of ghoasts .	- Children are said to be afraid of ghoasts.
- People believe that solving puzzles keeps the brain active.	- Solving puzzles is believed to keep the brain active.
- They think that she has written a book.	- She is thought to have written a book.
- They think that you lived in London. (past Simple)	- You are thought to have lived in London. (Present Perfect)
- People believe that Ali was a great person.	- Ali is belived to have been a great person.
- People think that the government was building new schools	- The government is thought to have been building new schools.
- They think that you had lived in Amman.	- You are thought to have lived in Amman.
- They believe that it will rain.	- It is believed to rain

التحويل العكسي

١. نحذف الكلمات من الفعل المساعد الى كلمة (to) .
٢. نحضر الفاعل الموجود في الجملة قبل الفعل المساعد ونضعه بعد كلمة (tha)
٣. نعيد الفعل المحول بعد كلمة (to) الى حالته الاصلية
٤. اذا لم يكن فعل المبنى للمجهول محول الى المعلوم ... نحوله اولاً ثم نبدأ بالخطوات السابقة

- The brain is said to be good like a computer.
- Scientists say -----
- Exercise has been proved to be good for concentration by experts.
- Experts -----
- Doing regular exercise is believed to reduce the risk of several diseases.
- People believe -----

Use the *impersonal passive* to report the following sentences : SB – 53

1. People claim that Speaking a foreign language improves the functionality of your brain.
Speaking a foreign language, -----, improves the functionality of your brain.
2. People **believe** that language learning can also improve your decision-making skills.
It -----
3. **People think** that learning a new language also presents the brain with unique challenges.
It -----
4. **They say** that students who study foreign languages do better, on the whole, in general tests.
It -----

Rewrite the following sentences using the impersonal passive in two different ways : AB – 36

e.g. : They *say* that fish *is* good for the brain.

a. *It is said* that fish *is* good for the brain.

b. *Fish is said to be* good for the brain .

1. People think that we only use a small percentage of our brain power.
- **It** -----
- **We** -----
2. They claim that we remember things in our sleep.
- **It** -----
- **We** -----
3. People believe that solving puzzles keeps the brain active.
- **It** -----
- **Solving puzzles** -----
4. Experts *have proved* that exercise is good for concentration.
- **It** -----
- **Exercise** -----
5. They say that fish is good for the brain .
Fish -----
6. People say that the brain is like a computer.
It -----
7. People believe that Ali was a great person
Ali -----
8. They think that students studied hard.
Students -----
9. People believe that eating almonds reduces the risk of heart disease . **2016**
Eating almonds -----
10. Doing regular exercise is believed to reduce the risk of several diseases. **2016**
People believe that -----
11. They assumed that the last Olympic Games were a great success. **2017**
It -----
12. Experts have proved that eating fresh vegetables is good for the stomach. **2017**
Eating fresh vegetables -----
13. My English teacher says that English clubs are essential for learning English well. **2018**
English clubs -----

Editing

Edit the following text. There are three grammar mistakes, one spelling mistake and one punctuation mistake. Find and correct them.

It is believe that when you learn a forein language, it helps to use the language as much you can. You should take every opportunity to engage in the conversation with a native speaker. Reading English books, or magazines also helps.

1. beleieved 2. foreign 3. as much as you can 4. a conversation 5. books or magazines

Imagine you are an editor in the Jordan Times. You are asked to edit the following linesthat have four mistakes (one grammar mistake, two spelling mistakes and one punctuation mistake. Find out these four mistakes and correct them. Write the correct answer down in your ANSWER BOOKLET. 2016

Nutrision is very important, You should try to eat as much fresh fruit and vegetables as you can. It was essential not to become dehydrated, so drink lots of water,

1. Nutrition 2. . You 3. as many 4. water.

2018

Writing - Persuasive Letter رسالة اقناعية

Persuasive letter include :

1. A statement of the letter's purpose.
2. A brief and concise statement of the problem.
3. A detailed description of the problem.
4. A proposed solution.
5. A polite manner and formal language.
6. A restatement of the problem at the end.
7. A plea such as (I look forward to hearing from you regarding a solution to this issue.
8. A formal sign-off.

Dear Mr Hammad, (Greeting)

(Introduction : State why you are writing)

I am writing in view of the recent news that instruction in all modern languages at our school will be cancelled as of next year. A large proportion of the student body is extremely upset at this.

(Body : In two or three paragraphs, build up your persuasive argument)

However, there are wider implications of this move to stop teaching modern languages. In the first place, the school would lose many gifted students. This would result in falling performance across the school.

In addition to this, the school would attract students in similar interests, which would have a negative impact on student wellbeing. It is known that the students develop empathy and awareness in a nurturing, all-inclusive environment.

Most worryingly, modern languages is a department which which is growing in popularity as global job opportunities become more and more attainable. I am sure that you would not wish them to be disadvantaged by having no exposure to modern language teaching.

(Request : Ask for what you want. Show that you are flexible)

Therefore, if language teaching must be done by way of after school or lunchtime clubs, so be it, but cutting this area of study completely would be detrimental to both the school and the students.

(Sign-off : Add a sentence of good wishes before you sign-off)

I hope you will consider this letter when deciding the future of our school. Thank you.

Yours sincerely,
Nawal Mohsen

Quotation

" Anyone who stops learning is old, whether at twenty or eighty.

Anyone who keeps learning stays young." Henry Ford (1863 CE – 1947 CE)

من يتوقف عن التعلم يهرم سواء كان في العشرين او في الثمانين، ومن يستمر في التعلم يبقى شابا

Ford refers to the fact that the world is moving forwards, so people need to keep up with progress.

He also refers to the brain being "trainable". i.e. if you practice learning, you will learn more effectively.