

حسب المنهاج الجديد

كورس الليث

توجيهي كافة الفروع المهنية - المستوى الثالث

الوحدة
العاشرة
الإشتقاق
الإنشاء



مهارات في اللغة الانجليزية

Action Pack 12
ENGLISH
LANGUAGE



إعداد المعلم :

أسامة محاسنة

٠٧٩٦٦٧٧٨٠٣ / ٠٧٩٨٢٣٣٥٥٥



مكتبة الوسام

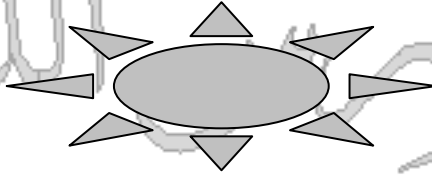
ALWESAM

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كورس الليث

تأليف:- أسامة محاسنة

تلفون:- ٠٧٩٦٦٧٧٨٠٣ / ٠٧٩٨٢٣٣٥٥٥



كورس الليث

تأليف

أسامة محاسنة

0798233555

0796677803

الوحدة العاشرة

الوحدة العاشرة Unit 10

جمل الشرط Conditionals

ترتيب جمل الشرط :- لا نحتاج إلى ترتيب جملة الشرط إلا عند وجود مضارع بسيط فقط .
١- في بداية الجملة (أسجد) :-

الجواب , السؤال + الأداة

٢- في وسط الجملة (جاسر) :-

السؤال + الأداة + الجواب

أدوات الشرط :-

if	provided that	as long as	unless	even if	when
إذا	إذا	طالما	إذا لم (بال)	حتى إذا (حتى لو)	عندما

المضارع البسيط

١- الصيغة القواعدية :-

فاعل مع I / we / you / they	ت ١
فاعل فرد he / she / it	s / es + ت ١

متى ضيف (s) أو (es)

(s , z , o , x , sh , ch) + es :- goes , fixes , ..

حرف صحيح + ies :- cry → cries , fly → flies

s :- plays , writes , drinks , + باقي الأحرف

٢- قاعدة النفي :-

فاعل مع I / we / you / they	do	(مجرد + not)
فاعل فرد he / she / it	does	

٣- قاعدة السؤال :-

do	+ فاعل مع	(مجرد)	?
does	+ فاعل فرد		

٤- قاعدة الفعل (be) أو (not be) :-

	(be)	(not be)
I	am	am not
فاعل مع we / you / they	are	are not
فاعل فرد he / she / it	is	is not

٥- قاعدة الفعل (have) :-

فاعل مع I / we / you / they	have
فاعل فرد he / she / it	has

الماضي البسيط

١- الصيغة القواعدية :-

ت ٢ هما كان الفاعل

٢- قاعدة النفي :-

(مجرد + not) did

٣- قاعدة السؤال :-

? (مجرد) + فاعل + did

٤- قاعدة الفعل (be) أو (not be) :-

الفاعل	(be)	(not be)
فرد (he , she , it , I) <input type="checkbox"/>	was	was not
مع (we , you , they) <input type="checkbox"/>	were	were not

النوع صفر Zero conditional

١- الاستخدام (Use / Function) :-

to describe something that always happens (the inevitable consequence) after a certain action or event.

لوصف شيء يحدث دائما (نتيجة مؤكدة / أكيد / حقيقة) بعد فعل أو حدث معين

٢- الصيغة القواعدية :-

سؤال الشرط	مضارع بسيط
جواب الشرط	مضارع بسيط

1-Water **turns** to ice **if** the temperature below zero. (fall)

2-If plants **don't get** enough sunlight , they (die)

النوع الأول First conditional

١- الاستخدام (Use / Function) :-

to describe a future outcome of a certain future action or event.

لوصف نتيجة في المستقبل لفعل أو حدث مستقبلي (ممكن) .

٢- الصيغة القواعدية :-

سؤال الشرط	مضارع بسيط
جواب الشرط	مجرد + will

1-If you hard, you **will pass** your exam . (study)

2-I the book **if it isn't** too expensive. (buy)

(I won't buy it if it is too expensive)

3- I'll buy it **unless** it expensive. (be) (I'll buy it if it isn't too expensive.)

4- I it **even if** it's expensive. (buy)

(I will buy it. The price isn't important.)

النوع الثاني Second conditional

١- الاستخدام (Use / Function) :-

للتحدث عن أحداث خيالية أو غير ممكنة to talk about **imaginary or unlikely events**

٢- الصيغة القواعدية :-

سؤال الشرط	ماضي بسيط
جواب الشرط	مجرد + would

1- If Sami in his exams , he **wouldn't enjoy** his journey . (fail)

2- Rula a new car **if** she **had** enough money . (buy)

النوع الثالث باستخدام (would) - Third conditional

١- الاستخدام (Use / Function) :-

to imagine past situations. These past situations are impossible, and did not happen (**to imagine impossible past situations**)

لتخيل واقف اضية . هذه المواقف الماضية ستحيلة ولم حدث (أكيد) .
سؤال الشرط لم يحدث ونتيجة لذلك لم يحدث جواب الشرط أيضا)

٢- الصيغة القواعدية :-

سؤال الشرط	ت + had
جواب الشرط	ت + would have

1- If I at home that day, I **would have missed** the celebration. (stay)

(The person did not stay at home that day.)

(The person attended the celebration.)

2- I to the library **if** my friend **hadn't invited** me. (not go)

(My friend invited me to the library, so I went.)

3- If I harder, I'd **have passed** the exam. (study)

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

النوع الثالث باستخدام (could/might) - Third conditional

١- الاستخدام (Use / Function) :-

To talk about the imaginary past

للتحدث عن الماضي الخيالي

when we are less sure of the result of the impossible past situation.

عندما نكون غير متأكدين من نتيجة أحداث ماضية مستحيلة (ممكن)

٢- الصيغة القواعدية :-

سؤال الشرط	ت ٣ + had
جواب الشرط	ت ٣ + could / might have

1-If I better for the competition, I **might have won** the

first prize. (prepare)

(The speaker is not sure that this would have been true.)

2-If I **had slept** better the night before the exam, I

better. (could / concentrate)

(It is possible that the speaker would have been able to concentrate.)

3-If I to a different school, I **might not have studied** French.

I could have taken English. (go)

4-Our team **could have won** the match if they'd **trained** harder, and then

they champions now if they'd won. (might/be)

ملخص قواعدي

النوع صفر	سؤال الشرط	مضارع بسيط
أكيد/ حقيقة	جواب الشرط	مضارع بسيط

النوع الأول	سؤال الشرط	مضارع بسيط
ممكن	جواب الشرط	will + مجرد

النوع الثاني	سؤال الشرط	ماضي بسيط
	جواب الشرط	مجرد + would

النوع الثالث - أ	سؤال الشرط	ت ٣ + had
أكيد	جواب الشرط	ت ٣ + would have

النوع الثالث - ب	سؤال الشرط	ت ٣ + had
ممكن	جواب الشرط	ت ٣ + could / might have

- أكمل الجمل التالية بعد اختيار صيغة الفعل الصحيحة .

- 1-I **won't swim** tomorrow if it (rain) .
- 2-I **would have visited** my grandparents next Monday if my parents (agree) .
- 3-I **would visit** Petra if I time . (have)
- 4-I **won't go** if you me to stay . (want)
- 5-You up early if you **sleep** early . (get)
- 6-**Unless** you **work** hard, you your dreams.(not achieve)
- 7-You **will go** to prison **unless** you the debt . (pay)
- 8- I you if I **have** enough time (visit) .
- 9-If Sami **slept** early , he up early . (get)
- 10-If we your advice , we **would have saved** a lot of time . (take)
- 11-If he **doesn't study** hard , he (not succeed)
- 12-It amazing if we **had gone** on a journey . (be)
- 13-You late **unless** you **sleep** early . (be)
- 14-I **will lend** Sami the money if he it . (need)
- 15-I a teacher **provided that** I **study** English . (be)

كيفية التحويل من جملة عادية إلى جملة شرط - النوع الثالث

أولاً :- إذا كان هناك (so) يكون التحويل كالتالي ويطبق على آخر فعل رئيسي :-

ت ٣ + had **so / that's how** ت ٣ + could / might have

ثانياً :- إذا لم يكن هناك (so) فلا بد من السؤال (لماذا) .

سؤال لماذا = ت ٣ + could / might have

واب لماذا = ت ٣ + had

ت ٣ + could have → مجرد + wasn't able to

ثالثاً :- عكس الفعلان الموقدان في سؤال وواب الشرط .

not ← → not

رابعاً :- يكون ترتيب الجملة كالتالي :-

ت ٣ + could / might + have + ت ٣ + had , If

1-Saeed left his camera at home, so he wasn't able to take pictures of the parade.
(could)

-If

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2-I had a headache yesterday, and I didn't do well in the Maths test. (might)

-If

تأليف

3-I didn't know your phone number, so I wasn't able to contact you. (could)

-If

4-You had a brightly-coloured T-shirt on .That's how I noticed you in the crowd.
(might not)

-If

أسامة محاسنة

5-I worked really hard the day before the exam. I got top marks. (might not)

-If

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كيفية التحويل من (If) إلى (Unless)

If + not	→	Unless
be + not	→	be
don't + جرد □	→	جرد □
doesn't + جرد □	→	جرد □ + s / es
didn't + جرد □	→	ت ٢
had not + ت ٣	→	had + ت ٣
no / never	→	no / never
سؤال الشرط □ ثبت	→	عكس □ واب الشرط

- 1- If Sami **is not** lazy , he will become a manager .
-Unless Sami
- 2- If they **don't study** hard , they will fail .
-Unless they
- 3- If she **doesn't sleep** early, she will not wake up on time .
-Unless she
- 4- If he **didn't eat** healthy food , she would not feel good .
-Unless he
- 5- If she **had not visited** petra , she would have visited Aqaba .
-Unless she
- 6- If he has **no** money , he can't buy it .
-Unless he
- 7- If he **never** studies hard , he will fail .
-Unless he
- 8- If Sami eats Mansaf , he **will not eat** Kabsah .
-Unless Sami
- 9- If Rawan finishes her homework , she **will play** computer games .
-Unless Rawan

كيفية التحويل من (Unless) إلى (If)

الطريقة الأولى	
Unless	If + not
be	be + not
جرد □	don't + جرد □
جرد □ + s / es	doesn't + جرد □
ت ٢	didn't + جرد □
had + ت ٣	had not + ت ٣

1-Unless Sami **is** lazy , he will become a manager .

- If Sami

2-Unless they **study** hard , they will fail .

- If they

3-Unless she **sleeps** early, she will not wake up on time

- If she

4-Unless he **ate** healthy food , she would not feel good .

- If he

5-Unless she **had visited** petra , she would have visited Aqaba .

- If she

الطريقة الثانية	
Unless	If
سؤال الشرط □ ثبت	عكس □ واب الشرط

1-Unless Sami is lazy , he will **become** a manager .

- If Sami

2-Unless they study hard , they **will fail** .

- If they

3-Unless she sleeps early, she **will not wake up** on time

- If she

4-Unless he ate healthy food , she **would not feel** good .

- If he

5-Unless she had visited petra , she **would have visited** Aqaba .

- If she

ملاحظات مهمة جدا

أدوات الشرط (when / as long as) لا تستخدم مع النوع الثالث

النوع صفر :- لا زال ان له النوع الأول :- ستقبل النوع الثالث :- باضي

كتاب (SB) صفحة (٧٣) تمرين (٦)

Choose the correct option to complete the sentences. اختر الخيار الصحيح لإكمال الجمل .

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.

الإجابات الصحيحة كالتالي :-

1-will

2-will need

3-will be

4-understand

كتاب (SB) صفحة (٧٣) تمرين (٧)

Complete the sentences so that they are true for you. أكمل الجمل لتصبح صحيحة .

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, ...

الإجابات الصحيحة كالتالي :-

1-I have interesting colleagues.

2-I work hard.

3-I will still make time to speak to my friends.

4-it is the only option.

5-I will be very happy.

كتاب (SB) صفحة (٧٤) تمرين (٤)

Complete these sentences with the correct form of the verbs in brackets. Listen and check. أكمل الجمل بالصيغة الصحيحة للأفعال بين الأقواس . اسأل وتأكد .

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.

الإجابات الصحيحة كالتالي :-

1-would have got; had had

2-had done; would have had

كتاب (SB) صفحة (٧٤) تمرين (٥)

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

أعمل في مجموعات . أكمل كل جملة بأفكارك الخاصة ، استخدم النوع الثالث .

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, ...

الإجابات الصحيحة كالتالي :-

1-people would have stopped writing letters by now.

2-they would have been able to communicate more easily.

3-they would have stopped using fossil fuels by now.

كتاب (SB) صفحة (٧٥) تمرين (١٠)

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

أكمل الجمل لتصبح صحيحة بالنسبة لك . استخدم (could / might) بدلا من (would) .

1-If I hadn't come to this school, ...

2-If I hadn't grown up in this city, ...

كتاب (SB) صفحة (٧٩) تمرين (٣)

Choose the correct option in brackets to complete the following sentences.

اختر الخيار الصحيح بين الأقواس لإكمال الجمل التالية .

4-If you to learn a new language, you **need** to be motivated.

(will want / want / wanted)

الإجابات الصحيحة كالتالي :- (want)

كتاب (AB) صفحة (٤٩) تمرين (٤)

Complete the sentences with the correct form of the verbs in brackets. The first one is done for you.

أكمل الجمل بالصيغة الصحيحة للأفعال بين الأقواس . الجملة الأولى محلولة .

1-When you at the station next Saturday, we there to meet you.

(arrive/be)

2-Nasser out with us tomorrow **unless** he help his father. (come/have to)

3-I you with your homework, **as long as** you me with mine! (help/help)

4-**Provided that** it , we a picnic next week. (not rain/have)

5-If you the prize, how you the money? (win/spend)

6-**Even if** Omar his driving test this afternoon, he his own car. (pass/not have)

الإجابات الصحيحة كالتالي :-

1-arrive; will be

2-will come; has to

3-will help; help

4-doesn't rain; will have

5-win; will, spend

6-passes; won't have

كتاب (AB) صفحة (٥٠) تمرين (٨)

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

أكمل الجمل بإفكارك الخاصة . استخدم جمل الشرط النوع صفر أو الأول .

- 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,

كتاب (AB) صفحة (٥٢) تمرين (١٣)

Read the situations and complete the sentences with the third conditional, using the word in brackets. The first one is done for you.

اقرأ المواقف وأكمل الجمل بالنوع الثالث ، استخدم الكلمات بين الأقواس . الجملة الأولى محلولة .

- 1-Saeed left his camera at home, so he wasn't able to take pictures of the parade. (could)
- 2-I had a headache yesterday, and I didn't do well in the Maths test. (might)
- 3-I didn't know your phone number, so I wasn't able to contact you. (could)
- 4-You had a brightly-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)

- الإجابات الصحيحة كالتالي :-

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

كتاب (AB) صفحة (٥٤) تمرين (٥)

Choose the correct option, a, b, c or d.

اختر الخيار الصحيح أ ، ب و ج .

- 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
- 3-I couldn't climb Mount Everest someone carried my equipment for me!
a-even if b-as long as c-provided that d-when

- الإجابات الصحيحة كالتالي :-

- 1-b 3-a

كتاب (AB) صفحة (٥٥) تمرين (٨)

Circle the correct word from each pair of words to complete the sentences.

صل الكلمة الصحيحة من كل زوج من الكلمات لإكمال الجمل .

- 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.
- 5-Jaber looked **even** / **as** if he hadn't slept very well.

- الإجابات الصحيحة كالتالي :-

- 2-could 3-hadn't 5-even

أسئلة الوزارة الخاصة بجمل الشرط

- 1-More tourists (come)to this town **if** it **had** better climate . (1997)
- 2-The couple **would live** in a village **if** theyenough money to hire a suitable house in the city .(don't have , didn't have , hadn't had) (1998)
- 3-Fatima **will not get** the job she **does** well in the interview. (1997)
(if, consequently, unless)
- 4-I **will read** the book **if** I it.(finds , found , find , founded) (1999)
- 5-If she doesn't work hard , she won't get a high mark .
-Unless (2000)
- 6-Your kids **would stay** with me **if** theytoo much noise (not make) . (2001)
- 7-We in the city **if** we **had** the choice .
(will live , would live , would have lived) (2001)
- 8-**If you** the house, who **will look** after the baby?
(leaves, leave, left, had left) (2001)
- 9-If you don't finish at 2 o'clock , you will miss the bus .
-Unless (2001)
- 10-Nadia **will fail** in English she **works** harder . (if, unless , when , despite) (2001)
- 11-They **will come** in time **if** theytroubles . (not meet) (2002)
- 12-**If Hamdan** (not leave) at nine, he **will miss** the plane. (2002)
- 13-Tom cannot go with his mother unless he promises to finish his homework .
-Provided that (2002)
- 14-**If you** smoking your health **will never get** better.
(hadn't stopped , haven't stopped , didn't stop , don't stop) (2003)
- 15-**If students**well-prepared for exam , they **will have** confidence in themselves (be) (2003)
- 16-More touriststo this village , **if** it **had** a better climate . (come) (2003)
- 17-If the new engineerhow the machine worked , he **would be** able to start the work immediately .(know) (2004)
- 18-**If** the climate in the Jordan Valley , we **would be** able to grow new kinds of fruit .(change) (2004)
- 19-If you don't leave before 2 o'clock , you will not catch the bus .
-Unless (2004)
- 20-Unless you work hard , you will not achieve your goals .
-If you (2004)
- 21-**If** the climate in this area , the farmer **would be** able to grow rice (2005)
a-are changing b-changed c-have changed d-were changing
- 22-I'll see you next week unless something happens .
-If (2005)
- 23-If Salem does not finish his homework, he won't go on the journey.
-Unless (2006)
- 24-Nada **will fail** the English exam she **works** hard . (if, unless , when) (2006)
- 25-Your health will never get better unless you stop smoking.
-If you (2007)
- 26-**Provided that** it , we **will have** a picnic next week . (not , rain) (2016)
- 27-Saleem left his wallet at home, so he wasn't able to purchase his necessary items . (could) (2016)
- 28-I studied really hard the day before the final exams. I achieved the first rank in my class . (might not) (2016)
- 29-**If** a city everything and doesn't throw anything away, it **is** zero waste.
(recycle) (2016)

معاى الوحدة العاشرة

كتاب (SB) صفحة (٧٢) تمرين (٢)					
headphones	أ	سماعات أذن	interpreter	أ	ترجم
regional	ص	إقليمي	rewarding	ص	جزى
secure	ص	آمن	seminar	أ	حلقة دراسية
translation	أ	ترجمة			
كتاب (SB) صفحة (٧٦) تمرين (٢)					
achievements	أ	إنجازات	adaptable	ص	تكيف
competent	ص	كفؤ	conscientious	أ	حي الضمير
contact details	أ	فصائل الإصال	enthusiastic	ص	تحمس
keen	ص	تحمس	personal attributes	أ	صفات شخصية
qualifications	أ	ؤهلات	reference	أ	رغم
training	أ	تدريب	work experience	أ	خبرة عمل
كتاب (AB) صفحة (٤٩) تمرين (١)					
career	أ	مهنة	headphones	أ	سماعات أذن
interpret	ف	يتترجم	seminar	أ	حلقة دراسية
regional	ص	إقليمي	rewarding	أ	كافأة
translation	أ	ترجمة			
كتاب (AB) صفحة (٤٩) تمرين (٢)					
having	ف	يأخذ	taking	ف	يأخذ
satisfaction	أ	إرضاء	secure	ص	آمن
secure	ص	آمن	rewarding	ص	مجزي
successful	ص	ناجح	responsible	ص	مسؤول
job	أ	وظيفة	work	أ	عمل
agreement	أ	اتفاق	meeting	أ	اجتماع
كتاب (AB) صفحة (٤٩) تمرين (٣)					
work as	ف	يعمل ك	decide on	ف	يقرر
translate into	ف	يتترجم إلى	talk about	ف	يتحدث عن
ask about	ف	يسأل عن	good at	ف	جيد في
كتاب (AB) صفحة (٦٠) تمرين (C)					
event	أ	حدث	short-term	ص	قصير الأمد
records	أ	سجلات	achievements	أ	إنجازات
potential	ص	إمكانية			

كتاب (AB) صفحة (٥١) تمرين (١١)		
المعنى بالغة	الكلمة	المعنى بالغة
money you save over your lifetime to pay for your old age مال توفّره طوال عمرك ليدفع لك عند شيخوختك	أ	pensions قاعد
online questions أسئلة على النت	أ	web enquiries أسئلة على النت
maths ; work with numbers الرياضيات ، العمل بالأرقام	أ	calculations عملية حسابية
finding suitable employees إيجاد موظفين ملائمين	ف	recruiting يوظف
promoting your product ; finding customers ترويج لمنتجك ؛ إيجاد زبائن	أ	marketing سويق
كتاب (SB) صفحة (٧٩) تمرين (١)		
overcome or find a solution to يجد حلا / يتغلب على	ف	get around يجد حلا / يتغلب على

معاى الوحدة العاشرة

المعنى بالغة	الكلمة	المعنى بالغة
able to adapt to new conditions or situations قادر على التكيف للشروط أو الحالات الجديدة	ص	Adaptable تكيف
having a strong desire for success or achievement يملك رغبة قوية للنجاح أو الإنجاز	ص	ambitious طموح
a quality or feature that is considered to be good or useful (in a person) نوعية أو ميزة تعتبر جيدة أو مفيدة (في شخص)	أ	attribute صفات / خصائص
having enough skill or knowledge to do something to a satisfactory standard امتلاك المهارة أو المعرفة الكافية للقيام بشيء إلى معيار مرضي	ص	competent كفؤ
showing a lot of care and attention (to a task) إظهار الكثير من العناية والانتباه (إلى مهمة)	ص	conscientious حي الضمير
a short, written description of a person's qualifications, skills and work experience that they send to potential employers وصف مكتوب قصير لمؤهلات شخص ، مهاراته وخبرته في العمل بأنهم يُرسلونه إلى أصحاب العمل المحتملين	أ	curriculum vitae سيرة ذاتية (CV)
surrounded, especially by a fence or wall محاصر ، خاصة بسياج أو حائط	ص	enclosed حاصر
showing a lot of interest and excitement about something إظهار الكثير من الاهتمام والحماس حول شيء	ص	enthusiastic تحمس
having an affection or liking for someone or something امتلاك عاطفة أو ولى لشخص ما أو لشيء	ص	fond of غرم ب
happening or working for the whole of the working week, and not only part of it يحدث أو يعمل طوال أسبوع العمل ، وليس فقط جزء منه	أ	full-time وقت كمال
a piece of equipment that you wear over your ears to listen privately to the radio, music, etc. قطعة من جهاز تلبسه على أذناك لتستمع بشكل خاص إلى الراديو، موسيقى، الخ.	أ	headphones سماعات أذن
someone who works for a short time in a particular job in order to gain experience شخص ما يعمل لفترة قصيرة فيعمل معين ليكتسب خبرة	أ	intern تدرب
someone who translates spoken words from one language into another شخص يُترجم الكلمات المنطوقة من لغة إلى أخرى	أ	interpreter ترجم

keen □ تحمس	أ	having or showing eagerness or interest (in something) امتلاك أو إظهار اللهفة أو الاهتمام (في الشيء)
reference □ رافع / صلة	أ	a person who provides information about your character and abilities شخص يُزوّد معلومات حول شخصك وقدراتك
regional □ إقليمي	ص	relating to a particular region or area يرتبط بإقليم أو منطقة معينة
rewarding □ كفاءة	ص	giving personal satisfaction يعطي رضى شخصي
secure □ ن	ص	safe; free from danger آمن ، خال من الخطر
seminar □ حلقة دراسية	أ	a class on a particular subject, usually given as a form of training حصة على موضوع معين، تعطى عادة كنوع من التدريب
surveyor □ سّاح أراضي	أ	a person whose job is to measure the conditions of a building or to record the details of an area of land شخص وظيفته أن يقيس شروطاً بناية أو لتسجيل تفاصيل منطقة من الأرض
trial period □ فترة تدريب	أ	the two parties involved (employer and intern) can 'try out' the other to see if the situation is right for them, before getting into an employment contract. الطرفان المعنيان (ربّ العمل والمتدرب) يمكن أن يختبرا بعضهما لرؤية إذا كان الوضع صحيحاً لهم ، قبل الدخول بعقد توظيف
voluntary □ طوعي	ص	done or given by choice يتم أو يعطى بالتخيير
work experience □ خبرة عمل	أ	a period of time that someone spends working in a particular place فترة زمنية يقضيها شخص ما وهو يعمل في مكان معين

أسامة محاسنة

0796677803

0798233555

My job as an interpreter

وظيفتي كمترجم

الفقرة الأولى (سبب كتابة فاطمة عن عملها)

My name is Fatima Musa and I have worked as an interpreter for five years.

اسمي فاطمة وسى وقد عملت كمترجم لمدة خمس سنوات .

Many students have emailed me about my work because they (1) want to know what it (2) would be like to do my job.

العديد من الطلاب أرسل لي بريدا الكتروني

عن عملي لأهم أرادوا أن يعرفوا كيف سيكون الوضع إذا قاءوا بعلمي .

So here is my reply.

لذا هذا هو ردي .

الفقرة الثانية (لماذا أردت أن تعمل كمترجمة / عمل والدها / المدرسة)

1 I have always been fond of languages.

لقد كنت دائما ولعا باللغات .

My father worked in many different countries when I was young and we (3) usually travelled with him (4) .

2 When we (5) visited a country, I always wanted to learn the language.

عندما كنا زور بلدا ، كنت أريد دائما أن أعلم لغتهم .

3 At school I was very good at English.

في المدرسة كنت جيدة في اللغة الإنجليزية .

Therefore, I decided on a career as an interpreter.

لذلك ، قررت أن أعمل بمهنة مترجم .

الفقرة الثالثة (طبيعة عملها كمترجمة / عملها في المؤتمرات)

My job now involves going to important 1 conferences and 2 seminars around the world.

وظيفتي الآن تتضمن الذهاب إلى المؤتمرات والندوات الهامة في جميع أنحاء العالم .

When a person speaks in English at a conference, I listen to what they (6) say through headphones.

عندما يتحدث شخص اللغة الإنجليزية في مؤتمر ، أستمع إلى ما يقولون خلال سماعات الرأس .

I then translate into Arabic while the speaker is talking.

وبعد ذلك أترجم إلى اللغة العربية و المتكلم يتحدث .

I give the translation through headphones to other people at the meeting.

أعطي الترجمة خلال سماعات الرأس لأشخاص آخرين في الاجتماع .

This (7) means that anyone in the room who (8) speaks Arabic can understand what people are saying.

وهذا يعني أن أي شخص في الغرفة والذي يتحدث العربية يمكن أن يفهم ما يقوله الناس .

الفقرة الرابعة (أمثلة على أن اللغة الإنجليزية ليست في كل الدول)

Is it (9) an easy job ? Not at all.

هل هذه مهمة سهلة ؟ على الإطلاق .

English is not the same in all English-speaking countries.

اللغة الإنجليزية ليست هي في جميع البلدان الناطقة باللغة الإنجليزية .

For example,

على سبيل المثال ،

1 the English words that (10) are used in India are sometimes different to the words that

(11) people use in a the UK , b the USA or c Australia.

الكلمات الإنجليزية التي تستخدم في الهند تختلف في بعض الأحيان عن الكلمات التي يستخدمها الناس في المملكة المتحدة ، الولايات المتحدة وأستراليا .

2 As well as knowing regional English, you also need to know a lot of specialist language.

وكذلك لمعرفة اللغة الإنجليزية المحلية (العامية) ، تحتاج أيضا إلى معرفة الكثير من اللغة المتخصصة .

3 Some of the words that (12) are used to talk about a business , b science or c law, for

example, make it (13) almost a different language!

بعض الكلمات التي تستخدم للحديث عن الأعمال التجارية ، العلوم أو القانون ، على سبيل المثال ، عملت لها لغة مختلفة قريبا !

الفقرة الخامسة (مهارات المترجم / الاستماع / الصوت / التفكير / التركيز / صفات الوظيفة)

Unless **you** have a language degree, **you will not** be able to become an interpreter.
إذا لم يكن لديك شهادة في لغة ، فلن يكون قادرا على أن يصبح مترجمًا .

Provided that **you** have a postgraduate qualification, **you will probably get** a job as an interpreter quite quickly.

إذا كان لديك أحد وهلات الدراسات العليا ، فستحصل على وظيفة ترم بسرعة .

If **you** get an interview for a job, **you will need to show**

إذا حصلت على قابلة لوظيفة ، ستحتاج إلى إظهار أن لديك مهارات استماع جيدة وصوت باق واضح .

1 that **you** have good listening skills

2 and a clear speaking voice.

3 **You will also** need to show that **you** can think quickly

سوف تحتاج أيضا إلى إظهار أنه يمكنك التفكير بسرعة

4 and that **you** are able to concentrate for long periods of time.

وأنك قادر على التركيز لفترات طويلة من الزمن .

If **you** are successful , **it** (14) is 1 a secure and 2 rewarding job.

إذا كنت ناجحًا ، ستكون وظيفة آمنة وجزية .

You will probably need to travel a lot, but that is not a problem as long as **you** enjoy visiting

other countries. ربما ستحتاج إلى السفر كثيرا ، ولكن هذه ليست مشكلة طالما ستمتع بزيارة بلدان أخرى .

الفقرة السادسة (نتائج الترجمة الجيدة أو السيئة)

It (15) is a very responsible job. إنها وظيفة مسؤولة دا .

I am aware that if I translate things badly, **it** (16) could affect 1 an important law or 2 trade agreement between countries.

أأ أدرك أنه إذا رمت أشياء بشكل سيئ ، يمكن أن يؤثر على قانونهم أو اتفاق جارة بين البلدان .

However, **you** get a huge feeling of satisfaction when **you** know that people understand everything that you translate.

ومع ذلك ، يمكنك الحصول على شعور كبير من الايحاء إذا عرفت أن الناس يفهمون كل شيء تترجمه .

الضمير	رقمه	الاسم الذي يعود عليه
	ضمائرها (I / my / me)	Fatima Musa
they	1	Many students
it	2	to do my job
we	3	Fatima Musa and her family
him	4	her father
we	5	Fatima Musa and her family
they	6	a person (persons / speakers)
this	7	give the translation through headphones to other people at the meeting
who	8	anyone in the room
it	9	translation through headphones to other people at the meeting
that	10/11/12	words
	ضمائرها (you / your)	translators / readers / people
it	13	English
it	14 / 15	translation
it	16	translate things badly

الضمائر

أسئلة القطعة

- 1-Write down the sentence which indicates why Fatima Musa wrote about her job .
- 2-Write down the sentence which indicates why Fatima Musa was fond of languages .
- 3-Fatima Musa wanted to be an interpreter for three reasons . Write down two of them .
- 4-Fatima's job involves going to two events around the world . Write them down .
- 5-Write down the sentence which indicates the language that Fatima translates into .
- 6-Write down the sentence which indicates who she is translating to and in what language.
- 7-Write down the sentence which indicates that English is different from a country to another .
- 8-Fatima Musa gave three examples that English is different in all English-speaking countries. Write down two of them .
- 9-There are some English words that are used in India are sometimes different to the words that people use in three countries . Write down two of them .
- 10-Some of the words that are used to talk about three fields make it almost a different language . Write down two of these fields .
- 11-Write down the sentence which indicates the main condition to be an interpreter .
- 12-Write down the sentence which indicates how you can get a job as an interpreter quickly.
- 13-When you get an interview for a job , you will need to show four skills . Write them down .
- 14-If you succeed in that job interview , you will get a job which has two features . Write them down .
- 15-Write down the sentence which indicates the necessity of travelling to many countries as an interpreter .
- 16-If an interpreter translate things badly, it could affect two things . Write them down.
- 17-Write down the sentence which indicates the good feeling when people understand you .

الإجابات

- 1-Many students have emailed me about my work because they want to know what it would be like to do my job.
- 2-My father worked in many different countries when I was young and we usually travelled with him
- 3-a-I have always been fond of languages .
b-When we visited a country, I always wanted to learn the language.
c-At school I was very good at English.
- 4-conferences and seminars 5-I then translate into Arabic while the speaker is talking.
- 6-This means that anyone in the room who speaks Arabic can understand saying
- 7-English is not the same in all English-speaking countries.
- 8-a- the English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia.
b-As well as knowing regional English, you also need to know a lot of specialist language.
- 9-UK, the USA or Australia 10- business, science or law
- 11-Unless you have a language degree, you will not be able to become an interpreter.
- 12-Provided that you have a postgraduate qualification, you will probably get a job as an interpreter quite quickly.
- 13-a-that you have good listening skills b-and a clear speaking voice.
c-You will also need to show that you can think quickly
d-and that you are able to concentrate for long periods of time.
- 14-secure and rewarding job.
- 15-You will probably need to travel a lot, but that is not a problem other countries
- 16-an important law or trade agreement between countries.
- 17-However, you get a huge feeling of satisfaction when you know that people understand everything that you translate.

Tareq Hakim
طارق حكيم

الفقرة الأولى (معلومات شخصية)

- 1-Name :- Tareq Hakim الاسم :- طارق حكيم
2-Contact details :- 5 North Street, Ajloun فاصيل الإصال :- ٥ شارع الشمال ، عجلون
3-Work experience :- 2009–2012: shop assistant at a chemist's
3- خبرة العمل :- ٢٠٠٩-٢٠١٢: ساعد صيدلي في صيدلية
2012–2014: reporter for Medicine Today
٢٠١٢-٢٠١٤: مراسل لشركة الطب اليوم
2014–now: editor at a scientific journal
٢٠١٤- الآن :- حرر في مجلة علمية
4-Qualifications and training :-Degree in Chemistry (graduated 2008);
٤- المؤهلات والتدريب :- شهادة في الكيمياء (أخرج ٢٠٠٨)؛
Certificate in Journalism (2011)
شهادة في الصحافة (٢٠١١)
5-Skills and achievements :- Captain of school basketball team;
٥- المهارات والإجازات :- كابتن فريق كرة السلة في المدرسة
Voluntary work for a charity that (1) helps elderly people
العمل التطوعي لجمعية خيرية ساعد كبار السن
6-Personal attributes :-I am a conscientious worker and I am very enthusiastic about working in
pharmaceuticals.
٦- الصفات الشخصية :- أنا عال حلي الضمير وأأتمسك بحول العمل في المستحضرات الصيدلانية
7-Reference :-Osama Hayek, Chemistry teacher at my secondary school
٧- المرجع (المعرف) :- أسامة حايك ، مدرس كيمياء في درستي الثانوية

الفقرة الثانية (المؤهلات ، الخبرات والهوايات)

- Dear Sir/Madam, سيدي / سيدي الأعمام ،
I would like to apply for the position of researcher at your (2) pharmaceutical company.
أود أن أقدم طلب للحصول على وظيفة باحث في شركة الأدوية الخاصة بك .
As can be seen from the enclosed curriculum vitae that I have a degree in Chemistry.
كما يتبين من السيرة الذاتية المرفقة أنني أحمل شهادة في الكيمياء .
2 Furthermore, I have worked as a shop assistant at a chemist's, so I know a lot about
this (3) industry.
وعلاوة على ذلك ، عملت كمساعد صيدلي في صيدلية ، لذلك أعرف الكثير عن هذه الصناعة .
3 I also have a qualification in Journalism and 4 have worked previously for a scientific journal.
لدي أيضا وهل في الصحافة وعملت سابقا في مجلة علمية .
5 I have excellent research skills.
لدي مهارات ممتازة في مجال البحث .
6 In my spare time, a I help elderly people, and b I can see the difference that medicines can
make to their (4) lives.
في وقت فراغي ، أساعد كبار السن ، وأستطيع أن أرى الفرق الذي فعله الأدوية لحياتهم .
I am very keen to join a company that (5) can really help people.
أنا حريص جدا للانضمام إلى الشركة التي يمكن أن تساعد الناس فعلا .
I look forward to hearing from you (6) concerning the next stage of my application.
أنا أتطلع إلى الاستماع منك بشأن المرحلة المقبلة من طلبي .
Yours (7) faithfully,
Tareq Hakim المخلص لك ،
طارق حكيم

الضمائر

الاسم الذي يعود عليه	رقمه	الضمير
Tareq Hakim		ضمائر (I / my)
a charity	1	that
Sir or Madam and their company	2	your
pharmaceutical	3	this
elderly people	4	their
a company	5	that
Sir or Madam and their company	6	you
Sir or Madam and their company	7	yours

أسئلة القطعة

- 1-Write down the sentence which indicates the position that Tareq applied for.
- 2-Write down the sentence which indicates Tareq degree .
- 3-According to the text , there are two reasons that makes Tareq applied for a pharmaceutical company . Write them down .
- 4-Tareq Hakim does two things in his spare time . Write them down .

الإجابات

- 1-I would like to apply for the position of researcher at your pharmaceutical company.
- 2-As can be seen from the enclosed curriculum vitae that I have a degree in Chemistry.
- 3-a-He has a degree in Chemistry.
b-Furthermore, he has worked as a shop assistant at a chemist's, so I know a lot about this industry .
- 4-In my spare time, I help elderly people, and I can see the difference that medicines can make to their lives.

SB

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Hisham Khatib

هشام الخطيب

الفقرة الأولى (معلومات شخصية)

- 1-Name :-Hisham Khatib الاسم :- هشام الخطيب
 2-Contact details :-22 East Way, Irbid فاصيل الاصل :- ٢٢ طريق الشرق ، اربد
 3-Work experience :-2010–now: Sales Representative for a large pharmaceutical company
 ٣- خبرة العمل :- ٢٠١٠ - الآن :- ندوب □ بيعات لشركة أدوية كبيرة
 4-Qualifications and training :-Degree in Physics (graduated 2009)
 ٤- المؤهلات والتدريب :- شهادة في الفيزياء (أخرج ٢٠٠٩)
 5-Skills and achievements :- I won Salesperson of the Year Award in 2013 CE.
 ٥- المهارات والإجازات :- فزت بجائزة □ ندوب المبيعات للعام في عام ٢٠١٣ م
 6-Personal attributes :-I am a very competent worker. I am also adaptable.
 ٦- الصفات الشخصية :- أنا عال كفو . وأنا قابل للتكيف □ دا
 7-Reference :-Samira Rahhal, the director in my current job
 ٧- المرآع (المعرف) :- سميرة رحال ، المديرية في عملي الحالي

الفقرة الثانية (المؤهلات ، الخبرات والهوايات)

Dear Mr Rahhal, عزيزي السيد رحال ،
 I am very interested in the position of researcher at **your** pharmaceutical company.
 أنا □ هتم □ دا بوظيفة باحث في شركة الأدوية الخاصة بك .
 You will see from the enclosed curriculum vitae that **1** I have worked in sales for a large pharmaceutical company for many years.
 ستري □ ن السيرة الذاتية المرفقة □ أنني عملت في المبيعات في شركة دوائية كبيرة لسنوات عديدة .
2 I have been very successful in this (1) job and **3** I was Salesperson of the Year in 2013 CE.
 لقد كنت □ ح □ دا في هذا العمل وكنت □ ندوب المبيعات لعام ٢٠١٣ م .

4 I would now like a new challenge and **5** would be interested in moving into research.
 أرغب الآن بتحدي □ ديد وسوف أكون □ هتما في الانتقال إلى البحث .
6 I have a degree in Physics.
 أنا □ لك شهادة في الفيزياء .
7 I am a a competent and b adaptable worker and **8** I believe that I can be successful in any position.
 أنا □ عال كفو وقابل للتكيف وأعتقد □ ه يمكنني أن أكون □ ح □ في أي □ وقع (وظيفة) .
9 I like a reading and b camping. **c** I also like travelling.
 أنا □ أحب القراءة والتخييم . وأحب السفر أيضا .
 References are available on request.
 المرآع (المعرفين) □ توفيرين في الطلب .
 I look forward to hearing from **you**.
 أنا □ نني □ أطلع إلى الاستماع □ نك .
 Yours sincerely, المخلص لك ،
 Hisham Khatib هشام الخطيب

الضمائر

الضمير	رقمه	الاسم الذي يعود عليه
ضمائر (I / my)		Hisham Khatib
ضمائر (you / your)		Dear Mr Rahhal
this	1	in sales for a large pharmaceutical company

أسئلة القطعة

- 1-Write down the sentence which indicates the position that Hisham interested in .
- 2-Hisham is interested in the position of researcher at this pharmaceutical company for three reasons . Write down two of them .
- 3-According to the text , Hisham has some qualifications and skills . Write down two of them .
- 4-Hisham believes that he can be successful in any position because he is a worker with two important skills . Write them down .
- 5-Hisham has three hobbies . Write down two of these hobbies .

الإجابات

- 1-I am very interested in the position of researcher at your pharmaceutical company.
- 2-a-He has worked in sales for a large pharmaceutical company for many years.
b-He has been very successful in this job
c-and he was Salesperson of the Year in 2013 CE.
- 3-a-He has a degree in Physics.
b-He is a competent and adaptable worker
c-and he believes that he can be successful in any position.
d-He likes reading and camping. He also likes travelling.
- 4-competent and adaptable.
- 5-He likes reading and camping. He also likes travelling

AB

51

Stepping into the business world

الدخول إلى عالم الأعمال

الفقرة الأولى (دراسة الأعمال والبرامج التدريبية للخريجين)

Business Studies is a popular choice for students who (1) are choosing a degree course in the UK.

الدراسات التجارية (دراسة الأعمال) هي خيار شائع للطلاب الذين يختارون دورة للحصول على شهادة في المملكة المتحدة .

After graduating, 1 some go on to further study, but 2 most of them (2) take up employment.

بعد التخرج ، البعض يستمرون بالمزيد من الدراسة ، ولكن معظمهم يحصلون على عمل .

Many large companies offer graduate training schemes, which (3) are a kind of apprenticeship.

العديد من الشركات الكبرى تقدم برامج تدريب للخريجين ، والتي هي نوع من التدريب المهني .

We (4) went to meet twenty-two-year-old Ricky Miles, who (5) is about to graduate in the subject.

ذهبنا لمقابلة ريكي ايلز البالغ من العمر اثنين وعشرين عامًا ، والذي على وشك التخرج في هذا المجال .

الفقرة الثانية (فترة الدراسة وفترة الخبرة)

How long have you been studying Business Studies, Ricky?

نذنتى وأنت درس الدراسات التجارية (دراسة الأعمال) ، ريكي؟

It's (6) a four-year course, including two periods of work experience.

إنها تخصص أربع سنوات ، بما في ذلك فترتين من الخبرة في العمل .

Each one lasted six months, but they (7) weren't in the same year.

كل واحدة لها ستة أشهر ، لكنها لم تكن في نفس العام .

الفقرة الثالثة (ماذا درس خلال الأربعة سنوات / المواد / الدورات)

What exactly have you studied over those four years?

□ إذا درست بالضبط خلال لك السنوات الأربع ؟

Quite a lot ! 1 Maths , of course , 2 Accounting , 3 Finance and 4 Economics.

الكثير □ دا ! الرياضيات ، بالطبع ، المحاسبة ، المالية والاقتصاد .

Oh yes, 5 Marketing and 6 Sales, too.

أوف □ عم ، التسويق والمبيعات ، أيضا .

7 I also did a course A in Management, which (8) is about a recruiting and b managing staff, and c how to deal with conflict , and a course B in Advertising.

كما □ أني التحقت بدورة في الإدارة ، وهي عبارة عن التوظيف وإدارة الموظفين ، وكيفية التعامل □ مع النزاع بين الموظفين ، ودورة في الإعلان .

We (9) all had to do 8 IT, too, because computer skills are essential.

كان علينا □ ميعا أن □ تعامل □ مع □ تكنولوجيا المعلومات ، أيضا ، لأن □ مهارات الكمبيوتر ضرورية .

الفقرة الرابعة (فائدة الخبرة في العمل / فرصة عمل)

What did you most enjoy about the degree?

□ ما هو أكثر شيء استمتعت به بخصوص هذه الشهادة ؟

The work experience, definitely.

الخبرة في العمل ، بالتأكيد .

I learnt so much, both times, and of course it (10) looks great on my curriculum vitae.

لقد □ علمت الكثير ، في كلتا المرين ، وبالطبع □ بدو رائعة في سيرتي الذاتية .

One of the companies offered me paid work last summer, so I managed to get even more experience that way.

إحدى الشركات عرضت علي عملا □ أورا في الصيف الماضي ، لهذا □ مكنت □ الحصول على □ تجربة أكثر بهذه الطريقة .

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

أيضا ، لم أكن لأحصل على الكثير □ المال في العام الماضي لو لم يكن لدي هذا العمل !

الفقرة الخامسة (الوظائف التي عمل بها ومواصفاتها / الوظيفة الأولى / الوظيفة الثانية)

What kind of company was that, and what did you do there (11) ?

أي □ وع □ الشركات كانت □ لك الشركة ، □ وإذا فعلت هناك ؟

It (12) was a company that (13) provides financial products – 1 savings and 2 pensions,

mostly.

كانت هذه الشركة □ وفر المنتجات المالية - الادخارات والمعاشات التقاعدية ، في الغالب .

At first I just 1 'shadowed' different people, 2 watching what they (14) were doing.

في البداية □ أنا فقط " □ أعقب " □ أساس □ ختلفون ، وأشاهد □ إذا كانوا يفعلون .

3 Then I did quite a lot of checking for them (15) – you (16) know, checking their (17)

calculations.

ثم أقوم بالكثير □ التحقق □ ن □ لهم - كما □ علمون ، □ أحقق □ حساباتهم .

When I went back in the summer, I was in the sales department.

عند □ عدت في الصيف ، عملت في قسم المبيعات .

My job was to 1 follow up web enquiries, and 2 send out further information to possible

clients.

وظيفتي كانت □ تابعة التحقيقات على شبكة الإنترنت ، وإرسال المزيد □ المعلومات للعملاء المحتملين .

I enjoyed it (18) , and I wouldn't have had that opportunity if I hadn't done the work experience

first.

استمتعت بهذه الوظيفة ، ولم أكن لأحصل هذه الفرصة لو لم □ أرب الخبرة في العمل أولا .

الفقرة السادسة (التقديم لوظيفة في بنك)

What are you planning to do next?

□ إذا كنت □ خطط للقيام به بعد ذلك ؟

I've just applied for a job with a bank.

لقد قمت □ وخرأ لوظيفة □ مع أحد البنوك .

I have the right qualifications, but I know there will be a lot of other applicants.

لدي المؤهلات المناسبة ، لكنني أعرف □ أنه سيكون هناك الكثير □ المتقدمين الآخرين .

I'll just have to 1 wait and 2 see if I get an interview.

يجب علي فقط أن □ أظر وأرى □ إذا كان يمكنني الحصول على □ قابلة .

If I do, I'll have to prepare really carefully.

إذا قمت بذلك ، سيكون علي الإعداد بعناية حقا .

الضمائر

الضمير	رقمه	الاسم الذي يعود عليه
ضمائر (I / my / me / you)		Ricky Miles
who	1	students
them	2	students
which	3	graduate training schemes
we	4	people
who	5	Ricky Miles
it	6	studying Business Studies
they	7	two periods of work experience
which	8	a course in Management
we	9	graduates
it	10	The work experience
there	11	company
it	12	company
that	13	a company
they	14	different people
them	15	different people
you	16	interviewer / readers / people
their	17	different people
it	18	My job

أسئلة القطعة

- 1-Write down the sentence which indicates the most popular subject in UK .
- 2-After graduating , students can choose between two choices . Write them down .
- 3-Write down the sentence which indicates that a lot of companies have training programmes .
- 4-Write down the sentence which indicates how long studying Business Studies was .
- 5-Write down the sentence which indicates how long the two periods of work experience was .
- 6-Ricky Miles studied many subjects over those four years . Write down two of these subjects.
- 7-Ricky Miles had some courses over those four years . Write down two of these courses.
- 8-Ricky Miles did a course in management which has three tasks . Write down two of them .
- 9-Write down the sentence which indicates that he worked for a good company last summer .
- 10-Write down the sentence which indicates that Ricky had a lot of money from his work last year .
- 11-Ricky Miles worked for a company that provides two financial products .
Write down two of them
- 12-Ricky Miles did three tasks at first in his work in this company . Write them down .
- 13-Ricky Miles did two tasks at the sales department . Write them down .
- 14-Write down the sentence which indicates the reason for having this opportunity of work .
- 15-Write down the sentence which indicates what Ricky is planning to do next .

الإجابات

- 1-Business Studies is a popular choice for students who are choosing a degree course in the UK.
- 2-a-some go on to further study, b-but most of them take up employment
- 3-Many large companies offer graduate training schemes, which are a kind of apprenticeship.
- 4-It's a four-year course, including two periods of work experience. .
- 5-Each one lasted six months, but they weren't in the same year.
- 6-a-Quite a lot ! Maths, of course, Accounting, Finance and Economics.
b-Oh yes, Marketing and Sales, too.
c-I also did a course in Management, which is about recruiting and managing staff, and how to deal with conflict, d-and a course in Advertising.
e-We all had to do IT, too, because computer skills are essential.
- 7-a-I also did a course in Management, which is about recruiting and managing staff, and how to deal with conflict, b-and a course in Advertising
- 8-recruiting and managing staff, and how to deal with conflict,.
- 9-One of the companies offered me paid work last summer, so I managed to get even more experience that way.
- 10-Also, I wouldn't have had much money last year if I hadn't had that job!
- 11-savings and pensions
- 12-a-shadowed' different people b-watching what they were doing.
c-Then I did quite a lot of checking for them – you know, checking their calculations.
- 13-follow up web enquiries, and send out further information to possible clients
- 14-I enjoyed it , and I wouldn't have had that opportunity if I hadn't done the first .
- 15-I've just applied for a job with a bank .

كتاب (AB) صفحة (٥١) تمرين (١٠)

أسئلة الكتاب على هذه القطعة

- 1-What is the name of Ricky's degree?
2-How did he spend a quarter of his time as a student?
3-What kind of company did he work for last summer, and what was his job?
4-What is he waiting to find out?
5-Would you like to do the same kind of degree course as Ricky? Why/Why not?
Write two or three sentences.

- الإجابات الصحيحة هي :-

- 1-Business Studies 2-doing work experience
3-It was a company providing financial products, and his job was to follow up web enquiries.
4-whether or not he will get an interview 5-Students' own answers.

أسئلة الوزارة ٧ / ٢٠١٧

- 1-Ricky Miles studied several courses at the university to get a degree in Business Studies.
Write down two of these courses . (2 points)
- 2-Students in the United Kingdom choose one of two paths after graduation .
Write these two paths down . (4 points)
- 3-Quote the sentence which shows the type of the company that Ricky Miles worked for last summer. (2 points)
- 4-Find a word in the text which means " finding suitable employees " . (2 points)
- 5-What does the underlined word " their " refer to ? (2 points)
- 6-Certain companies prefer to conduct official interviews before hiring their new employees.
Suggest three skills an employee should have to pass a job interview. (3 points)
- 7-Some studies in the United Kingdom have shown that the work experience a student goes through has many negative impacts. Think of this statement and, in two sentences, write down your point of view. (2 points)

- الإجابات الصحيحة هي كالتالي :-
- 1-Maths, Accounting , Finance , Economics , Marketing and Sales
 - 2- After graduating, some go on to further study, but most of them take up employment.
 - 3- It was a company that provides financial products –savings and pensions, mostly.
 - 4-recruiting
 - 5-different people
- الإجابة مفتوحة - 6 / 7

تمارين معاني الكلمات – الوحدة العاشرة

كتاب (SB) صفحة (٧٢) تمرين (٢)

Which of the following can help you to understand foreign languages? Check the meanings of any word(s) that you do not know in the Glossary on page 96 or in a dictionary.

أي من العبارات التالية يمكن أن يساعدك لفهم اللغات الأجنبية ؟ تأكد من معاني الكلمات التي لا تعرف معناها في معاني الكلمات في صفحة ٩٦ أو في قاموس .

headphones , interpreter , regional , rewarding , secure , seminar , translation

- الإجابات الصحيحة هي كالتالي :- interpreter, translation

كتاب (SB) صفحة (٧٦) تمرين (٢)

You can see the following words in a curriculum vitae. Which words or phrases apply to skills which people need in a job? Try to work out their meanings. Then check in a dictionary.

تستطيع رؤية الكلمات التالية في السيرة الذاتية . أي الكلمات والعبارات تنطبق على المهارات التي يحتاجها الناس في وظيفة ؟ حاول أن تعرف معناها . ثم تأكد من القاموس .

achievements , adaptable , competent , conscientious
contact details , enthusiastic , keen , personal attributes
, qualifications , reference , training , work experience

- الإجابات الصحيحة هي كالتالي :- qualifications, training, work experience, achievements

كتاب (AB) صفحة (٤٩) تمرين (١)

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

أكمل الجمل بكلمات أو عبارات من الصندوق . هناك كلمة أو فعل غير ضروري . الجملة الأولى محلولة .

career , headphones , interpret , seminar , regional , rewarding , translation

- 1-Please listen to the music through , so that you don't disturb anybody.
رَاء استمع إلى الموسيقى خلال السماعات ، حتى لازعج أي شخص.
- 2-I have just read a of a book by a Japanese author.
لقد قرأت للتو رمة كتاب ن أليف ولف ياباني.
- 3-In the UK, there is a central government, but there are also councils
around the country.
في المملكة المتحدة ، هناك حكومة ركزية ، لكن هناك أيضاً جالس إقليمية في مختلف أنحاء البلاد.
- 4-My uncle is fluent in several languages. He is often able to for us during
conversations with foreigners.
عمي طليق في عدة لغات . هو في الغالب قادر على أن يترجم لنا أثناء المحادثات مع الأجانب.
- 5-Nada made a successful presentation at a in Irbid last month.
دى عملت شرح في حلقة دراسية في إربد الشهر الماضي.

6-Doing volunteer work can be a very experience.

القيام بعمل تطوع يُمكن أن يُكون جربة جزية دأ.

- الإجابات الصحيحة هي كالتالي :-

1-headphones

2-translation

3-regional

4-interpret

5-seminar

6-rewarding

كتاب (AB) صفحة (٤٩) تمرين (٢)

Circle the correct words.

ضع دائرة حول الكلمات الصحيحة .

1-Ali is thinking of **having / taking** a course in Agriculture.

علي يفكر بامتلاك / أخذ مساق في الزراعة.

2-I get a feeling of **satisfaction / secure** after a hard day's work.

لدي شعور بالرضاء / بالأمان بعد يوم عمل شاق.

3-Make sure your online passwords are **secure / rewarding**.

تأكد بان كلمات السر خاصتك على الإنترنت آمنة / مجزية .

4-In order to work in finance, you need to be a very **successful / responsible** person.

لكي تعمل في التمويل ، تحتاج أن تكون شخص ناجح / مسؤول جداً .

5-My friend has just got a **job / work** at our local bank.

صديقي للتو حصل على عمل / وظيفة في مصرفنا المحلي .

6-After a long **agreement / meeting**, we managed to do a deal.

بعد اتفاقية / اجتماع لمدة طويلة ، استطعنا عقد صفقة .

- الإجابات الصحيحة هي كالتالي :-

1-taking

2 satisfaction

3-secure

4-responsible

5-job

6-meeting

كتاب (AB) صفحة (٤٩) تمرين (٣)

Complete the sentences with the correct prepositions from the box. One preposition is not needed.

أكمل الجمل بحروف الجر الصحيحة من الصندوق . هناك حرف جر غير ضروري .

about (x2) , as , at , in , into , on

1-Would you like to work a teacher in a big school?

2-We need to decide a place to meet.

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.

- الإجابات الصحيحة هي كالتالي :-

1-as

2-on

3-into

4-about

5-about

6-at

كتاب (AB) صفحة (٥١) تمرين (١١)

Match the words in bold in the text with their meanings.

صل الكلمات بالخط الغامق مع معانيها .

1-money you save over your lifetime to pay for your old age:

2-online questions:

3-maths; work with numbers:

4-finding suitable employees:

5-promoting your product ; finding customers:

- الإجابات الصحيحة هي كالتالي :-

1-pensions

2-web enquiries

3-calculations

4-recruiting

5-marketing

كتاب (AB) صفحة (٦٠) تمرين (C)

Complete the following summary with words from the text.

أكمل الملخص التالي بكلمات من النص . .

records , potential , event , achievements, short-term

The World Memory Championship is an (1) that is held every year.

إن بطولة الذاكرة العالمية هو حدثٌ يعقد كل سنة .

It has different contests which test (2) memory.

فيها مسابقات مختلفة والتي تختبر الذاكرة قصيرة الأمد .

World (3) have been broken by participants of different nationalities.

الأرقام العالمية تم تحطيمها من قبل مشاركين من جنسيات مختلفة .

The (4) are becoming greater every year.

إن الإنجازات تصبح أعظم كل سنة .

This championship proves how limitless human (5) is.

هذه البطولة تثبت كيف لأن إمكانية بشرية غير محدودة .

- الإجابات الصحيحة هي كالتالي :-

1-event

2-short-term

3-records

4-achievements

5-potential

كتاب (AB) صفحة (٦١) تمرين (A)

Complete the text, writing one word in each gap, so that the text makes sense.

أكمل النص ، اكتب كلمة واحدة في كل فراغ ، حتى يصبح النص منطقياً .

Learning a second language has many benefits. It can help us in the following ways:

Firstly, it improves the memory and heightens creativity. (1) **However / Secondly**, it increases cognitive health later in life. Thirdly, it enhances mental flexibility. What is remarkable, though, (2) **is / was** that high communicative ability can still (3) **be / would be** found in people who do not have any spoken language at all.

Several decades ago, there was great media attention on a deaf man who could not communicate by either sign language or spoken language, and yet (4) **is / was** shown to have remarkably high brain function and recognition skills. He found other ways to communicate, such as giving objects to people or using facial expressions to show that he needed something. His methods of communication were basic but very effective, and his intelligence is thought (5) **will / to** be at least as high (6) **as / like** an average speaking person. Despite (7) **it / this** attempts to teach him either sign language or basic speech were all unsuccessful. We could ask what might have happened if he (8) **is / had been** taught these skills earlier in life.

So, scientists are now asking (9) **what / how** this means for those of us who find language learning difficult. Should we carry on, or is it enough to focus instead on becoming expert communicators? Both personal attributes are valuable in the workplace – as (10) **many / much** as they are in life!

- الإجابات الصحيحة هي كالتالي :-

1-Secondly

2-is

3-be

4-was

5-to

6-as

7-this

8-had been

9-what

10-much

AB

60

World Memory Championships بطولات الذاكرة العالمية

الفقرة الأولى (ما هي بطولة الذاكرة العالمية)

The World Memory Championship is an annual three-day event that (1) has been held in different locations all over the world since 1991 CE.

بطولة الذاكرة العالمية هو حدث سنوي لمدة ثلاثة أيام والذي يعقد في واقِعٍ ختلفة في ميعادٍ حياء العالم نذ عام ١٩٩١ م .

There are ten contests, each one testing different uses of short-term memory.

هناك عشرة مسابقات ، كل مسابقة تختبر استخدامات ختلفة للذاكرة قصيرة الأمد .

الفقرة الثانية (فروع المسابقة والأرقام القياسية)

The contests include

المسابقات تشمل

1) a listening to numbers spoken out loud and b then recalling them (2) (the world record is 364),

الاستماع إلى أرقام نطق بصوت عال ثم يعاد ذكرها (الرقم القياسي العالمي هو ٣٦٤) ،

2) memorising a sequence of abstract images in fifteen minutes (the world record is 492),

حفظ سلسلة من الصور المجردة في خمس عشرة دقيقة (الرقم القياسي العالمي ٤٩٢) ،

3) memorising lists of words, etc.

حفظ قوائم من الكلمات ، الخ .

A German man achieved a world record of 501 numbers in random order during the 2013 CE championship.

حقق رجل ألماني الرقم القياسي العالمي ب ٥٠١ رقما في مسابقة عشوائي خلال بطولة عام ٢٠١٣ م .

At the same event, a Welsh man managed to recall 224 random words, after he (3) had studied them (4) for only 15 minutes.

في نفس الحدث ، تمكن رجل ويلز أن يتذكر ٢٢٤ كلمة عشوائية ، بعد أن كان قد درسهم لمدة ١٥ دقيقة فقط .

الفقرة الثالثة (شعار البطولة)

In 2001 CE, the interval between the numbers was shortened from two seconds to one.

في عام ٢٠٠١ م تم اختصار الفترة الزمنية الفاصلة بين الأرقام من ثابتين إلى ثانية واحدة .

Even with this (5) change, the records still reveal great achievements.

حتى مع هذا التغيير ، السجلات لا زال تكشف عن إنجازات عظيمة .

The slogan on the World Memory Championships says 'Human Potential is Infinite' .

الشعار في بطولة العالم للذاكرة يقول " الإمكانات البشرية غير محدودة .

With the evidence of the championships' results, perhaps that is true.

مع الدليل على نتائج البطولة ، ربما كان ذلك صحيحا .

الضمائر

الضمير	رقمه	الاسم الذي يعود عليه
that	1	an annual three-day event
them	2	numbers
he	3	a Welsh man
them	4	224 random words
this	5	the interval between the numbers was shortened from two seconds to one

أسئلة القطعة

- 1-Write down the sentence which indicates when and where The World Memory Championship is held .
- 2-Write down the sentence which indicates how many contests there are in this championship .
- 3-The World Memory Championship consists of contests which include three main tests . Write down two of them .
- 4-Write down the sentence which indicates who achieved the world record in 2013 .
- 5-Write down the sentence which indicates that a Welsh man managed to recall many words in a short time .
- 6-Write down the sentence which indicates when they shortened the interval between the numbers .
- 7-Write down the sentence which indicates what the slogan of the championships says .

الإجابات

- 1-The World Memory Championship is an annual three-day event that has been held in different locations all over the world since 1991 CE.
- 2-There are ten contests, each one testing different uses of short-term memory.
- 3-a-listening to numbers spoken out loud and then recalling them (the world record is 364),
b-memorising a sequence of abstract images in fifteen minutes (the world record is 492),
c-memorising lists of words, etc.
- 4-A German man achieved a world record of 501 numbers in random order during the 2013 CE championship.
- 5-At the same event, a Welsh man managed to recall 224 random words, after he had studied them for only 15 minutes.
- 6-In 2001 CE, the interval between the numbers was shortened from two seconds to one.
- 7-The slogan on the World Memory Championships says 'Human Potential is Infinite ' .

الكلمات المركبة في المادة كاملة

age group	contact details	Gross Domestic Product	public transport
answer detailed questions	crystal glass	join a company	sales pitch
artificially-created	curriculum vitae	make a mistake	shake hands
ask questions	department store	make small talk	target market
biological waste	do a deal	musical harmony	tell a joke
carbon footprint	earn respect	negative effect	track record
carbon-neutral	economic growth	package holiday	urban planning
cause offence	give a business card	personal attributes	web enquiries
			work experience
كلمات وأفعال يتبعها حروف جر			
ask about	decide on	get around	good at
talk about	translate into	work as	

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أسئلة الوزارة الخاصة بمعاني الكلمات – الفصل الأول

1-What does the underlined word "**outweigh**" mean? (2016)

2-Choose the suitable item to complete the following sentences (2016)

symptoms , take , catch , email exchange , optimistically

a-Some teachers depend **on** **to** follow up with their students' assignments.

b-The doctor asked me to describe **the** **of** my ailment precisely.

c-Brilliant **students** always their teachers' **attention** with their remarkable answers

d-Safwan **has spoken**..... about his latest achievements in medical field.

3-A lot of houses in the nearby village became **white elephant** as their owners left to live in the city.

What does the underlined colour idiom mean? (2016)

4-Find a phrasal verb that means "**to deal successfully with a situation**". (2016)

5-Choose the suitable item to complete the following sentences . (2016)

major , attend , make , legacy , side effects

a -Although Ibn Bassal's name is not widely known, **his** **to** the world has been great.

b-Medicine companies usually support researches which try to minimize **the** **of** many drugs.

c-Fatima plans **to** several **courses** on prosthetic with specialized people.

d-King Hussein was **a** **world** figure in the twentieth century.

6-Have you heard the good news! We have got **the permission** to go ahead with our project.

Replace the underlined phrase with the suitable colour idiom. (2016)

7-Find a word in the text which means "**giving drugs to protect against illnesses**". (2017)

8-Choose the suitable item to complete the following sentences . (2017)

calculations , sponsor , security settings , carbon footprint , disabilities

a-People with **visual** **are** now included in the Paralympics.

b-Mathematical geniuses are often able to do **complicated** **very** quickly.

c-People can work hard to reduce **their** **by** living a more environmentally-friendly lifestyle.

d-Large companies **will** **the** next football games.

9-a-Kareem **shared a large number of ideas** with the committee.

b-The student **compared his ideas** with his teacher's.

Explain the difference in meaning between the underlined phrases in the above sentences. (2017)

10-Find a word in the text which means "**a set of instructions enabling a computer to function**." (2017)

11-Choose the suitable item to complete the following sentences . (2017)

herbal remedy , reputation , arithmetic , urban planning , disabilities

a-Many people believe that **helps** them to be cured from common complaints such as insomnia .

b-The need for more **effective** **is** evident when we consider modern day problems like traffic.

c-Poor customer service has ruined the company's

d-Ali's progress **in** **has** been remarkable.

12-It's normal to **feel a bit blue** from time to time. However, studies show that negative emotions can harm the body.
What feeling does the underlined colour idiom express? (2017)

13-Find a word in the text which 'means "**a medical instrument that uses radiography to produce images of the insides of the human body**". (2018)

14-Choose the suitable item to complete the following sentences . (2018)

access , renewable , handicrafts , world wide web , migraine

a-More and more schools have begun posting their own homepages on **the**

b-If you have **a**, the best thing to do is to take some medicine and rest somewhere quiet.

c-Wind farms are an example of **energy**.

d-Various kinds of **will** be shown at the exhibition.

15- Replace the underlined misused verb in the sentence below with the correct one to form the appropriate collocation.

-I like to **attend** time learning foreign languages. (2018)

16-Find a word in the text which means "**to be more important than something else**". (2018)

17-Choose the suitable item to complete the following sentences . (2018)

tiny , coma , sanitation , philosopher , visual arts

a-Many communities still suffer from lack of clean drinking water **and**

b-It is amazing how huge trees grow from **seeds**.

c-Photography and painting are two examples of **the**

d-It is possible for neuroscientists to communicate with some patients in **a**

18-Replace the underlined misused colour idiom in the sentence below with the correct one to form the appropriate colour idiom .

-Luckily , the police arrived and the thief was caught **the green light**.

- الإجابات الصحيحة هي كالتالي :-

1- something that has cost a lot of money but has no useful purpose

2-a-email exchange b-symptoms c-catch d-optimistically

3- to be more important than something else

4-cope with

5-a-legacy b-side effects c-attend d-major

6-the green light 7-immunisation

8-a-disabilities b-calculations c-carbon footprint d-sponsor

9-a-share ideas :-to give your ideas to another person or to a group

b-compare ideas:-where two or more people consider how their ideas are similar or different

10-progam

11-a-herbal remedy b-urban planning c-reputation d-arithmetic

12- Feel sad 13-scanner

14-a-world wide web b-migraine c-renewable d-handicrafts

15-spend 16-outweigh

17-a-sanitation b-tiny c-visual arts d-coma

18-red-handed

أسئلة الوزارة الخاصة بمعاني الكلمات – الفصل الثاني

1-Replace the underlined phrase ' **to think of** ' with the correct phrasal verb? (2016)

2-Choose the suitable item to complete the following sentences . (2016)

look up , earn , keep your chin up , compulsory , look into

- a-Even if things have been difficult for you , always , everything will be normal soon.
b-In Jordan, pre-school and kindergarten education is optional, while basic education is free **and**
c-You **can** **the respect** of your colleagues through your hard work and honesty.
d-Bayan promised her boss that she **would** **the matter** and find out what had gone wrong.

3-A postman delivers your post.

Replace the underlined word with the correct gender-neutral words. (2016)

4-Find a word in the text which means "**things that make you interested**". (2016)

5-Choose the suitable item to complete the following sentences . (2016)

makes a difference , track record , play it by ear , pensions , dietary

- a-Many large companies **provide** **to** their employees when they retire.
b-Huda's **indicates** that she has the needed experience for the required job.
c-Scientific evidence shows that some **supplements** are beneficial for health.
d-Taha's organized participation in the seminar **and activates** everyone there.

6-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. (2016)

7-Find a word in the text which means " **things kept back or set aside, especially for future use** ". (2017)

8-Choose the suitable item to complete the following sentences . (2017)

dehydration , contradictory , keen , interpreter , tuition

- a-Yousef's **sense** of observation allowed him to notice that his keys were not where he had left them.
b-It is important to drink a lot of water in order to **avoid**
c-The new courses will give the beginners **personal** **in** all types of outdoor photography.
d-Zaid justified the **main** **points** between the two sides in the debate.

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

Replace the underlined verb with the suitable phrasal verb. (2017)

10-Find a word in the text which means " **finding suitable employees** ". (2017)

11-Choose the suitable item to complete the following sentences . (2017)

lifelong , draw up , recall , cause offence , conflict

- a-Meeting new people and developing **friendships** around the world are some benefits of studying abroad.
b-Polite children **don't**
c-Students need **to** **a revision timetable** to organize their time better.
d-When two sides disagree and argue , there **is**

12-I'm not sure if it will be warm enough to have a barbecue.

We will have to keep our chin up.

Replace the underlined body idiom with the correct one.

13-Replace the underlined verb in the following sentence with the suitable phrasal verb.
Radwan should hurry or he'll be late.

14-Find a word in the text that means "**to be deeply involved in something and spend most of your time doing it**". (2018)

15-Choose the suitable item to complete the following sentences . (2018)

rewarding , dialects , recall , gross domestic product , developed nation

- a-Spoken and sign languages have different**and registers** in every country.
b-Tourism is one of Jordan's biggest contributors **to**
c-The main feature of a**is** that it is socially and economically advanced.
d-Doing volunteer work can be a **very****experience** for everyone.

16-Replace the underlined misused collocation in the following sentence with the correct one.

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

17-We need to **decide** a place to meet . (into , on , at , about) (2018)

18-Find an idiom from the blog post that means"**to put a lot of effort into something**".(2018)

19-Choose the suitable item to complete the following sentences . (2018)

compromise , online distance learning , headphones , earn , aware

- a-Please listen to the music **through** , so that you don't disturb anybody.
b-Are smokers **well-** **of** the dangers of smoking to their health?
c-Parents should encourage their children **to** **between** what they want and what others want .
d-Students can enroll onto **courses** in some Jordanian universities.

20-Replace the underlined gender-neutral words with the correct gender-specific one.

-During the guests' visit to the exhibition , the business person kept smiling all the time . He is a very kind person .

21-My brother is **good** computer skills. (into , of , at , about) (2018)

- الإجابات الصحيحة هي كالتالي :-

1-come up with

2-a-keep your chin up

b-compulsory

c-earn

d-look into

3-postal worker

4-stimuli

5-a-pensions

b-track record

c-dietary

d-makes a difference

6-get cold feet

7-reserve

8-a-keen

b-dehydration

c-tuition

d-contradictory

9-carry out

10-recruiting

11-a-lifelong

b-cause offence

c-draw up

d-conflict

12-play it by ear

13-speed up

14-immerse

15-adialects

b-gross domestic product

c-developed nation

d-rewarding

16-make difference

17-on

18-put my back into it

19-a-headphones

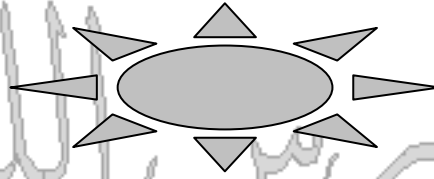
b-aware

c-compromise

d-online distance learning

20-business man

21-at



كورس الليث

تأليف

أسامة محاسنة

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الاشتقاق ، الوظائف
اللغوية والترقيم

ملاحظات مهمة جدا قبل البدء بدرس الاشتقاق

دلائل الاسم

- ١- أدوات التعريف (a , an , the) .
- ٢- ضمائر الملكية التالية :- (my , our , your , their , his , her , its) .
- ٣- ('s / s') الملكية .
- ٤- ضمائر الإشارة وهي :- (this , that , these , those) .
- ٥- الأرقام .
- ٦- محددات الكمية التالية :-

all , a lot of , another , any , both , each , every , few , little , many , most , much , no , only , other , some

٧- أحرف الجر وأهمها :-

about , above , after , alongside , around , at , before , behind , below , beside , by , down , during , for , from , in , in front of , inside , into , near , of , off , on , out of , outside , over , since , through , to , toward , under , up , with , without

أفعال الصفة

- a- **Be** :- (is , are , am , was , were , be , been , being)
 b- (seem , appear , prove , remain , continue , turn , look , taste , sound) + ed
 c- become-became / make-made / find-found / feel-felt / smell-smelt
 get-got-gotten / grow-grew-grown / wear-wore-worn

الأفعال العادية :- وهي أي فعل غير أفعال الصفة .

يمكن تلخيص مقاطع الاسم ضمن جمل لتسهيل حفظها

ist , or , ism , ance , ence	إستور اسم أنس إنس
dom , ity , ion , al , ness , er	دمتي عيون النسر
y , ee , ing , age , hood , ship , ure , ment	يي إن جاج هود شير منت

مقاطع الاسم

يمكن تلخيص مقاطع الصفة ضمن جمل لتسهيل حفظها

ent , able , y , al , less , ar , ant , ic	إنت أبل يللي صار أنتيك
ing , ary , ical , ful	إن جاري أكل فول
ish , ous , like , ible	إيش أوس لايك إيبيل
ed , ive	دايف

مقاطع الصفة

من مقاطع الفعل

n , ify , ise , ize , ate نفسي زيت

مقاطع الفعل

ظرف = ly + صفة

مقطع الظرف

المقاطع المشتركة

al	اسم أو صفة	صفة + al = اسم	ed	صفة / فعل
ing	فعل/اسم/صفة	اسم + al = فعل		
		be + Ving = فعل	ment	اسم
ity	اسم		ent	صفة
ary	صفة	ness		١- دلائل الاسم ليست اسم
ify	فعل	less		٢- أفعال الصفة ليست صفة
ly	ظرف			مؤثر :- ing / متأثر :- ed
y	اسم أو صفة	اسم + s		للإنسان :- (er , or , ist)

ملخص مهم جدا لقواعد الاشتقاق كاملة

بعد الفراغ +	
1	اسم + صفيه
2	صفه + ظرف
3	فعل + ظرف + فعل / اسم / to فعل + اسم + فعل / اسم / to
X + + قبل الفراغ	
4	اسم + دلائل الاسم
5	اسم + صفه
6	صفية + أفعال الصفه
7	فعل مجرد + Do / Modals / To (بغض النظر عن الكلمة التي تتبع الفراغ إلا إذا كانت فعل)
8	فعل + ضمائر الفاعل (I, we, you, they, he, she, it)
9	صفه + the most / the least
10	اسم + فعل متعدي ظرف + فعل لازم ظرف + ت + be
11	اسم + xxxxxxxal صفه + xxxxxxxal
12	صفيه + more + فعل صفه اسم + more + فعل عادي
13	صفه + ظرف + فعل صفه فعل + ظرف + To / فعل / فاعل
14	صفه + (very, too, so, quite) + فعل صفه ظرف + (very, too, so, quite) + فعل عادي
15	ظرف + اسم + فعل فعل + اسم + فعل
16	(,) ظرف - بداية الجملة (,) ظرف (, /, /;)
17 + (and , or , nor) + (تكون مسبوقة ومتبوعة بنفس نوع الكلمة) (تطبق هذه القاعدة على جمل التعداد مهما كان التعداد طويلا)
18	as + صفيه + as + فعل صفه as + ظرف + as + فعل عادي
19	than + صفيه + more + فعل صفه than + ظرف + more + فعل عادي
<p>ممنوع ↗ X + + X</p> <p>مسموح ↖ حتى إيجاد دليل</p>	
تعامل الكلمة التي تقع بعد الفراغ على أنها (اسم / صفه / فعل) فقط	
القاعدة الوحيدة التي نهتم فيها بما قبل الفراغ وبعده هي القاعدة (٣) .	
الأولوية دائما لما بعد الفراغ إلا إذا جاء قبل الفراغ (Do / Modals / to) حسب القاعدة (٧) .	
Modals: -will , would , shall , should , can , could , may , might , must , have to , has to , had to , ought to	الفعل المتعدي :- (ه) الفعل اللازم :- (ه)
Do: -do, does, did	في القواعد (١٢ / ١٣ / ١٤ / ١٥) قد نضطر للرجوع إلى بداية الجملة لإيجاد الفعل

ملخص قواعد ما بعد الفراغ		
اسم xxxxxxxxal	+ صفة	
صفه	+ ظرف	
فعل	+ ظرف	to / فعل / فاعل
فعل	+ اسم	to / فعل / فاعل

ملخص قواعد الاسم		
اسم +	دلائل الاسم	
	xxxxxxxxal	
	صفه	
	فعل متعدي	انتبه للمعنى
	more	+ فعل عادي

ملخص قواعد الصفه		
صفه +	أفعال الصفه	
	the most / the least	
	ظرف / more / very / too / so / quite	+ فعل صفه

ملخص قواعد الفعل		
فعل +	Do / Modals / to	
	ضمائر الفاعل	
	اسم	
	ظرف	to / فعل / فاعل

ملخص قواعد الظرف		
ظرف +	-	
	. / ; /	
	فعل لازم	
	اسم	+ فعل
	very / too / so / quite	+ فعل عادي

..... + (and , or , nor) +

(تكون مسبوقه و متبوعه بنفس نوع الكلمه)

(نطبق هذه القاعدة على جمل التعداد مهما كان التعداد طويلا)

الاشتقاق

قواعد ما بعد الفراغ	قواعد الاسم
<p>اسم + صفه xxxxxal + صفه</p> <p>The development</p> <p>My project</p> <p>with idealism</p> <p>..... nationalist</p> <p>different courses</p> <p>with approval</p> <p>=====</p> <p>صفه + ظرف</p> <p>an irresponsible</p> <p>am sorry</p> <p>=====</p> <p>فعل + ظرف + فعل/اسم/ to</p> <p>be handled</p> <p>Osama goes</p> <p>to visit</p> <p>=====</p> <p>فعل + اسم + فعل/اسم/ to</p> <p>In the country , depends</p>	<p>اسم + دلائل الاسم</p> <p>The of</p> <p>My in</p> <p>Ali's next</p> <p>some ,</p> <p>with</p> <p>=====</p> <p>اسم + صفه</p> <p>important</p> <p>=====</p> <p>اسم + فعل متعدي</p> <p>brings</p> <p>=====</p> <p>الفعل المتعدي :- يقبل الضمير (ه)</p> <p>=====</p> <p>اسم + xxxxxxxal</p> <p>final of</p> <p>=====</p> <p>اسم + more + فعل عادي</p> <p>need more to</p>

قواعد الصفه

صيغه + فعل صفه

be towards

seems ,

the most / the least + صفيه

the most

صفيه + more + فعل صفه

are more

صفيه + ظرف + فعل صفه

is extremely

صفيه + (very, too, so, quite) + فعل صفه

is very

appears so

قواعد الفعل

فعل مجرد (ت ا) + Do / Modals / To
(بغض النظر عن الكلمة التي تتبع الفراغ إلا إذا كانت فعل)

to my

will the

don't in

to development

فعليل + ضمائر الفاعل
(I, we, you, they, he, she, it)

-They in

فعليل + اسم + فعل

-Sami to

فعليل + ظرف + To / فعل / فاعل

to effectively

قواعد الظرف

(,) ظرف -
بداية الجملة

- , I bring

(,) ظرف (; , /)

He is a good man , he is

ظرف + فعل لازم

swims in

الفعل لازم :- لا يقبل الضمير (هـ)

ظرف + اسم + فعل

Rami plays tennis

ظرف + (very, too, so, quite) + فعل عادي

speaks very

قاعدة عامة

..... + (and , or , nor) +
(تكون مسبوقه ومتبوعه بنفس نوع الكلمة)

(نطبق هذه القاعدة على جمل التعداد مهما كان التعداد طويلا)

beautiful and

..... and pleasure

تأليف

أسامة

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كتاب (AB) صفحة (٢١) تمرين (٧)

Complete the sentences with words formed from the words in brackets.

أكمل الجمل بكلمات مشتقة من الكلمات بين الأقواس .

- 1-The Middle East is famous for **the** **of** olive oil. (produce)
- 2-Ibn Sina **wrote** **textbooks**. (medicine)
- 3-Fatima al-Fihri was born in **the** **century**. (nine)
- 4-My father bought our house with **an** **from** his grandfather. (inherit)
- 5-Scholars have discovered **an** **document** from the twelfth century. (origin)
- 6-Do you think the wheel was the most **important** **ever**? (invent)
- 7-Al-Kindi made many important **mathematical** (discover)
- 8-Who was **the most** **writer** of the twentieth century? (influence)

- الإجابات الصحيحة هي كالتالي :-

- | | | | |
|--------------|-------------|---------------|---------------|
| 1-production | 2-medical | 3-ninth | 4-inheritance |
| 5-original | 6-invention | 7-discoveries | 8-influential |

كتاب (AB) صفحة (٥٩) تمرين (B)

Read the text and complete it using the correct form of the words in capitals at the end of each line.

اقرأ النص وأكمه باستخدام الشكل الصحيح للكلمات بالخط الكبير في نهاية كل سطر.

Amazing (1) (medicine) **advances** are constantly taking place in these days of technological and **scientific** (2) (discover) . Many people expect instant cures, and prefer to get a (3) (prescribe) , but it is worth remembering that our immune systems can fight (4) (infect) **and diseases** on their own, too. Research has been done to find out why some people survive cancer. One hundred people who had survived a serious (5) (diagnose) **were** interviewed twelve years after they had been diagnosed. **The** (6) (intend) **of** the study was to discover if there was anything in common with the ways in which they had acted after their diagnosis. They had all used different treatments such as (7) (surgeon) , **radiotherapy** , **acupuncture** **and special diets**. What they all had in common, however, was a **strong** (8) (believe) **that** what they were doing would **be** (9) (succeed) . This survey **has limited** (10) (conclude) , but one thing it shows is that a positive attitude *can* help your immune system to work.

- الإجابات الصحيحة كالتالي :-

- | | | | | |
|-------------|---------------|----------------|--------------|----------------|
| 1-medical | 2-discoveries | 3-prescription | 4-infections | 5-diagnosis |
| 6-intention | 7-surgery | 8-belief | 9-successful | 10-conclusions |

كتاب (SB) صفحة (٧٩) تمرين (٣)

Choose the correct option in brackets to complete the following sentences.

اختر الخيار الصحيح بين الأقواس لإكمال الجمل التالية .

- 1-The graduation ceremony was a **very** **occasion** for everyone.
(memory / memorising / memorable)
- 2-Nuts contain **useful** **such** as oils and fats. (nutrients / nutritious / nutrition)

- الإجابات الصحيحة هي كالتالي :- 1-memorable / 2-nutrients

كتاب (AB) صفحة (٤٤) تمرين (٣)

Complete the sentences with the correct form of the words in brackets. The first one is done for you. أكمل الجمل بالشكل الصحيح من الكلمات بين الأقواس . الجملة الأولى محلولة.

- 1-Before you apply for a job, check that you have the **correct** (qualify)
- 2-The company is pleased with your work and is happy to give you a (recommend)
- 3-Congratulations on a **very** **business** deal. (succeed)
- 4-We should always be ready to listen to **good** (advise)
- 5-My father often talks about what he did in **his** (young)
- 6-It's important to have an **of** different countries' customs. (aware)

- الإجابات الصحيحة هي كالتالي :-

- | | | |
|------------------|------------------|--------------|
| 1-qualifications | 2-recommendation | 3-successful |
| 4-advice | 5-youth | 6-awareness |

كتاب (AB) صفحة (٦١) تمرين (B)

Read the text and complete it using the correct form of the words in capitals at the end of each line. اقرأ النص وأكملة باستخدام الشكل الصحيح من الكلمات بأحرف كبيرة في نهاية كل سطر .

Entrepreneur: A word meaning someone who sets up a business. In the Middle East today, entrepreneurship is (1) (particular) **important** among young people, because of the (2) (compete) **job** market. It is important to give young people the (3) (know) **so** that they can help themselves. If they cannot find jobs, they can create their own and then , (4) , (ideal) generate jobs for others . (5) (organise) **have** been set up to guide young people through the process of **business** (6) (create)

There are training courses and programmes to support this cause. Universities in the region have started (7) (teach) **entrepreneurship** courses to students.

Even **large** (8) (business) **now** support young entrepreneurs. The common philosophy is as follows: give young people the opportunity to create their own companies so that they can have control over their **own** (9) (economy) **futures**.

In the Middle East, it is a (10) (critic) **learning** experience for young people.

- الإجابات الصحيحة هي كالتالي :-

- | | | | |
|-----------------|---------------|-------------|--------------|
| 1-particularly | 2-competitive | 3-knowledge | 4-ideally |
| 5-Organisations | 6-creation | 7-teaching | 8-businesses |
| 9-economic | 10-critical | | |

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كلمات الاشتقاق المطلوبة حسب تمارين الكتاب

ظرف	صفة	اسم	فعل	المعنى
X	X	advice	advise	ينصح
X	X	awareness	aware	يدرك
X	believable	belief	believe	يصدق
competitively	منافس	competition منافسة	compete	ينافس
competently	كفؤ	competence كفاء		
conclusively	conclusive	conclusion	conclude	يستنتج
correctly	correct	correction	correct	يصحح
creatively	creative	creation	create	يخلق
critically	critical	critic	criticize	نقد
X	diagnostic	diagnosis	diagnose	يشخص داء
X	discovered	discovery	discover	يكشف
economically	economical economic	Economics علم اقتصاد economy اقتصاد	economize	يقصد
ideally	ideal	idealism	idealize	يجعله مثاليا
X	infectious	infection	infect	يعدي
X	influential	influence	influence	يؤثر
X	inherited	inheritance	inherit	يرث
intensively	intensive	intention	intend	ينوي
X	invented	invention	invent	يخترع
X	X	knowledge	know	يعرف
medically	medical	medicine	X	طب
memorably	memorable	memory	memorize	يحفظ
X	ninth	nine	X	تسعة
X	nutritious	nutrition تغذية nutrients مواد غذائية	X	تغذية
X	organised	organisation	organise	
originally	original	origin	X	أصل
particularly	particular	X	X	خاص
prescriptively	prescriptive	prescription	prescribe	يصف
productively	productive	production/product	produce	ينتج
X	qualified	qualifications	qualify	يؤهل
X	X	recommendation	recommend	يوصي
repeatedly	repeated	repetition	repeat	يكرر
successfully	successful	success	succeed	ينجح
successfully	successful	success	succeed	ينجح
X	surgical	عملية جراحية surgeon جراح	X	جراحة
X	teaching	teaching	teach	يعلم
X	young	youth	X	شباب

كلمات الاشتقاق المطلوبة حسب معاني الكلمات

ظرف	صفة	اسم	فعل	المعنى
X	adaptable	adaptation	adapt	يتكيف
X	X	agreement	agree	يوافق
X	ambitious	ambition	X	طموح
artificially	artificial	artifice	X	براعة
X	X	attribute attribution	attribute	ينسب الى
X	X	composition	compose	يعرض
X	conscientious	conscience	X	وعي
X	corporate	corporation	corporate	يتعاون
X	dialectal	dialect	X	لهجة
X	domestic	domesticity	domesticate	يروض
X	enclosed	X	enclose	يسيج
X	enthusiastic	enthusiasm	X	حماس
X	evolutionary	evolution	evolve	ينشئ
extensively	extensive	X	extend	يبتشر
X	X	export exportation	export	يصدر
X	X	extraction	extract	يقتلع
X	imported	Import Importation	import	يستورد
X	X	intern / internship	intern	يتدرب
X	X	interpreter interpretation	interpret	يتراجم
X	X	irrigation	irrigate	يروي
geometrically	geometric	geometry	X	علم الهندسة
X	mathematical	mathematician mathematics	عالم رياضيات رياضيات	رياضيات
X	negotiable	negotiation	negotiate	يفاوض
X	pedestrian	pedestrian	X	مشاة
X	pharmaceutical	pharmaceuticals	X	خاص بالصيدلة
X	philosophical	philosopher	philosophise	يتفلسف
X	X	reference	refer	يشير الى
X	regional	region	X	نطقة
X	revolutionary	revolution	revolutionise	يثور
X	rewarding	reward	reward	يكافئ
X	secure	security	secure	يؤمن
X	مسح / مسح	surveyor / survey	survey	يمسح
X	sustainable	sustainability	sustain	يؤيد
X	voluntary	volunteer	volunteer	يتطوع

حلول جمل الوزارة

رقم الجملة	رقم القاعدة	رقم الجملة	رقم القاعدة	رقم الجملة	رقم القاعدة	رقم الجملة	رقم القاعدة	رقم الجملة	رقم القاعدة	رقم الجملة	رقم القاعدة
1	3	26	1	51	4	76	10	101	4	126	6
2	8	27	17	52	1	77	1	102	3	127	7
3	4	28	3	53	7	78	7	103	7	128	4
4	15	29	3	54	1	79	4	104	1	129	4
5	11	30	15	55	4	80	10	105	1	130	1
6	15	31	7	56	3	81	10	106	3	131	15
7	14	32	2	57	1	82	10	107	15	132	17
8	16	33	6	58	11	83	4	108	17	133	7
9	1	34	12	59	5	84	5	109	1		
10	7	35	1	60	1	85	10/7	110	1		
11	14	36	15	61	6	86	1/3	111	7		
12	7	37	15	62	4	87	1	112	4		
13	7	38	14	63	13	88	1	113	1		
14	15	39	5	64	13	89	3	114	3		
15	7	40	10	65	10	90	4	115	4		
16	11	41	13	66	6	91	5	116	5		
17	6	42	6	67	1	92	16	117	5		
18	10	43	17	68	7	93	6	118	1		
19	16	44	12	69	7	94	1	119	4		
20	4	45	13	70	11	95	4	120	7		
21	13	46	2	71	15	96	1	121	3		
22	17	47	8	72	4	97	1	122	4		
23	15	48	15	73	3	98	4	123	6		
24	1	49	4	74	6	99	1	124	17		
25	6	50	1	75	13	100	1	125	5		

أسئلة الوزارة الخاصة بالاشتقاق

- 1-Tourism is **being** blamed for massive environmental cultural and social damage . (increasing) (1997)
- 2-We are known by the kind of people **we** with . (social) (1997)
- 3-**My** for your kindness is great . (admire , admiration , admirable) (1998)
- 4-School **parliaments** the democratic attitude of the Ministry of education . (exemplification , exemplary , exemplify) (1999)
- 5-The proposal of the manager was accepted **with** **approval** . (unanimously , unanimous , unanimity) (1999)
- 6-The late King **Hussein** his life to the welfare of his people . (dedication , dedicated , dedicatedly , dedicate) (1999)
- 7-The boy **was so** to know what had happened. (curiously , curiosity , curious , curiousness) (1999)
- 8-..... , a man proposes to a woman, not the other way round. (Traditional , Traditionally , Tradition , Traditionalist) (1999)
- 9-Sports participants should make progress in **physical and** **fitness** . (mentality , mental , mentally) (2000)
- 10-Don't make much noise, I am trying **to** (concentrate , concentrated , concentration , concentrating) (2000)
- 11-Her own mistakes **made** her **very** of others . (tolerate , tolerance , tolerantly , tolerant) (2000)
- 12-You **can** on me to help you . (rely , reliable , reliance , reliant) (2000)
- 13-The insurance company **should** The two drivers after that tragic accident . (compensatory , compensate , compensation) (2001)
- 14-The soldiers **crossed** the damaged **bridge** (caution , cautious , cautiously) (2001)
- 15-Farmers **should** **diseased** animals from the healthy ones. (isolate , isolation , isolated) (2001)
- 16-The young join Al-Sabilah in order to improve their **physical** (fit , fitness , fitted) (2001)
- 17-You must **be** to your neighbours . (charity , charitable , charitably) (2001)
- 18-Parents shouldn't **speak** to their children . (sharp , sharpness , sharply) (2002)
- 19-The cost of materials rose sharply ; , the prices went up. (according , accordingly , accordance) (2002)
- 20-In times of , my friend finds praying a great relaxation. (stressed , stress , stressful) (2002)
- 21-Muna **is really** , she writes poetry and short stories. (creativity , create , creative) (2002)
- 22-**A** **and enjoyable experience** can become a serious problem . (stimuli , stimulating , stimulate) (2003)
- 23-Saladin **greeted** the captive **lords** after the battle of Hittin . (graciousness , gracious , graciously) (2003)
- 24-..... **thinking** is being encouraged at Jordanian schools . (Creative , Create , Creation) (2003)
- 25-The elephant seal is huge and **looks** (monstrous , monster , monstrosity) (2003)

- 26-She's looking for an **honest and** **lawyer** .
(competency , competent , competence) (2003)
- 27-Saladin's treatment of the prisoners was **lenient and**
(court , courteously , courteous) (2003)
- 28- **have** been speeded up by using digital network.
(communicate , communications , communicated) (2003)
- 29- **is** a judgment made after careful thought.
(Assessment , Assessor , Assessed) (2004)
- 30-I trust that the committee **will consider** my **application**
(favour , favourable , favourably) (2004)
- 31-Some old people **cannot** **fatty** food .
(digest , digestive , digestion) (2004)
- 32-We have to **work** **hard** for the benefit of our country .
(extreme , extremely , extremity) (2005)
- 33-The twins **are** I can hardly recognize the one who has raised the flag .
(identically , identify , identical) (2005)
- 34-Can you **show** a little **more** in your attitude ?
(flexible , flexibly , flexibility) (2005)
- 35- **technology** gives the chance to the user to change the way
things happen . (Interact) (2005)
- 36-Our children **should learn to accept criticism** (gracious) (2005)
- 37-I trust that the company **will take** my **suggestions** (favourable) . (2005)
- 38-Our teacher **is so** , he can help us all .
(enthusiasm , enthusiastic , enthusiastically) (2005)
- 39-The earthquake caused **enormous** to a lot of cities and towns .
(destroy , destructive , destruction) (2006)
- 40-Internet helps people **interact** together .
(convenient , conveniently , convenience) (2006)
- 41-Communities are able **to physically** their history and culture on
the field of play .(express , expression , expressive) (2006)
- 42-The huge animal **appeared** , which frightened the children on the beach .
(monster , monstrous , monstrously) (2007)
- 43-As Renolds was **too arrogant and** , Saladin chopped off his head .
(treachery , treacherously , treacherous) (2007)
- 44-Parents should **be more** of their children's bad behavior .
(tolerant , tolerate , tolerance) (2007)
- 45-Our teacher encouraged us **to effectively** in maths
competition . (participate , participation , participant) (2007)
- 46-Jordanians are **an** **peace-loving** people .
(essential , essence , essentially) (2007)
- 47-**Did she** the audience with her good behaviour ?
(impress , impression , impressive) (2008)
- 48-**Jordanians** the Independence Day on the 25th of
May every year . (celebrate , celebration , celebrity) (2010)
- 49-Storms cause **the** of most of the crops .
(destruct , destruction , destructive) (2011)
- 50-Unemployment is falling as more people **find** **work** .
(permanent , permanence , permanently) (2011)
- 51-To **my** I got a high score in the exam .
(amaze , amazing , amazement) (2011)

- 52-Petra is one of the most **important** **sites** in Jordan .
(history , historical , historically) (2011)
- 53-We **must** the natural resources of our country .
(develop , development , developed) (2011)
- 54-Marwa takes **an** **part** in her school affairs .
(act , active , actively) (2011)
- 55-I'll never forget **the** I felt on my first day at school .
(excite , excitement , excitedly) (2011)
- 56-The picture **was** **drawn** by the artist .
(skill , skillful , skillfully) (2011)
- 57-Some countries face **serious** **problems** .
(economize , economic , economically) (2012)
- 58-An earthquake is considered a **natural**
(disaster, disastrous , disastrously) (2012)
- 59-In my city there is **a wide** of entertainments to choose from .
(vary , variety , various) (2012)
- 60-Only certain kinds of people have **brains** .
(mathematics , mathematical , mathematically) (2012)
- 61-The man was **found** , so he was sent to prison .
(guilt , guilty , guiltily) (2012)
- 62-Good citizens help with **the** **of** their country .
(development , develop , developmental) (2012)
- 63-Our heating system **is** very old and **extremely**
(inefficiency , inefficient , inefficiently) (2012)
- 64-Careless drivers **can seriously**
(threaten , threat , threatening) (2012)
- 65-During the storm , the wind **was blowing**
(violent , violence , violently) (2013)
- 66-The man was **found** **of** any crimes .
(innocent , innocence , innocently) (2013)
- 67-The Gulf of Aqaba is an area of **great** **beauty** .
(nature , natural , naturally) (2013)
- 68-The workers need mote time **to** the project .
(complete , completion , completely) (2013)
- 69-We **must** on light and fuel . (economy , economize , economic) (2013)
- 70-A **natural** usually causes lots of problems .
(disaster , disastrously , disastrous) (2013)
- 71-The bedrooms of the **hotel** in size from medium to very large .
(vary , various variety) (2013)
- 72-The Earthy suffers from **the** **of** global warming .
(threaten , threateningly , threat) (2013)
- 73-The man's **was** not proved and so he went free . (guilty) (2014)
- 74-Many wild animals can **become** if they are captured . (violence) (2014)
- 75-Our heating system **is** very old and **extremely** (inefficiency) (2014)
- 76-People should do their best to **keep** in the world . (peaceful) (2014)
- 77-Lack of security will create **situations** in a society . (chaos) (2014)
- 78-The government encourages schemes for women **to** money .
(earnings) (2014)
- 79-We received **a** **that** we hadn't paid the electricity bill . (remind) (2014)

- 80-My sister **is studying** in the hope of working in one of the pre-history digs in Egypt . (archaeologist) (2014)
- 81-Dana **was appointed** in a financial company as being a brilliant employee . (permanent) (2014)
- 82-People need to learn how to settle their arguments without **using** (violent) (2014)
- 83-We must do something to stop **the** **of** the Ozone layer , or we will all get harmed . (destroy) (2015)
- 84-What do you consider to be **the main** **to** the future peace and security of the world ? (threaten) (2015)
- 85-a-The loss of electricity **caused** **throughout** the city .
b-If you want people to trust you, you have **to** **their trust** . (2015)
- earnings , chaotic , major
- 86-a-My father changed the two **old** **boilers** which are unable to generate enough steam.
b-Bacterial illnesses **have** **been** more deadly than viral ones. (2015)
- remind , inefficiency , history
- 87- **diseases** are disorders caused by organisms such as bacteria and viruses. (infect) (2016)
- 88-Many people find out about the world by reading **a** **newspaper** . (day) (2016)
- 89-Museums in any country can give a tourist a good idea about art in this country and how **its** **has** developed . (historical) (2016)
- 90-The date for **the** **of** the dam project is 2016 . (complete) (2016)
- 91-Our **daily** **of** drinking water should not be less than 6 cups . (consume) (2016)
- 92-People are cutting down trees from the forest , there aren't many left . (consequent) (2016)
- 93-It **is** **to** find different ways to produce energy .(necessitate) (2016)
- 94-**The** **system** must be linked with the requirements of social and economic development for any country . (education) (2016)
- 95-Jordan has **a** **of** being a friendly and welcoming country.
It is one of the safest places to visit in the Middle East . (repute) (2016)
- 96-Kareem is **a** **journalist** , he has worked previously for many scientific journals . (qualification) (2016)
- 97-Doing lots of exercise won't keep you healthy if you don't **eat** **food** as well . (nutrients) (2016)
- 98-**The** **of** people prefer being with friends of family rather than being on their own as a way of relaxing . (major) (2016)
- 99-the storm caused **winds** across much of the country . (violence) (2016)
- 100-The best way of learning language is developing your ability by using language **in** **communication** situations. (nature). (2016)
- 101-Our school has **a** **of** after school clubs which all students are welcome to enjoy . (vary) (2016)
- 102- **must** be assumed for water management in Jordan . (accountable) (2016)
- 103-Children **should** **on** the advice of their parents . (reliance) (2016)
- 104-A Tsunami is **a** **experience** to those who live near the sea . (terrify) (2016)
- 105-Many candy advertisements are usually presented in **an** **manner** in the TV. (attract) (2016)
- 106-Markets have different types of food which **are** **prepared** from animal products . (artificial) (2016)

- 107-Services, mostly **travel and tourism** **the** majority of our economy.
(dominant) (2016)
- 108-Khaled is a **very** **and adaptable** worker, I believe that he can be
successful in any position. (competence) (2016)
- 109-I have to do **the** **work** in my house . (maintain) (2017)
- 110-The research presents so **many** **solutions** to deal with poverty.(reality) (2017)
- 111-Salma **couldn't** **the** value of her mother's advice . (comprehension) (2017)
- 112-The newly constructed projects use recycled water which helps **the** **of**
the environment . (sustainable) (2017)
- 113-Taha Hussein is one of **the most** **writers** of the twentieth century.
(influence) (2017)
- 114-**Language** **is** becoming an important requirement for many jobs.
(proficient) (2017)
- 115-My grandfather often tells us about what he did in **his** (young) (2017)
- 116-A **possible** **of** texting while driving is an expensive fine .(consequent) (2017)
- 117-Arar was a Jordanian **nationalist** (poetry) (2017)
- 118-The owner of the company was trying to find **an** **partner** .(accountability) (2017)
- 119-Imagination is the source **of** (create) (2017)
- 120-Bank customers **can** their checking accounts instantly through the
electronic system . (accessible) (2017)
- 121-Olives which **are** **grown** in the world , have been cultivated for over
6.000 years . (extend) (2017)
- 122-It is important to have **an** **of** different countries' customs . (aware) (2017)
- 123-Another way of saying that something could be successful is to
say it **is** (viable , viably , viability) (2018)
- 124-Artists usually meet to discuss ideas **and** each other's work.
(criticise , criticism , critic) (2018)
- 125-Maha shows **great** **for** her new job as a lawyer in the court.
(enthusiasm , enthusiastic , enthusiastically) (2018)
- 126-Our national team **is** now **well-** **for** the second round of the competition.
(qualify , qualification , qualified) (2018)
- 127- With children , it is important **to** **the** right balance between love and discipline .
(achieve , achieved , achievable) (2018)
- 128-Madaba has **a** **as** a fascinating place to visit .
(reputation , reputational , reputationally) (2018)
- 129-Khaled received **an** **letter** from the manager for his hard work .
(appreciate , appreciation , appreciatively) (2018)
- 130-Manal always presents **her** **work** in literature clearly .
(create , creative , creatively) (2018)
- 131-Kareem wasn't able to speak Spanish till he was nearly seven years old .
(fluently , fluent , fluency) (2018)
- 132-Would you like to do an **or** a vocational course if you have a chance ?
(academise , academic , academically) (2018)
- 133-Rami closed his eyes and tried **to**
(concentrate , concentration , concentrating) (2018)

- الإجابات الصحيحة هي كالتالي :-

- | | | | |
|----------------|----------------|--------------|-----------------|
| 1-increasingly | 2-socialize | 3-admiration | 4-exemplify |
| 5-unanimous | 6-dedicated | 7-curious | 8-Traditionally |
| 9-mental | 10-concentrate | 11-tolerant | 12-rely |
| 13-compensate | 14-cautiously | 15-isolate | 16-fitness |

17-charitable	18-sharply	19-accordingly	20-stress
21-creative	22-stimulating	23-graciously	24-Creative
25-monstrous	26-competent	27-courteous	28-communications
29-Assessment	30-favourably	31-digest	32-extremely
33-identical	34-flexibility	35-Interactive	36-graciously
37-favourably	38-enthusiastic	39-destruction	40-conveniently
41-express	42-monstrous	43-treacherous	44-tolerant
45-participate	46-essentially	47-impress	48-celebrate
49-destruction	50-permanent	51-amazement	52-historical
53-develop	54-active	55-excitement	56-skillfully
57-economic	58-disaster	59-variety	60-mathematical
61-guilty	62-development	63-inefficient	64-threaten
65-violently	66-innocent	67-natural	68-complete
69-economize	70-disaster	71-vary	72-threat
73-guilt	74-violent	75-inefficient	76-peace
77-chaotic	78-earn	79-reminder	80-archaeology
81-permanently	82-violence	83-destruction	84-threat
85-a-chaos	b-earn	86-a-inefficient	b-historically
87-infectious	88-daily	89-history	90-completion
91-consumption	92-consequently	93-necessary	94-educational
95-reputation	96-qualified	97-nutritious	98-majority
99-violent	100-natural	101-variety	102-accountability
103-rely	104-terrifying	105-attractive	106-artificially
107-dominate	108-competent	109-maintained	110-real
111-comprehend	112-sustainability	113-influential	114-proficiency
115-youth	116-consequence	117-poet	118-accountable
119-creation	120-access	121-extensively	122-awareness
123-viable	124-criticise	125-enthusiasm	126-qualified
127-achieve	128-reputation	129-appreciation	130-creative
131-fluently	132-academic	133-concentrate	

أسئلة الوزارة الخاصة بمعاني الكلمات والتي يمكن حلها من خلال الاشتقاق - فصل أول

1-Choose the suitable item to complete the following sentences . (2016)

symptoms , take , catch , email exchange , optimistically

- a-Some teachers depend **on** **to** follow up with their students' assignments.
 b-The doctor asked me to describe **the** **of** my ailment precisely.
 c-Brilliant **students** always their teachers' **attention** with their remarkable answers
 d-Safwan **has spoken**..... about his latest achievements in medical field.

2-Choose the suitable item to complete the following sentences . (2016)

major , attend , make , legacy , side effects

- a -Although Ibn Bassal's name is not widely known, **his** **to** the world has been great.
 b-Medicine companies usually support researches which try to minimize **the** **of** many drugs.
 c-Fatima plans **to** several **courses** on prosthetic with specialized people.
 d-King Hussein was a **world** figure in the twentieth century.

3-Choose the suitable item to complete the following sentences . (2017)

calculations , sponsor , security settings , carbon footprint , disabilities

- a-People with **visual** **are** now included in the Paralympics.
 b-Mathematical geniuses are often able to do **complicated** **very** quickly.
 c-People can work hard to reduce **their** **by** living a more environmentally-friendly lifestyle.
 d-Large companies **will** **the** next football games.

4-Choose the suitable item to complete the following sentences . (2017)

herbal remedy , reputation , arithmetic , urban planning , disabilities

- a-Many people believe that **helps** them to be cured from common complaints such as insomnia .
 b-The need for more **effective** **is** evident when we consider modern day problems like traffic.
 c-Poor customer service has ruined the company's
 d-Ali's progress **in** **has** been remarkable.

5-Choose the suitable item to complete the following sentences . (2018)

access , renewable , handicrafts , world wide web , migraine

- a-More and more schools have begun posting their own homepages on **the**
 b-If you have **a** , the best thing to do is to take some medicine and rest somewhere quiet.
 c-Wind farms are an example **of** **energy**.
 d-Various kinds **of** **will** be shown at the exhibition.

6-Choose the suitable item to complete the following sentences . (2018)

tiny , coma , sanitation , philosopher , visual arts

- a-Many communities still suffer from lack of clean drinking water **and**
 b-It is amazing how huge trees grow from **seeds**.
 c-Photography and painting are two examples of **the**
 d-It is possible for neuroscientists to communicate with some patients in **a**

- الإجابات الصحيحة هي كالتالي :-

- | | | | |
|--------------------|------------------|--------------------|------------------|
| 1-a-email exchange | b-symptoms | c-catch | d-optimistically |
| 2-a-legacy | b-side effects | c-attend | d-major |
| 3-a-disabilities | b-calculations | c-carbon footprint | d-sponsor |
| 4-a-herbal remedy | b-urban planning | c-reputation | d-arithmetic |
| 5-a-world wide web | b-migraine | c-renewable | d-handicrafts |
| 6-a-sanitation | b-tiny | c-visual arts | d-coma |

أسئلة الوزارة الخاصة بمعاني الكلمات والتي يمكن حلها من خلال الاشتقاق - فصل ثانى

1-Choose the suitable item to complete the following sentences . (2016)

look up , earn , keep your chin up , compulsory , look into

- a-Even if things have been difficult for you , always , everything will be normal soon.
 b-In Jordan, pre-school and kindergarten education is optional, while basic education is free **and**
 c-You **can** **the respect** of your colleagues through your hard work and honesty.
 d-Bayan promised her boss that she **would** **the matter** and find out what had gone wrong.

2-Choose the suitable item to complete the following sentences . (2016)

makes a difference , track record , play it by ear , pensions , dietary

- a-Many large companies **provide** to their employees when they retire.
- b-Huda's **indicates** that she has the needed experience for the required job.
- c-Scientific evidence shows that some **supplements** are beneficial for health.
- d-Taha's organized participation in the seminar **and activates** everyone there.

3-Choose the suitable item to complete the following sentences . (2017)

dehydration , contradictory , keen , interpreter , tuition

- a-Yousef's **sense** of observation allowed him to notice that his keys were not where he had left them.
- b-It is important to drink a lot of water in order to **avoid**
- c-The new courses will give the beginners **personal** in all types of outdoor photography.
- d-Zaid justified the **main** **points** between the two sides in the debate.

4-Choose the suitable item to complete the following sentences . (2017)

lifelong , draw up , recall , cause offence , conflict

- a-Meeting new people and developing **friendships** around the world are some benefits of studying abroad.
- b-Polite children **don't**
- c-Students need to a revision **timetable** to organize their time better.
- d-When two sides disagree and argue , there **is**

5-Choose the suitable item to complete the following sentences . (2018)

rewarding , dialects , recall , gross domestic product , developed nation

- a-Spoken and sign languages have different **and registers** in every country.
- b-Tourism is one of Jordan's biggest contributors to
- c-The main feature of a **is** that it is socially and economically advanced.
- d-Doing volunteer work can be a **very** **experience** for everyone.

6-Choose the suitable item to complete the following sentences . (2018)

compromise , online distance learning , headphones , earn , aware

- a-Please listen to the music **through** , so that you don't disturb anybody.
- b-Are smokers **well-** **of** the dangers of smoking to their health?
- c-Parents should encourage their children to **between** what they want and what others want .
- d-Students can enroll onto **courses** in some Jordanian universities.

- الإجابات الصحيحة هي كالتالي :-

- | | | | |
|-----------------------|--------------------------|--------------------|----------------------------|
| 1-a-keep your chin up | b-compulsory | c-earn | d-look into |
| 2-a-pensions | b-track record | c-dietary | d-makes a difference |
| 3-a-keen | b-dehydration | c-tuition | d-contradictory |
| 4-a-lifelong | b-cause offence | c-draw up | d-conflict |
| 5-a-dialects | b-gross domestic product | c-developed nation | d-rewarding |
| 6-a-headphones | b-aware | c-compromise | d-online distance learning |

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تمارين على اللفظ

كتاب (SB) صفحة (٣١) تمرين (٨)

Listen to each pair of words. Which sounds do you hear? Answer the questions.

استمع لكل زوج من الكلمات . أي الأصوات تسمعها . أجب الأسئلة .

a-Which words contain the **p** sound /p/ and which contain the **b** sound /b/ ?

Write 1 (/p/) or 2 (/b/) for each word.

b-Which words contain the **n** sound /n/ and which contain the **ing** sound /ŋ/ ?

Write 1 (/n/) or 2 (/ŋ/) for each word.

الإجابات الصحيحة كالتالي :-

a-1- **p** sound /p/ :-pen, pack, rope

2- **b** sound /b/ :-bend, back, robe

b-1- **n** sound /n/ :-sun, India, win

2- **ing** sound /ŋ/ :-song, singing, wing

كتاب (SB) صفحة (٦٩) تمرين (٥)

Listen to this sentence said in four different ways. Match each one to its implied meaning. The first ever Alia flight was in 1963 CE.

استمع إلى الجمل التي قيلت بأربعة طرق مختلفة . صل كل كلمة مع معناها الضمني ؟ أول رحلة طارتها عليا كانت ١٩٦٣ .

1-The **first ever** Alia flight was in 1963 CE.

2-The first ever **Alia** flight was in 1963 CE.

3-The first ever Alia **flight** was in 1963 CE.

4-The first ever Alia flight was in 1963 CE.

الإجابات الصحيحة هي كالتالي :-

1-There were **no** Alia flights at all **before** 1963 CE. (**first ever**)

2-There were other flights before 1963 CE, but **not** Alia flights. (**Alia**)

3-Alia **did other things** before its first flight in 1963 CE. (**flight**)

4-Alia's first flight was **not** in 1964 CE. (**3**)

كتاب (SB) صفحة (٦٩) تمرين (٦)

The word in bold in each sentence indicates the stress. Say the sentences. How does the meaning of each sentence differ?

الكلمات بالخط الغامق تشير إلى التشديد . قل الجمل . كيف يختلف معنى كل جملة ؟

a-I retired when I was 60, which was in 1999 CE.

b-I **retired** when I was 60, which was in 1999 CE.

c-I retired when I was **60**, which was in 1999 CE.

d-I retired when I was 60, which was in 1999 CE.

الإجابات الصحيحة هي كالتالي :-

a-It was I, **not someone else**, who retired. (I)

b-I did other things when I was 60, but this is **when I retired**. (**retired**)

c-I was 60 when I retired, **not another age**. (**60**)

d-It was in 1999 CE when I retired, **not another year** in the 1990s. (**9**)

كتاب (SB) صفحة (٧٥) تمرين (٦)

1-Listen and repeat these questions. Which one shows puzzlement? Which one shows encouragement?

استمع وأعد هذه الأسئلة . أيها تدل على الحيرة ؟ أيها تدل على التشجيع ؟

a-How can I get work experience without getting a job first?

b-Before you find a full-time job, why don't you consider doing voluntary work?

- الإجابات الصحيحة هي كالتالي :-

1-a puzzlement

b-encouragement

وظائف لغوية Functions

١- إعطاء صيحة (Giving advice)

If I were you , I would + مجرد .

I would + مجرد + if I were you .

Why don't you + مجرد ؟

You could + مجرد

٢- إعطاء سبب (showing cause)

because / because of / as / since / due to

٣- إظهار نتيجة (showing result)

because of that / therefore / as a result / consequently

٤- مناظرة / خلاف (opposing / argument)

It is understood that

It is often suggested that

Many people believe that

It is evident that

Thus it can be seen that

It could be argued that

For this reason

٦- لتحريك الوقت (To move time on)

When it was time to go

To cut a long story short

Suffice to say

٧- لزيادة التشويق (To increase suspense)

The first sign that something had happened

The first sign that something was wrong

The first sign that something was different

٨- الحيرة (puzzlement)

How can I get work experience without getting a job first ?

٩- التشجيع (encouragement)

Before you find a full-time job, why don't you consider doing voluntary work ?

أسئلة الوزارة الخاصة بالوظائف اللغوية

1-We couldn't go to the stadium **since** there weren't any tickets left.
What is the function of using since in the above sentence?

(2016)

الإجابات الصحيحة هي كالتالي :-
1-showing cause

تأليف

أسامه محاسنه

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0798233555

علامات الترقيم Punctuation

أولاً :- الفاصلة العلوية (')

١- قبل الاختصارات مثل :-

الكلمة	الاختصار	الكلمة	الاختصار
I am	I'm	will / shall	'll
is / was / has	's	not	n't
are / were	're	will not	won't
have	've	shall not	shan't
		can not	can't
would / could / should / had			'd

٢- قبل ('s) الملكية إذا كان الاسم مفرد :-

اسم مفرد 's اسم

e.g :- student's class , Ali's car , Muna's house , Rami's cat ,

٣- بعد (s') الملكية إذا كان الاسم جمع :-

اسم جمع s' اسم

e.g :- students' class , the brothers' room , the pupils' books ,

٤- في بداية ونهاية جملة المباشر :-

e.g :- ' I will see you tomorrow , ' Ali said .

ثانياً :- الفاصلة العادية (,)

١- عند تعداد مجموعة مكونة من أكثر من ثلاثة عناصر وذلك بوضعها بين العنصر والآخر باستثناء آخر عنصرين :-

e.g :-Rami will meet Ali , Ahmad , Sara and Sami .

٢- قبل وبعد الجمل المعترضة إذ جاءت في وسط الجملة :-

e.g :-Rami is , of course , my best friend .

٣- بعد (Yes / No) في إجابات أسئلة (Yes / No) :-

e.g :-Yes , he is .

:-No , he isn't .

٤- بين جملتين إذا بدأت الجملة الأولى بأحد الروابط (قبل فاعل الجملة الثانية) مثل :-

because , since , as , for , because of , although , despite ,
if , unless , after , before , when , while , as soon as ,

جملة ، جملة رابط

e.g :-After Ali had finished his job , he went home .

كورس الليث تأليف:- أسامة محاسنم خلوي :- 0796677803 / 0798233555

٥- قبل ضمائر الوصل في جمل الوصل غير المحددة وفي نهايتها .
ومن أهم ضمائر الوصل :-

who , whom , whose , where , when , why , which , that

e.g :-Ali , who lives in the red house , is my brother .

٦- في آخر جملة المباشر إذا جاء المتحدث بعدها :-

e.g :-' I will visit you tomorrow ' , Ali said .

٧- بعد المتحدث أو بعد فعل النقل إذا جاء المتحدث قبل جملة المباشر :-

e.g :-Sami , ' I'm tired . '

:-Sami said , ' I'm tired . '

٨- أ- قبل المخاطب إذا جاء في آخر جملة المباشر :-

ب- بعد المخاطب إذا جاء في بداية جملة المباشر :-

ج- قبل وبعد المخاطب إذا جاء في وسط جملة المباشر :-

e.g :-Ali , ' I will visit you tomorrow , Rula ' .

-Ali , ' Rula , I will visit you tomorrow ' .

-Ali , ' I will visit you , Rula , tomorrow ' .

٩- قبل بعض أدوات الربط مثل :- (but , whereas , so , ...)

الإفعال المساعدة

Be

Do

Have

Modals

ثالثا :- علامة السؤال (?)

- وتقع بعد السؤال (حيث يجب أن يسبق الفعل المساعد الفاعل) :-

? فاعل + فعل مساعد

e.g :-Where is Ali living now ?

:-I don't know where Ali is living now .

e.g :-Is Muna watching TV now ?

:-Where do you live ?

رابعا :- علامة التعجب (!)

- وتقع بعد عبارات التعجب وعبارات التحذير :-

e.g :-Great ! He is doing well .

:-Be careful ! The window is broken .

خامسا :- النقطة (.)

- وتقع في نهاية الجملة إذا اكتمل معناها وتكون متبوعة بحرف كبير :-

e.g :-Ali watches TV daily .

:-Sara is playing cards now .

سادسا :- الأحرف الكبيرة

- تستخدم الأحرف الكبيرة في بداية الكلمات التالية :-

١- اسم الإنسان :-

e.g :- Ali , Ahmad , Muna , Sara , ...

٢- الألقاب والمناصب واختصاراتها :-

e.g :- Mr , Mrs , Ms , Dr , ...

٣- أسماء الدول والجنسيات والشعوب :-

e.g :- Jordan , Syria , Iraq , Palestine , ...
: Jordanian , Syrian , Iraqi , Palestinian , ...

٤- أسماء المدن والقرى والشوارع :-

e.g :- Ammann , Irbiid , Al-Jam'ah Street , ...

٥- أسماء اللغات :-

e.g :- Arabic , English , French , ...

٦- الأيام والأشهر :-

e.g :- Saturday , Sunday , Monday , Tuesday , Wednesday , Thursday , Friday
: January , February , March , April , May , June , July , August , September ,
October , November , December

٧- الاختصارات :-

e.g :- USA , UAE , KSA , TV , ...

٨- الضمير (I) والذي يعني (أنا) .

e.g :- I like apples . Sami and I will visit Petra .

٩- أول حرف في بداية كل جملة أو بعد (. / ? ! / ") :-

e.g :- Wow ! He usually wears a shirt . Does he like shirts ? I don't know .

We all like shirts .

e.g :- " There is a boy in the garden . "

١٠- أسماء المناطق الجغرافية :-

e.g :- The Arab Desert , The Dead Sea , The Alps , ...

١١- أسماء المؤسسات والشركات :-

e.g :- Zain , Orange , Umniah , ...

١٢- العناوين مثل عناوين الكتب وعناوين الصحف وغيرها :-

e.g :- Jordan Times , Hamlet , ...

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الكلمات التي تبدأ بأحرف كبيرة والموجودة في قطع المادة	
اسم إنسان	Adeeb al-Balooshi / Sheikh Hamdan bin Mohammad , Crown Prince of Dubai / Jabir ibn Hayyan / Ali ibn Nafi / Ziryab / Fatima al-Fihri / Mariam / Al-Kindi / William / Dennis Sorensen / Ibn Bassal / Al-Ma'mun / Ibn Rushd / Mr Ghanem / Fatima Musa / Tareq Hakim / Osama Hayek / Hisham Khatib / Samira Rahhal / Ricky Miles
دول ومدن	Baghdad / Cordoba / Al-Andalus / Fez / Morocco / Masdar City / Abu Dhabi / Amman / North Street , Ajloun / East Way, Irbid / United States / EU / China / Chinese / Iraq / India / Saudi Arabia / Middle East / Egypt / Morocco / Tunisia / North Africa
متنوعة	Umayyad / Andalus Mosque / Masdar Institute of Science and Technology / Arabic / A Book of Agriculture / Biology / English / Chemistry / Physics / Salesperson / Year Award / Business Studies / Accounting, Finance and Economics / Management

تمرين على الأخطاء اللغوية

كتاب (SB) صفحة (٨٠) تمرين (٦)

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

حرر النص التالي . هناك ثلاثة أخطاء قواعدية ، خطأ واحد إملائي و خطأ واحد ترقيم . جدها وصحها .
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.

- الإجابات الصحيحة هي كالتالي :-

1-believed

2-foreign

3-as much as you can

4-a conversation

5-books or magazines

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الكلمات المطلوب إملأها في الامتحان

A → W				
achievements	crystal	grid	offence	revolutionise
adaptable	curriculum	Gross	outweigh	rewarding
age	deal	ground	package	sales
agreement	department	group	patient	satisfaction
algebra	desalination	growth	pedestrian	scales
ambitious	detailed	hands	pen	secure
answer	dialect	harmony	pensions	seminar
arithmetic	domestic	having	personal	shake
artificially	dominate	headphones	pharmaceuticals	small
attribute	earn	holiday	philosopher	soap
benefit	economic	import	physician	store
biological	effect	inheritance	pitch	successful
breaking	enclosed	inoculation	planning	surveyor
business	enquiries	irrigate	point	sustainability
calculations	Enthusiastic	intern	polymath	talent
carbon	evolve	interpreter	potential	tailor-made
card	experience	join	power	talk
career	export	joke	prepared	target
carpets	extensively	keen	previous	tell
cause	extraction	knitwear	Product	track
cheques	farms	laboratory	proficiency	training
chess	fertiliser	language	public	translation
clock	flying	machinery	punish	transport
coffee	fond of	make	qualifications	urban
company	founder	Marketing	questions	vary
competent	fountain	mathematician	recall	vitae
composition	footprint	meeting	record	vocational
compromise	free	megaproject	recruiting	voluntary
conflict	friendly	mineral	reference	waste
contact	full-time	mistake	regional	web
conscientious	give	musical	renewable	windmill
corporate	geometry	negative	reserve	work
created	glasses	negotiate	respect	
cryptophasia	goods	neutral	responsible	

أسئلة الوزارة الخاصة بلفظ الكلمات والأخطاء القواعدية

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 four mistakes and correct them.

1-Correct the mistakes and write them in your ANSWER BOOKLET. (2016)

Most doctors used to be sceptical about the validity of homoeopathy, **acupuncture** and other forms of complementary medicine : If patients wanted to receive this kind of non-**convintional** treatment, they used to have to consult a private practitioner who **is** likely not to have a medical degree.

- الإجابة الصحيحة هي كالتالي :-

1-a-acupuncture b- . c-conventional d-**was**

2-Correct the mistakes and write them in your ANSWER BOOKLET. (2016)

Coffee, chess, flying, the clock, windmills, algebra, soap, the **foantain** pen, crystal glasses, **inokulation**, and carpets...What all these items have in common is their origins , They all have their roots in Arab or Islamic discoveries or inventions **make** in the past. It was the time when Arab and Islamic rulers established one of the largest empires in history.

- الإجابة الصحيحة هي كالتالي :-

2-a-fountain b-inoculation c- . d-**made**

3-Correct the mistakes and write them in your ANSWER BOOKLET. (2017)

Ibn Rushd , a famous Islamic **bolymath** , wrote books on psychology , geography . physics , maths and music . From the age of 31 until his death about 40 years later , he **writes** an amazing number of books- at least 80 books of his own as well as a large number of **trenslations** of Greek philosophy.

- الإجابة الصحيحة هي كالتالي :-

3-a-polymath b- . c-**wrote** d-translations

4-Correct the mistakes and write them in your ANSWER BOOKLET. (2017)

One doctor said, "I now consider homoeopathy to be a **vieble** option for many different conditions, including anxiety . depression and certain **allerjies**. It provides another option when conventional medicine **didn't** address the problem adequately."

- الإجابة الصحيحة هي كالتالي :-

4-a-viable b- . c-**allergies** d-**doesn't**

5-Correct the mistakes and write them in your ANSWER BOOKLET. (2018)

Megaprojects like Masdar City would be very successful in Jordan : it would encourage investment in the country and **penefit** the population by providing an environmentally-**fraendly** space for people to live in . However, we would have to be careful not to overshadow the natural beauty of our country with too much building: we would **had** to find the perfect balance between modernity and **nature** ,

- الإجابة الصحيحة هي كالتالي :-

4-a-benifit b-friendly c-**have** d-nature .

6-Correct the mistakes and write them in your ANSWER BOOKLET. (2018)

Adeeb **gets** the idea for a special kind of **presthetic** leg while he was at the beach with his family . His father, who wears an **artifisial** leg , could not swim in the sea as he could not risk getting his leg wet .

- الإجابة الصحيحة هي كالتالي :-

6-a-**got** b-**pro**sthetic c-family d-**artificial**

أسئلة الوزارة الخاصة بلفظ الكلمات والأخطاء القواعدية

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 four mistakes and correct them.

Correct the mistakes and write them in your ANSWER BOOKLET. (2016)

I am doing an online **postgraduate** course in education. **It is think** that distance learning means that you don't socialise with other students ? as you do when you are doing a face-to-face course. It's not true! Our class consists of 30 students from all over the world. We study at home and send our assignments to our **totors** by email and there are a lot of different class discussions on the Internet.

- الإجابة الصحيحة هي كالتالي :-

1-postgraduate 2-It is thought 3- , 4-tutors

Correct the mistakes and write them in your ANSWER BOOKLET. (2016)

Mr Khalid who is a career advisor **believe** that **Bioloyd** and Chemistry are the most important subjects for those who want to go on to study **Dintistry** at university. Maths is not as important . but it is compulsory and he would strongly recommend that they work harder on this subject because they cannot drop it.

- الإجابة الصحيحة هي كالتالي :-

1-**believes** 2-**Biology** 3-**Dentistry** 4- ,

Correct the mistakes and write them in your ANSWER BOOKLET. (2017)

Language competence is becoming **increasengly** important for anyone who wants to travel or work abroad for a large **glopal** company , Remember , career direction is never too late to be studied or **change** . Studying is a lifelong activity – **you'r** never too old to start !

- الإجابة الصحيحة هي كالتالي :-

1-increasngly 2-**global** 3-company , Remember
4-changed 5-you're

Correct the mistakes and write them in your ANSWER BOOKLET. (2017)

All schools, from kindergarten to secondary, are the responsibility of the Ministry of Education in Jordan. Pre-school and kindergarten education is **obtional** , **follow** by ten years of free , **compulsary** education. For higher education, students enter university . either for academic or vocational courses.

- الإجابة الصحيحة هي كالتالي :-

1-**optional** 2-**followed** 3-**compulsory** 4- ,

Correct the mistakes and write them in your ANSWER BOOKLET. (2018)

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.

- الإجابة الصحيحة هي كالتالي :-

1-Nutrition 2- important . 3-is 4-dehydrated

Correct the mistakes and write them in your ANSWER BOOKLET. (2018)

At international conferences , people from different countries talk to each other through **interpraters** . They listen to the words which **is said** through headphones and then **trenslate** them into the listener's native language while the speaker is talking !

- الإجابة الصحيحة هي كالتالي :-

1-interpreters 2-are said 3-translate 4- talking .

تأليف

أسامة محاسنة

0796677803

0798233555

كورس الليث

تأليف

أسامة محاسنة

0798233555

0796677803

الإنشاء

كيفية كتابة الإنشاء الموجه (Guided Writing)

النموذج الأول :- ويتكون من عنوان وتحتة ثلاثة أو أربعة جمل وهذه الجمل تبدأ بفعل .

جمل ٣	→	A + B
جمل ٤	→	A + C
V	→	Ving / e + ing
?	→	?
qualities of + اسم	→	qualities of + اسم

يمكنك حذف أو استبدال كلمة (qualities of) بما يناسب الموضوع .

إذا لم يكن عنوان الموضوع موجودا مع النموذج فإنه يكون موجود بعد كلمة (. العنوان + about) في صيغة السؤال

A-	There are many qualities of	العنوان	such as	الجملة الأولى	and	الجملة الثانية	.
				Ving		Ving	
B-	الجملة الثالثة	is another quality of	العنوان	, too .			
	Ving						
C-	الجملة الثالثة	and	الجملة الرابعة	are other qualities of	العنوان	, too .	
	Ving		Ving				

Write two sentences about purposes of building dams .
Use the appropriate linking words such as : and , also ... etc .

Purposes of building dams

- save water .
- irrigate plants .
- generate electricity .

- 1-There are many ~~qualities of~~ purposes of building dams such as saving water and irrigating plants .
- 2-Generating electricity is another quality of purposes of building dams , too .

City People

- live in apartments .
- have stressful lives .
- buy vegetables from shops .
- shop in supermarkets .

- 1-There are many qualities of city people such as living in apartments and having stressful lives .
- 2-Buying vegetables from shops and shopping in supermarkets are other qualities of city people , too .

النموذج الثاني :- ويتكون من عنوان وتحتة ثلاثة أو أربعة جمل وهذه الجمل تبدأ بفاعل ثم فعل فإننا نحذف الفاعل والأفعال المساعدة ونطبق نفس النموذج السابق .

Actions that can be done to save the environment

- people can reduce pollution .
- people can plant trees .
- people can share responsibility .

- 1-There are many **qualities of** actions that can be done to save the environment **such as** reducing pollution **and** planting trees .
- 2- Sharing responsibility **is another quality of** actions that can be done to save the environment , too .

النموذج الثالث :- ويتكون من عنوان وتحتة ثلاثة أو أربعة جمل وهذه الجمل تبدأ بصفة .

جمل ٣	→	A + B
جمل ٤	→	A + C
?	→	?
اسم + qualities of	→	اسم + qualities of

A- **There are many qualities of** **العنوان** **such as** **being** **الجملة الأولى** **and** **الجملة الثانية** .

B- **Being** **الجملة الثالثة** **is another quality of** **العنوان** **, too .**

C- **Being** **الجملة الثالثة** **and** **الجملة الرابعة** **are other qualities of** **العنوان** **, too .**

Sami Mohammed

- intelligent in his study .
- loyal to his friends .
- calm in his actions .

- 1-There are many **qualities of** Sami Mohammed **such as** being intelligent in his study **and** loyal to his friends .
- 2-Being calm in his actions **is another quality of** Sami Mohammed , too .

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النموذج الرابع :- إذا كان النموذج سيرة ذاتية .

1-	الاسم	was born in	مكان وتاريخ الولادة	and died in	مكان وتاريخ الوفاة	.
2-	He/She	was a	المهنة	.		
3-	He/She	had many achievements such as	الإنجاز الأول	and	الإنجاز الثاني	.

Name: Mahmoud Darwish.
Date (born and died): 1942 -2008
Professions: poet and author
Achievements: - Leaves of Olives and Wingless Birds

- Mahmoud Darwish **was born in** 1942 **and died in** 2008 .
- He **was a** poet and **an** author .
- He **had many achievements such as** Leaves of Olives and Wingless Birds .

النموذج الخامس :- إذا كان النموذج فكرة أخرى فإننا نطبق النموذج التالي لعل وعسى أن ينجح.

The	الفكرة	of	العنوان	is / was	التفاصيل	.
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العنوان + about : التفاصيل : الفكرة

Write two sentences using the given notes below about Qasr Bashir . Use the appropriate linking words.

Location :-Jordanian desert.
Date of construction :-beginning of the 4th century .
Purpose of building :-protection of the Roman borders.
Description of the building :-huge towers, 23 rooms

- The location of Qasr Bashir **is in the** Jordanian desert .
- The date of construction of Qasr Bashir **was at the** beginning of the 4th century .
- The purpose of the building of Qasr Bashir **was the** protection of the Roman borders .
- The description of the building of Qasr Bashir **is huge and has** 23 rooms .

ملاحظة مهمة جدا

إذا تغيرت فكرة الإنشاء الموجه عن الأفكار المطروحة فعليك كطالب أن تجتهد في الكتابة فهو يبقى في نهاية المطاف إنشاء والنماذج الموجودة ما هي إلا محاولة للمساعدة

أسئلة الوزارة الخاصة بالإنشاء الموجه (٤ علامات)

1-Write a brief biography using all the given notes below about Mahmoud Darwish.
Use the appropriate linking words . (2016)

Name: Mahmoud Darwish.
Date (born and died): 1942 -2008
Professions: poet and author
Achievements: - Leaves of Olives and Wingless Birds

- Mahmoud Darwish **was born in 1942 and died in 2008** .
- He was** a poet and an author .
- He had many achievements such as** Leaves of Olives and Wingless Birds .

2-Read the information below, and write two sentences about the benefits of studying abroad. (2016)

- build valuable job skills.
- be self - confident.
- make friends.
- understand own and other cultures.

- 1-**There are many qualities of** benefits of studying abroad **such as building** valuable job skills **and being** self – confident .
- 2-Making friends **and** understanding **own and other cultures are other qualities of** benefits of studying abroad , too .

3-Write two sentences about how to shop online safely . Use the appropriate linking words such as: and , moreover , in addition to ... etc . (2016)

How to shop online safely

- ensure that you know the identity and contact details of the online retailer .
- take care when entering information
- use a credit card with online fraud protection
- record purchase details

- 1-**There are many qualities of** how to shop online **such as ensuring** that you know the identity and contact details of the online retailer **and taking** care when entering information
- 2-Using a credit card with online fraud protection **and** recording purchase details **are other qualities of** how to make difficult decisions, too .

4-Write two sentences about the advantages of public transport. Use the appropriate linking words such as: and, in addition to, also,... etc. . (2016)

Advantages of public transport

- ease traffic jam.
- reduce pollution.
- minimize damage of environment.
- save money .

- 1-**There are many qualities of** advantages of public transport **such as easing** traffic jam **and** reducing pollution.
- 2-Minimizing damage of environment **and** saving money **are other qualities of** advantages of public transport , too .

5-Write two sentences about the rules to be safe in school laboratories and workshops. Use the appropriate linking words such as: and, in addition to, also,... etc. . (2016)

The rules to be safe in school laboratories and workshops

- wear suitable clothes.
- use the tools safely.
- follow your teacher's instructions
- keep the area clean and tidy.

- 1-There are many ~~qualities of the~~ rules to be safe in school laboratories and workshops **such as** wearing suitable clothes **and** using the tools safely
- 2-Following your teacher's instructions **and** keeping the area clean and tidy **are other qualities of the** rules to be safe in school laboratories and workshops , too .

6-Write two sentences using the given notes below about Qasr Bashir. Use the appropriate linking words. (2016)

- Location** :-Jordanian desert.
Date of construction :-beginning of the 4th century .
Purpose of building :-protection of the Roman borders.
Description of the building :-huge towers, 23 rooms

Qasr Bashir is in the Jordanian desert . It was constructed at the beginning of the 4th century . The purpose of this building was to protect the Roman borders . It is huge and it contains 23 rooms

7-Read the information in the table below, and write two sentences comparing and contrasting compulsory education in different countries. (2016)

Compulsory education in different countries	
England	5-16 years
Jordan	6-16 years
Turkey	6-18 years
Japan	6-15 years

- 1-Turkey has more compulsory schooling years than Japan .
 2-Japan has less compulsory schooling years than Jordan .
 3-England has more compulsory schooling years than Jordan .
 4-Jordan doesn't have as compulsory schooling years as Turkey .
 5-Japan doesn't have as compulsory schooling years as Jordan .

وغيرها الكثير من الجمل سواء على المقارنة أو التفضيل ولكن هذه من أسهل الجمل .

8-Write two sentences about The advantages of renewable energy . Use the appropriate linking words . (2017)

The advantages of renewable energy ...

- never runs out.
- produces little or no waste products.
- brings economic benefits to many regional areas.
- creates new jobs.

- 1-There are many advantages of renewable energy **such as** never running out **and** producing little or no waste products .
- 2-Bringing economic benefits to many regional areas **and** creating new jobs **are other** advantages of renewable energy , too .

9-Write two sentences about Ways to foster creativity in children .
Use the appropriate linking words .

(2017)

Ways to foster creativity in children

- create a creative atmosphere.
- allow children the freedom to explore their ideas.
- encourage children to read for pleasure.
- give children the opportunity to disagree with you.

- 1-There are many ways to foster creativity in children **such as** creating a creative atmosphere **and** allowing children the freedom to explore their ideas .
- 2-Encouraging children to read for pleasure **and** giving children the opportunity to disagree with you **are other** ways to foster creatively in children, too .

10-Write two sentences about Why people should read more books .
Use the appropriate linking words .

(2017)

Why people should read more books ..

- develop verbal abilities.
- increase focus and concentration.
- refresh memory.
- improve imagination skills.

- 1-There are many qualities of why people should read more books **such as** developing a verbal abilities **and** increasing focus and concentration
- 2-Refreshing memory **and** improving children imagination skills **are other qualities of** why people should read more books, too .

11-Write two sentences about reasons for applying for a certain job .
Use the appropriate linking words .

(2017)

Reasons for applying for a certain job

- your skills are tailored to the position
- you consider the offered position an opportunity.
- you like to work in a successful place.
- you seek a great job security.

- 1-There are many reasons for applying for a certain job **such as** being tailored to the position **and** considering the offered position an opportunity.
- 2-Liking to work in a successful place **and** seeking a great job security **are other** reasons for applying for a certain job , too .

12-Write two sentences about the impacts of the Arts on Learning ...
Use the appropriate linking words .

(2017)

The impacts of the Arts on Learning...

- changing the learning environment.
- providing challenges to students.
- teaching students to become self- directed learners.
- teaching students ways and methods not normally used.

- 1-There are many impacts of the Arts on Learning **such as** changing the learning environment **and** providing challenges to students .
- 2-Teaching students to become self- directed learners **and** teaching students ways and methods not normally used **are other** impacts of the Arts on Learning , too .

13-Write two sentences about benefits of doing an internship....
Use the appropriate linking words .

(2017)

Benefits of doing an internship...

- developing professional skills.
- increasing self-confidence in the workplace.
- having personal growth experiences.
- improving social relationships.

- 1-There are many benefits of doing an internship **such as** developing professional skills **and** increasing self-confidence in the workplace .
- 2-Having personal growth experiences **and** improving social relationships **are other** benefits of doing an internship , too .

14-Write two sentences about How to improve education
Use the appropriate linking words .

(2018)

How to improve education

- expand access to high - quality early childhood education programs .
- focus on recruiting, training and supporting teachers .
- upgrade infrastructure to provide proper learning environments.
- encourage schools that show improvement.

- 1-There are many qualities of how to improve education **such** expanding access to high-quality early childhood education programs **and** focusing on recruiting , training and supporting teachers .
- 2-Upgrading infrastructure to provide proper learning environments **and** encouraging schools that show improvement **are other qualities** of how to improve education , too.

15-Write two sentences about What one can do in a free time
Use the appropriate linking words .

(2018)

What one can do in a free time

- visiting cultural locations.
- exercising and playing a sport.
- going shopping.
- spending time with friends.

- 1-There are many qualities of what one can do in a free time **such as** visiting cultural locations **and** exercising and playing a sport.
- 2-Going shopping **and** spending time with friends **are other qualities** of what one can do in a free time , too .

16-Write two sentences about ways to start a speech
Use the appropriate linking words .

(2018)

Ways to start a speech...

- start with a positive statement .
- refer to a well- known person .
- quote from recent research .
- thank the organisers and audience .

- 1-There are many qualities of ways to start a speech **such as** starting with a positive statement **and** referring to a well- known person .

2-Quoting from recent research and thanking the organisers and audience are other qualities of ways to start a speech , too .

17-Write two sentences about how to learn and memorise faster.....
Use the appropriate linking words .

(2018)

How to learn and memorise faster...

- exercise to clear your head.
- write down what needs to be memorised.
- study or practice in the afternoon.
- relate new things to what you already know.

1-There are many qualities of how to learn and memorise faster such as exercising to clear your head and writing down what needs to be memorised.

2-Studying or practice in the afternoon and relating new things to what you already know are other qualities of how to learn and memorise faster, too .

تأليف

أسامة محاسنة

0796677803

0798233555

كيفية كتابة الإنشاء الحر (Free Writing)

- ١- فهم الموضوع المطلوب فهما واعيا .
- حيث أن واضع الأسئلة يطلب في مواضيع الإنشاء بعض المتطلبات لا بد من تغطيتها أثناء كتابتك لموضوع الإنشاء ويتم توزيع علامة الإنشاء على هذه المطالب أفكارا وقواعد .
- قد يظن بعض الطلاب في حال معرفتهم فكرة موضوع الإنشاء أن كتابة بعض الأفكار العامة عن هذا الموضوع سواء من الانترنت أو عن طريق أي مصدر أنهم سيحصلون على علامة جيدة غير مدركين أنهم إذا لم يغطوا المتطلبات المطلوبة فإنهم لن يحصلوا على العلامة المبتغاة وقد يشاركونهم في هذا الكثير من معلمي اللغة الإنجليزية .
- يتم في الغالب ذكر متطلبات موضوع الإنشاء بعد الكلمات التالية :-
(about , describing , mentioning , suggesting , expressing , explaining , discussing)
- ٢- تقسيم الموضوع إلى أفكار رئيسية باللغة العربية في ذهن الطالب .
- ٣- وضع الأفكار الرئيسية التي تريد كتابتها على شكل نقاط .
- ٤- وضع أفكار ثانوية تدعم كل فكرة من الأفكار الرئيسية التي وضعتها .
- ٥- تقسيم الموضوع إلى مقدمة ووسط وخاتمة .
- ٦- كتابة مقدمه الموضوع عن أهم فكرة من الأفكار الرئيسية .
- ٧- تقسيم الوسط إلى فقرات كل واحدة تتحدث عن فكرة واحدة حيث تقوم بشرحها وتوضيحها عن طريق الأفكار الثانوية التي وضعتها ومن الممكن إعطاء أمثلة عليها .
- ٨- كتابة خاتمة الموضوع وعادة نلخص ما قلناه في الموضوع ونعطي نتائج أو نصائح أو نظرة مستقبله أو توقع .
- ٩- نبدأ بترجمة الموضوع إلى اللغة الإنجليزية ترجمة حرفية مع مراعاة الأمور التالية :-
أ- ضرورة أن يسبق الفاعل الفعل بعد إجراء الترجمة .
ب- ضرورة أن تسبق الصفة الاسم .
ج- ضرورة استخدام الزمن الصحيح أثناء الترجمة .
د- ضرورة استخدام قواعد اللغة الإنجليزية بشكلها الصحيح وخاصة قواعد الاشتقاق .
هـ- ضرورة استخدام أدوات الربط المناسبة في مواقعها .

شكل موضوع الإنشاء دائما كالتالي :-

Write جملة افتتاحية
مطلب ١ + (about , describe , mention , suggest , explain , discuss , express) and مطلب ٢ , مطلب ٣

لذا نكتب موضوع الإنشاء على النحو التالي لعل وعسى ان تحصل على علامة او علامتان :-
الجملة الافتتاحية
I think that + مطلب ١ + is very good and useful for some people and bad for others .
Moreover , I believe that + مطلب ٢ + has a lot of effects on our community .
However , مطلب ٣ + also has some advantages and disadvantages to deal with .
Finally , I tried to cover all the sides of this subject but this is all what I can write about it .

إذا لم يكن هناك جملة افتتاحية فإن اسم الموضوع يكون موجودا بعد كلمة (about , describe , mention)

كيفية كتابة موضوع الإنشاء

- ملاحظات مهمة يجب إتباعها عند كتابة موضوع الإنشاء :-
- ١- فكر بلغة عربية فصلى وسهلة .
 - ٢- استخدم جملا قصيرة .
 - ٣- ترجم الموضوع ترجمة حرفية مع مراعاة قواعد اللغة الانجليزية وتحديدا :-

فعل	+	فاعل →
اسم	+	صفه →

- ٤- ابتعد عن الكلمات التي لا تعرف معناها .
- ٥- ابتعد عن الكلمات التي لا تعرف إملاءها .

ذهبت في رحلة العام الماضي إلى عمان مع بعض الأصدقاء .

انطلقنا من اربد باتجاه عجلون .

وهناك تناولنا طعام الإفطار تحت أشجار جميلة .

شاهدنا مناظر خلابة .

Write { an essay
a report
a letter
an email
an article
a composition } about marriage traditions in Jordan .

هذا الموضوع عن (أن بعض الناس تفضل الأكل في المطاعم) ونلاحظ في هذا الموضوع المتطلبات التالية :-
الأكل في المطاعم ، أذكر أنواع الطعام التي تقدم هناك ، و حسنات وسيئات الأكل في المطاعم .

المطلب الأول من الموضوع (الفقرة الأولى)

Some	بعض
people	الناس
like	تحب
eating	الأكل
in	في
restaurants	المطاعم
as a way of	كمنوع من
changing	تغيير
daily	الروتين
routine .	اليومي .

juice ,	العصائر،
snacks ,	الوجبات السريعة،
and	و
the main	الأطباق
dishes .	الرئيسية .

المطلب الثالث من الموضوع (الفقرة الثالثة)

Eating in	الأكل في
restaurants	المطاعم
serve	يخدم
employees,	الموظفين ،
students ,	الطلاب ،
and	و
families	العائلات
who	التي
didn't	لم
prepare	تحضر
their food	طعامها
in that	في ذلك
day .	اليوم .
etc.	الخ

المطلب الثاني من الموضوع (الفقرة الثانية)

There are	هناك
a lot of	الكثير من
food	الأطعمة
which	التي
are served by	تقدمها
restaurants	المطاعم
such as	مثل
sandwiches,	السندوتشات،

هذا الموضوع عن (نقص الماء) ونلاحظ في هذا الموضوع المتطلبات التالية :- أهمية الماء ، أمثلة على الاستخدام المسرف للماء و طرق مقترحة لتقليل من استخدام الماء في حياتنا اليومية

المطلب الأول من الموضوع (الفقرة الأولى)		المطلب الثاني من الموضوع (الفقرة الثانية)	
We	نحن	There are	هناك
use	نستخدم	some	بعض
water	الماء	wasteful	الاستخدامات
for	من أجل	usages	الخطئة
drinking ,	الشرب ،	such as	مثل
cooking ,	الطبخ ،	washing	غسيل
washing ,	الغسيل ،	cars	السيارات
and	و	by	عن طريق
cleaning .	التنظيف .	using	استخدام
Also	كما	taps .	الحنفيات .
people	يستخدم	المطلب الثالث من الموضوع (الفقرة الثالثة)	
use	الناس	There are	هناك
water	الماء	a lot of	الكثير من
to	من أجل	ways	الطرق
irrigate	ري	to reduce	لتقليل
crops	المحاصيل	using	استخدام
and	و	water	الماء
beautiful	الحدائق	such as	مثل
gardens .	الجميلة .	etc.	الخ

الرسالة

(Your name is Nihad . Your address is P.O.Box 1646 , Amman , Jordan)

P.O.Box 1646 Amman , Jordan تاريخ الامتحان (شهر وسنة)	
Dear friend / Sir ,	
.....	
.....	
صديق	ليس صديق
.....	
.....	
Best wishes / Yours sincerely ,	
Nihad	

مميزات الرسالة الشخصية والبريد الإلكتروني Informal letters and emails

١- تبدأ بعبارات مثل :-

Dear [name] ,	Dear fellow students
Hello [name] ,	Hi !

٢- يمكن استخدام اختصارات مثل :-

I'm	don't
I hadn't given	I'd rather have played

٣- تنتهي بعبارات مثل :-

Best wishes	See you soon	Looking forward to hearing from you
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أما الرسائل المفتوحة تنتهي بتكرار ما نريد أن نقوله

٤- تستخدم بعض العبارات مثل :-

Please let me know if	someone told me that	I wasn't put off by
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كتاب (SB) صفحة (٦٥) تمرين (٧)

Write an informal letter to a friend about some of your wishes and regrets. Write about 100 words.

كتاب (SB) صفحة (٦٧) تمرين (٨)

Choose or invent a product. Note down its good and bad qualities. Write a paragraph of 100 words about it, ending with your opinion.

كتاب (SB) صفحة (٦٩) تمرين (١١)

Write a review of a hotel or restaurant that you have been to. Write about 200 words. Refer to page 79 of the Activity Book for guidance.

كتاب (SB) صفحة (٧٣) تمرين (٩)

Write about 80 words to describe your ideal job. Say how you will feel if you get it.

كتاب (SB) صفحة (٧٧) تمرين (٥)

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. Follow the models in exercise 3.

كتاب (AB) صفحة (٤٧) تمرين (١٢)

Imagine you work for a travel company that specialises in package holidays in Jordan. First, design your package holiday, which should include a variety of locations. Make notes.

- 1-Who are your target customers? (Jordanians? Foreigners? Both?)
- 2-How long does the holiday last?
- 3-Where is it based? (one place or several?)
- 4-What is included?
- 5-What is there to do and see?
- 6-What is the accommodation like?
- 7-How much does it cost?
- 8-Why is it the best holiday on the market?
- 9-Add your own ideas.

كتاب (AB) صفحة (٤٧) تمرين (١٤)

Now imagine you took your partner's holiday. Write a review of it in about 100 words.

كتاب (AB) صفحة (٥٢) تمرين (١٤)

You are going to write a guide for students who will start Grade 12 next year. Make sure you tell them what they should do to be successful, and what it would be a good idea for them to do. Add any useful advice you can think of.

أسئلة الوزارة الخاصة بالإنشاء الحر (٧ علامات)

Write a composition of about 80 words on ONE of the following :- (2016)

- 1-Introducing modern technology can be beneficial to the productivity of traditional crafts .Write an essay about the role of technology in improving the products of traditional crafts to suit the changing requirements.
- 2-Write a three - paragraph essay about something that used to make you stressed and how have you changed your habits so that it doesn't make you stressed anymore.

Write a composition of about 80 words on ONE of the following :- (2016)

- 1-Write a blog post for your school's website about health and fitness for busy people.
- 2-Tourism has become an important sector that has an impact on development of country economy. Write a three-paragraph report about the importance of tourism on the Jordanian economy and mention the best ways to attract tourists to visit Jordan. Mention its benefits, support with example.

Write a composition of about 80 words on ONE of the following :- (2016)

- 1-Life in today's towns and cities has many advantages and disadvantages . Write an essay mentioning some aspects of life in your city that you would most like to improve , and discuss ideas that might help with this improvement .
- 2-English clubs in any school aim to promote learning of the language . Write an essay mentioning the benefits of joining English clubs and suggesting ways to encourage students to join such clubs .

Write a composition of about 80 words on ONE of the following :- (2016)

- 1-Write an article to your school magazine describing a building you know well . Include the following points in you article; the location of the building, the appearance of the outside of the building and the information about any natural features near the building.
- 2-Imagine that your friend was chosen to be employed in a well-known company. Write an email to your friend advising him / her how to be distinguished in his / her work. Include the following in your email; being punctual at work, making friends with workmates and working co-operatively.

Write a composition of about 80 words on ONE of the following :- (2016)

- 1-Write an essay describing changes that you can implement in your daily life to conserve energy.
- 2-Write a description of your favourite dish, in your description you should focus on its health benefit, the main ingredients and a recipe for preparing it.

Write a composition of about 80 words on ONE of the following :- (2016)

- 1-Write an essay for your school magazine, describing a famous character mentioning his / her studies, most important achievements and how he / she influences you.
- 2-Write an essay about the importance of internet safety, mentioning the possible dangers, suggesting some strategies to stay safe on the net.

Write a composition of about 80 words on ONE of the following :- (2016)

- 1-There are a lot of risks associated with doing a new business abroad. Write an article about the risks that people may face in doing business abroad, suggesting solutions to manage these risks.
- 2-You receive the news that your town council is cancelling a bus route that you, your family and friends use regularly. Write a letter to the town council to persuade them not to cancel it. Explain why this will have negative effects on the whole town.
(Your name is Wesam. Your address is P.O.Box 1646, Amman, Jordan)

Write a composition of about 80 words on ONE of the following :- (2017)

- 1-A descriptive essay describing a Jordanian wedding, focusing on the ceremony to request the bride's hand, the wedding announcement, the feast and the ceremonies of the wedding day.
- 2-" Your mind is your library of what you read . Write an essay discussing the benefits of reading, mentioning the kinds of books you prefer to read and advising your colleagues to adopt as a habitual action.

Write a composition of about 80 words on ONE of the following :- (2017)

- 1-In the last fifty years, more than half of the world's wildlife has disappeared. Write an essay mentioning the reasons for the disappearance of many animals around the world, and suggesting some solutions to stop the decline in the wildlife population.

2-An argumentative essay about allowing parents to monitor their children's internet use. Present relevant evidence and put forward a convincing argument to persuade the reader to agree with your point of view. Do not ignore one side of the argument.

Write a composition of about 80 words on ONE of the following :- (2017)

- 1-A blog post for your school's website about the best practices for losing weight. Compare these practices with some practices in the past which were proved to be less effective.
- 2-Teaching is a science that requires a lot of education, responsibility and understanding between the teachers and the students to be most effective. Write an article discussing the importance of teaching. Mention its advantages and advise your friends to choose it as a future career.

Write a composition of about 80 words on ONE of the following :- (2017)

- 1-Schools provide students with opportunities to be creative. Write an article describing how schools can do that . Include the following: getting feedback, encouragement and different mental and physical activities.
- 2-Jordan has very little water resources. Write an essay describing the domestic uses of water, suggesting possible ways to save water and recommend some possible methods to increase water supply in Jordan.

Write a composition of about 80 words on ONE of the following :- (2017)

- 1-You have been asked to write an essay for an international magazine about equal job opportunities for men and women in your country. Describe the existing situation and say what changes have taken place in recent years.
- 2-Video games are considered one of the most important innovations in the field of child entertainment. Write an article discussing the positive and the negative effects of video games on children.

Write a composition of about 80 words on ONE of the following :- (2017)

- 1-A letter to yourself with the intention that you'll be reading this again at the end of the school year. Think about your goals, where your head is now, and where you hope to be in ten months.
- 2-Being responsible is a key to children's success both in school and in the larger world when they grow up. Write an article suggesting tips for teaching kids responsibility and saying why it is so important to teach children to be responsible.

Write a composition of about 80 words on ONE of the following :- (2018)

- 1- Many old buildings are part of a nation's history. Some people think they should be knocked down and replaced by new ones. Write an article showing how important it is to protect old buildings and how preserving such buildings doesn't stand in the way of progress.
- 2- Good habits improve physical and emotional health. Select one of your good habits and write an essay persuading readers to make that habit part of their lives.

Write a composition of about 80 words on ONE of the following :- (2018)

- 1-A few decades ago, many families had half a dozen or more children. Nowadays, more and more families are choosing to have three or four children. Are small families better than large ones? Why or why not? Write an article expressing your opinion and support it with specific reasons.

2-Computers become a tool in education for even youngest children. **Do you believe that computers have a value in education or not? Write a letter to your friend convincing him / her of your opinion.**

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Write a composition of about 80 words on ONE of the following :- (2018)

- 1-Obstacles are what you see when you take your eyes off the goal . Write an article talking about **an obstacle that faced you and how you overcame it mentioning the lesson you learnt from this experience .**
- 2-The population of most cities is growing as people move to cities to find work and new opportunities . Write an essay discussing **the problems that result from overpopulation in cities and suggest practical solutions .**

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Write a composition of about 80 words on ONE of the following :- (2018)

- 1-An article describing **the change you would like to make inside your school concerning good environment , methods of teaching ... etc. , and how that change would affect the new generation .**
- 2-Some people argue that technological inventions such as mobile phones are making people socially less interactive . Write an article discussing **the impact of mobile phones on human relationships and suggest some procedures for reducing their effects on people .**

أسامة محاسنة

0796677803

كيفية الاستدلال على أي درس يجب حل جمل الامتحان سواء سؤال صرف الفعل أو تحويل الجمل أو ربط الجمل :-

القاعدة	كيفية الاستدلال على القاعدة					
الجملة المنشقة	سؤال التحويل :- ١- وجود كلمة (emphasise / cleft sentence) في مضمون السؤال . ٢- وجود خط تحت بعض الكلمات أو كتابتها بخط غامق . ٣- أن تبدأ الجملة المحولة ب :- <table border="1" style="margin: 10px auto;"> <tr> <td>It was / is</td> </tr> <tr> <td>The person who The time when The place where The thing which The way in which</td> </tr> <tr> <td>..... + ضمير وصل +</td> </tr> <tr> <td>Wh</td> </tr> <tr> <td>..... الكلمة المحددة</td> </tr> </table>	It was / is	The person who The time when The place where The thing which The way in which + ضمير وصل +	Wh الكلمة المحددة
It was / is						
The person who The time when The place where The thing which The way in which						
..... + ضمير وصل +						
Wh						
..... الكلمة المحددة						
جمل الوصل	١- وجود أحد ضمائر الوصل مهما كانت صيغة السؤال ٢- وجود جملتان مستقلتان لربطهما وبينهما اسم مشترك					
الندم والتمني	١- سؤال صرف الفعل :- لا بد من وجود (I wish / If only) ٢- سؤال صرف الفعل :- يجب أن يكون الجواب (ت٢) أو (ت٣ + had) حسب جمل الكتاب أو أفكارها . ٣- سؤال التحويل :- الانتباه إلى الجمل التي تحل على القاعدة الثانية والجملة التالية :- 2-I regret going to bed <u>late</u> last night. -I wish I <u>earlier</u> .					
جمل الشرط	١- وجود إحدى أدوات الشرط (if / unless / provided that / when / as long as / even if) ٢- سؤال صرف الفعل :- إذا كان جواب الشرط موجود فلا يوجد مشكلة ٣- سؤال صرف الفعل :- إذا كان سؤال الشرط موجود فلا بد من ترجمة الجملة ٤- إذا كان السؤال تحويل من جمل عادية إلى النوع الثالث نطبق القواعد السابقة					