

# لغة التوجيهي

-دوسية مطورة مدعمة بالصور التي تسهل على الطالب وصول المعلومة

- كتبها الأستاذ انس البلوي

- غنية بالامثلة والتمارين

الأستاذ انس البلوي مدرس في عدة مؤسسات تعليمية كبرى يستخدم نظم تدريس من اقوى الانظمة حيث يتاح للطالب تطبيق المعارف بشكل احترافي ويضمن اعلى علامة في مادة اللغة الانجليزية ..

الهاتف الشخصي 0789077686

0788322507	مركز خيارات أكثر جبل النصر
0789968425	مركز بوابة أوائل طبربور
0788262638 0787188978	مركز القلعة ماركا الشمالية مركز التشابهية الثقافي جبل النزهة
0777277270	مركز التعلم المستمر خلدا
<a href="https://joacademy.com">https://joacademy.com</a> <a href="https://www.awa2el.net/ar">https://www.awa2el.net/ar</a>	موقع جو أكاديمي و الأوائل التعليمي
<a href="https://www.youtube.com/channel/UChy8JvPdmbWrKn43NIwSoQg?view_as=subscriber">https://www.youtube.com/channel/UChy8JvPdmbWrKn43NIwSoQg?view_as=subscriber</a>	قناة يوتيوب "الأستاذ انس البلوي

## My job as an interpreter

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

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

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

اسمي فاطمة موسى عملت كمتترجمة لخمس سنوات كثير من الطلاب راسلونني يريدون معرفة السبب وراء عملي كمتترجمة فهذا ردي عملي يتمحور حول الذهاب للمؤتمرات والندوات حول العالم عندما يتحدث أحد الأشخاص اسمع له عبر سماعة

I then translate into Arabic while the speaker is talking. I give the translation through headphones to other people at the meeting. This means that anyone in the room who speaks Arabic can understand what people are saying.

ثم يترجم أثناء الاجتماع وهذا يعني أن من هم في الغرفة الذين يتحدثون عربية سوف يفهمون  
Is it an easy job? Not at all. English is not the same in all English-speaking countries.

For example, the English words that are used in India are sometimes different to the words that people use in the UK, the USA or Australia. As well as knowing regional English, you also need to know a lot of specialist language. Some of the words that are used to talk about

business, science or law, for example, make it almost a different language!  
هل هذا عمل سهل .. ؟ لا ليس سهلا باللغة الإنجليزية ولكنه تختلف من بلد لآخر ومن منطقة الى اخرى .. هناك مصطلحات مخصصة  
لحقول كالأعمال المحاماة العلوم

Unless you have a language degree, you will not be able to become an interpreter. Provided that

you have a postgraduate qualification, you will probably get a job as an interpreter quite quickly. If you get an interview for a job, you will need to show that you have good listening skills and a clear speaking voice. You will also need to show that you can think quickly and that you are able to concentrate for long periods of time. If you are successful, it is a secure and rewarding job. You will probably need to travel a lot, but that is not a problem as long as you enjoy visiting other countries.

إذا لم تكن حاصل على درجة علمية لن تستطيع أن تكون مترجم وممن شروط الانضمام لهذه المهنة أن تكون لديك مهارات استماع جيدة  
تفكير سريع صوت واضح ستستمع في هذه المهنة عند سفرك كثيرا

It is a very responsible job. I am aware that if I translate things badly, it could affect an important law or trade agreement between countries. However, you get a huge feeling of

satisfaction when you know that people understand everything that you translate.

انها مهنة ذات مسؤولية فإذا ترجمت بشكل خاطئ تؤثر على اتفاقيات تجارية وقانونية

1. Many things encouraged Fatima to decide on a career as an interpreter . Write down two of them .

العديد من الأمور التي شجعت فاطمة كي تصبح مترجمة ما هي

2. You have to show some skills in an interview for the job of an interpreter . Write down two of these skills

يجب أن تظهر مهارات اثناء المقابلة للترجمة ما هي

3. Write down the sentence which indicates that the interpreter will feel rewarded if the listeners understand the translated information.

اقتبس الجملة الجملة التي تشير إلى أن عمل المترجم يصيبك بالرضى عند أداء بشكل جيد

4. Quote the sentence which shows the consequence of bad translation.

اقتبس الجملة الجملة التي تشير إلى نتائج الترجمة السيئة

5. Mention the main reason that made Fatima talk about her job as interpreter?

اذكر الأسباب التي دفعت فاطمة للحديث عن عملها كمترجمة

6. What does the underlined phrase fond of mean ?..

7. Find a word in the text which means " giving personal satisfaction

8. What do the underlined words 'pronouns ' refer to ?.

9. If you want to get a good job , you have to be well-qualified. Suggest three things you can do to get a good job

اقترح ثلاث أمور تجعلك تحصل على عمل افضل

10. It is said that if you love your job, you will achieve success . Think of this statement and , in two sentences , write down your point of view.

يقال أن حب العمل يؤدي للنجاح فيه اعطي رأيك

#### answers

1. She has always been fond of languages. Her father worked in many different countries when she was young and they usually travelled with him. 2. You have to show some skills in an interview for the job of an interpreter . Write down two of these skills.
3. However, you get a huge feeling of satisfaction when you know that people understand everything that you translate. 4. I am aware that if I translate things badly, it could affect an important law or trade agreement between countries. 5. Many students have emailed her about her work because they want to know what it would be like to do her job.
6. having an affection or liking for someone or something. 7. rewarding 8. they : many students / who : anyone in the room / I : Fatima 9. There are many things I can do to get a good job like having computer and net skills . Also, learning a foreign language and getting a university degree.
10. I agree with this statement because if you love your job , you will be creative and responsible. Also, this encourages you to do your best

## عميد اللغة الإنجليزية الأستاذ أنس البلوي



مركز التشابيهية  
جبل النزهة



مركز التعلم  
المستمر / خلدا



مركز القلعة  
ماركا



مركز بوابة  
أوانل طبربور



مركز  
خيارات أكثر

### Curriculum Vitae

Dear Sir/Madam, I would like to apply for the position of researcher at your pharmaceutical company. As can be

seen from the enclosed curriculum vitae that I have a degree in Chemistry. Furthermore,

I have worked as a shop assistant at a chemist's, so I know a lot about this industry.

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

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

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

Yours faithfully, Tareq Hakim

Dear Mr Rahhal,

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

I would now like a new challenge and would be interested in moving into research. I have a degree in Physics. I am a competent and adaptable worker and I believe that I can be

successful in any position. I like reading and camping. I also like travelling. References are

available on request. I look forward to hearing from you

Yours sincerely, Hisham Khatib



### Stepping into the business world

Business Studies is a popular choice for students who are choosing a degree course in the UK. After graduating, some go on to further study, but most of them take up employments. Many large companies offer graduate training schemes,(1) which are a kind of apprenticeship. We went to meet twenty-two-year-old Ricky Miles, who is about to graduate in the subject.

دراسات الأعمال خيار شائع عند الطلاب الذين يختارون تخصص جامعي في بريطانيا. بعد التخرج بعضهم يذهب إلى المزيد من الدراسة و هي نوع من التدريب المهني ، معظمهم يتولون وظيفة. العديد من الشركات الكبرى تقدم للخريجين برامج تدريبية مايلز . ذهبننا لمقابلة ريكي ذو الثانية و العشرين من العمر الذي يوشك على أن يتخرج .

How long have you been studying Business Studies, Ricky?

It's a four-year course, including two periods of work experience. Each one lasted six months, (2) but they weren't in the same year.

انه برنامج لمدة أربع سنوات يشمل فترتين من خبرة العمل.كل منهما تدوم لستة أشهر

What exactly have you studied over those four years? ماذا تدرسون

Quite a lot! Maths, of course, Accounting, Finance and Economics. Oh yes, Marketing and Sales, too. I also did a course in Management, which is about recruiting and managing staff, and how to deal with conflict, and a course in Advertising. We all had to do IT, too, (3) because computer skills are essential.

الرياضيات التسويق و المبيعات أيضا. كما أخذت مساقا في الإدارة عن التوظيف و إدارة الكادر وكيف تتعامل مع المشكلات والتسويق أيضا مهارات الحاسوب هامة كذلك الأمر

What did you most enjoy about the degree? ما أكثر شيء استمتعت به في برنامج الشهادة

The work experience, definitely. I learnt so much, both times, (4) and of course it looks great on my curriculum vitae. One of the companies offered me paid work last summer, so I managed to get even more experience that way. Also, I wouldn't have had much money last year if I hadn't had that job!

خبرة العمل تعلمت الكثير وهذا يبدو رائعا في في السيرة الذاتية وما كان وضعي المادي جيد لولا هذا العمل

What kind of company was that, and what did you do there? ماذا كنت تفعل في الشركة

It was a company that provides financial products - savings and pensions, mostly. At first I just 'shadowed' different people, (5) watching what they were doing. Then I did quite a lot of checking for them - you know, checking their calculations. When I went back in the summer, I was in the sales department. My job was to follow up web enquiries, (6) and send out further information to possible clients. I enjoyed it, and I wouldn't have had that opportunity if I hadn't done the work experience first.

كانت شركة تقدمه منتجات وخدمات مالية والادخار والخدمات التقاعدية كنت أراقب في البداية تدقيق الحسابات عاد في الصيف منتدب على الحسابات .. ثم أصبح يجيب الناس عند استفساراتهم على الشبكة المعلوماتية ..

What are you planning to do next?

I've just applied for a job with a bank. I have the right qualifications, but I know there will be a lot of other applicants. I'll just have to wait and see if I get an interview. If I do, (7) I'll have to

prepare really carefully.

لقد تقدمت حديثا لوظيفة في بنك لدي المؤهلات المطلوبة سيكون هنالك الكثير من المتقدمين علي ان انتظر وارى

1. Business studies students should do some courses to get a degree. Write down two examples of these courses.

هنالك بعض الأدوات الواجب أخذها كي تحصل على درجة علمية في دراسات الأعمال

2. According to the text, Ricky has to follow some steps to get a job with a bank. Write down two of these steps

بناء على النص ريكي اتبع خطوات للحصول على الوظيفة

3. There are two choices for the student of business studies? What are they?

هنالك خياران امام طالب الأعمال ما هما

4. Write down the sentence which shows what Ricky intends to work in the future.

اقتبس الجملة التي تظهر ان ريكي ينوي العمل مستقبلا

5. Ricky Miles has three types of qualifications. What are they?..

ثلاث مؤهلات مع ريكي ما هي

6. What helped Ricky to get a job last summer?

ما الذي ساعد ريكي للحصول على العمل

7. What does the underlined word 'recruiting' mean ?.

8. What do the underlined words 'pronouns' refer to ?

9. Work experience is essential to get good job and improve your job position . Suggest three ways to gain experience. افتح ثلاث طرق لاكتساب الخبرة العملية .

10. Choosing what to study at university is one of the biggest decision students have to make. Think of this statement and , in two sentences , write down four point of view.

أن يختار الطالب تخصصه الجامعي احد اعظم القرارات ناقش

Answer

1. Finance and Economics. 2. he will just have to wait and see if he gets an interview. If he does, he will' have to prepare really carefully. 3. some go on to further study, but most of them take up employments. 4. I've just applied for a job with a bank. 5. Business studies degree , the work experience and the summer job . 6.The work experience. 7. finding suitable employees. 8.which : training schemes/ they : different people / my : Ricky Miles. 9.There are many ways to gain experience like doing voluntary work and joining training courses . Also, accepting part time jobs. 10. I think that choosing what to study at university is one of the biggest decision students have to make because every student should choose what he finds himself in and what he prefers in order to be able to make a difference in his life. Also, he should choose according to what labour market needs.



هناك الكثير من الدراسات التي أجريت والتي أثبتت أهمية الإضاءة خلال عملية الدراسة أو المذاكرة. في هذا الصدد يقول المتخصص جورن في ومنال Jorn Vidal في كتابه "تأثير Skog Luft – هواء الغابات / L'effet Skogluft – l'air des forêts" أن الإضاءة الجيدة تساعد بشكل أساسي في تقوية التركيز، الرفع من فعالية التعلم وكذا تعزيز الثقة في النفس خلال العملية التعليمية، حيث تساعد كمية الإضاءة الكافية في المكان في ضمان نشاط العقل واستمرارية انتباهه طوال فترة الدراسة أو المذاكرة

## Grammar

### IF CLAUSE ENGLISH MATERIALS

الشرح كامل على يوتيوب ..  
اقوى نظام تدريس الاستاذ انس البلوي كبرى المؤسسات والمراكز



استوديو تخصيص القناة

الأستاذ أنس البلوي  
789 مشتركاً

الصفحة الرئيسية | الفيديوهات | قوائم التشغيل | القنوات | حول | بحث

قنوات

التحميل الكل تشغيل الكل

2:29 تابعوا عدا على قناتي اليبدأ بشرح فقرات الوحدة الثانية مستوى رابع

14:06 شرح كامل لفقرة exams المستوى الرابع الوحدة الثانية

2:46 تمرين هام جدا متوقع وزاري مصطلحات الوحدة الثانية المستوى الرابع

## 1. Zero with future time phrases

The function: To describe something that always happens (the inevitable consequence) after a certain action.

لوصف شيء يحدث دائما ( نتيجة حتمية ) بعد عمل أو حدث معين

كما ترى صورة الماء عالاكيد إذا غليته راح تسخن ..



If S + present  
simple(vs-v1-don't -doesn't

S + present  
simple(vs-v1-don't -doesn't



+v1	+v1
-----	-----

2. First conditionals with future time phrases The function: To describe a future outcome of a certain future action or event.

لوصف نتيجة مستقبلية لعمل أو حدث مستقبلي معين

If you get an interview for a job in pharmaceuticals, you will need to show real enthusiasm for the industry.



If S + present simple....,	S + will+ Base....
----------------------------	--------------------

3.The second conditional The function: To talk about a hypothetical or improbable situation

للحديث عن مواقف افتراضية أو غير محتملة



If S + Past simple(v2 -didn't +v1	S + would + Base ...
-----------------------------------	----------------------

4.The third conditional The function: To imagine past situations that are impossible and did not happen.

تخيل مواقف سابقة مستحيلة و لم تحدث



If S + Past Perfect ...	S + would have + V.3 ...
-------------------------	--------------------------

If I had studied harder , I would have passed the exam

اعادة كتابة جملة الشرطية النوع الثالث رسم مساعد ...

## Third Conditional

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

الاستاذ انس البلوي ... اقوى انظمة تدريس اللغة الانجليزية بحق ..

1- امتحانات دائمة

2- شروحات احترافية

3- من قلب اختصاص الأدب الإنجليزي العالمي تركيز على مرحلة التوجيهي

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

If Saeed hadn't left his camera at home, he could have taken pictures of the parade

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

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

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

---

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

---

6. I didn't stay at home that day, so I didn't miss the celebration. (would)

---

7. My friend invited me to the library, so I went. (would not )

---

8. I didn't study very hard, and I didn't pass the exam. (would)

---

9. I didn't prepare well for the competition , so I didn't win the first prize. (might)

---

10. I didn't sleep well the night before the exam , I didn't concentrate very well. (could)

---

11. Our team didn't win the match . They didn't train hard. (could)

---

12. Our team didn't win the match . They weren't champions. (might)

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

**Using "Unless"**: ( Unless = If ..... not )

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

1. Why don't you + V-inf. .... ?
2. If I were you, I would + V-inf. .... / If I were you = should
3. You could + V-inf. ....
9. Rewrite the advice, using the words in brackets.

1. You should practise the presentation several times. (were) If I were you, I'd practise the presentation several times.

2. It would be a good idea for you to make a list of questions. (could)

-----

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

-----

4. You shouldn't look too casual. (If)

-----

5. You should do a lot of research. (would)

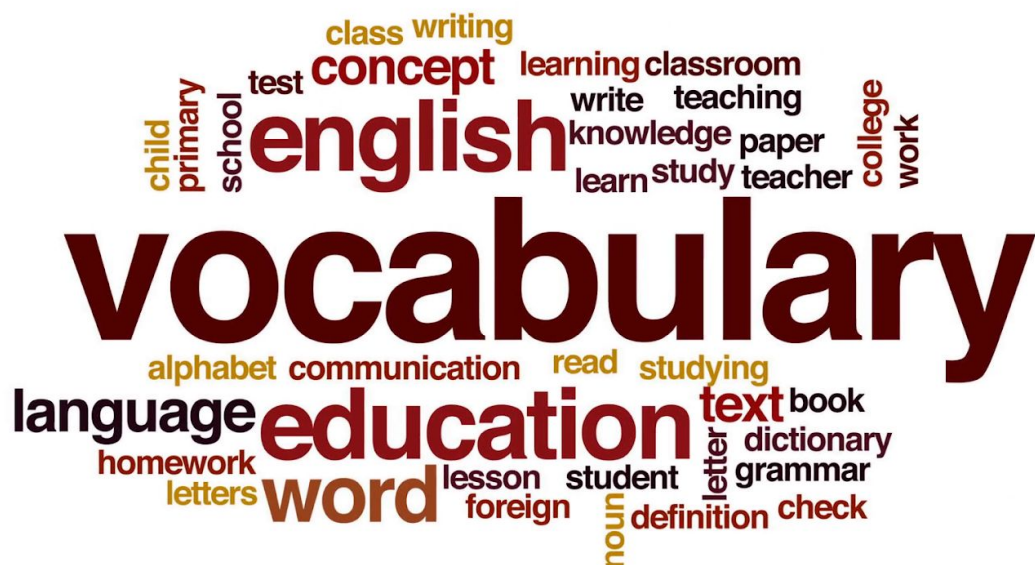
-----

6. You shouldn't worry so much. ( If )

-----

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

شرح القاعدة والمنهاج في مؤسسات مراكز مدارس عمان ...  
قناتي على اليوتيوب ..



#### Words followed by prepositions

work as	يعمل كـ
decide on	يقرر بشأن
translate into	يترجم من وإلى
talk about	يتحدث عن
ask about	يسأل عن
good at	جيد في

1 / AB page 49

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

1. Please listen to the music through headphones, so that you don't disturb anybody.
2. I have just read a \_\_\_\_\_ of a book by a Japanese author.
3. In the UK, there is a central government, but there are also \_\_\_\_\_ councils around the country.



4. My uncle is fluent in several languages. He is often able to \_\_\_\_\_ for us during conversations with foreigners.

5. Nada made a successful presentation at a \_\_\_\_\_ in Irbid last month. 6. Doing volunteer work can be a very \_\_\_\_\_ experience.

2 / AB page 49

Circle the correct words.

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

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

3. Make sure your online passwords are secure / rewarding

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

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

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

3 / AB page 49

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

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

1 / AB page 49 1. headphones 2. translation 3. regional 4. interpret 5. seminar 6. rewarding

2 / AB page 49 1. taking 2. satisfaction 3. secure 4.  
responsible 5. job 6. meeting

3 / AB page 49 1. as 2. on .3. into 4. about 5. about 6. at